

PUBLIC NOTICE

UNREPRESENTED INDIVIDUAL DEBTORS MAY SUBMIT DOCUMENTS TO THE UNITED STATES BANKRUPTCY COURT FOR THE EASTERN DISTRICT OF WISCONSIN BY EMAIL DURING THE COVID-19 EMERGENCY

Pursuant to the GENERAL ORDER REGARDING COVID-19 VIRUS PUBLIC EMERGENCY—BUILDING CLOSURE signed on March 23, 2020, the United States Courthouse at 517 East Wisconsin Avenue, Milwaukee, Wisconsin is temporarily closed to the public through and including at least May 1, 2020.

The Bankruptcy Court for the Eastern District of Wisconsin continues to accept paper filings by mail and via the external drop box located at the 617 North Jackson Street entrance to the Courthouse.

In addition, due to the ongoing public health emergency, the Bankruptcy Court has issued a general order authorizing the Clerk of the Bankruptcy Court to accept documents from unrepresented individual debtors by email. The Court expects to terminate this authorization when the Courthouse reopens to the public and emergency conditions subside.

Individual debtors who are temporarily authorized to file documents by email:

- A. ***Only Unrepresented Debtors:*** Unrepresented individual debtors may file documents by email in the format explained in this notice. This authorization does not apply to attorneys; parties represented by attorneys; or corporations, LLCs, or other legal entities that must appear through an attorney: Those persons must file documents electronically through CM/ECF as required by Local Rule 5005(a). This authorization also does not apply to individual creditors, who must file documents by mail or via the external drop box located at the 617 North Jackson Street entrance to the Courthouse.

- B. ***Must Use Own Email Address:*** To file a document by email, the individual debtor filing the document must have and use their own email address, which

they regularly monitor. **Individuals may only use their own address to file; use of another's address to file is prohibited.** Bankruptcy Petition Preparers or others assisting the filer cannot submit documents from their email or any email other than that of the individual filing the document.

C. ***How to Submit Documents by Email:***

1. Unrepresented individual debtors may submit Portable Document Format (PDF) files by email to the following address:

webteam_wieb@wieb.uscourts.gov.

2. The filer must include a phone number at which they may be reached with each email sent to this email address.
3. Individual document pages containing the filer's signature must either be scanned to PDF or submitted using a standard, digitized image file format, including .JPEG, .PNG, .TIFF, etc. Please note: The court's filing system only accepts PDF files. The Clerk's office will make every attempt to convert other formats to PDF files suitable for docketing; however, files that cannot be converted or docketed may be returned to the sender as unfiled. You may download the fillable PDF forms necessary to file a bankruptcy petition at the following web address: <https://www.wieb.uscourts.gov/bankruptcy-forms-required-filing>.
4. Individuals filing bankruptcy petitions by email must include a filing-fee installment or waiver form: If you file a bankruptcy petition by email, you **must file in the same email:**
 - a. ***For Chapter 7 petitions, either*** Official Form B 103A (Application for Individuals to Pay the Filing Fee in Installments) **or** Form B 103B (Application to Have the Chapter 7 Filing Fee Waived).
 - b. ***For Chapter 11, 12 or 13 petitions,*** Official Form B 103A (Application for Individuals to Pay the Filing Fee in Installments).

D. ***Agreement to Receive Notices and Orders by Email:*** If you submit documents to the Clerk for filing by email, you are agreeing to receive electronic notice to your email account of certain orders and certain notices filed in your case. Orders and notices sent to you by email will **not** be sent by U.S. mail. **You must monitor your email account.** You will receive other documents filed in your case by U.S. mail. **You must also monitor your U.S. mail** and keep the Clerk informed of your current mailing address.

Updating Your Email: If you need to change your email address during your case, you must update your email address by filling out the Debtor's Electronic Noticing Request that can be found at <https://www.wieb.uscourts.gov/debregister/>.

Updating Your U.S. Mail Address: If you need to change your postal address, you must submit to the Clerk the local form "Change of Address – Debtor", available at <https://www.wieb.uscourts.gov/local-sample-forms>, to advise her of your new address and when it takes effect. You may submit this form to the Clerk by email at webteam_wieb@wieb.uscourts.gov, or by U.S. mail addressed to Clerk of Court, U.S. Bankruptcy Court, U.S. Federal Courthouse, 517 East Wisconsin Avenue, Room 126, Milwaukee, WI 53202.