

STATE OF MICHIGAN

IN THE 16<sup>th</sup> JUDICIAL CIRCUIT FOR THE COUNTY OF MACOMB

In re: Court Hours

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Circuit Court Joint Local Administrative Order #2017-01

(Rescinds Circuit Court Local Administrator Order #2007-1)

This Local Administrative Order is enacted in compliance with MCR 8.110(D), the official hours of operation of the Court shall be as follows:

1. The hours of the Court shall generally be 8:00 a.m. to 4:30 p.m.
2. In the following instances, the business hours of Departments of the Court vary from the standard hours:
  - A. The Macomb County Circuit Court Friend of the Court is directed by law to maintain non-standard business hours for the convenience of customers.
  - B. Probation staff may maintain limited additional non-standard business hours in order to allow probationers to report in the evening.
  - C. The Court Section of the County Clerk's Office public service hours are 8:00 a.m. to 4:30 p.m.
  - D. With the permission of the Chief Judge, specific offices of the Court may maintain public service hours of 8:00 a.m. to 5:00 p.m.
  - E. The hours for holding court are from 8:00 a.m. to noon and 1:30 p.m. to 4:30 p.m., unless a judge directs that his or her hours of holding court are 8:30 a.m. to noon and 1:30 p.m. to 5:00 p.m. or unless otherwise ordered by the trial judge or the Chief Judge in a particular case.
  - F. Orders and judgments may be submitted to judges' clerks for signing and entry only during the hours of 8:30 a.m. to noon and 1:30 p.m. to 4:30 p.m.
3. The Court is closed for the holidays recognized by Macomb County. In addition to the holidays designated by the Michigan Supreme Court in MCR 8.110(F), Macomb County is closed the afternoon of Good Friday, Columbus Day, and the November general election day in even numbered years.

This Order shall take effect immediately upon approval by the State Court Administrative Office.

Dated: June 14, 2017

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a horizontal line and a curved flourish.

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James M. Biernat, Jr. - Chief Judge  
16<sup>th</sup> Judicial Circuit Court, Macomb County  
Probate, and 42<sup>nd</sup> District Courts