

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

In re:

Case No. _____

Debtor(s)

**REQUEST AND CONSENT TO ELECTRONIC
NOTICE AND SERVICE OF DOCUMENTS IN A BANKRUPTCY CASE**

In accordance with D. Conn. L. R. 9036-1(a) and the Court's [Administrative Procedures for Electronic Case Filing \(Local Rules of Bankruptcy Procedure, Appendix A\)](#), this form is to be used by a Pro Se Filer/Litigant, creditor, and party-in-interest who wishes to request and consent to the electronic notice and service of documents in the Debtor's bankruptcy case.

NOTE: A separate form must be filed for each bankruptcy case and each adversary proceeding for which electronic notice and service of documents is requested.

Please complete the following:

Your full name:

First name

**Middle initial
(if any)**

Last name

Your mailing address:

Street address (including any apartment number or floor number)

City

State

Zip Code

Phone number

**CONSENT TO ELECTRONIC NOTICE AND SERVICE OF NOTICES AND ORDERS ISSUED BY
THE COURT AND ELECTRONIC RECEIPT OF PLEADINGS BY CM/ECF FILERS AND USERS**

[Complete this section if you consent to electronic notice and service of documents filed in Debtor's bankruptcy case, instead of receipt by U.S. Mail.]

I, _____, hereby request and consent to the electronic (e-mail) notice and service of all notices and orders issued by the Court and electronic notice and service of all pleadings and documents filed in the Debtor's bankruptcy case at the e-mail address I have provided below in this form.

NOTE: A Summons and Complaint must be served in accordance with Federal Rule of Bankruptcy Procedure 7004 and a Subpoena must be served in accordance with Federal Rule of Civil Procedure 45 and Federal Rule of Bankruptcy Procedure 9016, and not via electronic means.

PROVIDE YOUR E-MAIL ADDRESS:

Enter your e-mail address in the blocks below - Only one e-mail address is permitted.

Use capital letters only

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Check here ONLY if you are changing or correcting the e-mail address that the Court has on file for you to receive electronic service and notice.

By providing consent above and signing this form, I agree to the following:

1. My e-mail address will be part of the public record.
2. My consent to electronic (e-mail) notice and service of notices and orders issued by the Court and/or electronic (e-mail) notice and service of documents by CM/ECF Filers constitutes **proper notice and service** made by a party filing any document in the Debtor's bankruptcy case pursuant to D. Conn. L. Civ. 5, D. Conn. Bankr. R. 1001-1(b) and 9036-1, and the Court's [Administrative Procedures for Electronic Filing \(Local Rules of Bankruptcy Procedure, Appendix A\)](#).
3. I understand that consent to electronic (e-mail) notice and service of notices and orders issued by the Court and electronic (e-mail) notice and service of all documents filed by CM/ECF Filers and Users will result in electronic (e-mail) notice and service instead of notice and service through the United States Mail.
4. I understand that this form must be completed, signed, e-mailed to the Court, and approved through Court Order before my consent to electronic (e-mail) notice and service of documents in the Debtor's bankruptcy case will become effective.

5. I understand that if I am changing my e-mail address, that I checked the box above indicating this is a change of e-mail address, and that I acknowledge and agree that once the change is approved by Court Order, future electronic (e-mail) notice and service of documents will be sent to this new e-mail address only.

6. I understand that if I want to withdraw my consent to electronic (e-mail) notice and service of documents in the Debtor's bankruptcy case, I must complete, sign, and e-mail Local Connecticut Form Request to Withdraw Consent to Electronic Notice and Service of Documents in a Bankruptcy Case to the Court before my consent will be withdrawn, which will become effective upon Court Order.

7. If a joint debtor exists in the Debtor's bankruptcy case in which I am a debtor and such joint debtor also wishes to request and consent to electronic notice and service of documents, I understand that such joint debtor must submit his/her own request and consent to electronic notice and service of documents in the Debtor's bankruptcy case.

8. I understand that electronic (e-mail) notice and service of documents may arrive in my e-mail spam or junk folders and I should regularly check those folders for electronic service of documents. I also understand that my consent to electronic service of documents may be deactivated by the Clerk of Court if an e-mail is returned undelivered or "bounces back," and the Clerk will then serve orders and court-generated notices by United States mail to my most recent mailing address on file.

9. I understand only the first viewing of the electronic (e-mail) service of documents served is free of charge. Additional access to the same document will require me to pay an access fee.

Date: _____

Name (type or print your name)

Signature (sign in ink)

Once you have completed this form, signed it, and dated it, please **e-mail** it to the Court at:
E_Service_Request@ctb.uscourts.gov

NOTE: The e-mail address you use to submit this form to the Court **MUST** be the same e-mail address that you provided above to receive electronic notice and service of documents.