

Sample Notice of Court Closing

DATE

NEWS RELEASE

For Immediate Release For Further Information Contact:

NAME

TITLE

PHONE

DATE

The [name] Court will close the Office of the Clerk of the Court on [days and dates] so that employees [and members of the State Court Administrative Office] can [insert reason for closure]. The closing was ordered by Chief Judge [name] through a notice of closing issued today. While the court will be closed, emergency matters will be handled by calling [phone number].