

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY



ELECTRONIC DOCUMENT SUBMISSION (eDS)
PROCEDURES

JANUARY 2024

I. What is eDS?

eDS provides self-represented parties with an alternative to mailing or hand-delivering documents to the Court for filing. Self-represented parties can submit documents for filing in pending bankruptcy cases and/or adversary proceedings by electronic transmission (attachments to email) to the Clerk's Office using the email address: KYEBml_eDS@kyeb.uscourts.gov. **Documents may not be filed under seal through eDS.**

eDS is **only** available for use by self-represented parties. Parties represented by counsel should file documents through counsel electronically via CM/ECF or by any other method approved or directed by the Court.

New cases will **not** be processed via eDS. Self-represented debtors may only file new cases using the [Electronic Self-Representation \(eSR\)](#) tool or by mail or in person at the Court.

Non-registered CM/ECF users who need to file a [Proof of Claim and Related Documents](#) (e.g., Amended Claim, Claims Supplements, Withdrawal of a Claim), [Reaffirmation Agreement](#), or [Request for Notice](#) are encouraged to use the relevant module(s) located on the [Court's website](#) > [Electronic Filing > Creditors](#); login or password is not required.

II. Using eDS

A. Format of Documents

Pursuant to [FED. R. BANKR. P. 9004](#) **ALL** documents submitted must be clearly legible and contain a caption setting forth:

- the name of the court,
- the title of the case,
- the bankruptcy document number (i.e., case number), and
- a brief designation of the character of the paper.

This information must match an existing case in this Court to be accepted. Parties eligible to use eDS may also file documents by mail or in person at any time.

- The related case number or adversary proceeding number should be typed in the "Subject" field of the email.
- Only PDF (Portable Document Format) (e.g., filename.pdf) files will be accepted. Other file types (e.g., filename.jpg, etc.) will not be accepted for filing.
- Parties should limit the size of the file to 10MB or smaller. If the file is too large you may be required to submit the document(s) by mail or in person.
- All relevant documents should be consolidated/merged into one comprehensive PDF before email submission. Individual pages should not be submitted for multi-page documents.

B. Signature and Document Retention Requirements

Pursuant to [FED. R. BANKR. P. 9011\(a\)](#), a party not represented by an attorney shall sign all papers. **Each document submitted through eDS for processing must be signed.** Unsigned documents will **not** be accepted for filing. **Electronic signatures (e.g., /s/, typed or imaged name, DocuSign, etc.) are not sufficient.** **The original signature pages with clear, legible signatures must be scanned and included in the submitted PDF files.**

A person submitting a document through eDS must maintain the original signed document for a period of seven (7) years. The original must be made available upon request of the Court.

C. Fees

Certain filings require the payment of fees. An individual submitting a document using eDS must pay all required fees. Fees must be paid in person or through the mail. The Clerk's Office cannot accept personal checks. See www.kyeb.uscourts.gov/fees to view approved forms of payment. The failure to timely submit any required fee may result in the denial of the relief requested and/or dismissal of the case.

D. Privacy Protections

Users must comply with [FED. R. BANKR. P. 9037](#) - Privacy Protection for Filings Made with the Court.

III. Denied or Rejected eDS Filing(s)

Self-represented parties are not required to use eDS and may submit documents by mail or in person at the Court.

Users must comply with the terms and conditions of the eDS procedures as detailed in this document. Any documents not properly formatted and/or submitted may be returned by email as unfiled. Upon notification of a rejected/unfiled submission, the self-represented party may resubmit the documents in accordance with the eDS procedures or by mail or in person at the Court.

The ability to submit documents via eDS may be denied for non-compliance with these rules or abuse of this option at the discretion of the Clerk of Court.