

**UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**  
**Public Advisory Regarding Operating Procedures in Response to COVID-19**  
**March 20, 2020**

The following measures are adopted in response to the current public health emergency arising from the coronavirus (COVID-19):

**1) Courthouse Access:**

Out of concern for the health and safety of the public and the Court's employees, except for attorneys and parties scheduled to appear before the Court, persons attending meetings under Section 341 of the Bankruptcy Code, those required to report to the U.S. Marshals Service, or attending scheduled meetings with the U.S. Attorney's Office or the Federal Public Defender's Office, all federal courthouses in the Northern District of West Virginia are closed to the general public. Papers to be filed with the Court by non-CM/ECF users and self-represented litigants may be stamped and filed in the drop boxes located in the courthouse lobbies. However, individuals who have been diagnosed with COVID-19, who have had contact with a person with COVID-19, who have been asked to self-quarantine, who have traveled internationally within the past 14 days, or who are experiencing flu-like symptoms are prohibited from entering the courthouses for any reason. All business with the Clerk's Office should be conducted by phone:

Wheeling Clerk's Office:304-232-0011  
Clarksburg Clerk's Office:304-622-8513  
Elkins Clerk's Office:304-636-1445  
Martinsburg Clerk's Office:304-267-8225

**2) Court Filings:**

Attorneys should file documents through the CM/ECF. The Court suspends the requirement of paper copies of formal briefs and appendices pending further notice. As the Court utilizes electronic filing, submission of paper courtesy copies to chambers is highly discouraged.

Self-represented litigants may use the United States Mail, or the drop boxes located in the lobby of each point of holding court to file documents with the Court. Duplicate paper copies should not be placed in the drop box or mailed to the Court or chambers. Self-represented parties remain responsible for service of documents filed by mail or in the drop boxes.

**3) Emergency Matters:**

Emergency matters should be filed electronically. If the matter cannot be filed through CM/ECF, it should be filed in one of the Court's drop boxes. **CALL THE CLERK'S OFFICE IF YOU HAVE A MATTER REQUIRING THE COURT'S IMMEDIATE ATTENTION:**

Wheeling Clerk's Office:304-232-0011  
Clarksburg Clerk's Office:304-622-8513  
Elkins Clerk's Office:304-636-1445  
Martinsburg Clerk's Office:304-267-8225:

**4) Deadlines, Hearings and Statutes of Limitation:**

All deadlines and scheduled hearings will remain in place unless the presiding judge in an individual case issues an order directing otherwise. Chambers will contact counsel to reschedule proceedings when appropriate. Statutes of limitation are not tolled. Electronic filing through CM/ECF will remain available, and self-represented litigants may deposit and date stamp papers for filing with the Court in the drop boxes at each point of holding Court between 8:00 a.m. and 5:00 p.m. Monday through Friday.