

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. & 12:00 P.M. and 1:00 P.M. & 4:00 P.M.

(b) Special Filings. Any party needing to file documents by conventional means outside of the regular filing hours indicated above must make advance arrangements for the late filing by contacting the clerk's office by telephone or at the following email address: emergencyfilings@prb.uscourts.gov.

(c) Clerk's Office Mailing Address & Telephone. Any document mailed to the clerk's office shall be sent to the following address for San Juan:

U.S. Bankruptcy Court for the District of Puerto Rico
José V. Toledo Federal Building and U.S. Courthouse
300 Del Recinto Sur Street, Suite 134
San Juan, Puerto Rico 00901-1964
Telephone Number: (787) 977-6000

and to the following address for the Southwestern Divisional office:

U.S. Bankruptcy Court for the District of Puerto Rico
Southwestern Divisional Office
MCS Building, Suite 221 A
880 Tito Castro Avenue
Ponce, Puerto Rico 00716-4733
Telephone Number: (787) 290-6070

(d) Bankruptcy Court Website Address: www.prb.uscourts.gov