



DISTRICT COURT - 25th JUDICIAL DISTRICT

ROY B. CICOTTE HALL OF JUSTICE
1475 CLEOPHUS STREET / LINCOLN PARK, MICHIGAN 48146-2301

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Hon. David A. Bajorek
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COURT ADMINISTRATOR
Carla A. Bitner
382-8653

ADMINISTRATIVE ORDER
NO. 1999-0241

COURT CLOSING IN THE
EVENT OF A WEATHER EMERGENCY

IT IS ORDERED:

This Administrative Order is issued in accordance with the Supreme Court Administrative 1998-5. The purpose of this order is to create and detail the process for unscheduled court closure because of inclement weather. In the event of an emergency closing, this order is designed to be in accord with the City of Lincoln Park.

In the event of bad weather the following procedures will apply:

1. The chief judge or person designated by the chief judge, before making a decision to close the court and/or dismiss court employees, shall contact the City of Lincoln Park's representative responsible for declaring a weather emergency to determine if there is a weather emergency sufficient to close the court.
2. If the City of Lincoln Park declares a weather emergency and it is determined that the court building will be closed, the court employees will charge time off in a manner consistent with any collective bargaining agreement and action taken by the City of Lincoln Park.
3. If the court closes and releases its employees, but the City of Lincoln Park does not, then the court employees must use accumulated leave time or unpaid leave, unless there is a collective bargaining agreement to the contrary.
4. A closure determination will be announced to the court employees and all appropriate law enforcement agencies by a means to reasonably assure notice. Public notice will be made by posting a notice on the public entrances to the facility and delivering public service announcements over local radio and/or television stations.

Effective date March 25, 1999

Date: 3-31-99

Chief Judge Signature