

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

**IN RE:** :  
 : **SUPPLEMENTAL STANDING**  
**COURTHOUSE ACCESS DURING** : **ORDER**  
**THE COVID-19 OUTBREAK** :

This Supplemental Standing Order is issued in response to developments with regard to the outbreak of coronavirus disease 2019 (COVID-19) in the Eastern District of Pennsylvania and the evolving public health guidance on the Federal, State, and local levels. This Order supplements the Standing Orders issued on March 17, 2020, regarding courthouse access and the electronic filing of complaints in civil cases. To protect the health and safety of Court personnel and all those entering EDPA courthouses and Court locations while allowing the Court to continue to fulfill its constitutional and statutory responsibilities, it is ORDERED, effective immediately:

1. The United States District Court for the Eastern District of Pennsylvania will remain open for business, but access to EDPA courthouses and other EDPA Court locations will be limited to judges, Court personnel, and persons attending court proceedings or having other official business with the Court.

2. The previously issued restrictions on access to courthouses, Court locations, and other Court offices in this district remain in effect. Persons otherwise authorized to enter pursuant to this Order are, nonetheless, prohibited from entering if: (1) because of exposure to COVID-19 or travel to a country or region with an outbreak of COVID-19, they have been advised to self-quarantine by any doctor, hospital, or health agency; (2) they reside with or have had close contact with someone who has been advised to self-quarantine by any doctor, hospital, or health agency; (3) they have been diagnosed with, or have had known contact with anyone who has been

diagnosed with, COVID-19; or (4) they are experiencing symptoms of respiratory illness such as fever, severe cough, or shortness of breath.

3. The Clerk's Office in the Edward N. Cahn U.S. Courthouse in Allentown will be closed until further notice. No paper filings will be accepted at the Cahn Courthouse. Paper filings can be mailed to the Philadelphia Clerk's Office where they will be processed on a limited schedule as described below.

4. The Clerk's Office in the James A. Byrne U.S. Courthouse in Philadelphia will remain open and operational, but public access to the Clerk's Office will be restricted.

5. All registered users of the Court's Electronic Case Filing (ECF) system are required to electronically file any case-related documents that can be filed electronically through the ECF system, including complaints in civil cases, notices of removal, and petitions for writs of habeas corpus.


6. Any document that cannot be electronically filed should be emailed to the following address: PAED\_DOCUMENTS@PAED.USCOURTS.GOV, indicating the case number and the title of the document or pleading in the subject line.

7. All paper filings, including sealed filings, should be left in the drop box in the lobby of the James A. Byrne U.S. Courthouse in Philadelphia. Sealed filings should be clearly marked as such. All payments should also be left in the drop box in the lobby of the Byrne Courthouse. Payments must be by check payable to "Clerk, USDC." No cash will be accepted.

8. Clerk's Office staff will be working mostly remotely but will be retrieving voicemail and responding to messages. When leaving a voicemail message, please supply an email address when possible. Mail and other deliveries will be received and processed on a limited schedule. However, paper filings and payments will not be accepted in person in the Clerk's Office

until further notice. For a directory of Clerk's Office employees, please see the Court's website:  
<http://www.paed.uscourts.gov/documents/directry/directry.pdf>.

This Standing Order will expire no later than April 13, 2020, unless extended by further Court order.



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Juan R. Sánchez  
Chief Judge

Date: March 20, 2020