

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

***AMENDED GENERAL ORDER TEMPORARILY MODIFYING THE MEANS OF FILING  
DOCUMENTS WITH THE COURT BY SELF-REPRESENTED PARTIES  
DUE TO COVID 19 VIRUS PANDEMIC***

***AMENDED GENERAL ORDER 20-004***

In recognition of recommendations by the CDC and other public health agencies that social distancing measures are the most effective way to prevent the rapid spread of COVID-19, this Court entered General Order 20-003 closing the Rhode Island Bankruptcy Court to the public, effective Wednesday, March 25, 2020. In light of improved health and safety conditions due to COVID-19 vaccine distribution within the State of Rhode Island, the Court is rescinding [General Order 20-003 as of June 1, 2021](#), and reopening the Clerk's Office to the public on that date. However, notwithstanding the reopening of the Clerk's Office on June 1, 2021, in order to provide maximum flexibility for self-represented parties to file documents with the Court, the Court will continue to allow self-represented parties to utilize the Electronic Drop Box in lieu of in-person filing if desired, pursuant to [LBR 5001-2\(c\)\(1\)](#).

IT IS ORDERED:

1. Effective on June 1, 2021, the Clerk of Court is permitted to accept the filing of new petitions, motions, pleadings, notices, and other papers ("Court Filings") by self-represented parties by any of the following means:
  - a. In-Person at the Clerk's Office from 9:00 AM to 4:00 PM, Monday through Friday, except court holidays;
  - b. Email/Electronic Drop-Box Method pursuant [to LBR 5001-2\(c\)](#);
  - c. by U.S. Mail sent to the Office of the Clerk of Court, U.S. Bankruptcy Court, 380 Westminster Street, Providence, Rhode Island 02903;
  - d. through any other method expressly authorized in advance by the Court, or the Clerk's Office which can be reached at 401-626-3100.
2. All Court Filings must comply with formatting requirements found in this Court's Local Rules (<https://www.rib.uscourts.gov/newhome/rulesinfo/html5/default.htm>).
3. Signatures not required to be under oath (such as motions, objections) may be added electronically to Court Filings submitted by email in the format /s/ *Full Name* pursuant to this General Order and as provided in this Court's [Local Rule 5001-2\(c\)](#)

4. All filing fees due by **self-represented debtors**, may be paid by:
  - a. cash, money order or debit card for in-person transactions;
  - b. bank debit card by using [the Court's free online fee payment program](#) or
  - c. money order via U.S. Mail to the U.S. Bankruptcy Court, 380 Westminster Street, Providence, Rhode Island 02903.
  
5. **For all other self-represented parties**, filing fees may be paid by:
  - a. cash, check, money order or credit/debit card for in-person transactions;
  - b. credit card or debit card by using [the Court's free online fee payment program](#) or
  - c. check or money order via U.S. Mail to the U.S. Bankruptcy Court, 380 Westminster Street, Providence, Rhode Island 02903.
  
6. Self-represented parties are reminded that even though this order authorizes Court Filings to be made electronically, the Court holds self-represented parties to the same requirements and standards as with paper filings: each signature on a Court Filing, whether electronic or otherwise, is a certification that the filing party is proceeding in good faith and filing the document for a proper purpose. All electronically filed documents are subject to the same potential for sanctions as are paper filings containing original signatures pursuant to F.R.B.P. 9011.
  
7. Due to the fluidity of the situation surrounding COVID-19, the Court may alter or amend the provisions of this Order as necessary or appropriate to achieve the goal of protecting the health and safety of the public and Court personnel, while at the same time continuing to fulfill the Court's mission and its duties to the public.

SO ORDERED.

Revised: May 13, 2021

/s/ Diane Finkle  
United States Bankruptcy Court