



**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 many different word processors and other applications.

Help Desk: For questions or problems call 314-244-4500.

Office hours are Monday – Friday, 8:30 AM through 4:30 PM.

Electronic Document Submission System Summary

The Electronic Document Submission System in the United States Bankruptcy Court for the Eastern District of Missouri is a webpage designed to allow PDF formatted documents to be submitted to the Court by parties not represented by attorneys or any other party with a CM/ECF login.

Please note, attorneys must file documents electronically via CM/ECF pursuant to Local Rule 5005(A). All documents filed by an attorney shall be filed electronically in accordance with the procedures for electronic case filing set forth in the [Procedures Manual](#). Therefore, any documents submitted by an attorney will be returned as unfiled.

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 can be found [here](#).

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.

Electronic Document Submission System

U.S. BANKRUPTCY COURT EASTERN DISTRICT OF MISSOURI

Filer's First Name: *	<input type="text"/>
Filer's Last Name: *	<input type="text"/>
Debtor's Name (if different):	<input type="text"/>
Filer's Email: *	<input type="text"/>
Confirm Filer's Email: *	<input type="text"/>
Address 1: *	<input type="text"/>
Address 2:	<input type="text"/>
City: *	<input type="text"/>
State: *	<input type="text"/>
Zip: *	<input type="text"/>
Filer's Phone Number: *	<input type="text"/>
Case Number (eg: 21-40001):*	<input type="text"/>

Document Upload Section <i>(PDF format ONLY)</i>	
Document 1: *	Document 1 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/> (file name(s) can consist of a-z, A-Z, 0-9, hyphen, and space characters only)
Document 2:	Document 2 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
Document 3:	Document 3 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
Document 4:	Document 4 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
Document 5:	Document 5 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>

* Denotes required information

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

Debtor's Name: Enter the person's name for whom the documents are being submitted.

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

Confirm Filer's Email: Re-enter the email address to confirm it has been entered properly.

Address: Enter the filer's address, city, state, and zip code.

Filer's Phone Number: Enter the filer's phone number, which the court may use to contact you.

Case Number: Enter the bankruptcy case number for which the forms are associated. Leave this blank if you don't know the case number.

Document 1: Document 1 must always be the first selected. Use the Browse button to choose a PDF document from your computer to submit to the Court. At least one (1) document must be selected for the form to work. If another document need to be uploaded, go to Document 2 and use the Browse button to choose a PDF document from your computer to submit it to the Court. If additional documents need to be submitted, follow the same instructions for Document 3, and so on.

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

Document 2 – 5: Use the Browse button to choose a PDF document from your computer to submit to the Court. These items are optional.

Submit Documents button: Once all documents have been selected, click the Submit Documents 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

Contact the Help Desk at 314-244-4500 with any issues related to the Electronic Document Submission System. Please note, office hours are Monday-Friday, 8:30 AM through 4:30 PM.