

UNITED STATES COURT OF APPEALS  
FOR THE TENTH CIRCUIT  
DROP BOX FILING PROCEDURES



In-person filings for the Tenth Circuit Court of Appeals and the Tenth Circuit Bankruptcy Appellate Panel should be deposited in this drop box in accordance with the following procedures.

**1. Stamp documents**

An electronic date/time stamp is located on top of the drop box. Documents must be stamped at the top of the first page before being deposited in the drop box. The stamp will record the date and time the court receives a document. When a document is filed, the “filed” date placed on the document by Clerk’s Office personnel will be the same as the “received” date. **Documents placed in the drop box without a “received” stamp will be received as of the date court staff retrieve the documents from the box.**

**2. Place documents in an envelope or in one of the pouches next to the drop box**

Clip or rubber-band each original document to its copies. Place each document in an envelope or in one of the zippered pouches next to the drop box.

**3. Enclose filing fee (if required)**

If a fee is required, include a check or money order payable to “Clerk, United States Court of Appeals” in the exact amount of the filing fee. **Do not enclose cash.**

**4. Enclose return envelopes for file-stamped copies (if requested)**

If requesting file-stamped copies of documents deposited in the drop box:

- Include a sufficient number of copies, and
- Enclose a self-addressed stamped envelope of appropriate size with adequate return postage.

**5. Place envelope or pouch in drop box**

Documents will be retrieved by court staff at 9:00 a.m. each business day.

**\*Note:** Unopened envelopes/packages will be screened by court security officers before they may be deposited into the drop box.