

## **Electronic Document Submission System**

### **Administrative Procedures**

#### **I. General Requirements**

All parties appearing before the Court must comply with the applicable Rules and Statutes, including Fed. R. Bankr. P. 5005, and all applicable Court orders including the Administrative Order that authorizes document submission via the Electronic Document Submission System.

##### **A. Electronic Submission**

“Electronic submission” 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 (“LBR”), 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 (CM/ECF) System. The official court record is the CM/ECF System.

#### **II. Using The Electronic Document Submission System**

- A. If a document submitted using EDSS is received, accepted, processed, and placed on the public docket by the Clerk’s Office, such document shall be deemed officially filed as of the date and time submitted. When added to the docket, the date and time of filing indicated on the docket will match the date and time that the document was submitted using EDSS.
- B. An individual or entity using EDSS must provide both a valid email address and valid telephone number.
- C. The Clerk’s office will send an e-mail confirming the receipt of the uploaded document, and the individual or entity using EDSS consents to receipt of this information via email.

### **III. Electronic Submission and Service of Documents**

#### **A. Document Legibility and Formatting**

Documents must be verified for legibility before being submitted via EDSS. Illegible documents will not be accepted for filing.

Documents can only be submitted in a flattened .PDF format. Whenever possible, documents should be electronically created and not scanned in.

#### **B. File/Document Size Limitations**

Whenever possible, and with the exception of signature pages, all papers must be compiled into a single file. EDSS can accept up to five files per pleading. Each file cannot exceed 3 MB.

#### **C. Timeliness of Electronic Submission**

Submitting a document electronically does not change the filing deadline for that document. The Filing must be completed before midnight Eastern Time to be considered filed on that day.

#### **D. Service**

Submitting a document using EDSS does not constitute service of that document. Parties must comply with applicable rules of service (See Fed. R. Bankr. P. 7004, 7005; Fed. R. Civ. P. 4, 5; Local Bankruptcy Rule 9013-4, and the Administrative Order that authorizes document submission via the EDSS).

#### **E. Document Retention Periods**

A person submitting a document through EDSS must maintain the original signed document for a period of three years after the bankruptcy case is closed. The original must be made available upon request of the Court.

#### **F. Signatures**

The original signature pages must be scanned and uploaded through EDSS. A person submitting an image of a signed document through EDSS must maintain the original signed document for a period of three years after the bankruptcy case is closed.

#### G. Fees Payable to the Clerk's Office

Certain filings require the payment of fees, including filing a new case and certain types of motions. Anyone submitting a document using EDSS must pay all required fees. Fees must be paid in person (when the Clerk's Office is open during normal business hours), via the court's drop boxes located in each courthouse, or through the mail. Debtors may only pay filing fees with cash (accepted in person only not by mail or the court's drop boxes), cashier's check, or money order. Cashier's 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 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.

#### I. Creditor Matrix

If filing a petition, the creditor matrix can be completed and submitted using the Court's creditor matrix tool available at <http://www.mdb.uscourts.gov/credитormatrix/login>. If not using the Court's tool, the creditor matrix must comply with the formatting requirements set forth in these Procedures.

#### J. Correcting Documents Filed in Error

If a document is incorrectly submitted in a case, the individual must amend or withdraw the document submitted in error. No changes to a document can be made once transmission is made and the transaction is accepted by the EDSS.

#### K. Privacy Protection for Electronically Submitted Documents

Any person submitting a document through EDSS must comply with the privacy protection requirements of Fed. R. Bankr. P. 9037 and LBR 9037-1.