

OFFICE OF THE CLERK  
**UNITED STATES  
BANKRUPTCY APPELLATE PANEL  
FOR THE FIRST CIRCUIT**

LESLIE C. STORM  
CLERK

John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 3-620  
BOSTON, MA 02210  
(617) 748-9650

**NOTICE**  
**REGARDING THE MEANS OF FILING  
DOCUMENTS BY PRO SE/UNREPRESENTED PARTIES**

**Effective March 27, 2020**

In light of national efforts to suppress the spread of the COVID-19 virus, the United States Bankruptcy Appellate Panel for the First Circuit (“BAP”) temporarily suspends the requirement that pro se (unrepresented) parties file exclusively in paper format. Until further notice, pro se (unrepresented) parties can file documents in any of the following ways:

- 1) by email, with the appropriate document(s) attached in PDF format, to the following address: [bap01\\_prose\\_filings@ca1.uscourts.gov](mailto:bap01_prose_filings@ca1.uscourts.gov);
- 2) by U.S. mail; or
- 3) by deposit in the drop box located in the first floor lobby of the John Joseph Moakley U.S. Courthouse, 1 Courthouse Way, Boston.

During this time, the BAP encourages pro se parties to accept email notice of court-issued documents. Pro se parties may submit a request to receive email notice of such correspondence and orders. A valid email address is required in order to be considered for email noticing. Send your request to receive email noticing to: [bap01\\_prose\\_filings@ca1.uscourts.gov](mailto:bap01_prose_filings@ca1.uscourts.gov).