

MAY 02 2023

By: 
Deputy Clerk

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF GEORGIA

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

The Court entered General Order 45-2021 on July 12, 2021 permitting the electronic submission of pleadings by debtors not represented by attorneys. **This Order supersedes General Order 45-2021, is effective May 2, 2023 and applies only to Individual Debtors not Represented by an Attorney (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 address 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. Official Form 101 - Voluntary Petition for Individuals Filing for Bankruptcy
 - b. Official Form 106Dec - Declaration About an Individual Debtor’s Schedules
 - c. Official Form 121 – Statement About Your 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, Georgia 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 within the next business day.

- 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.
 - c. All pleadings must be submitted in pdf format. Pleadings submitted in any other format cannot be reviewed or accepted for filing.
 - d. Pleadings should not include the debtor's social security number, with the exception of Official Form 121 which is required for filing a new case.
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

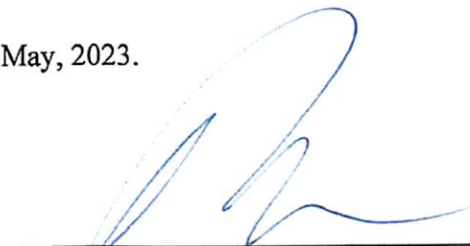
6. Proofs of Claim. The electronic proof of claim system (ePOC) remains available to creditors at www.ganb.uscourts.gov. Proofs of claim may not be filed using the Emergency Filing System.
7. Not for Creditors or Involuntary Petitions: The Emergency Filing System is available only to Pro Se Debtors and 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.
8. 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.

9. For general inquiries about these procedures, Clerk's Office staff may be reached at 404-215-1000 or info@ganb.uscourts.gov

10. **The effective date of this Order is May 2, 2023.** 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 2nd day of May, 2023.



BARBARA ELLIS-MONRO, CHIEF JUDGE
United States Bankruptcy Judge
For the Court