

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF OREGON

In re )  
 )  
INTERIM BANKRUPTCY FILING ) GENERAL ORDER NO. 20-3  
PROCEDURES FOR PARTIES NOT )  
REPRESENTED BY AN ATTORNEY )

On March 23, 2020, Oregon Governor Kate Brown issued an executive order directing that individuals stay at home or their place of residence to the maximum extent possible. The court continues to monitor the severity of the coronavirus (COVID-19) pandemic and its impact upon the health of individuals in the state of Oregon. At this time, the court remains open for business. However, to allow parties (debtors and creditors) who are not represented by an attorney to minimize travel from their homes and their contact with other persons, and in order to allow court staff to telework to the greatest extent possible, effective Friday, March 27, 2020, and until further order of the court,

**IT IS ORDERED:**

1. **Clerk's Offices.** The Eugene clerk's office will be closed beginning on Monday, March 30. A drop box is available in the public lobby of the Wayne L. Morse United States Courthouse for delivery of documents and payments. The intake counter in the Portland division is closed. A drop box for delivery of documents and payments, and a public computer for free access to the court's case information database and website, are available in the Portland intake lobby.

**2. Parties without an Attorney.** Parties without an attorney must file petitions and other documents with the court via its Public Document Upload system available at <https://www.orb.uscourts.gov/webform/public-document-upload>, by fax, by U.S. Mail, or by other delivery as set forth below.

**3. Attorneys, Trustees, and Any Creditor Who Has Filed More than 10 Documents in Any Calendar Year.** Attorneys, trustees, and any creditor who has filed more than 10 documents in any calendar year must continue to file documents via electronic filing on CM/ECF or ePOC.

**4. Filings in all Divisions.** Parties without an attorney who wish to file a bankruptcy petition or another document in any division must follow the procedures below. Debtors without an attorney are strongly encouraged to file bankruptcy petitions or other documents via the Public Document Upload system, or in the eSR system when it is available, as there may be delays in the court's processing of petitions and documents filed by U.S. Mail or other delivery.

**5. Filing by Fax.** Parties without an attorney may file a bankruptcy petition or other document by faxing a signed copy of the document along with a cover page which includes the party's telephone number and email address to the following fax number: 1-213-401-1577

**6. Filing by Mail.** Until further notice, all mail sent to the Eugene office will be forwarded to the Portland office for handling. To avoid delays, mail directly to the Portland division at:

U. S. Bankruptcy Court  
1050 SW 6th Avenue #700  
Portland, OR 97204

**7. Delivering Documents in Person.** To minimize the transmission of COVID-19, delivery of documents in person is strongly discouraged. However, if delivering a petition is

necessary to avert an imminent foreclosure, garnishment, or repossession, the court has drop boxes that are checked on a regular basis in each court location. Parties are encouraged to call the clerk at 503-326-1500 (Portland) or 541-431-4000 (Eugene) before bringing in an emergency filing.

**8. Bankruptcy Case Numbers.** If a debtor without an attorney files a bankruptcy petition using the Public Document Upload system or via fax, the clerk's office, as soon as practicable, will contact the filing party with the assigned bankruptcy case number. Debtors who file a bankruptcy petition by mail or other delivery may provide an email address and request that the case number be emailed to them, or they may contact the clerk at (503) 326-1500 or (541) 431-4000.

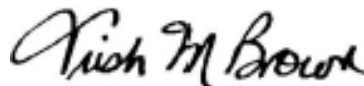
**9. Filing Fees.** All required filing fees must be paid online (for new petitions, only as installment payments) at <https://www.orb.uscourts.gov/online-payments> or via check or money order mailed to the Portland office at:

U.S. Bankruptcy Court  
1050 SW 6th Avenue #700  
Portland, OR 97204

**10. Assistance.** Individuals who need assistance or have questions regarding these procedures for filing may contact the clerk's office at 503-326-1500 or 541-431-4000.

**11. Controlling Effect of General Order.** To the extent this General Order is inconsistent with any local rule, this General Order temporarily supersedes that local rule.

DATED: March 27, 2020



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Trish M. Brown  
Chief Bankruptcy Judge