

Rule 504. Hours of Clerk's Office

1. Hours of Actual Operation

The Clerk's Office shall be open from 9:00 a.m. to 5:00 p.m. on all days except Saturdays, Sundays, the legal holidays specified in Fed. R. Civ. P. 77(c) and the day after Thanksgiving.

2. After Hours Box

For the convenience of litigants and counsel, an "after hours" or "night" box in which filings can be made outside of normal business hours is located on the first floor of each Courthouse. The hours during which each box is accessible are posted on the Court's website and at the entrance to each Courthouse.

3. Emergency Contact

A representative of the Clerk's Office may be contacted in an emergency to arrange to accept filings. The appropriate telephone number(s) may be obtained by contacting the Clerk's Office during normal business hours or by consulting the website. The emergency contact number(s) are also posted at the entrance to each Courthouse.