

Drop Box Cheat Sheet

U.S. BANKRUPTCY COURT FILINGS

- Sign and Date your filing documents
- Use Date Time Stamp to stamp the **BACK** of your document
- Fill out the BANKRUPTCY COURT DROP BOX INFORMATION FORM
- Attached Certification Under Local Bankruptcy Rule 2090-1
- Place filing document(s), information form, and certificate of service in envelope
- Seal envelope
- Deposit envelope in Drop Box