



UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF TENNESSEE

INTAKE COUNTER IS CLOSED

DROP BOX INSTRUCTIONS

Due to the exigent circumstances created by COVID-19 and to protect the health and safety of court personnel and the public,

THE INTAKE COUNTER (ROOM 170) IS TEMPORARILY CLOSED UNTIL FURTHER NOTICE

Effective March 23, 2020, a drop box for fee payments and to file documents over the counter is located at the rear entrance of the courthouse, beyond the sliding glass doors to the right. Please follow the instructions below:

TO MAKE A FEE PAYMENT:

- Please take one of the small envelopes provided, fill out the required information (on the outside of envelope), and place the envelope in the drop box.

TO FILE A DOCUMENT:

- If filing a motion or other document that is not a bankruptcy petition, please put the submission in one of the large envelopes, fill out the required information (on the outside of the envelope), and place the envelope in the drop box.
- If filing a petition for bankruptcy that is not time sensitive, put all documents in large envelope, fill out the required information (on the outside of the envelope), and place the envelope in the drop box.
- If filing a time sensitive petition (*i.e.*, to stop home foreclosure), please call Karin Wolfe at 615-695-4230 or the Clerk's Office 615-695-4224 and someone will assist you.

MAKE SURE CASE NUMBER, DEBTOR(S) NAME(S) AND PHONE NUMBER ARE FILLED OUT ON ENVELOPES.

FAILURE TO DO SO COULD PREVENT YOUR PAYMENT/FILING FROM BEING PROCESSED.