

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

GENERAL ORDER No. 73

Continuing Temporary Restrictions on Courthouse Access  
due to COVID-19 Public Health Emergency  
(Amended April 30, 2020)

In order to protect the health of parties, attorneys, court staff, and other potential courthouse visitors, the court will continue to temporarily restrict courthouse access at all four locations due to the ongoing COVID-19 emergency. Effective May 1, 2020, and until June 1, 2020, or a later date set by subsequent order of this court, only persons having official court business authorized by General Order No. 72, or by a presiding judge of this court, may enter any Northern District of California courthouse property. "Official court business" shall include: (1) attorneys, parties, witnesses, or other persons who are required to attend an in-person court hearing; and (2) members of the press and public who have a legitimate need to observe a public in-person court hearing that cannot be observed by telephone or videoconference. **Courtroom spectators are reminded that a shelter-in-place has been ordered throughout the State of California, and that there are health and safety risks associated with attending an in-person court hearing.**

Hard copy documents may be submitted by U.S. Mail to the San Francisco, Oakland, or San Jose courthouses. There will also be a drop box available for manual filing in the first floor lobby of the San Francisco, Oakland, and San Jose courthouses. Before filing by mail or by drop box, alternatives such as Electronic Case Filing (ECF) should be discussed with court staff. U.S. Mail and drop box filings will be picked up only twice a week, on Mondays and Thursdays. Emergency filings should not be submitted to the drop boxes and should be coordinated with court staff.

No drop box is available to the public at the Eureka-McKinleyville Courthouse. Mail addressed to the Eureka-McKinleyville Courthouse will be forwarded to the San Francisco Courthouse for processing.

Questions may be directed to the following phone numbers:

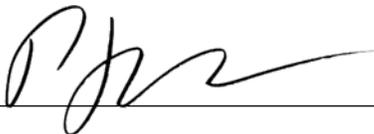
- San Francisco Courthouse: (415) 522-2000
- Oakland Courthouse: (510) 637-3530
- San Jose Courthouse: (408) 535-5363
- Eureka-McKinleyville Courthouse: (707) 445-3612

Questions may also be emailed to [ECFHELPDESK@cand.uscourts.gov](mailto:ECFHELPDESK@cand.uscourts.gov), or for media inquiries, to [media@cand.uscourts.gov](mailto:media@cand.uscourts.gov).

ADOPTED: March 16, 2020

AMENDED: March 23, 2020  
March 25, 2020  
April 2, 2020  
April 30, 2020

FOR THE COURT:



Phyllis J. Hamilton  
Chief Judge