



DROP BOX FILING PROCEDURES

1. DATE-STAMP DOCUMENTS

Electronic date stamps are located next to the drop boxes. Turn each original document face-down and stamp the back of the last page. The stamp will record the date and time the court "received" the document.

The "filed" date, which will be placed on original documents by intake personnel, will be the same as the "received" date, unless the latter is a weekend or federal holiday, in which case the "filed" date will be the first court day following the weekend or holiday. Documents placed in drop boxes without a "received" stamp will be filed as of the date court staff retrieve the documents from the box.

2. PLACE DOCUMENTS IN POUCH OR FOLDER

To facilitate processing, clip or rubber-band each original document to its copies. Place each document in one of the orange pouches or red expanding folders provided by the court.

3. COMPLETE FILING INFORMATION CARD(S)

Complete one filing information card for each document. Place the completed card in the transparent window of the appropriate pouch or folder. More than one pouch or folder per filing may be used, but a separate information card must be enclosed for each one.

4. ENCLOSE FILING FEE (IF REQUIRED)

Include a check or money order payable to "Clerk, United States District Court" in the exact amount of the filing fee, if a fee is required. Please do not enclose cash.

5. ENCLOSE RETURN ENVELOPES FOR CONFORMED COPIES (IF REQUESTING)

Couriered copies: Mark return envelopes "FOR MESSENGER PICK UP: [NAME, FIRM]." Copies will be available for pick-up after 2:00 PM on the day court staff retrieve the documents from the drop box.

Mailed copies: Enclose self-addressed, stamped envelope(s) of appropriate size with adequate return postage. Copies will be placed in the mail the same day the documents are retrieved from the drop box.

6. PLACE DOCUMENTS IN DROP BOX

Documents will be retrieved by court staff at 9:00 AM on the next court day.