

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

**NOTICE TO ATTORNEYS AND PARTIES-IN-INTEREST RE:
Drop Box Depository Availability**

In the Sacramento and Fresno Divisions, documents may be tendered for filing by placing them in a document depository. In Sacramento, the document depository is located outside the entrance to the courthouse at 501 I Street. The Sacramento Division's document depository is accessible twenty-four hours per day, seven days per week. The Fresno Division's document depository is located outside the entrance to the Clerk's Office (Suite 2501) on the second floor of the courthouse at 2500 Tulare Street. In Fresno, the document depository is accessible between the hours of 6:00 a.m. and 5:00 p.m., Monday through Friday (except legal holidays).

DOCUMENT DEPOSITORY INSTRUCTIONS:

1. Use the time clock stamp machine located in the top slot of the drop box to place a "Received" stamp on the back side of the last page of each original document and any copies.
2. Place all stamped documents and copies in an envelope. If you wish your conformed copies mailed to you, you **must also** enclose a self-addressed, stamped envelope.

Note: The drop box opening measures 1-1/2" x 12"; please ensure that your envelope does not exceed this size. If your envelope exceeds this size, please separate the documents into two (or more, as necessary) envelopes, indicating the package is 1 of , 2 of , etc. as applicable.

3. Seal and slide the envelope through the bottom slot of the drop box.
4. Your documents will be filed as of the date and time of the "Received" stamp **unless** the date falls on a weekend or federal holiday. In this instance, the "Filed" date will be beginning of business the first business day following the weekend or holiday.

Note: These procedures will apply only if the tendered document meets all other applicable rules and conditions for filing.

**IT IS EXTREMELY IMPORTANT THAT IF YOU HAVE A TIME
SENSITIVE MATTER INVOLVED WITH YOUR DOCUMENT,
THAT YOU CLEARLY IDENTIFY THIS FOR THE CLERK'S OFFICE
TO ENSURE YOUR DOCUMENT IS PROCESSED
BEFORE YOUR DEADLINE OCCURS!**

If you have any questions concerning the use of the depository, please contact the appropriate Operations Coordinator in each division. In the Sacramento Division, the Operations Coordinator is at (916) 930-4446. In the Fresno Division, the Operations Coordinator is at (559) 499-5856.