

## **OPERATING PROCEDURES DURING A PANDEMIC**

The Houston and Galveston Division Courthouses are open to the public.

See [Houston/Galveston Special Orders](#) for Protocol for Entry into the Houston and Galveston Courthouses

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

All filings in bankruptcy, civil and criminal cases should be filed via the Case Management/Electronic Case Filing ("CM/ECF") system. Filings should comply with the Local Rules for this district. For those without access to CM/ECF, documents may be submitted by mail, in person, or in the event of an emergency may be submitted by email to: [Houston\\_Operations@txs.uscourts.gov](mailto:Houston_Operations@txs.uscourts.gov) for Houston cases and to [Galveston\\_Operations@txs.uscourts.gov](mailto:Galveston_Operations@txs.uscourts.gov) for Galveston case. All emergency filings must include an email address and phone number where the filer may be reached.

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 or in person.

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.

Any questions may be directed to:

- **Houston Operations at 713-250-5500**
- **Galveston Operations at 409-766-3530**