



NANCY M. BLOUNT  
CHIEF JUDGE

State of Michigan  
**36th District Court**  
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**LOCAL ADMINISTRATIVE ORDER 2017-01**

**STATE OF MICHIGAN  
36<sup>TH</sup> DISTRICT COURT**

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**SUBJECT: UNSCHEDULED COURT CLOSING – EMERGENCY NOTIFICATION  
PROCEDURE**

This Local Administrative Order rescinds and replaces Local Administrative Order 1999-03.

The purpose of this Order is to establish an emergency notification procedure to inform employees, justice system partners and the public of an unscheduled Court closure in the event of an emergency situation, including, but not limited to, inclement weather conditions, building problem (i.e. no heat, no water), natural disasters, civil emergency, or civil disturbance.

**Determination to Close**

Prior to submission of this Local Administrative Order, the Chief Judge, has consulted with the funding unit. The Chief Judge, in his/her sole discretion, shall make the determination to close the Court for a partial or full day and for any of the reasons stated above.

**Notification of Court Closure**

The Chief Judge shall advise the Court Administrator who shall initiate the Court's advanced emergency notification and mass communication system, Informacast. All Judges, Magistrates, Court employees, justice system partners and the media outlets shall then be notified via Informacast. Those employees not enrolled in Informacast must check the media outlets for critical alerts, emergency communications or Court closure.

The State Court Administrator's Office shall be notified of all partial or full day Court closures.

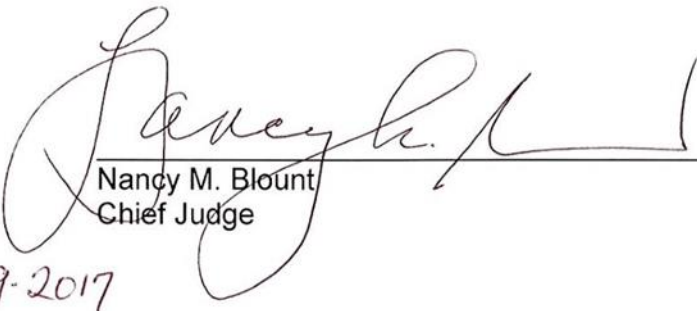
**Essential Staff**

The Chief Judge and Court Administrator shall determine and identify essential staff, if any, necessary to conduct critical business of the Court during any Court closure. The essential staff identified by the Chief Judge and Court Administrator shall perform the critical duties assigned.

Staff shall be compensated, without loss of accumulated paid leave time, for Court closures determined necessary by the Chief Judge.

**Effective Date**

This Local Administrative Order shall be effective upon approval of the State Court Administrative Office.

Dated: 4-6-2017   
Nancy M. Blount  
Chief Judge

Date Approved by SCAO: 4-19-2017