

STATE OF MICHIGAN



DISTRICT JUDGES  
Hon. William C. Hultgren  
Hon. Mark W. Somers  
Hon. Richard Wygonik

NINETEENTH DISTRICT COURT

18077 MICHIGAN AVENUE  
DEARBORN, MICHIGAN 48126

Gary W. Dodge  
Court Administrator  
(313) 943-2689  
Court Information  
(313) 943-2060

Administrative Order 2011-08

**Unscheduled Court Closing Due to Weather Emergency**

Previous Local Administrative Orders Rescinded by this Order: 1999-02

**IT IS ORDERED:**

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with the City of Dearborn, 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 to the extent practicable, with decisions regarding city operations, without causing undue disruption of services to litigants and without compromising public and staff safety during weather related emergencies. If local emergency preparedness officials advise the public to remain indoors during such emergencies, the court will consider those warnings as part of the deliberation in making a decision whether or not to continue operations.

**Suspension of Operations**

The Chief Judge, or person designated by the Chief Judge, will notify the City of Dearborn before implementing a decision to suspend court operations. The Court notes that the police department is in a contiguous facility, that no funding unit employees work in the court's facility and that Dearborn City Hall is located on a different site in the downtown area.

The decision to close the court will be announced by the Chief Judge, or person designated by the Chief Judge, to the public, court employees and to local law enforcement by a means to reasonably assure notice.

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**

The Chief Judge, or person designated by the Chief Judge, shall determine on an incident by incident basis if employees will be required to use accumulated PTO time, or take unpaid leave. A decision in one instance shall have no precedence upon another.

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Nothing in this order shall prevent an employee from requesting to use accumulated PTO time due to a weather emergency. If an employee elects to use PTO to leave early or not come to work, the employee's accumulated PTO time will be charged for the full period of absence, even if a subsequent decision is made to close the Court.

Computation of Time

MCR 1.108(1), "Computation of Time," will govern how the court treats filing or other deadlines that fall on the day of a weather related closure.

Effective Date:           On approval of the State Court Administrative Office

Date: 10.24.11



Mark W. Somers, Chief Judge