

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF OHIO

2021 MAY 18 AM 8:39

RICHARD JONES  
CLERK OF COURT  
U.S. BANKRUPTCY COURT  
CINCINNATI, OHIO

IN RE

REVISED TEMPORARY FILING  
PROCEDURESGENERAL ORDER NO. 41-3  
(Effective June 1, 2021)

On May 5, 2020, the Court entered General Order 41-2 (Revised Temporary Filing Procedures) in response to the COVID-19 pandemic and orders issued by the Director of the Ohio Department of Health. Given the decline of COVID-19 cases in the Southern District of Ohio since the beginning of 2021 and access to vaccination for all Ohio adults since March 29, 2021, General Order 41-2 is amended as follows:

1) **Attorney Filings.** Attorneys shall continue to file documents with the Court electronically through CM/ECF. These revised temporary filing procedures do not affect attorney filings and payments.

2) **Limited Reopening of Intake Desks.** The Clerk's Office shall reopen the intake desks for limited hours. The intake desks shall be open from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:00 p.m. The intake desks shall remain closed from 12:00 p.m. to 1:00 p.m.

3) **Drop Boxes.** Drop boxes will remain available in the lobby of each courthouse to receive conventional filings and payment submissions during normal business hours. Filings and payments placed in the drop boxes will be processed the same business day.

4) **Mail Filings.** Conventional filers, including filers that are not represented by an attorney and anyone making installment payments, may continue to submit filings and payments by mail to any of the following addresses:

U.S. Bankruptcy Court  
221 E. Fourth Street  
Atrium Two Suite 800  
Cincinnati, Ohio 45202

U.S. Bankruptcy Court  
170 North High Street  
Columbus, Ohio 43215

U.S. Bankruptcy Court  
120 West Third Street  
Dayton, Ohio 45402

5) **Filing Date of Mail Filings.** Filings and payments submitted by U.S. Mail shall be treated as filed on the date that the mailing is received by the Clerk's Office.

6) **Payments by Cash or Personal Check Prohibited.** All payments and filing fees must be made by money order or cashier's check. Payments by cash or personal check are prohibited.

7) **Emergency Filings Requiring Immediate Relief.** If the emergency filing of a document is required to obtain immediate relief, the document must be filed by email. Unnecessary delay on the part of the filer does not constitute an emergency. The steps below must be followed to effectuate an emergency filing:

a) **Emailing Documents to the Court.** Prepare an email message that clearly states the reason for the emergency filing and the deadline that needs to be met. The filer must attach the document to be filed, in PDF format, to an email addressed to the Clerk's Office at [Emergency-Filing@ohsb.uscourts.gov](mailto:Emergency-Filing@ohsb.uscourts.gov). If the email is successfully delivered, the filer will receive a reply email within four business hours confirming the email has been received.

b) **Required Follow Up Procedures.** The complete original document with any required fee must be mailed to the Clerk's Office and postmarked within five business days. The mailing must include a copy of the email confirmation showing the document was submitted via email. It is not the responsibility of the Clerk's Office staff to make this association.

c) **Date and Time Filed.** Upon email receipt of the document, the clerk will stamp or notate the following on the document: "This document is deemed filed on \_\_\_\_ (date/time) pursuant to the court's Emergency Filing Procedures." The document will be deemed filed on the date and time appearing on the email system of the Clerk's Office. If the original document is not mailed to the Clerk's Office and postmarked within five business days of the email transmittal, chambers will be notified. Failure to comply with these procedures may result in denial of the relief requested or dismissal of the case.

8) **Bankruptcy Case Numbers.** A debtor who files a bankruptcy petition by mail or drop box may include a self-addressed, stamped envelope and request that the case

number assigned to the petition be provided by mail. Alternatively, a debtor may contact the Clerk's Office for this information by calling any of the following phone numbers.

**Cincinnati**  
(513) 684-2572

**Columbus**  
(614) 469-6638

**Dayton**  
(937) 225-2516

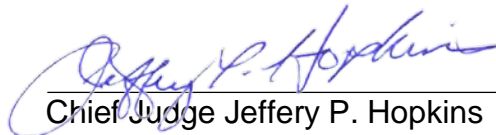
9) **Superseding Order.** To the extent this Order differs from previous orders of the Court on this subject, including but not limited to General Order 41-2, this Order supersedes and replaces those orders.

10) **Duration of Order.** This Order is effective June 1, 2021 and shall remain in effect until further order of the Court.

**IT IS SO ORDERED.**

**Dated: May 18, 2021**

**FOR THE COURT**

  
\_\_\_\_\_  
Chief Judge Jeffery P. Hopkins  
United States Bankruptcy Court  
Southern District of Ohio