



FORTY-FIFTH JUDICIAL CIRCUIT OF MICHIGAN

Paul E. Stutesman, Circuit Judge

Kathryn Sandusky,
Caseflow Manager

P.O. Box 189, Courts Building
Centreville, MI 49032-0190

TELEPHONE: (269) 467-5542

Administrative Order 2006-02

FILED

Unscheduled Court Closing Due to Weather Emergency

FEB 13 2006

IT IS ORDERED:

PATTIE S. BENDER
ST. JOSEPH COUNTY CLERK

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with the St. Joseph County Board of Commissioners 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 operations to the extent possible without undue disruption of service to litigants.

Suspension of Operations

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

In the case of such emergency and decision to close the County buildings, an announcement will be authorized to be made on radio stations WMSH and WLKM. The emergency phone system shall be utilized if the County buildings are closed during regular working hours. Employees may call Central Services or the County Clerk's Office for information on who they are responsible to call.

Employees' Time Off Due to Weather Emergencies

All employees who are scheduled to work on days when their offices or buildings are closed due to inclement weather will receive their regular pay for that day. Employees who are unable to report for work on days when the County offices and buildings are officially open may utilize accrued vacation time, personal leave day, comp time or non-pay status.

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

Effective Date: 2/13/06

Date: 2/13/06

Paul Stutesman
Chief Circuit Judge