

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF IOWA**

**Administrative Order 2020-2
Order Regarding COVID-19 Procedures for Paper Filings and Payments**

The Court is informed of the contagious nature of the COVID-19 virus. It is the Court's desire that the Clerk's Office remain open to receive paper filings and payments and that such transactions be conducted as safely as possible. Effective immediately, all paper filings will be placed in a locked drop box located near the Court Security Screening station at the entrance of the Des Moines courthouse annex. Clerk's Office personnel will process the filings each day and mail a file stamped copy to the filer. Payment made by cashier's check or money order will be placed in the locked drop box and a receipt will be mailed to the payer. No cash payments will be accepted until further notice of the Court.

IT IS SO ORDERED. Dated this 1st day of April 2020.

/s/ Anita L. Shodeen
Anita L. Shodeen
Chief U.S. Bankruptcy Judge