



KATHLEEN G. GALEN
DISTRICT JUDGE

MICHAEL MCLOYD
COURT ADMINISTRATOR

MARK J. MAKOSKI
MAGISTRATE

STATE OF MICHIGAN
DISTRICT COURT
THIRTY-EIGHTH JUDICIAL DISTRICT
16101 NINE MILE ROAD
EASTPOINTE, MICHIGAN 48021
(586) 445-5020
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Local Administrative Order

PLACES HOLDING COURT

The purpose of this order is to designate one or more places within the district where sessions of the 38th District Court may occasionally be held away from normal location

IT IS ORDERED:

1. The 38th District Court is authorized to hold court sessions at:

Eastpointe City Hall – Council Chambers
23200 Gratiot Avenue
Eastpointe, MI 48021

2. Litigants may decline to participate and may request their cases be heard in the courthouse proper.
3. The off-site location will be open to the public
4. The court has a written plan regarding the off-site location, including:
 - a. Security
 - b. Approved recording of the proceedings
 - c. Notification to parties/witnesses/public
 - d. Secure transportation of the court files and records to and from the location
 - e. Post hearing transactions such as payment and clearances
 - f. Home court coverage

Dated: November 09, 2023

Kathleen G. Galen – Chief Judge
38th District Court, City of Eastpointe

Prepared By: Michael McLoyd, Court Administrator

PLACES HOLD COURT PLAN

Security

- Court Officers will be assigned the following assignment
 - Secure Entrance to City Hall's Council Chambers
 - Perform security screenings on all visitor
 - Equipment - Wand Metal Detectors
 - One (1) Court Officer will be stationed outside of the main court facility to notify litigants of the new location for court.
 - Court Officers will be stationed at each of the three (3) entrance/exit points in Council Chambers.

Approved recording of the proceedings

- The court has mobile recording equipment including the following:
 - Laptop
 - BIS Software
 - Microphones
- In the event there are technical issues with the mobile recording equipment, the Court will use the Council Chamber's Audio-Visual Recording System (AV System) to record court proceedings with sound and video.

Notification to parties/witnesses/public

- One (1) Court Officer will be stationed outside of the main court facility to notify litigants of the new location for court.
- Posting will be made on the Courts' website, social media platforms,
- Notices will be place on the public entrances of the main court facility.
- Email will be sent to MIDC Attorneys
 - Secure transportation of the court files and records to and from the location
 - Post hearing transactions such as payment and clearances
 - Home court coverage

Home Court Coverage

- Court will only be held at another location when there are circumstances not permitting staff and/or the court building to be open to the public.