

UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

In re:

Administrative Order No. 2020-4

SPECIAL PROCEDURES FOLLOWING
TERMINATION OF STAY HOME STAY
SAFE ORDER

WHEREAS in response to the COVID-19 public health emergency Governor Gretchen Whitmer has issued a series of Executive Orders suspending activities not necessary to sustain or protect life, including a “Stay Home, Stay Safe” order; and

WHEREAS on June 1, 2020, the governor lifted the “Stay Home, Stay Safe” order; and

WHEREAS there remains an ongoing public health threat posed by the COVID-19 virus;
and

WHEREAS in response to the lifting of the “Stay Home, Stay Safe” order, and with knowledge of the ongoing public health threat, the Court intends to provide modified access to the Clerk’s Office in Grand Rapids, Michigan, and to continue to limit in-person hearings, conducting much of the public’s business through telephonic and other electronic means; and

WHEREAS LBR 5005-1(d) authorizes documents other than the petition to be filed by facsimile and email with prior court approval; and

WHEREAS LBR 9029(b) provides that if any matter of practice or procedure requires the Court’s attention prior to amendment of the Local Bankruptcy Rules, the Court may enter an administrative order to serve as an interim rule,

NOW, THEREFORE IT IS HEREBY ORDERED:

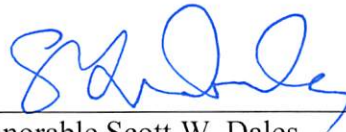
1. Effective at 8:00 am on June 2, 2020, the Clerk's office located at 1 Division Ave. N., Grand Rapids, Michigan, shall reopen to the public subject to the Temporary Filing Procedures attached to this Order and posted on the Court's website.
2. If, pursuant to the Temporary Filing Procedures, the Court permits a party to file a document by facsimile or electronic mail, the document will be provisionally accepted. Pursuant to Fed. R. Bankr. P. 9011, the party shall, within 14 days after the filing by facsimile or electronic mail, transmit (by U.S. mail or delivery service) the original, signed document(s) to the Clerk of the Bankruptcy Court, 1 Division Ave. N., 2nd Floor, Grand Rapids, Michigan 49503. Failure to timely transmit the original, signed document to the Clerk will result in the Court striking the document.
3. The Clerk shall post the Temporary Filing Procedures on the Court's website at:

<https://www.miwb.uscourts.gov/covid-19-notices>

IT IS FURTHER ORDERED that a copy of this Order shall be served on all CM/ECF Filing Users and posted on the Court's website forthwith.

Dated: June 1, 2020

FOR THE COURT:



Honorable Scott W. Dales
Chief Judge

TEMPORARY FILING PROCEDURES

1. **Attorney Filings.** The temporary procedures outlined here do not affect the requirement that attorneys become authorized e-filers in the CM/ECF database or the procedures for e-filers to file documents with or make payments to the U.S. Bankruptcy Court.
2. **Marquette Filings.** These temporary procedures do not affect filings or payments for debtors located in the Upper Peninsula who are not represented by counsel. Instructions for those debtors can be found on the court's website: <https://www.miwb.uscourts.gov/content/marquette-0>.
3. **Drop Box.** The Clerk's Office shall place a drop box in the lobby of 1 Division Ave, Grand Rapids to receive conventional filings and payments during normal business hours (8:00 am to 4:00 pm, Monday through Friday). All filings and payments placed in the drop box between 8:00 am and 4:00 pm will be file stamped the same day. Any filing or document placed in the drop box outside of normal business hours will be file stamped the next business day. You should bring your documents or payment to the drop box in a sealed envelope. Include on your envelope your name, case number (if you have one), mailing address, and telephone number. DO NOT place cash in the drop box. Receipts for payments received in the drop box will be mailed upon request and inclusion of a self-addressed, stamped envelope. Please remember that payments must be in the form of a money order or cashier's check. Please reference your case number on your money order or cashier's check.
4. **Filing by U.S. Mail.** Conventional filers, including those not represented by an attorney or anyone making a payment, are encouraged to mail their filings and payments by U.S. mail to:

U.S. Bankruptcy Court
1 Division Ave., Room 200
Grand Rapids, MI 49503

Please remember that payments must be in the form of a money order or cashier's check. Please reference your case number on your money order or cashier's check. DO NOT mail cash to the Court.

5. **Emergency Filings.** If the emergency filing of a document is required, and the debtor is unable to file by U.S. Mail or via the Court's drop box due to the COVID-19 emergency, the following procedure must be followed. Please note that any document filed by email must be in pdf format.
 - a. **Email the Court.** The filer must send an email message that clearly states the reason an emergency filing is necessary and the title of the document(s) that must be filed. This email must be sent to: clerk_miwb@miwb.uscourts.gov (note the underscore between clerk and miwb). If a filer does not have access to email, they may call the clerk's

- office at 616-456-2693 Monday through Friday between 8:00 am and 4:00 pm and request to speak with the Clerk of Court or the Chief Deputy Clerk to request permission to file by alternate means.
- b. Obtain a Decision. The filer will receive a response from the Court within 2 business hours either granting or denying permission to file by electronic mail.
 - c. Email the Document(s). If permission is granted, the document(s) must then be emailed **in pdf format** to clerk_miwb@miwb.uscourts.gov. Documents emailed to this email address without prior approval will not be accepted for filing.
 - d. File Stamp. Documents filed by email Monday through Friday between 8:00 am and 4:00 pm will be file stamped on the date received. Documents received by email outside of normal business hours will be file stamped on the next business day.
 - e. Original Document. If a document accepted for filing by email requires the debtor's signature, then the original, signed document must be transmitted by U.S. mail or delivery service to the Clerk of the U.S. Bankruptcy Court, 1 Division Ave. N., 2nd Floor, Grand Rapids, Michigan 49503, and must be received by the Clerk within 14 days of the email filing. Failure to submit the original document may result in denial of the relief requested or dismissal of the case.
6. Obtaining a Case Number. A debtor who files a petition by U.S. mail or via the drop box may include a self-addressed, stamped envelope for return of the Notice of Filing bearing their case number. Alternatively, a debtor may obtain their case number by calling the clerk's office at 616-456-2693 during normal business hours.