

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF KENTUCKY

**In Re: FILING BY PRO SE LITIGANTS
AND ACCEPTANCE OF PAYMENTS**

**GENERAL ORDER
NO. 20-04**

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In recognition of the recommendations by the Centers for Disease Control and other public health agencies that social distancing measures are the most effective way to prevent the rapid spread of COVID-19, the United States District Court for the Western District of Kentucky issued General Order 20-03 addressing various aspects of court operations. In that order, the Court directed that the public and members of the bar are to come to the Courthouses only as necessary for official court-related activities, including, among other things, case filings that cannot be submitted electronically. The order additionally provides that, effective through May 1, 2020, the Courthouses will be open Monday through Friday from 10:00 A.M. local time to 2:00 P.M. local time.

Because providing *pro se* litigants with the ability to submit filings electronically will reduce the need for such individuals to travel to the Courthouses, thereby minimizing the risk to the health and safety of both court staff and the public conducting business with the Court, it is hereby ORDERED that, effective March 24, 2020, and until further order of the Court, the Court will accept filings from *pro se* litigants via email that comply with the following procedures:

- Documents must be signed in electronic format (*s/ Full Name*) or signed by hand and scanned;
- Documents to be filed must be ATTACHED to the email in either Microsoft Word or PDF format;
- The emails must be sent to intake-kywECF@kywd.uscourts.gov; Any emailed filings sent to any other email address will be disregarded by the Clerk's Office;
- The email must contain the filer's name, address, and telephone number;
- For new cases, the subject line of the email must read "PRO SE FILING – NEW CASE";
- For existing cases, the subject line of the email must read "PRO SE FILING – [include the case number]";
- NO ADDITIONAL COMMENTS, QUESTIONS, OR OTHER MESSAGES ARE TO BE INCLUDED IN THE EMAIL; ANY ADDITIONAL CORRESPONDENCE SHALL BE DISREGARDED BY THE CLERK'S OFFICE.


- Payments for filing fees can be made electronically through CM/ECF, by calling (502) 625-3500 and paying by credit card, or by mailing a check or money order made payable to “Clerk, U.S. District Court” to:

U.S. District Court
601 W. Broadway
Louisville, KY 40202

(Please indicate the assigned case number on the check.)

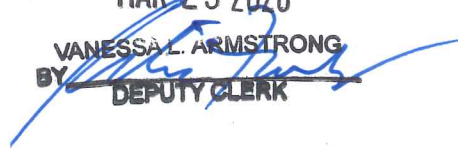
- Self-represented parties are reminded that even though this Order authorizes pleadings to be filed electronically, the Court holds self-represented parties to the same requirements and standards as with paper filings. Such parties must continue to comply with LR 5.3 governing *pro se* actions. Furthermore, a signature on a pleading, whether electronic or otherwise, is a certification that the filing party is proceeding in good faith and filing the pleading for a proper purpose. All electronically filed pleadings are subject to the same potential for sanctions as are paper filings containing original signatures pursuant to Civ. R. P. 11.
- Court forms may be obtained from the Court’s website at www.kywd.uscourts.gov;
- Nothing in this Order prevents a pro se party from mailing pleadings or depositing pleadings in the Court’s drop boxes.
- Due to the fluidity of the situation surrounding COVID 19, the Court may alter or amend the provisions if this Order as necessary or appropriate to achieve the goal of protecting the health and safety of the public and Court personnel, while at the same time continuing to fulfill the Court’s mission and its duties to the public.

DATED this 24th day of March, 2020.



Greg N. Stivers, Chief Judge
United States District Court

ENTERED

MAR 25 2020
VANESSA L. ARMSTRONG
BY 
DEPUTY CLERK