

UNITED STATES COURT OF APPEALS FOR THE FOURTH CIRCUIT
Public Advisory Regarding Operating Procedures in Response to COVID-19

March 17, 2020

Amended May 11, 2020

The following measures are adopted in response to the current public health emergency arising from the coronavirus (COVID-19):

1) Courthouse Access:

Aside from authorized visitors, the Powell Courthouse is closed to the public. Papers to be filed with the court may be stamped and filed in the Powell Courthouse Lobby; however, individuals who have been diagnosed with COVID-19, who have had contact with a person with COVID-19, who have been asked to self-quarantine, who have traveled internationally or to heavily infected areas within the past 14 days, or who are experiencing flu-like symptoms are prohibited from entering the building for any reason. All business with the Clerk's Office should be conducted by phone: (804) 916-2700.

2) Public Access Terminal Users:

If you need assistance with accessing court documents and are not able, or cannot afford, to use PACER.gov, please call (804) 916-2700 for assistance.

3) Court Filings:

Attorneys should file documents through CM/ECF (File a Document or Submit New Case). The court suspends the requirement of paper copies of formal briefs and appendices pending further notice.

Pro se parties are encouraged to register for an electronic filer account through the PACER Service Center and request electronic filing privileges for the Fourth Circuit. For instructions see: https://www.ca4.uscourts.gov/caseinformationefiling/efiling_cm-ecf/reqsteps_ecfiler.

Pending further notice, pro se parties may file documents via email to 4cca-filing@ca4.uscourts.gov or via facsimile to (804) 916-2737. File in PDF format only and include the case number. Duplicate paper copies should not be mailed to the court. Pro se parties remain responsible for service of documents filed by email or facsimile.

4) Emergency Matters:

Emergency matters should be filed electronically. If the matter cannot be filed through CM/ECF, it should be filed in PDF format via email to 4cca-filing@ca4.uscourts.gov or via facsimile to (804) 916-2737, rather than in paper form. Call the Clerk's Office at (804) 916-2700 if you have a matter requiring the court's immediate attention.

5) Oral Argument:

Cases designated for argument during the March, April, and May 2020 argument sessions will be heard at a later session, heard by teleconference or video-conference, or submitted on the briefs, at the direction of the assigned panels.

Register here to receive future court advisories via email:

<https://www.ca4.uscourts.gov/email-subscription>,