

Clerk's Office Filing Procedures While e-Filing System is Unavailable

Our e-Filing website, CM/ECF, and PACER will be unavailable on **October 17, 2026, from 6:00 a.m. to 6:00 p.m.** If you have a filing, you may email it to us at CAEB-EMERGENCY-FILINGS@caeb.uscourts.gov.

This email address is only active when our e-Filing system is unavailable and will be deactivated as soon as the e-Filing system becomes available.

NOTE:

- Fees for filings submitted via email cannot be paid through e-Filing. After your documents have been emailed to the court, you should mail a check or money order with the debtor's name and case number to the court.
- Documents sent to the above email address will be considered filed as of the date and time received by the court. ONCE DOCUMENTS HAVE BEEN FILED VIA EMAIL, DO NOT RE-FILE THEM THROUGH E-FILING OR SEND PAPER COPIES OF THE DOCUMENTS TO THE COURT AS THIS WILL CAUSE DUPLICATE DOCKET ENTRIES AND MAY INCUR DUPLICATE FEES.
- You will not receive an e-Filing confirmation for documents submitted via the emergency email system. However, you will receive a confirmation that your email was received and a "free look" email once the documents are docketed.
- Documents submitted through the above email address will not be included in your e-Filing history.

TO FILE PETITIONS:

- Please include the debtor's last name and the chapter of the new petition in the Subject line.
- Each document should be submitted as a separate PDF.
- Submit a PDF of the Verification of Master Address list along with a PDF list of all creditors. See EDC Form 2-190 (*Guidelines for Preparation of Master Address Lists*) for examples of formatting and what should be included in the list of creditors.
- Do not submit any text files via email.
- Emergency filings submitted by email will not be opened automatically and there may be a delay in receiving your free-look emails.

TO FILE DOCUMENTS IN EXISTING CASES:

- In the subject line of the email, please include the case name and debtor's last name.
- Each document should be submitted as a separate PDF.

If you have any questions, please call the court at 916-930-4400 or 855-542-0992. You may also send an email to Efilers_Helpdesk@caeb.uscourts.gov.