



# 23RD CIRCUIT TRIAL COURTS

*of Michigan - Alcona County*

Richard E. Vollbach, Jr.  
Chief Judge

Laura A. Frawley,  
Chief Judge Pro Tem, Presiding Judge

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## Alcona Trial Court Order for Office Closure

Subject: Response to Coronavirus (COVID-19) by the Alcona County Trial Courts

Harrisville, MI – The Presiding Judge, acting pursuant to Michigan Supreme Court Administrative Order No. 2020-1, MCR 8.110(C)(6), LAO C23 2018-05J, D81 2018-04J and P01 2018-02J, and recognizing the states of emergency declared by the President and the Governor, **hereby order that the Alcona County Trial Court shall close business offices to the public from Tuesday, March 17<sup>th</sup> through Friday, April 3<sup>rd</sup>, except for essential operations**, as follows:

### It is Ordered:

#### Emergency Filings

- Initiation of personal protection orders (PPOs), requested hearings on denied PPOs, and motions to terminate PPOs should be filed via the Trial Court drop box located in the courthouse entranceway, via email to [alconatrialcourts@alcona-county.net](mailto:alconatrialcourts@alcona-county.net) or via fax to Circuit Court: 989-724-9419.
- Emergency child protective proceedings should be filed via the Trial Court drop box located in the courthouse entranceway, via email to [alconatrialcourts@alcona-county.net](mailto:alconatrialcourts@alcona-county.net) or via fax to Circuit Court: 989-724-9419.
- Emergency proceedings for decedent estates, trusts and wills, emergency proceedings for guardianships and conservatorships, and emergency proceedings for mental illness and judicial admission proceedings (involuntary commitment) should be filed via the Trial Court drop box located in the courthouse entranceway, via email to [alconatrialcourts@alcona-county.net](mailto:alconatrialcourts@alcona-county.net) or via fax to Probate Court: 989-724-9499.
- All emergency motions, including requests for ex parte orders, waiver hearings, emergency show cause orders, injunctive orders, emergency bond motions, and other motions with emergent requests should be filed via the Trial Court drop box located in the courthouse entranceway, via email to [alconatrialcourts@alcona-county.net](mailto:alconatrialcourts@alcona-county.net) or via fax to the respective court:
  - Circuit Court Fax: 989-724-9419
  - District Court Fax: 989-724-9509
  - Probate Court Fax: 989-724-9499

### Payments

- Motion fees, probation oversight fees, payments on fines and costs, and other required payments can be determined by contacting the respective court via phone and can be made via the Trial Court drop box located in the courthouse entranceway, via GovPayNet, or via phone:
  - Circuit Court Phone: 989-724-9410
  - District Court Phone: 989-724-9500
  - Probate Court Phone: 989-724-9490
- Child support payments can be made through MiSDU or by contacting Friend of the Court via phone: 989-724-9480

### Probation Reporting

- Circuit Court (Department of Corrections) probationers and parolees should contact their DOC agent for reporting instructions.
- District Court probationers should submit reports via the Trial Court drop box located in the courthouse entranceway, via email to [alconatrialcourts@alcona-county.net](mailto:alconatrialcourts@alcona-county.net) or via fax to District Court: 989-724-9509. Questions regarding District Court probation can be answered by contacting the court via phone: 989-724-9500.
- Family Court probationers should contact their probation officer for reporting instructions.

### Additional Contact Information

- Drug Court Phone: 989-724-9455 or 989-724-9500
- Family Court Phone: 989-724-9470
- Friend of the Court Phone: 989-724-9480

### **It is Further Ordered:**

Whenever possible, hearings will be conducted using polycom and/or zoom technology so that parties and counsel can appear without physically entering the courthouse.

Nothing in this Order precludes the Presiding Judge from making case-by-case exceptions in the interest of justice and at the discretion of the court after consultation with counsel and/or self-represented litigants.

March 17, 2020

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Date



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Laura A. Frawley, Presiding Judge