

State of Michigan
14th Circuit Court
60th District Court
61st Probate Court

Local Administrative Order
Circuit Court Order – 2020
District Court Order – 2020
Probate Court Order – 2020

**MUSKEGON COUNTY COURTS' LIMITED ACCESS
PLAN DUE TO COUNTY FISCAL EMERGENCY**

990 Terrace Street, Muskegon, MI 49442

IT IS ORDERED:

This local administrative order is issued after consultation with the Muskegon County Board of Commissioners to provide procedures for limited access of court operations and/or closure of court facilities due to a continued fiscal emergency due to the COVID-19 pandemic. It is the courts' intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding Muskegon County's operations to the extent possible, without undue disruption of service to litigants and the general public.

Limited Access To Court Operations

The chief judges have consulted with the Muskegon County Board Chair, County Board of Commissioners, County Administrator and County Director of Finance and have determined that a continued fiscal emergency requires temporary limited access closure of the facility where the court is located.

The court will temporarily reduce the hours of operation from Monday-Friday, 8am-5pm, to Monday-Thursday, 8am-5pm, beginning the week of August 10th 2020 for Circuit & Probate Court and beginning the week of September 7th 2020 for District Court. The reduction of hours will continue through January 1st 2021.

As exceptions, due to the court recognized holidays, in addition to limited access Fridays, the courts will have limited access days on the following dates:

- Limited Access Wednesday, November 25th 2020- Closed for Thanksgiving Thursday & Friday, November 26th & 27th 2020.
- Limited Access Wednesday, December 23rd 2020- Closed for Christmas Eve & Christmas, Thursday & Friday, December 24th & 25th 2020.
- Limited Access Wednesday, December 30th 2020- Closed for New Year's Eve & New Year's Day, Thursday, December 31st 2020 & Friday, January 1st 2021.

This order expires on January 1, 2021.

The court will compute time based upon MCR 1.108.

Public notice will be made by posting a notice at all court entrances, posting on the court's website, and providing announcements to local media outlet(s).

During the period of limited access, emergency matters will be handled as follows:

A. Circuit Court

1. Criminal and Civil Matters
 - a. Arraignments – The court will continue to process bench warrant arraignments Monday –Thursday.
 - b. Motions/Filings – Filings received by mail will continue to be processed by the County Clerk's office Monday-Friday.

B. Family Court

1. Emergency removal Child Protective Hearings will be held as needed.
2. Juvenile hearings required within 24 hours of apprehension or detention will be held as needed.
3. Personal Protection Orders - Attorneys and self-represented litigants can file PPO Petitions via:
 - Mail- Attention 3rd Floor PPO Clerk, HOJ, 990 Terrace St., Muskegon MI 49442
 - Email- FamilyCourtServices@co.muskegon.mi.us
 - Drop Box- Located at HOJ, 990 Terrace St. , Muskegon MI 49442

PPO Petition Forms, available at:

 - SCAO Court Forms-
<https://courts.michigan.gov/administration/scao/forms/pages/search-for-a-form.aspx>
 - Michigan Legal Self-Help Center of Muskegon County-
<https://muskegon.michiganlegalhelp.org/>
 - Forms are available in the vestibule of the Hall of Justice
4. Ex Parte Relief in Domestic Relation Proceedings- Attorneys and self-represented litigants can file for ex parte relief in domestic proceedings necessary for the safety and well-being of a litigant and/or children via:

- Mail- Attention 6th Floor Circuit Court Records, HOJ, 990 Terrace St., Muskegon MI 49442
- Email- CCR.Filings@muskegoncounty.net
- Drop Box- Located at HOJ, 990 Terrace Street, Muskegon, MI 49442

C. District Court

1. Criminal Matters - Misdemeanors & Felonies

- a. The court will follow the weekend / holiday warrant review/authorization and arraignment process during the period of this plan.
- b. Emergency Filings – Filings must be made with the district court clerk’s office by email or by using the court drop box near the court entrance.

Email: 60Districtcourt@muskegoncounty.net Phone: 231-724-6320

2. Civil Matters

- a. Emergency Filings/Motions – Emergency filings must be made with the district court clerk’s office by email or by using the court drop box near the court entrance.

Email: 60Districtcourt@muskegoncounty.net Phone: 231-724-6474

D. Probate Court

1. Emergency Motions/Filings –

Filings must be made with the probate court clerk’s office by email. Upon receipt of filings, the court will be in communication with the filing party to arrange the date and time of the proceeding, if necessary. If you have concerns about the communication, or if you wish to contact the court regarding scheduling, feel free to contact the court at:

Email: probatefile@muskegoncounty.net
 Phone: (231) 724-6241 – Please leave a message in the court’s voicemail box.

2. Examples of emergency Probate proceedings include, but are not limited to, the following:

- Mental health pick-up/transport orders;
- Other mental health petitions, including petitions for hospitalization;
- Petitions for immediate funeral/burial arrangements;
- Guardianships involving life threatening medical emergencies;
- Conservatorships with immediate pending evictions/foreclosures/shut off notices;
- Estates where immediate access to residence is necessary;
- Requests for ex-parte temporary restraining orders;
- Emergency petitions filed by Adult Protective Services and Child Protective Services;

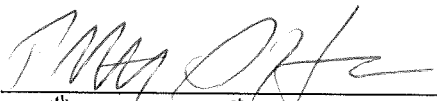
Employees' Time Off Due to Fiscal Emergencies

If the funding unit declares a furlough day and closes the facility where the court is located, court employees will charge time off in a manner consistent with the way the funding unit treats its employees for that closure, unless a collective bargaining agreement contains provisions to the contrary.


If the court closes and releases its employees, but the funding unit does not, then court employees must use accumulated leave time or take unpaid leave, unless a collective bargaining agreement contains provisions to the contrary.

Effective Date: August 12, 2020

Date: 8/12/2020

Chief Judge Signature: 
 Hon. Timothy G. Hicks, 14th Circuit & 61st Probate Court

Date: 8/12/2020

Chief Judge Signature: 
 Hon. Raymond J. Kostrzewa, 60th District Court