

# Email Notification for Debtors

United States Bankruptcy Court  
Northern District of Mississippi

August 2017

## WHAT IS EMAIL NOTIFICATION?

This is a **FREE** service that allows debtors to request delivery of court orders and notices by email instead of U.S. mail.

## HOW DOES IT WORK?

- Debtor files a Request for Email Notification Form with the court (located on the court's website at [www.msnb.uscourts.gov](http://www.msnb.uscourts.gov)).
- The court registers the debtor for an account, and the debtor receives a confirmation email.
- The debtor activates the account by clicking on a link in the confirmation email.

Once an account is activated, all future court orders and notices are sent via email to the debtor as a PDF attachment. A separate email is sent for each court order or notice.

Large PDF attachments (exceeding 8 MB) will be sent by U.S. mail to the debtor's mailing address.

The debtor may view, print, or save the PDF attachment at any time.

## WHO CAN SEND EMAILS TO THE DEBTOR?

**Only the court** can send email notifications to a debtor. All other parties, including creditors and trustees, must continue to serve documents upon the debtor according to court rules (i.e., by U.S. Mail).

## HOW LONG AM I ENROLLED?

**Once your account is activated, the account remains active, until:**

- The account is disabled because of an email delivery failure "bounce-back".
- The debtor files a deactivation request with the court.
- The debtor's mailing address no longer matches the mailing address associated with the account.

As long as the account is active, all court orders and notices will be sent to the debtor's email address. This includes other cases in which the debtor is a party.

## Advantages

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**FREE** – No charge

**FAST**– Receive court orders and notices the same day they are filed.

**CONVENIENT** – Read orders and notices anywhere with internet access.

**EASY** – Just file a request for email notification using the Request for Email Notification for Debtor Form located on the court's website.

**GO GREEN** – Less paper.

For Additional Information visit the Court's website: [www.msnb.uscourts.gov](http://www.msnb.uscourts.gov)  
or Call the Clerk's Office: 662-369-2596