

## 2018 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> |
|------------------------|----------------------|
| Wednesday, January 31  | Thursday, February 1 |
| Wednesday, February 28 | Thursday, March 1    |
| Thursday, March 29     | Friday, March 30     |
| Monday, April 30       | Tuesday, May 1       |
| Thursday, May 31       | Friday, June 1       |
| Monday, June 25        | Tuesday, June 26     |
| Tuesday, July 31       | Wednesday, August 1  |
| Thursday, August 30    | Friday, August 31    |
| Thursday, September 27 | Friday, September 28 |
| Wednesday, October 31  | Thursday, November 1 |
| Thursday, November 29  | Friday, November 30  |
| Thursday, December 27  | Friday, December 28  |