

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MISSOURI**

**APPLICATION FOR SUBMITTING DOCUMENTS FOR FILING VIA
THE ELECTRONIC DOCUMENT SUBMISSION SYSTEM**

A. HOW THE ELECTRONIC DOCUMENT SUBMISSION SYSTEM WORKS

The Clerk of the United States Bankruptcy Court for the Eastern District of Missouri has implemented the Electronic Document Submission System (EDSS) for the purpose of permitting a self-represented (without an attorney or “pro se”) individual litigant to submit documents for filing electronically in bankruptcy cases and adversary proceedings pending in this District. **Participation in this program is optional and limited to pro se parties only.**

A self-represented individual litigant (pro se party) with this application on file will be authorized to submit documents via EDSS. This application will constitute the original signature for all documents submitted on behalf of the named parties below. If both spouses join in the document, then both names must appear on this application. Signature blocks for each spouse constitute the signature of the individuals for purposes of Rule 9011 of the Federal Rules of Bankruptcy Procedure. **Submitting documents via EDSS has the same effect as submitting paper documents filed with the Court, which require original signatures. Therefore, the applicant must physically sign the application and submit a PDF image made of the signed application. An electronic or typed signature is not acceptable.**

Use of the EDSS is a privilege not a right. The Court may revoke the privilege at any time.

NOTE: Once this form is completed, the applicant(s) must sign it and send it and a copy of the applicant(s) photo ID to the Bankruptcy Court at the address shown below or send it via email to edss@moeb.uscourts.gov.

United States Bankruptcy Court
Eastern District of Missouri
111 South Tenth Street, 4th Floor
St. Louis, MO 63102

Once the form is processed by the Court, you will receive an email containing your login and password for EDSS, which will allow you to submit documents for filing.

When a document is submitted to the EDSS for filing, Bankruptcy Court personnel will review it. If a document is properly submitted, the Court will file the document in the case as of the date the document was received in the EDSS. The Court has the right to reject any document not properly submitted to the EDSS for filing. If a document is to be returned as unfiled, it will be returned to the filing party at the email address provided on this form. It is the submitting party’s responsibility to ensure the email address is a valid, working address.

Properly submitted documents that require a filing fee will be held and not filed until the filing party pays the necessary filing fee. The date of filing for a document that requires a fee will be determined when the Court has both a properly submitted document and the required filing fee. For a list of documents that require a filing fee, go to the Court’s website at the following <https://www.moeb.uscourts.gov/filing-fees>. The Court will notify the filer of fees due at the email address provided on this form. It is the submitting party’s responsibility to ensure the email address is a valid, working address. **Please note: personal checks from the debtor cannot be accepted. Debtors must pay by cashier’s check or money order. Cash is acceptable at the Clerk’s Office only. Do not mail cash.**

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B. APPLICANT

(Name of applicant) (Name of applicant if married couple jointly applying)

("Applicant(s)") hereby apply/ies to the Court for access to the Court's EDSS for the purpose of electronically submitting documents for filing.

In support of this application, Applicant(s) state(s):

1. I am a self-represented litigant (*pro se*) debtor or party.

2. I understand that the use of EDSS, together with my name typed on the signature line AND a digital photograph of my actual signature constitutes my signature under penalty of perjury and for purposes of Federal Rule of Bankruptcy Procedure 9011 on all documents submitted electronically to the EDSS for filing. Use of EDSS along with this application has the same effect as physically signing a paper document filed with the Court.

3. I understand that electronically submitting documents through the EDSS is a privilege that can be revoked at any time.

WHEREFORE, Applicant(s) respectfully request(s) that the Court grant this request for access to EDSS.

Respectfully submitted,

By: _____
Typed Name of Applicant Applicant Signature

Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

(If married couple jointly applying, both must sign)

By: _____
Typed Name of Applicant (if jointly applying) Applicant Signature

Date: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____