

GENERAL ORDER 04-5

MAR - 5 2004

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS**

DAVID J. MALAND, CLERK

GENERAL ORDER ADOPTING CONTINUITY OF OPERATIONS PLANS

BY DEPUTY *Peggy Thompson*

The Court hereby ADOPTS the following continuity of operations plans ("COOPs") previously approved by the court's Security Committee:

U.S. District Court Clerk's Office:

Beaumont Courthouse
Lufkin Courthouse
Marshall Courthouse
Sherman Courthouse and Annex
Texarkana Courthouse
Tyler Courthouse

U.S. Bankruptcy Court Clerk's Office:

Beaumont Courthouse
Plano leased space facility
Tyler leased space facility

U.S. Probation:

Beaumont Courthouse and leased space facility
Lufkin leased space facility
Plano leased space facility
Sherman Courthouse and leased space facility
Texarkana Courthouse
Tyler Courthouse and leased space facility

Unit executives (i.e., the U.S. District Clerk, U.S. Bankruptcy Clerk and Chief U.S. Probation Officer) shall ensure that current versions of their COOPs are kept on file with the Security Committee, on the court's internal website and on-site at the facilities listed above. Unit executives do not need to seek Security Committee approval to update details of their COOPs unless a substantive change is proposed. The Security Committee shall, if necessary, determine what constitutes a substantive change. The Security Committee is hereafter delegated the authority to oversee management of the COOPs pursuant to guidelines (a) contained in this order and (b) promulgated by the Administrative Office of the U.S. Courts.

Signed this 4th day of March, 2004.

FOR THE COURT:


THAD HEARTFIELD, CHIEF JUDGE