

KEVIN A. ELSENHEIMER  
THOMAS G. POWER  
CIRCUIT JUDGES

## State of Michigan



### Thirteenth Judicial Circuit

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COUNTIES  
ANTRIM  
GRAND TRAVERSE  
LEELANAU

TRINA GIRARDIN  
COURT ADMINISTRATOR

State Court Administrative Office  
13<sup>th</sup> Circuit Court – Antrim/Grand Traverse/Leelanau Counties  
LOCAL ADMINISTRATIVE ORDER 2022-01  
Rescinds Local Administrative Order 1999-01

### CLOSING THE BUILDING DUE TO SEVERE WEATHER

The Supreme Court having adopted Supreme Court Administrative Order 1998-05 directing all trial courts to adopt a severe weather policy. In severe weather situations, such as blizzards, where the Chief Judge declares the decision to close the facility where the court is located, or when the building remains open and an employee reports late for work, the employee may elect to make up the time lost within one month, use accumulated leave, take leave without pay for the time missed, or choose to work remotely during normal business hours from the employee's work-provided laptop.

The decision to close the court will be announced by the Chief Judge to court employees, local law enforcement, and the public by a means to reasonably assure notice.

Date:

3/18/22

A handwritten signature in black ink, appearing to read "K. Elsenheimer", written over a horizontal line.

HON. KEVIN A. ELSENHEIMER  
Chief Circuit Court Judge