

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MICHIGAN

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-US BANKRUPTCY MIE-DE

In re:

Continued Bankruptcy Court Operations  
During the Exigent Circumstances Caused  
by COVID-19

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Administrative Order  
No. 2020-04

**ORDER REGARDING CONTINUED  
BANKRUPTCY COURT OPERATIONS DURING  
THE EXIGENT CIRCUMSTANCES CAUSED BY COVID-19**

Because of the exigent circumstances created by COVID-19, and after considering the health interests of the parties and attorneys who have matters in this Court, the health interests of Court personnel, and the health interests of the general public, the Bankruptcy Court for the Eastern District of Michigan has decided to enter this order to adopt the following procedures, effective immediately and continuing through April 13, 2020, or until further order of the Court.

1. The bankruptcy courthouses in Detroit, Flint and Bay City will remain open with no change to their regular hours.
2. The Court will continue to provide all regular Court services, subject to the terms of this order.
3. The Court will continue to accept electronic filings through the Court's CM/ECF system.

4. The Court will continue to accept traditional paper filings from pro se parties by regular mail. The Court will not have personnel at the intake desks in any courthouse to accept traditional paper filings that are brought to the courthouse, but will promptly implement a drop box system and issue a notice to the public explaining it once it is in place. Until then, if a pro se party has an emergency that prevents them from filing a traditional paper by mail and requires the traditional paper filing to be brought to the Court immediately for filing, the pro se party must call the Court at any of the following telephone numbers: 313-316-6155, 313-212-8858, or 313-310-7549, to receive instructions from the Court on how to accomplish the filing.
5. The Court will hold all hearings telephonically, unless a judge enters an order in a specific case that orders otherwise. Each judge will issue and post on the Court's website a notice that explains the particular arrangements for participating in a telephonic hearing before that judge.
6. The Court intends to be receptive to requests for adjournments of hearings and extensions of deadlines needed because of the current exigent circumstances, but encourages parties to work together in good faith to reach agreement on an appropriate length of time for an adjournment or an extension before requesting the Court to order an adjournment or extension. All requests for adjournments or extensions must be made in writing and filed as a stipulation or, where a stipulation has not been obtained, by an ex parte motion that specifically describes the efforts made to obtain the consent of the opposing party to the requested adjournment or extension.
7. The pro se law clerk office will not be open for in person assistance at the courthouses, but will remain open for telephone assistance during its regularly scheduled hours that are posted on the Court's website.

Except as expressly provided by this order, all proceedings in the Court will continue to be governed by the Bankruptcy Code, the Federal Rules of Bankruptcy

Procedure, the Local Bankruptcy Rules for the Eastern District of Michigan, and any administrative orders and notices that the Court has previously issued in response to the public health concerns caused by COVID-19. The Court will continue to monitor this public health crisis and adopt such additional procedures going forward as the Court determines are needed to fulfill the Court's mission to serve the public while at the same time protecting the public health.

**IT IS SO ORDERED.**



**/s/ Phillip J. Shefferly**

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**Phillip J. Shefferly**  
**United States Bankruptcy Judge**

Signed on March 16, 2020