

**FILED**

NOV 18 2019

CLERK OF DISTRICT COURT  
SCOTT COUNTY, IOWA

**IN THE IOWA DISTRICT COURT FOR THE SEVENTH JUDICIAL DISTRICT**

<b>IN RE CLOSURE OF THE SEVENTH JUDICIAL DISTRICT JUDICIAL BRANCH OFFICES ON DECEMBER 24, 2019</b>	) ) ) ) )	<b>ADMINISTRATIVE ORDER</b>  No. 2019-13 <i>IFIF 002573</i>
--	-----------------------	---

It has come to the attention of the undersigned that all of our courthouses are closed for the entire day of Christmas Eve. There will be no security provided in any of the courthouses in our district. As a result, it is hereby ordered that all Judicial Branch offices in the Seventh Judicial District's courthouses will be closed for the entire day on Tuesday, December 24, 2019 to ensure the safety of all of our employees.

Pursuant to Iowa Code § 602.1211 and Iowa Court Rule 22.5, the chief judge has the responsibility for taking appropriate measures to ensure the safety and protection of court personnel in administering the affairs of the judicial district. Therefore, in order to ensure the safety and protection of our court personnel, all court offices in the Seventh Judicial District shall be closed to the public all day on December 24, 2019.

Employees electing not to work on December 24, 2019 must use vacation time, earned compensatory time, or in limited situations, leave without pay (if approved by the District Court Administrator and immediate supervisor). Those that wish to work may do so behind closed and locked doors if the entire office is closed. The undersigned allows the closing of offices for security reasons; therefore, if your office is closed, yet still staffed, the phone shall be answered. Judicial officers may take the day off using vacation time. All offices shall be open December 26, 2019.

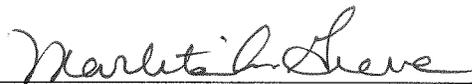
Emergency matters will be handled by the on-call judge and/or magistrate. In addition, notice to the local Bars and other routine court users shall be given in advance.

The District Court Administrator shall be notified if an office is going to be staffed and if staffed, a list of employees shall be provided to the District Court Administrator.

Each county's Clerk of Court shall provide public notice of this Order by posting a copy of it on the Clerk's office doors and on the doors to the court areas (district, associate and magistrate courts). A copy of this Order shall be sent to the Cedar, Clinton, Jackson, Muscatine and Scott County Bar Associations for distribution to their membership; to Todd Nuccio, State Court Administrator; to Kathy Gaylord, District Court Administrator; to Brian McKenrick, Assistant District Court Administrator; to Kim Hess, Clerk of Court for Clinton and Jackson counties; to Julie Carlin, Clerk of Court for Scott county; and to Heidi McDonough, Clerk of Court for Cedar and Muscatine counties. The District Court Administrator shall also post a copy on the Judicial Branch website.

The original of this order shall be filed in the Scott County Clerk's office.

Dated: November 18, 2019.



---

Marlita A. Greve, Chief Judge  
7<sup>th</sup> Judicial District of Iowa