

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

JOHN E. MACDONALD
CHIEF DISTRICT JUDGE

RONALD W. LOWE
DISTRICT JUDGE



KERRY K. ERDMAN
COURT ADMINISTRATOR

TELEPHONE
(734) 459-4740
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June 7, 1999

Ms. Delores VanHorn
Region I Administrator
SCAO
1600 Penobscot Bldg.
Detroit, MI 48226

RECEIVED
JUN 11 1999

State Court Administrative Office
Region 1

Re: LAO 1999-2/Weather Emergency

Dear Ms. VanHorn;

Per Supreme Court Administrative Order 1998-5, the 35th District Court has established Local Administrative Order 1999-2. This Order establishes the "Guidelines for Unscheduled Court Closing Due to Weather Emergency." As part of this Administrative Order the Court has also incorporated the requirement for posting of regular Court hours (see paragraph 2).

This LOA was submitted to members of the funding units' Advisory Board for comment at their June 3, 1999 Board meeting. All comments were favorable regarding the language contained therein. Judge MacDonald signed the Order on June 7, 1999.

If you would like any further information please contact me at your earliest convenience.

Sincerely,

Kerry K. Erdman
Court Administrator

KKE/dp

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STATE OF MICHIGAN IN THE DISTRICT COURT FOR THE THIRTY-FIFTH JUDICIAL DISTRICT

LOCAL ADMINISTRATIVE ORDER 1999-2

IT IS HEREBY ORDERED that the 35th Judicial District Court will adopt the following **Guidelines for Unscheduled Court Closing Due to Weather Emergency.**

The 35th District Court is funded by 5 municipalities, each with individual policies concerning emergency weather closing. It is therefore necessary for the Court to develop its own policies concerning weather closing.

Regular Court hours for the 35th Judicial District Court are Monday through Friday from 8:30 a.m. to 4:25 p.m. except legal holidays as posted annually.

The Chief Judge or Court Administrator will determine if there is a weather emergency sufficient to close the Court.

The Chief Judge or the Court Administrator shall notify the five communities of the decision to close and/or dismiss Court employees.

In view of the different practices within the five communities and the collective bargaining agreements governing Court employees, the Court shall charge time off in a manner consistent with the collective bargaining agreements.

The decision to close will be announced to employees and all appropriate law enforcement agencies. Public notice will be made by posting notice(s) on the public entrances to the Courthouse and delivering public service announcements over local radio and/or television stations.

Dated: June 7, 1999


JOHN E. MACDONALD, Chief Judge

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Region 1