

UNITED STATES BANKRUPTCY COURT  
FOR THE  
WESTERN DISTRICT OF KENTUCKY

IN RE: )  
 )  
ADMINISTRATIVE ORDER REGARDING ) GENERAL ORDER 2020-6  
COURT OPERATIONS, THE PROTECTION )  
OF COURT STAFF AND THE PUBLIC DURING )  
THE COVID-19 VIRUS PANDEMIC AND THE )  
MEANS OF FILING PLEADINGS BY SELF- )  
REPRESENTED PARTIES )  
\_\_\_\_\_ )

In further response to the outbreak of the Coronavirus/COVID-19 virus and recognition of recommendations by the CDC and other public health agencies that social distancing measures are the most effective way to prevent the rapid spread of the virus and in order to provide effective access to the Bankruptcy Court by all parties during this time of national emergency, effective Monday, March 30, 2020 and until further Order of the Court,

**IT IS HEREBY ORDERED** as follows:

1. The Bankruptcy Clerk’s Office will be closed to all walk-in customers. The Clerk’s Office will otherwise remain in business Monday through Friday, 8:30 a.m. to 4:30 p.m., EDT. The U.S. Bankruptcy Court remains, and will remain, open for the filing of pleadings via electronic means and by mail submission and for the processing of bankruptcy cases, pleadings and proofs of claims.
- All registered users, attorney filers and creditor filers who file more than 25 documents per year, must continue to use the CM/ECF system to file pleadings and remit fees, pursuant to Fed.R.Bank.P. 5005 and L.R. 5005-4. Pleadings filed electronically using CM/ECF will be processed in the normal course of business as staff will be working remotely to perform all essential functions of the Court.
- Pleadings filed by mail must be mailed to U.S. Bankruptcy Court Clerk, 601 West Broadway, Suite 450, Louisville, Kentucky, 40202. Documents received by mail will be processed and any associated funds receipted on a semi-weekly basis. As necessary, deadlines for documents and fees by debtors who cannot file

electronically will be extended until after the mail for the week has been processed.

- Creditor filers not represented by counsel are able to receive electronic filing credentials to file documents listed in L.R. 5005-4(a)(3). Any creditor who chooses not to take advantage of the Court's issuance of electronic filing credentials should ensure that documents subject to established case deadlines, specifically Proofs of Claims and Reaffirmation Agreements, are mailed to the Court no later than ten days prior to any case deadline to ensure it will be filed and processed prior to the deadline, as these deadlines will not be extended automatically due to the availability of electronic filing to any creditor who submits a registration form.
2. In cases of emergency or expedited filings for which filing by other means or on a timely basis is unavailable, e.g., emergency filings by pro se debtors, appellants, appellees, plaintiffs and defendants, the Court may grant permission to file said documents by facsimile transmission or by email. Permission will be granted only in cases of true, unavoidable emergency or for the filing of any document related to an appeal that cannot by other means be filed on a timely basis. To request permission for an emergency or expedited filing meeting this criteria, filer must call 502-627-5700 and leave a detailed message concerning the nature of the filing, the reason for the emergency and a number at which Clerk's Office staff can return the call. Please be advised that permission will pertain only to the filing of the single document approved; the Court will not answer inquiries made by email or facsimile and will not accept for filing future documents unless separate permission is obtained for those documents.
  3. All pleadings submitted pursuant to this Order must be properly signed, either manually or by printing or typing s/ followed by the name of the filer. All documents must contain the name, address and telephone number of the filer in compliance with L.R. 9004-1. Filing fees for any document filed by facsimile or email transmission must be received by the Court no later than fourteen (14) days after the filing of the document by alternate means. If the document is a new petition, it must be accompanied by an appropriate application regarding the fee,

either to pay in installments or, if filer meets the income requirements of the Bankruptcy Rules, a waiver of the filing fee for Chapter 7 debtors. If the appropriate application is not filed concurrently with the petition, the document will not be filed until the application is received.

4. Self-represented parties who, upon approval, file pleadings by email or facsimile transmission are reminded that those pleadings shall be held to the same requirements and standards as if they were filing paper pleadings, and are subject to the same potential for sanctions pursuant to Fed.R.Bank.P 9011.
5. The provisions of this Order do not alter the responsibility of all parties to effect service, as required by all applicable federal and local rules.
6. Hearings scheduled before the Court will be held telephonically. In the event that a telephonic hearing cannot be held, the hearing will be rescheduled by Order of the Court. Protocols and procedures for the telephonic hearings will be contained in the notices of hearings entered and issued by the Clerk's Office.
7. Due to the fluidity of the situation surrounding the COVID-19 virus, the Court or the Clerk of Court may alter or amend the provisions of this Order as necessary and appropriate to provide for the health and safety of Court staff and the public.

IT IS SO ORDERED.

FOR THE COURT:  
ALAN C. STOUT, CHIEF BANKRUPTCY JUDGE