

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

In re:

**TELEPHONIC APPEARANCE
AT HEARINGS IS MANDATORY**

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Misc. Proc. #20-204

STANDING ORDER

The United States Bankruptcy Court for the Western District of Pennsylvania (the “Court”) is cognizant of the fact that public health authorities recommend social distancing as a means of potentially slowing the spread of novel coronavirus (“COVID-19”). Conducting hearings telephonically, where practical and appropriate, will reduce the quantity and frequency of gatherings at the Court, without compromising the Court’s commitment to the sound administration of equal justice under law.

AND NOW THEREFORE, this 13th day of *March*, 2020, it is hereby ***ORDERED*** that:

1. The Court will remain open for the conduct of official business.
2. The Court’s Clerk’s Offices in Pittsburgh and Erie will remain open during regular business hours.
3. All Court appearances at hearings shall be made telephonically, unless expressly directed otherwise by the Presiding Judge, subsequent to the effective date of this Order.
4. Parties shall consult the Presiding Judge’s webpage for instruction on arrangements for telephonic participation.
5. This Order shall remain in effect until further order of this Court.

/s/ Carlota M. Böhm
CARLOTA M. BÖHM, CHIEF JUDGE
UNITED STATES BANKRUPTCY COURT

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA**

In re:)	
)	
ACCESS TO COURT FACILITIES)	Misc. Proc. #20-206
AND PRO SE FILING OPTIONS)	
DURING COVID-19 OUTBREAK)	
)	

STANDING ORDER

On March 20, 2020, the United States District Court for the Western District of Pennsylvania, issued an Administrative Order—*In re: Inquiries To Those Seeking/Making Courthouse Access Relative to COVID-19 Matters; Misc. No. 2:20-mc-426-MRH* (the “District’s Courthouse Access Order”)—in response to the recent outbreak of novel coronavirus disease 2019 (COVID-19) in this District. The District’s Courthouse Access Order is attached to this Order and is fully incorporated by reference herein.

AND NOW THEREFORE, this *24th* day of *March, 2020*, it is hereby ***ORDERED*** that:

1. The District’s Courthouse Access Order shall, wherever applicable, apply to all locations and offices of the United States Bankruptcy Court for the Western District of Pennsylvania (the “Bankruptcy Court”), with the following limited exception:

a. Concerns regarding access to the Bankruptcy Court’s Pittsburgh location (at 5414 US Steel Tower, 600 Grant Street, Pittsburgh, PA 15219) shall be raised by contacting the Chief Bankruptcy Judge’s chambers at (412) 644-4328.

2. All hand deliveries of documents and payments shall be made using the Official Court Drop Boxes located adjacent to the Court Security Officer Screening Stations in the Pittsburgh and Erie Court Lobby Areas. Instructions for time-stamping and tracking deposited items are available next to each Official Court Drop Box and shall be strictly followed.

3. The Court now offers fillable versions of Official Forms 101 and 121, allowing *pro se* debtors to complete and electronically submit emergency petitions on the Court’s website. Accordingly, the restrictions on electronic submission of documents outside of the CM/ECF system that are imposed by W.PA.LBR 5005-22 are hereby waived for *pro se* emergency petitions.

4. On March 27, 2020, the Court will go live with an electronic document submission system (“EDSS”), allowing *pro se* parties to submit documents electronically through the Court’s website. Accordingly, the restrictions on electronic submission of documents outside of the CM/ECF system that are imposed by W.PA.LBR 5005-22 are hereby waived for *pro se* parties using the EDDS.

5. Creditors are now able to file claims using an electronic proof of claim system (the “ePOC System”), without the need for a Limited Filing User CM/ECF Account. Accordingly, W.PA.LBR 3002-1(f) is hereby amended as follows:

(f) Any entity filing more than ten (10) claims in a calendar year shall file claims electronically in the CM/ECF System or by using the ePOC System.

6. The Clerk of Court shall maintain a webpage devoted to COVID-19 related procedures and FAQs on the Court’s website.

7. This Order shall remain in effect until further order of this Court.

/s/ Carlota M. Böhm
CARLOTA M. BÖHM, CHIEF JUDGE
UNITED STATES BANKRUPTCY COURT