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November 6, 2009

MEMO

To: Judges, Attorneys, Abstractors, Public

Re : Clerk's office schedule for move into the Judicial Building

Our scheduled move dates are Weds. Dec. 9th thru Saturday, Dec. 12th. Generally we plan on moving files and books on the 9th, computers and phones on the 10th and hopefully be *somewhat* operational on Friday the 11th. We have court commitments on all three of those days and will have a deputy in attendance with the files. Thursday we plan on closing the door to the public and will accept only filings that need to be filed on that date. The books will be unavailable for two days, Weds. And Thurs., but the computer will still be running on Wednesday although the movers will be in there. We ask for your patience and realize we are in uncharted waters here with a task of moving some material that has been in place for 180 yrs. or so. Although we will have someone physically moving us, we will have to direct and place things where they are supposed to be. The mover has told us we have to unpack and place and I have no idea how time consuming this will be but hopefully we will have some of the machines working by Friday. Thank you for your cooperation