

STATE OF MICHIGAN



THE DISTRICT COURT
18TH JUDICIAL DISTRICT

GAIL MCKNIGHT
DISTRICT JUDGE
C. CHARLES BOKOS
DISTRICT JUDGE

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LOCAL ADMINISTRATIVE ORDER 99 - 3
EMERGENCY WEATHER PROCEDURES

The 18th District Court, Westland, Michigan, adopts the following procedure governing closure due to emergency/weather conditions.

- A. The Mayor is responsible for determining whether an emergency situation exists and whether city buildings will close and city employees sent home. The 18th District Court's Judges and Administrator, prior to making a decision on the closure of its facilities and the releasing of its employees, shall contact the Mayor to assist in determining if there is an emergency/weather situation sufficient to close the court. However, because the court is in a separate facility, court staff, after consultation with the Mayor, shall make the final decision as to the court's abilities to carry out its mandated responsibilities.
- B. Court clerical employees are covered by a collective bargaining agreement which precludes the charging of an emergency/weather closing to an accumulative (vacation, personal) leave time bank.
- C. In the event of the closure of the 18th District Court due to an emergency/weather situation, public notice will be given to the public by posting notices on all public entrances; by notifying the Westland Police Department; via a LEIN administrative message; via public service announcements on WLND (the city cable channel); and by notifying stations WWJ, WJR, WNIC, and Channels 4 and 7.

Respectfully submitted MAY 26 , 1999.


C. Charles Bokos, Chief Judge
18th Judicial District
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