

# **Trial Court Operations During Inclement Weather or Other Emergencies**

Directive #1-99

Issued by:

January 14, 1999

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Administrative Director

Because weather conditions and facility operations may vary from county to county, each Assignment Judge may make the determination in emergent situations, based on local factors, to:

1. Excuse employees from reporting to work;
2. Delay the opening of trial court offices; or
3. Permit early release of employees with retention of a skeleton staff, if conditions permit, for critical functions.

Staff deemed essential for daily operations are required to report to work regardless of inclement weather conditions.

Local procedures should be developed to ensure proper notification of the public and of all employees, including the issuance, if necessary, of any orders regarding the computation of time periods under the Rules of Court and under any statute of limitations.

Please notify the office of the Administrative Director of the Courts, 609-984-0275, of any determinations regarding the closing of trial court operations, delayed openings, or early release of employees due to emergent situations.

## **Early Release of Trial Court Staff in Non-Emergent Circumstances**

Early release of staff in non-emergent circumstances, e.g., on the day prior to an official holiday, shall be determined or approved by the Chief Justice. In all such cases, a skeleton staff must be retained until the normal close of business for the filing of court papers, and staff deemed essential for daily operations must remain through their normal work hours.

## **EDITOR'S NOTE**

The directive has been changed to include the phone number of the Administrative Director's office.