



54-B District Court
101 Linden Street
East Lansing, Michigan 48823-4311
(517) 351-7000

Hon. Richard D. Ball
District Court Judge

Hon. Andrea A. Larkin
Chief District Court Judge

Nicole A. Evans
Court Administrator

Continuity of Operations Plan During State of Emergency

In response to the Governor's declaration of a State of Emergency, administrative orders from the Michigan Supreme Court, and the local state of emergency declared for the City of East Lansing the following procedures take effect immediately:

General Information

- The court is closed to the public for **in-person** transactions during the state of emergency. Limited staff will be on site to conduct essential duties.
- ALL scheduled court matters, except felony matters, are adjourned until after the state of emergency is lifted. New court dates will be sent to all parties by mail.
- To the greatest extent possible, video conferencing will be the primary method used for proceedings between a courtroom and a prison, jail, or other location, unless otherwise directed by the presiding judge.
- Court case lookup. <http://docket.54bdistrictcourt.com/roawebing/default.aspx>
- Online review of parking, open alcohol, and eligible traffic offenses.
<https://www.courtinnovations.com/MID54B>
- Informal hearing request for traffic and parking (in person).
<https://www.cityofeastlansing.com/1870/Informal-Hearing-Request>
- Filing options
 - **Email:** 54BCustomer@cityofeastlansing.com
 - Civil - Filing fees must be paid before filing is accepted.
 - **Mail:** 54-B District Court, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Payment options
 - Online: www.54BDistrictCourt.com. Select specific payment division.
 - Civil filing fees should use this link.
<https://www.cityofeastlansing.com/2014/Pay-Misdemeanors>
 - Mail: 54-B District Court, 101 Linden Street, East Lansing, MI 48823
 - Dropbox: <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>

- Outstanding bench warrants may be reviewed for cancellation. If approved, the warrant will be canceled. A new court date will be scheduled for after the state of emergency is lifted. A notice to appear will be sent by mail.

<https://www.cityofeastlansing.com/DocumentCenter/View/9362/Request-Recall-of-Bench-Warrant-PDF>

Defaults, Late fees and Bench warrants

- No bench warrants or default judgments for failure to appear will be issued during state of emergency.
- No additional late fee penalties will be assessed during this time.

In custody

- Arraignments will continue for persons held in custody.

Jury Selection

- Jury selection for Tuesday, April 14 is canceled. Summoned jurors do not need to report.

Weddings

- Weddings are adjourned until after the state of emergency is lifted.

Questions

- 54BCustomer@cityofeastlansing.com

Civil Division

- Civil matters are handled on a case by case basis.
- Civil filings are accepted by mail. Filings by email are accepted temporarily until the state of emergency is lifted.
- Appropriate filing fee must be paid before filing is accepted.
- Court dates will be scheduled after the state of emergency is lifted.
- Emergency filings: Contact the court at 54BCustomer@cityofeastlansing.com.
- Filing options
 - **Email:** 54BCustomer@cityofeastlansing.com
 - **Mail:** 54-B District Court, Civil Division, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Payment options
 - **Online:** <https://www.cityofeastlansing.com/2014/Pay-Misdemeanors>
 - **Mail:** 54-B District Court, Civil Division, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Questions: 54BCustomer@cityofeastlansing.com

Criminal Division

- **Felonies**
 - Felony matters are handled on a case-by-case basis.
 - Complaint & Warrant and search warrant requests will be processed accordingly.
- **Misdemeanors**
 - Arraignment, pretrial, pleas, sentencings matters are adjourned until after the state of emergency is lifted. New court dates will be sent to all parties by mail.
 - New offenses – Select one of the options located on the back of the citation and return to court. Email court for fine and costs on payable misdemeanors.
- Online review of eligible misdemeanor offenses.
<https://www.courtinnovations.com/MID54B>
- Filing options
 - **Email:** 54BCustomer@cityofeastlansing.com
 - **Mail:** 54-B District Court, Criminal Division, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Payment options
 - **Online:** <https://www.cityofeastlansing.com/2014/Pay-Misdemeanors>
 - **Mail:** 54-B District Court, Criminal Division, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Questions: 54BCustomer@cityofeastlansing.com

Jury Selection/Jury Trials

- No jury trials have been scheduled.
- Jury selection for Tuesday, April 14, 2020 is canceled. Summoned jurors do not need to report.

Parking Division

- Informal hearings, formal hearings and formal pretrial hearings are adjourned until after the state of emergency is lifted. New notices will be mailed after the state of emergency is lifted.
- New offenses – Select one of the options located on the back of the citation and return to court.
- Online review of parking citations. <https://www.courtinnovations.com/MID54B>
- Informal hearing request for traffic and parking (in person).
<https://www.cityofeastlansing.com/1870/Informal-Hearing-Request>
- Filing options
 - **Email:** 54BCustomer@cityofeastlansing.com

- **Mail:** 54-B District Court, Parking Division, 101 Linden Street, East Lansing, MI 48823
- **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Payment options
 - **Online:** <https://www.cityofeastlansing.com/2015/Pay-Parking-Tickets>
 - **Mail:** 54-B District Court, Parking Division, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Questions: 54BCustomer@cityofeastlansing.com

Probation Division

- Sentencings, presentence investigations and plea/sentencings are adjourned until after the state of emergency is lifted. New court dates will be sent to all parties by mail.
- Probationers and treatment court participants shall report by email, phone, or video conferencing as directed by their probation officer. No in-person reporting.
- **In-person** specialty/treatment court review meetings are suspended until after the state of emergency is lifted. Review meetings may be held remotely as deemed appropriate by the presiding judge.
- Direct all other questions to assigned probation officer.
 - Amy Iseler, Chief Probation Officer, aiseler@cityofeastlansing.com
 - Angarette Stuckey, astuckey@cityofeastlansing.com
 - Eric Horwood, ehorwoo@cityofeastlansing.com
 - Keturah Horner, khorner@cityofeastlansing.com
- Payment options
 - **Online:** <https://www.cityofeastlansing.com/2014/Pay-Misdemeanors>
 - **Mail:** 54-B District Court, Probation Division, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>

Traffic, Housing, and Ordinance Violations Division

- Informal hearings, formal hearings and formal pretrial hearings are adjourned until after the state of emergency is lifted. New notices will be mailed after the state of emergency is lifted.
- New offenses – Select one of the options located on the back of the citation and return to court.
- Online review of eligible traffic and open alcohol offenses.
<https://www.courtinnovations.com/MID54B>
- Informal hearing request for traffic and parking offenses (in person).
<https://www.cityofeastlansing.com/1870/Informal-Hearing-Request>
- Filing options
 - **Email:** 54BCustomer@cityofeastlansing.com

- **Mail:** 54-B District Court, Traffic Division, 101 Linden Street, East Lansing, MI 48823
- **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Payment options
 - **Online:** <https://www.cityofeastlansing.com/2016/Pay-Traffic-Code-Violations>
 - **Mail:** 54-B District Court, Traffic Division, 101 Linden Street, East Lansing, MI 48823
 - **Drop boxes:** <https://www.cityofeastlansing.com/714/24-Hour-Drop-Boxes>
- Questions: 54BCustomer@cityofeastlansing.com

Weddings

- Weddings are adjourned until after the state of emergency is lifted.