

**UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF ALABAMA**

In re: )  
)  
COURT OPERATIONS DURING )  
COVID-19 OUTBREAK. ) Administrative Order No. 20-004  
)

**ADMINISTRATIVE ORDER**

Whereas there are developing issues with the COVID-19 virus, and new recommendations from the Centers for Disease Control and other public health officials are being disseminated, it is necessary and prudent in the interest of public health and for the safety and welfare of court employees that the Bankruptcy Court for the Northern District of Alabama will cease all in-person hearings at the conclusion of the day on March 20, 2020.

**BEGINNING MONDAY, MARCH 23, 2020, ALL HEARINGS NOTICED FOR THE BANKRUPTCY COURT IN THE NORTHERN DISTRICT OF ALABAMA WILL BE HELD TELEPHONICALLY ONLY. THIS APPLIES TO ALL DIVISIONS AND ALL LOCATIONS.**

In-person appearances at the courthouse by parties or their counsel are prohibited absent extraordinary circumstances.

Any request for an evidentiary hearing or proceeding shall be made during the telephonic hearing and the Court will make a determination.

**CALL-IN INSTRUCTIONS AND PROTOCOL:** The hearings will be held via AT&T call-in numbers. The call-in number and passcode for each of the Judges in this District may be found on each “Judge’s” tab on the Court’s webpage at [www.alnb.uscourts.gov](http://www.alnb.uscourts.gov).

All counsel and parties are hereby directed (1) that all participants shall mute the phone when it is not their case, (2) that no participant shall use a ‘speaker’ function, and (3) that no participant shall place the call on hold while participating in the telephonic hearing (in order to avoid hold music or other noises playing on the call).

As soon as practicable, procedures shall be implemented for conducting all § 341 meetings of creditors telephonically without in-person appearances. Call-in information, telephone numbers, and instructions are available at the Bankruptcy Administrator’s website, [www.alnba.uscourts.gov](http://www.alnba.uscourts.gov), and the Bankruptcy Clerk’s website, [www.alnb.uscourts.gov](http://www.alnb.uscourts.gov).

Further, unless or until otherwise notified, motions to extend the stay and motions to impose the stay may be handled by attaching an appropriate and complete affidavit of the Debtor. The affidavit should include all information generally referenced in Local Rule 4001-1.1.

The Court will continue to be open and staff will continue to be present. The Court and its staff are prepared to handle any emergencies that may arise in our cases.

Done this the 13th day of March, 2020.

/s/ James J. Robinson  
James J. Robinson, Chief Judge  
U.S. Bankruptcy Court

/s/ Tamara O. Mitchell  
Tamara O. Mitchell, Judge  
U.S. Bankruptcy Court

/s/ Jennifer H. Henderson  
Jennifer H. Henderson, Judge  
U.S. Bankruptcy Court

/s/ Clifton R. Jessup, Jr.  
Clifton R. Jessup, Jr., Judge  
U.S. Bankruptcy Court

/s/ D. Sims Crawford  
D. Sims Crawford, Judge  
U.S. Bankruptcy Court