

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA

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In re:

COURT OPERATIONS AND)	Administrative Order
PROTECTION OF COURT)	No. 20-005
STAFF AND THE PUBLIC)	
DURING COVID-19 OUTBREAK)	
_____)	

AMENDED ADMINISTRATIVE ORDER
TEMPORARILY MODIFYING THE MEANS
OF FILING PLEADINGS BY SELF-REPRESENTED PARTIES¹

In recognition of recommendations by the CDC and other public health agencies that social distancing measures are the most effective way to prevent the rapid spread of COVID-19, and in order to continue providing effective access to the Bankruptcy Court for all parties,

IT IS ORDERED:

1. The Clerk of Court is authorized to continue closing Bankruptcy Intake counters to the public and providing customary services virtually by telephone, email, and facsimile until such time as

¹ This Amended Order is entered to ensure continuity of bankruptcy court operations in light of the June 16, 2020 Administrative Order entered by the District Court for the Northern District of Florida authorizing the reopening of Courthouses in the Northern District of Florida.

the Clerk and Chief Judge determine to open, or partially reopen Bankruptcy Intake counters.

2. The Clerk of Court is permitted to accept the filing of new petitions, motions, pleadings, notices, and other papers (“Pleadings”) by self-represented parties by any of the following means:

- a. by e-mail to Filings@flnb.uscourts.gov, with the Pleadings attached in Portable Document Format (PDF). The Court will not read, consider, or respond to any text in the email itself and will only upload attached PDF files. If a self-represented filer is unable to attach PDF files to an email, the self-represented filer should contact the Clerk’s Office at 866-639-4615 for instructions;
- b. by facsimile to 850-521-5004;
- c. by U.S. Mail sent to the Office of the Clerk of Court, 110 East Park Avenue, Suite 100, Tallahassee, Florida 32301; and
- d. through any other method expressly authorized in advance by the Court, or the Clerk’s Office which can be reached at 866-639-4615.

3. All Pleadings must comply with formatting requirements found in this Court's Local Rules (Bankr. N.D. Fla. Loc. R. (<https://www.flnb.uscourts.gov/local-rules>)).
4. Signatures may be added electronically to pleadings submitted by email in the format */s/ Full Name* pursuant to this Administrative Order and as provided in this Court's Local Rules (Bankr. N.D. Fla. Loc. R. (<https://www.flnb.uscourts.gov/local-rules>)).
5. All fees must be submitted via U.S. Mail or commercial delivery courier to Clerk of U.S. Bankruptcy Court, 110 East Park Avenue, Suite 100, Tallahassee, Florida 32301.
6. Self-represented parties are reminded that even though this order authorizes Pleadings to be filed electronically, the Court holds self-represented parties to the same requirements and standards as with paper filings: each signature on a Pleading, whether electronic or otherwise, is a certification that the filing party is proceeding in good faith and filing the Pleading

for a proper purpose. All electronically filed Pleadings are subject to the same potential for sanctions as are paper filings containing original signatures pursuant to F.R.B.P. 9011.

7. Due to the fluidity of the situation surrounding COVID-19, the Court may alter or amend the provisions of this Order, and issue guidelines as necessary or appropriate to achieve the goal of protecting the health and safety of the public and Court personnel, while at the same time continuing to fulfill the Court's mission and its duties to the public.

DONE AND ORDERED ON June 19, 2020.



KAREN K. SPECIE
Chief United States Bankruptcy Judge