

United States Bankruptcy Court
Southern District of Indiana

Frequently Asked Questions – COVID-19

Updated August 2, 2021

Q. Are facemasks required in the courthouse?

A. **EFFECTIVE AUGUST 3, 2021** all individuals who enter and occupy public spaces of federal courthouses in the Southern District of Indiana **must** wear a face covering.

An exception may be made for an individual providing documentation that he or she is unable, for medical reasons, to wear a face covering. Any individual who is not fully vaccinated and seeks entry to a courthouse without a face covering will be offered a disposable mask free of charge at the security screening checkpoint if they have a need to and are otherwise permitted to enter the courthouse. Any individual seeking entry to a courthouse who is not fully vaccinated and who refuses to wear a face covering will be denied entry to the courthouse.

Upon entering courtrooms, Judges' chambers and offices, or any space where a court proceeding is being conducted, all vaccinated and non-vaccinated individuals must comply with the rules and requirements of the presiding Judge regarding face coverings and physical distancing.

Q. Is the Court still open?

A. Yes, effective 2/16/2021. However, the public is strongly encouraged to interact with the Court by telephone, mail, or use of the Drop Box located at Court entrances. Additional information about the Drop Box is found below. In addition, please continue to monitor our website for operational changes, as the Court may close with limited notice depending on the impact of COVID-19 within the vicinity of each Court office.

Q. What are the Court's hours of operation?

A. 8:30 am to 4:30 pm; CLOSED from 12:00 pm to 1:00 pm (local time).

Q. Are Court hearings still occurring?

A. Yes. Most hearings are being held by telephone. Some are by video and some in person. Review your hearing notice for details. Video conference FAQs and a participant guide can be found on the [Court's Response to Coronavirus Disease \(COVID-19\)](#) page or by visiting the

specific Judges' webpage. Judge-specific hearing guidelines, along with Courtroom Deputy contact information, can be found at <https://www.insb.uscourts.gov/judges-info>.

Q. When and where is my First Meeting of Creditors (341 meeting)?

A. The Court does not schedule or control these meetings, which are currently taking place by telephone. More information from the United States Trustee Program regarding the handling of 341 meetings during the pandemic can be found at <https://www.justice.gov/ust-regions-r10>. Case-specific questions should be asked of the appointed case trustee, whose contact information can be found within the Notice of Bankruptcy Case.

Q. Can I still file bankruptcy?

A. Yes. It is strongly recommended that you use an attorney since bankruptcy has long-term financial and legal consequences. For information about filing without an attorney, visit the court's website at <https://www.insb.uscourts.gov/filing-without-attorney-0>.

Q. I don't have an attorney; how can I file a bankruptcy petition or other required documents?

A. Parties not represented by an attorney can submit documents to the Court by (1) U.S. Mail (contact and mailing information for all bankruptcy offices is located at <https://www.insb.uscourts.gov/court-info/court-locations>), (2) Drop Box found at each courthouse. A list of documents required to be filed with a bankruptcy petition can be found at <https://www.insb.uscourts.gov/sites/insb/files/ProSeDebtorPkt.pdf>. 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 at <https://www.insb.uscourts.gov/electronic-self-representation-esr>).

Q. Where is the Drop Box located?

A. Each Drop Box is located inside an entrance of the courthouse near the Court's Security Officers. Please follow all instructions located by the Drop Box when leaving papers for the court. If you are providing the initial documents to file for bankruptcy, a copy of a government issued photo ID must be included. Courthouse hours are 8:00 am to 5:00 pm.

Q. Do I need to provide proof of identification?

A. Yes. A government issued photo ID must accompany a new filing.

Q. How do I pay my fees owed to the Court?

A. Filing fees due to the Court shall be in the form of a money order or cashier's check made payable to: Clerk, U.S. Bankruptcy Court, and mailed or delivered to the Drop Box of the appropriate divisional location. The money order or cashier's check must include the debtor's name and case number (if known). **Do NOT deposit cash into the drop box or submit by mail.**

The Court does NOT accept personal checks or payment over the telephone. Attorneys are still required to use the CM/ECF system to submit payment to the Court.

Q. How do I get proof of my bankruptcy filing?

A. You may request a Notice of Bankruptcy Case Filing by (1) sending a self-addressed stamped envelope to the Court, (2) registering to receive electronic notification using Debtor Electronic Bankruptcy Noticing (DeBN) program, <https://www.insb.uscourts.gov/debn-frequently-asked-questions-faq-0>, or (3) calling the Court for assistance.

Q. How do I get proof that my bankruptcy is completed – a copy of the Order of Discharge?

A. You may request a copy of your Order of Discharge (1) from your attorney, if applicable, (2) through the Court's website at <https://ecf.insb.uscourts.gov/cgi-bin/autoInsbDischarge.pl> or (3) by subscribing to the Public Access to Court Electronic Records (PACER) service. PACER provides electronic public access to federal court records, including those of bankruptcy courts. More information about PACER is available at <http://pacer.psc.uscourts.gov>.

Q. How do I change my address?

A. You can provide your new address to your attorney, who can file the appropriate documents with the Clerk's Office. If you do not have an attorney, you can submit a Pro Se Notice of Change of Address (found at <https://www.insb.uscourts.gov/sites/insb/files/ProSeAddressChange.pdf>) or a signed statement, identifying your name, case number, old address and current mailing, to the Clerk's Office by U.S. Mail or Drop Box.

Q. I need to file a proof of claim in a bankruptcy, do I need a login or password?

A. Anyone can file a proof of claim using the Electronic Proof of Claim (ePOC) system. No login or password is required. Please visit <https://www.insb.uscourts.gov/epoc-ewoc>.

Q. How do I remove my bankruptcy from my credit report?

A. The Court does not directly provide any information to the credit bureaus. You must contact the credit bureaus for their procedure for removing a record from a credit report.

Q. Are Sheriff Sales still occurring?

A. The Court does not control Sheriff Sales. Please contact your local government office for any change to their schedule.

For additional questions and answers, call the appropriate divisional office or use the Court's Live Support Chat located on the open page of the website.