



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 6, 2020

Important Notice; Special New Security Measures in Place for the Ottawa Building

Beginning immediately there are new security requirements in place at the Ottawa Building.

The Tribunal is now required to escort visitors to *and from* hearings. If you have a hearing scheduled at the Ottawa Building, this notice pertains to you.

Please note that there is no longer a security clearance list for visitors who regularly appear before the Tribunal. Therefore, *all* visitors are subject to the new security measures and no one will be allowed to go past the security desk without an escort.

For those individuals that request and are approved to park in handicap parking in the Ottawa underground ramp, an escort will need to meet you at the UL elevators and take you to the security desk before escorting you to the hearing room; when leaving the process will reverse with the escort taking you to the security desk and then to the UL.

Because an escort is required to take visitors to the security desk on the 1st floor, all hearings need to be concluded by 4:30 pm. After your hearing is concluded, visitors are asked to wait in the hearing room (or just outside the room) for an escort.

Also, please remember that all visitors are required to wear their ID badge at all times.

Please save this notice, and make sure that all parties relevant to your hearing are aware of these new requirements. Thank you for your attention to this matter.

Wishing all a Happy New Year,

A handwritten signature in black ink, appearing to read "Steven Bieda".

**Steven Bieda
Chairman, Michigan Tax Tribunal**