

Filed in U.S. Bankruptcy Court
Atlanta, Georgia

JUL 12 2021

By 
Regina Thomas, Clerk
Deputy Clerk

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF GEORGIA

IN RE: :
: **GENERAL ORDER 45-2021**
: **PROCEDURES FOR SUBMITTING** :
: **PLEADINGS BY DEBTORS NOT** :
: **REPRESENTED BY AN ATTORNEY** :
: **("Pro Se Debtors")** :

The Court entered General Order 40-2020 on July 28, 2020 permitting the electronic submission of pleadings by parties not represented by attorneys. **This Order supersedes General Order 40-2020, is effective July 12, 2021 and applies only to Pro Se Debtors.**

Filing Options for Pro Se Debtors

1. Pro Se Debtors may file pleadings with the Court in the following ways:
 - a. By U.S. Mail to the Atlanta office at:
United States Bankruptcy Court
1340 United States Courthouse
75 Ted Turner Drive SW
Atlanta, Georgia 30303
 - b. By hand-delivery to any of the Court's offices located in Atlanta, Newnan, Rome or Gainesville. Please check the Court's website for the status of each office at www.ganb.uscourts.gov.
 - c. By email using emergencyfiling@ganb.uscourts.gov. Your email containing the .pdf documents to be filed must include your full name, email address, phone number and case number if one has been assigned.
 - d. Fillable Form: Pro Se Debtors may file a new bankruptcy petition in the ways listed above or by completing and submitting a fillable form of the voluntary petition and B121 Statement of Social Security Number available at <https://www.ganb.uscourts.gov/sites/default/files/emergencypetitiondocuments.pdf>).

The use of email or fillable form is referred to as “Emergency Filing System.”

The term “pleadings” includes the bankruptcy petition and accompanying verifications, list of creditors, pay advices, certificates and statements, schedules, statement of financial affairs, chapter 13 plan, motions and certificates of service.

Notwithstanding the foregoing, Pro Se Debtors may not use the Emergency Filing System (1) for a notice of an appeal, or any other pleadings related to an appeal or (2) for an adversary proceeding complaint, or any other pleadings related to an adversary proceeding. Documents and pleadings related to appeals and adversary proceedings must be submitted via U.S. Mail or hand-delivery to the Clerk’s Office in any of the Court’s four locations.

Pro Se Debtors may not use the Emergency Filing System to submit a letter, document or other communication with the Court that is not a pleading.

2. Pro Se Debtors who submit any of the following pleadings using the Emergency Filing System, must mail or hand-deliver the original signed pleading to the Court, so the Court receives it within 10 days of submission:
 - a. Form B 101 - Voluntary Petition
 - b. Form B 106 - Declaration About Debtor’s Schedules
 - c. Form B 121 – Statement About Social Security Number(s)
 - d. Pro se Affidavit to Accompany Petition for Order of Relief

These original signed forms must be hand-delivered or mailed to:

United States Bankruptcy Court
1340 United States Courthouse
75 Ted Turner Drive SW
Atlanta, GA 30303

If the original signed pleading is not timely received, the debtor’s case may be dismissed, or the requested relief denied without further notice or hearing.

3. Driver’s License or Other Government Issued ID Required

All bankruptcy petitions, whether hand-delivered, submitted by U.S. Mail, email or .pdf fillable form must be accompanied by a copy of the driver’s license(s) of the debtor(s) or other form of government issued ID.

4. Pleadings submitted via the Emergency Filing System

- a. A new voluntary petition is deemed filed as of the date and time it is emailed or submitted to the Court unless you are informed otherwise. A document containing the case number assigned to the petition will be provided as soon as possible.
 - b. All papers other than a voluntary petition are deemed received for the purpose of identification and review. Email confirmation from the Clerk of Court will be sent when the document is filed or if some other action is taken. Documents electronically transmitted for filing after 4 PM Monday through Friday, or on a weekend or Federal holiday, will be deemed received for the purpose of identification and review the next business day.
5. All required filing fees shall be (a) hand-delivered or mailed to the Atlanta Division in the form of either money order or cashier's check or (b) paid using the Court's online payment system (<https://www.ganb.uscourts.gov/online-payments>). Payment must be received within 10 days of the electronic submission and must include your name, address, phone number and case number if one has been assigned. Mail payments to:


United States Bankruptcy Court
1340 United States Courthouse
75 Ted Turner Drive SW
Atlanta, Georgia 30303

6. The CM/ECF filing system remains available to all registered users.
7. Proofs of Claim. The electronic proof of claim system (ePOC) remains available to creditors at www.ganb.uscourts.gov. Proofs of claim may not be filed using the Emergency Filing System.
8. Not for Creditors or Involuntary Petitions: The Emergency Filing System is available only to Pro Se Debtors and may not be used by creditors or other parties interested in a case or by debtors represented by an attorney. It may not be used for filing an involuntary petition by any party.
9. Any document received via the Emergency Filing System not permitted by this Order is deemed rejected and will not be considered or filed by the Clerk of Court. The person submitting the inappropriate document may not receive an immediate response or notice that the document is rejected.

If the submitter does not receive email confirmation from the Clerk of Court after an electronic submission, it is the submitter's responsibility to contact the Court and determine if the intended action was taken with regard to the documents submitted.

10. For general inquiries about these procedures, Clerk's Office staff may be reached at 404-215-1000 or info@ganb.uscourts.gov
11. **The effective date of this Order is July 12, 2021.** The Court will vacate or amend this Order as necessary and appropriate. This Order is not intended to alter or limit any similar relief provided by any other order or authority but is intended to provide alternative relief.

SO ORDERED this 12th day of July, 2021.


WENDY L. HAGENAU, CHIEF JUDGE
United States Bankruptcy Judge
For the Court