

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF NORTH CAROLINA**

IN RE:)
COURT OPERATIONS UNDER THE EXIGENT) 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, as well as proclamations issued by county boards of commissioners, orders issued by mayors, and guidance issued by the Centers for Disease Control and Prevention. 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 hereby issues the following amended order regarding Court operations, which shall remain in effect pending 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 are CLOSED; and

IT IS FURTHER ORDERED that attorneys shall continue to file bankruptcy petitions and other papers by electronic filing on CM/ECF; and

IT IS FURTHER ORDERED that members of the public without an attorney (“*pro se* parties”) shall file bankruptcy petitions and other papers with the Court by email, U.S. Mail, or drop boxes located in the locations as set forth below; and

IT IS FURTHER ORDERED that all papers filed by email, 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 email, 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 *pro se* parties may email signed bankruptcy petitions and other documents to the Court at ncmb_intake@ncmb.uscourts.gov. A *pro se* party who emails a signed petition to the Court shall also send the following to the Court by U.S. Mail within 14 days thereafter: (1) the original petition, along with supporting schedules and papers, with original signatures, and (2) the required filing fee, unless said party has also filed a request to waive the filing fee (a request to proceed *in forma pauperis*) or a request to pay the filing fee in installments; and

IT IS FURTHER ORDERED that the Clerk's Office shall not process a request to proceed *in forma pauperis* or a request to pay the filing fee in installments from a *pro se* party who has emailed a signed bankruptcy petition to the Court until the Clerk receives said party's original petition, with original signatures, by U.S. Mail; and

IT IS FURTHER ORDERED that drop boxes shall be available to those who do not meet the travel or health criteria enumerated in Amended Standing Order 12 of the United States District Court, or who do not meet the exceptions outlined therein. One drop box is currently available from 9:00 a.m. to 3:00 p.m., Monday through Friday, in the lobby of the United States District Court, located at 324 W. Market Street, Greensboro, NC 27401. It is anticipated that drop boxes will also be available: (1) in the lobby of the Greensboro divisional office building, and (2) inside the entrance of the Winston-Salem divisional office by April 7, 2020. Parties are directed to check the Court's website, www.ncmb.uscourts.gov, or call the Clerk's Office at 336-

358-4000 to determine whether a drop box has been installed in one of those locations prior to visiting. Once available, drop boxes in the Greensboro and Winston-Salem divisional offices will be open from 9:00 a.m. to 3:00 p.m., Monday through Friday; and

IT IS FURTHER ORDERED that filings made by drop box must be accompanied by either: (1) an email to ncmb_intake@ncmb.uscourts.gov, indicating the filer's name, the case name and number (unless the filing is a bankruptcy petition), and the date and time at which the filing was placed into the drop box, or (2) a telephone call to the Clerk's Office at 336-358-4000 to confirm the deposit; and

IT IS FURTHER ORDERED that, if a *pro se* party files a bankruptcy petition by email, the Clerk's Office shall, as soon as practicable, contact the filing party with the assigned bankruptcy case number. *Pro se* parties who file 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 at 336-358-4000; and

IT IS FURTHER ORDERED that all required filing fees shall be mailed to the Court. The only acceptable forms of payment are cashier's check and money orders. Should any party be unable to obtain a check or money order, that party may file a motion to request temporary relief from the judge assigned to the case; and

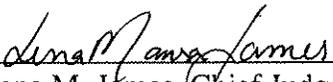
IT IS FURTHER ORDERED that all deadlines in all cases continue to remain in effect, unless modified by further order; and

IT IS FURTHER ORDERED that ALL BANKRUPTCY HEARINGS remain telephonic. Parties are prohibited from accessing the courtrooms at this time.

Parties are directed to check the Court's website, www.ncmb.uscourts.gov, for instructions on accessing hearings telephonically and other updates regarding 11 U.S.C. § 341

hearing dates. Parties are also 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 26th day of March 2020.



Lena M. James, Chief Judge
FOR THE COURT

Greensboro Mailing Address:

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

Greensboro Drop Box Address (check the Court's website or call to determine when available):

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

District Court Drop Box Address (available immediately):

U.S. District Court
L. Richardson Preyer Courthouse
324 W. Market Street
Greensboro, NC 27401

Winston-Salem Mailing and Drop Box Address (check the Court's website or call to determine when drop box available):

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