

STATE OF MICHIGAN



ANTRIM COUNTY FAMILY DIVISION  
&

ANTRIM COUNTY PROBATE COURT

205 E. CAYUGA, P.O. BOX 130

BELLAIRE, MI 49615

(231) 533-6681

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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	bootzh@antrimcounty.org

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. EISENHEIMER, CIRCUIT COURT JUDGE, #46293

Chief Judge Signature: