



**United States Bankruptcy Court  
Northern District of New York**



**United States District Court  
Northern District of New York**

**DROP BOX INSTRUCTIONS UTICA COURTHOUSE**

Due to the circumstances created by COVID-19 and to protect the health and safety of court personnel and the public, this drop box is provided for the submission of payments or documents.

**To Submit a Document or Pay a Fee:**

- To submit a document, slide the first page of document(s) into the time-stamp machine and confirm that the date and time are printed.
- Put document(s) and/or payment in one envelope.
  - **For Bankruptcy Court** Money Orders and Certified Checks should be made payable to “Clerk, U.S. Bankruptcy Court.” A debtor’s uncertified personal check and third-party payments are not accepted.
  - **For District Court** Money Orders and Certified Checks should be made payable to “Clerk, U.S. District Court.”
  - Do not deposit cash in the drop box. The Court is not responsible for cash deposited in the drop box. To pay cash, you must go to Clerk’s Office. See below for counter locations and hours of operation.
- Write your (1) Case Number, (2) Name, (3) Address and (4) Telephone Number on the outside of the envelope and drop your envelope into the drop box.
- If you are filing a new case, time sensitive document or if you have questions about how to file a document, please call the Clerk’s Office or visit the Clerk’s Office between the hours set forth below.

	<b>Clerk’s Office Telephone Monday – Friday</b>	<b>Clerk’s Office Open to Public Monday – Friday</b>	<b>Building Hours Monday - Friday</b>
<b>Bankruptcy</b>	9:00 a.m. – 4:00 p.m. (315) 793-8101	10:00 a.m. – 2:00 p.m. Second Floor	8:30 a.m. – 4:30 p.m.
<b>District</b>	9:00 a.m. – 4:00 p.m. (315) 793-8151	10:00 a.m. – 3:00 p.m. Third Floor	8:30 a.m. – 4:30 p.m.

**Collection Times: 10:30 a.m. and 2:30 p.m. Monday through Friday.**