

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

IN RE:  
RESTRICTIONS ON ACCESS TO THE  
CLERK'S OFFICES

GENERAL ORDER

WHEREAS, the President of the United States has declared a national emergency, and the Governor of the State of Connecticut has declared a public health emergency throughout the State;

WHEREAS, the U.S. Centers for Disease Control and Prevention has advised people to take precautions in light of the COVID-19 virus (coronavirus) outbreak, and has noted that the best way to prevent illness is to avoid being exposed to the virus, through, among other means, social distancing;

WHEREAS, the United States Bankruptcy Court for the District of Connecticut (the "Court") continues to review its operations to identify measures that will help slow the spread of the virus by minimizing contact between persons, while at the same time preserving its core mission of serving the public through the fair and impartial administration of justice;

AND

WHEREAS, on March 24, 2020, the United States District Court for the District of District (the "District Court") entered a General Order restricting access to the District Court Clerk's Office, a copy of which is attached hereto as Exhibit A;

IT IS HEREBY ORDERED, **effective immediately and until further order of the Court**, that the United States Bankruptcy Court for the District of Connecticut Clerk's Offices (the "Bankruptcy Court Clerk's Office") will not be open to the public but will continue to provide efficient service to the public, filers, and litigants in the following manner:

1. **Manual filings.** All manual filings made with the Bankruptcy Court Clerk's Office shall be made at a lock box designated for that purpose located in the entrance lobby of the following United States Courthouses:

- **New Haven:** Lee Courthouse lobby, 141 Church Street - 1<sup>st</sup> floor<sup>1</sup>
- **Hartford:** Ribicoff Federal Building lobby, 450 Main Street - 1<sup>st</sup> floor
- **Bridgeport:** McMahon Federal Building lobby, 915 Lafayette Boulevard - 1<sup>st</sup> floor

A time-stamp machine will be located next to each lock box. The party making the manual filing shall: (i) time-stamp the filing, which will indicate the city, date, and time of filing; and (ii) place the time-stamped filing in the lock box. **This Order does not affect filings made through the Court's case management/electronic case filing system ("CM/ECF"), which should be continued to be used by all CM/ECF filers and users.**

2. **Filing Fees and all other required fees/payments submitted with manual filings.** Cash will not be accepted for filing fees and all other required fees/payments. Along with the manual filing of a petition commencing a case under any chapter of the Bankruptcy Code, a debtor must pay the required filing fee, or file an application to pay the filing fee in installments or an application to waive the filing fee. The failure to pay the required filing fee with any manually filed petition, or to file an application to pay the filing fee in installments or an application to waive the filing fee with any manually filed petition, shall result in dismissal of the debtor's case.

Filing fees and all other required fees/payments shall be made by certified check, money order, or check drawn on an attorney's account. Such payments shall either be mailed (or sent by FedEx or UPS) to the Bankruptcy Court Clerk's Office in the relevant seat of court (the addresses and phone numbers of which are provided below) or placed in the lock box located in the United States Courthouses identified above. Each certified check, money order, or check drawn on an attorney's account shall indicate the docket number of the case and the purpose of the payment (e.g., "filing fee"). Should any person subject to a payment order be unable to obtain a certified check, money order, or check drawn on an attorney's account, that person may file a motion to request temporary relief from the payment obligation. Individual judges may

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<sup>1</sup> Although the Bankruptcy Court Clerk's Office for the New Haven Division of the Court is located at 157 Church Street, the location for manual filings in New Haven is the Lee Courthouse located at 141 Church Street, New Haven.

decide, in their discretion, to require some showing that the person has made reasonable efforts to obtain a certified check, money order, or check drawn on an attorney's account. Except for the required filing fee that must be paid with a manually filed petition commencing a case under any chapter of the Bankruptcy Code, filing fees and all other required fees/payments may also be made online using Pay.gov: <https://pay.gov/public/form/start/73185821>.

**3. Public computer terminal.** The public computer terminal in the Bankruptcy Court Clerk's Offices will no longer be accessible. The public, filers, and litigants may telephone the Bankruptcy Court Clerk's Office to obtain information regarding a case. The public, filers, and litigants may also continue to access information on the Court's website at the following link: [www.ctb.uscourts.gov](http://www.ctb.uscourts.gov). Electronic dockets may continue to be accessed through PACER.

SO ORDERED:

/s/ Julie A. Manning

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Julie A. Manning  
Chief United States Bankruptcy Judge

Dated: March 26, 2020

Mailing addresses and Telephone Numbers of the **Bankruptcy Court** Clerk's Offices are:

Hartford

United States Bankruptcy Court  
Abraham Ribicoff Federal Building  
450 Main Street, 7th Floor  
Hartford, CT 06103

Telephone number (860) 240-3675

New Haven

United States Bankruptcy Court  
Connecticut Financial Center  
157 Church Street, 18th Floor  
New Haven, CT 06510

Telephone number (203) 773-2009

Bridgeport

United States Bankruptcy Court  
Brien McMahon Federal Building  
915 Lafayette Boulevard, 1<sup>st</sup> Floor  
Bridgeport, CT 06604

Telephone number (203) 579-5808

**EXHIBIT A**

**DISTRICT COURT ORDER RESTRICTING ACCESS TO CLERK'S OFFICES**

UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT

MAR 24 2020 PH1:03  
FILED - USDC - BPT - CT

IN RE:  
COURT OPERATIONS UNDER THE EXIGENT  
CIRCUMSTANCES CREATED BY COVID-19

GENERAL ORDER

March 24, 2020

WHEREAS, the President of the United States has declared a national emergency, and the Governor of the State of Connecticut has declared a public health emergency throughout the State;

WHEREAS, the U.S. Centers for Disease Control and Prevention has advised people to take precautions in light of the COVID-19 virus (coronavirus) outbreak, and has noted that the best way to prevent illness is to avoid being exposed to the virus, through, among other means, social distancing;

AND

WHEREAS, the Court continues to review its operations to identify measures that will help slow the spread of the virus by minimizing contact between persons, while at the same time preserving its core mission of serving the public through the fair and impartial administration of justice;

IT IS HEREBY ORDERED, **effective immediately and until further order of the Court**, that the District Court Clerk's Office will not be open to the public but will continue to provide efficient service to the public and to litigants in the following manner:

1. **Manual filings.** All manual filings with the Court shall be made at a box designated for that purpose in the entrance lobby of each courthouse. Each box will have a time-stamp machine to show the city, date and time of filing. This order does not affect filing through the Court's electronic filing system, which remains available.
2. **Payments.** Any person required to make payments to the Court shall make such payment by check or money order and shall either mail (or send by FedEx or UPS)

such payment to the Clerk's Office in the relevant seat of court (the addresses and phone numbers of which are provided below) or deposit the payment in the box mentioned in paragraph 1. Each check or money order shall indicate the docket number of the case and the purpose of the payment (e.g., "restitution"). Should any person subject to a payment order be unable to obtain a check or money order, that person may file a motion to request temporary relief from the payment obligation from the judge assigned to the case. Individual judges may decide, in their discretion, to require some showing that the litigant has made reasonable efforts to obtain a check or money order. Payments may also be made online using Pay.gov. Instructions for using Pay.gov can be found online at <http://www.ctd.uscourts.gov/payment-information>.

3. **Public computer terminal.** The public computer terminal in the Clerk's office will no longer be accessible. Litigants may telephone the Clerk's Office in each seat of Court to obtain information and to request necessary copies of documents from each litigant's case file. Litigants and members of the public may also continue to access court orders on the Court's website at the following link: <https://ecf.ctd.uscourts.gov/cgi-bin/Opinions.pl>. Electronic dockets may continue to be accessed through PACER.

Dated: 3/24/2020  
Bridgeport, CT

SO ORDERED:

s/Stefan R. Underhill  
Stefan R. Underhill  
Chief United States District Judge

Telephone numbers and addresses of Clerk's Offices for the U.S. District Court:

[New Haven](#)

Richard C. Lee U. S. Courthouse  
United States District Court  
141 Church Street  
New Haven, CT 06510  
203-773-2140 | Clerk's Office  
203-773-2334 | Fax

[Hartford](#)

Abraham Ribicoff Federal Building  
United States District Court  
450 Main Street  
Suite A012  
Hartford, CT 06103  
860-240-3200 | Clerk's Office  
860-240-3211 | Fax

[Bridgeport](#)

Brien McMahon Federal Building  
United States District Court  
915 Lafayette Boulevard  
Bridgeport, CT 06604  
203-579-5861 | Clerk's Office  
203-579-5867 | Fax