

GENERAL ORDER 20-05

IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF TEXAS

GENERAL ORDER REGARDING DISTRICT COURT PROCEDURE FOR PARTIES NOT REPRESENTED BY AN ATTORNEY

The number of confirmed cases of the Coronavirus Disease 2019 (COVID-19) continues to grow in divisional cities throughout the Eastern District of Texas. This Court remains concerned with the health and safety of litigants, counsel, staff from other agencies and court employees. Currently, all Divisions of the Court remain open for business.

In order to allow parties who are not represented by an attorney (*pro se* parties) to minimize travel and avoid contact with other persons, effective Wednesday, March 25, 2020, and until further order of the Court, *pro se* parties who wish to file legal pleadings may do so via U.S. Mail, email or fax.

Filing by U.S. Mail. *Pro se* parties are encouraged to mail signed legal pleadings to the Court. A list of Divisional office mailing addresses may be found on the Court's website, located at www.txed.uscourts.gov.

Filing by Email. *Pro se* parties may email, in PDF format, signed legal pleadings to the Court at the following email address: prose@txed.uscourts.gov.

Filing by Fax. *Pro se* parties may fax signed legal pleadings to any of the Divisional Offices. Fax numbers can be found on the Court's website, located at www.txed.uscourts.gov.

It is not necessary to mail the original paper to the Court after it is emailed or faxed. It is, however, important for *pro se* parties to retain the original signed copy of the paper and present it to the Court upon request.

The Clerk's Office will acknowledge receipt of legal pleadings filed while this general order is in effect.

Filing fees shall be in the form of a money order or cashier's check made payable to **Clerk, U.S. District Court** and mailed to the Court. A list of Divisional office mailing addresses may be found on the Court's website, located at www.txed.uscourts.gov.

Unless extended, this Order will remain in effect through May 1, 2020, and will expire on May 2, 2020, without further order or action.

FOR THE COURT:

So ORDERED and SIGNED this 25th day of March, 2020.



RODNEY GILSTRAP
Chief Judge