

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

**FILING PROCEDURES FOR PARTIES
NOT REPRESENTED BY AN ATTORNEY**

1. Parties not represented by an attorney (“Pro Se”) may file new petitions, motions, notices and papers (“Pleadings”) with the Court by:

a. U.S. Mail or hand delivery to the front counter of the Bankruptcy Clerk’s office at one of the following divisional locations:

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. or by 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].

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>).

2. All Pleadings submitted by Pro Se parties shall be:

a. signed by the filer and include 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 U.S. Mail).

3. In addition to the requirements of paragraph 2, Pro Se parties submitting a new petition shall also file 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 shall be in the form of a money order or cashier's check payable to Clerk, U.S. Bankruptcy Court. Cash, in an exact amount, is only accepted if presented at the front counter of the Clerk's Office.
5. Pro Se parties are reminded that each signature on a Pleading is a certification that the filer is proceeding in good faith and filing the Pleading for a proper purpose. Pleadings filed by Pro Se parties are subject to the same potential for sanctions pursuant to Federal Rule of Bankruptcy Procedure 9011 as are filings by attorneys.
6. These procedures do not alter the responsibility of Pro Se parties to effect service as required by all applicable Federal Rules of Bankruptcy Procedure and the Local Rules of this Court.

July 6, 2021

/s/ Kevin Dempsey
Bankruptcy Clerk