



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

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**

General Information

- **54B Virtual Counter:** 54B recently implemented a “virtual counter” where court users can interact with court staff via Zoom to address their inquiries. The virtual counter is offered to increase accessibility for our court users. The virtual counter is available Monday – Friday, from 9 a.m. – 12 noon and 1 p.m. – 4 p.m.

‘Join’ using the link below, Zoom app or website (zoom.us)

<https://zoom.us/j/7496176888>

Meeting ID: 749 617688

Or

Phone Call (no video): Call (646) 876-9923

Meeting ID: **749 617 6888#**

- **Business/Phone Hours:** Court business hours for **in-person** transactions are Monday through Thursday from 9 a.m. – 12 noon and 1 p.m. – 4 p.m. Phone lines are open during court business hours. Due to limited staffing, we recommend contacting the Court using the abovementioned Zoom virtual counter options or by emailing specific divisions.

Civil/Small Claims/Landlord Tenant Division	(517) 351-1730 or 54BCivil@54Bdistrictcourt.com
Felonies & Misdemeanors	(517) 336-8630 or 54BCriminal@54Bdistrictcourt.com
Jury Clerk	(517) 336-8639 or JuryCLK@cityofeastlansing.com
Parking Division	(517) 351-7022 or 54BParking@54Bdistrictcourt.com
Presentence/Probation Division	(517) 336-8635 or 54Probation@cityofeastlansing.com
Traffic Division	(517) 351-4568 or 54BTraffic@54Bdistrictcourt.com

Outstanding Bench Warrants	54BWarrants@cityofeastlansing.com . Use following link to access the Request Recall of Bench Warrant form https://www.cityofeastlansing.com/DocumentCenter/View/9362/Request-Recall-of-Bench-Warrant-PDF
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- **Remote court proceedings:** ALL court proceedings will use remote technology unless permitted by the Court to physically appear in person. Court dates with remote instructions for specific court matters (e.g. motions, pleas, sentencings, and probation hearings) will be sent to the parties by mail. Contact the court immediately at 54BCustomer@cityofeastlansing.com if you are unable to participate in a remote proceeding.
- **Arraignment:** Contact your attorney to schedule an arraignment date with the Court. If you do not have an attorney, the Ingham County Public Defender’s office is available to you, free of charge, for your arraignment. You may contact the Assistant Public Defender Jonathan Forman at 517-679-2974 or jforman@ingham.org, to discuss your case and schedule a court date.
- **Pretrial Conferences:** Contact your attorney to begin plea negotiations prior to your court date. If you have not retained an attorney, you can contact the prosecutor directly to begin negotiations. See below for prosecutor and city attorney contact information. The prosecutor information can be found on the Notice to Appear.
 - Statute cases:
 - Assistant Prosecuting Attorney Natalie Clinkscales at 517-483-6207 or by email NClinkscales@ingham.org.
 - Ordinance cases:
 - Assistant City Attorneys Erin Housefield or Caitlin Gillies at 517-351-0280.
- **Virtual Courtroom/Livestream:** Members of the public may observe public court proceedings via livestream on the Court’s YouTube by clicking the ‘Virtual Courtroom’ button on the Court’s webpage at www.54BDistrictCourt.com.

Court Record Lookup, Online Resolution and Online Payment

- Find other online options including public court case lookup, contesting tickets and payments at www.54BDistrictCourt.com.

Jury Selection

- Jury selections are proceeding as normal. Summons information instructs jurors to contact the jury line on a specific date to determine if jurors are needed to appear. Email juryclk@cityofeastlansing.com to learn about our plan for social distancing and to request excusals or deferments.

Weddings

- 54-B District Court is not accepting reservations to perform weddings for the remainder of 2020.