

**UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA**

In re: \_\_\_\_\_,

Case No. \_\_\_\_\_

Adversary No. \_\_\_\_\_

Debtor(s)

**APPLICATION FOR ACCESS TO ELECTRONIC DROP BOX  
(For documents that do not require a filing fee only)**

A. HOW THE PRO SE ELECTRONIC DROP BOX WORKS.

The Clerk of the United States Bankruptcy Court for the Central District of California has implemented a Pro Se Electronic Drop Box ("EDB") for the purpose of permitting a self-represented (without an attorney or "pro se") individual litigant to submit documents for filing electronically in bankruptcy cases and adversary proceedings pending in this District. **Participation in this program is optional.**

A self-represented individual litigant authorized to use the EDB will be issued an Electronic Drop Box Link ("EDB Link" or "Link"); a married couple jointly authorized to use the EDB will be issued one EDB Link for both spouses. Use of the EDB Link to submit a document for filing together with the name of the individual on a signature block (or if both spouses join in the document, on the signatures blocks for each spouse), constitutes the signature of the individual(s) for purposes of Rule 9011 of the Federal Rules of Bankruptcy Procedure. **Such use of the EDB Link has the same effect as physically signing a paper document filed with the Court.**

An EDB Link serves the same purpose as a user name and password. Individuals (including couples) issued an EDB Link should keep the Link confidential the same as they would keep a sensitive user name and password confidential. Individuals issued an EDB Link are responsible for the use of the Link.

When a document is submitted to the EDB for filing, Bankruptcy Court personnel will review the document and, if appropriate, will file the document on the case docket. The Court has the right to reject any document submitted to the EDB for filing. 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.

**Use of the EDB is a privilege not a right. The Court may revoke the privilege at any time.**

B. APPLICANT.

\_\_\_\_\_  
(Name of applicant) and \_\_\_\_\_  
(Name of applicant if married couple jointly applying) ("Applicant(s)") hereby apply/ies to the Court for an Order granting access to the Court's Pro Se EDB for the purpose of electronically submitting documents for filing in the above-captioned bankruptcy case.

In support of this application, Applicant(s) state(s):

1. I am a self-represented litigant (*pro se*) debtor or party in the above-captioned bankruptcy case.

2. I understand that the use of an EDB Link the Court issues to me, together with my name typed on the signature line AND a digital photograph of my actual signature (attached to this Request Form) constitutes my signature under penalty of perjury and for purposes of Fed. R. Bankr. P. 9011 on all documents submitted electronically to the EDB for filing using my EDB Link. Use of my EDB Link has the same effect as physically signing a paper document filed with the Court.

3. I understand and agree that I am responsible for assuring the security of my EDB Link. If there is reason to suspect my EDB Link has been compromised, it is my responsibility to immediately notify the Clerk's Office.

4. I understand that electronically submitting documents through the EDB is a privilege that can be revoked at any time.

WHEREFORE, Applicant(s) respectfully request(s) that the Court grant this request for access to the EDB in the above-captioned bankruptcy case.

Respectfully submitted,

By: \_\_\_\_\_  
*Typed Name of Applicant*

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**(If married couple jointly applying, both must sign)**

By: \_\_\_\_\_  
*Typed Name of Applicant (if jointly applying)*

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_