

THE SUPREME COURT OF APPEALS OF WEST VIRGINIA

ADMINISTRATIVE ORDER

Impending weather conditions forecasted for January 22, 2016, require that emergency procedures be taken.

IT IS ORDERED that on Friday, January 22, 2016, all offices of the West Virginia Supreme Court will be closed and employees are excused from work. This Order applies to all offices and employees operating under the authority, supervision, or control of the Supreme Court of Appeals of West Virginia.

However, IT IS ORDERED that it shall be within the discretion of the Chief Judge of each circuit court to determine whether the offices of the Circuit Courts, Family Courts and Magistrate Courts will be closed. If the Chief Judge closes the Magistrate Courts, the magistrates shall implement on-call procedures and conduct those on-call proceedings required by Rule 1(b) of the Administrative Rules for the Magistrate Courts of West Virginia.

This Order does not apply to the offices of the Circuit Clerks which remain subject to W.Va. Code § 2-2-2.

It shall be the responsibility of each Chief Circuit Judge and each Family Court Judge to notify the offices/employees under his/her supervision of the content of this Order and to make arrangements for any essential staff to work on this day. The Chief Circuit Judge shall also notify each Magistrate and Magistrate's Clerk of this Order and ensure that they implement on-call procedures.

ENTERED this 21st day of January, 2016.


Menis E. Ketchum, Chief Justice