

**IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**

**IN RE: DROP BOX LOCATION DURING CLOSURE  
OF CLARKSBURG FEDERAL COURTHOUSE  
DUE TO ASBESTOS ABATEMENT**

**Miscellaneous No: 1:23-MC-35**

**ORDER**

As Ordered in Miscellaneous No: 1:23-MC-34 on May 18, 2023, the Clarksburg Federal Courthouse will be closed for court operations for a period of at least thirty (30) days beginning on Monday, July 3, 2023, due to asbestos abatement.

During the building closure, parties who wish to file documents or submit paper copies of filings may use the Clerk's Office drop box which will be located inside the United States Probation Office at 320 West Pike Street, Suite 110, Clarksburg, WV 25301. Drop Box Filing Procedures and supplies will be located with the drop box. Documents placed in the drop box will be received as of the date court staff retrieve the documents from the box. Documents will be retrieved by court staff by 4:00 p.m. each business day.

The Court **DIRECTS** the Clerk to transmit copies of this Order to the United States Attorney, Federal Public Defender, United States Marshals Service, Chief United States Probation Officer, and General Services Administration.

The Court further **DIRECTS** the Clerk to post a physical copy of this Order to the front of the Clarksburg Federal Courthouse, and electronically to the website for the United States District Court for the Northern District of West Virginia.

**DATED:** May 18, 2023

A handwritten signature in black ink that reads "Tom S. Klee". The signature is written in a cursive, slightly slanted style.

---

Honorable Thomas S. Klee  
Chief Judge  
United States District Court