

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF FLORIDA
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In re)
)
ADMINISTRATIVE ORDER) Administrative Order FLMB-2020-3
REGARDING INTERIM BANKRUPTCY)
FILING PROCEDURES FOR PARTIES)
NOT REPRESENTED BY AN)
ATTORNEY)
_____)

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

The United States Bankruptcy Court for the Middle District of Florida continues to monitor the severity of the coronavirus (COVID-19) pandemic and its impact upon the State of Florida. At this time, all Divisions of the Court remain open for business. However, in order to allow Court staff to telework to the greatest extent possible and to allow parties (debtors and creditors) who are not represented by an attorney (“*pro se* parties”) to minimize travel from their homes and their contact with other persons, effective Monday, March 23, 2020, and until further order of the Court, it is

ORDERED:

1. **Intake Windows.** The Intake Windows in the Jacksonville, Orlando, and Tampa Divisions are CLOSED.
2. **Pro Se Parties.** *Pro se* parties shall file petitions and other papers with the Court by email, facsimile (“fax”), or by U.S. Mail or other delivery as set forth below.
3. **Attorneys.** Attorneys shall continue to file bankruptcy petitions and other papers via electronic filing on CM/ECF.
4. **Pro Se Filings in all Divisions.** *Pro se* parties who wish to file a bankruptcy petition or other papers in any Division shall follow the procedures 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, or other delivery.

5. **Driver's License Required for Bankruptcy Petitions.** All bankruptcy petitions, whether filed by fax or email, must be accompanied by a copy of the driver's license(s) of the debtor(s).

6. **Filing by Email.** *Pro se* parties may email a signed bankruptcy petition (including all supporting schedules) or other paper to the Court at the following email addresses:

- a. Jacksonville Division:
flmb-intake-jacksonville@flmb.uscourts.gov
- b. Orlando Division:
flmb-intake-orlando@flmb.uscourts.gov
- c. Tampa and Fort Myers Divisions:
flmb-intake-tampa-ft-myers@flmb.uscourts.gov.

7. **Filing by Fax.** *Pro se* parties may fax a bankruptcy petition or other paper by faxing a cover page including the party's telephone number 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.

- a. Jacksonville and Orlando Divisions – (Fax) 904-301-6494
- b. Tampa and Fort Myers Divisions – (Fax) 813-301-5192.

8. **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 petition and not the supporting schedules.

9. **Original Bankruptcy Petitions and Schedules that are 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 Court at the following addresses:

a. Jacksonville and Orlando Divisions:

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

b. Tampa and Fort Myers Divisions:

U.S. Bankruptcy Court
801 North Florida Avenue
Suite 555
Tampa, FL 33602.

10. **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:

a. Jacksonville and Orlando Divisions:

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

b. Tampa and Fort Myers Divisions:

U.S. Bankruptcy Court
801 North Florida Avenue
Suite 555
Tampa, FL 33602.

11. **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 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 at 813-301-5319.

12. **Filing Fees.** All required filing fees shall be mailed to the Tampa Division at:

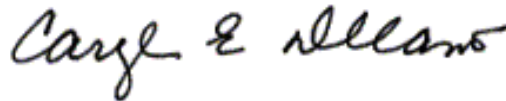
U.S. Bankruptcy Court
801 North Florida Avenue
Suite 555
Tampa, FL 33602.

The only acceptable forms of payment are cashier's check and money orders.

13. **Assistance.** *Pro se* parties who need assistance or have questions regarding these procedures for filing in any Division may contact the Clerk's Office at 813-301-5319.

14. **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: March 23, 2020.



CARYL E. DELANO
Chief United States Bankruptcy Judge