

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.