UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT

DROP BOX FILING PROCEDURES

Use this drop box and follow these steps for in-person filings with the Tenth Circuit Court of Appeals and the Tenth Circuit Bankruptcy Appellate Panel. If you have a disability and cannot access the drop box at the front entrance of the courthouse, call 303-844-3157 for help.

1. Stamp documents

There is an electronic date/time stamp on top of the drop box. Before you put your document in the drop box, stamp the top of the first page of each original document. The stamp shows the date and time the court received your document. The court will use that stamped date as the filing date for your document. **If you forget to stamp your document, the filing date will be the date court staff retrieve the document from the drop box.**

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

Attach each original document to its copies using a clip or rubber-band. Place the documents in an envelope or in one of the zippered pouches next to the drop box.

3. Enclose filing fee (if required)

If you are required to pay a fee for this filing, include a check or money order payable to "Clerk, United States Court of Appeals." The payment must be for the exact amount of the filing fee. **Do not enclose cash.**

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

If you want the court to send you filed copies of the documents you deposit in the drop box, enclose:

- Extra copies of your documents, and
- A self-addressed stamped envelope of appropriate size with enough postage on it.

5. Place envelope or pouch in drop box

Court staff collect documents from the drop box every business day at **4:45 p.m**.

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

Updated: 9/16/26