

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

IN RE:)
)
TEMPORARY FILING PROCEDURES) GENERAL ORDER 20-0003
FOR PARTIES NOT REPRESENTED)
BY AN ATTORNEY)
)

AMENDED ORDER

Local Rule B-5005-4 prohibits parties not represented by an attorney from filing new petitions, motions, notices and other papers (“Pleadings”) other than by hand delivery or U.S. Mail. Given that all federal courthouses in the District are now closed to the public and given Executive Order 20-08, Directive for Hoosiers to Stay at Home, signed by Indiana Governor Eric J. Holcomb on March 23, 2020, in response to the COVID-19 pandemic, the Court finds that it would be appropriate to permit parties not represented by an attorney to have additional means of filing. Therefore, the Court now ORDERS as follows:

1. Effective immediately, and until further Court order, the Clerk is authorized to accept Pleadings filed by parties not represented by an attorney by any of the following methods:

a. U.S. Mail, as follows:

Evansville and Terre Haute Divisions
352 Federal Building
101 Northwest Martin L. King Boulevard
Evansville, IN 47708

Indianapolis Division
116 U.S. Courthouse
46 East Ohio Street
Indianapolis, IN 46204

New Albany Division
110 U.S. Courthouse
121 West Spring Street
New Albany, IN 47150

b. publicly accessible “drop boxes” available at the entrance of each of the Court’s divisional locations set forth above [the Indianapolis drop box is located at the New York Street and Pennsylvania Street entrance]; or

c. e-mail to bankruptcy@insb.uscourts.gov.

The Court shall not read, consider, or respond to any text contained within an e-mail but will only upload the attached Pleadings. See paragraph 3 below for important instructions about new cases.

2. All Pleadings submitted pursuant to this Order shall be signed by the filer, either manually or by printing or typing /s/, followed by the filer’s name and contain the filer’s current e-mail address and telephone. **In addition, Pleadings submitted via e-mail must be in Portable Document Format (PDF).** Each document submitted by e-mail for filing must be in a separate PDF.

3. In addition to the requirements of paragraph 2, a filer submitting a new petition shall also include Official Form 121 – Statement About Your Social Security Numbers, and if the filing fee has not been submitted, either Official Form 103A – Application for Individuals to Pay the Filing Fee in Installments or Official Form 103B – Application to Have the Chapter 7 Filing Fee Waived. **A new petition must also be accompanied by a copy of a government issued photo ID to confirm the filer’s identity.**

4. All filing fees due for Pleadings submitted pursuant to this Order shall be in the form of a money order or cashier’s check made payable to Clerk, U.S. Bankruptcy Court and mailed to the appropriate divisional location within seven (7) days of the submission of the Pleading.

5. The Court is not able to provide acknowledgment of receipt or copies of Pleadings submitted pursuant to this Order. However, the filer of a new petition shall be notified by e-mail of the assigned bankruptcy case number.

6. Parties not represented by an attorney that choose to file a Pleading pursuant to this Order shall be held to the same requirements and standards as they would be if filing a paper pleading – each signature on a Pleading is a certification that the filer is proceeding in good faith and filing the Pleading for a proper purpose. All Pleadings filed pursuant to this Order are subject to the same potential for sanctions as are paper filings pursuant to Federal Rule of Bankruptcy Procedure 9011. The Bankruptcy Clerk may request proof of identification before processing any Pleading.

7. Registered CM/ECF users must continue to use the CM/ECF electronic filing system to file Pleadings and to remit filing fees.

8. These procedures do not alter the responsibility of the parties to effect service as required by all applicable Federal Rules of Bankruptcy Procedure and the Local Rules of this Court.

9. This order supersedes the original version of General Order 20-0003 entered on March 25, 2020.

Date: March 31, 2020



ROBYN L. MOBERLY
CHIEF BANKRUPTCY JUDGE