

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NORTH CAROLINA

In re: )  
)  
OPERATION OF THE U.S. )  
BANKRUPTCY COURT FOR THE )  
WESTERN DISTRICT OF )  
NORTH CAROLINA IN )  
RESPONSE TO CORONAVIRUS )  
DISEASE (COVID-19) )  
\_\_\_\_\_ )

FILED  
U.S. Bankruptcy Court  
of NC

APR 01 2020

Steven T. Balala, Clerk  
Charlotte Division

GENERAL ORDER

**THIS MATTER** is before the Court upon its own motion.

The Governor of the State of North Carolina has declared a public health emergency throughout the state in response to the spread of the Coronavirus (COVID-19). The Centers for Disease Control and Prevention and other public health authorities have advised taking precautions to reduce the possibility of exposure to the virus and slow the spread of the disease.

NOW, THEREFORE, in order to protect public health, promote social distancing, reduce the number of people reporting to our courthouses by limiting public gatherings and reducing unnecessary travel, the United States Bankruptcy Court for the Western District of North Carolina hereby issues the following order regarding Court operations, which shall remain in effect pending further order of the Court:

**IT IS HEREBY ORDERED** that public intake counters in the Asheville, Charlotte, and Statesville divisions of the Clerk's Office are CLOSED;

**IT IS FURTHER ORDERED** that attorneys shall continue to file bankruptcy petitions and other papers by electronic filing in CM/ECF;

**IT IS FURTHER ORDERED** that members of the public without an attorney ("pro se parties") shall file bankruptcy petitions and other papers with the Court by email, U.S. Mail addressed to the Charlotte office address listed below, or by drop box in accordance with the following procedures:

1011

1. All papers filed by email, U.S. Mail, or drop box should include a coversheet containing the telephone number and email address at which the filer may be reached. The coversheet will be a private entry on the Court's docket and will not be available on the public docket;
2. All bankruptcy petitions filed by email, U.S. Mail, or drop box should be accompanied by a copy of a form of government issued identification for the debtor(s);
3. *Pro se* parties may email signed bankruptcy petitions and other documents to the Court at [filings@ncwb.uscourts.gov](mailto:filings@ncwb.uscourts.gov). A *pro se* party who emails a signed petition to the Court shall also send the following to the Court by U.S. Mail within 14 days thereafter:
  - a. the original petition, along with the required schedules, statements, and other documents, and
  - b. the required filing fee, unless said party has also filed a request to waive the filing fee (a request to proceed *in forma pauperis*) or a request to pay the filing fee in installments;
4. Drop boxes shall be available and accessible from 9 a.m. to 3 p.m., Monday through Friday, in the lobby of the United States Courthouses in Charlotte, Asheville, and Statesville at the addresses listed below. Parties are directed to check the Court's website, [www.ncwb.uscourts.gov](http://www.ncwb.uscourts.gov), or call the Clerk's Office at 704-350-7500, for more information;
5. Filings made by drop box must be accompanied by either:
  - (1) an email to [filings@ncwb.uscourts.gov](mailto:filings@ncwb.uscourts.gov), indicating the filer's name, the case name and number (unless the filing is a bankruptcy petition), and the date and time at which the filing was placed into the drop box, or
  - (2) a telephone call to the Clerk's Office at 704-350-7500 to confirm the deposit;
6. If a *pro se* party files a bankruptcy petition by email, the Clerk's Office shall, as soon as practicable, contact the filing party with the assigned bankruptcy case number. *Pro se* parties who file a bankruptcy petition by U.S. Mail or drop box may include a self-addressed stamped envelope and request that the case number be mailed to them, or they may contact the Clerk's Office at 704-350-7500; and

7. All required filing fees shall be mailed to the Charlotte office at the address listed below. The only acceptable forms of payment are cashier's checks and money orders. Should any party be unable to obtain a cashier's check or money order, that party may file a motion to request temporary relief from the judge assigned to the case.

**IT IS FURTHER ORDERED** that all deadlines in all cases continue to remain in effect, unless modified by further order; and

**IT IS FURTHER ORDERED** that all information regarding bankruptcy hearings may be found by checking the Court's website, [www.ncwb.uscourts.gov](http://www.ncwb.uscourts.gov). Parties should also consult the website for instructions on accessing hearings telephonically and updates regarding 11 U.S.C. § 341 hearing dates. Parties are encouraged to contact the Clerk's Office at 704-350-7500 for any necessary assistance. The mailing address for the Charlotte office is listed below along with the drop box addresses for the Court's divisional offices in Charlotte, Asheville, and Statesville.

This the 1st day of April, 2020.

  
\_\_\_\_\_  
Laura Turner Beyer  
Chief United States Bankruptcy Judge

  
\_\_\_\_\_  
J. Craig Whitley  
United States Bankruptcy Judge

  
\_\_\_\_\_  
George R. Hodges  
United States Bankruptcy Judge

**Mailing Address for All Divisions:**

U.S. Bankruptcy Court  
Western District of North Carolina  
401 West Trade Street, Room 111  
Charlotte, NC 28202

**Charlotte Drop Box Address:**

U.S. Bankruptcy Court  
Western District of North Carolina  
401 West Trade Street, Room 111  
Charlotte, NC 28202

**Asheville Drop Box Address:**

U.S. Bankruptcy Court  
Western District of North Carolina  
100 Otis Street  
Asheville, NC 28801-2611

**Statesville Drop Box Address:**

U.S. Bankruptcy Court  
Western District of North Carolina  
200 West Broad Street  
Statesville, NC 28677