

### **Rule 3: Court Hours**

- 3.1** Unless otherwise ordered, the Court shall be in regular session, open to the public, from 7:30 a.m. until 4:30 p.m. Monday through Friday.
- 3.2** Session(s) of Court shall convene as directed and scheduled by the Administrative Judge or his/her designee.
- 3.3** Unless otherwise ordered, the Court Clerk's office hours shall be 7:30 a.m. until 4:30 p.m. Monday through Friday, except for legal holidays.
- 3.4** The first Friday of each month shall be reserved as a reduced docket day for the Judges and Municipal Court staff to utilize for non-courtroom business. Except as provided herein, no cases shall be set or docketed before 3:00 p.m. the first Friday of each month.

If the first Friday of a month is also a legal holiday, the Administrative Judge may designate another day to serve as the monthly Court day. The Administrative Judge may declare, as necessary, other days for a reduced or limited docket(s).