

**Circuit Court Judges**

Michael P. Hatty, Chief Judge  
Circuit and District Courts

L. Suzanne Geddis

Matthew J. McGivney



**Livingston County Trial Courts**  
204 S. HIGHLANDER WAY, HOWELL, MI 48843

**Probate Court Judge**

Miriam A. Cavanaugh, Chief Judge  
Probate Court

**District Court Judges**

Shauna N. Murphy

Daniel B. Bain

Administrative Order

C44 2021-07J; rescinds C44 2021-06J

D53 2021-04J; rescinds D53 2021-03J

P47 2021-04J; rescinds P47 2021-03J

**Plan to Return to Full Capacity – Phase Two (Forward)**

In accordance with the Michigan Supreme Court's Administrative Order 2020-14, effective May 6, 2020, and upon approval of the State Court Administrative Office (SCAO), the Chief Judges of the Livingston County Trial Courts have consulted with the local health department and determined that gating criteria is satisfied as of May 6, 2021. Specifically:

1. There have been no COVID-19 confirmed or suspected cases in the court facility within a 14-day period; and,
  2. There is 7-day average of under 15% for positive tests as a percent of total tests; and,
  3. There is a downward trajectory of documented cases within a 14-day period; and,
  4. State and local orders restricting movement and/or requiring shelter-in-place have been rescinded or limited and the SCAO has determined that existing orders would not prevent the court from implementing Phase Two requirements; and,
  5. The Chief Judges have consulted with health authorities and obtained data confirming that regional health care facilities are able to treat all patients without crisis care; and,
  6. The Chief Judge have consulted with health authorities and obtained data confirming that there is no evidence of COVID-19 rebound within the local community and no need to implement additional social distancing measures based upon a resurgence of infections in the local area.
- A. In order to protect the health and safety of employees and the public, the Livingston County Trial Courts have enacted the following protections:
1. Employees will self-screen for COVID-19 symptoms. Employees who feel sick or have any COVID-19 symptoms will not report to work.

2. Court employees have been surveyed and those employees who have self-identified as a vulnerable employee and unable to return to work have been offered appropriate accommodations, including the ability to work remotely if their job lends itself to remote work.
3. Employees will be able to work remotely where feasible to facilitate social distancing among on-site staff.
4. Face coverings for employees will be required in a manner consistent with the SCAO [Return to Full Capacity Guide](#). The court has taken the following steps to ensure proper social distancing and employee safety:
  - a. Placed physical barriers between workspaces that are not at least six feet apart.
  - b. Marked the floor in common spaces to indicate six-foot intervals.
  - c. Required employees to wear masks while in public spaces.
  - d. Required employees handling mail to wear masks and gloves.
  - e. Implemented staggered shifts of employees to reduce crowd size and the risk of people gathering at start and close times.
  - f. Reconfiguration of common staff and public areas to ensure social distancing;
  - g. Employee lunch and break schedules staggered to reduce the number of staff in common areas;
  - h. Employees encouraged to remain in their assigned work areas as much as possible;
  - i. Encouraged use of electronic filing (email and fax) and filing drop-off in secure mailbox outside of courthouse to minimize in-person filing; and,
  - j. Encouraged use of online payments and payment drop-off in secure mailbox located outside of courthouse to minimize in-person payments.
5. Employees will practice good hygiene through hand washing, frequent disinfecting of used items and surfaces, sneezing or coughing into a tissue or elbow, and avoiding touching their faces.
6. Employees will not travel for nonessential court business.
7. Quarantine and/or isolation requirements will be implemented consistent with the most current guidance from the Centers for Disease Control and/or local public health officials.
8. Employees have been trained regarding COVID-19. The training included good hygiene practices, updated personnel policies, and safety controls at the court facilities.
9. Court facilities have posted signage emphasizing proper handwashing.
10. Shared equipment will be cleaned and sanitized before each use. Examples of shared equipment include copiers, fax machines, and telephones used by more than one employee during a single shift or in consecutive shifts. This equipment should be wiped down with disinfectant or a disinfectant wipe between uses.

11. The court is following the CDC guidance on cleaning and disinfecting if the facility is exposed to COVID-19.
  12. The court has developed a contact tracing policy and will implement contact tracing procedures after receiving notification that the court facility has had confirmed exposure to COVID-19. These procedures will help the court identify and notify individuals who may have been exposed to COVID-19 and will identify exposure locations that need to be cleaned and disinfected pursuant to CDC guidelines.
- B. The Livingston County Trial Courts are maintaining the following measures related to public entry into court facilities:
1. The public will be asked to self-screen using posted screening questions prior to entering the court building. Screening questions will include, but are not limited to, the following:
    - a. Do you have a fever greater than 100.4 degrees?
    - b. Do you have a cough or worsening cough (excluding chronic cough due to known medical reason)?
    - c. Do you have shortness of breath?  
OR
    - d. Do you have at least two of the following symptoms:
      - Fever
      - Chills
      - Repeated shaking with chills
      - Muscle pain
      - Headache
      - Sore throat
      - New loss of taste or smell
    - e. Have you had any close contact in the last 14 days with someone diagnosed with COVID-19 and you are not fully vaccinated?
    - f. Have you traveled internationally in the last 14 days?

Any individual responding “yes” to the screening questions will not be allowed to enter the courthouse. Screening personnel will notify Court Administration of any individual who does not pass the screening procedure. If the person came to the court to file documents, the court will accept those documents for filing. If the person was scheduled to appear as a party or witness in a court proceeding, the court will work to reschedule the hearing/trial as a remote proceeding or to a future date when the person may pass courthouse screening. The court must provide appropriate personal protective equipment (PPE) to any personnel responsible for in-person screening.

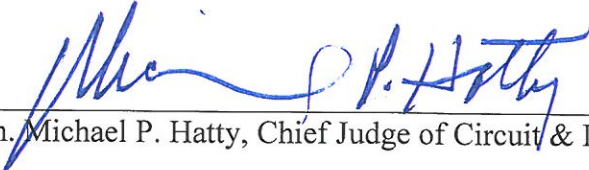
- C. In order to facilitate the business of the court, the Livingston County Trial Courts are using the following measures related to court proceedings:
1. Proceedings will be conducted virtually to the maximum extent possible, consistent with Administrative Order No. 2020-6.

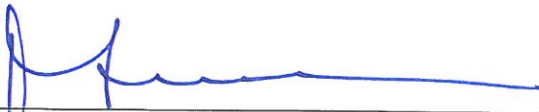
2. In-person court proceedings will be allowed on a limited basis. All attendees shall maintain appropriate social distance and shall be required to wear masks unless otherwise excused by the presiding Judge. Face coverings will be required for court in a manner consistent with the SCAO [Return to Full Capacity Guide](#).
3. On-site and off-site visits with probationers and clients may resume if appropriate and necessary.
4. Large venues and common areas in the courthouse (e.g. waiting areas, jury assembly rooms, etc.) will be open for use, but social distancing will be observed. Members of the public are required to wear facemasks to the extent it can medically tolerated. Masks may be provided by the court prior to entry.
5. Pursuant to MCR 8.110(C), members of the public or staff who refuse to wear required face coverings or adhere to social distancing requirements may be asked to leave the court facility.
6. Any member of the public who is asked to leave the court facility must be offered an opportunity to conduct court business virtually, attend court proceedings virtually, file documents in an alternative manner, or confer with court administration to determine alternate arrangements for accessing the court.

The Livingston County Trial Courts are regularly meeting with local public health officials to monitor local public health conditions related to COVID-19 and are continuously evaluating data to assess their readiness to proceed to the next phase of court capacity.

IT IS SO ORDERED.

Effective date: May 13, 2021

Date: May 13, 2021   
Hon. Michael P. Hatty, Chief Judge of Circuit & District Court

Date: May 14, 2021   
Hon. Miriam A. Cavanaugh, Chief Judge of Probate Court