

UNLESS YOU SEE YOUR SPECIFIC COURT AND DIVISION IS CLOSED, ASSUME YOUR HEARING WILL TAKE PLACE

Our offices are closed for *all bank* Holidays. During the week of Christmas we are closed the 23-26. For New Years we will be closed both the 31st and the 1st of the New Year. For all other Holidays we are open.

As always our staff adheres to our cell phone procedure, wherein our CLIENTS can contact us 24 hours a day 7 days a week pursuant to the terms of their contract.

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For Inclement Weather. PLEASE NOTE: Our staff is located in various regions of the midsouth and safety is our number one concern for both them and you. If you feel you are unable to attend an OFFICE appointment due to inclement weather, please contact us as soon as possible. You may also contact us via email and inquire about having your appointment via telephone or skype in certain situations.

**FOR COURT HEARINGS AND BANKRUPTCY MEETINGS WITH THE TRUSTEE:** ☐ You must attend your hearing if it is scheduled during this time. ☐ If the school system is closed, it does not mean that both the FEDERAL AND LOCAL COURT SYSTEMS are closed. ☐ Please double check your documents and locate the Court you are in front of, (IE Chancery, Circuit, General Sessions, Bankruptcy) ☐ You must then contact that Court or look for Weather updates pertaining to that Court. ☐ There have been occasions where the Circuit Court has been closed and the Bankruptcy Court has held a session. ☐

In addition, there have been times when certain Divisions of Court have been open and others have closed. ¶ If your case is set and you fail to appear due to your misbelief that Court is closed due to a school closing, it is possible your case will be dismissed. ¶ IT IS YOUR RESPONSIBILITY TO INQUIRE AND PLAN ACCORDINGLY. ¶ If you have any doubt, CALL THE COURT or our office. ¶ Do Not call the Court and tell them you can't make it, if you truly can not come, you need to write a letter and have it faxed to the Court and our Office and even then your case may be dismissed. ¶ Court time and hearings are precious and in most cases, Courts will hold hearings. ¶ If you speak to someone at the Court, and they advise you that Court is closed, please ask them politely for their name and immediately send our office an email stating the name of the person you spoke with and as to what they advised you. In most cases, the fact that your children were not in school and you could not find a sitter will not be sufficient to excuse your from an appearance.

**AGAIN, UNLESS YOU SEE THAT YOUR SPECIFIC COURT IS CLOSED, ASSUME THAT YOUR HEARING WILL TAKE PLACE.**