

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA**

IN THE MATTER OF:

FILING BY PRO SE LITIGANTS AND
ACCEPTANCE OF PAYMENTS

GENERAL ORDER

To the extent this Order differs from previous orders of the Court on this subject, this Order supersedes and replaces those orders.

On March 20, 2020, the United States District Court for the Southern District of Indiana issued a General Order concerning Court Operations Under the Exigent Circumstances Created by COVID-19 and Related Coronavirus. In that Order, the Court noted that current court operations present substantial health risks to the public, and reduced certain Court operations as deemed appropriate at that time. Among other things, the Order closed all divisional locations of the United States District Court for the Southern District of Indiana to the public. Additionally, the Order directed that Clerk's Office Staff would continue to be available by telephone, that mail will be received and processed, that commercial package couriers would be allowed to enter the courthouses, and that persons without access to the Court's electronic filing system may file documents using "drop boxes" at each of the Court's divisional locations.

Importantly, the March 20, 2020, order noted that the Court continues to consider guidance from a variety of sources including the Centers for Disease Control and Prevention, and acknowledges that the number of persons infected with COVID-19 is

rapidly increasing. Based on the information available today, including that infections are increasing unabated and will continue to do so for the foreseeable future, the Court makes the following findings:

- 1) Court operations, even as reduced by previous Orders, present substantial risks to Court employees;
- 2) Such risks may be significantly mitigated by further modifying Court operations on a temporary basis; and
- 3) Good cause exists to implement temporary changes to Court operations.

I. Clerk's Office Operations

The Court's General Order of July 5, 2019, prohibiting pro se filings via email is temporarily lifted. It is hereby ORDERED that, effective March 23, 2020, and until further order of the Court, the Court will accept filings from pro se litigants via email complying with the following procedures:

- Documents must be signed in electronic format (s/Name) or signed by hand and scanned;
- Documents to be filed must be ATTACHED to the email in either Microsoft Word or PDF format;
- The emails must be sent to temporary-efiling@insd.uscourts.gov; Any emailed filings sent to any other @insd.uscourts.gov email address will be disregarded by the Clerk's Office;
- The email must contain the filer's name, address, and telephone number;
- For new cases, the subject line of the email must read "PRO SE FILING - NEW CASE";
- For existing cases, the subject line of the email must read "PRO SE FILING - [include the case number]";
- NO ADDITIONAL COMMENTS, QUESTIONS, OR OTHER MESSAGES ARE TO BE INCLUDED IN THE EMAIL; ANY ADDITIONAL CORRESPONDENCE WILL BE DISREGARDED BY THE CLERK'S OFFICE.

- These procedures do not alter the responsibility of the parties to effect service as required by Federal Rules of Civil Procedure 4 and 5

II. Payments

It is hereby ORDERED that all payments by telephone are temporarily suspended.

- Any payments for filing fees will continue to be accepted electronically through CM/ECF, or by a check or money order made payable to "Clerk, U.S. District Court" and mailed to:

U.S. District Court
46 East Ohio Street, Room 105
Indianapolis, IN 46204

(Please indicate the assigned cause number on the check.)

- Any payments for criminal fines, special assessments, and restitution may be made by one of the following methods:

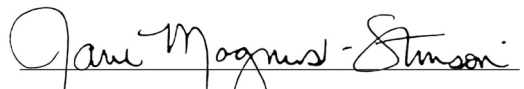
1. Check or money order made payable to "Clerk, U.S. District Court" and mailed to:

U.S. District Court
46 East Ohio Street, Room 105
Indianapolis, IN 46204

(Please indicate your criminal case number on your check.)

2. Online with a credit or debit card or via ACH (checking account) payment through the U.S. Treasury's Pay.gov website, <https://www.pay.gov>. To create a Pay.gov criminal debt payment account, contact U.S. Probation at (317) 229-3750. For assistance logging into an existing account, or to reset a password, contact Pay.gov at (800) 624-1373. For further questions regarding making on-line criminal debt payments, contact the Court's Financial Services Team at finance@insd.uscourts.gov. DO NOT call the main line of the Clerk's Office.

Date: 3/24/2020


Hon. Jane Magnus-Stinson, Chief Judge
United States District Court
Southern District of Indiana