

Clerk's Office Counter Closed due to COVID-19

Notice to parties that are not required to file electronically.

Unrepresented parties must file either:

- By using the U.S. Mail to U.S. District Court Clerk's Office, 901 19th Street, Denver, CO 80294; **or**,
- By depositing the filings in a newly established drop box during normal business hours (currently 8:00 a.m. to 5:00 p.m. Mountain Time) located inside the front door of the Alfred A. Arraj U.S. District Courthouse, 901 19th Street, Denver, CO; **or**,
- Until further notice, by emailing the filings to [COD ProSe Filing@cod.uscourts.gov](mailto:COD_ProSe_Filing@cod.uscourts.gov). (that is COD_ProSe_Filing@cod.uscourts.gov).

Emailed documents must be:

- Signed in electronic format (s/Name) or signed by hand and scanned; **and**,
- Documents to be filed must be attached to the email in either Microsoft Word or PDF format; **and**,
- The email must contain the filer's name, address, and telephone number; **and**,
- New cases must include "PRO SE FILING – NEW CASE" in the email's subject line; **and**,
- Existing cases must include "PRO SE FILING – [include the case number]" in the email's subject line.
- **Note:** These filing procedures do not alter the responsibility of the parties to effect service as required by Federal Rules of Civil Procedure 4 and 5.

During these exigent circumstances

CASH PAYMENTS WILL NO LONGER BE ACCEPTED.

- All payments shall made be by check or money order, payable to "Clerk, U.S. District Court, or by submitting a "Single Transaction Credit Card Authorization Form" via U.S. Mail or deposited into the drop box.
- All forms of payment must be in the exact amount required by the current fee schedule <http://www.cod.uscourts.gov/CourtOperations/FeeSchedule.aspx>. Clerk's office forms will also be available inside the courthouse's front door.
- Case related questions or assistance in determining the exact amount of payment may be emailed to cod_cmecf@cod.uscourts.gov (that is cod_cmecf@cod.uscourts.gov) or telephoned to (303) 844-3433 – Option 0.

The clerk's office is not deemed "inaccessible" for purposes of computing filing deadlines under Fed.R.Civ.P. 6(a)(3) or Fed.R.Crim.P. 45(a)(3), and is deemed "open" for the purposes of Fed.R.Civ.P. 77(c).