

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK**

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**May 5, 2021**

**C L E R K' S N O T I C E**

**NOTICE OF REOPENING ALL INTAKE AREAS IN ALL DIVISIONAL OFFICES**

Pursuant to General Order 21-3, the United States Bankruptcy Court for the Eastern District of Texas will resume in-person assistance at the Intake areas in all divisional offices **effective Monday, May 17, 2021**. Office hours are 8:00 a.m. - 4:00 p.m., Monday through Friday.

All online services such as ECF, Electronic Self-Representation (eSR), Electronic Proof of Claim (ePOC), and online payments via Pay.gov will remain available to make access to court services as safe and convenient as possible. We encourage use of these contact-less methods as they are safe and effective ways of accessing court services. More information and links to these services are provided at <https://www.txeb.uscourts.gov/>.

**Important Things to Know Prior to Bankruptcy Court Facility Entry**

1. Please advise the Court Security Officer prior to entering the Screening Area if:
  - you have traveled within the United States or internationally within the last 14 days,
  - you reside or have had close contact with someone who has traveled to one of the above areas within the last 14 days,
  - you have been asked to self-quarantine by any hospital or health agency,
  - you have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19.
2. Please always keep 6 feet of physical distance.
3. Face coverings over the nose and mouth are required.
4. Hand sanitizer will be available in all intake areas.

You will not be allowed entry if you meet any of the above screening criteria or fail to observe safety protocols. Should entry to the bankruptcy court facility be denied, you may email [emergencyfiling@txeb.uscourts.gov](mailto:emergencyfiling@txeb.uscourts.gov) or call one of our office locations for further assistance.

Beaumont  
(409) 654-7060

Plano  
(972) 509-1240

Tyler  
(903) 590-3200

**Court Appearances**

View [individual judges' pages](#) on our website for court appearance information.

FOR THE COURT  
Jason K. McDonald  
Clerk of Court