

## 2023 TENTATIVE CUT-OFF SCHEDULE

In an effort to provide the members of the bar with our cut-off schedule, I am publishing the tentative dates on which my office will be closing out each month. My office defines the cut-off date as the date in which all information must be entered into our system to be processed and the day the checks are printed. The day following the cutoff date is the date on which checks are mailed.

To ensure that my office has sufficient time to process all pleadings and claims for a particular month, please ensure that you have filed the necessary documents at least three (3) business days prior to the scheduled cut-off dates.

### **Cutoff & Checks Mailed**

Tuesday, January 31

Tuesday, February 28

Friday, March 31

Friday, April 28

Wednesday, May 31

Friday, June 30

Monday, July 31

Thursday, August 31

Friday, September 29

Tuesday, October 31

Thursday, November 30

Friday, December 29