

Roszkowski Courthouse Closure Information

Given the public health crisis and the positive test result of an individual who works in multiple floors of the Roszkowski Courthouse, the Roszkowski Courthouse will be closed through at least May 20, 2020. No staff members or members of the public will be admitted into the building.

Filings. Filings in the Western Division may be: (i) electronically filed via CM/ECF; (ii) deposited in the drop box in the lobby of the Dirksen Courthouse during business hours or (iii) mailed to the U.S. District Court Clerk's Office, 219 South Dearborn Street, 20th Floor, Chicago, IL 60604, although mail is not being processed on a regular basis. If a filing is mailed by a prisoner, the traditional "mail box" rule shall govern its filing date. Given the public health emergency and the current inability of the Clerk's Office to process mail in the ordinary course, if a filing is mailed by a non-prisoner, the filing date shall be deemed to be the postmark date, subject to any party's right to move that a different date be used. No in-person deliveries of any kind may be made to a judge's chambers or to the Clerk's Office at either the Roszkowski Courthouse or the Dirksen Courthouse.

Email Filing Option for Pro Se Parties. The Court suspends through May 29, 2020 the prohibition against pro se parties emailing their filings to the Clerk's Office. Through May 29, 2020, the Court will accept filings from pro se litigants via email that comply with these requirements: (i) the filing must be in PDF format; (ii) the filing must be signed s/ [filer's name] or bear a handwritten signature; (iii) the email must be sent to

Temporary_E-Filing@ilnd.uscourts.gov; (iv) the email must state the party's name, address, and phone number; (v) for existing cases, the email's subject line must read: "Pro Se Filing [Insert Your Case Number]", and for new cases, the email's subject line must read: "Pro Se Filing in New Case". E-mails that do not comply with these requirements will not be reviewed and will not be considered a proper filing.

Emergency Relief. Any party may seek emergency relief in any case or from the Third Amended General Order 20-00012. In addition to filing the emergency motion in the case in which emergency relief is sought, the party must file the motion in Case No. 20-cv-01792, which is a docket created to receive emergency motions filed under the Amended General Order. The emergency motion must be filed (i) electronically via CM/ECF if possible or (ii) for non-e-filers, via email as outlined above. If neither CM/ECF nor email is available to a party, then the party may deposit the emergency motion at the Dirksen Courthouse drop-box or mail the motion to the U.S. District Court Clerk's Office, 219 South Dearborn Street, 20th Floor, Chicago, IL 60604 but parties are warned that mail is not being processed on a regular basis. The emergency motion will be considered as soon as practicable by the presiding judge, an emergency judge, or the Chief Judge.

For an emergency matter, as defined by Local Rule 77.2(a)(3), that arises during business hours (Monday through Friday 7:00 a.m. through 6:00 p.m.), the party shall send an e-mail describing the emergency to Emergency_Judge@ilnd.uscourts.gov. The Clerk will monitor the mailbox and send a response. If an emergency matter arises outside of business hours, the party shall call (312) 702-8875 leave a message describing the emergency and provide a return telephone number. The Clerk will return the call.