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MAY 15 2020  
U.S. BANKRUPTCY COURT  
MDNC -

UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF NORTH CAROLINA

IN RE: )  
COURT OPERATIONS UNDER THE EXIGENT ) SECOND 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, 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 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](mailto:ncmb_intake@ncmb.uscourts.gov); and

**IT IS FURTHER ORDERED** that 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 filings made by drop box must be accompanied by either: (1) an email to [ncmb\\_intake@ncmb.uscourts.gov](mailto: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 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, and the request at issue, with original signatures, by U.S. Mail; and

**IT IS FURTHER ORDERED** that a *pro se* party who emails a complaint to the Court to initiate an adversary proceeding shall also send the following to the Court by U.S. Mail within 14 days thereafter: (1) the complaint and all exhibits thereto, with original signatures, and (2) the required filing fee; 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 a *pro se* party until the Clerk receives: (1) the complaint, along with all exhibits thereto, with original signatures, and (2) the required filing fee by U.S. Mail; and

**IT IS FURTHER ORDERED** that drop boxes are available to those who do not meet the travel or health criteria enumerated in Standing Order 12 of the United States District Court, as amended from time to time, or who do not meet the exceptions outlined therein. Drop boxes are located in the lobbies of the Greensboro and Winston-Salem divisional office buildings and may be accessed from 9:00 a.m. to 3:00 p.m., Monday through Friday; and

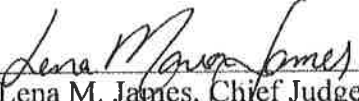
**IT IS FURTHER ORDERED** that all required filing fees shall be mailed to the Court in Greensboro. The only acceptable forms of payment are cashier's check and money orders, made payable to: "Clerk, U.S. Bankruptcy Court." Should any party be unable to obtain a check or money order, that party may file 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 of the Court; and

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

Parties are directed to check the Court's website, [www.ncmb.uscourts.gov](http://www.ncmb.uscourts.gov), for instructions on accessing hearings telephonically and other important updates. 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 15<sup>th</sup> day of May 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:

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