

KEVIN A. ELSENHEIMER
CHARLES M. HAMLYN
CIRCUIT JUDGES

State of Michigan



Thirteenth Judicial Circuit

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COUNTIES
ANTRIM
GRAND TRAVERSE
LEELANAU

TRINA GIRARDIN
COURT ADMINISTRATOR

Local Administrative Order 2025-04
Rescinds Local Administrative Order 2024-03
Extreme Risk Protection Immediate Emergency Ex Parte Availability Plan After Hours

EXTREME RISK PROTECTION ORDER

In accordance with MCR 3.718(B)(3), the court establishes this Plan of Judicial Availability to make a judge on duty and available each day of the year to immediately review and rule on a verbal request, made by a law enforcement officer, for an immediate emergency ex parte extreme risk protection order under MCR 3.718(B). This plan, once approved by the State Court Administrator, must be provided to all law enforcement agencies within this court's jurisdiction.

If an immediate emergency ex parte extreme risk protection order is requested during normal office hours, call the Family Division office directly.

COUNTY	JUDGE	OFFICE NUMBER
Antrim	Hon. Stacey L. Truesdell	(231)533-3626
Grand Traverse	Hon. Jennifer L. Whitten	(231)922-4640
Leelanau	Hon. Steven W. Paciorka	(231)256-9803

IT IS ORDERED:

13th Circuit Court judges shall be on duty 24/7 to receive and rule on any verbal request from law enforcement over the telephone for immediate emergency Extreme Risk Protection Order and/or for an Anticipatory Search Warrant. These judges will be on duty and available each day of the year to immediately review and rule on a verbal ERPO request by local County Law Enforcement Officers. Duty judges responding to ERPO verbal requests from law enforcement shall be acting on behalf of the circuit court in which family division judges may exercise the power and jurisdiction of the circuit court as authorized by MCL 600.1021(3). The on-call information of judges will be provided to local County Central Dispatch in a document listing a duty judge for each day of the year who shall be available. Law Enforcement can contact the duty judge through the local County Central Dispatch, which will have the personal cell phone number for each judge and provide that information to the requesting officer. That cell phone number shall be updated as needed.

Within one (1) business day after an immediate extreme risk protection order is entered, the petitioning law enforcement officer shall file with the court a sworn written petition detailing the facts and circumstances presented to the court over the telephone. The sworn written petition shall be presented personally to the issuing judge or personally delivered to the Family Court Administrator. The issuing court, if other than the circuit court, shall then provide a copy of the petition to the circuit court.

In the event that a family division judge knows that they will not be available, the Family Court Judge shall provide the Circuit Court Administrator with 14 days' notice of any dates of unavailability, or as soon as possible if an emergency arises where the Family Court Judge cannot be available. The Circuit Court Administrator shall then secure a backup judge(s) for that period of time. One of the two circuit court judges available will be backup for any Family Division judge that is unavailable.

For Antrim County, a law enforcement officer will call Judge Truesdell who will provide him with the name and telephone number of the officer at the scene so that Judge Truesdell has the ability to call them if needed. If there is no answer, wait ten (10) minutes and attempt to call a second time. If there is no answer on the second attempt, call Judge Elsenheimer or Judge Hamlyn as the backup.

For Grand Traverse County, a law enforcement officer will call Judge Whitten. If there is no answer, they will immediately call Family Division Administrator, Kristyn Brendel. Kristyn will relay if Judge Whitten is available and if she is not, call Judge Elsenheimer or Judge Hamlyn as the backup.

For Leelanau County, a law enforcement officer will call Judge Paciorka. If there is no answer, wait ten (10) minutes and attempt to call a second time. If there is no answer on the second attempt, call Judge Elsenheimer or Judge Hamlyn as the backup. Judge Paciorka will notify central dispatch of planned unavailability.

Effective Date

This plan shall take effect upon approval of the State Court Administrative Office.

Date: 02/07/25



02/07/2025
03:46PM

KEVIN A. ELSENHEIMER, CIRCUIT COURT JUDGE, P49293

HON. KEVIN A. ELSENHEIMER
13th Circuit Court Chief Judge