



**William T. Walsh**  
*Clerk of Court*

**NOTICE TO THE PUBLIC**  
March 30, 2020

**U.S. District Court for the District of New Jersey Announces**  
**Pro Se Litigants - ECF Help Desk**

The United States District Court for the District of New Jersey announces a temporary change to the ECF Help Desk guidelines for all courthouses in the District as a result of the COVID-19 virus (coronavirus) outbreak in New Jersey.

The Centers for Disease Control has advised people to take precautions in light of the COVID-19 virus outbreak and noted that the best way to prevent illness is to avoid being exposed to this virus. Therefore, Effective immediately, pro se litigants will be able to submit filings via the courts ECF Help Desk until further notice. Please review the information below:

1. Information may be accessed through the court website at [www.njd.uscourts.gov](http://www.njd.uscourts.gov). This website is available 7 days a week; 24 hours a day;
2. Pro Se Litigants will temporarily be able to submit filings via the help desk email. Please send filings to [ecfhelp@njd.uscourts.gov](mailto:ecfhelp@njd.uscourts.gov). The filing date will be the date the Help Desk receives the email;
3. Attorneys with E-Filing privileges should continue to file in ECF. Electronic filing is available 7 days a week; 24 hours a day;
4. The Help Desk will continue to be available to those callers that need assistance with filing questions. At a minimum, the help desk will be monitored during regular business hours of 9 a.m. to 4 p.m., Eastern Standard Time, Monday through Friday.

These restrictions will remain in place temporarily until it is determined to be safe to remove them. People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.