

[Court letterhead or Judicial Order Format]

[Court Name]

[Court Location/Address]

COURTHOUSE CLOSURE ORDER

Due to [inclement weather][safety][emergency][other], the [Court Name] located at [courthouse address] is unable to support the core mission of the court. The courthouse [entire or certain parts] will be closed [indefinitely] or [from approximately date/time to date/time].

The court cannot accept any paper filings until it reopens. Any filing due when the court is closed will not be considered late until the court is again able to accept paper filings or a temporary court location is opened and capable of accepting paper filings. Visit the Court's website at www.utcourts.gov for more information about e-filing, e-payments (for court fines and fees), the Online Court Assistance Program (OCAP), and self-help resources including forms and procedural guidance. Cases with scheduled [court appearances][hearings] during the closure are hereby canceled. The court will send notice of new court dates once the court opens and [hearings][court appearances] have been rescheduled. [The court will endeavor, when practical, to reschedule hearings far enough in advance to provide meaningful notice to litigants about the new hearing date. New hearing information will also be posted online at : <https://www.utcourts.gov/cal/>

Comment [1]: I'm not sure about this.

For more information, please contact [name][phone number][email address] (Geoff Fattah or a link to the closure notice on the Court's website?).

If holding court in alternate location..... During the courthouse closure, [Court Name] will be held at [alternate location address]. This temporary court location will be open on [court days hours]. Court business will be conducted by [outline new court procedures]. For more

information, please contact [name][phone number][email address].

Dated this ____ day of _____ 20__.

Presiding Judge
[Court]