

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

ROBERT C. BYRD U. S. COURTHOUSE
300 VIRGINIA STREET EAST, ROOM 3200
CHARLESTON, WEST VIRGINIA 25301

MARGARET JO PROOPS
Clerk of Court



Telephone: 304-347-3003
Fax: 304-347-3018

July 10, 2006

IMPORTANT NOTICE

To: Bankruptcy Bar and Public

The Bankruptcy Court for the Southern District of West Virginia, in response to numerous requests from the Bar and Public, is providing services at the Robert C. Byrd U.S. Courthouse in Beckley. Members of the Bar and Public who have questions or need assistance can obtain forms and assistance from Deputy Court Clerk, Cindy McKinney, every Tuesday and Thursday from 9:00 a.m. to 4:00 p.m. by calling or visiting the Beckley Bankruptcy Court Chambers, at:

United States Bankruptcy Court
Robert C. Byrd U.S. Courthouse, Second Floor
110 North Heber St.
Beckley, West Virginia 25801
(304) 253-7402

Services will be available in Beckley at the above address until further notice as long as is necessary to meet current needs. Telephone inquiries may also be made during normal business hours, Monday through Friday, to the Bankruptcy Clerk's Office in Charleston at (304) 347-3003.

Documents that are not filed electronically, may be filed by delivering those in person to the Beckley Bankruptcy Clerk's Office from 9:00 a.m. to 4 p.m. on Tuesdays and Thursdays. Documents that are being filed by mail should not be mailed to the Beckley Office, but should be mailed to the Bankruptcy Clerk's main office in Charleston at the Robert C. Byrd U.S. Courthouse, 300 Virginia Street East, Room 3200, Charleston, West Virginia 25301.

Margaret Jo Proops
Clerk of Court