



# EXAMPLE

Office of Court Administration

Form must be submitted to [CourtClosure@txcourts.gov](mailto:CourtClosure@txcourts.gov).

## COURT CLOSURE REPORT

<b>County:</b> Armadillo	
This is the address where the county maintains contact and other information for the courts.	
<b>Website Address:</b> www.armadilocourts.com	
<b>Report Completed By:</b>	
<b>Name:</b> Jane Doe	<b>Phone Number:</b> 555-222-5555
<b>Title:</b> District Clerk	<b>Email:</b> jdoe@co.armadillo.tx.us
<b>Reason for Court Closure:</b> Flooding of courthouse	

The clerk office(s) listed below will be **CLOSED**, as follows:

Clerk Office Name	Clerk Office Will Be Closed <i>(Time, Date through Time, Date)</i>
County Clerk	8:00 a.m., Tuesday, 8/3/10 through 5:00 p.m., Wednesday, 8/4/10 ( <b>OR</b> 8:00 a.m., Tuesday, 8/3/10, until further notice)
District Clerk	12 Noon, Tuesday, 8/3/10 through 10:00 a.m., Thursday, 8/5/10 ( <b>OR</b> 12 noon, Tuesday, 8/3/10, until further notice)
<b>OR</b>	
Both County Clerk and District Clerk	8:00 a.m., Tuesday, 8/3/10 through 5:00 pm, Wednesday, 8/4/10 ( <b>OR</b> 8:00 a.m., Tuesday, 8/3/10, until further notice)

The court(s) listed below will be **CLOSED**, as follows:

Court Name	Court Will Be Closed <i>(Time, Date through Time, Date)</i>
100th District Court	8:00 a.m., Tuesday, 8/3/10 through 5:00 p.m., Wednesday, 8/4/10 ( <b>OR</b> 8:00 a.m., Tuesday, 8/3/10, until further notice)
101st District Court	12 Noon, Tuesday, 8/3/10 through 10:00 a.m., Thursday, 8/5/10 ( <b>OR</b> 12 noon, Tuesday, 8/3/10, until further notice)
<b>OR</b>	
ALL District Courts	8:00 a.m., Tuesday, 8/3/10 through 5:00 pm, Wednesday, 8/4/10 ( <b>OR</b> 8:00 a.m., Tuesday, 8/3/10, until further notice)

Add additional page(s) as needed.