

Electronic Document Submission System (EDSS) Administrative Procedures

I. General Electronic Filing Requirements.

- A. All parties appearing before the Court must comply with the applicable Rules and Statutes, including [Federal Rule of Civil Procedure Rule 11](#) and all applicable Court orders.
- B. 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 Rules, or Court order, sending a document or pleading to the Court via e-mail does not constitute electronic filing.

- C. 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 EDSS

- A. An individual using EDSS must provide a valid e-mail address.
- B. A document submitted using EDSS is not officially filed with the Clerk’s office until the Clerk’s Office electronically files the document and the filer receives the Notice of Electronic Filing (NEF).
- C. An individual using EDSS consents to have all notices and papers regarding this case sent to the email address provided when using EDSS.

III. Electronic Filing and Service of Documents

- A. Document Legibility

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

- B. Timeliness of EDSS Submissions

Documents submitted in EDSS will be filed in the CM/ECF System as of the submission date. If a deadline for filing of the document exists, the submission of the document in EDSS must be completed before midnight Central Standard Time to be considered timely filed.

- C. Service

All parties appearing before the Court must comply with applicable rules of service (See [Fed. R. Civ. P. 4, 5](#)).

D. 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.

E. Electronic Notification of Documents filed in CM/ECF

A party's use of EDSS will constitute a waiver in law of conventional service of documents. The participant agrees that the CM/ECF generated notice of electronic service will constitute service of all electronically filed documents.

F. File/Document Size Limitations

The EDSS can only accept five (5) files for uploading per session. Each file should not exceed 8 MB.

G. Correcting Documents Filed in Error

If a document is incorrectly filed in a case, the individual must file a motion to amend or withdraw the document filed in error. No changes to a document can be made once the transaction has been accepted in EDSS.

H. Technical Failures

In the event of a technical failure and the EDSS site is unavailable, please email the documents to dchelp@mow.uscourts.gov.

I. Privacy Protection for Filings with the Court

All users must comply with the privacy protection requirements of [Fed. R. Civil P. 5.2](#) and the Court's [Privacy Policy](#).