

CHANGE IN CLERK'S OFFICES OPERATIONAL HOURS ON FRIDAYS

Effective Friday, October 31, 2025, the operational hours of the Clerk's Offices **in all divisions of the U.S. Bankruptcy Court for the Middle District of Florida** will change due to the government shutdown and employee furloughs. Each Friday until further notice, the Clerk's Office intake counters will be closed to the public.

We will endeavor to return messages left on voicemail within one business day.

Attorneys and other registered CM/ECF users may continue to file electronically.

On Fridays, self-represented (pro se) filers may use the following methods to submit papers and preserve a file date for the categories of documents identified below:

Filing methods:

- Use the **drop boxes** located in the courthouse lobbies during hours when the buildings are open to the public (8 a.m. to 5 p.m.). The drop box will allow you to date/time stamp the document before you deposit it in the box.

| <u>Jacksonville</u> | <u>Orlando</u> | <u>Tampa</u> |
|------------------------|--------------------------|-----------------------|
| 300 N. Hogan Street | 400 W. Washington Street | 801 N. Florida Avenue |
| Third Floor | First Floor | Fifth Floor |
| Jacksonville, FL 32202 | Orlando, FL 32801 | Tampa, FL 33602 |

- Submit filings **by fax** in accordance with [Local Rule 5001-2](#) and the Court's [After-Hours Filing Procedures](#). Documents filed by fax will be deemed filed on the date and at the time printed on the notification that is auto-transmitted to the Clerk's Office.
 - Jacksonville Fax Number: 904-301-6494
 - Orlando Fax Number: 407-237-8005
 - Tampa Fax Number: 813-301- 5192

Document categories:

- Filings that result in the issuance of a new case number (e.g., bankruptcy petitions, adversary proceeding complaints, and documents that initiate a miscellaneous proceeding)
- Filings that satisfy a deadline that requires filing action; and
- Filings that seek to continue a deadline that expires on the current day.

Documents submitted via drop box or fax will be processed the next business day that the Court is open. **New case numbers and evidence of filing bankruptcy will not be provided outside of normal business hours (i.e., 9:00 a.m. – 4:00 p.m. local time on days when the Clerk's Office is open).**

The Clerk's Office appreciates your understanding and patience as we continue to operate during this budgetary lapse. We will strive to maintain the excellent service the public deserves despite operational challenges and limitations.

José A. Rodríguez, Clerk of Court