UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN

In re:  Continued Pro Se Filings                            Administrative Order
The Exigent Circumstances
Created by COVID-19 and Related               20-AO-036
Coronavirus Health Conditions

## ADMINISTRATIVE ORDER

This administrative order is being issued in response to the continuation of the Coronavirus Disease (COVID-19) spread in the Eastern District of Michigan.  A National Emergency was declared on March 13, 2020, under the National Emergencies Act, 50 U.S.C. §§ 1601 *et seq.*, that the COVID-19 outbreak constitutes a national emergency. On March 23, 2020, the Governor of the State of Michigan issued Executive Order No. 2020-21, A Temporary Requirement to Suspend Activities that are not Necessary to Sustain or Protect Life, which was extended in several orders and has since expired.  On June 5, 2020, the Governor issued Executive Order No. 2020-115, "Temporary restrictions on certain events, gatherings, and businesses," which imposes social distancing measures, wearing masks, restrictions on gatherings, and encourages work to be performed remotely.  On June 18, 2020, the Governor of the State of Michigan issued Executive Order No. 2020-127, "Declaration of state of emergency and state of disaster related to the COVID-19 pandemic," extending the state of emergency through July 16, 2020.

To combat the spread of the disease, given the severity of the risk posed to the public, Court staff, and other Court agencies, and considering public health recommendations from the Centers for Disease Control and Prevention (CDC), on March 13, 2020, I authorized Administrative Order 20-AO-021, "Court Operations Under The Exigent Circumstances Created by COVID-19 and Related Coronavirus Health Conditions."  The Administrative Order postponed all in court appearances, but the Eastern District of Michigan courthouses remained open with limited services.  On April 2, 2020, I authorized Administrative Order 20-AO-026, "Pro Se Filings The Exigent Circumstances Created by COVID-19 and Related Coronavirus Health Conditions."  The Administrative Order temporarily implemented protocols for Pro Se filings including submitting Pro Se filings by mail, applying the Mailbox Rule to Pro Se filings and suspending in person Pro Se filings.  This Administrative Order supplements that authorization (20-AO-026).

Because the courthouse is not yet open to the public, in person Pro Se filings continue to be suspended.  Pro se filers may continue to file documents by United States Postal Service mail or, as of this Administrative Order, by email to the Court by following these temporary procedures:

1. **Mail**

In the spirit of the "Mailbox Rule", Rule 3(d) of the Rules Governing §2255 Proceedings are extended to Pro Se Filers. If filing by mail, the date of the United States Postal Service postmark stamped on the envelope shall be the filing date.

The Mailbox Rule will only apply to documents mailed to the address below:

Clerk's Office
United States District Court
Theodore Levin US Courthouse
231 W. Lafayette Blvd.
Detroit, MI 48226

2. **Email**

Until the Court resumes regular operations, filings from Pro Se litigants will be accepted temporarily by email.

The University of Detroit Mercy Law School Federal Pro Se Legal Assistance Clinic ("Clinic") may also email documents for filing on behalf of a pro se litigant. Documents emailed by the Clinic, for filing on behalf of a pro se litigant, does not constitute an appearance.

Documents must be submitted using the ***Pro Se* Electronic Document Upload Program** available on the Court's Internet Website: http://www.mied.uscourts.gov. The filing date of emailed documents will be the date received by the Clerk's Office.

3. **Service**

Documents submitted for filing by United States Postal Service mail or email to the Court must still be served on all parties in a case as required by Fed. R. Civ. P. 5.

The *Pro Se* Electronic Document Upload Program will be in place temporarily until it is determined that it is safe to discontinue it.

FOR THE COURT:


 S/DENISE PAGE HOOD
Denise Page Hood
Chief Judge