

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA

IN RE: )  
)  
TEMPORARY FILING PROCEDURES ) GENERAL ORDER 20-0012  
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 papers (“Pleadings”) other than by hand delivery or U.S. Mail. In response to the COVID-19 pandemic, the Court finds it appropriate to permit parties not represented by an attorney to have additional means of filing. Therefore, the Court now ORDERS as follows:

1. 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, or hand delivery to the front counter of the Bankruptcy Clerk’s office at one of the following addresses:

Evansville  
352 Federal Building  
101 Northwest Martin L. King Boulevard  
Evansville, IN 47708

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

New Albany  
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 [Indianapolis drop boxes are located at the Pennsylvania Street and Ohio Street entrance and at the New York Street and Pennsylvania Street entrance]; or

c. e-mail to [bankruptcy@insb.uscourts.gov](mailto:bankruptcy@insb.uscourts.gov).

2. All Pleadings submitted pursuant to this Order shall be:

a. signed by the filer and contain the filer's current e-mail address and telephone number; and

b. tendered by only one of the methods described in paragraph 1 (for example, the same Pleading shall not be submitted by both drop box and e-mail).

3. All Pleadings submitted via e-mail **must be made in non-editable Portable Document Format (PDF)**, with each Pleading separately attached to the e-mail. The Court cannot access a PDF via an email link, as network security protocol prohibits the retrieval of documents shared by a filer from a cloud environment. Pleadings submitted in anything other than non-editable PDF, such as a JPEG, photo or Word document, or a blank or fillable PDF, will not be accepted for filing. The Court shall not read, consider, or respond to any text contained within an e-mail but will only upload PDF Pleadings. See paragraph 4 below for important instructions about new cases.

4. In addition to the requirements of paragraphs 2 and 3, 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.**

5. 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.

6. 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.

7. 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.

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

9. 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.

10. This order supersedes General Order 20-0009 entered on November 2, 2020.

Original Date: December 4, 2020  
Amended Date: February 16, 2021



ROBYN L. MOBERLY  
CHIEF BANKRUPTCY JUDGE

**RESCINDED JULY 6, 2021**



ROBYN L. MOBERLY  
CHIEF BANKRUPTCY JUDGE