

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**

[www.flsb.uscourts.gov](http://www.flsb.uscourts.gov)

**In re:**

**Administrative Order 2020-07**

**I) Temporarily Closing Clerk's Office Intake  
To The Public; And II) Expanding Filing  
Options For Self-Represented Parties  
During COVID-19 Outbreak**

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In response to the spread of the Coronavirus Disease 2019 (COVID-19), a public health emergency has been declared by the Executive Branches of the United States and the State of Florida. In recognition of recommendations by The Centers for Disease Control and Prevention and other public health agencies that social distancing measures are the most effective way to prevent the rapid spread of COVID-19, and in the interest of public safety and access to justice, it is

**ORDERED** as follows:

1. **EFFECTIVE Monday, March 30, 2020**, The United States Bankruptcy Court for the Southern District of Florida [Miami, Fort Lauderdale, and West Palm Beach divisions] will be **CLOSED TO THE PUBLIC** for in-person filings and will not reopen until further notice. The Court will continue to process mail and CM/ECF registered users may continue to electronically file new cases and documents. This Order does not affect any hearings that are presently scheduled. Unless canceled or continued by the Court, all scheduled hearings will be held and will be conducted telephonically. For instructions on how to arrange for a telephonic appearance, refer to the Court's website at [www.flsb.uscourts.gov](http://www.flsb.uscourts.gov).
2. If a person **not represented by counsel** needs to file a bankruptcy petition and accompanying documents ("petition"), or if a debtor or party in interest in a pending bankruptcy case or proceeding needs to file a document with the Clerk of Court ("the Clerk"), and cannot do so by timely mailing the documents to the Clerk, they shall transmit the documents in Portable Document Format (PDF) to the Clerk by electronic mail ("electronic transmission") to the following emergency email address: [FLSB-EMERGENCY-FILINGS@flsb.uscourts.gov](mailto:FLSB-EMERGENCY-FILINGS@flsb.uscourts.gov). Documents that are electronically transmitted to the Clerk shall not be deemed to have been "FILED" until the filer receives an electronic reply by the Clerk confirming the filing and (if applicable) the case number. Documents electronically transmitted for filing after 4 p.m. Monday-Friday will be stamped "**FILED**" the next business day.
  - a. Each electronic transmission shall include a valid email address and telephone number for the filer. The Court will not read, consider, or respond to any text in the email itself.
  - b. Only an individual debtor, a person with a power of attorney authorizing that person to file the petition on the debtor's behalf, or a court-appointed guardian may file a petition with the clerk's office. The debtor (and any person holding power of attorney authorizing that person to file on behalf of the debtor) must include a legible photocopy of a current government-issued photo identification along with the petition. The photo identification will remain inaccessible to the public. A person claiming authority through a power of attorney must also include a notarized copy of the power of attorney. A court-appointed guardian must also include a copy of the court order appointing the guardian.

- c. Any electronic transmission that requires a signature shall either be signed with the original handwritten signature of the filer with a copy of the signed document scanned and included in the electronic transmission to the Clerk, or electronically with “/s/” followed by the filer’s *full name*. The original petition or other original document containing the original wet signature of the filer shall be mailed, within fourteen (14) days of electronic transmission, to the Clerk at one of the following addresses:
- i. **Miami** - United States Bankruptcy Court Southern District of Florida, 301 North Miami Avenue, Ste. 150, Miami, FL 33128
  - ii. **Fort Lauderdale** - United States Bankruptcy Court Southern District of Florida, 299 East Broward Blvd., Ste. 112, Fort Lauderdale, FL 33301
  - iii. **West Palm Beach** - United States Bankruptcy Court Southern District of Florida, 1515 North Flagler Drive, 8<sup>th</sup> Floor, West Palm Beach, FL 33401
- d. For any electronic transmission requiring the payment of a fee, the fee shall be remitted to the Clerk within fourteen (14) days by mailing a certified check or a money order (**cash will not be accepted by mail**), in the exact amount, payable to: **Clerk, U.S. Court**. The case number must be included on the certified check or money order.
- e. If any of the requirements of this order are not met, the Court may take appropriate action without further notice, including, but not limited to, denying the relief requested and dismissing and closing any case initiated.
- f. Parties without legal representation are directed to the Court’s webpage at [www.flsb.uscourts.gov](http://www.flsb.uscourts.gov) for more information about filing without an attorney.
3. Self-represented parties who have questions regarding filing procedures in any division may contact by phone, the Clerk’s Office Monday-Friday between the hours of 8:30 a.m. - 4:00 p.m. Miami: (305) 714-1800, Fort Lauderdale: (954) 769-5700, West Palm Beach: (561) 514-4100. Also, questions may be directed to the Clerk of Court by email to: [Webmaster\\_FLSB@flsb.uscourts.gov](mailto:Webmaster_FLSB@flsb.uscourts.gov). **Be advised that Clerk’s Office staff cannot provide legal advice.**

**ORDERED** in the Southern District of Florida, this 25<sup>th</sup> day of March 2020.



Laurel Myerson Isicoff  
Chief United States Bankruptcy Judge

- c: Honorable Ed Carnes, Chief Judge, Eleventh Circuit  
All Southern District Bankruptcy Judges  
All Southern District Judges and Magistrate Judges  
Joe Falzone, Clerk of Court – Bankruptcy  
Angela Noble, Court Administrator – Clerk of Court  
James Gerstenlauer, Circuit Executive, Eleventh Circuit  
Ariana Fajardo Orshan, United States Attorney  
Gadyaces Serralta, United States Marshal  
Michael Caruso, Federal Public Defender  
Katherine Koonce, Chief Probation Officer