

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 20-0014**

March 20, 2020

**IN RE: CORONAVIRUS COVID-19 PUBLIC EMERGENCY
CLERK'S OFFICE OPERATIONS**

1. Effective at 4:30 p.m. on March 20, 2020, and continuing during the effective period of this Order, the District Court Clerk's Office at the Dirksen U.S. Courthouse in Chicago, Illinois, will be closed to public entry. Filings in the Eastern Division can be: (i) electronically filed via CM/ECF; (ii) deposited in the drop-box in the lobby of the Dirksen Courthouse during business hours; or (iii) mailed to U.S. District Court Clerk's Office, 219 South Dearborn Street, 20th Floor, Chicago, IL 60604. No in-person deliveries of any kind may be made to a judge's chambers or to the Clerk's Office.
2. The District Court Clerk's Office in the Stanley J. Roszkowski U.S. Courthouse in Rockford, Illinois, will continue to be closed to the public. Filings in the Western Division can be: (i) electronically filed via CM/ECF; (ii) deposited in the drop box located on the 2nd floor of the Roszkowski Courthouse during business hours; or (iii) mailed to U.S. District Court Clerk's Office, 327 South Church Street, Rockford, IL 61101. No in-person deliveries of any kind may be made to a judge's chambers or to the Clerk's Office.
3. Electronic filings may still be made through the CM/ECF system.
4. The Court suspends any and all courtesy-copy requirements during the effective period of this Order, whether the courtesy copy is delivered in person or by mail. That means that no courtesy copies are to be submitted during the effective period of this Order.
5. This General Order does not affect the authority of judges to enter orders in any civil or criminal cases.
6. For emergency matters, as defined by Local Rule 77.2, that arise during business hours (Monday through Friday, 7:00 a.m. through 6:00 p.m.), parties are directed to send an e-mail message to Emergency_Judge@ilnd.uscourts.gov that describes the emergency. The Clerk will monitor the mailbox and send a response. If an emergency matter arises outside of regular business hours, arrangements to bring that matter before the emergency judge may be made by calling (312) 702-8875 and leaving a

message describing the emergency and leaving a return telephone number. The Clerk will return the call.

7. The Court will vacate, amend, or extend this General Order no later than April 3, 2020.
8. The Clerk of Court shall distribute this General Order by electronic mail to all registered users of CM/ECF, by electronically posting the General Order on the Court's public website, and by physically posting the General Order on the entrances to the Dirksen Courthouse, the Roszkowski Courthouse, and the Clerk's Offices in the Eastern and Western Divisions.

ENTER:

FOR THE COURT

A handwritten signature in black ink, appearing to read "Rebecca O. Pacheco", with a long horizontal flourish extending to the right.

Chief Judge

Dated at Chicago, Illinois this 20th day of March, 2020