



*William T. Walsh*  
*Clerk of Court*

## **NOTICE TO THE PUBLIC**

December 29, 2021

### **U.S. District Court for the District of New Jersey Announces Clerk's Office Closed to the Public**

Effective January 3, 2022, The United States District Court for the District of New Jersey announces that the Clerk's office will be closed to the public until further notice. 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**. Alternatively, documents may be filed via the ECF Help Desk.

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. The U.S. Marshal, his Deputies and the Court Security Officers shall enforce all safety protocols.

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

#### **No In-Person Front Counter Hours**

#### **Contactless:**

8:30 AM – 5:00 PM

Clerk's Office is available by Phone Monday through Friday

8:30 AM - 6:00 PM

Drop Box for Court Documents (Trenton and Camden)

8:30 AM - 7:00 PM

Drop Box for Court Documents (Newark)

Help Desk Email (24 hours): [ecfhelp@njd.uscourts.gov](mailto:ecfhelp@njd.uscourts.gov)

Click here for **ECF Help Desk Filing Guide**

- Emergent matters will be handled on a case-by-case basis and scheduled in advance. Please contact one of the District Court Clerk's offices at Camden: 856-757-5021; Newark: 973-645-3730; Trenton: 609-989-2065.
- For Questions or Concerns 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.