

Public Notice Regarding Closure of Clerk's Intake Counter and Implementation of Drop-Box System

Friday, March 20, 2020



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE

PUBLIC NOTICE

IMPLEMENTATION OF DROP BOX SYSTEM FOR THE CLERK'S OFFICE

Pursuant to Administrative Order 20-4, the Intake Department is closed, and no person-to-person assistance is available until further notice.

The public may submit filings or payments, during normal business hours, through a drop box located inside the entrance to the Customs House, near the court security station, past the automatic double doors on the left. The drop box will be checked daily during regular business hours. Filings will be processed in line with the Clerk's usual business practices. Instructions for use of the drop-box have been posted at the drop box location. If a filing is time sensitive, please call Karin Wolfe at 615-695-4230 or the Clerk's Office 615-695-4224 and someone will assist you.

Filings and payments may also be submitted by mail to the address listed below. The public is strongly encouraged to utilize the U.S. Mail service.

Self-represented parties are further encouraged to apply for an Electronic Court Filing (ECF) account, which allows electronic submissions to the Court. (See ECF Procedure 4(a)(5), Registration, Waiver of Notice and Service and Consent to Electronic Notice and Service.) ECF forms are available on the Court's website at www.tnmb.uscourts.gov/administrativeintake-forms.

Creditors are encouraged to file Electronic Proofs of Claim (ePOC). EPOC forms and instructions are available on the Court's website at <http://www.tnmb.uscourts.gov/administrativeintake-forms>.

The mailing address for the Clerk's Office is:

United States Bankruptcy Court
Middle District of Tennessee
701 Broadway, Room 170
Nashville, TN 37203.

Please visit the Court's website at www.tnmb.uscourts.gov for further information and updates.

Any questions may be directed to (615) 736-5584, Monday – Friday, 8:00 a.m. to 4:00 p.m.