

# COURT HOURS AND FILINGS

The daily Court hours are:

Monday through Thursday:

Open	8:00 a.m. – 12:00 p.m.
Closed	12:00 p.m. – 1:00 p.m. for lunch
Open	1:00 p.m. – 5:00 p.m.

Friday:

Open	8:00 a.m. – 12:00 p.m.
Closed	12:00 p.m. – 1:00 p.m. for lunch
Open	1:00 p.m. – 3:00 p.m.
Closed	3:00 p.m. – 5:00 p.m. for administrative purposes

When filings are brought in at 4:30 p.m. or later, the cover page will be stamped with a “received” stamp and placed in a “hold” area. The document will be stamped “Filed” and processed the morning of the next regular work day. Exceptions will be made:

Emergencies, such as, Petitions for Protection;

If the Court is open for only a half day, the time would then be 11:30 a.m.; or

If on a Friday when the Court is closed from 3:00 – 5:00, the time would be 2:30 p.m.

Thank you for your cooperation. Please call 253-680-5585 for any questions.