

**IN THE UNITED STATES DISTRICT COURT AND THE UNITED STATES  
BANKRUPTCY COURT  
FOR THE DISTRICT OF COLORADO**

**ORDER PERMITTING CLOSURE OF  
COURT OFFICE FACILITIES AND  
GRANTING EXCUSED ABSENCE TO  
EMPLOYEES**

**DISTRICT COURT GENERAL ORDER  
2012-6**

Upon the finding that the legal holidays of Christmas Day and New Year's Day fall upon a Tuesday this year, and that the Monday preceding each holiday will thus fall between a weekend and a legal holiday, and upon the authority of the chief judge to oversee administration and management of the Clerk's Office, and the United States Probation Department, and the Administrative Support Center, it is

**ORDERED** as follows:

1. The clerk of the court is hereby authorized to close the Clerk's Office facilities at all court locations in the District of Colorado on Monday, December 24, 2012 and Monday, December 31, 2012. The court will remain open for filing any paper, issuing and returning process, making a motion, or entering an order by means of the electronic filing process; or in the event the electronic filing process is unavailable or inapplicable, by contacting by telephone the U. S. District Court Clerk's Office at (303) 335-2009 or the U. S. Bankruptcy Court Clerk's Office at (720) 904-7300 during normal business hours on Monday, December 24, 2012 and Monday, December 31, 2012.
2. The staff of the Clerk's Office, the United States Probation Department, and the Administrative Support Center are authorized an excused absence on Monday, December 24, 2012, and Monday, December 31, 2012.
3. If any judicial officer wishes to or needs to conduct business requiring the

presence of any employee of the Clerk's Office, the Probation Department, or the Administrative Support Center, on December 24 and/or December 31, that judicial officer shall promptly notify the unit chief of the concerned office. The unit chief will thereupon arrange for appropriate staffing and is hereby authorized to grant excused absences on an hour for hour service basis to any employee whose presence is required on December 24 and/or December 31.

4. The provisions of this order do not pertain to judicial officers and chambers staff. Closing of chambers and granting of excused absences to chambers staff remain matters to be decided by each judicial officer.

Dated at Denver, Colorado this 25<sup>th</sup> day of September, 2012.

BY THE COURT:

/S

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Wiley Y. Daniel  
Chief United States District Judge

BY THE COURT:

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Howard R. Tallman  
Chief United States Bankruptcy Judge