

# U.S. Bankruptcy Court

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**EDWA – Operations/IT Newsletter**

**April 2017**

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## Local Bankruptcy Rule 1007-2 Matrix

LBR 1007-2 outlines the requirements for the debtor and debtor's counsel to create and file a proper matrix at case filing to ensure that proper notice of the 341 meeting of creditors and discharge bar dates is sent to all interested parties. Formatting guidelines for the creditor matrix is available on the court's website at [Code, Rules & Forms](#).

A case matrix may be retrieved for noticing purposes in CM/ECF under Reports/Mailing Matrix by Case or Query/enter case number)/List of Creditors.

## Debtor Electronic Bankruptcy Noticing (DeBN)

Debtor Electronic Bankruptcy Noticing (DeBN) is available at the Eastern District of Washington Bankruptcy Court. DeBN is a free and voluntary service that allows debtors to request delivery of court notices and orders from the bankruptcy court, through the Bankruptcy Noticing Center (BNC), via email instead of the U.S. mail.

By enrolling in DeBN, a debtor consents only to service of court notices and orders filed by the bankruptcy court. The BNC, on the bankruptcy court's behalf, will prepare and send the emails. Only the court is authorized to send notices to the debtor through this program. All other parties, such as trustee and creditors, must serve the debtor via U.S. mail or in person as required by the court.

More detailed information is available on the court's [home](#) page.

## Topics for this issue

Local Bankruptcy Rule 1007-2

Matrix requirement

Debtor Electronic Bankruptcy Noticing (DeBN)

Noticing

Email Security Tips



### Bankruptcy Clerk's Office Hours:

8:30 AM – 4:30 PM M-F  
(except federal holidays)

Spokane: 509-458-5300

Yakima: 509-576-6100

Toll Free: 800-519-2549

ECF Help Desk 509-458-2457

## Noticing

Please review the instructional language for noticing in documents. Pursuant to LBR 5005-3(c) ECF notice recipients should be instructed to file objections electronically through CM/ECF. Only pro se debtors and non-attorney entities should be instructed to send an objection in writing to the clerk's office.

## Email Security Tips

Phishing Scams are emails that appear to be from legitimate entities (e.g., banks, education centers, friends and colleagues, government agencies, mail organizations) with the intent to trick you into providing private information.

In most cases there is a false sense of urgency indicated in the email requiring you to click on a link or send information to them. The information gathered can then be used to commit identity theft, yours or others you know.

There are warning indicators that should put you on alert when reading emails. First, reputable organizations do not send email or texts requesting you reply with passwords, full SSN, or confidential personal information. Be suspicious of any email that wants you to verify or enter personal information and never reply to or click on links in such a message. If you believe the message may be legitimate, look up the entities information yourself and contact them directly. Misspelled words, poor grammar, or punctuation can also be indicators of a phishing email.

If you are suspicious of an email and its authenticity, forward it to the Federal Trade Commission ([spam@uce.gov](mailto:spam@uce.gov)), then delete it and empty the deleted items folder.