

**United States Bankruptcy Court
Eastern District of New York**

(Updated December 7, 2020)

Clerk's Office and Pro Se Filings During National Emergency (COVID-19)

Due to the ongoing national pandemic, until further notice, physical access to the Bankruptcy Court Clerk's Offices at each location is restricted, but the Clerk's Office will remain open for business as follows:

All attorneys are required to obtain ECF filing privileges and file all documents electronically. Please include your full name, address, phone number and email address with any papers filed with or sent to the Court by any means. Doing so will allow us to contact you should we need additional information.

Payment of Filing Fees: During this period of National Emergency, **cash will not be accepted.** *Pro se* filers (those not represented by counsel) are to use postal money orders or cashier's checks, made payable to Clerk, US Bankruptcy Court, for payment of filing fees. Do not send cash through the mail or place cash in the night depository box (drop box).

Pro se filers are strongly encouraged to file PDF documents with the Court's Electronic Document Upload Program available at <https://www.nyeb.uscourts.gov/content/pro-se-electronic-document-upload-program>

Please include your full name, address, phone number and email address with any papers filed with or sent to the Court by any means.

If you are unable to use the Court's Electronic Document Upload Program you should send your documents to the Court by mail at the addresses below:

Brooklyn Courthouse: Conrad B. Duberstein United States Bankruptcy Courthouse, 271-C Cadman Plaza East, Suite 1595, Brooklyn, New York 11201-1800

Central Islip Courthouse: Alfonse M. D'Amato Federal Courthouse, 290 Federal Plaza, Central Islip, New York 11722

Please note that there may be a delay in processing mail due to CDC and other health and safety guidelines concerning the opening of packages. Please include your full name, address, phone number and email address with any papers filed with or sent to the Court by any means.

In the event of an emergency, and you are unable to use the Court's Electronic Document Upload Program or mail your papers in, *pro se* filers who decide to come to either courthouse will need to utilize the night depository (drop box) located at the Court's official locations during regular business hours:

For Brooklyn cases:

In the lobby of the Conrad B. Duberstein United States Bankruptcy Courthouse, 271-C Cadman Plaza East, Suite 1595, Brooklyn, New York 11201-1800

For Central Islip cases:

In the lobby of the Alphonse M. D'Amato United States Courthouse, 290 Federal Plaza, Central Islip, New York 11722.

Documents placed in the drop boxes will be date and time stamped with the date and time actually deposited. Please note that there may be a delay in the actual docketing of papers dropped in the drop boxes due to CDC and other health and safety guidelines concerning the opening of packages, but the docketing will be effective as of the date and time electronically stamped on the papers. Please include your full name, address, phone number and email address with any papers filed with or sent to the Court by any means.

Please also note that anyone attempting to enter either Court location must comply with all entry restrictions to each building which can be viewed on our website.

Any *pro se* party with an emergency who plans to visit either courthouse should first call the following phone numbers during regular business hours before coming to the courthouse:

For Brooklyn cases: (347) 394-1700

For Central Islip cases: (631) 712-6200

Requests for case documentation, certified copies, case information, and all other general inquiries must be made by telephone at (347) 394-1700 for the Brooklyn Clerk's Office, or (631) 712-6200 for the Central Islip Clerk's Office.

Outside of regular business hours, papers not filed electronically relating to cases pending in Brooklyn may be filed by depositing them in the night depository located in the courthouse lobby of the United States District Court, 225 Cadman Plaza East, Brooklyn, New York 11201.

Outside of regular business hours, papers not filed electronically relating to cases pending in Central Islip may be filed by depositing them in the night depository located in the courthouse lobby of the Alphonse M. D'Amato United States Courthouse, 290 Federal Plaza, Central Islip, New York 11722. If the Alphonse M. D'Amato United States

Courthouse is closed, papers may be filed by depositing them in the night depository located in the courthouse lobby of the United States District Court, 225 Cadman Plaza East, Brooklyn, New York 11201.

If the papers are deposited in a night depository, they will be deemed filed as of the exact time and date stamped on the papers. Any document not accompanied by the requisite filing fee will be accepted for filing, however, an invoice for fees due will be sent to the filer.

Any documents submitted for filing in a drop box must be time-stamped, sealed in an envelope addressed to the Clerk of Court of the Bankruptcy Court, and must include the filer's contact information (full name, address, telephone number and email address).

Clerk's Office personnel are available by telephone, mail will be received, and the intake counters will remain open in a **limited** capacity as set out above. However, parties are directed first and foremost to submit all filings via the Court's Electronic Document Upload Program or lobby drop boxes and to make any other inquiries by telephone, rather than approaching the intake counters.

Individuals needing assistance are asked to review the information available on the court's website at <https://www.nyeb.uscourts.gov/obtaining-assistance-pro-se-law-clerk> or may call the *Pro Se* Law Clerk at (347) 394-1738.