

IN THE IOWA DISTRICT COURT
FOR THE EIGHTH JUDICIAL DISTRICT

IN RE: TEMPORARY CLOSURE OF
THE DES MOINES COUNTY CLERK OF
COURT'S OFFICE FOR MANDATORY
ELECTRONIC DOCUMENT
MANAGEMENT TRAINING

Administrative Order No. 2014-7

The Electronic Document Management System (EDMS) is scheduled to be activated for the Des Moines County District Court on November 18, 2014. In anticipation of said system being implemented in the Des Moines County District Court, 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 Des Moines County Clerk of Court's office shall be closed to the public from 1:30 p.m. to 4:30 p.m. on the following dates: October 14, 2014; October 21, 2014; October 28, 2014; November 4, 2014; and November 6, 2014.

The Clerk shall ensure that this notice is conveyed to the public by posting this notice prominently at the Des Moines County Courthouse. The Clerk shall also ensure that notice of said closure of her office is conveyed to attorneys regularly practicing in Des Moines County, local 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.

Dated this 29th day of September, 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
	___	___	___ Christine Brakeville
	___	___	___ Des Moines County Bar Association President
	___	___	___ Des Moines County Sheriff
	___	___	___ 8B District Court and District Associate Court Judges
	___	___	___ 8B Court Reporters
	___	___	___ Mike Rempe
	___	___	___ Burlington Chief of Police
	___	___	___ Des Moines County Attorney
	___	___	___ Public Defender's Office
	___	___	___ EDMS Trainers

Signed: _____