

**UNITED STATES DISTRICT COURT  
FOR THE [ ] DISTRICT OF [ ]**

**ORDER PLACING COURT EMPLOYEES ON ADMINISTRATIVE LEAVE**

Due to emergency conditions and the direct consequences thereof, the federal courthouse and the office of the Clerk of this Court, for a period of time, are inaccessible within the meaning of Fed. R. Civ. P. 6(a). Based on these circumstances, it is hereby ORDERED that

1. In accordance with the applicable leave regulations and guidelines, all employees of the United States District Court of the [ ] District of [ ], including Clerk's office personnel and chambers' staff, are hereby on administrative leave from [Date] through [Date].

So Ordered.

[Location], this [Date] day of [Month, Year].

\_\_\_\_\_  
Chief Judge  
United States District Court  
for the [ ] District of [ ]