

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

**FRONT COUNTER OPERATIONAL CHANGES
EFFECTIVE JULY 6, 2020**

All courthouses in the Southern District of Indiana reopen on Monday, July 6th. This notice updates the Court's previous notice of March 16th. The General Orders issued by the Court since March 19th remain in effect and can be found in the COVID-19 section of the Court's website [here](#).

1. Clerk's office front counters will be open during normal business hours, but will be closed for one hour, from 12:00 noon to 1:00 PM, local time.
2. The Court will continue to maintain a drop box at the entrances to the Indianapolis, Evansville, and New Albany courthouses. The drop box is located before the security station and is shared with the District Court. Documents and payments can be delivered to the drop box. See [General Order 20-0003](#) for important information about use of the drop box.
3. Pro se parties may email documents for filing to bankruptcy@insb.uscourts.gov. See [General Order 20-0003](#) for important information about use of the email address.
4. All visitors to the buildings are required to wear face coverings, and that requirement remains in effect while in Bankruptcy Clerk's Office space.
5. Where possible, lobby furniture has been rearranged to encourage social distancing. Customers who interact with staff at the counter will be asked to provide contact information.
6. Enhanced cleaning and sanitizing of public spaces including Clerk's office lobbies will occur, but only once per day.
7. Customers are encouraged to contact the Clerk's office by phone to determine if business can be transacted without an in-person visit. Most Court staff continue to work offsite. The phone numbers are:

Indianapolis: 317-229-3800
Evansville: 812-434-6470
New Albany: 812-542-4540

8. The Bankruptcy Courts are not resuming in-person hearings at this time. Watch for a separate announcement – or a specific notice in your case – alerting you to a

change in method or location. The United States Trustee continues to set meetings of creditors telephonically, for cases filed through October 10th.

9. Court Security Officers will be screening all visitors and have been empowered to turn away those presenting symptoms of COVID-19 infection or those not wearing face coverings. Masks will be available at the entrances. Those claiming an exemption from the face covering requirement will receive special screening. Those turned away from entry will be provided a list of telephone numbers that can be called to advise of the customer's inability to attend a matter. Bankruptcy Clerk's offices will receive those concerning bankruptcy hearings and will alert chambers.

July 1, 2020

/s/ Kevin Dempsey
Bankruptcy Clerk