



# U.S. Bankruptcy Court Office of the Clerk Fall/Winter Holiday Schedule



**The Clerk's Office will observe the following holiday schedule:**

<b>Thursday, November 26, 2015</b>	<b>Closed (Federal Holiday)</b>
<b>Friday, November 27, 2015</b>	<b>Court Closed</b>
<b>Thursday, December 24, 2015</b>	<b>Court Closed</b>
<b>Friday, December 25, 2015</b>	<b>Closed (Federal Holiday)</b>
<b>Friday, January 1, 2016</b>	<b>Closed (Federal Holiday)</b>

## **Emergency and Court Closure Filings**

The court's after hours and court closure emergency filing instructions are available at <http://www.flnb.uscourts.gov/contacts#afterhours> and may be used to preserve a file date on days when the Clerk's Office is closed all day. Please review all restrictions.

To preserve a file date, send the first page and the signature page of each document you plan to file by fax to 850-521-5004. After sending the fax, deliver the original documents, together with any required fees, to the Tallahassee or Pensacola Clerk's Office during business hours and **before 12:00 p.m. local time** on the very next business day on which the court is open. **It is incumbent upon the filing party to notify the Clerk's Office that copies of the documents were previously transmitted by fax.**

Documents filed in accordance with this procedure will be deemed filed on the date and at the time printed on the documents by the facsimile machine in the Clerk's Office. **If your original documents are not received by 12:00 p.m. local time of the next business day on which the court is open, the faxed materials will be discarded and your file date will not be preserved.**

