

## **Rule 5001-2**

### **Clerk's Office – Location/Hours**

**(a) Filing Hours.** The Clerk's office will accept filings made by conventional means Monday through Friday between the hours of 8:00 A.M. and 4:00 P.M.

**(b) Drop Box Facilities.** Documents may be filed in the drop box located at the front entrance of the U.S. Post Office and Courthouse Building, 300 Recinto Sur, Old San Juan, Puerto Rico, and any other location authorized by the Court. Documents placed in the box during building hours will be filed and stamped with that day's date. Access to the drop box is during normal building hours, Monday through Friday, except on official holidays.

**(1) Drop Box Filing Procedures.** The following procedures are applicable to the filing of documents in the drop box of the Bankruptcy court:

**(A)** The drop box is for the exclusive use of the U.S. Bankruptcy Court;

**(B)** Any type of document may be filed in the drop box, except for emergency matters (such as temporary restraining orders), adversary proceedings, new petitions, motions under 11 U.S.C. § 362, and/or documents in cases set for hearing within the following three (3) business days, which must be taken directly to the Clerk's office for filing.

**(C)** All documents must be date/time stamped and placed in an envelope before depositing;

**(D)** The payment of filing fees for documents filed in the drop box must be made by check or money order payable to "Clerk, U.S. Bankruptcy Court," subject to the terms specified in LBR 5079-1. Cash may not be deposited in the drop box.

**(c) Special Filings.** Any party needing to file documents with the Clerk outside of the regular filing hours indicated above must make advance arrangements for the late filing with the Clerk or the chief deputy Clerk.

**(d) Clerk's Mailing Address & Telephone.** Any document mailed to the Clerk's office shall be sent to the following address:

United States Bankruptcy Court for the District of Puerto Rico  
U.S. Post Office & Courthouse Building  
300 Recinto Sur Street  
Suite 109  
San Juan, Puerto Rico 00901  
Telephone Number: (787) 977-6000