

## **OFFICE HOURS**

The Clerk's Office is open daily, except Saturdays, Sundays and legal holidays. The following schedule is presently in effect:

| <b><u>EVENT</u></b>   | <b><u>HOURS</u></b>                                      |
|---|--|
| Filing of any paper, petition, pleading, etc.   | 9:00 a.m. until 4:30 p.m.*                               |
| *Emergency filings will be accommodated, when necessary, outside of these hours on a case by case basis.            |  |
| Records review, pulling files for public review, docket review, pulling dockets for public review, public inquiries | 9:00 a.m. until 4:00 p.m.                                |
| Operator assisted telephone inquiries   | 10:00 a.m. until 12:00 p.m.<br>2:00 p.m. until 4:00 p.m. |
| Mail inquiries  | All mail inquiries will be processed on a received basis |

Your cooperation is requested in filing documents accompanied by a filing fee (petitions, e.g.) as early in the day as possible, to avoid delays in closing of the Court's financial system. In particular, attorneys should avoid dropping off large quantities of petitions at or near closing time.