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**Court of Appeal**  
**FIFTH CIRCUIT**  
**STATE OF LOUISIANA**

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March 23, 2020

During the COVID-19 state of emergency, the Fifth Circuit Court of Appeal facility is closed, but the Fifth Circuit is continuing the business of the Court and conducting all Court operations remotely. Please review the following important information regarding Court operations.

1. **eFiling.** The Fifth Circuit encourages all attorneys to register with eCourt and to eFile pleadings. Register at <https://ecourt.fifthcircuit.org/register.aspx>. The fee associated with eFiling is waived during the COVID-19 state of emergency.
2. **Fax Filing.** During the COVID-19 state of emergency, the Fifth Circuit is temporarily accepting fax filings. The fax number is (504) 576-0800. Payment of filing fees with fax filings will be deferred until normal operations resume.
3. **E-Mail Filing.** During the COVID-19 state of emergency, the Fifth Circuit is temporarily accepting filings via e-mail: [clerksoffice@fifthcircuit.org](mailto:clerksoffice@fifthcircuit.org). Payment of filing fees with e-mail filings will be deferred until normal operations resume.
4. **U.S. Mail Filing.** During the COVID-19 state of emergency, the Fifth Circuit is continuing to accept U.S. Mail filings, which are being processed as circumstances allow.
5. **In-Person Filing.** During the COVID-19 state of emergency, the Fifth Circuit is not accepting in-person filings.
6. **Records.** During the COVID-19 state of emergency, the Fifth Circuit is making records and exhibits available electronically that are transmitted via e-mail. The fee associated with obtaining electronic records is waived during the COVID-19 state of emergency.
7. All questions can be directed to the Clerk of Court, Curtis Pursell at (504) 376-1470 or [clerksoffice@fifthcircuit.org](mailto:clerksoffice@fifthcircuit.org).