



EXAMPLE

Office of Court Administration

Form must be submitted to CourtClosure@txcourts.gov or web support at fax number (888) 415-6895.

COURT CLOSURE REPORT

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

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 (OR 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 (OR 12 noon, Tuesday, 8/3/10, until further notice)
OR	
ALL District Courts	8:00 a.m., Tuesday, 8/3/10 through 5:00 pm, Wednesday, 8/4/10 (OR 8:00 a.m., Tuesday, 8/3/10, until further notice)

Add additional page(s) as needed.