

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

www.flsb.uscourts.gov

In re:

Administrative Order 2022-05

**Permissible Uses of the Electronic Emergency
Mailbox for Self-Represented Filers**

During the height of the COVID-19 pandemic, when in-person access to the Clerk's Office was restricted and US Postal Service delays were prevalent throughout the nation, the Court approved an alternate filing option for persons not represented by counsel in order to file petitions and other documents using an electronic emergency mailbox.

The Clerk's Office is now open to serve the public for in-person filings between the hours of 8:30 AM and 4:00 PM on Monday through Friday, and the US Postal Service is back to its regular delivery schedule without delay. As a result, the Court has determined, in the interests of proper and efficient judicial administration, to implement new limitations and deadlines for the use of the electronic emergency mailbox. Accordingly, it is

ORDERED that Administrative Order 2021-10 is replaced and abrogated by this Order, and the current electronic emergency electronic mailbox policy will be replaced with the following new policy, **effective June 27, 2022**:

1. If a person **not represented by counsel** needs to file with the Clerk of Court a voluntary bankruptcy petition and any documents required for filing the petition ("required documents") as indicated in the Clerk's Filing Instructions and cannot do so in-person or by timely mailing the petition and 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. Any voluntary petition or required documents that are electronically transmitted to the Clerk will not be deemed to have been "FILED" until the filer receives an electronic reply from the Clerk confirming the filing and (if applicable) the case number. Any voluntary petition or required documents electronically transmitted for filing after 4:00 PM will be stamped "**FILED**" on the next business day.
 - a. The emergency electronic mailbox must **ONLY** be used for filing the voluntary petition and required documents. Required documents submitted by electronic transmission will **ONLY** be accepted for filing on the same day as the voluntary petition is transmitted to the Clerk for filing. The Clerk will refuse to accept for filing any required document(s) received by electronic transmission on any day after the day on which the voluntary petition has been submitted.

- b. The Clerk will also **refuse to accept for filing all other case documents** (including motions, applications, objections, responses, pleadings, and requests for service from the Clerk's Office) that are received in the emergency mailbox.
- c. Each electronic transmission must 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.
- d. Only an individual debtor may file a voluntary petition with the Clerk's Office by electronic transmission using the electronic emergency mailbox. The debtor must include a legible photocopy of a current government-issued photo identification along with the voluntary petition. The photo identification will remain inaccessible to the public.
- e. Any electronic transmission that requires a debtor's signature must either (i) be signed with the original handwritten signature of the filer with a copy of the signed document scanned in PDF and included in the electronic transmission to the Clerk, or (ii) be signed electronically by inserting on the signature line "/s/" followed by the filer's *full name*. **In addition**, the original voluntary petition or other original required document containing the original signature in ink of the filer must be sent or delivered to and **received by** the Clerk, within **seven days** of electronic transmission, at one of the following addresses:

Miami - United States Bankruptcy Court Southern District of Florida,
301 North Miami Avenue, Ste. 150, Miami, FL 33128

Fort Lauderdale - United States Bankruptcy Court Southern District of Florida,
299 East Broward Blvd., Ste. 112, Fort Lauderdale, FL 33301

West Palm Beach - United States Bankruptcy Court Southern District of Florida,
1515 North Flagler Drive, 8th Floor, West Palm Beach, FL 33401

- f. For any electronic transmission requiring the payment of a fee, the fee must be received by the Clerk within **seven days** by mailing a certified check or a money order (**cash will not be accepted as a form of payment**) 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.
- g. 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, rejecting the voluntary petition and required documents and dismissing and closing any case initiated.
- h. Parties without legal representation are directed to the Court's webpage at www.flsb.uscourts.gov for more information about filing without an attorney.

2. Self-represented parties who have questions about filing procedures in any division may contact by phone the Clerk's Office Monday-Friday between the hours of 8:30 AM - 4:00 PM 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 the Clerk's Office staff cannot provide legal advice.**

ORDERED in the Southern District of Florida, this 14 day of June 2022.



Laurel Myerson Isicoff
Chief United States Bankruptcy Judge

- c. All Southern District Bankruptcy Judges
Joe Falzone, Clerk of Court