

Litigants and other parties without ECF access may send documents for filing by electronic mail to the Clerk's Office at this address: intake2_pawd@pawd.uscourts.gov. Documents shall be emailed in PDF format, and only documents that are meant to be filed on the docket shall be sent to this email address. No other correspondence or other communications shall be sent to the Clerk's Office via this email address.

Litigants may continue to send documents, filing fees, restitution payments, and other correspondence to the Clerk's Office by U.S. Mail addressed to: Clerk's Office; U.S. District Court; 700 Grant Street, Suite 3100; Pittsburgh, PA 15219. No cash payments shall be sent by U.S. Mail.

Any party or litigant that appears at the Courthouse in person will not have access to the Clerk's Office. However, prominently posted on the public entrance door will be a "code" or other "identifier" unique to each day that the Intake Office of the Pittsburgh courthouse is closed. If these visitors are concerned about an impending filing or payment deadline, and they cannot send their filing by electronic mail or U.S. Mail as provided above, they should write the "code" on the top right of the filing, payment, or correspondence. If such document, correspondence or payment is thereafter mailed, or is otherwise delivered to the Pittsburgh courthouse in person upon its reopening, so that it is received no later than 10 days from the date associated with the code, the filing and/or payment will be dated as of the date of the code.

Clerk's Office staff will be working remotely, although they remain available to answer any questions by telephone at (412) 208-7500. Nothing herein shall limit the right of any party or litigant to raise any matter by motion to the presiding judicial officer in the case.

June 30, 2020

/s/ Mark R. Hornak
Mark R. Hornak
Chief United States District Judge