

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY**

**IMPORTANT NOTICE TO THE BAR AND PUBLIC CONCERNING  
AMENDED GENERAL ORDER REGARDING COURT OPERATIONS UNDER THE  
EXIGENT CIRCUMSTANCES CREATED BY CORONAVIRUS (COVID-19)**

In response to the rapidly developing facts, preparedness planning and response guidance concerning COVID-19, please take note of the attached *Amended General Order Regarding Court Operations Under the Exigent Circumstances Created by Coronavirus (COVID-19)*, effective December 1, 2021.

The Amended General Order (attached hereto) modifies the Court's (i) General Order dated March 16, 2020, (ii) Amended General Order dated March 19, 2020, (iii) Amended General Order dated March 27, 2020, (iv) Amended General Order dated April 6, 2020, (v) Amended General Order dated May 1, 2020, (vi) Amended General Order dated June 1, 2020, (vii) Amended General Order dated July 31, 2020, (viii) Amended General Order dated September 8, 2020, (ix) Amended General Order dated October 30, 2020, (x) Amended General Order dated January 4, 2021, (xi) Amended General Order dated March 31, 2021, (xii) Amended General Order dated April 26, 2021, and (xiii) Amended General Order dated August 27, 2021. The General Order and the Amended General Orders are available on the Court's website, [njb.uscourts.gov](http://njb.uscourts.gov).

Dated: November 23, 2021

Jeanne A. Naughton, Clerk

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY**

**AMENDED GENERAL ORDER REGARDING COURT OPERATIONS UNDER THE  
EXIGENT CIRCUMSTANCES CREATED BY CORONAVIRUS (COVID-19)**

**WHEREAS** the Centers for Disease Control has directed all employers and places of public accommodation to plan and prepare for operations that help to minimize spread of the Coronavirus that causes COVID-19;

**WHEREAS** the District of New Jersey is among those areas with a significant number of identified and projected cases of COVID-19; and

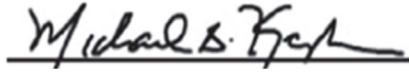
**WHEREAS** this Court continues to monitor its operations to identify measures that will help slow the spread of COVID-19 by minimizing contact between persons, while at the same time, preserving its core mission of serving the public through the fair and impartial administration of justice;

**IT IS** hereby on this 23rd day of November 2021 **ORDERED:**

- 1) The United States Bankruptcy Court for the District of New Jersey will remain open. Clerk's Office staff will continue to be available by mail, email, and through the main phone line in each vicinage. Additionally, the Clerk's Office front counters will remain open to the public, on a limited basis, in accordance with District of New Jersey COVID-19 recovery protocols and as set forth in the annexed schedule. Filings will continue through CM/ECF and limited staff will be available to receive mail and process intake. The public should utilize the Court's services in a manner consistent with state and local health guidelines;
- 2) Unless otherwise directed by the presiding judge, trials will continue in the ordinary course and will be conducted remotely. Parties are directed to contact the presiding judge's chambers for guidance on individual cases. More specific protocols for remote trials have been posted on the Court's website;

- 3) Unless oral argument is requested, on written notice to all parties in interest, all motions and contested matters will be presumed to be heard on the papers. Parties may request oral argument via email to chambers. If permitted by the judge, oral argument must be conducted remotely and presented through a third-party provider. The recording by the third-party provider will constitute the official record of the Court. The Court will also consider and accommodate all reasonable adjournment requests;
- 4) All case trustees will consider and accommodate all reasonable requests for continuance of § 341(a) meetings;
- 5) For purposes of clarity, no deadlines are extended unless otherwise set forth in this Order;
- 6) The exigent circumstances created by COVID-19 warrant the following exceptions:
  - a. Original signature retention requirements for counsel under local and national rules are deferred.
  - b. Parties initiating contested matters under Fed. R. Bank P. 9013 and 9014, may effectuate service through electronic mail. Regular mail service is still required for all parties and counsel for which such means of service is unavailable.
  - c. These exceptions will expire on January 3, 2022 unless otherwise modified by this Court.
- 7) This Order modifies the Court's (i) General Order dated March 16, 2020, (ii) Amended General Order dated March 19, 2020, (iii) Amended General Order dated March 27, 2020, (iv) Amended General Order dated April 6, 2020, (v) Amended General Order dated May 1, 2020, (vi) Amended General Order dated June 1, 2020, (vii) Amended General Order dated July 31, 2020, (viii) Amended General Order dated September 8, 2020, (ix) Amended General Order dated October 30, 2020, (x) Amended General Order dated January 4, 2021, (xi) Amended General Order dated March 31, 2021, (xii) Amended General Order dated April 26, 2021, and (xiii) Amended General Order dated August 27, 2021.

- 8) The provisions of this Order are effective as of December 1, 2021 and shall remain in effect through and including January 3, 2022. This Order may be revisited at that time and is subject to interim revision as conditions may occur.

A handwritten signature in black ink, appearing to read "Michael B. Kaplan", is written over a horizontal line.

Michael B. Kaplan, Chief Judge  
U.S. Bankruptcy Court  
District of New Jersey



*Jeanne A. Naughton*  
*Clerk of Court*

**NOTICE TO THE PUBLIC**  
(Effective December 1, 2021)

**U.S. Bankruptcy Court for the District of New Jersey**

**LIMITED OFFICE HOURS**

Please take note that the front counters for each vicinage of the United States Bankruptcy Court for the District of New Jersey will remain open to the public on a limited basis and in accordance with District Court Standing Order 2021-08, which adopts specific requirements for all persons (with limited exception) seeking entry into any U.S. Courthouse in the District of New Jersey.

**Clerk's Office Hours:**

**Front Counter (In-Person):**

**TUESDAY through THURSDAY**

10:00 AM – 2:00 PM

**\*\*MONDAY and FRIDAY\*\***

No In-Person at the Clerk's Office(s) Front Counters

**Telephone:**

8:30 AM – 4:00 PM

Clerk's Office is available by Phone Monday through Friday

**Drop Box:**

8:30 AM - 6:00 PM

Drop Box for Court Documents (Trenton and Camden)

8:30 AM - 7:00 PM

Drop Box for Court Documents (Newark)

- For questions or concerns regarding this notice, please contact one of the Bankruptcy Court Clerk's Offices. Camden: 856-361-2300; Newark: 973-645-4764; Trenton: 609-858-9333
- For District Court matters, please contact one of the District Court Clerk's Offices. Camden: 856-757-5021; Newark: 973-645-3730; Trenton: 609-989-2065
- For Court of Appeals matters, please contact the U.S. Court of Appeals for the Third Circuit at 215-597-2995