

## **Electronic Drop Box Portal for Self-Represented Parties Use**

The Clerk of the United States Bankruptcy Court for the District of Rhode Island has implemented a Self-Represented Electronic Drop Box (“EDB”) for the purpose of permitting authorized self- represented individuals to submit Court Filings electronically, with the exception of the initial petition to file a bankruptcy case, which must be emailed instead to [rib\\_helpdesk@rib.uscourts.gov](mailto:rib_helpdesk@rib.uscourts.gov), in order for the Clerk to open the case and assign a case number.

To gain access to the EDB, a self-represented individual (the “Requester”) must meet/perform the following steps:

- (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 [rib\\_helpdesk@rib.uscourts.gov](mailto:rib_helpdesk@rib.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) If approved, the Requester will receive a paper copy of the Order Approving the Application and Declaration and thereafter will have fourteen (14) days to either mail or place in the Court’s physical drop box, the original signed paper copy of this Application and Declaration. 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 5005-6](#) 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) 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 and this Court’s local rules including [LBR 1005-1](#), will docket the Court Filing in the Court’s electronic case filing system, using the date and time that the Court Filing was submitted to the EDB. 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 U.S. mail and email with the reason for the rejection.

- (7) If the Court Filing submitted to the EDB requires the payment of a filing fee, the Clerk's office will notify the Filer in writing with instructions for payment of the fee. Failure to timely pay the fee may result in the document being terminated on the case docket.
- (8) Use of the EDB is a privilege, not a right. The Court may revoke the privilege at any time.
- (9) Unauthorized use of the EDB is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
- (10) 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](#).