



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA**

**APPLICATION FOR ACCESS TO ELECTRONIC DROP BOX AND DECLARATION REGARDING ELECTRONIC FILING**

In re: \_\_\_\_\_ BK Case No. \_\_\_\_\_ (if known)  
Debtor(s) Name AP Case No. \_\_\_\_\_ (if applicable)

A. Please first read the information sheet about the Electronic Drop Box for required steps and use.

\_\_\_\_\_ (Name of applicant) and \_\_\_\_\_ (Name of applicant)

"Applicant(s)" hereby apply(s) to the Arizona Bankruptcy Court for approval to submit case documents for filing with the Court through use of its Electronic Drop Box ("EDB") in the above-captioned bankruptcy case or adversary proceeding.

B. In support of this Application and Declaration, Applicant(s) state(s):

1. I/We am a self-represented (*pro se*) debtor or party in the above-captioned bankruptcy case or adversary proceeding.
2. I/We understand that upon authorization to use the EDB, which might take 1-3 business days, I/we will be issued an Electronic Drop Box Link (EDB Link or Link) unique to us/me (married couples jointly authorized to use the EDB will be issued one unique EDB Link for both spouses). You will be notified by the Clerk's office if there is an issue with your Application and Declaration.
3. Use of the EDB Link that the Clerk issues to me/us, together with either (1) an image of my/our signature, or (2) a "/s/" with my/our full name on a signature block, constitutes my/our signature(s) for purposes of Fed. R. Bankr. P. 9011 and [Local Rule 5005-4 \(d\)](#) on all documents submitted electronically to the Court through the EDB for filing. Use of my/our EDB Link has the same effect as physically signing a paper document filed with the Court.
4. I/We understand and agree that use of the EDB Link serves the same purpose as a username and password. I/we am responsible for assuring the security of my/our EDB Link. The EDB Link is confidential and should NOT be shared with anyone. If there is reason to suspect my/our EDB Link has been compromised, it is my/our responsibility to immediately notify the Clerk's Office.
5. I/We understand that electronically submitting documents through the EDB is a privilege that can be revoked at any time.
6. I/We understand that the link will expire soon after the case is closed or the adversary is terminated.
7. Declaration of Electronically Submitted Documents:

I/We, the undersigned applicants(s) hereby declare under penalty of perjury that:

(i) I/We declare that I/we have read and understand the information contained in the documents submitted to the Court, as well as the Application and Declaration sent by email to [edb\\_support@azb.uscourts.gov](mailto:edb_support@azb.uscourts.gov) ;

(ii) The information contained in the documents submitted are true and correct, to the best of my/our knowledge and belief;

(iii) I/We authorize the Clerk to docket the documents referenced in (i) and (ii) above in the Court's CM/ECF [Case Management/Electronic Case Filing system] and all future documents submitted using my/our unique EDB Link; and

(iv)I/We declare that, upon approval of the Application and Declaration, all future court filings that are required to be signed under oath submitted to the EDB, will contain either (1) an image of my/our signature, or (2) a "/s/" with my/our full name on the signature block.

WHEREFORE, Applicant(s) respectfully request(s) that the Court approve this Application and Declaration for access to the EDB in the above-captioned bankruptcy case or adversary proceeding.

Respectfully submitted,

Respectfully submitted,

By: \_\_\_\_\_

By: \_\_\_\_\_

*Signature of Applicant*

*Signature of Applicant*

Applicant Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

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

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

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

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

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

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

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

Email:

Email:

***(If bankruptcy case is a joint debtor case, both the debtor and joint debtor must sign.)***

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## **Federal Bankruptcy Rule 9011. Signing of Papers; Representations to the Court; Sanctions; Verification and Copies of Papers**

**(a) Signature.** Every petition, pleading, written motion, and other paper, except a list, schedule, or statement, or amendments thereto, shall be signed by at least one attorney of record in the attorney's individual name. A party who is not represented by an attorney shall sign all papers. Each paper shall state the signer's address and telephone number, if any. An unsigned paper shall be stricken unless omission of the signature is corrected promptly after being called to the attention of the attorney or party.

**(b) Representations to the Court.** By presenting to the court (whether by signing, filing, submitting, or later advocating) a petition, pleading, written motion, or other paper, an attorney or unrepresented party is certifying that to the best of the person's knowledge, information, and belief, formed after an inquiry reasonable under the circumstances,

- (1) it is not being presented for any improper purpose, such as to harass or to cause unnecessary delay or needless increase in the cost of litigation;
- (2) the claims, defenses, and other legal contentions therein are warranted by existing law or by a nonfrivolous argument for the extension, modification, or reversal of existing law or the establishment of new law;
- (3) the allegations and other factual contentions have evidentiary support or, if specifically so identified, are likely to have evidentiary support after a reasonable opportunity for further investigation or discovery; and
- (4) the denials of factual contentions are warranted on the evidence or, if specifically so identified, are reasonably based on a lack of information or belief.

**(c) Sanctions.** If, after notice and a reasonable opportunity to respond, the court determines that subdivision (b) has been violated, the court may, subject to the conditions stated below, impose an appropriate sanction upon the attorneys, law firms, or parties that have violated subdivision (b) or are responsible for the violation.

### **(1) How Initiated.**

**(A) By Motion.** A motion for sanctions under this rule shall be made separately from other motions or requests and shall describe the specific conduct alleged to violate subdivision (b). It shall be served as provided in Rule 7004. The motion for sanctions may not be filed with or presented to the court unless, within 21 days after service of the motion (or such other period as the court may prescribe), the challenged paper, claim, defense, contention, allegation, or denial is not withdrawn or appropriately corrected, except that this limitation shall not apply if the conduct alleged is the filing of a petition in violation of subdivision (b). If warranted, the court may award to the party prevailing on the motion the reasonable expenses and attorney's fees incurred in presenting or opposing the motion. Absent exceptional circumstances, a law firm shall be held jointly responsible for violations committed by its partners, associates, and employees.

**(B) On Court's Initiative.** On its own initiative, the court may enter an order describing the specific conduct that appears to violate subdivision (b) and directing an attorney, law firm, or party to show cause why it has not violated subdivision (b) with respect thereto.

**(2) Nature of Sanction; Limitations.** A sanction imposed for violation of this rule shall be limited to what is sufficient to deter repetition of such conduct or comparable conduct by others similarly situated. Subject to the limitations in subparagraphs (A) and (B), the sanction may consist of, or include, directives of a nonmonetary nature, an order to pay a penalty into court, or, if imposed on motion and warranted for effective deterrence, an order directing payment to the movant of some or all of the reasonable attorneys' fees and other expenses incurred as a direct result of the violation.

(A) Monetary sanctions may not be awarded against a represented party for a violation of subdivision (b)(2).

(B) Monetary sanctions may not be awarded on the court's initiative unless the court issues its order to show cause before a voluntary dismissal or settlement of the claims made by or against the party which is, or whose attorneys are, to be sanctioned.

**(3) Order.** When imposing sanctions, the court shall describe the conduct determined to constitute a violation of this rule and explain the basis for the sanction imposed.

**(d) Inapplicability To Discovery.** Subdivisions (a) through (c) of this rule do not apply to disclosures and discovery requests, responses, objections, and motions that are subject to the provisions of Rules 7026 through 7037.

**(e) Verification.** Except as otherwise specifically provided by these rules, papers filed in a case under the Code need not be verified. Whenever verification is required by these rules, an unsworn declaration as provided in 28 U.S.C. §1746 satisfies the requirement of verification.

**(f) Copies of Signed or Verified Papers.** When these rules require copies of a signed or verified paper, it shall suffice if the original is signed or verified and the copies are conformed to the original.