

2012 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.

Cutoff	Checks Mailed
Tuesday, January 31	Wednesday, February 1
Tuesday, February 28	Wednesday, February 29
Thursday, March 29	Friday, March 30
Monday, April 30	Tuesday, May 1
Thursday, May 31	Friday, June 1
Thursday, June 28	Friday, June 29
Tuesday, July 31	Wednesday August 1
Thursday, August 30	Friday August 31
Thursday, September 27	Friday, September 28
Tuesday, October 30	Wednesday, October 31
Thursday, November 29	Friday, November 30
Thursday, December 27	Friday, December 28