

Where to File Your Papers

The State of Florida is divided into three federal judicial districts: Northern, Middle, and Southern. Each district is then further divided into divisions. The divisions of the Northern District of Florida serve the following counties:

Gainesville Division: Alachua, Dixie, Gilchrist, Lafayette, and Levy counties

Panama City Division: Bay, Calhoun, Gulf, Holmes, Jackson, and Washington counties

Pensacola Division: Escambia, Okaloosa, Santa Rosa, and Walton counties

Tallahassee Division: Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla counties

Failure to file your bankruptcy case in the correct district may result in an Order to Show Cause or dismissal of your case.

Original Documents

The Court requires original signatures on all documents when the debtor is not represented by an attorney. If you provide an extra copy of your bankruptcy documents when you file, we will stamp your copy with the date and time it was received and provide a case number for your records.

Mailing Your Documents

Original, signed documents may be sent by U.S. Mail or package delivery service to:

U.S. Bankruptcy Court
110 E. Park Ave., Ste. 100
Tallahassee, FL 32301

Mailing your documents to another location will delay the filing of the documents.

Hand Delivery of Documents

You may personally deliver documents the Tallahassee or Pensacola locations of the Clerk's Office during regular business hours. You will be required to show photo identification to gain entry into a federal building.

Tallahassee:

U.S. Bankruptcy Courthouse
110 E. Park Ave., Ste. 100
Tallahassee, FL 32301

Pensacola:

Winston E. Arnow Federal Bldg.
100 N. Palafox St., Ste. 154
Pensacola, FL 32502

U.S. Bankruptcy Court Northern District of Florida

Mailing Address:

U.S. Bankruptcy Court
110 E. Park Ave., Ste. 100
Tallahassee, FL 32301

Court Locations and Hours:

Tallahassee

U.S. Bankruptcy Courthouse
110 E. Park Ave., Ste. 100
Tallahassee, Florida

Pensacola

Winston E. Arnow Federal Bldg.
100 N. Palafox St., Ste. 154
Pensacola, Florida

Gainesville*

U.S. Courthouse
401 SE 1st Avenue
Gainesville, Florida

**Court location only; office is not staffed.*

Office Hours

Offices are open to the public Monday – Friday, excluding federal holidays, 9:00 a.m. to 4:00 p.m.

Telephone:

(850) 521-5001 [Tallahassee]
(866) 765-1752 [Toll Free]

Website:

www.flnb.uscourts.gov

Employees of the Clerk's Office are not permitted to assist you in preparing the petition, schedules, or other documents, nor may they provide you with legal advice or attorney recommendations.

This information is intended to answer frequently asked questions and is not to be interpreted as legal advice or to serve as a complete guide as to what is required to be filed, provided, or completed in your case. This information is subject to change without notice. Please review the Court's website for the most recent information and forms.

Due to the COVID-19 pandemic, courthouses may not be open to the public. Please call our office to ensure someone is available to assist you before visiting.