



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MISSOURI

COVID-19 COURT OPERATIONS INFORMATION (Last updated 5/1/23)

COURTHOUSE BUILDING ACCESS

- [Per the Order of Chief Judge Clark dated March 1, 2023](#), all federal courts in the Eastern District of Missouri are open to the general public. The general public may access the courthouses in the Eastern District of Missouri subject to the restrictions found therein. The Bankruptcy Court is open between the hours of 8:30am and 4:30pm, which includes the Bankruptcy Court's public service counter. Despite the public service counter being open for in person business, the Bankruptcy Court continues to accept filings via temporary drop box or mail for those wishing to file remotely.
- All persons visiting a courthouse must meet authorized health and safety guidelines (no positive COVID-19 diagnosis within the past five (5) days, no contact with a COVID-19 positive person in last five (5), no COVID-19 symptoms, etc.) to enter.
- 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. This requirement is consistent with national and local health guidance.
- While the Bankruptcy Court remains open, we encourage all persons (including attorneys) to only appear at the courthouse if they have a specific purpose for doing so. The Bankruptcy Court has [returned to in person court appearances as of May 1, 2023](#) but continues to allow all other business to be conducted remotely. Contact Information for the Bankruptcy Court and the United States Trustee's Office is as follows:
 - United States Bankruptcy Court, Eastern District of Missouri: 314-244-4500
 - United States Trustee's Office: 314-539-2976

FILING INFORMATION

- Pursuant to Local Rule 5005(A), CM/ECF registered users must continue to file all pleadings, documents (including attachments and exhibits) and other papers electronically, unless otherwise limited by these procedures, local rules, or other order of the court. However, per the [Order](#) of Chief Judge Surratt-States, Judge Schermer, and Judge Rendlen dated March 24, 2020, the Bankruptcy Court has temporarily suspended the requirement found in the Court's Local Rules regarding counsel obtaining the debtor's original signature prior to electronically filing documents requiring such signature, subject to conditions found in the Order.
- While the Public Service Counter is open, the Bankruptcy Court will continue to accept pleadings with original signatures (not copies) and payments from *pro se* parties by mail or our temporary drop box located near the western entrance of the Thomas F. Eagleton Courthouse on 11th Street in the slot labeled "Document Deposit." Documents will be retrieved multiple times a day beginning at 8:30 a.m. and ending at 4:30 p.m.
 - **Mailing Address:** U.S. Bankruptcy Court, Eastern District of Missouri, 111 S. 10th Street, 4th Floor, St. Louis, Missouri 63102
- Whether submitting documents by mail or in person using the drop box, please 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 we need further information.
- For any pleadings requiring a fee, please include cashier's check or money order in the exact amount of the filing fee. All cashier's checks/money orders in the exact amount of the filing fee must be secured to the applicable pleading/petition and properly identified with the debtor(s) name and case number. Cashier's checks/money orders must be made payable to: Clerk, U.S. Bankruptcy Court. **DO NOT DEPOSIT CASH IN THE DROP BOX. THE BANKRUPTCY COURT IS NOT RESPONSIBLE FOR CASH DEPOSITED IN THE DROP BOX.**
- The Bankruptcy Court has created a resource titled [Temporary Drop Box Filing Procedures for Pro Se Parties](#) to assist pro se parties in navigating filing via the temporary drop box. Pro se parties should pay special attention to instructions for clock stamping of pleadings, petitions, and adversaries, and ensure they have included signatures where required on all pleadings, petitions, and adversaries.