

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OKLAHOMA**

**DROP BOX PROCEDURE  
FOR THE BAR AND PUBLIC**

When utilizing the Drop Box at the south end of the Federal Building, we ask you to please follow these guidelines to ensure proper handling of your pleadings by the Clerk's Office:

- 1) "Received" stamp the reverse side of the **last page** of the original document except copies of proposed orders. Do not try to insert bulky pleadings in the machine's slot as this may damage the electric stamp.
- 2) Include a **self-addressed, postage pre-paid envelope** for return of conformed copies. If an envelope is not included, conformed copies will be placed in the Attorney Pick-up Box.
- 3) Place only sealed envelopes in the Drop Box.
- 4) **NO CASH TRANSACTIONS. Checks or Money Orders only.** Cash payments are made at your own risk. Receipts for payment will be returned by mail.
- 5) Make checks or money orders payable to "**Clerk, U. S. Bankruptcy Court**".
- 6) Do not place loose documents into the Drop Box. Use an envelope.
- 7) If you file a Chapter 13 plan and schedules, please "Receive" stamp **BOTH** the schedules and the plan on the reverse side of the **last page** of the original document.
- 8) Attorneys are responsible for mailing copies of pleadings as stated on their Certificate of Mailing. Do not expect the Clerk's Office to mail your copies to the mailing lists.
- 9) Please insure that correct case numbers and Judges' initials are indicated on all documents.
- 10) If a pleading is time-sensitive, take the pleading to the public counter instead of using the Drop Box. Do not expect a pleading left in the Drop Box shortly before a hearing to be docketed by the time of the hearing.
- 11) Failure to place a "Received" stamp upon your document will result in your document being treated as filed when processed by the Clerk's Office, as opposed to the time which would have been shown on the "Received" stamp.

Pick-up times for the Drop Box: 8:00 a.m., 2:30 p.m. and 4:30 p.m. on each business day of the Clerk's Office.

The Drop Box is not intended solely for filings after ordinary business hours. Bankruptcy Court customers may use the Drop Box in lieu of coming to the public counter during regular business hours as well.

**Tampering with the Drop Box or its contents is a federal crime. The Drop Box will be under camera surveillance to deter vandalism to the box or damage to the contents.**