

Drop Box Filing Procedures

(05/26/20)

General Information:

In conjunction with [General Order 2020-08 re: COVID-19](#), the Clerk's office counters are closed to the public until further notice to minimize personal interactions. The public may use the drop boxes during hours when the court is closed but the buildings are open to the public; federal employees with weekend and evening access to the courthouse may use the drop boxes whenever the Clerk's Office is closed. Clerk's Office staff retrieve documents from the drop boxes at 9:00 a.m. each day that the court is open.

Courthouse	Court Location	Floor	Building Hours	Telephone No.
Albert V. Bryan U.S. Courthouse	401 Courthouse Sq. Alexandria, VA 22314	2 nd Floor	8:00 a.m. to 5:00 p.m. Friday 7:45 am – 5:00 pm	703-299-2107
Spottswood W. Robinson III and Robert R. Merhige, Jr., Federal Courthouse	701 East Broad St. Richmond, VA 23219	1st Floor	8:00 a.m. to 5:00 p.m.	804-916-2220
Walter E. Hoffman United States Courthouse	600 Granby Street Norfolk, VA 23510	1 st Floor	8:30 a.m. – 5:00 p.m.	757-222-7202
United States Courthouse Newport News	2400 West Avenue Newport News, VA 23607	1st Floor	8:30 a.m. – 5:00 p.m.	757-247-0784

Drop Box Filing Procedures

[Download a printable pdf of the drop box procedures below.](#)

1. Date-stamp documents

- Electronic date stamps are located next to the drop boxes. Turn each original document face-down and stamp the back of the last page. The stamp will record the date and time the court “received” the document.
- The “filed” date, which will be placed on original documents by intake personnel, will be the same as the “received” date, unless the latter is a weekend or federal holiday, in which case the “filed” date will be the first court day following the weekend or holiday. Documents placed in drop boxes without a “received” stamp will be filed as of the date court staff retrieve the documents from the box.

2. Place documents in envelope

- To facilitate processing, clip or rubber-band each original document to its copies. Place each document in one of the envelopes provided by the court.

3. Complete filing information sheet(s)

- Complete a filing information sheet and place the completed sheet in the envelope along with the filings. More than one envelope per filing may be used, but a separate information sheet must be enclosed for each one.

[Download a printable pdf of the filing information sheet.](#)

- If you are a pro se/non-represented litigant filing documents, you must also complete and sign the form titled: Local Rule 83.1(M) Certification and submit with your document(s).

[Download a printable pdf of the Local Rule 83.1\(M\) Certification.](#)

4. Enclose filing fee (if required)

- Include a check or money order payable to “Clerk, United States District Court” in the exact amount of the filing fee, if a fee is required. Please do not enclose cash.

5. Enclose return envelopes for conformed copies (if requesting)

- **Couriered copies:** Mark return envelopes “FOR MESSENGER PICK UP: [NAME, FIRM].” Copies will be available for pick-up after 2:00 p.m. on the day court staff retrieve the documents from the drop box.
- **Mailed copies:** Enclose self-addressed, stamped envelope(s) of appropriate size with adequate return postage. Copies will be placed in the mail the same day the documents are retrieved from the drop box.

6. Place documents in drop box

- Documents will be retrieved by court staff at 9:00 a.m. on the next court day.