

# United States Bankruptcy Court for the District of Colorado

## Current Operational Status during COVID-19 Pandemic



**May 9, 2022**

The U.S. Bankruptcy Court for the District of Colorado has implemented protocols to ensure the safety of the public and all court employees. The Court intends to follow all guidance as it is issued by the Centers for Disease Control and Prevention (CDC). 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 with apparent symptoms of COVID-19, such as fever, severe cough, or shortness of breath;
- Individuals who have been diagnosed with Coronavirus/COVID-19 or are presumed positive and who have not yet completed isolation or quarantine protocols;
- Individuals who have had direct contact with anyone who has been diagnosed with Coronavirus/COVID-19 and who have not yet completed isolation or quarantine protocols; and/or
- Individuals who have been asked to self-quarantine by any hospital, health agency, or medical professional.

Individuals should follow relevant CDC strategies to reduce community transmission as required by the current level of community transmission in Denver County, available at <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>. If Denver County's level of community transmission is rated "High," then all judges, staff, security personnel, contractors, and others entering the courthouse should wear cloth face coverings or masks that cover the nose, mouth, and chin while in common areas of the courthouse such as entryways, hallways, and restrooms.

Notwithstanding the foregoing general protocols, the presiding Judge in any particular courtroom or case may impose additional or different requirements. Furthermore, the Clerk of Court may impose additional or different requirements in specific courthouse spaces.

## Clerk's Office Operations

- The Intake Counter is open to the public and all public computers are available. In-person customers may be asked to wear masks or cloth face coverings that cover the nose, mouth, and chin.
- Filings and payments may be submitted by parties without an attorney as follows:
  - By mail
    - U.S. Bankruptcy Court, 721 19<sup>th</sup> St., Denver, CO 80202.
  - In-person or by drop box at the Courthouse
    - The Clerk's Office is open to the public Monday through Friday from 8:00 a.m. to 4:30 p.m. and the drop box is available Monday through Friday from 6:30 a.m. through 6:00 p.m.
  - Online
    - The Court's I-File tool is available at <https://www.cob.uscourts.gov/electronic-services>.
    - The Court's Online Payment tool is available at <https://www.cob.uscourts.gov/online-payments>.
- 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 or in-person 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:**

- Non-evidentiary hearings may be conducted by telephone, videoconference, or in person as ordered by the assigned Judge. Hearing participants should consult the assigned Judge for in-person hearing protocols regarding mask-wearing and social distancing.
- If you are required to tender exhibits at a telephonic or videoconference non-evidentiary hearing, such as a preliminary relief from stay hearing, please make arrangements to electronically file those by contacting the relevant division.
- Trials and evidentiary hearings may be conducted by videoconference or in person as ordered by the assigned Judge. Attorneys are encouraged to file along with their 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. Elizabeth E. Brown: 720-904-7464

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

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

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

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