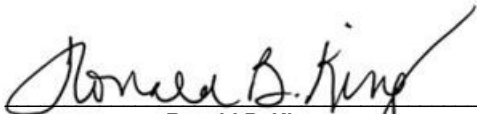


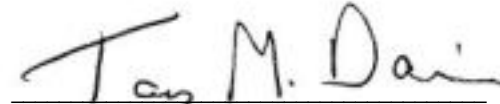
SIGNED this 23rd day of March, 2020.



  
\_\_\_\_\_  
Ronald B. King  
Chief United States Bankruptcy Judge

  
\_\_\_\_\_  
Craig A. Gargotta  
United States Bankruptcy Judge

  
\_\_\_\_\_  
H. Christopher Mott  
United States Bankruptcy Judge

  
\_\_\_\_\_  
Tony M. Davis  
United States Bankruptcy Judge

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF TEXAS**

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**INTERIM STANDING ORDER REGARDING BANKRUPTCY FILING PROCEDURES  
FOR PARTIES NOT REPRESENTED BY AN ATTORNEY**

The number of confirmed cases of the Coronavirus Disease 2019 (COVID-19) continues to grow in divisional cities throughout the Western District of Texas. This Court remains concerned with the health and safety of litigants, counsel, staff from other agencies and Court employees. Currently, all Divisions of the Court remain open for business.

In order to allow parties who are not represented by an attorney (*pro se* parties) to minimize travel and avoid contact with other persons, effective Monday, March 23, 2020, and until further order of the Court, *pro se* parties who wish to file a bankruptcy petition or other documents may do so via U.S. Mail, email or fax.

**Filing by U.S. Mail.** *Pro se* parties are encouraged to mail a signed bankruptcy petition (including bankruptcy schedules, statements and related documents) or other papers to the Court. A list of Divisional office mailing addresses may be found on the Court's website, located at [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov).

**Filing by Email.** *Pro se* parties may email, in PDF format, a signed bankruptcy petition (including bankruptcy schedules, statements and related documents) or other papers to the Court at the following email address: [prose@txwb.uscourts.gov](mailto:prose@txwb.uscourts.gov).

**Filing by Fax.** *Pro se* parties may fax a signed bankruptcy petition (including bankruptcy schedules, statements and related documents) or other papers to one of the following Divisional offices:

<b>Division</b>	<b>Fax Number</b>
Austin/Midland	512-916-5278
El Paso	915-533-8504
San Antonio	210-472-5196
Waco	254-750-1529

It is not necessary to mail the original paper to the Court after it is emailed or faxed. It is, however, important for *pro se* parties to retain the original signed copy of the paper and present it to the Court upon request.

Filing fees shall be in the form of a money order or cashier's check made payable to **Clerk, U.S. Bankruptcy Court** and mailed to the Court. A list of Divisional office mailing addresses may be found on the Court's website, located at [www.txwb.uscourts.gov](http://www.txwb.uscourts.gov).

It is **SO ORDERED**.

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