

STATE OF MICHIGAN  
BAY COUNTY COURTS

Local Administrative Order  
Circuit 2020-02 J  
District 2020-02 J  
Probate 2020-02 J

**IN RE: PUBLIC HEALTH EMERGENCY RELATED TO COVID-19 PANDEMIC**

This Local Administrative Order (LAO) is issued in accordance with MCR 8.110(C) and upon approval by the State Court Administrative Office. The purpose of this LAO is to temporarily modify the business operations of the Bay County Courts in recognition of the state of emergency declared by the Governor of the State of Michigan and the President of the United States as it relates to the COVID-19 pandemic (coronavirus disease 2019).

Local Administrative Order 2020-01 J (Circuit, District and Probate) is rescinded and replaced by this order.

This LAO will remain in effect until rescinded by the Chief Judge.

**IT IS ORDERED:**

The content of Michigan Supreme Court Administrative Order 2020-01 is hereby incorporated in its entirety.

Please mail all filings to the court at 1230 Washington Avenue, Bay City, Michigan 48708

Drop off of filings at the front door only on Monday, Wednesday and Friday 10am to 2pm. No access to the building allowed.

Clerk access via telephone will be reduced to 9am to 3pm weekdays.

Personnel including staff, prosecutors, and attorneys must be in good health with no illness, and no signs of illness including fever, coughing or sneezing to remain at work.

In-custody arraignments (attorneys only; no other spectators in the court room) will be conducted on Monday, Wednesday and Friday.

Accommodation of personal protection orders and any emergency matters will be maintained.

Emergency motions on any matter including show cause and injunctive order requests as determined by the Judge.

No writs for settlement conferences; writs for pre-lim only upon approval of Judge.

Whenever possible, hearings will be conducted using available technology, e.g., PolyCom, Zoom, FaceTime, Skype, etc., so that parties and counsel can appear without physically entering the court facility. In the interest of public health, only the following individuals shall be permitted to enter the Bay County Courts facility (if necessary) during the time period covered by this LAO:

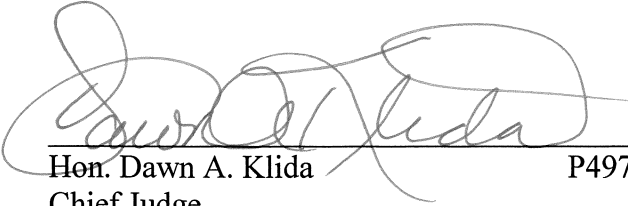
- Parties and essential case participants to hearings referenced above;
- Parents of in-custody juveniles for the hearings referenced above;
- Parties' counsel for the hearings reference above;
- Judges, referees, judicial staff, Sheriff deputies, deputy administrators and administrator of Bay County Courts;
- Essential Court and County staff;
- Essential law enforcement,

Notice of court closure and how emergency matters and filings shall be accomplished during this modification, shall be given to the public, the court's funding unit and other affected agencies and officials. Notice shall include this LAO being posted to the front door of the court facility. Notice will be posted on appropriate county/court website(s).

Nothing in this LAO precludes Bay County Courts from making case-by-case exceptions in the interest of justice and at the discretion of the court after consultation with counsel and/or self-represented litigants.

This LAO does not affect Bay County Courts consideration of civil, family, probate or criminal motions that can be resolved without oral argument or handled by telephone or video conference.

Public access hours may be modified as necessary for the court to safely maintain business operations during this emergency.

  
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Hon. Dawn A. Klida P49753  
Chief Judge

Effective Date: March 23, 2020