



UNITED STATES BANKRUPTCY COURT DROP BOX FILING PROCEDURES

1. DATE-STAMP DOCUMENTS

Electronic date stamps are located next to the drop box. Turn each original document face-down and stamp the back of the last page. The stamp will record the date and time the court “received” the document.

The “filed” date, which will be placed on original documents by court staff, will be the same as the “received” date. Documents placed in drop boxes without a “received” stamp will be filed as of the date court staff retrieve the documents from the box. Documents will be retrieved by court staff at 9:00 AM on the next business day.

2. PLACE DOCUMENTS IN ENVELOPE

Place the document in one of the envelopes provided by the court.

3. COMPLETE BANKRUPTCY COURT DROP BOX FILING INFORMATION FORM

Complete a Bankruptcy Court Drop Box Information Form and place the completed sheet in the envelope. If more than one envelope is used, a separate Bankruptcy Court Drop Box Information Form must be enclosed for each one. You must also complete and sign the form Certification Under Local Bankruptcy Rule 2090-1 and submit with your document(s).

4. ENCLOSE FILING FEE (IF REQUIRED)

Include a cashier’s check or money order payable to “Clerk, United States Bankruptcy Court” in the exact amount of the filing fee, if a fee is required. **PERSONAL CHECKS FROM DEBTORS AND CASH ARE NOT ACCEPTED.**

5. PLACE DOCUMENTS IN DROP BOX