



UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF NORTH CAROLINA

IN RE: )  
COURT OPERATIONS UNDER THE EXIGENT ) FOURTH AMENDED  
CIRCUMSTANCES CREATED BY COVID-19 ) STANDING ORDER

The United States Bankruptcy Court for the Middle District of North Carolina continues to monitor the severity of the Coronavirus (COVID-19) outbreak, including directives and executive orders issued by the President of the United States and Governor of North Carolina, North Carolina's progression with respect to the Governor's phases of reopening (as well as those factors upon which any progression is based), guidance issued by the Centers for Disease Control and Prevention, and the Federal Judiciary COVID-19 Recovery Guidelines. In order to protect public health, and in order to reduce the size of public gatherings and reduce unnecessary travel, the United States Bankruptcy Court for the Middle District of North Carolina issues the following amended order regarding Court operations, which shall remain in effect from Tuesday, December 1, 2020 until further order of the Court:

**IT IS HEREBY ORDERED** that the public intake counters in the Greensboro and Winston-Salem divisions of the Clerk's Office may be closed from time to time, without further order of the Court; and

**IT IS FURTHER ORDERED** that any such closings shall be listed on the Court's website at <http://www.ncmb.uscourts.gov/> and posted on the doors of the Greensboro and Winston-Salem offices; information on such closings may also be obtained by contacting the Clerk's Office at 336-358-4000; and

**IT IS FURTHER ORDERED** that on regular dates of business operation, when the public intake counters are nevertheless closed, members of the public without an attorney ("*pro*

*se parties*”) may request private appointments to complete filings and/or pay fees by contacting the Clerk’s Office at 336-358-4000; and

**IT IS FURTHER ORDERED** that the Clerk’s Office shall attempt to accommodate requests for private appointments as they are received; however, private appointments cannot be guaranteed. Parties should plan accordingly; and

**IT IS FURTHER ORDERED** that *pro se* parties may file bankruptcy petitions and other papers with the Court in person, as noted above; by U.S. Mail; or by drop box. Drop boxes are located in the lobbies of the Greensboro and Winston-Salem offices and may be accessed from 8 a.m. to 4 p.m., Monday through Friday, on regular dates of business operation; and

**IT IS FURTHER ORDERED** that all papers filed by U.S. Mail or drop box should include a telephone number at which the filer may be reached; and

**IT IS FURTHER ORDERED** that all bankruptcy petitions filed by U.S. Mail or drop box should be accompanied by a copy of a form of government issued identification for the debtor(s). Debtors who do not have any such form of identification should contact the Clerk’s Office at 336-358-4000 for further instructions; and

**IT IS FURTHER ORDERED** that a *pro se* party filing a bankruptcy petition by U.S. Mail or drop box may include a self-addressed stamped envelope and request that the case number be mailed to them, or they may contact the Clerk’s Office for the case number at 336-358-4000; and

**IT IS FURTHER ORDERED** that filings made by drop box must be accompanied by a telephone call to the Clerk’s Office at 336-358-4000 to confirm the deposit; and

**IT IS FURTHER ORDERED** that the Clerk's Office shall not issue a summons, docket any memoranda, or set a pre-trial hearing date in an adversary proceeding initiated by paper filing until the Clerk receives the required filing fee; and

**IT IS FURTHER ORDERED** that payments made by mail must be directed to the Court in Greensboro, in the form of cashier's check or money order, made payable to: "Clerk, U.S. Bankruptcy Court"; and

**IT IS FURTHER ORDERED** that all deadlines in all cases continue to remain in effect, unless modified by further order of the Court; and

**IT IS FURTHER ORDERED** that ALL BANKRUPTCY HEARINGS remain telephonic, unless otherwise noticed or ordered by the Court.

Parties seeking entry to courthouse buildings must comply with (1) Standing Order 12 of the United States District Court, as may be amended from time to time, and (2) the Court's Standing Order Regarding Entrance and Hearing Protocols for the Exigent Circumstances Created by COVID-19, as may be amended from time to time. Parties are directed to check the Court's website to view those orders and to access instructions on attending hearings telephonically, as well as to view other important announcements. Parties are, moreover, encouraged to contact the Clerk's Office at 336-358-4000 for any necessary assistance. A list of mailing and drop box addresses follows.

This the 1<sup>st</sup> day of December 2020.

  
Lena M. James, Chief Judge

Greensboro Mailing Address:

U.S. Bankruptcy Court  
Middle District of North Carolina  
P.O. Box 26100  
Greensboro, NC 27402

Greensboro Drop Box Address:

U.S. Bankruptcy Court  
Middle District of North Carolina  
101 S. Edgeworth Street  
Greensboro, NC 27401

Winston-Salem Mailing and Drop Box Address:

U.S. Bankruptcy Court  
Middle District of North Carolina  
601 W. 4th St., STE 100  
Winston-Salem, NC 27101