

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND**

**COURT OPERATIONS UNDER THE EXIGENT CIRCUMSTANCES
CREATED BY COVID-19**

GENERAL ORDER 20-003

In furtherance of the national COVID-19 pandemic virus conditions as outlined in this Court's March 17, 2020 [General Order 20-002](#), and consistent with the recent action taken by the U.S. District Court for the District of Rhode Island in its March 19, 2020 [Second General Order Regarding Continuity of Operations During Coronavirus Pandemic](#), and the declaration of a state of emergency by the Governor of the State of Rhode Island, **effective Wednesday, March 25, 2020**, the U.S. Bankruptcy Court for the District of Rhode Island will be closed to the public, with the exception of those who are required to attend Court hearings, trials or other matters before the Court where the Court has required in-person attendance. Due to the uncertainties of the course of the pandemic, this temporary order shall remain in effect until rescinded by the Court.

Staff in the Clerk's Office remain available by telephone, email and website on-line chat during business hours, but the public intake counter for in-person filings will not be accessible to the public. The Court will maintain a physical depository box ("drop box") that will be located outside the Clerk's office public door entrance on the 6th floor of the Federal Center (380 Westminster Street, Providence, RI) to receive paper filings for as long as the Federal Center building remains open to the public. Filings made via the drop box must be accompanied by either (a) an e-mail to rib_helpdesk@rib.uscourts.gov, indicating the filer's name, the case name and number, and the date and time at which the filing was placed into the drop box or (b) a telephone call to 401-626-3100 to confirm the deposit.

Processing of documents filed through the Court's electronic filing system will be unaffected. Those without access to the Court's electronic filing system should follow the filing procedures and methods set forth in [General Order 20-004](#).

The Court will address any necessary procedures for handling emergency matters on a case-by-case basis. Parties, attorneys, and the public can contact the Clerk's office at 401-626-3100 to make arrangements for emergency matters.

SO ORDERED.

Date: March 23, 2020

/s/ Diane Finkle
United States Bankruptcy Court