

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OHIO

In re:

TEMPORARY FILING PROCEDURES

NINTH AMENDED GENERAL
ORDER NO. 20-03

The COVID-19 public health crisis has sufficiently diminished to permit a return to most pre-pandemic practices and protocols. The United States District Court for the Northern District of Ohio has reopened courthouses in this district to the public, subject to continuing health and safety protocols. Its Amended General Order 2020-08-8 reopening courthouses to the public, including health and safety protocols that apply in all public spaces, is available on its website.

The purpose of this Court's Ninth Amended General Order 20-03 is to establish a framework for resuming this Court's manual new case filing procedures and protocols for unrepresented parties, who do not have access to the Court's CM/ECF electronic case filing system.

1. Clerk's Office Intake Desks. All divisional offices of the United States Bankruptcy Court for the Northern District of Ohio, including the intake desks, are fully open to the general public for court filings and all other business of the Clerk's office. The location of each divisional office has not changed. This Court's office locations and telephone numbers are:

- a. Akron: John F. Seiberling Federal Building & U.S. Courthouse
455 U.S. Courthouse
2 South Main Street
Akron, Ohio 44308

Phone: (330) 252-6100

- b. Canton: Ralph Regula Federal Building and U.S. Courthouse
401 McKinley Ave. S.W.
Canton, OH 44702-1745
Phone (330) 458-2120
- c. Cleveland: Howard M. Metzenbaum U.S. Courthouse
201 Superior Avenue
Cleveland, OH 44114-1235
Phone: (216) 615-4300
- d. Toledo: James M. Ashley and Thomas W.L. Ashley U.S.
Courthouse
1716 Spielbusch Avenue
Toledo, OH 43604
Phone: (419) 213-5600
- e. Youngstown: Nathaniel R. Jones Federal Building & U.S. Courthouse
10 East Commerce Street
Youngstown, OH 44503-1621
Phone (330) 742-0900

The regular business hours when the Clerk's office is open are Monday through Friday from 9:00 a.m. to 4:00 p.m., except federal holidays.

2. Attorney Filings. Registered CM/ECF users must continue to use the Court's CM/ECF electronic filing system to file documents and Pay.gov to make fee payments. Until August 2, 2021, attorney filings through CM/ECF are also subject to this Court's Eighth Amended General Order 20-02. The temporary filing procedures in this Ninth Amended General Order No. 20-03 do not affect attorney filings.

3. Until September 30, 2021, persons not represented by counsel and persons otherwise permitted to file documents manually with the Court may do so in the following alternative ways **in addition to filing them in person at the appropriate clerk's office location.**

Filers are encouraged to call the appropriate Clerk's office location to ask any questions

about this Order and the Court's filing procedures. Clerk's office employees are not permitted to provide legal advice to any person, but they can provide information about the Court's filing and other procedures.

General information about filing for bankruptcy relief and this Court's procedural requirements for filing new case petitions are also available on the court's website under the tab "Filing Without an Attorney" and then clicking the link for "Filing Requirements." Where there is a difference between what this Ninth Amended General Order 20-03 says and what the Court's website says, this Order controls.

a. Filing by E-mail:

- (i) **Through September 30, 2021**, documents, including new case petitions, may be filed by e-mail directed to the following dedicated temporary e-mail address:

OHNB_Temporary_Intake@ohnb.uscourts.gov
- (ii) Documents filed by e-mail must be in .pdf format only.
- (iii) Documents shall not be treated as filed with the Court until the e-mail transmitting the .pdf document(s) is received by the Clerk and the document(s) have been manually time-stamped and docketed.
- (iv) Filings received by e-mail will be processed each business day.
- (v) Filings made by e-mail that would otherwise require ink signatures, such as new case petitions, schedules, the Statement of Financial Affairs, means test and other case opening documents, may be signed (i) manually or (ii) with /s/ and the filer's typed or printed name. Either signature method shall serve for all purposes

as the filer's original physical signature on an e-mailed document, including for those documents that must be signed under penalties of perjury.

- (vi) When a debtor files a new case petition by e-mail, the Clerk will follow up about procedures for submitting by first class United States Mail, only, Official Form 121—Statement About Your Social Security Number. Official Form 121 must be signed manually. It must not be submitted by e-mail and will not be accepted if e-mailed.
- (vii) **The Court's temporary e-mail address will be disabled after September 30, 2021. After September 30, 2021, no filings of any kind will be accepted by the Court by e-mail.**

b. Filing by United States Mail:

- (i) **Through September 30, 2021**, all documents, including new case petitions, may be filed by first class United States Mail, postage prepaid, sent to the appropriate Court location. Documents filed through the United States Mail shall not be treated as filed with the Court until manually time-stamped and docketed by the Clerk.
- (ii) United States Mail will be received and processed each business day except federal holidays.
- (iii) **The court will only permit new case petitions to be filed by unrepresented parties by United States Mail with documents postmarked through September 30, 2021. All new case**

petitions received in the United States Mail and postmarked after September 30, 2021, will be mailed back to the filer without being filed.

- (iv) **After September 30, 2021**, unrepresented persons may continue to file all other documents, **except new case petitions**, and make fee payments by money order or cashier's check, by United States Mail. No cash or personal checks will be accepted by United States Mail or otherwise.

c. Other Filing Requirements and Procedures:

- (i) Filers submitting documents by first class United States Mail or e-mail should provide the Clerk a separate document with their telephone number(s) and e-mail address, if any, to help with communication from the Court in addition to routine noticing and communication by first class United States Mail. Handwritten documents are acceptable. This document will be filed as a private document available only to Court staff.
- (ii) Upon filing of a petition for relief under any chapter of the Bankruptcy Code, a filing fee becomes due and payable in full unless: (1) the petition is accompanied by a signed fee installment application, or (2) for chapter 7 cases in which the debtor is unable to pay the filing fee in installments based on the income poverty guidelines, the petition is accompanied by a signed fee waiver application. *See* Bankruptcy Rule 1006 and Official Forms 103A—

Application for Individuals to Pay the Filing Fee in Installments and 103B—Application to Have the Chapter 7 Filing Fee Waived. Filing fees may be required and incurred for other filings. **All fee payments must be made by certified funds, such as a cashier's check or money order. No cash or personal checks will be accepted.** If a required filing fee or form does not accompany the document filing, the Court will follow up with the debtor about the manner and deadline for payment.

- (iii) Persons must file their own documents. They are not permitted to have petition preparers or others file their documents for them or to file documents for others unless accompanied by a validly executed power of attorney form. Debtors must be prepared at any time to provide evidence of their identification, such as by a valid driver's license or state-issued identification card, at the request of the Court, the United States Trustee, or a case trustee.
- (iv) A debtor who files a bankruptcy petition by United States Mail may include a self-addressed, stamped envelope and request that the case number assigned to a petition be provided by mail. Alternatively, a debtor may call the relevant Clerk's office location to obtain the new case number.

4. The Clerk of Court shall provide immediate notice to the public of this Ninth Amended General Order No. 20-03.

5. This Ninth Amended General Order No. 20-03 terminates the Court's Eighth

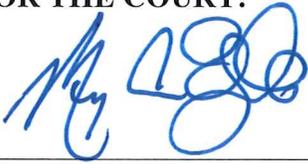
Amended General Order No. 20-03 and all prior amendments of General Order No. 20-03. It is effective immediately.

6. This Ninth Amended General Order No. 20-03 terminates on **September 30, 2021**, unless extended or earlier terminated by separate Order of the Court.

IT IS SO ORDERED.

DATED: July 23, 2021

FOR THE COURT:



Mary Ann Whipple
Chief Judge