

STATE OF MICHIGAN
GROSSE POINTE PARK MUNICIPAL COURT

Administrative Order 1-1999
Procedure for weather emergencies

Pursuant to Michigan Supreme Court Administrative Order 1998-5 and State Court Administrative Office Administrative Guideline 1999-02, the following procedure is adopted by the Grosse Pointe Park Municipal Court.

Normal working hours for the funding unit and the Court are 8:00 AM until 4:30 PM. Monday through Friday.

The Court Administrator shall contact the funding unit representative responsible for the decision to declare an emergency closing.

Upon receiving a decision from the funding unit, the court may follow the procedure set forth by the funding unit.

If the funding unit declares an emergency closing and the Court follows their instruction, time off will not be charged to Court employees.

A closure determination will be announced to the Court employees and posting a notice on the public entrance to the Court will make notice to the public.

If the Court determines that it should close and the funding unit does not, employees of the Court may be charged for time off.

This order is effective May 26, 1999

I do hereby certify
that this document
TRUE COPY.

[Signature]
COURT CLERK
Grosse Pointe Park

May 25, 1999
Date

[Signature]
Carl F. Jarboe, Municipal Judge

State Court Administrative Office
Region 1

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MAY 28 1999