

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA**

www.flsb.uscourts.gov

In re:

Administrative Order 2021-07

**Reducing the Clerk's Office Intake Hours
of Operation to Serve the Public for In-Person Filings**

Based on the significant increase in the number of COVID-19 positivity rates and per capita COVID-19 case numbers in the Southern District of Florida, the Judges of the Bankruptcy Court have determined in order to preserve the health, wellness and safety of the Clerk's Office staff and the public, it is necessary to reduce the hours of operation of the Clerk's Office. The Court will continue to monitor the latest safety protocols and guidelines from the Centers for Disease Control to assure everyone's safety, while at the same time allowing necessary flexibility as changing circumstances warrant. All persons entering the Courthouse must comply with the requirements and protocols (e.g., mask, social distancing, temperature scan) in effect at the time of entry. Accordingly, it is

ORDERED as follows:

1. **EFFECTIVE Monday, August 9, 2021**, the Clerk's Office will reduce its hours of operation to serve the public for in-person filings between the hours of 8:30 a.m. and 12:30 p.m. on Monday-Wednesday-Friday and will continue to remain closed on Tuesday and Thursday.
2. The Court will continue allowing in-person attendance at designated court hearings at the discretion and preference of the assigned judges. The Court will also continue to provide remote access (by video conference or telephone) to hearings using Zoom Video Communications, Inc. or CourtSolutions.
3. If a person **not represented by counsel** needs to file a bankruptcy petition and accompanying documents ("petition"), or if a debtor or party in interest in a pending bankruptcy case or proceeding needs to file a document with the Clerk of Court ("the Clerk"), and cannot do so in-person or by timely mailing the documents to the Clerk, they may transmit the documents in Portable Document Format (PDF) to the Clerk by electronic mail ("electronic transmission") to the following emergency email address: **FLSB-EMERGENCY-FILINGS@flsb.uscourts.gov**. Documents that are electronically transmitted to the Clerk shall not be deemed to have been "FILED" until the filer receives an electronic reply by the Clerk confirming the filing and (if applicable) the case number. Documents electronically transmitted for filing after 4:00 p.m. will be stamped "**FILED**" the next business day.
 - a. Each electronic transmission shall include a valid email address and telephone number for the filer. The Court will not read, consider, or respond to any text in the email itself.

- b. Only an individual debtor, a person with a power of attorney authorizing that person to file the petition on the debtor's behalf, or a court-appointed guardian may file a petition with the clerk's office. The debtor (and any person holding power of attorney authorizing that person to file on behalf of the debtor) must include a legible photocopy of a current government-issued photo identification along with the petition. The photo identification will remain inaccessible to the public. A person claiming authority through a power of attorney must also include a notarized copy of the power of attorney. A court-appointed guardian must also include a copy of the court order appointing the guardian.
 - c. Any electronic transmission that requires a signature shall either be signed with the original handwritten signature of the filer with a copy of the signed document scanned and included in the electronic transmission to the Clerk, or electronically with *"/s/"* followed by the filer's *full name*. The original petition or other original document containing the original signature in ink of the filer shall be mailed, within fourteen (14) days of electronic transmission, to the Clerk at one of the following addresses:
 - i. **Miami** - United States Bankruptcy Court Southern District of Florida, 301 North Miami Avenue, Ste. 150, Miami, FL 33128
 - ii. **Fort Lauderdale** - United States Bankruptcy Court Southern District of Florida, 299 East Broward Blvd., Ste. 112, Fort Lauderdale, FL 33301
 - iii. **West Palm Beach** - United States Bankruptcy Court Southern District of Florida, 1515 North Flagler Drive, 8th Floor, West Palm Beach, FL 33401
 - d. For any electronic transmission requiring the payment of a fee, the fee shall be remitted to the Clerk within fourteen (14) days by mailing a certified check or a money order (**cash will not be accepted by mail**), in the exact amount payable to: **Clerk, U.S. Court**. The case number must be included on the certified check or money order. Fees may also be paid online by clicking a Pay.gov link contained in the "Clerk's Confirmation" email to the filer.
 - e. If any of the requirements of this Order are not met, the Court may take appropriate action without further notice, including, but not limited to, denying the relief requested and dismissing and closing any case initiated.
 - f. Parties without legal representation are directed to the Court's webpage at **www.flsb.uscourts.gov** for more information about filing without an attorney.
4. Self-represented parties who have questions regarding filing procedures in any division may contact by phone the Clerk's Office Monday-Friday between the hours of 8:30 a.m. - 4:00 p.m. Miami: (305) 714-1800, Fort Lauderdale: (954) 769-5700, West Palm Beach: (561) 514-4100. Also, questions may be directed to the Clerk of Court by email to: **Webmaster_FLSB@flsb.uscourts.gov**. **Be advised that Clerk's Office staff cannot provide legal advice.**

5. This Order replaces and abrogates Administrative Order 2021-06.

ORDERED in the Southern District of Florida, this 6th day of August 2021.



Laurel Myerson Isicoff
Chief United States Bankruptcy Judge

- c. Honorable William H. Pryor, Jr., Chief Judge, Eleventh Circuit
- All Southern District Bankruptcy Judges
- Chief U.S. District Judge Cecilia M. Altonaga
- All Southern District Judges and Magistrate Judges
- Joe Falzone, Clerk of Court – Bankruptcy
- Angela Noble, Court Administrator • Clerk of Court
- James Gerstenlauer, Circuit Executive, Eleventh Circuit
- Juan Antonio Gonzalez, Acting United States Attorney
- Gadyaces Serralta, United States Marshal
- Michael Caruso, Federal Public Defender
- Consuelo Irimia, Chief United States Probation Officer