

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA**

PUBLIC NOTICE

**NOTICE REGARDING BANKRUPTCY COURT OPERATIONS
DURING COVID-19 (CORONAVIRUS) OUTBREAK**

MARCH 20, 2020

Restricted Access to Courthouses Districtwide

In light of the COVID-19 (coronavirus) pandemic, the United States District Court for the Southern District of Georgia entered Standing Order MC 120-004 (In re COVID-19 Public Health & Safety) (the “Order”) on March 17, 2020. To protect public health, the Order restricts access to the courthouses, allowing only certain people to enter the courthouses under specific circumstances. For further details, please review the Order at <https://www.gasd.uscourts.gov/sites/gasd/files/MC120-004.pdf>. Accordingly, although the Bankruptcy Court for the Southern District of Georgia (the “Court”) remains open for business, temporary adjustments to normal operations (as described in more detail below) have been implemented to reduce the possibility of exposure and limit the spread of the virus.

Filing Documents

If you are unable to access a courthouse due to the restrictions included in the Order and you are unable to file documents electronically using the CM/ECF system, you may scan and email your filing to the Court’s emergency email address at:

EmergencyFilingsUSBC@gas.uscourts.gov

If you file your documents using this emergency email address, you should:

- submit the document in PDF format;
- include a scanned copy of a government issued photo ID to confirm your identity;
- include your current email address and/or telephone number (for the Court to contact you if there are any issues with your filing); and
- call the Bankruptcy Court Clerk’s Office (the “Clerk’s Office”) at the applicable number provided below to confirm that your filing was received.

If you enter a courthouse to file a document or make a payment to the Clerk, and you are not subject to any of the restrictions included in the Order, you should use the U.S. Bankruptcy Court drop-box on the first floor to limit foot traffic throughout the building. Cashier’s checks and money orders are accepted. Please do not place cash or personal checks in the drop-box. Instructions and envelopes are provided at drop-box stations for your convenience.

Telephonic Hearings

Beginning Thursday, March 19, 2020 and until further notice of the Court, absent permission from the assigned judge, in-person appearances by counsel, parties, and witnesses will not

be allowed; hearings will be handled telephonically as described below. If counsel believes a particular matter requires in-person appearance, he or she may seek guidance from the Court by contacting the assigned judge’s courtroom deputy at the number listed below. Each judge will manage his or her own docket, so the procedures may not necessarily be the same. Each judge’s courtroom deputy will notify counsel and unrepresented parties of any changes to the scheduling of trials, evidentiary hearings, and other matters on a case by case basis. Questions should be directed to courtroom deputies or the Clerk’s Office.

The Court will use the AT&T Reservationless Conferencing System, which is free of charge to all parties. Dial-in procedures and toll-free numbers for each of the judges are as follows:

1. Dial the appropriate toll-free number as listed below for the judge assigned to your case.
2. Enter the access code associated with the toll-free number.
3. Dial in at least 10 minutes prior to your scheduled hearing time.
4. Place all phones on mute when your case is not being heard. Do not use the “speaker” function. Do not place the call on hold.
5. Users are prohibited from recording or broadcasting the proceedings conducted by the Court.
6. Identify yourself at the beginning of the call and each time you speak.

JUDGE COLEMAN	JUDGE BARRETT	JUDGE KIM
1-888-363-4749	1-888-363-4749	1-877-336-1280
Access Code: 8597913	Access code: 7030574	Access Code: 5616052
Security Code: 0914	Security Code: 4172020	Security Code: 0423

If you are unable to utilize this telephonic service, please contact the Clerk’s Office prior to your hearing at the applicable number listed below to make other arrangements.

Attorneys: Please advise your clients not to appear at the courthouse(s). Parties can assist the Court in facilitating telephonic hearings by contacting opposing counsel and interested parties well in advance of hearings to resolve any issues that can be resolved.

Contact Information:

Please contact the Clerk’s Office at one of the following numbers if you need additional guidance or assistance:

Augusta/Dublin Divisions:	Brunswick/Waycross Divisions:	Savannah/Statesboro Divisions:
706-823-6000	912-280-1376	912-650-4100

If you have any questions regarding hearings, please contact the applicable courtroom deputy at the number listed below:

Judge Coleman's Courtroom Deputy:	Judge Barrett's Courtroom Deputy:	Judge Kim's Courtroom Deputy:
Nikki Ventura	Jacqueline Bauknight	April Rowe
912-650-4117	706-823-6021	912-280-1378