

**U.S. BANKRUPTCY COURT – MISSOURI EASTERN**

**DROP BOX FILING PROCEDURES  
FOR PRO SE PARTIES**

The **U. S. Bankruptcy Court for the Eastern District of Missouri** has a drop box to file documents that will remain operational until further notice of the Court. The temporary drop box is located by the west entrance of the Thomas F. Eagleton Courthouse and is accessible 24 hours a day. Documents will be retrieved multiple times a day beginning **at 8:30 a.m.** and ending at **4:30 p.m.**

**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. Please provide your contact information with the pleading. 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 any copies on the bottom reverse side of the first page of the petition.

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

**MISCELLANEOUS PLEADINGS** - Clock stamp the original and any copies in the upper right corner of the document when possible. Please do not stamp over 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 and verification of 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.

Under 18 U.S.C. § 2071, anyone who willfully and unlawfully removes, takes or carries away any record, paper, document or other thing filed or deposited with the Clerk of Court, shall be fined or imprisoned up to three years or both.

All cashier's checks/money orders in the exact amount of the filing fee must be secured to the applicable pleading/petition and properly identified with the debtor(s)' name and case number. Cashier's checks/money orders must be made payable to: Clerk, U.S. Bankruptcy Court.

**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.



Dana C. McWay  
Clerk of Court