

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**In re:**

**Debtor(s)**

**Case No.** \_\_\_\_\_

Plaintiff(s),

vs.

Defendant(s).

**Adv. Proceeding No.** \_\_\_\_\_

**REQUEST AND CONSENT TO ELECTRONIC  
NOTICE AND SERVICE OF DOCUMENTS IN AN ADVERSARY PROCEEDING**

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 adversary proceeding referenced above.

**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:**

<b>First name</b>	<b>Middle initial (if any)</b>	<b>Last name</b>

**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 the above referenced adversary proceeding, 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 adversary proceeding listed above 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.

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**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**

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.

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**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 above referenced adversary proceeding 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 above referenced adversary proceeding will be 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 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 above referenced adversary proceeding, I must complete, sign, and e-mail Local Connecticut Form Request to Withdraw Consent to Electronic Notice and Service of Documents in an Adversary Proceeding to the Court before my consent will be withdrawn, which will become effective upon Court Order.

7. If a joint party exists in the above referenced adversary proceeding in which I am a Plaintiff or Defendant and such joint party wishes to request and consent to electronic notice and service of documents, I understand that any such joint party must submit his/her own request and consent to electronic notice and service of documents in the above referenced adversary proceeding.

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 instead 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.