

State of Michigan

37th DISTRICT COURT



JOHN M. CHMURA
CHIEF JUDGE

MATTHEW P. SABAUGH
CHIEF JUDGE PRO TEM

MICHAEL C. CHUPA
DISTRICT JUDGE

SUZANNE L. FAUNCE
DISTRICT JUDGE

ANNETTE GATTARI-ROSS
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Administrative Order 2022 - 01

Unscheduled Court Closing Due to Weather Emergency

Previous Local Administrative Orders Rescinded by this Order:

IT IS ORDERED:

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with the City of Warren to provide for procedures for suspension of court operations and closure of court facilities due to weather emergencies. It is the court's intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding county/city operations to the extent possible without undue disruption of service to litigants.

Suspension of Operations

The Chief Judge will consult with the City of Warren to determine if a weather emergency will result in a decision to close the facility where the court is located.

The decision to close the court will be announced by the Chief Judge to court employees and local law enforcement by a means to reasonably assure notice.

Public notice will be made by posting a notice at all court entrances and providing announcements over local radio and/or television station(s).

Employees' Time Off Due to Weather Emergencies

If the funding unit declares a weather emergency 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.

The court adopts the funding unit policy regarding closure due to weather.

Effective Date: February 1, 2022

Date: February 1, 2022

Chief Judge Signature:

A handwritten signature in black ink, appearing to read "J. M. C." with a long horizontal flourish extending to the right.