

**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

December 16, 2011

To: Bankruptcy Bar and Public

Effective January 2, 2012, the Bankruptcy Court for the Southern District of West Virginia will revise the schedule of its divisional Clerk's Office located in Huntington, West Virginia, at the address below.

**United States Bankruptcy Court
Southern District of West Virginia**
Sidney L. Christie Federal Building
845 Fifth Avenue, Room 336
Huntington, WV 25701

Services will be available in Huntington on Tuesdays, Thursdays and Fridays from 8:30 a.m. to 5:00 p.m. The office will be closed for lunch from 1:30 p.m. to 2:00 p.m. If a change to the schedule should occur, the change will be reflected on the *Divisional Office Schedule* on Court's website (www.wvsb.uscourts.gov).

Documents that are not filed electronically may be filed by delivering them in person to the Bankruptcy Clerk's Huntington divisional office during regular business hours. Documents that are mailed should not be mailed to the Huntington office, but instead should be mailed to the Bankruptcy Clerk's main office 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.