

# State of Michigan

JENNIFER L. WHITTEN  
PRESIDING JUDGE



KRISTYN BRENDEN  
FAMILY COURT ADMINISTRATOR

## Thirteenth Judicial Circuit Court Grand Traverse County Family Division

### Grand Traverse Co Probate & Family Court Volunteer Services

#### Disqualifying Applicant Criteria

Any individual who submits an application to volunteer for Grand Traverse County Probate and Family Court Volunteer Services (GT Co PFCVS) will be reviewed on an individual basis. Disqualifying a volunteer is within the discretion of the Program Manager, Court Administrator, and Judge. Grounds for disqualifying may include, but are not limited to, the following items below:

1. Criminal History Search- A criminal conviction will not automatically prohibit an individual from volunteering but will be reviewed on a case-by-case basis.

Convictions for the following categories of crimes are generally considered role-related and, therefore, may be considered in making decisions:

- A) Any recent felony conviction- these serious crimes are usually defined by statutory guidelines, and in general, are punishable by more than one year incarceration.
- B) Theft- including burglary, embezzlement, forgery, and fraud.
- C) Violent crimes- including murder, robbery, assault, battery.
- D) Drug-related crimes- including use, sale, possession, distribution, or manufacturing of illegal drugs.
- E) Sex-offenses- including rape and sexual assault.
- F) Serious motor vehicle offenses- includes driving under the influence or alcohol or drugs.

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January 2026

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Prior to making a decision regarding eligibility GT Co PFCVS will validate, using approved identification (Driver's License, etc), that the background check was run using the same correct information.

2. Arrest information- if while a volunteer of GT Co PFCVS, volunteer did not disclose an arrest to the Volunteer Coordinator within 48 hours pursuant to policy and applicable state law did not protect the arrest from disclosure, failure to disclose is grounds for discipline. Arrests that are disclosed or that are revealed by a search (absent an omission) will not necessarily result in termination of volunteer status but will be reviewed on a case-by-case basis.
3. Motor Vehicle Reports- This report can indicate that the applicant has a suspended or revoked license. Further, serious motor violations such as Driving While Intoxicated, Driving Under the Influence, Driving While Ability Impaired, or Reckless Driving may be relevant for all positions.
4. Reference Interviews- These checks can reveal information that indicates a volunteer is not an acceptable fit for GT Co PFCVS.

In addition, the report should be carefully reviewed for any omissions or inaccuracies contained in the volunteer application or made during the interview process.

5. GT Co PFCVS is unable to accept any applicant who is currently serving a probation/parole term or sentence.

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