

United States Bankruptcy Court for the District of Colorado

Current Operational Status during COVID-19 Pandemic



March 17, 2020

On March 13, 2020, the United States Bankruptcy Court for the District of Colorado, in conjunction with the Tenth Circuit Court of Appeals and the United States District Court for the District of Colorado implemented a courthouse entrance protocol to ensure the safety of the public and all court employees.

Please note these restrictions on entering, as well as other procedures specific to Bankruptcy Court operations.

Restrictions on Entering:

Anyone who meets any of the following criteria shall be denied entrance to the U.S. Bankruptcy Court for the District of Colorado:

- Individuals who have been in any country for which the CDC has issued a Level 3 travel health notice within the last 14 days (see <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>);
- Individuals who reside, or have been in close contact, with someone who has been in any of the aforementioned countries in the last 14 days;
- Individuals who have been asked to self-quarantine by any hospital, health agency or medical professional;
- Individuals who have been diagnosed with Coronavirus/COVID-19;
- Individuals who have had direct contact with anyone who has been diagnosed with Coronavirus/COVID-19; and/or
- Individuals with apparent symptoms of COVID-19, such as fever, severe cough, or shortness of breath.

Clerk's Office Operations

- The Intake Counter is providing remote assistance to the public. A phone has been made available for public use in the Clerk's Office and all public computers remain available.
- Paper filings and payments by cashier's check or money order (no cash, please) may be submitted by parties without an attorney as follows:
 - By mail
 - U.S. Bankruptcy Court, 721 19th St., Denver, CO 80202.
 - By drop box at the Courthouse
 - The Clerk's Office drop box is available Monday through Friday, from 6:30 a.m. through 6:00 p.m.
 - Online (no payments)
 - The Court's I-File tool is available at <https://www.cob.uscourts.gov/electronic-services>.
- Attorneys should continue to file electronically through CM/ECF.
- Lists of Creditors (also called the "Creditor Matrix") may be prepared in the Clerk's Office using the public computers or online using the Court's Online List of Creditors tool, available at <https://www.cob.uscourts.gov/electronic-services>.
- Copies will be provided by email as they are requested. Copies of Discharges are available using the Court's Request Discharge Copy tool, available at <https://www.cob.uscourts.gov/electronic-services>.
- If you have question or concerns, please contact the relevant department:

General: 720-904-7300

Administration: 720-904-7303

Training and CM/ECF Help Desk: 720-904-7450

Finance: 720-904-7441

Human Resources: 303-335-2494

Courtroom Operations:

- All non-evidentiary hearings will be conducted by telephone.
- If you are required to tender exhibits at a non-evidentiary hearing, such as a preliminary relief from stay hearing, please make arrangements to electronically file those by contacting the relevant division.
- All trials and evidentiary hearings will be conducted in person and require appearances in the courtroom, though affidavits are encouraged to increase social distancing. Attorneys are encouraged to file along with motions or objections affidavits and authenticated documentary evidence that may establish a prima facie case sufficient to enable the court to rule on the matter without live testimony, as appropriate. Parties are further encouraged to contact the relevant division a few days in advance of any trial or evidentiary hearing for updated information.
- Check the Court's calendars at <https://www.cob.uscourts.gov/calendar> for updated information in advance of any hearing or scheduled appearance.
- If you have a question or concern about a particular matter or hearing, please call the relevant division:

Hon. Michael E. Romero: 720-904-7466

Hon. Elizabeth E. Brown: 720-904-7464

Hon. Thomas B. McNamara: 720-904-7463

Hon. Joseph G. Rosania, Jr.: 720-904-7462

Hon. Kimberley H. Tyson: 720-904-7465