

**IN THE UNITED STATES BANKRUPTCY COURT FOR
THE EASTERN DISTRICT OF TENNESSEE**

IN RE

**INTERIM BANKRUPTCY PROCEDURES
FOR PARTIES NOT REPRESENTED
BY AN ATTORNEY; CASH NO LONGER
ACCEPTED FOR PAYMENT OF FEES**

No. 2020-07

GENERAL ORDER

In its continued response to the COVID-19 pandemic, the court finds it advisable to make certain operational changes in the interest of public safety and access to justice. Pending further order of the court, the following is directed:

1. The intake counter of each divisional office of the clerk of the court is closed, except by appointment for emergency filings as provided in paragraph 2(c) below. The offices of the clerk of court remain open otherwise, and personnel are available by telephone during business hours to answer questions about filing procedures although no legal advice may be given. Over-the-counter fee payments will no longer be accepted and must be mailed.

2. Individuals not represented by an attorney (“pro se parties”) may file papers with the court in the following ways:

- a. By United States mail, postage prepaid, addressed to the clerk of the court at the appropriate divisional office (information concerning divisional offices are listed in paragraph 7 below and on the court’s website at www.tneb.uscourts.gov). The filer must include contact information such as an email address or phone number, and enclose a cashier’s check or money order (no cash or personal checks) made payable to the United States Bankruptcy Court Clerk in payment of any fee due for the filing of the document except when an application to pay the filing fee in installments or for waiver of the filing fee has been filed.

b. For emergency filings only—

By email to the clerk of court at:

TNEBml_Chattanooga_Winchester_Case_Admins@tneb.uscourts.gov

(for cases filed or to be filed in Chattanooga or Winchester);

TNEBml_Greeneville_Case_Administrators@tneb.uscourts.gov

(for cases filed or to be filed in Greeneville); and

TNEBml_Knox_Case_Administrators@tneb.uscourts.gov

(for cases filed or to be filed in Knoxville).

By fax to the clerk of court at:

(423) 752-5169 (for cases filed or to be filed in Chattanooga or Winchester);

(423) 787-0714 (for cases filed or to be filed in Greeneville); and

(865) 545-4271 (for cases filed or to be filed in Knoxville).

The email or fax must include the filer's full name, email address, and phone number. Documents attached to an email for filing must be in a pdf format and duly signed or verified as required. The clerk of court will manually stamp the documents "filed" as of the date and time the email or fax was received and respond by email or telephone during normal business hours to confirm receipt. Within 7 days after emailing or faxing a document for emergency filing, the individual filer must deposit the original document with a hand-written signature into the United States mail, postage prepaid, addressed to the clerk of court at the appropriate divisional office, and include a cashier's check or money order (no cash or personal checks) made payable to the United States Bankruptcy Court Clerk in payment of any fee due for the filing of the document except when an application to pay the filing fee in installments or for waiver of the filing fee has been filed.

c. In person for individuals who do not have internet, computer, or fax access and need to make an emergency filing, by telephoning the clerk of court at the appropriate divisional office (as provided in paragraph 7 below) during normal business hours to arrange to have the document dropped off for filing.

3. Individuals may utilize these filing procedures only to file documents on their own behalf when they are not represented by an attorney. The only exceptions are joint cases, in which an individual is filing on behalf of the individual and a spouse (with the express written permission of the spouse as evidenced by the spouse's signature on the documents to be filed), or when a power of attorney has been executed, in which case a copy of the power of attorney must accompany the documents for filing.

4. Documents submitted by United States mail, email, fax, or hand-delivery are deemed filed as of the date and time they are received by the clerk of the court unless the filer is informed otherwise. Filings will be processed during regular business hours. If there is any question whether a filing has been received, the filer should contact the appropriate divisional office. For emergency filings by email or fax, the filer should maintain proof of the transmission in the event there is a technical error related to the filing.

5. Creditors and others filing proofs of claims are encouraged to use the Electronic Proof of Claim (ePOC) available on the court's website at <https://ecf.tneb.uscourts.gov/cgi-bin/autoFilingClaims.pl>.

6. Registered Users of the Electronic Case Filing (ECF) system must continue to use the ECF system for filings.

7. The addresses and telephone numbers for the divisional offices are as follows:

Chattanooga/Winchester:	(423) 752-5163	William T. Magill Bankruptcy Court Clerk Historic U.S. Courthouse 31 East 11th Street Chattanooga, TN 37402-2722
Greeneville:	(423) 787-0113	William T. Magill Bankruptcy Court Clerk James H. Quillen U.S. Courthouse 220 West Depot Street, Suite 218 Greeneville, TN 37743-4924
Knoxville:	(865) 545-4279	William T. Magill Bankruptcy Court Clerk Howard H. Baker Jr. U.S. Courthouse 800 Market Street, Suite 330 Knoxville, TN 37902-2343

ENTERED: March 27, 2020

s/ Marcia Phillips Parsons
MARCIA PHILLIPS PARSONS
Chief United States Bankruptcy Judge

s/ Shelley D. Rucker
SHELLEY D. RUCKER
United States Bankruptcy Judge

s/ Suzanne H. Bauknight
SUZANNE H. BAUKNIGHT
United States Bankruptcy Judge

s/ Nicholas W. Whittenburg
NICHOLAS W. WHITTENBURG
United States Bankruptcy Judge