

Electronic Drop Box (eDB)

NOTE—EMAIL FILING OPTION IS NO LONGER AVAILABLE

Unrepresented Parties

Parties not represented by a lawyer may submit a bankruptcy petition or other case related document in PDF format by using the eDB process. **Bankruptcy has long-term financial and legal consequences - hiring a competent attorney is strongly recommended.**

For Free Legal Advice, please consult the [Bankruptcy Pro Se Help Desk](#)

If you need to contact the court, click [here](#)



Electronic Drop Box (eDB) is available for parties without an attorney. This portal will allow you to submit documents for filing with the Northern District of Illinois. Parties are limited to 3 submissions per day; each submission may include up to 5 separate documents. This process will require you to download your required bankruptcy forms from our website, physically sign, and submit in PDF format. To see a list of required documents, visit the Required Documents ([Chapter 13 Information](#) | [Chapter 7 Information](#)) under your respective chapter information. You can also submit any other documents related to your case. To submit forms or case related documents, click on the (eDB Start Here) at the bottom of this page.

eDB Computer Requirements

- A computer or tablet with an Internet connection.
Note: eDB will NOT work from a smart phone.
- Adobe Reader (version 8 or higher).
- Pop-up blocker must be disabled.
- Printer.
- Browser requirements - It is recommended that you use the latest version of Mozilla Firefox, Internet Explorer, Chrome, or Safari.

INFORMATION TO INCLUDE. Documents submitted to the Clerk for filing must include the following when required:

- Party's name
- Phone number
- Signature
- Case number on all documents (*for existing cases*)

- Title your PDF when saving. Examples: "Motion.pdf, Notice.pdf, Proposed Order.pdf, Schedules.pdf, etc."

SIGNATURE REQUIRED. Any document that requires a signature must be signed with the filer's original handwritten signature. An electronically applied signature, in any form, is not acceptable. Once physically signed your document should be scanned and uploaded in the proper PDF format.

DATE OF FILING. Documents will be filed when the Clerk receives a properly submitted document(s) with original signature(s) and payment of any fee. If a submission is deficient, it will need to be corrected and resubmitted through eDB. When the submission is filed, you will receive an email from

ILNBDONOTREPLY confirming the case number, docket entry number and date filed.

PAYMENT OF FILING FEE. If the petition or document requires a filing fee, the fee must be sent to the Clerk by electronic payment [online](#), mailing a certified check or money order payable to "Clerk, U.S. Bankruptcy Court" (no cash accepted by mail), or by utilizing the [Clerk's Office Drop Box](#) located in the building.

Please mail payment by money order or cashier's check to:

Chicago cases

U.S. Bankruptcy Court, Northern District of Illinois
219 S. Dearborn St, Room 710
Chicago, Illinois 60604

Rockford cases

U.S. Bankruptcy Court, Northern District of Illinois
327 South Church Street
Rockford, Illinois 61101

Lastly, payment can be made by visiting our intake area during business hours. The Office of the Clerk ([in both divisions](#)) is open to the public from 8:30 a.m. to 4:30 p.m. Please make sure to have the exact dollar amount. Any excess payment will not be refunded. Include the case number on the certified check or money order. If the filer wants a receipt, a stamped, self-addressed envelope must be included with the payment.

The petition or document will not be filed until payment of the fee is received.

Please view these links for additional information

[Filing without an attorney](#)

[Methods of payment](#)

[Installment Information](#)

[Schedule of Fees](#)

In most instances, documents will be processed within 24 hours or by the next business day. New case filings may not receive a case number until the next business day. If you are submitting documents that need to be expedited, please call the customer service numbers during business hours at **312-408-5000** (Chicago) or **815-987-4350** (Rockford).

If this is an emergency new case filing, please call the court at 773-495-5842 or 312-543-5460.

>>> Click Here to Start eDB Process <<<

