

## **Procedures for Requesting Permission to File by E-Mail or Fax**

NOTE: Requests to file by email or fax are only accepted Monday through Friday between 8:00 am and 4:00 pm Eastern time.

1. You must first contact the clerk's office by either calling 906-226-2300 or 616-260-5798, or emailing [clerk\\_miwb@miwb.uscourts.gov](mailto:clerk_miwb@miwb.uscourts.gov). Please leave a message that includes a number where you can be reached. Someone will call you shortly.
2. If you are requesting permission to file by email, your documents must be in pdf format.
3. You will be required to submit your original documents bearing your ink signature within 14 days.
4. Your original documents and any payments must be mailed to:

U.S. Bankruptcy Court  
1 Division Ave. N, Room 200  
Grand Rapids, MI 49503

NOTE: The clerk's office will not accept cash or personal checks.