

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

**CLERK'S OFFICE OPERATIONS:
UPDATED DECEMBER 2020**

The Bankruptcy Court's front counters are closed and remain so until further notice. This notice supersedes the Court's prior operational change notices dated March 26th and July 1st. General Orders issued by the Court since March 19th that have not been rescinded remain in effect and can be found in the COVID-19 section of the Court's website [here](#).

1. The Court continues to maintain a drop box at the entrances to the Indianapolis, Evansville, and New Albany courthouses. The drop box is located before the security station and is shared with the District Court. Documents and payments can be delivered to the drop box. See [General Order 20-0012](#) for important information about use of the drop box.
2. Pro se parties may email documents for filing to bankruptcy@insb.uscourts.gov. See [General Order 20-0012](#) for important information about submitting documents by email.
3. Pro se parties may wish to consider using the Electronic Self-Representation ("eSR") platform if seeking to file a Chapter 7 petition without an attorney. Detailed instructions regarding the use of eSR can be found on the Court's website at <https://www.insb.uscourts.gov/electronic-self-representation-esr>).
4. Customers are encouraged to contact the Clerk's office by using the chat function found at the bottom right corner of the Court's homepage, www.insb.uscourts.gov (Monday – Friday, 8:30 a.m. – 4:30 p.m.), or by phone (Monday – Friday, 8:00 a.m. – 5:00 p.m. EST), as most Court staff continue to work remotely. The phone numbers are:

Indianapolis: 317-229-3800
Evansville: 812-434-6470
New Albany: 812-542-4540

December 10, 2020

/s/ Kevin Dempsey
Bankruptcy Clerk