



## **Electronic Document Submission System (EDSS)**

### **User Manual**

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## Glossary of Terms

**PDF document:** (Portable Document Format) A document that is saved in a format that allows it to be accessed on different types of computers while maintaining the documents contents and formatting. PDF documents can be generated by Word and other applications.

## **Electronic Document Submission System Summary**

The Electronic Document Submission System (EDSS) in the United States District Court for the Western District of Missouri is a webpage designed to allow PDF formatted documents to be submitted to the Court. Documents will be processed by the next business day. **New cases cannot be processed in EDSS and must be mailed or brought to the courthouse.**

The system is designed to be easy for people to use while providing the information needed by the Court to manage the documents.

The primary link for the system is: <https://www.mow.uscourts.gov/content/electronic-document-submission-system>.

## Submit Documents

Complete the form as described below to submit documents to the Court. The system allows five (5) documents to be submitted per form submission. Items with a red asterisk must be entered for the form to function.

### Electronic Document Submission System

**This system is for district court case filings only. Documents will be accepted for existing cases only. Bankruptcy filings are not accepted in EDSS.**

Electronic Document Submission System (EDSS) is a service that may be used by self-represented parties who need to file documents with the court as an alternative to mailing or bringing the documents to the courthouse. **Documents will be processed by the next business day. New cases cannot be processed in EDSS and must be mailed or brought to the courthouse.**

ECF users must file using CM/ECF and may only use EDSS in the event of a technical failure or as otherwise directed by the Court.

Filing with EDSS is governed by the [EDSS Administrative Procedures](#).

Filer's Name \*

Filer's Email Address \*

Filer's Phone Numbers \*

Case number (if known)

Documents

Document 1 (PDF format only) \*  No file chosen

\*NOTE: Click Choose File or Browse and locate your file. You are able to ADD UP TO 5 ADDITIONAL DOCUMENTS by clicking the MORE DOCUMENTS LINK below. IF YOU DO NOT RECEIVE A CONFIRMATION SCREEN AND EMAIL AFTER CLICKING SUBMIT, YOUR DOCUMENT HAS NOT BEEN SUBMITTED.

Files must be less than 8 MB.

Allowed file types: pdf.

Document description

A brief description of the document.

[More Documents](#)

By clicking 'submit' below you agree to the following:

1. I am intending to file the attached document(s) with the court.
2. The attached document will not be considered filed with the court until I have received a confirmation e-mail from the court.
3. This filing is made in compliance with Federal Rule of Civil Procedure Rule 11 and all applicable statutes and court rules.
4. I have reviewed the court's EDSS Administrative Procedures including the requirements pertaining to: (i) the service of documents filed with the court; (ii) my obligation to retain the original document(s) filed; (iii) ensuring documents are properly signed; and (iv) the payment of required fees.
5. I consent to accept service of all notices and papers regarding this case at the email address I have provided.

By entering my name in the box below, I affirm that I am intending to sign this form with my signature and consent to use this electronic form. \*

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Math question \*

3 + 8 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

**Filer's Name:** Enter the name of the person completing the form.

**Filer's Email:** Enter the email address of the person completing the form.

**Case Number:** Enter the district court case number for which the documents are associated. Leave this blank if you do not know the case number.

**Document 1:** Use the Choose File or Browse button to select a PDF document from your computer to submit to the Court. At least one (1) document must be selected for the form to work. Maximum file size for each document is 8 MB.

**Document 1 - 5 Description:** Enter a brief description of the document being submitted. This item is optional. Enter only the characters A-Z, a-z, 0-9, and spaces.

**Document 2 – 5:** Use the Choose File or Browse button to select a PDF document from your computer to submit to the Court. These items are optional. Maximum file size for each document is 8 MB.

**Submit Documents** button: Click the Submit button to submit the documents to the Court.

You will receive a confirmation message on the webpage that your documents have been submitted.

## **Edit a Document Submission**

The Electronic Document Submission System **does not** allow for submissions to be edited after they are submitted.

## **Electronic Document Submission System Help**

Contact [dchelp@mow.uscourts.gov](mailto:dchelp@mow.uscourts.gov) with any issues related to the Electronic Document Submission System.