

**ADMINISTRATIVE ORDER 2023-03 RE: EMPLOYEE ADMINISTRATIVE LEAVE ON NOVEMBER 24, 2023**

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The courts in the 7th Judicial District occupy buildings operated by the counties in the District. The counties in the 7th Judicial District are closed for operations on Friday, November 24, 2023, the day after Thanksgiving. As a result of the county closures, the buildings occupied by the 7th Judicial District are also closed to the public and no court security will be present.

In an effort to conserve county resources, and for the most efficient operation of the courts, employees of the 7th Judicial District will receive administrative leave and will not be required to report to work on November 24, 2023. Limited court staff and the Chief Judge will facilitate criminal advisements by WebEx with the jails in the 7th Judicial District on November 24, 2023.

Dated and effective the 5th day of October 2023.

BY THE COURT:

  
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J. Steven Patrick  
Chief Judge

XC: 7th JD Judges  
7th JD Clerks of Court  
7th Judicial District Chief Probation Officer