

# GEORGE P. KAZEN UNITED STATES COURTHOUSE AND FEDERAL BUILDING

## NOTICE OF COURTHOUSE CLOSURE

The Southern District of Texas Laredo Division will be closed to the public effective Monday, April 6, 2020 until further notice.

### **Protocol for District Court Filings and Proceedings**

Filings will continue to be processed in bankruptcy, civil and criminal cases via the Case Management/Electronic Case Filing (“CM/ECF”) system. For those without access to CM/ECF, documents may be submitted by mail, or in the event of emergency may be submitted by email to: [Laredo\\_Operation@txs.uscourts.gov](mailto:Laredo_Operation@txs.uscourts.gov). All emergency filings must include an email address and phone number where the filer may be reached. Filings submitted by mail will be processed upon receipt after the courthouse reopens. Payments by attorneys utilizing the CM/ECF system will be processed via credit card utilizing Pay.gov. Payments by check or- money order will be accepted by mail and will be processed upon receipt after the courthouse reopens. **Cash payments will not be accepted during this period of exigent circumstances.**

Any *pro se* litigant filing a case via mail should secure a check or money order and should submit it with his or her filing. Should the *pro se* litigant be unable to secure payment the Clerk’s Office will send a notice directing payment be submitted after the courthouse reopens.

Any questions may be directed to:

- if you are scheduled to meet with a Probation or Pretrial Services Officer, contact the Probation and Pretrial Services Office directly for guidance and instructions at (956) 726-2255;
- United States District Clerk’s office at (956) 723-3542
- if you are a juror, contact the Jury Department at (956) 726-2276;
- if you are represented by an attorney, contact your attorney;

- for case-specific matters, contact the case manager for that court; Telephone contact information for the District Court is available at: <https://www.txs.uscourts.gov/page/district-court>.
- For all other matters, contact Sara Medellin, the Deputy Clerk in Charge within the Laredo Division, at 956-723-3542.