

NOTICE REGARDING EMERGENCY REQUESTS FOR RELIEF

Due to current circumstances there may be delays in processing paper filings received through the drop box.

Filers with an emergency matter should inform the Clerk's Office by emailing PAED_DOCUMENTS@PAED.USCOURTS.GOV **and** by calling one of these numbers: (215) 597-0374 or toll-free at (800) 525-5726 or (877) 437-7411.

In the email, filers should (1) indicate in the subject line the type of pleading and nature of relief sought; (2) include all relevant telephone and email contact information; and (3) attach a PDF version of the filing to the email.

Filers who send their pleading via email should NOT place a paper copy of the filing in the drop box unless their individual circumstances require the time stamp. If you believe you need to use the time stamp and the drop box please note in your email that a paper copy of the filing was placed in the drop box.

Filers who are unable to provide their pleading as a PDF via email should use the time stamp and the drop box. If it is an emergency matter, notify the Clerk's Office by calling one of the phone numbers listed above.