

Michigan Supreme Court
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John D. Ferry, Jr., State Court Administrator

DATE: February 22, 1999

TO: All Chief Judges, Court Administrators, Probate Registers,
Friends of the Court

FROM: John D. Ferry, Jr.

SUBJ: Administrative Memorandum 1999-02, Guidelines for
Unscheduled Court Closing Due to Weather Emergency and
Guideline for Court Staff Hours Local Administrative Orders
(Supreme Court Administrative Order 1998-05)

Please distribute this Memorandum to the appropriate addressees.

Supreme Court Administrative Order 1998-5 requires Chief Judges to adopt a local administrative order detailing the process for unscheduled court closing in the event of inclement weather. The Order also requires that any deviation of the court's hours from the standard working hours of the funding unit must be reflected in a Local Administrative Order. To assist you in development of required local administrative orders we have prepared a Guideline for Unscheduled Court Closing Due to Weather Emergency and a Guideline for Court Staff Hours. Both Guidelines are attached.

Courts with the same funding unit should submit a joint local administrative order for all courts.

If you have questions with respect to these Guidelines, please contact your Regional Administrator.

The Guidelines are provided in three formats:

*The file with an extension of *.WP is a WordPerfect 5.1 file, and must be downloaded for viewing.

* The file with an extension of *.RTF is a Rich Text Format file, and must be downloaded for viewing.

* The file with an extension of *.HTM is a Hypertext (HTML) file, and can be viewed on-line through your web browser.

Attachments

cc: Dawn Monk
Jim Covault
Regional Administrators