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UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF CALIFORNIA

In re:  
MATTERS PENDING IN THE  
NORTHERN DISTRICT OF CALIFORNIA

SECOND AMENDED GENERAL ORDER  
38

**IN RE: COVID-19 Public Health Emergency**

**WHEREAS** the President of the United States has declared a National Emergency in response to the COVID-19 pandemic;

**WHEREAS** the Governor of California has declared a State of Emergency in response to the outbreak and generally ordered that all individuals shelter-in-place, and several counties within the Northern District of California have extended their own shelter-in-place orders to May 31, 2020;

**WHEREAS** Chief Judge Hamilton of the United States District Court for the Northern District of California has issued General Orders Nos. 72 and 73 (as amended), which, among other things, close the San Jose, Oakland and McKinleyville federal courts to the general public through May 31, 2020; and

**WHEREAS** to ensure that the United States Bankruptcy Court for the Northern District of California adopts a uniform procedure to protect the health of the court staff, the attorneys who practice before it, and all parties and other interested persons, and to ensure the effective and expeditious administration of justice in its San Jose, Oakland, San Jose, San Francisco, Santa Rosa, Salinas and McKinleyville courtrooms;

1           **NOW THEREFORE**, the United States Bankruptcy Court for the Northern District of  
2 California hereby issues the following Second Amended General Order 38, which is effective March  
3 30, 2020 and through May 31, 2020, and **ORDERS** as follows:

4           1. All Bankruptcy Court locations are closed to the general public, and no court staff will be  
5 physically present to assist any attorney, party or other interested person or accept any document for  
6 filing at any court location. ECF Registered Participants may file electronically. All other parties  
7 may submit documents for filing by mail, email, or drop-box. Filing fee payments may be submitted  
8 by mail or drop-box.

9           Pleadings may be submitted by email to CANB-EMERGENCY-  
10 FILINGS@canb.uscourts.gov.

11           Pleadings or filing fee payments submitted by mail should be sent by U.S. Mail to United  
12 States Bankruptcy Court, 450 Golden Gate Avenue, Mail Box 36099, San Francisco, CA 94102.

13           Pleadings or filing fee payments may be submitted by drop-box at the San Francisco Federal  
14 Courthouse, which is located at 450 Golden Gate Avenue, San Francisco, CA. Access to the  
15 building and the drop-box is through the Turk Street entrance from 6 a.m. to 6 p.m. Individuals need  
16 valid government issued identification to enter the building. A date stamp machine is provided next  
17 to the drop-box, and documents will be retrieved and processed twice a week.

18           2. No in-court trial or evidentiary hearing will be held before May 31, 2020. All in-court  
19 trials and evidentiary hearings scheduled through May 31, 2020 are vacated and will be reset by the  
20 presiding judge. If the circumstances warrant, the presiding judge may conduct a trial or evidentiary  
21 hearing by video conference or other authorized means. Unless otherwise ordered by the presiding  
22 judge, there are no changes to currently calendared matters.

23           3. All counsel, parties and other interested persons who intend to appear on a calendared  
24 motion or application shall appear telephonically or, at the presiding judge's discretion, by video.  
25 Again, there will be no physical access to any courtroom. The instructions for appearing by  
26 telephone can be found on the Bankruptcy Court's website:

27 [http://www.canb.uscourts.gov/procedure/district-oakland-san-jose-san-francisco/policy-and-](http://www.canb.uscourts.gov/procedure/district-oakland-san-jose-san-francisco/policy-and-procedure-appearances-telephone)  
28 [procedure-appearances-telephone](http://www.canb.uscourts.gov/procedure/district-oakland-san-jose-san-francisco/policy-and-procedure-appearances-telephone)

