

MICHIGAN SUPREME COURT

STATE COURT ADMINISTRATIVE OFFICE



Business Contingency and Emergency

Procedures Plan

(MICHIGAN ATTORNEY GENERAL SUPPLEMENT)

EMERGENCY JUDICIAL ASSIGNMENT PROCESS

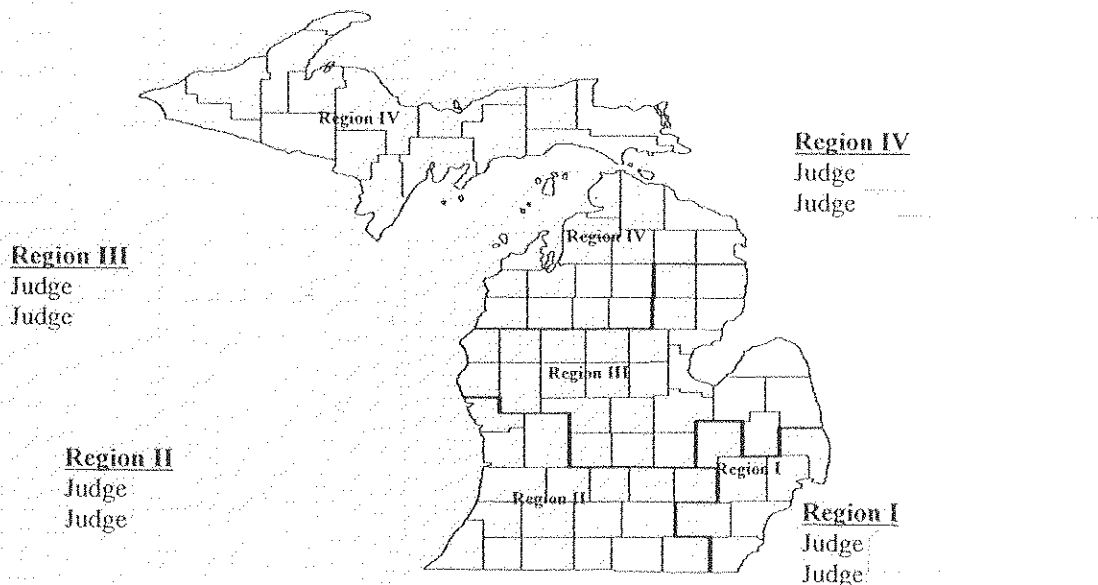
2004

(LAST REVISED 1/7/04)

SCAO Emergency Contact List

Regional Administrators will be the primary contact in the event judicial resources need to be notified to assist with an emergency situation. If a Regional Administrator cannot be contacted or is unavailable, additional secondary contacts have been listed to assist with necessary notifications.

SCAO Primary Contacts	Assigned Coverage	Office/Home/Cell Phone
– Region I Administrator	Region I (Detroit)	
– Region II Administrator	Region II (Lansing)	
– Region III Administrator	Region III (Mount Pleasant)	
– Region IV Administrator	Region IV (Gaylord)	
SCAO Secondary Contacts	Assigned Coverage	Office/Home/Cell Phone/ Pager
– State Court Administrator	Statewide	
– Deputy State Court Administrator	Statewide	
Michigan Supreme Court Emergency Management Director	Statewide	



Attorney General Emergency Contact List

Members of the Attorney General Emergency Legal Team who will be the primary contacts in the event judicial resources need to be notified to assist with an emergency situation. They will also make a determination on level 1 and 2 emergency notifications. If a member of the emergency legal team cannot be contacted or is unavailable, additional contacts have been listed to assist with necessary communications.

AG Primary Contacts	Assigned Coverage	Office/Home/Cell Phone/ Pager
Carol Isaacs Emergency Legal Team	Statewide	
Gary Gordon Emergency Legal Team	Statewide	
Deb Devine Emergency Legal Team	Statewide	
Tom Furtaw Emergency Legal Team	Statewide	
Mike Leffler Emergency Legal Team	Statewide	
Additional AG Contacts	Assigned Coverage	Office/Home/Cell Phone/ Pager
Mike Cox Attorney General	Statewide	
Robert Ianni Emergency Coordinator	Statewide	

Judicial Resource Contact List

Judicial Resource	Assigned Coverage	Office/Home/Address/Phone
Hon. Circuit Court	Region I	
Hon. Circuit Court	Region I	
Hon. Circuit Court	Region II	
Hon. Circuit Court	Region II	
Hon. Circuit Court	Region III	
Hon. County Trial Court	Region III	
Hon. Circuit Court	Region IV	
Hon. Circuit Court	Region IV	

EMERGENCY JUDICIAL ASSIGNMENT PROCESS

1. **Purpose** This emergency process sets forth procedures and responsibilities for responding to emergency needs for judicial resources by the Office of Attorney General. While not every conceivable emergency can be planned for, it is feasible to identify major possibilities and to consider the best general approach to dealing with them.
2. **Scope** This process concerns itself with the State Court Administrative Office and the Office of the Attorney General.
3. **Concept of Operations** The concept of this plan is to provide an outline for dealing with emergency needs for judicial resources.
4. **Definitions**
 - A. **Emergency** - An unforeseen, sudden event that may call for assignment of emergency judicial resources as an immediate, extraordinary action to protect human safety and/or public property. Examples are: Civil Riot/Disturbance, Chemical/Biological/Radiological, as well as less catastrophic events such as circumstances where search and arrest warrants, injunctions to prevent the destruction of or absconding with property, and other orders or proceedings must be signed or heard immediately.
 - B. **Emergency Judicial Assignment** - An assignment of a judge to sign orders or other pleadings or to decide a matter when the judge or judges in whose jurisdiction the matter or case arises are not available and waiting until they are available would likely cause harm to persons or property.
 - C. **SCAO Regional Administrators** - Regional Administrators are assigned to assist in an emergency. Their main function is to review the request for judicial resources and make emergency judicial assignments when necessary.
 - D. **Attorney General Emergency Response Team** - Chief Deputy Carol Isaacs, Bureau Chiefs Gary Gordon, Deborah Devine, Tom Furtaw and Assistant Attorney General Mike Leffler.
 - E. **Emergency Judicial Assignment Resources** - Sitting Michigan judges and former Michigan judges who are eligible for assignment.
5. **Process**
 - A. **Emergency Level 1 - Critical - Judicial Resource Needed Immediately**

A level 1 emergency will involve widespread loss of life and property damage. There will be a declaration of an emergency, closing of government buildings, loss of normal communication, and activation of the National Guard accompanied by panic and general lawlessness.

 1. In the event of a Level 1 emergency, when the Office of the Attorney General has a case or proceeding in which a judge is needed immediately, an Assistant Attorney General (AAG) assigned by the Attorney General's Office to the Emergency Legal Team (see contact list, above) will contact one of the two emergency judges assigned by the SCAO within the region where the emergency has occurred to make arrangements for that judge to preside in emergency cases and to initiate arrangements for transportation to designated emergency facilities to conduct court proceedings. The Regional Administrator, State Court

Administrator and Michigan Supreme Court Emergency Management Director will also be contacted as soon as practical.

B. Emergency Level 2 - Urgent - Judicial Resource Needed Soon as Possible/Practical

A level 2 emergency will be localized and not accompanied by the loss of normal communication. There will be the closing of government buildings, the declaration of an emergency, and activation of the national guard, but with limited lawlessness and general panic.

1. In the event of a level 2 emergency, when the Office of the Attorney General has a case or proceeding in which a judge is needed as soon as possible/practical, the Assistant Attorney General (AAG) will call the Regional Administrator (RA) for the jurisdiction in which a judge is needed. (If the Regional Administrator is not available, the AAG should attempt to contact another Regional Administrator, the State Court Administrator, the Deputy State Court Administrator or the Michigan Supreme Court Emergency Management Director in that order.)
2. The Regional Administrator will attempt to contact the local court and any assigned backup judge. If none are available, the RA will attempt to contact a judge to be assigned temporarily to hear and decide the emergency matter.
3. As soon as possible, the RA will inform the court to which the judge was assigned and will send to the court a copy of the assignment.
4. The next business day, the AAG will file with the court any pleadings, orders, and other supporting documents relating to the emergency request.