

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF MARYLAND



ELECTRONIC DOCUMENT SUBMISSION SYSTEM  
ADMINISTRATIVE PROCEDURES

APRIL 2022

## I. What is EDSS?

The Electronic Document Submission System (EDSS) is a pilot project to permit self-represented litigants to submit documents for filing in civil cases by electronic transmission (attachments to email) to the Clerk's Office. The mailbox is accessed via a link on the Court's website, [mdd.uscourts.gov](http://mdd.uscourts.gov), under the Filing Without an Attorney tab. EDSS provides self-represented litigants with an alternative to mailing or bringing documents to the courthouse for filing. Documents may **not** be filed under seal through EDSS.

EDSS is **only** available for use by self-represented litigants. Parties represented by counsel must file documents through counsel electronically via CM/ECF or by any other method approved or directed by the Court. Incarcerated litigants are not permitted to use EDSS.

New cases may **not** be processed or opened in EDSS. Self-represented litigants may only file new cases by mail or in person at the courthouse.

## II. Using EDSS

Self-represented litigants with pending cases in this Court are eligible to use EDSS unless otherwise ordered by the Court. Users must provide a first and last name, phone number, valid email address, and case number. This information must match an existing party and case in this Court to be accepted. Non-parties may not use EDSS and must file by mail or in person, unless represented by counsel. Litigants eligible to use EDSS may also file documents by mail or in person at any time.

- Users may upload a main document and up to four additional attachments for each filing. Users should provide a brief description of each document uploaded. EDSS will only accept files in PDF format with a size of 10MB or smaller. If your filing is too large to be accepted, you must file by mail or in person.
- Once submitted, users will receive an email confirming that their submission has been received and will be reviewed for filing. If accepted for filing, submitted documents will be docketed on the Court's Case Management/Electronic Case Filing system (CM/ECF) by the Clerk's Office, and the litigant will be notified by email that the submission was successful. If accepted, documents will be added to the docket within 1-2 business days. Accepted documents will be marked filed as of the date they were submitted via EDSS. Once filed, users will receive a Notice of Electronic Filing ("NEF") confirming that the document has been filed on the docket. If you have not received an NEF within 1-2 business days, please contact the Clerk's Office. Documents submitted for filing via EDSS may not be edited or withdrawn once submitted.

## III. Electronic Filing and Service of Documents

### A. Format of Documents

Documents submitted for filing must comply with all appropriate Local Rules concerning formatting and page limitations. Please review Local Rules 102.2 and 105.3 for more information. Submitted documents that violate these rules may not be accepted for filing.

**Documents submitted via EDSS must be legible.** Pursuant to Local Rule 102.2.c, documents that are not legible will not be accepted for filing. Documents can only be submitted in PDF format and should be flattened whenever possible to condense file size. Documents should also be electronically created and not scanned, with the exception of signature pages.

#### B. Signature Requirement

Pursuant to Fed. R. Civ. P. 11 and Local Rule 102.1, only documents signed by a self-represented litigant will be accepted for filing. **Users must sign each document submitted via EDSS for filing.** Documents not signed by a party will **not** be accepted for filing. Electronic signatures are not sufficient. The original signature pages must be scanned and uploaded through EDSS.

#### C. Consent to Receive Electronic Notification

By using EDSS, self-represented litigants consent to receive notices of electronic filing by email transmission to the email address provided. Such notice shall constitute service of all items required to be served under Fed. R. Civ. P. 5(a) and 77(d). **Paper copies of filed documents will no longer be sent by mail to any litigant using EDSS by either the parties or the Court.** The litigant will be granted one “free look” to view this filed document at no cost. Litigants are strongly encouraged to save or print the document at this time. After this free view is used or expires after 15 days, the filed document may only be accessed through Public Access to Court Electronic Records (PACER) or obtained through the Clerk’s Office for the applicable copy work fee. Litigants may obtain a PACER account by registering online at <https://pacer.uscourts.gov>. Users must promptly notify the Clerk’s Office of any change to their email address.

#### D. Service

The notice of electronic filing constitutes a certificate of service as to all parties to whom electronic notice is sent. Users must comply with all other applicable rules of service under Fed. R. Civ. P. 5 and Local Rule 102.1.c.

#### E. Courtesy Copies

Pursuant to Local Rule 105.1.a, if the number of pages from the main document plus attachments exceeds 15 pages, one courtesy paper copy must be submitted to the Clerk’s Office within 48 hours.

#### F. Privacy Protections

Users must comply with the privacy protection requirements of Fed. R. Civ. P. 5.2 and this Court’s [Privacy Policy](#).

### IV. Termination

Self-represented litigants are not required to use EDSS and may file documents by mail or in person at a courthouse at any time. However, self-represented litigants **must** notify the Clerk’s Office in writing if they no longer wish to receive electronic notification of filed documents, and such persons will no longer be permitted to submit documents through EDSS.

Users must comply with the terms and conditions of EDSS as detailed in this document. The ability to use EDSS may be terminated for non-compliance with these rules or abuse of the system in the discretion of the Clerk of Court. Upon notification that their ability to use EDSS has been terminated, self-represented litigants may only file by mail or in person at a courthouse.