



DROP BOX FILING PROCEDURES

1. DATE-STAMP DOCUMENTS

Electronic date stamps and instructions for electronic stamp usage are located next to the drop boxes in at each courthouse location.

The “filed” date, which will be placed on original documents by intake personnel, will be the same as the drop box date stamp, unless the latter is a weekend or federal holiday, in which case the “filed” date will be the first court day following the weekend or holiday. Documents placed in drop boxes without a date stamp will be filed as of the date court staff retrieve the documents from the box.

2. PLACE DOCUMENTS IN ENVELOPE

To facilitate processing, clip or rubber-band each original document to its copies. Place each document in one of the envelopes provided by the court.

3. COMPLETE FILING INFORMATION SHEET

Complete a filing information sheet and place the completed sheet in the envelope. More than one envelope per filing may be used, but a separate information sheet must be enclosed for each one.

4. ENCLOSE FILING FEE (IF REQUIRED)

Include a check or money order payable to “Clerk, United States Courts” in the exact amount of the filing fee or restitution payment. **Please do not enclose cash.**

5. ENCLOSE RETURN ENVELOPES FOR CONFORMED COPIES (IF REQUESTING)

Mailed copies: Enclose self-addressed, stamped envelope(s) of appropriate size with adequate return postage. Your copies will be returned to you by U.S. mail within 3-4 business days.

6. PLACE DOCUMENTS IN DROP BOX

Documents will be retrieved and processed by court staff within 3 days of delivery.