



**54-B District Court**  
 101 Linden Street  
 East Lansing, Michigan 48823-4311

Hon. Richard D. Ball  
 Chief District Court Judge

Hon. Molly Hennessy Greenwalt  
 Chief Judge Pro Tempore

Nicole A. Evans  
 Court Administrator

**Continuity of Operations Plan**  
**Effective January 3, 2022**

All Court matters and hearings will continue to be held remotely unless permitted by the presiding judge. See below for the list of approved in-person transactions.

- All Clerk’s office transactions (e.g. payments, contesting tickets, etc.)
- General Civil, Small Claims, Landlord – Tenant filings
- Walk in arraignments from 9:00 – 9:30 a.m., Monday through Friday.
- Jury trials as determined by presiding judge
- Jury selection as determined by chief judge (January 11 session is canceled)
- Felony preliminary examinations

Business hours are Monday through Friday from 9 a.m.-12 p.m. and 1-4 p.m. except for holidays. The Court is closed daily from 12-1 p.m. Per CDC guidelines, masks are required to be worn in the Court.

Due to limited staffing the Court can be reached through its [Virtual Counter](#) during business hours.

Zoom app or zoom.us	Meeting ID: 749 617688
Phone	(646) 876-9923 Meeting ID: <b>749 617 6888##</b>

**Online Payment Options**

[Pay Same Day Meter Violations](#)

[Pay Non-Public Cases](#)

[Pay All Other Court Cases](#)

## Division Email Information

Small Claims/ Landlord Tenant/ General Civil	<a href="mailto:54BCivil@cityofeastlansing.com">54BCivil@cityofeastlansing.com</a>
Felonies & Misdemeanors	<a href="mailto:54BCriminal@cityofeastlansing.com">54BCriminal@cityofeastlansing.com</a>
Jury Clerk	<a href="mailto:JuryCLK@cityofeastlansing.com">JuryCLK@cityofeastlansing.com</a>
Parking	<a href="mailto:54BParking@cityofeastlansing.com">54BParking@cityofeastlansing.com</a>
Presentence/Probation	<a href="mailto:54BProbation@cityofeastlansing.com">54BProbation@cityofeastlansing.com</a>
Traffic & Code Violations	<a href="mailto:54BTraffic@cityofeastlansing.com">54BTraffic@cityofeastlansing.com</a>
Outstanding Warrants	<a href="mailto:54BWarrants@cityofeastlansing.com">54BWarrants@cityofeastlansing.com</a>

### Request Recall of Bench Warrant form

Click the following link to access the [Recall of Bench Warrant Request](#) form.

### Court Record Lookup and Online Ticket Resolution

Following are links to additional online options including [public court case lookup](#) and [contesting tickets](#).

### Remote court proceedings

Court dates with remote instructions for specific court matters (e.g. motions, pleas, sentencings, and probation hearings) are sent to the parties by mail. *Contact the court immediately at [54BCustomer@cityofeastlansing.com](mailto:54BCustomer@cityofeastlansing.com) if you are unable to participate in a remote proceeding.*

### Virtual Courtroom/Livestream

Members of the public may observe public court proceedings via livestream on the Court's YouTube by clicking the links below.

[Judge Richard D. Ball Docket and Livestream](#)

[Judge Molly E. Hennessey Greenwalt Docket and Livestream](#)

### Weddings

Reservations for weddings have been suspended indefinitely.