

**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 SIGNIFICANT DISRUPTIVE CONSTRUCTION**

**Miscellaneous No: 1:25-MC-20**

**ORDER**

As Ordered in Miscellaneous No: 1:25-MC-19 on May 21, 2025, the Clarksburg Federal Courthouse will be closed to the public and for court operations beginning on Monday, June 16, 2025, through August 15, 2025, with the exception of activities related to the Naturalization Ceremony scheduled for June 20, 2025, which will proceed as scheduled.

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.

If you need immediate proof of receipt and filing, do not use the Clarksburg drop box. Instead, take the documents to another point of holding court in the United States District Court for the Northern District of West Virginia for filing.

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 21, 2025

A handwritten signature in black ink, appearing to read "Tom S. Klee", is written over a horizontal line.

THOMAS S. KLEE, CHIEF JUDGE  
NORTHERN DISTRICT OF WEST VIRGINIA