

IN THE UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA

ADMINISTRATIVE ORDER 2011-6


**REQUESTS FOR USE OF FRANK M. JOHNSON BUILDING ANNEX BANKRUPTCY
COURTROOMS 4E AND 4F**

In order to assist other Federal agencies with space issues and in order to better allow private entities the opportunity to further their active bankruptcy cases, the Bankruptcy Court for the Middle District of Alabama will allow outside use of the Frank M. Johnson Building Annex bankruptcy courtrooms 4E and 4F in certain situations.

ORDERED that the Bankruptcy Clerk of Court will only approve requests from Federal agencies and private entities to use the Frank M. Johnson Building Annex bankruptcy courtrooms 4E and 4F under the following conditions.

- a. Federal agencies will only be allowed to use the Frank M. Johnson Building Annex bankruptcy courtrooms 4E and 4F if the following criteria are met:
 - i. one of the two courtrooms is available;
 - ii. the attached Memorandum of Understanding is completed and signed by the requester; and
 - iii. the courtroom will only be used between the hours of 8:00 am and 5:00 pm on weekdays (not to include any Federal holidays).
- b. Private entities will only be allowed to use the Frank M. Johnson Building Annex bankruptcy courtrooms 4E and 4F if the following criteria are met:
 - i. the requester will only use the room for business concerning an active bankruptcy case in the Middle District of Alabama;
 - ii. one of the two courtrooms is available;
 - iii. the attached Memorandum of Understanding is completed and signed by the requester; and
 - iv. the courtroom will only be used between the hours of 8:00 am and 5:00 pm on weekdays (not to include any Federal holidays).

DONE, this the 22nd day of August, 2011


Dwight H. Williams, Jr.
Chief United States Bankruptcy Judge


William R. Sawyer
United States Bankruptcy Judge

Attachment: Memorandum of Understanding

**FRANK M. JOHNSON BUILDING ANNEX
BANKRUPTCY COURTROOMS 4E AND 4F**

Middle District of Alabama
One Church Street
Montgomery, AL 36104

COURTROOM USE MEMORANDUM OF UNDERSTANDING

I understand that the United States Bankruptcy Court has made Courtroom ____ available for my use. I will return the courtroom space as I find it. I will be responsible for any damage to the furniture or equipment in the courtroom other than normal wear and tear. The use of the courtroom does not include the use of an office or Chambers nor does it include parking on the court premises. I will enter and exit the courthouse at One Church Street through the main entrance on Church Street and will be subject to security screening and the instructions of the United States Marshal for the Middle District of Alabama and the Court Security Officers under their supervision. The Courtroom is only available to me between the hours of 8:00 AM to 5:00 PM on the days requested and approved. I understand the Federal courts will not provide added security for my use of the courtroom.

I am requesting the use of Courtroom ____ for the following days between the following hours:

_____ through _____ from _____ to _____.
Date Date Time Time

Print or Type Name Signature Date

Agency Telephone

Address City and State ZIP

Please fax this completed memorandum to the attention of Henrietta Foster at 334-954-3819. Thank you.