



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA
OFFICE OF THE CLERK OF COURT**

AFTER-HOURS DROP BOX INSTRUCTIONS

All drop box users must review these instructions prior to utilizing the drop box to submit documents to the Clerk's Office of the U.S. District Court. If a drop box user has any questions, please request assistance at the Clerk's Office intake counter during Clerk's Office Hours.

- Filers **must** stamp each original document on the back of the document's last page with the **RECEIVED** stamp located on or near the drop box.
- Envelopes will be supplied by the Clerk's Office and maintained at the same location as the **RECEIVED** stamp and drop box.
- Filers **must** place all documents within the provided envelope(s) and seal the envelope(s) prior to depositing them in the drop box.
- Drop boxes are not a substitute for filing papers in-person during Clerk's Office Hours or electronically through CM/ECF. Documents submitted in drop boxes during Clerk's Office Hours may not be collected until the following business day.
- Documents received via drop box may be accepted at either the Hugo L. Black U.S. Courthouse or the Huntsville U.S. Courthouse, regardless of where the case is assigned.
- Drop box hours and availability are subject to change without notice and at the discretion of the Chief Judge or the Clerk of Court.