

State of Michigan  
**27th Judicial Circuit Court**  
County of Newaygo



EFFECTIVE DATE: March 17, 2020

LOCAL ADMINISTRATIVE ORDER  
C27-\_\_\_\_ J  
D78-\_\_\_\_ J  
NEWAYGO COUNTY PROBATE COURT-\_\_\_\_ J

This Local Administrative Order (LAO) is issued in accordance with MCR 8.110(C) for approval by the State Court Administrative Office (SCAO) to temporarily close the business offices of the Newaygo County Courthouse (Circuit, District & Probate) to reduce the spread of COVID 19. Newaygo Circuit, District and Probate Courts will be closed to the public, but shall remain open to essential services as specified below for the public in response to the state of emergency declared by the Governor of Michigan and the President of the United States. It has been determined that there is no less restrictive means reasonably available to protect the interests of the public and staff if the courthouse remains open.

IT IS SO ORDERED:

1. The business offices of the Newaygo County Courthouse shall be closed to the public beginning Wednesday, March 18, 2020 through April 5, 2020 with exception of the essential services described below.
2. The public may visit [countyofnewaygo.com](http://countyofnewaygo.com) in the Circuit Court menu for access to forms for certain essential services. The public may submit any filings by going to [countyofnewaygo.com](http://countyofnewaygo.com) under the Contact Us tab and select Email Us. The public may select Circuit Court and send an email. The Court will then respond with how filings may be uploaded. The public will be encouraged to mail in new filings as mail will be reviewed and processed daily. Motions seeking ex parte relief, and any other motions, can be filed via fax or email to the appropriate court for handling. The public may also utilize the appropriate court's contact numbers below.
3. The following essential and/or emergency services will be dealt with by the appropriate court and staff members will be available in each court to assist the public with questions as staffing levels permit. Only essential clerking and staff operations will be processed during the time period specified for this LAO.
  - Incarcerated defendants will be reviewed on a daily basis and arraigned for both 27th Circuit and 78th District Courts. Arraignment attorneys will be contacted as needed. Proceedings related to such arraignments such as bench warrants and violations of probation will also be considered an essential function for both Circuit and District court.

- The 27th Circuit Court and 78th District Court shall provide trials and sentencings for incarcerated defendants only due to the increased risk for jurors in large numbers being summoned for duty. Due to the reduced ability to safely have counsel and court staff present in the courtrooms the postponements required by this LAO will be excluded from speedy trial requirements as the Newaygo Courts have determined that the benefits of such postponements outweigh the defendant's/respondent's right to speedy trial pursuant to MCR(C)(6) and MCR 3.942 (A).
- The 27th Circuit Court shall provide civil services as essential functions: emergency show cause and injunctive orders, infectious disease cases, personal protection orders (initiating cases, hearings for denied personal protection orders, motions to terminate personal protection orders and arraignments on alleged personal protection orders), hearings for respondents unable to bail out after arraignment, parental consent waivers and the signing/preparing of any emergency orders necessary for the safety and/or well-being of a litigant or child.
- The 27th Circuit Court – Family Division will continue to provide the following essential services to the public including emergency proceedings for abuse/neglect cases including, but not limited to, permanency planning hearings, preliminary hearings, scheduled trials and dispositional hearings for detained youth.
- The 27th Circuit Court's Domestic Relations Division shall facilitate the submission of motions seeking ex parte relief, and will present the motion and prepared order to the court for review as necessary for the safety and well-being of a litigant and or child/ren.
- The 78th District Court shall uphold its normal probable cause conferences and preliminary exams for all lodged defendants and a 21-Day waiver shall be requested from all defendants who are represented by counsel. Pursuant to MCR 6.110(B) the court may adjourn a preliminary hearing examination for good cause.
- The Newaygo County Probate Court shall continue to provide the following essential services to the public such as emergency proceedings for decedent estates, trusts, wills, guardianships, conservatorships, mental illness and judicial admission proceedings.

3. Filings for essential functions may be rejected if they do not meet filing requirements as outlined in MCR 8.119(C) and MCR 5.113. Filing fees for emailed or faxed matters shall be mailed to the appropriate court. Each court has the discretion to dismiss matters or cases if payment is not made within a reasonable amount of time.

4. Payments for fines and costs will continue to be accepted via mail or electronically per each court's normal processes. For those making payments, extensions may be granted to avoid unnecessary late fees and suspensions.

5. Any other matter as reviewed and deemed essential by the Chief and/or presiding judges may be considered.

6. Those persons with hearings and trial previously scheduled on or before April 6, 2020 should contact the court to confirm the status of such hearings and trials. No further hearings or trials will be scheduled except for essential services as explained above.

7. Hearings for the aforementioned essential services will be conducted using available telephone and/or video conferencing technology if available.

8. Pending motion hearings will be evaluated by the assigned judge for application of MCR 2.119(E)(3), allowing the court to dispense with or limit oral arguments on motions.

9. To limit the continued spread of COVID 19, it is ordered that only required persons attend any scheduled court hearings. Required persons are parties, parents of in-custody juveniles, counsel, judges, staff, law enforcement and/or cleaning staff as necessary to conduct the hearing. The presiding judge may choose to limit unnecessary persons from appearing at his/her discretion.

10. Notice of the Newaygo County Courthouse's closure and the procedures for filing and scheduling of essential and emergency matters shall be given to the public, the court's funding unit and other affected agencies and officials. Notice shall be posted on the exterior doors of the Newaygo County Courthouse and any affiliated locations and shall be placed on Newaygo County's website: [countyofnewaygo.com](http://countyofnewaygo.com) Notice shall also be provided to the public and staff per Emergency Services systems as available.

11. Nothing in this LAO precludes the presiding judges of the Newaygo County Courts from making a case-by-case exception in the interest of justice after consultation with counsel and/or self-represented litigants.

12. This LAO does not affect any Newaygo County Courts' consideration of civil, family, probate, or criminal motions that can be resolved without oral argument or handled by telephone or other electronic means approved by the court. Additionally, pursuant to MCR 5.104(B)(4) and MCR 5.104(C), if interested parties have consented, or matters before the court are unopposed, they may be submitted to the Newaygo County Courts via fax. Each matter will be reviewed on a case-by-case basis.

This order shall remain in effect until April 5, 2020.

Circuit Court

Email: [wjarvis@co.newaygo.mi.us](mailto:wjarvis@co.newaygo.mi.us)

Phone: (231) 689-7251

Main Phone: (231) 689-7252

Fax: (231) 689-7015

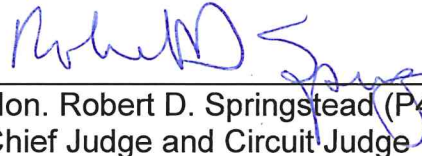
District Court

Email: [dmr@co.newaygo.mi.us](mailto:dmr@co.newaygo.mi.us)

Phone: (231) 689-7228  
Main Phone: (231) 689-7257  
Fax (231) 689-7258

Probate Court  
Email: [c2762nmp@co.newaygo.mi.us](mailto:c2762nmp@co.newaygo.mi.us)  
Phone: (231) 689-7274  
Main: (231) 689-7270  
Fax: (231) 689-7276

Effective: March 17, 2020



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Hon. Robert D. Springstead (P48639)  
Chief Judge and Circuit Judge