

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MASSACHUSETTS**

**AMENDED STANDING ORDER 2020-3**

**ORDER TEMPORARILY MODIFYING THE MEANS OF FILING  
PLEADINGS BY PRO SE/UNREPRESENTED PARTIES**

Upon consideration of health advisories issued relating to the COVID-19 virus and in recognition of safe social distancing practices related thereto, the United States Bankruptcy Court for the District of Massachusetts hereby orders as follows:

1. The Clerk of Court is temporarily permitted to accept the filing of new petitions, motions, pleadings, notices, and other papers ("Pleadings") by pro se/unrepresented parties by any of the following means:
  - a. by e-mail, with the appropriate document or documents attached in PDF format, sent to [prose\\_filings@mab.uscourts.gov](mailto:prose_filings@mab.uscourts.gov). The Court will not read or consider any text in the email itself and will only upload the attached PDF documents. If a pro se filer is unable to attach documents in a PDF format, the pro se filer should contact the Clerk of Court at (617) 748-5300 for instructions;
  - b. by facsimile to (617) 748-5359;
  - c. by U.S. Mail;
  - d. through physical deposit in the depository boxes located in the first floor lobby of the Clerk's Offices in Worcester and Springfield;
  - e. through physical deposit in the depository box located in the first floor lobby of the John Joseph Moakley Courthouse at 1 Courthouse Way, Boston.
  - f. In addition to the means set forth in subsections a. and b. above, parties may file emergency pleadings over the counter at Clerk's Office in Worcester and Springfield or over the counter at the Clerk's Office for the U.S. District Court for the District of Massachusetts located in the John Joseph Moakley Courthouse at 1 Courthouse Way, Boston.
  - g. through any other method expressly authorized in advance by the Clerk of Court, who can be reached at (617) 748-5300.

2. If any Pleadings is filed without a required filing fee, the Clerk of Court will issue a deficiency notice which will provide a deadline by which to pay the applicable fee and the consequences of failing to pay the required fee within the deadline.
3. These provisions are effective as of the date of this Standing Order. Due to the fluidity of the situation surrounding the COVID-19 virus, the Court may alter or amend this Standing Order as may be necessary to achieve the stated goal of protecting the public health while, at the same time, continuing to fulfill the Court's mission and its duties to litigants and the public.

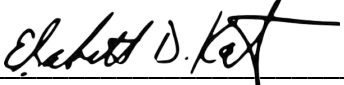
**NOTE:** Information regarding the locations and mailing addresses of the Clerk's Offices in Boston, Worcester, and Springfield or information regarding filing fees may be found on the Court's website at [www.mab.uscourts.gov](http://www.mab.uscourts.gov).

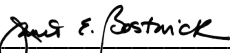
**IT IS SO ORDERED:**

  
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Chief Judge Christopher J. Panos

  
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Judge Frank J. Bailey

  
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Judge Melvin S. Hoffman

  
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Judge Elizabeth D. Katz

  
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Judge Janet E. Bostwick

Dated: March 22, 2020