

## Please review [General Order 40-2020](#) for complete details about pro se debtor filing options effective August 5, 2020.

Highlights of General Order 40-2020 include:

Pro Se Debtors may file pleadings with the Court:

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

By hand-delivery to any of the Court's offices. Check the Court's website for the status of each office at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov).

By email using [emergencyfiling@ganb.uscourts.gov](mailto:emergencyfiling@ganb.uscourts.gov).

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>.

### **Submitting documents by fax is no longer permitted.**

Using email or fillable form is called "Emergency Filing System." **Only** Pro Se Debtors may use this system. It **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.

What can be submitted using the Emergency Filing System?

Pleadings, which 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.

What cannot be submitted using the Emergency Filing System?

- A notice of an appeal, or any other pleadings related to an appeal
- An adversary proceeding complaint, or any other pleadings related to an adversary proceeding.
- A letter, document or other communication with the Court that is not a pleading.
- A proof of claim

If any of the pleadings listed below are submitted using the using the Emergency Filing System, the original signed document must be mailed or hand-delivered to the Court, so it is received within 14 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

**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.**

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.

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.

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.

All required filing fees shall be (a) mailed to the Atlanta Division in the form of either money order or cashier's check or (b) paid using [pay.gov](https://pay.gov). **(It is anticipated this payment option will be available on or about September 1, 2020. When available, pay.gov will be a "live" link to the Court's website and payment instructions.)** Payment must be received within 14 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

The CM/ECF filing system remains available to all registered users.

Proofs of Claim. The electronic proof of claim system (ePOC) remains available to creditors at [www.ganb.uscourts.gov](http://www.ganb.uscourts.gov). Proofs of claim **may not** be filed using the Emergency Filing System.

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.

For general inquiries about these procedures, Clerk's Office staff may be reached at 404-215-1000 or [info@ganb.uscourts.gov](mailto:info@ganb.uscourts.gov)