

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN

**NOTICE REGARDING NEW PROCEDURES FOR ACCEPTING DOCUMENTS FROM PARTIES NOT REPRESENTED
BY AN ATTORNEY**

As an alternative to mailing traditional paper documents or using an available drop box, the court has developed and strongly encourages the use of the new **Pro Se Electronic Document Upload Program (PEDUP)**. This program is to be used exclusively by parties not represented by an attorney to submit documents electronically to the court. The court is temporarily providing this service during the COVID-19 crisis. ECF users must continue to use CM/ECF for filing.

The Pro Se Electronic Document Upload Program is a web-based program that allows parties to click a link on the court's web site, fill out a form with basic information, and upload documents for filing with the court. All documents submitted electronically through PEDUP are subject to review by court staff and are not deemed "Filed with the Court" until staff places the material on the court's docket. The **Pro Se eDocument Upload Program** link can be found on the left-hand side of the court's web site (www.mieb.uscourts.gov). **Access to a computer, internet and adobe software are required to use this program.**

PLEASE TAKE NOTICE that the court is strongly discouraging the mailing of documents to the court during the COVID-19 crisis. There is no assurance at this time that mailed documents will arrive timely. This recommendation is based on the following factors:

- The United States Postal Service has indicated that the COVID-19 crisis has resulted in existing delays in the delivery of mail.
- In Detroit, the court does not have the ability to retrieve the mail more than once a week from the post office, given the temporary closing of the Detroit Courthouse at 211 W. Fort Street. The mail is brought weekly by courier service to the Flint office for processing.
- The court continues to accept mailed documents only at the Flint and Bay City offices with a reduced staff. There is no guarantee that these locations will remain open to accept mail or documents during the crisis.

If you have questions regarding the Pro Se Electronic Document Upload Program, please call (313) 234-0065, (810) 235-4126, or (989) 894-8840. Please note that these numbers are for instructional support only, and differ from the emergency filing numbers posted on prior notices.

Basic Information Regarding the PEDUP

- A successfully submitted and filed document through PEDUP will result in three acknowledgements from the court.

Submitted Acknowledgement

1. A confirmation screen indicating the court is in receipt of your submitted document.
2. An email confirmation again indicating the court is in receipt of your submitted document.

Filed Acknowledgement

3. A final email indicating that your document was reviewed by staff and officially filed with the court. Your document is not deemed filed until you receive this email.
- Documents received between 8:30 a.m. and 4:00 p.m. will be processed the same day. Please check your spam folder if you do not see the email notification.
 - Documents received after 4:00 p.m. will be reviewed for filing on the following business day.
 - All documents must be in Adobe PDF format prior to uploading.
 - Local Forms can be found on the court's web site at www.mieb.courts.gov under Forms on the home page.
 - Official Forms can be found at www.mieb.uscourts.gov under Forms on the home page. Many of these forms are fillable PDF forms. Select the form from the website, follow the prompt to download the selected form to your computer, fill out the form, and save it prior to uploading to PEDUP.
 - Place /s/ and your name in areas where a signature is required. (e.g. /s/ Samuel Jones)
 - If you upload a voluntary petition, your case number will be sent in the confirmation email, after the court has filed your petition.
 - If the document you wish to file requires a filing fee, you will receive a fee due letter from the court with instructions for payment. Unpaid fees may result in a dismissal of your case, or a delay in the granting of a discharge of your debts.

For more information on the requirements for filing without an attorney, go to the Filing Without An Attorney section at www.mieb.uscourts.gov. The pro se law clerk is now available Monday through Friday, from 9:00 - 5:00. Please either email at prose@mieb.uscourts.gov, or leave a phone message at (866) 478-4436 or (313) 234-0074. The law clerk will respond as soon as possible. Please be sure to leave a case number and contact information.

Date: April 3, 2020

Katherine B. Gullo
Clerk of Court