

- 1) Have an active bankruptcy case or adversary proceeding pending in the Court, with a case number assigned, or be a self-represented party to an active bankruptcy case or adversary proceeding.
- 2) Complete the attached Application for Access to Electronic Drop Box and Declaration Regarding Electronic Filing (Application and Declaration), and submit by email, , along with a photo or scanned copy of your government-issued photo identification, such as a driver's license, passport or identification card, to edb_support@azb.uscourts.gov for processing.
- 3) Upon approval of the Application and Declaration, the Requester will be issued an Electronic Drop Box Link ("EDB Link" or "Link") unique to the individual. In a joint bankruptcy case, a married couple will be issued one unique EDB Link for both spouses.
- 4) Use of the EDB Link to submit Court Filings, together with either (1) an image of your signature, or (2) a "/s/" with your full name(s) on a signature block, will constitute your signature(s) for purposes of Fed. R. Bankr. P. 9011 and [Local Rule 5005-4 \(d\)](#) on all Court Filings submitted electronically to the EDB. Use of the EDB Link has the same legal effect as physically signing a paper document filed with the Court.
- 5) The EDB Link serves the same purpose as a username and password. Individuals (including married debtors) issued an EDB Link should keep the Link confidential in the same manner as they would keep a sensitive username and password confidential. Individuals issued an EDB Link are responsible for the proper use of the Link.
- 6) Before sending a document, the person submitting the pleading by email must redact social security or taxpayer identification numbers, dates of birth, names of minor children and financial account numbers in compliance with Fed. R. Bankr. P. 9037. This requirement applies to all documents, including attachments.
- 7) Before sending a document, the person submitting the document must verify its legibility.
- 8) All documents must be in PDF format and no more than 10MB.
- 9) When submitting exhibits or attachments, they must be submitted in their entirety with the pleading to which they relate.
- 10) The person submitting a document through EDB will be responsible for designating a title for the document.
- 11) When a Court Filing is submitted to the EDB for filing, Clerk's Office staff will review the document and, if properly executed in accordance with the Federal Rules of Bankruptcy Procedure, will docket the pleading using the date it is accepted. The Clerk may reject any Court Filing submitted to the EDB for filing if the document contains malicious, scandalous, or profane matter or is not filed for a legitimate purpose. If a Court Filing submitted to the EDB is rejected, the Filer who submitted the Court Filing will be notified by email with the reason for the rejection.
- 12) Use of the EDB is a privilege, not a right. The Court may revoke the privilege at any time.

13) Self-represented parties are reminded that even though they may be authorized to submit Court Filings electronically in the EDB, the Filer will be held to the same requirements and standards as with paper filings: each signature on a Court Filing, whether electronic or otherwise, is a certification that the filing party is proceeding in good faith and filing the document for a proper purpose. All electronically filed documents are subject to the same potential for sanctions as are paper filings containing original signatures pursuant to Federal Rule of Bankruptcy Procedure 9011.