

COVID-19 RELATED INFORMATION (Updated JULY 13, 2020)

All persons entering the Courthouse are required to wear a facemask/covering in accordance with the Court's Social Distancing and Facemask Policy (see below)

Clerk's Office Operations

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

File documents electronically and avoid coming to the courthouse.

- If you do not have an attorney, file your petition and any other documents 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.
- 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](#).

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, restrooms, the jury assembly rooms, and indoor parking garages.
- Face Covering/Masking is required when entering and exiting the courtroom.
- Face Covering/Masking is required at all times 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 judicial officer, 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

Avoid coming to the courthouse if possible. All court hearings will be conducted telephonically. All filings can be made [electronically](#). Fees (see above) can be mailed. Questions can be directed to the Clerk's Office at 877-298-2053 or 888-531-9485.

In accordance with [District Court Standing Order 2020-14](#), 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.

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 have had contact with, anyone who has been diagnosed with COVID-19.

Hearings/Trials:

Pursuant to [Court Order \(20-mp-04\)](#):

- All hearings will be held telephonically unless directed otherwise by the presiding judge.
- All evidentiary hearings and trials presently scheduled through June 30, 2020 are continued for 28 days.
- Any party seeking a continuance must seek consent from all other parties to the hearing before submitting a request to the Court.
- Information on telephonic hearings is available [here](#).

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.