

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

**NOTICE REGARDING THE OPENING OF A DROP BOX SYSTEM  
IN THE DETROIT OFFICE – PRO SE FILERS ONLY**

Pursuant to Administrative Order 21-19, the Clerk's Office will open a drop box system in Detroit beginning on December 1, 2021 to accept traditional paper filings from pro se filers. Pro se drop boxes continue to be in effect in Flint and Bay City. Traditional pro se paper filings will also be accepted through the mail at all offices.

**Pro se drop box procedures in Detroit, Flint and Bay City**

- Envelopes will be provided at a table located before the court security screening area. All filers must place their documents in the envelope and fill out the information sheet on the envelope to provide necessary contact information to the court. A time-stamped copy of any petition will be mailed back to the filer within one business day.
- Envelopes will be given to the Court Security Officers for screening. The filer will place the envelope in the drop box once screened by the Court Security Officer.
- No cash or personal checks should be placed in the envelope. Filings fees may be paid by cashier's check or money order only. Receipt of payment will be mailed back to the address provided on the information sheet attached to the envelope.
- Clerk's Office staff will pick up filings every hour between 8:30 a.m. and 4:00 p.m. for processing.
- If you are in a court location, and need to speak directly to an intake clerk, please call.
  - Detroit: (313) 234-0065
  - Flint: (810) 235-4126
  - Bay City: (989) 894-8840
- If a pro se party or any other visitor has an emergency that prevents them from using the drop box system or from filing traditional paper by mail, please call one of the following emergency numbers to receive instructions on how to accomplish the filing or request.
  - **(313) 316-6155**
  - **(313) 310-7549**
- The Pro Se Law Clerk's Office is currently closed to in-person meetings. To reach the Pro Se Office for assistance, please call and leave a message at (866) 478-4436 or send an email to [prose@mieb.uscourts.gov](mailto:prose@mieb.uscourts.gov). Every effort will be made to respond within 24 hours. Please be sure to leave a case number and contact information.

As an alternative to a drop box, all pro se filers may continue to use the court's [Pro Se Electronic Document Upload Program](#), which is a temporary service provided by the court due to the COVID-19 crisis. This program may be used by parties not represented by an attorney who need to present documents to the court for filing as an alternative to mailing or bringing the documents to the courthouse.