



United States District Court Western District of Tennessee

COURT HOURS OF OPERATION

The Eastern and Western Divisions of the District Clerk of Court's office are open to the public Monday through Friday from 8:30 a.m. until 4:30 p.m. except for Federal Holidays (*see below*).

FEDERAL HOLIDAYS*

1. New Year's Day (January 1st)
2. Martin Luther King's Birthday - Third Monday in January
3. President's Day - Third Monday in February
4. Memorial Day - Last Monday in May
5. Independence Day (July 4th)
6. Labor Day - First Monday in September
7. Columbus Day - Second Monday in October
8. Veteran's Day (November 11th)
9. Thanksgiving Day - Fourth Thursday in November
10. Christmas Day (December 25th)

** Remember that if a holiday falls on the weekend the observed holiday will be either the Friday before or the Monday after the actual date of that holiday.*

INCLEMENT WEATHER POLICY

Rule 77(a) and (c) of the Federal Rules of Civil Procedure require that district courts be deemed always open for filing and that the Clerk's Office, with the Clerk or a deputy in attendance, be open during business hours on all days except weekends and legal holidays. Therefore, when serious inclement weather or emergency conditions threaten the Clerk's Office's ability to conduct business as usual, the Clerk will consult the Chief Judge concerning the observance of office hours. Generally speaking, however, as long as one employee is able to travel to the office, the Clerk's Office will open.

As conditions warrant, the Clerk will cause a message to be recorded on the juror telephone line (1-800-596-3354) to provide employees, as well as jurors, a status of conditions and plans. Storms have varying affects upon the city and outlying areas and therefore impact differently the ability of commuters to travel the roads. If, upon telephoning the emergency number, employees have not received notice about how the Court intends to operate, they are expected to use their best judgment when assessing travel conditions along their route to the office. If the office is not officially closed as a result of conditions, employees not reporting for work will be charged leave for their absence.