



Electronic Document Submission System (EDSS)

User Manual

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Glossary of Terms

PDF document: (Portable Document Format) A document that is saved in a format that allows it to be accessed on different types of computers while maintaining the documents contents and formatting. PDF documents can be generated by Word and other applications.

Electronic Document Submission System Summary

The Electronic Document Submission System (EDSS) in the United States Bankruptcy Court for the Western District of Missouri is a webpage designed to allow PDF formatted documents to be submitted to the Court. Documents will be processed by the next business day. **New cases cannot be processed in EDSS and must be mailed or brought to the courthouse.**

The system is designed to be easy for people to use while providing the information needed by the Court to manage the documents.

The primary link for the system is: <https://www.mow.uscourts.gov/content/bankruptcy-electronic-document-submission-system>

Submit Documents

Complete the form as described below to submit documents to the Court. The system allows five (5) documents to be submitted per form submission. Items with a red asterisk must be entered for the form to function.

Filer's Name *

Filer's Email Address *

Filer's Phone Number *

Debtor's Name *

Case number *

Documents

Document 1 * No file selected.

*NOTE: Click Choose File or Browse and locate your file. You are able to ADD UP TO 5 ADDITIONAL DOCUMENTS by clicking the MORE DOCUMENTS LINK below. IF YOU DO NOT RECEIVE A CONFIRMATION SCREEN AND EMAIL AFTER CLICKING SUBMIT, YOUR DOCUMENT HAS NOT BEEN SUBMITTED.

Files must be less than **8 MB**.

Allowed file types: **pdf**.

Document 1 description

[More Documents](#)

Document 2 No file selected.

Files must be less than **8 MB**.

Allowed file types: **pdf**.

Document 2 description

Filer's Name: Enter the name of the person completing the form.

Filer's Email: Enter the email address of the person completing the form.

Filer's Phone Number: Enter the phone number of the person completing the form.

Debtor's name: Enter the name of the debtor for which the documents are associated.

Case number: Enter the bankruptcy court case number for which the documents are associated.

Document 1: Use the Browse button to select a PDF document from your computer to submit to the Court. At least one (1) document must be selected for this form to work. Maximum file size for each document is 8 MB.

Document 1 - 5 Description: Enter a brief description of the document being submitted. Enter only the characters A-Z, a-z, 0-9, and spaces.

Document 2 – 5: Use Browse button to select a PDF document from your computer to submit to the Court. These items are optional. Maximum file size for each document is 8 MB.

Submit Documents button: Click the Submit button to submit the documents to the Court.

You will receive a confirmation message on the webpage that your documents have been submitted.

Edit a Document Submission

The Electronic Document Submission System **does not** allow for submissions to be edited after they are submitted.

Electronic Document Submission System Help

For questions or problems, contact the clerk's office at (816) 512-1800

Office hours are Monday through Friday, 9:00 AM to 4:30 PM.