

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
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In re)
)
ORDER VACATING AMENDED)
ADMINISTRATIVE ORDER) Administrative Order FLMB-2024-2
REGARDING INTERIM BANKRUPTCY)
FILING PROCEDURES FOR PARTIES)
NOT REPRESENTED BY AN)
ATTORNEY)
_____)

**ORDER VACATING AMENDED ADMINISTRATIVE ORDER
FLMB 2021-2 REGARDING INTERIM BANKRUPTCY FILING
PROCEDURES FOR PARTIES NOT REPRESENTED BY AN ATTORNEY**

In 2020 and 2021, the Court entered Administrative Order FLMB-2020-3 and Amended Administrative Order FLMB-2021-2 to address the restrictions on in-person access to the Clerk’s Office and the delays in U.S. Postal Service deliveries resulting from the COVID-19 pandemic. Amended Administrative Order FLMB-2021-2: (a) announced that the Intake Windows at the Clerk’s Offices in each of the Court’s staffed divisions (Jacksonville, Orlando, and Tampa) would reopen to the public on May 3, 2021, and (b) provided that interim procedures of Administrative Order FLMB-2020-3, which permitted parties not represented by counsel (“Unrepresented Parties”) to file petitions and papers with the Court via email and fax, would remain in effect pending further order of the Court.

On April 10, 2023, the President signed into law a Joint Resolution (H.J. Res. 7) that provided for the termination of the national COVID-19 emergency. Thereafter, the Executive Committee of the Judicial Conference of the United States found, effective May 24, 2023, that emergency conditions with respect to COVID-19 no longer materially affect the functioning of the federal courts generally or in a particular district. In addition, the U.S. Postal Service has resumed regular mail deliveries.

Therefore, because (a) Unrepresented Parties are able to file petitions and papers at the Clerk's Office in person, by U.S. Mail, or by other delivery, and (b) permitting Unrepresented Parties to file papers by email and fax is burdensome to Clerk's Office staff, the Court has determined that it will no longer permit Unrepresented Parties to file petitions and papers by email or fax.

Accordingly, it is

ORDERED:

1. Effective September 3, 2024, Amended Administrative Order FLMB-2021-2 and Amended Administrative Order FLMB-2020-3 are vacated, and Unrepresented Parties will no longer be permitted to file bankruptcy petitions and papers by email or fax.

2. Unrepresented Parties may file bankruptcy petitions and papers at the Clerk's Office in person, by U.S. Mail, or by other delivery,* at the following locations:

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

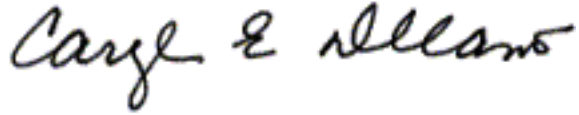
Orlando Division
U.S. Bankruptcy Court
400 West Washington Street
Suite 5100
Orlando, FL 32801

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

*Note: Bankruptcy petitions and other papers delivered to the Clerk's Office by U.S. Mail or other delivery service (such as Federal Express and UPS) are date-stamped and filed on the date the Clerk's Office receives them—not the date they are placed in the mail, postmarked, or given to another delivery service.

3. Unrepresented Parties should refer to [Local Rule 5001-2](#) for information regarding after-hours filings in cases of emergency or to meet a filing deadline.

DATED: August 21, 2024.

A handwritten signature in black ink that reads "Caryl E. Delano". The signature is written in a cursive style with a large initial 'C' and a distinct 'E'.

CARYL E. DELANO
Chief United States Bankruptcy Judge