

COURT OPERATIONS DURING COVID-19

(Updated March 12, 2021)

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.

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 " United States Bankruptcy Court").
- Bankruptcy forms are available [here](#).

Hearings, Trials, and Other Court Proceedings

As of April 3, 2021, the Court is permitting in-court proceedings, but participants may continue to appear remotely in accordance with Local Rule 9074-1. Refer to the Court's [Remote Appearance Guide](#)).

Social Distancing and Facemask Policy

All persons (including but not limited to judicial officers, court personnel, court security, jurors, visitors, vendors, contractors, litigants, attorneys, and other

members of the public) must:

- Wear a mask or face covering that covers the nose and mouth in all public areas of the courthouse (including but not limited to hallways, public counters, elevators, stairwells, restrooms, conference rooms, and courtrooms).
- A mask or face covering may be removed by a witness during his/her testimony provided the witness is seated six feet from the judicial officer, counsel, and other court employees.
- A mask or face covering may be temporarily removed in court by any participant in a proceeding, 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.
- Adhere to safe social distancing rules, by standing or sitting at least six feet away from other individuals, abide by markings on floors and benches indicating where one may stand or sit, and if standing in line, must keep six feet away from the person in front and behind, unless taking care of a small child or assisting someone with special needs. Elevator capacity will be limited as posted.
- Abide by all health and hygiene signage throughout the courthouses, including signage regarding masks and face coverings, social distancing, occupancy restrictions, and handwashing.

Courthouse Access

Avoid coming to the courthouse if possible. 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.

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:

- Persons who, because of exposure to COVID-19 or travel to a country or region with an outbreak of COVID-19, have been advised to self-quarantine by any doctor or health agency;
- Persons who reside with or have had close contact with someone who has been advised to self-quarantine by any doctor, hospital, or health agency;
- Persons who have been diagnosed with, or have had known contact with anyone who has been diagnosed with, COVID-19; and/or
- Persons experiencing symptoms of respiratory illness such as fever, severe cough, or shortness of breath.

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.