

**COURT FACILITY CLOSURE/MODIFIED OPERATIONS FORM**

Jurisdiction & Office: \_\_\_\_\_

Date(s) of Modified Operations/Closing: \_\_\_\_\_

Action:

\_\_\_\_ Delayed Opening  
Opening Time \_\_\_\_\_

\_\_\_\_ Early Closing  
Closing Time \_\_\_\_\_

\_\_\_\_ Facility Closure

\_\_\_\_ Modified Operations

\_\_\_\_ Essential Personnel

\_\_\_\_ Remote Operations

Describe the conditions on which the request is based:

\_\_\_\_ Severe Weather, please describe:  
\_\_\_\_\_

\_\_\_\_ Public Health, please describe:  
\_\_\_\_\_

\_\_\_\_ Facility-related, please describe:  
\_\_\_\_\_

\_\_\_\_ Other, please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_ Signature

\_\_\_\_\_ Title (Judge or other court personnel)

**APPROVED:**

\_\_\_\_\_  
Signature/Title

**Authority to approve closures and modifications to operations:**

**Supreme Court - Chief Justice or Administrative Director in Chief Justice's Absence**

**Appellate Court --Presiding Justice/Chair of the Executive Committee**

**Administrative Office - Chief Justice or Administrative Director**

**Circuit Courts - Chief Circuit Judge**

**Please forward a copy of this completed form, including required authorization, to the Administrative Director (aredwell@illinoiscourts.gov) and the Supreme Court Office of Communications (communications@illinoiscourts.gov).**