

NEW DOCUMENT RECEPTACLE FOR AFTER-HOURS FILING *

On April 14th at 4:30 p.m. , the close of the business day, the Clerk's Office will place a clear Plexiglas document receptacle with a date/time stamper at the first floor entrance to the U.S. Courthouse. Effective April 15, 2000 the Federal Protective Service will no longer accept after-hours filings. Persons using this after-hours filing service should also be aware of the following:

- The Plexiglass document receptacle created for after-hours filing is equipped with an automated date/time stamper above the receptacle opening. To activate the date/time stamper, insert the back side of the first page of the original document into the stamper. You will hear the stamper imprint your document with the correct date and time.
- Once your document is date/time stamped, place it into the receptacle. Documents will be collected from the receptacle each day. Only documents that have been stamped and placed in the receptacle at the time of stamping will be accepted for filing.
- The receptacle opening is approximately 2 ¾" by 10". If your document is too large to fit, divide it into parts that will fit. Each part should be marked with the title of the document, the case number and the part number, e.g. "Part 1 of 4 parts", etc.
- A security video camera will record all transactions at the document receptacle.

* *"After-hours" includes weekends and holidays.*