

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
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In re)
)
AMENDED)
ADMINISTRATIVE ORDER) Administrative Order FLMB-2021-2
REGARDING INTERIM BANKRUPTCY)
FILING PROCEDURES FOR PARTIES)
NOT REPRESENTED BY AN)
ATTORNEY)
_____)

AMENDED¹
**ADMINISTRATIVE ORDER REGARDING INTERIM BANKRUPTCY FILING
PROCEDURES FOR PARTIES NOT REPRESENTED BY AN ATTORNEY**

The Clerk’s Offices in each of the Court’s staffed divisions (Jacksonville, Orlando, and Tampa) will reopen to the public on May 3, 2021. However, due to the ongoing COVID-19 pandemic, the Court has determined that the interim filing procedures for parties not represented by counsel shall remain in effect pending further of the Court. Accordingly, it is

ORDERED:

- 1. Intake Windows.** The Intake Windows in the Jacksonville, Orlando, and Tampa Divisions will REOPEN effective May 3, 2021.
- 2. Attorneys.** Attorneys shall continue to file bankruptcy petitions and other papers via electronic filing in CM/ECF.
- 3. Pro Se Parties.** Although the Clerk’s Offices’ intake windows will reopen effective May 3, 2021, parties who are not represented by counsel are encouraged to file petitions and other papers with the Court by email, facsimile (“fax”), drop box (located on the First Floor of the Jacksonville and the Orlando Courthouses and the Fifth Floor of the Tampa Courthouse), or by U.S.

¹ This Administrative Order amends Administrative Order FLMB-2020-3.

Mail or other delivery as set forth below. *Pro se* parties are strongly encouraged to file bankruptcy petitions or other papers by email as there may be delays in the Court's processing of petitions and papers filed by fax, U.S. Mail, drop box, or other delivery. *Pro se* parties who wish to file a bankruptcy petition or other papers in any Division shall follow the procedures below.

a. Driver's License Required for Bankruptcy Petitions. All bankruptcy petitions, whether filed by fax, U.S. Mail, drop box, email, or in person, must be accompanied by a copy of debtor(s)' driver's license(s).

b. Filing by Email. *Pro se* parties may email a signed bankruptcy petition (including all supporting schedules) or other paper to the Court at the email address of the Division (designated below) in which they wish to file. Papers filed by email shall be submitted in Portable Document Format (PDF).

Jacksonville Division
flmb-intake-jacksonville@flmb.uscourts.gov

Orlando Division
flmb-intake-orlando@flmb.uscourts.gov

Tampa and Fort Myers Divisions
flmb-intake-tampa-ft-myers@flmb.uscourts.gov

c. Filing by Fax. *Pro se* parties may file a bankruptcy petition or other paper by faxing a cover page that includes the party's telephone number and email address together with a signed copy of the bankruptcy petition (Official Form B101) or other paper to the fax number for the Division (designated below) in which they wish to file.

Jacksonville Division – (Fax) 904-301-6494

Orlando Division – (Fax) 407-237-8005

Tampa and Fort Myers Divisions – (Fax) 813-301-5192.

d. Bankruptcy Schedules Shall Not be Filed by Fax. In order for the Court's fax lines to be available to all parties, *pro se* parties filing bankruptcy petitions shall fax only the bankruptcy petition and shall not fax the supporting schedules and statement of financial affairs. *Pro se* parties shall mail their bankruptcy schedules and statement of financial affairs to the address of the appropriate Division listed in paragraph (f) below.

e. Original Bankruptcy Petitions and Schedules Filed by Email or Fax Must Also be Mailed to the Court. If a *pro se* party files a bankruptcy petition by fax or email, the party must send (by U.S. Mail or other delivery) the original petition and supporting schedules and papers, with original signatures to the address of the appropriate Division listed in paragraph (f) below.

f. Filing by Mail. *Pro se* parties may file bankruptcy petitions and other papers in all Divisions by U.S. Mail or other delivery to the following addresses:

Jacksonville Division
U.S. Bankruptcy Court
300 North Hogan Street
Suite 3-150
Jacksonville, FL 32202

Orlando Division
U.S. Bankruptcy Court
400 West Washington Street
Suite 5100
Orlando, FL 32801

Tampa and Fort Myers Divisions
U.S. Bankruptcy Court
801 North Florida Avenue
Suite 555
Tampa, FL 33602.

g. Bankruptcy Case Numbers. If a *pro se* party files a bankruptcy petition by email or fax, the Clerk's Office, as soon as practicable, will contact the filing party with the assigned bankruptcy case number. *Pro se* parties who file a bankruptcy petition by drop box, U.S. Mail, or other delivery

may include a self-addressed stamped envelope and request that the case number be mailed to them, or they may contact the Court by email at ecfhelp@flmb.uscourts.gov or telephone the Clerk's Office at the following numbers:

Jacksonville Division – (904) 301-6490

Orlando Division – (407) 237-8000

Tampa and Fort Myers Divisions – (813) 301-5046.

h. Filing Fees. The Clerk's Office does not accept cash; the only acceptable forms of payment are cashier's checks and money orders. All required filing fees shall be mailed to the appropriate Division as follows:

Jacksonville Division
U.S. Bankruptcy Court
300 North Hogan Street
Suite 3-150
Jacksonville, FL 32202

Orlando, Tampa, and Fort Myers Divisions
U.S. Bankruptcy Court
801 North Florida Avenue
Suite 555
Tampa, FL 33602.

4. Assistance. *Pro se* parties who need assistance or have questions regarding these procedures for filing in any Division may email the Clerk's Office at ecfhelp@flmb.uscourts.gov or telephone the Clerk's Office at the following numbers:

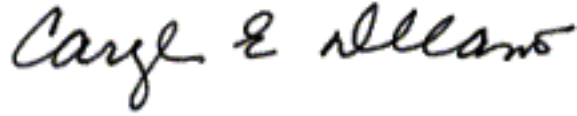
Jacksonville Division – (904) 301-6490

Orlando Division – (407) 237-8000

Tampa and Fort Myers Divisions – (813) 301-5046.

5. Controlling Effect of Administrative Order. To the extent this Administrative Order is inconsistent with Local Rule 5001-2, this Administrative Order shall control until entry of an order by this Court that rescinds this Administrative Order.

DATED: April 29, 2021.



CARYL E. DELANO
Chief United States Bankruptcy Judge