

COURT OPERATIONS DURING COVID-19 **(Updated July 30, 2020)**

All persons entering the Courthouse are required to adhere to the Court's Social Distancing and Facemask Policy (see below) and restricted courtroom occupancy limits.

Subject to the "Hearings, Trials, and Other Court Proceedings" procedures set forth below, all parties are encouraged to appear telephonically whenever feasible.

Clerk's Office Operations

The Clerk's Office is open and operating under protocols to help [prevent the spread of COVID-19](#).

You may avoid coming to the Clerk's office by filing documents electronically.

- If you do not have an attorney, file your petition and other documents (except proofs of claim) by using our [Electronic Document Submission System](#).
- File Proofs of Claim using the Electronic Proof of Claims ([ePOC](#)) system.
- Do not mail documents unless you cannot access the internet, EDSS, and/or ePOC, or need to send in payments/fees.
- Payments/fees should be mailed (do not mail cash, only a cashier's check or money order made payable to "Clerk, United States Bankruptcy Court").
- Bankruptcy forms are available [here](#).

Hearings, Trials, and Other Court Proceedings

Subject to the discretion of the presiding Judge, parties are expected to physically appear in Court for all **evidentiary proceedings** subject to the Courthouse Access and Social Distancing and Facemask Policies set forth below and **courtroom occupancy limitations**. For all other matters, parties are encouraged to appear telephonically in accordance with the [Court's Telephonic Court Appearance & Telephonic Testimony Procedures](#).

All filings can be made [electronically](#).

Fees can be mailed (see above).

Questions can be directed to the Clerk's Office at 877-298-2053 or 888- 531-9485.

Social Distancing and Facemask Policy

Visitors to the Court, including vendors, contractors, litigants, attorneys, and other members of the public, are required to wear a mask or face covering when in the common or public areas of the courthouse. Persons not wearing a mask may be denied entry to the Courthouse.

Employees, court personnel, and visitors are required to wear face coverings or masks when entering and exiting the courthouse, entering and exiting the Clerk's office, and all common areas, including elevators, hallways, and restrooms.

Face Covering/Masking is required when entering and exiting the courtroom.

Face Covering/Masking is required when distributing paperwork/exhibits, and when moving about the courtroom for any reason.

Face Covering/Masking is required by a witness who is moving to and from the witness stand but may be removed during testimony provided the witness is seated six feet from the judicial officer and other court employees. Counsel should question the witness from counsel table to avoid moving throughout the courtroom.

Face Covering/Masks may be temporarily removed in court, at the discretion of the presiding judge, when removal is necessary to effectively conduct the proceedings, provided all participants are socially distant for six feet or more.

These requirements apply to all in-court proceedings, including settlement conferences and mediations.

Courthouse Access

The Court is open to the public subject to the above Social Distancing and Facemask Policy.

The following persons will not be allowed in the courthouse:

- anyone who has have traveled from an area with a [Level 3 Travel Health Notice](#)

- anyone who resides or has had close contact with someone who has traveled to a Level 3 area in the last 14 days;
- anyone who has been asked to self-quarantine by any hospital or health agency;
- anyone who has been diagnosed with, or has had contact with, anyone who has been diagnosed with COVID-19.

341 Meetings

The United States Trustee has issued the following [notices](#) regarding 341 meetings. You may receive instructions concerning alternative arrangements for a 341 meeting (e.g. telephonic or video meeting) from the United States Trustee or the assigned case trustee.