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State of Michigan  
Washtenaw County  
Trial Court

**Unscheduled Court Closing  
Due to Weather Emergency**

Local

Order 2008 - 05J

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Effective Date: Immediately

**IT IS ORDERED:**

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5 to provide for procedures for suspension of court operations and closure of court facilities due to weather emergencies. It is The Washtenaw County Trial 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

In the event that imminent weather conditions become severe enough to warrant consideration of closing the Washtenaw County Trial Court or curtailing its hours of operation, the trial court administrator will confer with appropriate county administration officials to determine the extent of the severe weather and the intent of those officials with regards to closing of county facilities. After conferring with the county officials, the court administrator will consult with the trial court chief judge regarding his/her position on potential closing and recommend appropriate action.

Disseminating the decision

The decision to close the court will be announced by the chief judge or trial court administrator to court employees and local law enforcement by a means to reasonably assure notice. Notice of the closing will be placed on the staff call-in message telephone hotline and notice will be provided to WAAM (1600 AM) radio. 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.

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Honorable David S. Swartz  
Chief Judge  
Washtenaw County Trial Court

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Date