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**UNITED STATES BANKRUPTCY COURT  
CENTRAL DISTRICT OF CALIFORNIA**

**IN RE: PROCEDURES FOR  
PHASED REOPENING DURING  
COVID-19 PUBLIC EMERGENCY**

**AMENDED GENERAL ORDER 20-06**

Upon consideration of the continuation of the Continuity of Operations Plan (“COOP”) implemented on March 18, 2020, in response to the ongoing COVID-19 pandemic, to more closely align with the District Court operations and maintain access for the public, and in light of further guidance from the State of California Public Health Officer,

**IT IS HEREBY ORDERED** as follows:

1. Bankruptcy Intake in Los Angeles and Santa Ana Courthouses Are Open.  
The Intake area of the United States Bankruptcy Court at the Edward R. Roybal Federal Building and U.S. Courthouse in Los Angeles will continue to be open to accept in-person filings. **In addition, the Intake area of the Ronald Reagan Federal Building and U.S. Courthouse in Santa Ana will reopen to the public on Monday, September 14, 2020 to accept in-person filings.** All other Intake areas in the other Divisions remain closed pending further information on COVID-19 risk factors in those counties.

- 1 a. Face Coverings. Anyone not wearing a face covering  
2 without an approved medical exemption or anyone not  
3 observing posted social distancing rules may be refused service.
- 4 b. Public Computers and Electronic Kiosks. At the discretion  
5 of the Clerk of Court, public computers and electronic kiosks  
6 may be disabled until methods can be developed to reduce  
7 any spread of infection through their use.
- 8 c. Cash Payments. Cash will not be accepted for filing or copying fees  
9 unless an exception is made by the Clerk of Court.
- 10 2. Limited Emergency In-Person Hearings. In-person access to the United  
11 States Bankruptcy Court will generally not be permitted except for the filing  
12 Intake areas of the Los Angeles and Santa Ana courthouses. Bankruptcy  
13 Judges will continue to hear matters remotely through telephonic or video  
14 services, except a judge may order an in-person hearing where necessary  
15 in an emergency.
- 16 3. Self-Represented Filings. Individuals filing bankruptcy without an attorney  
17 may file in person at the United States Bankruptcy Court in downtown  
18 Los Angeles or Santa Ana, by mail, or through the court's Electronic  
19 Self-Representation module. The Court's existing electronic filing program  
20 for self-represented debtors (eSR) is now authorized to accept both Chapter 7  
21 and 13 petitions. All Chapter 7 and 13 petitions not filed in person shall be  
22 filed through eSR or by mail. Any other chapter must be filed through  
23 CM/ECF with an attorney or mailed to the Court. Please view the Court's  
24 website for more information specific to self-represented parties at  
25 <https://www.cacb.uscourts.gov/filing-without-an-attorney>. Parties requiring  
26 assistance or guidance may contact the Court at (855) 460-9641.
- 27 4. Signatures and Filing Fees. If a bankruptcy case is submitted through  
28 eSR or by mail, the debtor must mail the required signatures and the required

1 filing fee within 10 days, or the case will be dismissed. Please view the  
2 Court's website for more information specific to self-represented parties  
3 at <https://www.cacb.uscourts.gov/filing-without-an-attorney>. All petitions  
4 from self-represented parties are automatically granted a fee installment  
5 so that the full required filing fee is due no later than 10 days after the filing  
6 of the petition. For petitions filed through eSR, an application for a fee waiver  
7 must be mailed to the Court within five (5) days of the electronic petition filing,  
8 on the form available on the website at [https://www.cacb.uscourts.gov/forms/  
9 application-individuals-pay-filing-feeinstallmentsapplication-have-chapter-7-  
10 filing-fee](https://www.cacb.uscourts.gov/forms/application-individuals-pay-filing-feeinstallmentsapplication-have-chapter-7-filing-fee). For petitions filed in person or by mail, an application for a fee  
11 waiver shall be submitted with the petition. The Court will issue an Order on  
12 the Fee Waiver Application within five (5) days. If a fee waiver or installment  
13 order is entered in a specific case, it will supersede this Amended General  
14 Order requiring the full fee within 10 days. If the requisite fee and/or signatures  
15 are not mailed within 10 days, the Court will dismiss the case without a hearing.

- 16 5. Social Security Number Statements. A self-represented litigant filing a  
17 voluntary bankruptcy case must include the signed "Statement About  
18 Your Social Security Numbers" (Official Form 121) with the initial filing  
19 when mailing the documents (F.R.B.P. 1007(f)). When filing a voluntary  
20 bankruptcy case through the Court's eSR program, the signed "Statement  
21 About Your Social Security Numbers" form must be mailed to the Court  
22 within 10 days of filing or the case will be dismissed. Please view the  
23 Court's website for more information specific to self-represented parties  
24 at <https://www.cacb.uscourts.gov/filing-without-an-attorney>.
- 25 6. Mediations. Mediations may resume and are in the discretion of the mediator  
26 as to whether to proceed in person or remotely.
- 27 7. Judges' or Courtesy Copies. Except for documents over 25 pages,  
28 including exhibits, the requirement to deliver judges' copies of documents

1 to chambers (LBR 5005-2(d)) continues to be temporarily suspended –  
2 including delivery via U.S. mail, personal delivery, or any other means.  
3 Documents over 25 pages should still be provided unless the judge’s  
4 specific updated instructions have waived that requirement. Parties are  
5 reminded that the judge and chambers’ staff do not receive electronic  
6 notices of filings, and therefore, (a) for documents that are filed late,  
7 and (b) for matters that are either (i) not set for hearing or (ii) not the  
8 subject of an electronically uploaded order (LOU), parties must contact  
9 the chambers of the presiding judge and advise chambers of the filing.

10 8. Signatures. Local Bankruptcy Rule 9011-1 does not require in-person  
11 contact as it permits an attorney to receive a signature page by electronic  
12 means. Nothing in the rule precludes the filing of a signature page that  
13 has been received by facsimile, pdf, text or photo. This signature can  
14 be filed separately in whatever format is reasonably possible so that  
15 there is a clear indication that the signor has read and is signing the actual  
16 document filed.

17 a. In light of the difficulty of obtaining any paper files during  
18 this emergency, the requirement of LBR 9011-1(d) to maintain  
19 a wet signature for five (5) years is temporarily suspended and the  
20 attorney should maintain the electronic transmission of the client  
21 to file the document in whatever format is reasonable at this time.

22 b. If there is a situation where a client cannot transmit a signature  
23 electronically either due to lack of required technology or internet  
24 access, etc., the attorney should so explain the circumstances  
25 with the filing, verify that permission was obtained from the client  
26 to sign the document on their behalf, and obtain the signature  
27 as soon as possible after the filing through another means.

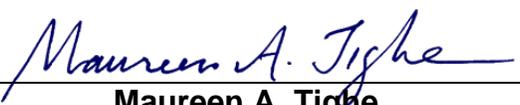
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9. Phased Reopening Plans. The Court's COOP will remain in place and be modified gradually as necessary. Details of these modifications will be posted on the Court's website and communicated to staff as they are implemented.

**IT IS SO ORDERED.**

DATED: September 11, 2020

  
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**Maureen A. Tighe**  
Chief Judge, United States Bankruptcy Court