

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

**NOTICE REGARDING IMPLEMENTATION OF DROPBOX SYSTEM DUE TO  
CLOSURE OF INTAKE COUNTERS DURING CORONAVIRUS OUTBREAK**

On Monday, March 23, 2020 the Clerk's Office will implement a dropbox system to accept traditional paper filings in all offices; Detroit, Flint, and Bay City. Traditional paper filings will also be accepted through the mail in all offices.

**Dropbox 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, and placement in the dropbox.
- 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) 234-0006
  - Flint: (810) 235-4180
  - Bay City: (989) 316-7020
- If a pro se party or any other visitor has an emergency that prevents them from using the dropbox 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) 212-8858**
  - **(313) 310-7549**
- 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). Please note that the Pro Se Office will only be responding to inquiries on Tuesdays from 9:00 a.m. to 12:00 p.m., Thursdays from 1:00 p.m. to 3:30 p.m., and Fridays from 9:00 a.m. to 12:00 p.m., and 1:00 p.m. to 3:30 p.m.

Dated: March 20, 2020

Katherine B. Gullo, Clerk of Court