

**United States Bankruptcy Court for the Southern District of Texas**  
**Debtor Registration Form for Service of Documents by Electronic Mail**

Date: \_\_\_\_\_ Bankruptcy Case No. \_\_\_\_\_

Debtor

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_

Joint Debtor (if applicable)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address for Electronic Service (please print): \_\_\_\_\_

Joint E-Mail Address if different (please print): \_\_\_\_\_

By signing and submitting this form, I understand and agree to the following:

1. I request and agree to receive service of all documents, notices and orders in my bankruptcy case solely by electronic mail at the above e-mail address through the court's Electronic Filing System. **This does not apply to adversary proceedings.**
2. I will not receive service of any documents, notices and orders in my bankruptcy case by mail and I expressly waive any right to service by mail or any other means. **This does not apply to adversary proceedings.**
3. I will immediately inform the court of any change in my e-mail address.
4. I understand that it is my responsibility to make sure that the court has my correct e-mail address.
5. I understand that it is my responsibility to ensure that any spam filter, firewall or other software that could delay or prevent delivery of e-mail from the court is properly configured to allow me to receive e-mail from the court regarding my bankruptcy case.
6. I understand that responses to e-mails from the court will not be read. If I disagree or have questions about any document I receive by e-mail, I must either contact my attorney or file a written document with the court.

Debtor's Signature: \_\_\_\_\_

Joint Debtor Signature (if applicable): \_\_\_\_\_

# United States Bankruptcy Court for the Southern District of Texas

## About Service of Documents by Electronic Mail

### Notice of Electronic Filing

Registrants for service by electronic mail will receive a *Notice of Electronic Filing (NEF)*, which is delivered to the e-mail address on record with the court, each time an entry is made on the docket of their cases. The NEF email will include the title and case number for the case, and the text of the entry on the docket. Debtors receiving NEF emails should review the description of the entry and inquire with their attorneys or the Clerk's Office if they have questions.

### Viewing Filed Documents

If a document was filed and associated with an entry on the docket, the NEF email will reflect a Document Number with a web hyperlink to the document on the Court's computer server. The person receiving the NEF email is entitled to click that link and view the associated document or documents *once for free*. A web browser on the registrant's computer will attempt to open the document for viewing. Users must have a program capable of displaying Adobe Acrobat (pdf) format files to use this feature.

**CAUTION: You will only receive one free look at the document. If the document appears important, you should use that opportunity to save or print it. The hyperlink to access the document will expire after the first look or 15 days, whichever occurs first.** After the link expires, you will be directed to the Court's PACER site, and must log in and pay 10 cents per page to view the document. You may register for a PACER account with the PACER Service Center:

<http://www.pacer.gov/>

### Restricted Documents

Certain documents filed with the Court are not available to the public via the Internet. Such documents include those placed under the Court's Seal, and any documents that contain the debtor's personal information, including account numbers or social security numbers. Registrants for service by electronic mail will receive NEF email notifying them when such documents are filed, but the web hyperlink to the document will not allow the registrant to view restricted documents. Such documents are also not accessible through PACER.

### BNC Certificate of Mailing

The United States Bankruptcy Court contracts with an outside service, the Bankruptcy Noticing Center (BNC), to send copies of documents by mail to those case participants who are not receiving email. Each time the BNC sends documents, they file a Certificate of Mailing with the Court that contains the list of recipients and a copy of the document. This is done for record keeping purposes, and most registrants for electronic mail service may safely ignore such entries.

### Questions?

If you have questions that are not answered above, please call us toll free at 866-358-6201.