

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF PENNSYLVANIA**

**In re:** :  
 :  
**NOTICE ON** : **Misc. No. 20-3005**  
**STATUS OF COURT PROCEEDINGS** :  
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**NOTICE**

The U.S. Bankruptcy Court for the Eastern District of Pennsylvania (“the Court”) is continuing to monitor the public health response to the spread of the coronavirus (“COVID-19”) and is cognizant of the recent executive order issued by the Governor of Pennsylvania prohibiting businesses from operating from their offices unless the business is “life-sustaining” in nature.

The Court also is aware that while “legal services” are not considered “life-sustaining” under the executive order, the offices of the chapter 13 trustees intend to continue to operate, primarily by having their staff tele-work remotely.

The Court further understands that the present restrictions on the normal operation of law offices may impede the ability of some attorneys to provide adequate representation to their clients in matters before the Court.

As a result of these most recent developments, the Court finds it appropriate to provide this NOTICE to update and provide guidance to litigants, counsel and the public regarding the ongoing operations of the Court, as follows:

1. The Court at the Robert N.C. Nix, Sr. Federal Courthouse in Philadelphia will remain open for the conduct of official business and hold telephonic hearings in accordance with Standing Order M-20-3003, but public access to the Clerk’s Office intake counter will be restricted.
2. Parties and counsel can continue to find each judge’s telephonic hearing dial-in and access code on the Court’s website at <https://www.paeb.uscourts.gov/file/conference-call-numbers>.
3. Requests for continuances will be granted liberally and additional consideration will be given to parties proceeding *pro se*.
4. Counsel who believe that their ability to represent their clients has been impaired materially by current conditions and who cannot obtain an agreement from the other interested parties in a matter, should appear telephonically at the scheduled hearing to make the continuance request to the court.

5. The Clerk's Office at the Gateway Building in Reading will be closed until further notice. Hearings on the Reading docket will continue to be held telephonically and participants and interested parties should dial-in to the proceedings as provided by Standing Order M-20-3003. No paper filings will be accepted at the Gateway Building. Paper filings can be mailed to the Philadelphia Clerk's Office where they will be processed on a limited schedule as described below.
  
6. Paper filings and payments will not be accepted in person at the intake counter of the Clerk's Office until further notice. All paper filings, including sealed filings, should be left in the drop box in the lobby of either the Robert N.C. Nix, Sr. Federal Courthouse (900 Market Street) or the James A. Byrne U.S. Courthouse (601 Market Street) in Philadelphia. Sealed filings should be clearly marked as such. All payments should be made by cashier's check, money order or checks drawn from counsel's account made payable to "Clerk, USBC", but cash will not be accepted. Do not leave cash in the drop box.

**Date:** 03/20/2020



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Magdeline D. Coleman  
Chief Bankruptcy Judge