

**United States Bankruptcy Court
Middle District of Louisiana**

707 Florida Street, Room 119
Baton Rouge, Louisiana 70801

Monica M. Menier
Clerk of Court

Telephone: (225) 346-3333
Facsimile: (225) 346-3334

October 5, 2020

**Pandemic (COVID-19) Filing Instructions for those NOT represented by an attorney.
(pro se filers only)**

- Office Hours 8:30 a.m. – 4:00 p.m.
- Masks are required to enter the building
- A limited number of visitors will be allowed in the building concurrently
- Appointments may be made by contacting: **(225) 346-3333**

If you have been denied entry, please contact: (225) 346-3333

If your filing is not an emergency, please mail filing to:

United States Bankruptcy Clerks Office
Middle District of Louisiana
707 Florida Street, Room 119
Baton Rouge, LA 70801

You may also email your filing to: intake@lamb.uscourts.gov

If your filing requires a fee, please include the amount required in the form of Money Order or Cashier's Check made payable to: U.S. Bankruptcy Court. This office does not except personal checks from debtors.

The list of fees can be found at the following site: <https://www.lamb.uscourts.gov/schedule-fees>.

If you have a hearing scheduled, please contact chambers as soon as possible at (225) 346-3335.

For more information on this temporary measure, please find updates on the court's website at <https://www.lamb.uscourts.gov/>.

Additional information may be found at <https://www.lamb.uscourts.gov/filing-without-attorney>