

**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  
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March 25, 2010

To: Bankruptcy Bar and Public

Effective March 29, 2009, the Bankruptcy Court for the Southern District of West Virginia will revise the schedule at its divisional Clerk's Office located in the Federal Courthouse, Parkersburg, West Virginia, at the address below. This change is necessary because of a staff reduction. We hope the 2011 year appropriation will resolve this.

**United States Bankruptcy Court  
Southern District of West Virginia**  
Federal Courthouse  
425 Juliana Street, Room 5116  
Parkersburg, West Virginia 26101  
Phone (304) 420-6021  
FAX (304) 420-6031

Services will be available in Parkersburg from 9:00 a.m. to 4:00 p.m. on Fridays and on days when meetings of creditors are scheduled to be held. The office will be closed for lunch from 1:30 p.m. to 2:00 p.m.

Documents that are not filed electronically may be filed by delivering them in person to the Parkersburg Bankruptcy Clerk's Office during regular office hours. Documents that are being filed by mail should not be mailed to the Parkersburg 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. For additional information, please contact the Clerk's Office at (304) 347-3003.