



# UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF MISSOURI  
THOMAS F. EAGLETON U.S. COURTHOUSE  
111 SOUTH TENTH STREET, FOURTH FLOOR  
ST. LOUIS, MISSOURI 63102

www.moeb.uscourts.gov

DANA C. MCWAY  
CLERK OF COURT

DIANA DURKEE AUGUST  
CHIEF DEPUTY CLERK

(314) 244-4500  
VCIS (314) 244-4999  
FAX (314) 244-4990  
PACER (314) 244-4998

## NOTICE TO BANKRUPTCY PRACTITIONERS “DROP BOX” PROCEDURES - AFTER HOURS FILING PROCEDURES

The U. S. Bankruptcy Court for the Eastern District of Missouri has a “drop box” for your convenience when not filing electronically with the Court. The **DROP BOX** is located by the west entrance of the Thomas F. Eagleton Courthouse and is accessible 24 hours a day.

### PROCEDURES FOR USE OF THE DROP BOX:

All documents placed in the drop box must be file stamped with the automatic clock stamp located in the drop box. If you provide a self-addressed stamped envelope, we will mail to you any receipt and your copy of the pleading, petition, or adversary showing the case number.

**NEW PETITIONS** - Clock stamp the original and all copies on the bottom reverse side of the first page of the petition.

**NEW ADVERSARIES** - Clock stamp the original and all copies on the bottom reverse side of the top page.

**MISCELLANEOUS PLEADINGS** - Clock stamp the original and all copies in the upper right corner of the document when possible. Please do not obliterate print on the document.

**ALL PLEADINGS, NEW PETITIONS and NEW ADVERSARIES** will be considered filed with the Court on the date they are clock stamped at the drop box, unless the new petition or new adversary is unsigned or the appropriate fee or fee application does not accompany the document. New petitions will not be accepted unless a creditor matrix is filed with the petition. All such deficient petitions and adversaries **will not be considered filed and will be returned to the filer** along with a notice indicating the reason the petition or adversary is being returned. Any pleading, new petition or new adversary that is not clock stamped will be considered filed on the day it is removed from the drop box. The drop box will be cleared each working day **at 8:30 a.m. and 4:00 p.m.**

**WARNING:** Any document clock-stamped at the drop box must be immediately deposited in the drop box. Only documents containing an original clock stamp will be considered for filing on the date and time indicated.

Title 18, §2071 makes it a crime for anyone to willfully and unlawfully remove, take or carry away any record, paper, document or other thing filed or deposited with the Clerk of Court. Such conduct is punishable by fine, imprisonment for up to three years, or both.

All checks/money orders must be secured to the applicable pleading/petition and properly identified with the debtor(s) name and case number. Do not deposit cash in the drop box. The Court is not responsible for cash deposited in the drop box.

Please place your filings in the slot labeled **Document Deposit**. Thank You

Dana C. McWay  
Clerk of Court

Revised: October 21, 2003