



Tucson City Court Administrative Order

SUBJECT CITY COURT NON-JURIDICAL DAYS	NUMBER 10-3	PAGE 1 of 1
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I. PURPOSE

To align Tucson City Court non-judicial days with the non-judicial days or other closures of the Pima County Superior Court and courts within the Pima County.

II. POLICY

- A. The Tucson City Court will coordinate and if appropriate align non-judicial days with those non-judicial or other closures of the Pima County Superior Court and courts within Pima County.
- B. A non-judicial day is a day when the court does not sit nor is open to the public to conduct business. Court employees are required to be at work or on approved time off.

III. IMPLEMENTING INSTRUCTIONS

- A. Consistent with Pima County Superior Court Administrative Order No. 2013-32 (Amended), Superior Court Holiday Schedule, the Tucson City Court has established the fourth Friday after the fourth Thursday of November (Friday after Thanksgiving) as a non-judicial day replacing the second Monday of October (Columbus Day) as a non-judicial day. The second Monday of October (Columbus Day) will be a judicial day in the future.
- B. Court Managers are to develop internal departmental procedures consistent with this Court Administrative Order.

REVIEW RESPONSIBILITY: The Presiding Magistrate or designee will review this Court Administrative Order for revision or deletion biennially or as needed.

PRESIDING MAGISTRATE

11/11/13

DATE