

IN THE IOWA DISTRICT COURT
FOR THE THIRD JUDICIAL DISTRICT COURT OF IOWA

Re: Clerk of Court office hours and
security for the court

Administrative Order 2015 – 1106 # 13
ORDER concerning clerk of court office
hours Dec. 24, 2015

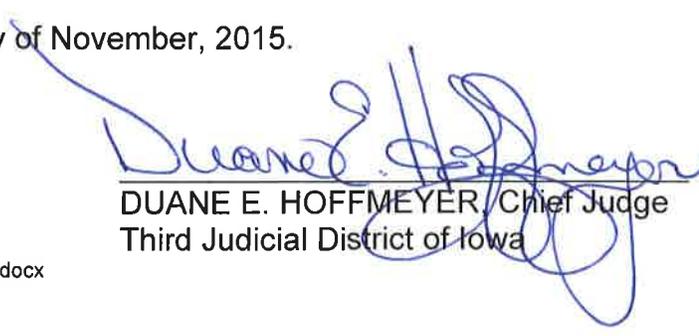
All county courthouses in the Third Judicial District are implementing different closure policies from December 24th, 2015. Having court offices as the only offices in the courthouse open to the public enhances security risks for court personnel. As the chief administrator in the Third Judicial District, and pursuant to Iowa Code Section 602.1211 and Iowa Ct. R. 22.5, the chief judge is responsible for taking appropriate measures to ensure the safety and protection of court personnel in administering the affairs of the judicial district.

IT IS ORDERED that all court offices in the Third Judicial District shall be closed to the public during the time the respective county courthouse is closed to the public.

During the regular work hours in which court offices are closed to the public, employees may choose to utilize vacation time or work when the courthouse is closed to the public. All judges and employees choosing to work when the courthouse in their county of residence is closed shall send an e-mail to the district court administrator at Leesa.McNeil@iowacourts.gov so that personnel resources can be identified and utilized as needed during this period of time.

The district court administrator shall e-mail a copy of this order to all employees of the Third Judicial District, Tom Bouska, DHS Regional Administrator and the State Court Administrator. Clerks of court shall notify the attorneys, law enforcement officials and county auditors in their respective counties.

Dates this 6th day of November, 2015.


DUANE E. HOFFMEYER, Chief Judge
Third Judicial District of Iowa