

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

In re:)	
)	
ACCESS TO COURT FACILITIES)	Misc. Proc. #20-206
AND PRO SE FILING OPTIONS)	
DURING COVID-19 OUTBREAK)	
)	

STANDING ORDER

On March 20, 2020, the United States District Court for the Western District of Pennsylvania, issued an Administrative Order—*In re: Inquiries To Those Seeking/Making Courthouse Access Relative to COVID-19 Matters; Misc. No. 2:20-mc-426-MRH* (the “District’s Courthouse Access Order”)—in response to the recent outbreak of novel coronavirus disease 2019 (COVID-19) in this District. The District’s Courthouse Access Order is attached to this Order and is fully incorporated by reference herein.

AND NOW THEREFORE, this ***24th*** day of ***March, 2020***, it is hereby ***ORDERED*** that:

1. The District’s Courthouse Access Order shall, wherever applicable, apply to all locations and offices of the United States Bankruptcy Court for the Western District of Pennsylvania (the “Bankruptcy Court”), with the following limited exception:

a. Concerns regarding access to the Bankruptcy Court’s Pittsburgh location (at 5414 US Steel Tower, 600 Grant Street, Pittsburgh, PA 15219) shall be raised by contacting the Chief Bankruptcy Judge’s chambers at (412) 644-4328.

2. All hand deliveries of documents and payments shall be made using the Official Court Drop Boxes located adjacent to the Court Security Officer Screening Stations in the Pittsburgh and Erie Court Lobby Areas. Instructions for time-stamping and tracking deposited items are available next to each Official Court Drop Box and shall be strictly followed.

3. The Court now offers fillable versions of Official Forms 101 and 121, allowing *pro se* debtors to complete and electronically submit emergency petitions on the Court’s website. Accordingly, the restrictions on electronic submission of documents outside of the CM/ECF system that are imposed by W.PA.LBR 5005-22 are hereby waived for *pro se* emergency petitions.

4. On March 27, 2020, the Court will go live with an electronic document submission system (“EDSS”), allowing *pro se* parties to submit documents electronically through the Court’s website. Accordingly, the restrictions on electronic submission of documents outside of the CM/ECF system that are imposed by W.PA.LBR 5005-22 are hereby waived for *pro se* parties using the EDSS.

5. Creditors are now able to file claims using an electronic proof of claim system (the “ePOC System”), without the need for a Limited Filing User CM/ECF Account. Accordingly, W.PA.LBR 3002-1(f) is hereby amended as follows:

(f) Any entity filing more than ten (10) claims in a calendar year shall file claims electronically in the CM/ECF System or by using the ePOC System.

6. The Clerk of Court shall maintain a webpage devoted to COVID-19 related procedures and FAQs on the Court’s website.

7. This Order shall remain in effect until further order of this Court.

/s/ Carlota M. Böhm
CARLOTA M. BÖHM, CHIEF JUDGE
UNITED STATES BANKRUPTCY COURT

**IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

IN RE: ADMINISTRATIVE ORDER:)
 INQUIRIES TO THOSE) Misc. No. 2:20-mc-426-MRH
 SEEKING/MAKING)
 COURTHOUSE ACCESS)
 RELATIVE TO COVID-19)
 MATTERS)
)

This Administrative Order is issued in response to the recent outbreak of novel coronavirus disease 2019 (COVID-19) in this District. This Court is closely monitoring developments with regard to COVID-19 matters. The Court is also closely monitoring the guidance issued by the Centers for Disease Control and Prevention (CDC), state and local public health authorities, and the Administrative Office of the United States Courts. The CDC has noted that the best way to prevent illness is to limit exposure to the virus and has recommended that precautions be taken to prevent such exposure and reduce the spread of the virus.

Pursuant to the available public health guidance, and in order to protect the health and safety of court personnel and all those entering courthouses, Court locations, and Court offices in this District, it is ORDERED the following measures will be implemented at all courthouses, Court locations, and Court offices in this District, effective immediately:

The following persons shall not enter any courthouse, Court location, or Court office, including Probation and Pretrial Services Offices, in this District, unless authorized by the undersigned:

1. Persons who, because of exposure to COVID-19 or travel to a country or region with an outbreak of COVID-19, have been advised to currently self-quarantine by any doctor, hospital, or health agency, or who are nonetheless currently engaged in self-quarantine;

2. Persons who reside with or otherwise have had close contact with someone who has been advised to currently self-quarantine by any doctor, hospital, or health agency, or who is currently self-quarantining in any event;
3. Persons who have been diagnosed with, or have had known contact with anyone who has been diagnosed with, COVID-19;
4. Persons who have travelled outside of the United States, and have returned to the United States in the fourteen (14) days prior to time entry to the courthouse or facility is requested;
5. Persons experiencing one or more symptoms of respiratory illness such as a fever, persistent cough, persistent nasal discharge, or shortness of breath.

Those seeking to enter Court facilities will be asked to confirm that none of the factors listed above applies to them. For those for whom one or more such factors apply, they will not be permitted to enter the facility, and will be directed to contact (by phone) the agency or organization that they were intending to visit to advise such agency or organization of their circumstances and obtain further direction. Those displaying any one of the above factors will not be permitted to enter the involved Court facility without approval from the Chief Judge of this Court, or his designee. If you believe that you have been wrongfully denied such entry, you may contact the Chief Judge's chambers at (412) 208-7433.

Any attorney or party who knows or has reason to believe that any participant in a scheduled hearing, trial, conference, deposition, or other proceeding meets any of the criteria set forth above shall promptly notify opposing counsel (and the Court, as appropriate) prior to any such proceeding.

If you have a scheduled appointment or you are otherwise required to appear at a courthouse, Court location, or Court office, including the Probation and Pretrial Services Office, in this District, and you are unable to appear because of the restrictions listed above, you should proceed as follows:

1. If you are represented by an attorney, please contact your attorney.

2. If you are an attorney or a pro se litigant and you are scheduled to physically appear in court before a judge of this Court, please contact that judge's chambers directly at the Chambers number listed on the Court's website.
3. If you are a pro se litigant and you are seeking to file papers with the Clerk's Office, please contact the Clerk's Office at (412) 208-7500.
4. If you are scheduled to meet with a probation officer or a pretrial services officer, please contact the Probation and Pretrial Services Office at the applicable number below:

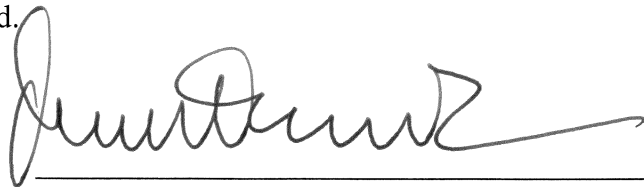
Pittsburgh: (412) 395-6907

Erie: (814) 464-9650

Johnstown: (814) 533-4540

5. If you are a juror or prospective juror (including a grand juror), please contact the Clerk's Office at (412) 208-7500.
6. For Court of Appeals matters, please contact the U.S. Court of Appeals for the Third Circuit at (215) 597-2995.
7. For all other matters or questions, please contact the Clerk's Office at (412) 208-7500.

These limitations apply to anyone entering Court facilities, including employees or those brought into any such facility by the U.S. Marshal or law enforcement, and will remain in place temporarily until they are modified by further Order. Nothing herein shall prohibit or otherwise limit the ability of the U.S. Marshal to screen those entering the cell block in accordance with the procedures established by the U.S. Marshal Service Prisoner Operations Division. This Order may be modified as further guidance is received.



Mark R. Hornak
Chief United States District Judge

March 20, 2020