

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

**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 Bankruptcy Procedure 9011 and all applicable Court orders.
- B) “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 official 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) 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. EDSS Terms of Use.

- A) An individual using EDSS must provide a valid e-mail address. It is the EDSS user’s responsibility to ensure the email address is a valid, working address.
- B) A document submitted using EDSS is not officially filed until the Clerk’s Office electronically files the document in the CM/ECF System 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 on the EDSS Application filed with the court. EDSS registration will constitute a waiver in lieu of conventional service of documents.
- D) Petitions for new bankruptcy cases and Proofs of Claim will not be accepted for filing via EDSS.

III. Electronic Filing and Service of Documents.

A) Document Legibility

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

B) Timeliness of EDSS Submissions

- 1. Documents submitted in EDSS will be filed in the CM/ECF System as of the submission date, except for those documents that require a filing fee to be paid. If a deadline

for filing of the document exists, the submission of the document in EDSS must be completed before midnight prevailing Central Time to be considered timely filed.

2. 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.

C) Service

Pleadings or other documents which are filed via EDSS shall be served in accordance with the Federal Rules of Bankruptcy Procedure and the Local Bankruptcy Rules except as otherwise ordered by the court.

D) Document Retention Periods

A person submitting a document through EDSS must maintain the original signed document for a period of two years after the case is closed. 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 lieu of conventional service of documents. The participant agrees that the CM/ECF generated notice of electronic filing will constitute service of all electronically filed documents.

F) File/Document Size Limitations

EDSS can only accept five (5) documents for uploading per session. Each document should not exceed 8 MB.

G) Correcting Documents Filed in Error

If a document is incorrectly filed in a case, the individual must file an amended motion 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 bkhhelp@mow.uscourts.gov.

I) Privacy Protection for Filings with the Court

All users must comply with the privacy protection requirements of Fed. R. Bankr. P. 9037(a).