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

**IN RE: COVID-19 PUBLIC EMERGENCY –
CLOSURE OF ALL COURTHOUSES
THROUGH JANUARY 8, 2021**

GENERAL ORDER 20-12

Based on the continuation of the Continuity of Operations Plan (“COOP”) implemented on March 18, 2020, in response to the ongoing COVID-19 pandemic and in an effort to align with District Court operations,

IT IS HEREBY ORDERED as follows

1. All Courthouses Closed – In conformance with U.S. District Court Order 20-179 closing all courthouses of the Central District of California, all in-person U.S. Bankruptcy Court operations are suspended through January 8, 2021. All hearings will be conducted telephonically or by video.
2. Self-Represented Filings. Individuals filing bankruptcy without an attorney may file by mail, or through the Court’s Electronic Self-Representation module. Through the Court’s existing electronic filing program for self-represented debtors (eSR), both Chapter 7 and 13 petitions will be accepted. All Chapter 7 and 13 petitions shall be filed through either eSR, by mail, or through other arrangements made with the court. Other chapter petitions must be filed either through CM/ECF with an attorney or by mail to the Court. Please view

1 the Court's website for more information specific to self-represented parties
2 at <https://www.cacb.uscourts.gov/filing-without-an-attorney>. Parties requiring
3 assistance or guidance may contact the Court at (855) 460-9641.

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

21 4. F.R.B.P. 5001(a). The electronic, mail, telephonic, and appointment access
22 provided through the above procedures and those detailed on the Court's
23 website are deemed sufficient to meet the requirements of F.R.B.P. 5001(a).

24 5. Social Security Number Statements. A self-represented litigant filing
25 a voluntary bankruptcy case must include the signed "Statement About
26 Your Social Security Numbers" (Official Form 121) with the initial filing
27 when mailing the documents (F.R.B.P. 1007(f)). When filing a voluntary
28 bankruptcy case through the Court's eSR program, the signed

1 “Statement About Your Social Security Numbers” form must be mailed
2 to the Court within 10 days of filing or the case will be dismissed. Please view
3 the Court's website for more information specific to self-represented parties
4 at <https://www.cacb.uscourts.gov/filing-without-an-attorney>.

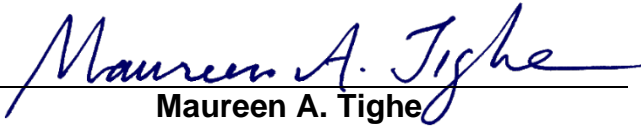
- 5 6. Mediations. Mediations will proceed remotely.
- 6 7. Judges’ or Courtesy Copies. Except for documents over 25 pages,
7 including exhibits, the requirement to deliver judges’ copies of documents
8 to chambers (LBR 5005-2(d)) continues to be temporarily suspended –
9 including delivery via U.S. mail, personal delivery, or any other means.
10 Documents over 25 pages should still be provided unless the judge’s
11 specific updated instructions have waived that requirement. Parties are
12 reminded that the judge and chambers’ staff do not receive electronic
13 notices of filings, and therefore, (a) for documents that are filed late,
14 and (b) for matters that are either (i) not set for hearing or (ii) not the
15 subject of an electronically uploaded order (LOU), parties must contact
16 the chambers of the presiding judge and advise chambers of the filing.
- 17 8. Signatures. Local Bankruptcy Rule 9011-1 does not require in-person
18 contact as it permits an attorney to receive a signature page by electronic
19 means. Nothing in the rule precludes the filing of a signature page that
20 has been received by facsimile, pdf, text or photo. This signature can
21 be filed separately in whatever format is reasonably possible so that
22 there is a clear indication that the signor has read and is signing the actual
23 document filed.
- 24 a. In light of the difficulty of obtaining any paper files during
25 this emergency, the requirement of LBR 9011-1(d) to maintain
26 a wet signature for five (5) years is temporarily suspended and
27 the attorney should maintain the electronic transmission of the client
28 to file the document in whatever format is reasonable at this time.

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

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

11
12 **IT IS SO ORDERED.**

13 DATED: December 8, 2020

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