

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA**

PUBLIC NOTICE

**COURIER DROP-OFF POLICY
EFFECTIVE IMMEDIATELY**

Couriers with parcels or correspondence destined for judges' chambers will be routed to the District Court or Bankruptcy Court Clerk's Offices, as appropriate. Personal deliveries, such as flowers, food, etc., must be accepted by the recipient at the entry screening area upon notification by the CSO (Court Security Officer) to chambers.

Items for delivery to other offices in the courthouse, such as the Federal Public Defender's Office, Probation Office, or GSA (General Services Administration), may be taken by the courier to that office.

Fernando Galindo
Clerk of Court

Date: April 26, 2016