

**UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT**  
**NOTICE**

**Updated Access & Operating Procedures in Response to COVID-19**

June 11, 2021

**1) Building Access:**

Access to and within the Powell Courthouse and Annex shall be in conformance with the attached COVID-19 Building Requirements approved by the Powell Courthouse-Annex Security Committee.

**2) Clerk's Office Public Counter and Filing Drop Box:**

As of July 6, 2021, the Clerk's Office Public Counter is open on the Fifth Floor of the Powell Annex, 1100 East Main Street, Suite 501 (Monday - Friday, 8:30 a.m. - 5:00 p.m.).

As of July 6, 2021, the Clerk's Office Filing Drop Box is relocated to the Annex Entrance Lobby at 1100 East Main Street from its former location in the Courthouse Entrance Lobby at 1000 East Main Street.

During business hours, documents may be filed either in the Filing Drop Box or at the Public Counter.

The PACER Public Access Terminal is available for use at the Clerk's Office Public Counter.

**3) Paper Filing Requirements:**

The requirement that counsel file one paper copy of formal briefs and appendices when filing the electronic version remains suspended until further notice. The Court will direct the filing of paper copies if paper copies are required.

**4) Email and Fax Filings:**

As of July 6, 2021, documents filed by email or facsimile will not be accepted absent advance permission from the Clerk's Office to file the document by email or facsimile.



# COVID-19 BUILDING REQUIREMENTS For Visitors, Contractors, and Staff

- **REQUIRED TEMPERATURE SCREENING:**  
Check your temperature by placing the inside of your wrist or your forehead 2-4 inches from the thermometer beam.
- **ENTRY IS PROHIBITED IF YOUR ANSWER IS YES TO ANY OF THE FOLLOWING QUESTIONS:**
  - Do you have symptoms of COVID-19: temperature of 100.4 degrees or more, chills, cough, difficulty breathing; unusual fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting, or diarrhea?
  - Have you been diagnosed with COVID-19 or directed to quarantine or isolate by a health professional within the last 14 days?
  - Are you an unvaccinated person who has had close contact within the last 14 days with someone who has COVID-19?
  - Are you an unvaccinated person who has traveled internationally in the last 10 days and not (i) tested negative for COVID-19 within 3-5 days of return and (ii) quarantined for 7 days after return?
  - Call the Clerk's Office (804-916-2700) if unable to enter the building.
- **FACE COVERINGS AND SOCIAL DISTANCING ARE REQUIRED.**  
All persons are required to wear masks and maintain 6 feet of physical distance in public and shared common areas. Face coverings during Court proceedings are required as directed by the Court.
- **FOURTH CIRCUIT IN-PERSON FILINGS:**  
Effective July 6, 2021, in-person filings during business hours may be deposited in the Filing Drop Box in the Annex Entrance Lobby, 1100 East Main Street, or delivered to the Clerk's Office Public Counter on the Fifth Floor of the Annex.