

IN THE IOWA DISTRICT COURT
FOR THE EIGHTH JUDICIAL DISTRICT

IN RE: TEMPORARY CLOSURE OF
THE CLERK'S OFFICES IN KEOKUK,
MAHASKA, POWESHIEK AND
WASHINGTON COUNTIES FOR
MANDATORY ELECTRONIC DOCUMENT
MANAGEMENT TRAINING

Administrative Order No. 2014-13

In anticipation of the Electronic Document Management System (EDMS) being implemented in Keokuk, Mahaska, Poweshiek and Washington Counties, it is necessary for court staff to receive training. This training is mandatory. In order to ensure that said training is completed, it will be necessary for the Clerk's office to be temporarily closed on several occasions for the staff to prepare and train for the EDMS implementation.

IT IS THEREFORE ORDERED that the Clerk's offices in Keokuk, Mahaska, Poweshiek and Washington Counties shall be closed to the public on the following dates and times:

Tuesday, January 13, 2015	Noon to 4:30 p.m.
Thursday, January 15, 2015	Noon to 4:30 p.m.
Tuesday, January 20, 2015	Noon to 4:30 p.m.
Thursday, January 22, 2015	Noon to 4:30 p.m.
Tuesday, January 27, 2015	Noon to 4:30 p.m.

The Clerks of each of those counties shall ensure that this notice is conveyed to the public by posting this notice prominently in their courthouse. The Clerks shall also ensure that notice of said closure of her office is conveyed to attorneys regularly practicing in said county, law enforcement, and any other individuals who regularly utilize the services of the Clerk's office. The Eighth Judicial District Court Administrator

shall also ensure that a copy of this notice is posted on the Judicial Branch website and copies distributed as listed below.

Dated this 24th day of December, 2014.



Mary Ann Brown
Chief Judge, Eighth Judicial District

Original Filed With Court Administrator

CERTIFICATE OF SERVICE: The undersigned certifies that a true copy of this document was served on each person named below, including attorneys of record, or the parties where no attorney is of record, by electronic mail, or by enclosing this document in an envelope addressed to each named person at the respective addresses disclosed by the pleadings of record herein, with postage fully paid, by depositing the envelope in a United States depository, or hand-delivered via courthouse mail, as checked below. The date and manner of service can be verified with the court administrator's office.

Copies distributed via:	Email	Crthouse Mail	U.S. Mail
	___	___	___ Janietta Criswell
	___	___	___ Julie Johnson
	___	___	___ Bar Presidents of Keokuk, Mahaska, Poweshiek and Washington Counties
	___	___	___ Sheriffs of Keokuk, Mahaska, Poweshiek and Washington Counties
	___	___	___ BA District Court and District Associate Judges
	___	___	___ BA Court Reporters
	___	___	___ Mike Rempe
	___	___	___ Public Defender's Office
	___	___	___ EDMS Trainers

Signed: _____