

IN THE IOWA DISTRICT COURT
FOR THE EIGHTH JUDICIAL DISTRICT

IN RE: TEMPORARY CLOSURE OF
THE CLERK'S OFFICES IN APPANOOSE,
DAVIS AND MONROE COUNTIES FOR
MANDATORY ELECTRONIC DOCUMENT
MANAGEMENT TRAINING

Administrative Order No. 2015-04

In anticipation of the Electronic Document Management System (EDMS) being implemented in Henry, Louisa and Jefferson 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 Henry, Louisa and Jefferson Counties shall be closed to the public on the following dates and times:

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|--------------------------|-------------------------|
| Thursday, April 2, 2015 | 12:00 p.m. to 4:30 p.m. |
| Tuesday, April 7, 2015 | 12:00 p.m. to 4:30 p.m. |
| Thursday, April 9, 2015 | 12:00 p.m. to 4:30 p.m. |
| Tuesday, April 14, 2015 | 12:00 p.m. to 4:30 p.m. |
| Thursday, April 16, 2015 | 12:00 p.m. to 4:30 p.m. |
| Thursday, April 23, 2015 | 10:00 a.m. to 3:00 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.

