

JACKSON COUNTY 4<sup>TH</sup> CIRCUIT COURT  
JACKSON COUNTY 12<sup>TH</sup> DISTRICT COURT

Administrative Order 2020– 02J (12<sup>th</sup> District Court)  
Administrative Order 2020 – 01J (4<sup>th</sup> Circuit Court)  
Administrative Order 2020 – 01J (Jackson Probate Court)

**Jackson County Court Closure for Public Health Emergency**

This Local Administrative Order (LAO) is issued in accordance with MCR 8.110(C), Michigan Supreme Court Administrative Order 2020-1 and upon approval by the State Court Administrative Office. The purpose of this LAO is to temporarily close the business offices of the Jackson County 4<sup>th</sup> Circuit Court, 12<sup>th</sup> District court and Probate Court to the public in recognition of the states of emergency declared by the Governor of Michigan and President of the United States.

**IT IS ORDERED:**

1. To combat the spread of disease, given the severity of the risk posed to the public, court staff and other court agencies, and considering the public health recommendations of the Centers for Disease Control and Prevention (CDC), the business offices shall be closed completely on **Tuesday, March 17, 2020 through Friday, April 3, 2020**, with exception of the following essential services.
  - a. In custody arraignments
  - b. Probable cause conferences and preliminary examinations that are not waived
  - c. To the extent possible, will conduct all previously scheduled in-custody hearings.
  - d. In custody hearings
    - i. Bond violations/motions/hearings
    - ii. Pretrial hearings
    - iii. Sentencings already scheduled
    - iv. Bench warrants for probationers arrested on warrants and of probationers arrested on warrants for violations of probation
    - v. Trials subject to juror limitations
    - vi. Hearings on matters at the discretion of assigned judge
  - e. In custody juveniles
    - i. Hearings will be scheduled Thursday @ 1:30
  - f. Preliminary/emergency hearings in child protective proceedings
  - g. Waiver hearings for in-custody youth
  - h. Initiation of Personal Protection Orders

- i. Violation hearings for PPO respondents not able to make bond following an arraignment
  - i. Emergency mental health hearings/pick up orders
  - j. Emergency guardianship proceedings
  - k. Any other emergency probate proceeding at the discretion of the assigned judge/probate register
  - l. Emergency motions on any matter including show cause and injunctive order requests
  - m. Business court emergencies
  - n. Infectious disease cases
  - o. Hearings on denied PPOs
2. Only essential clerking operations will be processed during the time period covered by this LAO. Online and phone court operations will continue during this time. Online ticket resolution and payment can be found at [www.d12.com](http://www.d12.com). Online County Clerk operations may be found at <https://www.mijackson.org/294/County-Clerk>
3. Whenever possible, hearings will be conducted using Polycom/Zoom technology so that parties and counsel can appear without physically entering the courthouse. In the interest of public health, only the following individuals shall be permitted to enter the Jackson County Courthouse (if necessary) during the time period covered by this LAO:
  - a. Parties and essential case participants to hearings referenced above;
  - b. Parents of in-custody juveniles for the hearings referenced above;
  - c. Parties' counsel for the hearings referenced above;
  - d. Judges, referees, magistrate, judicial staff, administrators, County Clerk, Prosecutor's office and MDOC office staff;
  - e. Essential Court and County staff (including facilities cleaning staff); and
  - f. Essential law enforcement.
4. Any person may be denied entrance if they are:
  - a. Sick, experiencing flu-like symptoms
  - b. Exposed to someone who is sick
  - c. Have a compromised immune system or otherwise vulnerable
  - d. Have traveled internationally or domestically by air within the last 14 days
5. Notice of the court closure and how emergency matters and filings shall be accomplished during the court closure shall be given to the public, the court's funding unit and other affected agencies and officials. Notice shall include this LAO being posted to the front door of the courthouse and on the courts' websites: [www.d12.com](http://www.d12.com), <https://www.mijackson.org/294/County-Clerk>, <https://www.mijackson.org/258/Circuit-Family-Probate>

6. Nothing in this LAO precludes the court from making case-by-case exceptions in the interest of justice and at the discretion of the court after consultation with counsel and/or self-represented litigants.
7. This LAO does not affect the court's consideration of civil, family, probate or criminal motions that can be resolved without oral argument or handled by telephone or video conference.
8. Question may contact the following: 517-788-4268 (Circuit Court), 517-788-4260 (District Court), 517-788-7290 (Probate Court), 517-788-4470 (Friend of the Court), 517-788-4460 (Youth Center).

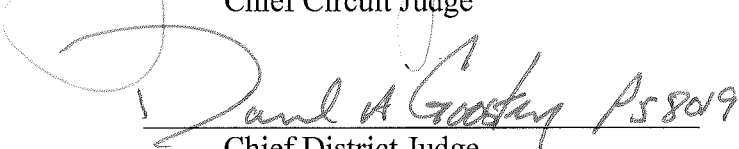
Date:

3/16/20

Date:

3-16-20

  
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Chief Circuit Judge

  
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Chief District Judge