

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA

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In re:

COURT OPERATIONS AND)	Administrative Order
CONTINUED ACCEPTANCE)	No. 23-001
OF FILINGS OF SELF-)	(Replaces AO 20-005)
REPRESENTED PARTIES VIA)	
EMAIL AND OTHER MEANS)	

**ADMINISTRATIVE ORDER MODIFYING THE MEANS
OF FILING PLEADINGS BY SELF-REPRESENTED PARTIES**

A positive result of the health-related protocols put in place by the Court as a result of the COVID-19 pandemic (*see* Administrative Order 20-005), has been the ability of self-represented parties to file pleadings and documents via email, as well as by Facsimile and U.S. Mail. In order to continue providing the most efficient and effective access to filing documents with this Court,

IT IS ORDERED:

1. This order replaces Amended Administrative Order 20-005, which is hereby VACATED.
2. The Clerk of Court is permitted to continue accepting petitions, motions, pleadings, notices, and other papers (“Documents”) submitted by self-represented parties by any of the following means:
 - a. By e-mail to Filings@flnb.uscourts.gov, with the Document(s) attached in Portable Document Format (PDF). The Court will

not read, consider, or respond to any text or message in the email itself; the Clerk's Office will only upload PDF files attached to the email. If a self-represented party is unable to attach PDF files to an email, the self-represented party should contact the Clerk's Office at 866-639-4615 for additional instructions.

- b. By FAX (facsimile) to 850-521-5004.
 - c. By U.S. Mail, commercial mail delivery service, or commercial mail courier service delivered to the Office of the Clerk of Court, 110 East Park Avenue, Suite 100, Tallahassee, Florida 32301.
 - d. By hand delivery during the business hours of 9:00 a.m. and 4:00 p.m. local time, Monday through Friday, at the Office of the Clerk of Court, 110 East Park Avenue, Suite 100, Tallahassee, Florida 32301, except on federal holidays or during times the Clerk's Office is not open to accept delivery of documents during significant weather events or other closures and emergency situations (for information see www.flnb.uscourts.gov).
 - e. By 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 Documents must comply with formatting requirements found in this Court's Style Guide and Local Rules (Bankr. N.D. Fla. Loc. R., <https://www.flnb.uscourts.gov/local-rules>).

4. Parties submitting documents by email should either sign the document and send a scanned copy with the signature, or type their name as follows: Type name, and show as */s/ Full Name*. An example of a properly formatted electronic signature is */s/ John William Doe*. Parties may file objections to electronically filed Documents that do not contain correctly formatted signatures.
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 Documents to be filed electronically, the Court holds self-represented parties to the same requirements and standards as with paper filings: each signature on a Document, whether electronic or otherwise, is a certification that the filing party is proceeding in good faith and filing the Document for a proper purpose. All electronically filed Documents are subject to the same potential for sanctions as are paper filings containing original signatures pursuant to F.R.B.P. 9011.
7. The Court may alter or amend the provisions of this Order.

DONE AND ORDERED ON May 25, 2023.



KAREN K. SPECIE

Chief United States Bankruptcy Judge