

US Bankruptcy Court Central District of Illinois
Electronic Document Submission System (EDSS) Policy

(Effective October 4, 2021)

I. General Requirements

All parties appearing before the Court must comply with the applicable Rules and Statutes, including Fed. R. Bankr. P. 5005, Local Rules of the District Court for the Central District of Illinois, and all applicable Court orders.

A. Official Case File

Except as otherwise provided by this Policy 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.

B. Availability

The Electronic Document Submission System (EDSS) is provided as a convenience to pro se filers. A filer's authorization to use this system may be revoked at any time in the Court's discretion.

C. Electronic Submission

"Electronic submission" means uploading a document from the user's computer using the Court's EDSS to transmit that document to the Clerk's Office for filing in the Court's CM/ECF system.

Unless provided by the Local Rules of the District Court for the Central District of Illinois or Court order, sending a document to the Court via e-mail does not constitute electronic filing.

II. Using The Electronic Document Submission System (EDSS)

A. Filing Date of Submitted Document

Electronically submitted documents will be retrieved daily Monday through Friday between 8:00 AM and 4:30 PM.

Documents submitted on a Saturday, Sunday, legal holiday or day the Court is closed will not be processed until the next business day.

Documents submitted using EDSS must be reviewed and accepted by the Clerk's Office and may not be electronically filed in the Court's CM/ECF system immediately.

If a document submitted using EDSS is accepted for filing by the Court, the document will be considered filed on the date and time that it was received by the Court via EDSS.

A document submitted using EDSS is not officially filed with the Clerk's Office until the Clerk's Office has electronically filed the document in the CM/ECF system. The Clerk's Office will send an e-mail to the filer confirming the electronic filing of the submitted document.

B. Document Deemed Rejected and **Not Filed with the Court**

If a document submitted using EDSS is rejected, the Clerk's Office will send an e-mail Deficiency Notice explaining the reason (e.g., no record of named debtor(s)/case number, illegible document, bankruptcy voluntary petition not filed with your documents) the document is being returned and **not** filed with the Court.

C. Document Deemed Filed with the Court

If a document submitted using EDSS is received, accepted, processed, and placed on the public docket by the Clerk's Office, such document shall be deemed officially filed as of the date and time submitted to the Court. When added to the docket, the date and time of filing indicated on the docket will match the date and time that the document was submitted using EDSS.

D. Email Address and Telephone Number

An individual or entity using EDSS must provide both a valid email address and valid telephone number.

E. Confirmation Email

The Clerk's Office will send an e-mail confirming electronic filing of the submitted document, and the EDSS user consents to receipt of this information via email.

III. Electronic Submission and Service of Documents

A. Document Legibility and Formatting

Documents must be verified for legibility before being submitted via EDSS. Illegible documents will not be accepted for filing.

Documents can only be submitted in a flattened .PDF format. Whenever possible, documents should be electronically created and not scanned in.

B. File/Document Size Limitations

Whenever possible, and with the exception of signature pages, all papers must be compiled into a single file. EDSS can accept up to five files per pleading. Each file cannot exceed 3 MB.

C. Timeliness of Electronic Submission

Submitting a document electronically does not change the filing deadline for that document. Submissions completed before midnight Central Time will be considered filed on that day as long as the case or document is accepted by the Clerk's Office upon review.

D. Service

Submitting a document using EDSS does not constitute service of that document. Parties must comply with applicable rules of service.

E. Document Retention Periods

A person submitting a document through EDSS must maintain the original signed document for a period of three years after the bankruptcy case is closed. The original must be made available upon request of the Court. The Court will electronically maintain all EDSS submissions – accepted or rejected – for a period of one year after submission.

F. Signatures

Documents submitted using an electronic signature must comply with this Court's General Order Regarding Electronic Signatures [here](#).

If documents are scanned, the person submitting an image of a signed document through EDSS must maintain the original signed document for a period of three years after the bankruptcy case is closed.

G. Fees Payable to the Clerk's Office

Certain filings require the payment of fees, including filing a new case and certain types of motions. Anyone submitting a document using EDSS must pay all required fees.

All new cases must be accompanied by Official Form 103A – Application for Individuals to Pay the Filing Fee in Installments **or** Official Form 103B – Application to Have the Chapter 7 Filing Fee Waived (for Chapter 7 cases only).

All other fees must be paid in person (when the Clerk's Office is open during normal business hours), via the Court's drop boxes located in each courthouse, or through the mail. Debtors may only pay filing fees with cash (accepted in person only – not by mail or the Court's drop boxes), cashier's check, or money order. Cashier's checks and money

orders must be made payable to the "Clerk, United States Court." The Clerk's Office cannot accept personal checks from debtors or third-party checks.

The failure to timely submit any required fee may result in the denial of any motion or other relief requested or dismissal of the case.

H. Orders and Notices Issued by the Court

The Clerk's Office will electronically file all signed orders and all notices. Except for debtors participating in Debtor Electronic Bankruptcy Noticing (DeBN), notice to debtors generally will be given in paper format.

I. Creditor Matrix

If filing a new case, the creditor matrix must comply with the formatting requirements set forth in the matrix guidelines found [here](#).

J. Correcting Documents Filed in Error

If a document is incorrectly submitted in a case, the individual must amend or withdraw the document submitted in error. No changes to a document can be made once transmission is made and the transaction is accepted by the EDSS.

K. Privacy Protection for Electronically Submitted Documents

Any person submitting a document through EDSS must comply with the privacy protection requirements of Fed. R. Bankr. P. 9037.