

United States Bankruptcy Court
Eastern District of New York

(Updated March 24, 2020)

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

Until further notice, the two Divisions of the Bankruptcy Court will remain open for limited business.

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 in the night depository box (drop box).

Pro se filers should send their documents to the court by mail. Please include your full name, address, phone number and email address with your papers. Doing so will allow us to contact you should we need additional information.

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

Another option is to send your PDF documents to the Court's Electronic Drop Box at NYEB_Dropbox@nyeb.uscourts.gov. Please include your full name, address, phone number and email address with your papers. Doing so will allow us to contact you should we need additional information.

Should it be necessary for you to come to the courthouse, *pro se* filers will need to utilize the night depository (drop box) located in the lobbies of the Conrad B. Duberstein United States Bankruptcy Courthouse, 271-C Cadman Plaza East, Suite 1595, Brooklyn, New York 11201-1800 or Alfonse M. D'Amato United States Courthouse, 290 Federal Plaza, Central Islip, New York 11722 during regular business hours.

When the Clerk's Office is closed, 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.

When the Clerk's Office is closed, 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 Alfonse M. D'Amato United States Courthouse, 290 Federal Plaza, Central Islip, New York 11722. If the Alfonse 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.

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.

Dated: Brooklyn, New York
March 24, 2020