


## Instructions for Requesting and Using the Court’s Self-Represented Electronic Drop Box [EDB] (Rev. 12/1/2022)

Step	Action
1	<p><b>Request to File Documents in the EDB:</b></p> <p><b>New Case Filings (Petition)</b> – The petition, a photo or scanned copy of your government-issued photo identification, such as a driver’s license, passport or identification card, together with a completed Application for Access to Electronic Drop Box and Declaration Regarding Electronic Filing (“<a href="#">Application and Declaration</a>”) must be attached and emailed to the Clerk’s Office at <a href="mailto:rib_helpdesk@rib.uscourts.gov">rib_helpdesk@rib.uscourts.gov</a>.</p> <p><b>All Other Document Filings in a Pending Case</b> – If you already have a bankruptcy case pending in our court, you only need to email/attach the completed Application and Declaration to the Clerk’s Office at <a href="mailto:rib_helpdesk@rib.uscourts.gov">rib_helpdesk@rib.uscourts.gov</a>.</p>
2	<p><b>Access to the EDB Upon Approval by Court Order:</b></p> <p>Once the documents listed above are received by the Clerk, and your Application and Declaration are approved by the court order, access instructions for using the EDB will be emailed to you and thereafter, all future Court Filings in your case may be made using the EDB.</p> <p>Once the approval order enters, the Clerk will email you a hyperlink to be used to file your future Court Filings directly in the EDB.</p> <p>You will need to copy and paste the link into your browser to access the EDB.</p> <div data-bbox="477 1396 1292 1507" style="text-align: center;">  </div>
3	<p><b>Required Signature on the Application and Declaration.</b></p> <p>The Application and Declaration is required to be signed under oath and you must submit the original signed paper Application and Declaration to the Clerk within fourteen (14) days from entry of the order granting the Application and Declaration, through one of these methods:</p>

	<p>(A) mail to the Clerk at U.S. Bankruptcy Court, 380 Westminster Street, 6<sup>th</sup> floor, Providence, RI 02903; or</p> <p>(B) place in the Court’s physical drop box located outside of the Clerk’s Office entrance on the 6<sup>th</sup> floor of the U.S. Bankruptcy Court at 380 Westminster Street, Providence, RI. Contact the court before using this method.</p> <p><b>Signatures After the Approval of the Application and Declaration:</b> Upon approval of the Application and Declaration, all future Court Filings that are required to be signed under oath (such as bankruptcy schedules and statements) submitted through the EDB, must include one of the following on the signature line:</p> <p>(A) an image of the self-represented filer’s signature; or</p> <p>(B) a “/s/” together with the filer’s full name, e.g. /s/ Jane Doe.</p>
4	<p><b>Failure to Submit the Original Signed Paper Application and Declaration.</b></p> <p>Failure to timely and accurately file the original Application and Declaration, or a timely request for an extension of time, will result in the automatic issuance of an Order to Show Cause why the bankruptcy case should not be dismissed, the request for the relief denied, the Court Filing terminate, or such other action as deemed appropriate.</p>
5	<p><b>Use of EDB Hyperlink to Submit Court Filings:</b></p> <p>Once you place the link in your browser, the below screen will be displayed. You should fill in each field.</p> <p><b>IMPORTANT:</b> Please be sure you have previously saved your document in PDF format.</p> <p>You will need to browse and attach the file in the “PDF File field*” shown below.</p>

**United States Bankruptcy Court, District of Rhode Island**

**Notice of Electronic Drop Box Portal for Self Represented Parties**

This is a **Restricted Web Site** for Official Court Business only.


The Clerk of the United States Bankruptcy Court for the District of Rhode Island has implemented this Self Represented Electronic Drop Box ("EDB") for the purpose of permitting authorized self-represented persons to submit documents, with the exception of the initial case filing petition which must be emailed first to [RIB Helpdesk](#), for filing electronically in bankruptcy cases and adversary proceedings pending before Bankruptcy Court.

The Court has the right to reject any document submitted to the EDB for filing if the document contains impertinent, malicious, scandalous or profane matter or is not filed for a legitimate purpose. If a document submitted to the EDB for filing is rejected, the individual who submitted the document will be notified by U.S. mail or email.

Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Special Characters that are **not** Allowed: () + ! / \ : | ~ \_ { } [ ]

Case Number:	<input type="text"/>
Submitter's First Name:*	<input type="text"/>
Submitter's Last Name:*	<input type="text"/>
Phone Number:	<input type="text"/>
PDF File:*	<input type="button" value="Choose File"/> No file chosen



\* Denotes Required Field

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**Submission of Your Court Filing in the EDB:**

Once you fill in all the required fields, you will click the submit button, and you will receive notification of a successful submission with a confirmation number.

**United States Bankruptcy Court, District of Rhode Island**

Transfer Successful. Confirmation number is **30653**.

Please write the confirmation number down for future reference.

Your document has been accepted for review by the Court.

**This does not mean the document has been filed with the Court.**

You may want to call the Court at (401) 626-3100 press 0, within 48 hours of submission to confirm your document has been filed.

If you have **additional** documents to submit please click [here](#)

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**Clerk's Office Action:**

Upon submission of your Court Filing in the EDB, the Clerk's Office will review the document for completeness and, if in order, will docket your filing in the Court's electronic filing system, which will place your Court Filing on your case docket.

If a Court Filing submitted to the EDB is rejected, you will be notified by U.S. mail or email and given the reason for the rejection.

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**Court Filings that Require a Fee:**

If your Court Filing requires a fee, the Clerk's Office will send you a "Bill for Payment" via U.S. mail and email indicating the amount due, the deadline to submit the payment, and information on the Court's payment options.

No action will be taken on your Court Filing until the fee is paid. If you fail to make the payment by the due date, an entry will be made on the docket indicating that the document is terminated, and no further action will be taken by the Court.