

# **CM/ECF EMAIL NOTIFICATION SIGN UP FORM**

CM/ECF introduces a new feature where attorneys, trustees and parties in cases are able to receive email notification of all pleadings docketed in cases in which they are involved. The email notification may be in summary form at the end of the day or you may receive an email for each event docketed as they are done. (Caution on the individual emails: This feature could bombard your email all day with numerous email messages. Most users ask for the summary.) Inside of the email notifications, you will have a "link" to the image of the document and you may click on it and receive "one free look". You may then either print or save a copy of the image on your computer. Once you provide the Court with an email address, you will begin receiving the email notifications. Pursuant to Local Rule 5005-4.10, electronic service of the Notice of Electronic Filing by the Clerk to registered filing users constitutes service of the filed document under the Federal Rules of Civil Procedure and the Official Bankruptcy Rules. Please fill out the form below and sign that you understand what this feature brings. Please send this form to the Court: U.S. Bankruptcy Court, P.O. Box 70, Wheeling, WV 26003 or fax it to 304-233-0185. If you have any questions, please call at 304-233-1655.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email  
address:** \_\_\_\_\_

**Send notices to these additional Email  
addresses:** \_\_\_\_\_

\_\_\_\_\_

**Would you like:**

\_\_\_\_\_ **End of the Day Summaries** or  
\_\_\_\_\_ **Individual email of each filing**

**Format of email:**

\_\_\_\_\_ **HTML for Netscape, ISP mail services: AOL, Hotmail, Yahoo, etc.**  
\_\_\_\_\_ **Text for ccmail, Groupwise, Outlook, Outlook Express, etc.**

**Please**  
**sign:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Electronic Bankruptcy Noticing**

The U.S. Bankruptcy Courts encourage the bankruptcy community to utilize Electronic Bankruptcy Noticing (EBN). EBN is a free service that allows court notices to be transmitted electronically, delivering them faster and more conveniently. Some of the advantages to electronic noticing are:

### **Updating Electronic Bankruptcy Noticing Information A TRADITION OF SERVICE TO THE FEDERAL JUDICIARY**

- Court notices are sent the same day they are produced by the court.
- You can access your court notices 24/7.
- Court notices that would be mailed to multiple locations can be routed to a centralized electronic address.
- Storing court notices to your computer means you never lose a paper copy.
- Court notices can easily be forwarded around the office or to your attorney.

**For more information and to register for this service, please go to [ebn.uscourts.gov](http://ebn.uscourts.gov).** You may also contact EBN Customer Service at 1-877- 837-3424 or [ebn@baesystems.com](mailto:ebn@baesystems.com). Note: If you are an attorney who already receives your notices via CM/ECF Notice of Electronic Filing, then you do not need to register for this service.