



## NOTICE TO THE PUBLIC

March 18, 2020

### U.S. District Court for the District of New Jersey Announces DROP BOX ONLY

*William T. Walsh*  
Clerk of Court

The United States District Court for the District of New Jersey announces that all paper filings are to be placed in the Drop Box in all courthouses in the District. If you are making a payment using a check and/or money order, it should be placed in a **sealed envelope, labeled with name, docket number (if available) and return address.**

The Centers for Disease Control has advised people to take precautions in light of the COVID-19 virus outbreak and noted that the best way to prevent illness is to avoid being exposed to this virus. Therefore, effective immediately the Clerk's Office will only be accepting filings and payments through the Drop Box.

#### **Clerk's Office Hours:**

8:30 AM – 5:00 PM **(PHONE ONLY)**

\*Drop Box hours until 6:00 PM

#### **Instructions for using the Drop Box:**

- Stamp the cover page of your document using the time stamp.
- Please secure any loose checks, money orders and/or documents **(WITH CASE NUMBER)** in the envelope provided.
- Complete a payment form if submitting a check or money order and enclose it in an envelope.
- Credit Card payments may be made on Thursdays **ONLY**, by calling the Finance Office at (609) 989-0468.

- ❖ For copy work requests, name searches, help desk questions and questions regarding this notice, please contact one of the District Court Clerk's offices. Camden: 856-757-5021; Newark: 973-645-3730; Trenton: 609-989-2065.
- ❖ If you are a juror, please contact the Jury Department for your vicinage. Camden: 856-757-5039; Newark: 973-645-3499; Trenton: 609-989-2141.
- ❖ For Court of Appeals matters, please contact the U.S. Court of Appeals for the Third Circuit at 215-597-2995.

These restrictions will remain in place temporarily until it is determined to be safe to remove them. People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.