

Bankruptcy Notice Event - An event or transaction in a bankruptcy case that requires the sending of notices to entities affected by the case.

Bankruptcy Noticing Center - The Bankruptcy Noticing Center (BNC), which is operated by a private contractor, provides notice production and distribution services to the bankruptcy courts. The BNC, which is utilized by nearly all of the bankruptcy courts, provides efficiency through centralization of the noticing function; improved quality of notices produced through use of state-of-the-art printing, production, and mailing technologies; and substantial cost savings over traditional noticing methods.

BNC Intranet - The service provided at www.NoticingCenter.com with web access to court notice production information including copies of notices produced by the Contractor, Certificates of Notice, address file information received from the Court for each notice event, Daily Batch Summary reports, and copies of the electronic batch file training materials, EBN trading partner lists, registered NCRS preferred addresses, and the help desk request log database.

Certificate of Notice - A sworn statement by the person responsible for sending a notice that lists all entities, with their addresses and service times, to whom notice of an event in a case was provided.

Coding Accuracy Support System (CASS) - The addressing requirements of the U.S. Postal Service (USPS) necessary to obtain postage discounts.

Daily Batch Summary Report - A daily report from the notice provider, with signed declaration, to each court that accounts, by case number, to the originating Government location for the transmission of all notices sent either electronically or through the USPS. The declaration shall include the signature of the person responsible for all activities relating to the transmission of the notices listed on each Summary.

Electronic Bankruptcy Noticing. - Electronic Bankruptcy Noticing (EBN) is the process of sending the court's notices through the BNC to recipients as electronic data files rather than printed and mailed paper notices. EBN saves the judiciary and creditors money while providing enhanced public service. Federal Rule of Bankruptcy Procedure 9036, which authorizes electronic noticing at the court's discretion, requires the recipient to request in writing electronic noticing services with each court. A Trading Partner Agreement incorporates the request and the court's consent; describes the electronic noticing process; and specifies the roles of the parties. The BNC provides free EBN technical support for creditors through a toll free help desk service.

Electronic Data Interchange - Electronic Data Interchange (EDI) is a set of standards for structuring information to be electronically exchanged between and within businesses, organizations, government entities and other groups. The BNC's Bankruptcy Noticing EDI system employs the ANSI X 12 175 Court Notice Transaction Set and was designed with

maximum noticing flexibility in mind. The EDI layout will allow nearly all Court-specific Bankruptcy Notices to be formatted and sent out through EDI. This release supports the notices that generates the most volume. These notices are Section 341 First Meeting of Creditors, Discharge, Notice of Assets and Order Dismissing Case notices. Using this Transaction Set 175, the BNC will transmit only the variable information in the notice rather than the entire notice text.

Electronic Notice Service File - A file that contains electronic notice service information provided to the originating Government location immediately following the end of the Production Cycle, including Saturday, Sunday and Federal holidays.

Government Output - As used in this document, the government output refers to the noticing events generated by the courts CM/ECF case processing systems and placed in a file to be accessed by the BNC.

Legal Turn - The term used to describe printing on both sides in a head-to-foot layout.

Monthly Invoice Discrepancy Report - Report furnished by the Government to the Contractor that identifies billing discrepancies resulting from the Government's reconciliation of anticipated charges with the Contractor's monthly invoice.

National Creditor Registration Service - maintenance and substitution of a preferred address for a creditor for noticing, pursuant to Bankruptcy Code Sections 342 (e) and (f).

Notice - the legal concept describing a requirement that a party be aware of legal process affecting their rights, obligations or duties.

Performance Work Statement (PWS)- A performance-based statement of work, wherein the objectives to be met are stressed, rather than the methods for obtaining those objectives, which are left to the contractor.

Production Cycle - A Production Cycle is defined as the time between a scheduled notice retrieval time for Government output by the Contractor from an originating Government location on a Government business day, and both the delivery of resulting notices to the USPS that fully meet the contractual requirements, and, if electronically transmitted, the time an electronic notice is transmitted.

Required Support Hours - Customer Help Desk required support hours are 8 a.m. to 9 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, unless the Contractor will commence a Production Cycle on every calendar day.