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JAMES P. HUGHES
REGIONAL ADMINISTRATOR
REGION 2

Order Authorizing the Grand Rapids Hall of Justice to Provide Alternative Service Locations between September 17 – 21, 2001

17th Circuit Court Administrative Order 2001-04J
61st District Court Administrative Order 2001-03J

Upon completion of the new Kent Count Courthouse (180 Ottawa Ave., NW), it will be necessary to relocate all personnel, files, and furniture from the existing Hall of Justice (333 Monroe Ave., NW) and several other locations. To accomplish this in the most efficient manner, we are closing the Hall of Justice to the general public during the time period captioned above. Courts presently located elsewhere than the Hall of Justice (Probate and Family Division) will also modify their schedules; those changes also are noted below. The delivery of critical services during that week will occur as follows:

1. Arraignments: All in-custody arraignments that would otherwise occur in the Hall of Justice will be conducted at the Kent County Correctional Facility. The 61st District Court Law Trained Magistrate will conduct arraignments at the Correctional Facility. Court staff will be stationed at the jail to assist in the processing.
2. All law enforcement agencies operating within Kent County, that regularly attend sessions of court at the Hall of Justice (Grand Rapids Police, Kent County Sheriff, Michigan State Police, etc.) will be instructed to avoid using September 17th through October 1st, inclusively, as appearance dates for civil infractions and appearance tickets.
3. Preliminary Exams: In-custody preliminary exams will be held in one courtroom within the existing Hall of Justice.
4. Civil Filing: The 17th Circuit and 61st District Courts will make available a public service area on the first floor of the new courthouse for the filing of time sensitive civil matters. Through extensive use of pre-move publicity, virtually everyone who must file any time-sensitive document from September 17th through September 21st will be given adequate notification.
5. All non-critical matters (e.g., jury and non-jury trials, non-emergency hearings, and so forth) will be scheduled beginning September 24th.
6. All available 61st District Court Judges will be equipped with pagers and cell phones to make it easier to have search and arrest warrants signed.

7. Beginning in early August and continuing through the week of September 17th, public notices will appear in all newspapers within Kent County and especially those serving Grand Rapids. All radio and television stations will be asked to advise the public through the use of public service announcements.
8. The main telephone number to the new courthouse will be activated and widely published as part of the information campaign. Beginning September 17th, the number will be answered by Court staff during regular business. Staff answering that phone will reside on the first floor of the new courthouse where time sensitive filings will be accepted.
9. New maps, presently being developed, will be distributed far and wide. The maps show the location of the new courthouse in relation to the jail, police department, juvenile detention and other related facilities. General information telephone numbers for each facility will appear on the maps.
10. The Kent County Probate Court will close its offices during the same time period. The court will have staff at its current location (320 Ottawa NW) to receive time sensitive filings during this period.
11. The court will hold its normally scheduled commitment hearings at the various hospitals where hearings are normally held. In the event a party is in need of an emergency hearing, the court will use its best efforts to schedule an emergency hearing at one of the hospitals where hearings have been scheduled during that week

Date: 7/18/01

17th Judicial Circuit Court

By [Signature]
Its Chief Judge

Date: 7/18/01

61st Judicial District Court

By [Signature]
Its Chief Judge