

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MICHIGAN**

**NOTICE REGARDING CLERK’S OFFICE OPERATIONS INCLUDING  
INFORMATION REGARDING DROP BOXES, PHONE NUMBERS, MAIL  
AND PAYMENT OF FEES DURING THE COVID-19 PUBLIC HEALTH  
CRISIS**

On March 25, 2020, the Bankruptcy Court issued a notice regarding the closure of the Detroit courthouse and the state of court operations during the COVID-19 public health crisis. To date, the Detroit courthouse remains closed and all hearings throughout the district are being held telephonically or via Webex. The Flint and Bay City courthouses are open to process mail and receive paper filings through a drop box system.

The purpose of the notice is to provide clerk’s office information for the public with a focus on individuals who are not represented by an attorney. This notice provides phone contact numbers as well as guidance regarding the mailing of traditional paper filings and payment methods. This notice condenses information contained in previous notices.

**General Customer Service**

Below you will find general phone lines which can be used to speak to an operations staff member for guidance.

(313) 234-0065

(810) 235-4126

(989) 894-8840

**Emergency filing of traditional paper documents and certification**

The numbers below can be used if you have an emergency filing of a paper document or need to have a document certified.

(313) 316-6155

(313) 310-7549

## **Pro Se Law Clerk Office**

Please use the email address and the phone numbers below to leave a message for the pro se law clerk who can provide procedural guidance for filers who are not represented by an attorney.

[prose@mieb.uscourts.gov](mailto:prose@mieb.uscourts.gov)

(866) 478-4436

(313) 234-0074

## **Drob box for traditional paper filings**

The Flint and Bay City courthouses remain open to receive traditional paper filing through the use of a drop box. These boxes are in the entry area just beyond the court security screening stations.

## **Mail**

Mail intended for the Detroit office should be sent to the Flint office at the address listed below.

**U. S. Bankruptcy Court  
226 West Second Street  
Flint, MI 48502**

## **Payment of Court Fees**

The court **cannot accept cash payments** through the mail or through the drop boxes in Flint and Bay City. A cashier's check or money order is required for the payment of court fees during the pandemic. These payments can be made through the mail or placed in a drop box at the Flint or Bay City office. Non-payment or improper payment of fees could result in the dismissal of a case, or a delay in discharge.

Dated: December 2, 2020

Katherine B. Gullo  
Clerk of Court