

## 2010 TENTATIVE CUT-OFF SCHEDULE

In an effort to provide the members of the bar with our cut-off schedule, I am publishing the tentative dates on which my office will be closing out each month. My office defines the cut-off date as the date in which all information must be entered into our system to be processed and the day the checks are printed. The day following the cutoff date is the date on which checks are mailed.

To ensure that my office has sufficient time to process all pleadings and claims for a particular month, please ensure that you have filed the necessary documents at least three (3) business days prior to the scheduled cut-off dates.

<b>Cutoff</b>	<b>Checks Mailed</b>
Thursday, January 28	Friday, January 29
Thursday, February 25	Friday, February 26
Wednesday, March 31	Thursday, April 1
Thursday, April 29	Friday, April 30
Thursday, May 27	Friday, May 28
Wednesday, June 30	Thursday, July 1
Thursday, July 29	Friday, July 30
Tuesday, August 31	Wednesday, September 1
Thursday, September 30	Friday, October 1
Thursday, October 28	Friday, October 29
Tuesday, November 30	Wednesday, December 1
Wednesday, December 29	Thursday, December 30