

IN THE IOWA DISTRICT COURT FOR THE SIXTH JUDICIAL DISTRICT

IN RE TEMPORARY EARLY  
CLOSURE OF THE LINN COUNTY  
CLERK OF COURT OFFICE FOR  
ELECTRONIC DOCUMENT  
MANAGEMENT TRAINING

ADMINISTRATIVE ORDER

*Misc # 10*

FILED  
CLERK OF DISTRICT COURT  
2014 FEB - 3 AM 10:07  
LINN COUNTY IOWA

The Electronic Document Management System (EDMS) governed by Chapter 16 of the Iowa Rules of Court is being officially implemented in Linn County during April and May. To prepare and train court staff for implementation of EDMS, the Court finds it necessary to require early closure of the Linn County Clerk of Court Office to the public.

**THEREFORE, IT IS HEREBY ORDERED** that the specified divisions of the Linn County Clerk of Court's Office shall close at the dates and times listed below.

All divisions of the clerk's office except the juvenile court division will close on the following dates and times:


Tuesday, March 4, 2014	1:00 – 4:30 p.m.
Thursday, March 6, 2014	1:00 – 4:30 p.m.
Tuesday, March 18, 2014	1:00 – 4:30 p.m.
Thursday, March 20, 2014	1:00 – 4:30 p.m.
Tuesday, March 25, 2014	1:00 – 4:30 p.m.
Thursday, March 27, 2014	1:00 – 4:30 p.m.
Tuesday, April 1, 2014	1:00 – 4:30 p.m.
Thursday, April 3, 2014	1:00 – 4:30 p.m.
Tuesday, April 8, 2014	1:00 – 4:30 p.m.

The juvenile division of the clerk's office located at the Linn County Juvenile Justice Center will be closed on the following dates and times:

Tuesday, March 4, 2014	1:00 – 4:30 p.m.
Tuesday, March 27, 2014	1:00 – 4:30 p.m.
Tuesday, April 1, 2014	1:00 – 4:30 p.m.
Thursday, April 17, 2014	1:00 – 4:30 p.m.
Tuesday, April 22, 2014	1:00 – 4:30 p.m.
Thursday, April 24, 2014	1:00 – 4:30 p.m.

The Linn County Clerk of Court shall provide public notice of this order by posting a copy of it by the clerk's windows at the Linn County Courthouse and Linn County Juvenile Justice Center, and by the public elevators on the main floor. The district court administrator shall also send a copy of this Order to the Linn County Bar Association for distribution to their membership as well as post a copy on the Judicial Branch Website by Court Administration.

**DATED** this 31st day of January, 2014.

  
PATRICK R. GRADY, CHIEF JUDGE  
SIXTH JUDICIAL DISTRICT OF IOWA

Cc: Linn County Bar Association  
Linn County Attorney  
Linn County Public Defender  
Linn County Advocate  
Linn County Sheriff  
District Court Administrator  
Linn County Clerk of District Court  
State Court Administrator  
Child Support Recovery Unit  
Chief Juvenile Court Officer