



Electronic Document Submission System

User Manual

March 2020

Table of Contents

Glossary of Terms	2
Electronic Document Submission System	3
Submit Documents	4
Edit a Document Submission.....	5
Electronic Document Submission System	5

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 many different word processors and other applications.

Help Desk: For questions or problems send an email to helpdesk@pawb.uscourts.gov.

Electronic Document Submission System Summary

The Electronic Document Submission System in the United States Bankruptcy Court for the Western District of Pennsylvania is a webpage designed to allow PDF formatted documents to be submitted to the Court.

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: <http://www.pawb.uscourts.gov/cgi-bin/edss.cgi>.

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. Copying and pasting text into the form from a Word processor can cause problems with the form. In all cases use special characters only where absolutely required.

File names for PDF document to upload should be short. Use only a-z and 0-9 characters in file names. Special characters could cause problems with the file upload process.

Electronic Document Submission System

U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA

Filer's Name: *	<input type="text"/>
Debtor's Name (if different):	<input type="text"/>
Filer's Email: *	<input type="text"/>
Confirm Filer's Email: *	<input type="text"/>
Filer's Phone Number: *	<input type="text"/>
Case Number (if known):	<input type="text"/>

Document Upload Section (*PDF format ONLY*)

Document 1: *	Document 1 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/> (enter A-Z, a-z, 0-9 and spaces only)
Document 2:	Document 2 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
Document 3:	Document 3 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
Document 4:	Document 4 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>
Document 5:	Document 5 Description:
<input type="button" value="Browse..."/> No file selected.	<input type="text"/>

* Denotes required information

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

Debtor's Name: Enter the name of the person the documents are being submitted for. If it is the same as the Filer's Name leave the Debtor's Name blank.

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

Confirm Filer's Email: Enter the email address again to confirm that it has been entered properly.

Case Number: Enter the bankruptcy case number for which the forms are associated. Leave this blank if you don't know the case number.

Document 1: Use the Browse button to choose a PDF document from your computer to submit to the Court. At least one (1) document must be selected for the form to work.

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 Browse button to choose a PDF document from your computer to submit to the Court. These items are optional.

Submit Documents button: Click the Submit Documents 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 helpdesk@pawb.uscourts.gov with any issues related to the Electronic Document Submission System.