

STATE OF MICHIGAN



ANTRIM COUNTY FAMILY DIVISION

&

ANTRIM COUNTY PROBATE COURT

205 E. CAYUGA, P.O. BOX 130

BELLAIRE, MI 49615

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[probatecourt@antrimcounty.org](mailto:probatecourt@antrimcounty.org)

HON. NORMAN R. HAYES  
PROBATE & FAMILY DIVISION JUDGE

WILLIAM M. HEFFERAN  
ADMINISTRATOR

Administrative Order 2022-04

Rescinds Administrative Order 2010-06

**APPOINTMENT OF JUVENILE NONATTORNEY REFEREE**

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2009-6, effective June 3, 2022. In accordance with MCL 712A.10 and MCR 3.913, and upon approval of the State Court Administrative Office (SCAO),

**IT IS ORDERED:**

1. The chief judge of the 13th Circuit Court appoints Heather A. Bootz as a non-attorney referee. The referee's contact information is:

Name	Heather A. Bootz
Court Address	205 East Cayuga
	PO Box 130
	Bellaire, MI 49615
Phone Number	231-533-3624
E-mail Address	<a href="mailto:bootzh@antrimcounty.org">bootzh@antrimcounty.org</a>

It is the responsibility of the referee to notify the State Court Administrative Office of changes in the individual's contact information during the course of the appointment.

2. Heather A. Bootz:

- a. Will serve at the pleasure of the chief judge of the circuit court.
- b. Has taken the constitutional oath of office.

3. Referee Heather A. Bootz is authorized to perform the following duties pursuant to MCR 3.913 and MCL 712A.10:

- a. Delinquency Proceedings. Conduct preliminary inquiries or preliminary hearings on juveniles who are before the court under MCL 712A.2(a)(1).
- b. Child Protective Proceedings. Conduct preliminary inquiries, preliminary hearings, progress review hearings pursuant to MCR 3.974(A), and emergency removal hearings pursuant to MCR 3.974(B). In addition, a non-attorney referee may issue an interim ex parte placement order under MCR 3.963(B).
- c. Minor Personal Protection Actions. Preside at a preliminary hearing for enforcement of a minor personal protection order.
- d. In conducting hearings, a referee shall do all of the following:
  1. Administer oaths and examine witnesses; and
  2. If a case requires a hearing and the taking of testimony, make a written signed report to the judge containing a summary of the testimony taken and a recommendation for the court's findings and disposition.

Effective Date: June 3, 2022

Date: June 3, 2022

  
06/03/2022  
01:08PM  
KEVIN A. ELSENHEIMER, CIRCUIT COURT JUDGE, #49293  
Chief Judge Signature: