

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

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In re: :
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CORONAVIRUS/COVID-19 PANDEMIC, :
TEMPORARY SUSPENSION OF “WET” : Administrative Order No. 691
SIGNATURE REQUIREMENT FOR *PRO SE* :
PARTIES :
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WHEREAS, Rule 9011-1(a) of the Local Bankruptcy Rules for the Eastern District of New York requires that whenever Bankruptcy Rule 9011(a) requires a document to be signed by an attorney or by a party acting *pro se*, the name of the attorney or party acting *pro se* shall be printed and typed below the signature; and

WHEREAS, Local Bankruptcy Rule 9011-1(b) provides in relevant part that whenever any applicable statute, rule, or order requires a document to be signed and the document is electronically filed, the document shall contain an electronic signature or a scanned copy of the original signature. An electronic signature shall consist of "s/" followed by the first and last name of the person signing, and original executed documents shall be maintained by the filer for two years; and

WHEREAS, the Procedures allow attorneys, but not *pro se* parties, to register for the Court’s electronic filing system and to sign documents electronically; and

WHEREAS, pursuant to Rule 5005(a)(2)(B)(i) of the Federal Rules of Bankruptcy Procedure, and in light of the exigent circumstances created by the COVID-19 pandemic and the need for social distancing, the Court is permitting *pro se* parties to file documents with the Court by emailing such documents to NYEB_Dropbox@nyeb.uscourts.gov; and

WHEREAS, to lessen the burden on *pro se* parties wishing to file documents through the aforementioned email address, it would be desirable to temporarily dispense with the usual requirement that they provide an original “wet” signature.

NOW, THEREFORE, IT IS ORDERED, that pending further order of the court, the filing of a document by a *pro se* party by emailing such document to NYEB_Dropbox@nyeb.uscourts.gov shall constitute the filer’s approved signature and have the same effect as if the individual signed a paper copy of the document, and the provisions of 18 U.S.C. § 152 and Rule 9011 of the Federal Rules of Bankruptcy Procedure shall apply to such filing; and it is further

ORDERED, that the email enclosing such filing shall include the *pro se* party’s full name, phone number, email address, residence address, and mailing address, as well as the case or adversary proceeding number in which the filing is being made.