



## UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MISSOURI

### COVID-19 COURT OPERATIONS INFORMATION (Last updated 11/24/20)

#### COURTHOUSE BUILDING ACCESS

- Per the [Order of Chief Judge Sippel dated November 24, 2020](#), all federal courts in the Eastern District of Missouri are open by appointment only. 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. As of November 23, 2020, the [Public Service Counter is open by appointment only](#). To make an appointment, please call the Bankruptcy Court Clerk's Office at the number listed below. The Bankruptcy Court will continue 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 symptoms of COVID-19, no contact with COVID-19 positive person in last 14 days, no travel in last 14 days) to enter.
- All persons visiting a courthouse must wear a mask or facial covering that covers the nose and mouth.
- 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, and only if they feel comfortable. The Bankruptcy Court is still allowing 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 by appointment, the Bankruptcy Court will still 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.

#### TELEPHONIC HEARINGS

- The Bankruptcy Court has given counsel the ability to appear for hearings telephonically until further notice.
- Counsel wanting to appear telephonically shall contact the Courtroom Deputy assigned to the Judge presiding over the hearing via email in order to inform Chambers of their telephonic appearance. Call information for hearings will be posted [HERE](#). Call information will be updated periodically for security purposes. Counsel should check back for the most up to date call information.

#### INFORMATION REGARDING 341 MEETINGS OF CREDITORS

- Per the [Order](#) of Chief Judge Surratt-States, Judge Schermer, and Judge Rendlen dated March 23, 2020, the Bankruptcy Court has temporarily dispensed with the deadlines by which a 341 Meeting of Creditors must be held pursuant to Federal Rule of Bankruptcy Procedure 2003(a). The United States Trustee's Office shall have the authority to determine a reasonable time for conducting these meetings in light of this ongoing public health crisis.
- Additionally, the United States Trustee's Office has planned for section 341 meetings to proceed telephonically. Notices will be sent out with a specific call in number for each 341 docket. Information and instructions for participating in telephonic 341 meetings can be found [HERE](#).