

2009 Holiday Office Hours

We have listed below the schedule of our holiday office hours for the remainder of the year and for the start of 2010. If you have any questions regarding this schedule; please feel free to give us a call. Thank you for your cooperation.

Wednesday, November 11, 2009

State Holiday Veteran's Day - The Division of Corporations will be closed.

Wednesday, November 25, 2009

There will be no change in the regular hours of the Division - the 4-12 shift will be working 4 P.M. to 12 Midnight

Thursday, November 26 & Friday, November 27, 2009

State Holidays - Thanksgiving Day and day after Thanksgiving - The Division of Corporations will be closed.

Friday, December 18, 2009

Division Employee Recognition Luncheon - The 4-12 shift will be working 12 Noon to 8 P.M. and the following changes will be in effect:

- All 30 Minute and Priority 1 (one-hour service) must be received by 6 P.M. and Priority 2 (two-hour service) must be received by 5 P.M. All other cut-off times will remain unchanged.
- Personnel in the Division will not be available between the hours of 11:30 A.M. and 1:30 P.M.
- 30 Minute, Priority 1 and 2 filings/requests will **not be processed** between the hours of 11:30 A.M. and 1:30 P.M.
- **DCIS, the Imaging System and Fax Gateway** will be available until 10:30 P.M. for securing filing dates and times.
- If agents have any **emergency** issues with connectivity they may call 302-739-5364 after 8 P.M.

Wednesday, December 23, 2009

The 4-12 Shift will be working 2 P.M. to 10 P.M.

- **DCIS, the Imaging System and Fax Gateway** will be available until 12 Midnight for securing filing dates and times.
- If agents have any **emergency** issues with connectivity they may call 302-739-5364 after 10 P.M.

Thursday, December 24, 2009

Christmas Eve - The Division of Corporations will be closing at 4:30 P.M. - The 4-12 shift will be working 8:00 A.M. to 4:30 P.M. and the following changes will be in effect:

- All 30 Minute and Priority 1 (one-hour service) must be received by 2:30 P.M., Priority 2 (two-hour service) must be received by 2 P.M., Same Day and Must approvals are required to be received by 1 P.M.

Friday, December 25, 2009

State Holiday Christmas Day - The Division of Corporations will be closed.

Thursday, December 31, 2009

New Year's Eve - The 4-12 shift will be working 12 Noon to 8 P.M. and the following changes will be in effect:

- All 30 Minute and Priority 1 (one-hour service) must be received by 6 P.M. and Priority 2 (two-hour service) must be received by 5 P.M. All other cut-off times will remain unchanged.
- **DCIS**, the **Imaging System** and **Fax Gateway** will be available until 12 Midnight for securing filing dates and times.
- If agents have any **emergency** issues with connectivity they may call 302-739-5364 after 8 P.M.

Friday, January 1, 2010

State Holiday New Years Day - The Division of Corporations will be closed.