



54-B District Court
101 Linden Street
East Lansing, Michigan 48823-4311
(517) 351-7000

Hon. Richard D. Ball
District Court Judge

Hon. Andrea A. Larkin
Chief District Court Judge

Nicole A. Evans
Court Administrator

Continuity of Operations Plan during City of East Lansing Local State of Emergency

In response to the City of East Lansing's declaration of a Local State of Emergency, the following procedures take effect immediately:

- The court is closed to the public while the local state of emergency is in effect, currently through Sunday, April 5, 2020. Limited staff will be on site and available by phone to conduct essential duties.
- **Felony** cases will proceed as normal until the court receives direction from SCAO to relax time guidelines for probable cause conferences/preliminary exams.
- All other scheduled court matters are adjourned until after April 5, 2020.
- Complaint & Warrants and search warrant requests will be processed accordingly.
- In custody arraignments will continue.
- Video conferencing will be the primary method used for proceedings between a courtroom and a prison, jail, or other location, unless otherwise directed by the presiding judge.
- Probationers may report by email, phone, or video conferencing as directed by their probation officer. No in-person reporting.
- Specialty/Treatment Court review meetings are suspended until after April 5, 2020.
- Online services for case review, payments and warrants remain available on the court's website at www.54bdistrictcourt.com.
- Dropboxes are available 24/7 for payments and other filings.
<https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- **New** bench warrants or default judgments for failure to appear are suspended during the local state of emergency. Contact the court at 517-351-7000 to address currently outstanding bench warrants. No walk-ins.