**IN THE CIRCUIT COURT OF PRESTON COUNTY, WEST VIRGINIA**

**ADMINISTRATIVE ORDER REGARDING CHRISTMAS EVE AND NEW YEAR'S EVE, 2015**

On January 5, 2015, the Preston County Commission voted to close the courthouse annex on Thursday, December 24, 2015, at 1:00 p.m., and December 31, 2015, at 1:00 p.m., and to allow county employees to be off duty during those time periods. Accordingly, this Court does hereby

**ORDER** that after 1:00 p.m. on December 24, 2015, and after 1:00 p.m. on December 31, 2015, the Preston County Courthouse will be closed, and pursuant to West Virginia Code § 2-2-2, all filing deadlines are extended until the courts resume operation. The Court finds this is necessary because county employees, including court security officers, will not be on duty during that time period. It is further

**ORDERED** that Magistrates and Mental Hygiene Commissioners shall perform their on-call assignments in accordance with procedures utilized for legal holidays. It is further

**ORDERED** that the Clerk of this Court send an attested copy of this Order to all Family Court Judges for Preston County; all Magistrates of Preston County; the Circuit Clerk of Preston County; the Preston County Magistrate Court Clerk; all Mental Hygiene Commissioners of Preston County; the Sheriff of Preston County; all attorneys with an office in Preston County; to Public Information Officer Jennifer Bundy; and the Chief Probation Officer of Preston County. It is further

**ORDERED** that a copy of this Order be posted on the Price Street entrance door to the Preston County Courthouse.

**ENTER** this 18 day of December, 2015.

Lawrance S. Miller, Jr., JUDGE

**ENTERED** this 18 day of December, 2015.

Betsy Castle

Betsy Castle, CLERK

by: Lisa Leishman, Deputy

A TRUE COPY:

ATTEST: S/BETSY CASTLE
CLERK OF THE CIRCUIT COURT

By Lisa Leishman Deputy

34 - Copies
S/D 12/18/15
Judge Hill
Judge Minor
Mag. Ault
Mag. Jenkins
Mag. Snider
B. Castle
C. Barlow
S.K.W.
R.E.
Sheriff
MMA
A-MA
DPB
CWC
SCC
JTD
ODH
CPE
LSF