



WILLIAM G. KELLY  
DISTRICT JUDGE

MICHELE WHITE  
COURT ADMINISTRATOR  
MAGISTRATE  
(616) 554-0715

SHARON BRINKS  
MAGISTRATE  
(616) 554-0748

## 62-B DISTRICT COURT

4740 WALMA AVE., S.E.

KENTWOOD, MI 49512

Phone (616) 698-9310/Fax (616) 698-8199

MONDAY-FRIDAY

8:00 A.M. - 5:00 P.M.

PROBATION SERVICES DIRECTOR

JIM BASTIAANSE

(616) 554-0719

PROBATION OFFICER

MELISSA FRANKS

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STEPHANIE KOPERSKI

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MATTHEW MAXWELL

(616) 554-0745

SOBRIETY COURT CASE MANAGER

ANDREA ZUFELT

(616) 554-0722

**To:** All 62-B District Court Staff

**From:** Michele White, Court Administrator/Magistrate

**Subject:** Limited Court Access due to COVID-19

**Date:** March 19, 2020

62-B District Court will be limiting court access to the public March 19, 2020 through April 28, 2020. We are scheduled to be fully operational Wednesday, April 29, 2020 at 8:00 a.m., unless the limited access is extended.

Throughout the duration of the limited access Bailiffs are not to report, unless requested by management and the following matters are to take place:

### Front Counter:

- Will remain open, please keep "social distance"
- Ask individuals to slide their payment or filings through the window don't directly take payments and filings by hand to hand.
- Please wear gloves and use the sanitized wipes and disinfectant.
- We are sending out a press release encouraging individuals to utilize our website, telephone, mail, or drop box.

### Landlord tenant matters:

- Non-bulk LT filings are to be rescheduled.
- Bulk LT filings "eviction diversion- Salvation Army, DHHS, and Cooley" currently scheduled for Varnum and Leo for April 2020 are to be rescheduled to the morning of May 6, 2020.
- Bulk LT filings "eviction diversion- Salvation Army, DHHS, and Cooley" currently scheduled for Swystak and Levine for April 2020 are to be rescheduled to the morning of May 11, 2020.

### General Civil matters:

- All pretrial conferences to be conducted by telephone.
- All motions are to be adjourned.
- All trials are to be adjourned.

### Small Claims matters:

- All small claims hearings are adjourned.

### Informal hearings:

- All informal hearings are adjourned.

Criminal matters:

- All in custody cases will be held.
- We will hold all currently scheduled arraignments. For any future arraignments we have asked law enforcement to provide an order-in date and time in May 2020.
- Adjourn all criminal misdemeanor pretrials and trials until May 2020, except those in custody.
- Adjourn all out of custody assessments and sentencings until after April 28, 2020.
- Adjourn all out of custody pre-sentencing and sentencings until after April 28, 2020.
- Adjourn all out of custody felony cases until after April 28, 2020.
- Adjourn all motions and hearings until after April 28, 2020.

Probation and Sobriety Court matters:

- All in custody cases will be conducted.
- Probation Officers are to meet with the clients by telephone or mail-in.
- Probation Violation hearings currently scheduled are to be rescheduled.
- Sobriety Court Case Manager will meet with clients by telephone or mail-in.
- Sobriety Court hearings currently scheduled are to be rescheduled.
- Reduce drug and alcohol testing to only those at high risk.

Weddings:

- All weddings are to be adjourned until May 2020.
- Any new requests for weddings are to be scheduled after May 2020.

**\*The court will forward the new schedule as soon as possible.**

We understand that this is a unique and unprecedented situation and want to do everything we can to ensure the safety of our court employees and everyone who comes to the court. That being said, please notify Jim or I, and do not come to the court if:

- You are sick.
- You have been exposed to someone who has been sick.
- You have a compromised immune system.

***Michigan Supreme Court Administrative Order 2020-2, no more than 10 persons, including staff, in courtrooms and other spaces, and to practice social distancing and limit court activity to only essential functions.***

Due to these restrictions, we will continue to work and provide the public with limited court access. We will continue to provide updates as they arise from the CDC, the State Court Administrative Office (SCAO), the City of Kentwood, the Governor of Michigan, and the President of the United States. Please let us know if you have any questions or concerns.

**Thank you for your patience and understanding in this matter, we will keep you updated on any changes to this limited court access.**

March 19, 2020  
Approved Date:

William G. Kelly  
Chief District Court Judge William G. Kelly P 25380