



**THIRD JUDICIAL CIRCUIT
OF MICHIGAN**

ROBERT J. COLOMBO, JR.
CHIEF JUDGE

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STATE OF MICHIGAN

**THIRD CIRCUIT COURT LOCAL ADMINISTRATIVE ORDER 2017 – 12J
WAYNE COUNTY PROBATE COURT LOCAL ADMINISTRATIVE ORDER 2017 – 02J**

**SUBJECT: PROCESS FOR UNSCHEDULED COURT CLOSINGS IN THE EVENT
OF INCLEMENT WEATHER**

This Order rescinds and replaces the JOINT ADMINISTRATIVE ORDER 1999-4J/1999-02J of Wayne County Circuit Court and Wayne County Probate Court.

Wayne County Circuit Court and Wayne County Probate Court issue this Local Administrative Order in accordance with Michigan Supreme Court Administrative Order 1998-05. The purpose of this order is to set forth the process for unscheduled court closings in the event of inclement weather.

IT IS ORDERED THAT:

The Chief Judge of the Third Judicial Circuit Court or his/her designee, in the event of inclement weather, will listen to local weather reports and consult with the Office of the County Executive for the County of Wayne to determine whether the county will close county departments.

The Chief Judge of the Wayne County Probate Court or his/her designee, in the event of inclement weather, will listen to local weather reports and consult with the Office of the County Executive for the County of Wayne to determine whether the county will close county departments.

The Chief Judge of the Third Judicial Circuit Court will determine whether to close the Third Judicial Circuit Court. Absenteeism due to court closing by the Chief Judge of the Third Judicial Circuit Court, in the event of inclement weather, will not be charged against leave banks of employees of the Third Judicial Circuit Court.

The Chief Judge of the Wayne County Probate Court will determine whether to close the Wayne County Probate Court. Absenteeism due to court closing by the Chief Judge of the Wayne County Probate Court, in the event of inclement weather, will not be charged against leave banks of employees of the Wayne County Probate Court.

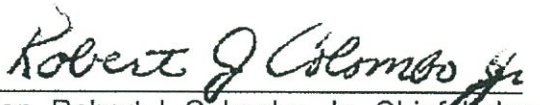
If the Chief Judge of the Third Judicial Circuit Court determines to close the Third Judicial Circuit Court, notice will be provided to court employees and the public with notice on the Court's website, Twitter, and Facebook page. The Chief Judge or Designee will provide notice to the media, the Office of the County Executive for the County of Wayne, the Office of Wayne County Prosecutor, the Office of the Wayne County Clerk, and the regional State Court Administrative Office. Notice will be also delivered to public and appropriate law enforcement agencies by posting a notice on the public entrances to the Circuit Court facilities and delivering public service announcements over local radio and/or television.

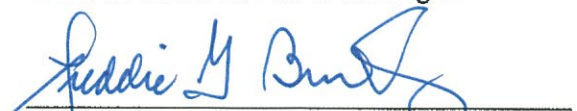
If the Chief Judge of the Wayne County Probate Court determines to close the Wayne County Probate Court, notice will be provided to court employees by personal telephone call whenever possible, and posted to the Court's website. Notice will also be provided to the media, the Detroit-Wayne Joint Building Authority, the Wayne County Sheriff's Department, and the regional State Court Administrative Office. Notice will be also delivered to public and appropriate law enforcement agencies by posting a notice on the public entrances to the Probate Court and delivering public service announcements on local radio and/or television

If the Office of the County Executive closes county departments in the event of inclement weather, the Chief Judge of the Third Judicial Circuit Court will close the Third Judicial Circuit Court. Absenteeism due to court closing in the event of inclement weather will not be charged against leave banks of employees of the Third Judicial Circuit Court.

If the Office of the County Executive closes county departments in the event of inclement weather, the Chief Judge of the Wayne County Probate Court will close the Wayne County Probate Court. Absenteeism due to court closing in the event of inclement weather will not be charged against leave banks of employees of the Wayne County Probate Court.

Dated: September 1, 2017


Hon. Robert J. Colombo, Jr., Chief Judge
Third Judicial Circuit of Michigan


Hon. Freddie G. Burton, Jr., Chief Judge
Wayne County Probate Court

Date Approved by SCAO: October 11, 2017