

EDSS Administrative Procedures

All parties appearing before the Court must comply with the applicable Rules and Statutes, including Fed. R. Bankr. P. 5005, Local Bankruptcy Rule 5005, and all applicable Court orders.

A. Electronic Filing

“Electronic filing” means uploading a pleading or document from the user’s computer using the Court’s Electronic Document Submission System (“EDSS” or “System”) to file that pleading or document in the Court’s case file. Unless otherwise provided in these Administrative Procedures (“Procedures”), the Court’s Local Bankruptcy Rules (“L.B.R.”), or Court order, sending a document or pleading to the Court via e-mail does not constitute electronic filing.

B. Official Case File

Except as otherwise provided by these Procedures or other applicable laws or rules, the Clerk’s Office will not maintain a paper file in any case assigned to the Case Management/Electronic Case File System. The official court record is the CM/ECF System.

C. Document Legibility

Documents must be verified for legibility before being submitted via EDSS.

D. Timeliness of Electronic Filings

Filing a document electronically does not change the filing deadline for that document. Filings must be completed before 4:30 PM Eastern Standard Time on business days (Monday – Friday) to be considered timely filed. Documents received after 4:30 PM will be reviewed and filed on the next business day.

E. Service

All parties appearing before the Court must comply with applicable rules of service. Filing a document using EDSS does not constitute service of that document.

F. Signatures and Document Retention Periods

A person submitting a document through EDSS must maintain the original signed document for a period of seven years. The original must be made available upon request of the Court.

G. Fees Payable to the Clerk's Office

Certain filings require the payment of fees. An individual submitting a document using EDSS must pay all required fees. Fees must be paid in person or through the mail. Debtors may only pay filing fees with cashier's check or money order. Checks and money orders must be made payable to the "Clerk, United States Court." The Clerk's office cannot accept personal checks from debtors or third-party checks. The failure to timely submit any required fee may result in the denial of any motion or other relief requested and/or dismissal of the case.

H. Orders and Notices Issued by the Court

The Clerk's Office will electronically file all signed orders and all notices. Except for debtors participating in Debtor Electronic Bankruptcy Noticing (DeBN), notice to debtors generally will be given in paper format by First Class Mail.

I. File/Document Size Limitations

EDSS can accept up to 5 pdf files for uploading. PDF files should not exceed 128MB.

J. Correcting Documents Filed in Error

If a document is incorrectly filed in a case, the individual must file an amended document or a withdrawal of the document filed in error.

K. Privacy Protection for Filings with the Court

All Filing Users must comply with the privacy protection requirements of [Fed. R. Bankr. P. 9037 \(link is external\)](#)

Revised 6/28/24