

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

**ELECTRONIC DOCUMENT SUBMISSION SYSTEM**

The Clerk of the United States Bankruptcy Court for the Western 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, limited to pro se parties only, and subject to court approval. **Petitions to open a new bankruptcy case and Proofs of Claim are not accepted via EDSS.** Contact the clerk's office (816-512-1800) for information on opening a new bankruptcy case via our [eSR system](#) or a Proof of Claim via our [ePOC system](#).

A self-represented individual litigant (pro se party) with an order approving this application on file will be authorized to submit documents via EDSS. The application will constitute the original signature for documents submitted by the applicant. If both spouses join in the document, then both names must appear on the application. Signature blocks for each applicant 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(s) must physically sign the application. An electronic or typed signature is not acceptable on the application.**

An individual using EDSS consents to have all notices and papers 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 upon the applicant.

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

NOTE: Once the application is completed, the applicant(s) must sign it and send/deliver it to the Bankruptcy Court at the address shown below.

United States Bankruptcy Court  
Western District of Missouri  
400 E. 9th Street Rm. 1510  
Kansas City, MO 64106

If the application is approved by the Court, the applicant(s) will receive an email confirmation. When a document is submitted via 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 by EDSS. The Court has the right to reject any document not properly submitted via EDSS. If a document is to be returned as unfiled, it will be returned to the filing party at the email address provided on the application. It is the applicant'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 'Fees' tab on the following page of the Court's website: <https://www.mow.uscourts.gov/bankruptcy/rules>. **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.**

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

**ELECTRONIC DOCUMENT SUBMISSION SYSTEM APPLICATION**

**Case Number:** \_\_\_\_\_

\_\_\_\_\_  
(Name of applicant)

\_\_\_\_\_  
(Name of joint applicant)

("Applicant(s)") hereby apply/ies 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 written on the signature line AND my actual original signature on this application constitutes my signature under penalty of perjury and for purposes of Federal Rule of Bankruptcy Procedure 9011 on documents submitted electronically to the EDSS for filing. Use of EDSS along with this application has the same effect as physically signing the paper document with the Court.
3. I have read the EDSS Administrative Procedures and understand that the CM/ECF generated Notice of Electronic Filing will constitute service of filings to me in the above referenced case.
4. I understand that electronically submitting documents through 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 the Electronic Document Submission System.

Respectfully submitted,

By: \_\_\_\_\_  
*Typed/Written Name of Applicant*      *Applicant Original Signature*

DATE: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

***(if applying jointly, both parties must sign)***

By: \_\_\_\_\_  
*Typed/Written Name of Joint Applicant*      *Joint Applicant Original Signature*

DATE: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_