

U.S. Bankruptcy Court Eastern District of Missouri

General Information Regarding Public Service Counter and Temporary Drop Box

[Pursuant to the standing order entered in this District on March 1, 2023](#), public entry to all federal courthouses in the Eastern District of Missouri is permitted, subject to the restrictions detailed therein.

The public service counter of the Bankruptcy Court Clerk's Office is open. No appointment is needed to access the public service counter. However, persons wishing to access the public service counter should be accompanied by no more than one (1) person and always closely adhere to building access restrictions. Wearing a mask or face covering over the nose and mouth is not required, but is recommended, especially for unvaccinated persons and persons for whom COVID-19 and its variants pose an elevated health risk.

For those wishing to conduct business remotely, the Bankruptcy Court Clerk's Office is still conducting remote business via mail and the temporary drop box located near the west entrance of the Thomas F. Eagleton Courthouse. The temporary drop box will remain open until further notice of the Court.

Mail pleadings to:

U.S. Bankruptcy Court, Eastern District of Missouri
111 S. 10th Street, 4th Floor
St. Louis, Missouri 63102

CM/ECF registered users are reminded that, unless otherwise limited by these procedures, local rules, or other order of the court, all pleadings, documents (including attachments and exhibits) and other papers are to be filed electronically through the CM/ECF system pursuant to Local Rule 5005(A).

Instructions for Filing via Temporary Drop Box or Mail

The U. S. Bankruptcy Court for the Eastern District of Missouri operates a temporary drop box to file documents located by the west entrance of the Thomas F. Eagleton Courthouse. It is accessible 24 hours a day and documents will be retrieved multiple times a day beginning at 8:30 a.m. and ending at 4:30 p.m.

Pleadings with original signatures (not copies) and payments from *pro se* parties will be accepted via temporary drop box or mail. Include your full name, address, phone number, and email address with the papers or payment you file. Your contact information will allow Court personnel to contact you if further information is needed. For those pleadings submitted via the temporary drop box, stamp pleadings and payments prior to depositing in the drop box using the clock stamp provided.

For pleadings requiring a fee, include a cashier's check or money order in the exact amount of the filing fee. For cashier's check or money order, please make payable to: Clerk, U.S. Bankruptcy Court.

DO NOT SUBMIT CASH VIA TEMPORARY DROP BOX OR MAIL

Contact the Bankruptcy Court

You may contact the Bankruptcy Court between 8:30 am–4:30 pm at: (314) 244-4500.

You may send inquiries electronically via the Court's website at:
<https://www.moeb.uscourts.gov/contact>

Additional information may be found on the Court's website at:
<https://www.moeb.uscourts.gov>