



**NORENE S. REDMOND**  
DISTRICT JUDGE

**LORI K. SHEMKA**  
COURT ADMINISTRATOR

**STATE OF MICHIGAN**  
DISTRICT COURT  
THIRTY-EIGHTH JUDICIAL DISTRICT

16101 NINE MILE ROAD  
EASTPOINTE, MICHIGAN 48021  
(586) 445-5020  
FAX (586) 445-5060

[www.38thdistrictcourt.com](http://www.38thdistrictcourt.com)

**INFORMATIONAL NOTICE OVERVIEW**

(Prepared 3/1/2008)

Since May 2007, the 38<sup>th</sup> District Court has been preparing and regularly mailing “Informational Notices” to individuals who receive tickets that are filed in the 38<sup>th</sup> District Court. The Informational Notices are mailed to individuals prior to their scheduled court date.

The 38<sup>th</sup> District Court is a third-class district court in metro-Detroit with one funding unit. Tickets written by Eastpointe Police Officers already list a specific court date.

Because it is not uncommon for individuals to have contacts with a number of district courts in the metro-Detroit area and soon realize, or become frustrated by the fact, that different areas have different practices or routines and because some individuals have never received a ticket, have never had contact with a district court, and do not know what to expect, the Court decided to take a proactive approach in informing individuals of how cases are processed.

The Informational Notices are written on double-sided stock whose “informational language” is an entirely customizable Word document (the court uses an in-house color duplex printer to generate the stock). The top portion of the notice which lists the person's name, ticket number, offense, and any scheduled fine amount, is generated by a program that was designed by D38 to interface with JIS. An Informational Notice *is not a bill*.

The notices are generated and mailed within a week of a ticket’s filing at the court.

The proactive benefits of mailing out Informational Notices to people prior to their court dates include:

- Reminding a person that s/he was issued a ticket and s/he can come to court to contest it before there is any chance that the ticket has gone into default and any penalties have gone into effect.
- If a person received a parking ticket but never found a ticket on his/her windshield, s/he is now aware of the ticket and can come to court to contest the ticket or take care of it.
- If a person sold a vehicle, did not keep the plate, and a parking ticket is issued on that plate, the person will now be aware of the ticket and contact the court to contest the ticket or take care of it.

- If a young adult received a ticket and never told his/her parents, the parents are now going to be aware of something when they check the mail.
- Anyone who pleads responsible or is found responsible for an offense is notified, in advance, of the expectation that payment is due at the time of the court date and has an idea of the possible cost.
- Anyone who pleads responsible is now aware of the opportunity to pay the ticket online, is made aware of the cashier hours, and is informed of the availability of a drop-box at the court location.
- Individuals are reminded that weapons and cell phones are not allowed in the court building and that proper attire is expected in the courtroom.

When Informational Notices are returned by the United States Postal Service because they are undeliverable, the Court can take immediate steps to try and identify a current address or update its database so that resources are not wasted in mailing out other collection-related materials. The Informational Notice practice is extremely successful in proactively informing the public of court processes and expectations and assisting court personnel in maintaining accurate data.

Court staff have also found the Informational Notice practice to be an empowering tool in disarming frequent excuses from the public (i.e., I didn't know that fines and costs were due on the court date or how much money to bring, I didn't know to bring my proof of insurance, I didn't know that proper attire was required, etc.).

The following materials accompany this overview:

- a) Blank Informational Notice Template
- b) Sample B&W copies of front side of Informational Notices with super-imposed case information

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**INFORMATIONAL NOTICE - THIS IS NOT A BILL**

You recently received tickets that were filed in the 38<sup>th</sup> District Court. The above-listed offenses reflect open cases that are currently on file at the court.

This Informational Notice is being mailed to you to explain some of the procedures of the 38<sup>th</sup> District Court. State law prohibits court staff from giving legal advice.

If your ticket was issued by an Eastpointe Police officer, **your court date is already listed on your ticket.** You can also look-up your case online at [www.38thdistrictcourt.com](http://www.38thdistrictcourt.com)

At your court date, if you are found *not responsible* by the Judge or if the assistant city attorney dismisses a charge, you are *not responsible for paying anything for that charge.*

**If you *plead responsible* or are *found responsible* for a civil infraction offense, you are responsible for paying for that offense on or by your court date.**

If you enter into a plea agreement with the assistant city attorney and plead responsible to an offense that is not listed on this notice, you will be responsible for paying for that added offense at the time of your court date.

*(over for more information)*

Michigan Court Rule 1.110 requires that **ALL FINES AND COSTS MUST BE PAID AT THE TIME OF ASSESSMENT UNLESS GOOD CAUSE IS SHOWN.** Under the Michigan Court Rules and state law, failure to pay or show good cause can result in a person being found in contempt of court and remanded to the Macomb County Jail. It can result in the assessment of warrant fees, cost to compel appearance fees, and late fees. It can result in the issuance of a warrant and the referral to a collection agency.

**Deputy Court Clerks do not have the authority to give people time to pay.** An individual who requests time to pay is required to fill out a detailed financial statement under the penalty of perjury (State Court Administrative Office form MC 287).

**Any fines and costs which are assessed to someone who is under the age of 18 are the responsibility of that person. They are not the responsibility of the parent, grandparent, or guardian.**

If you received a **defective equipment** ticket and fixed the equipment prior to your court date, you can take the vehicle and ticket to the police agency that issued the ticket, have an officer sign-off on the back of the ticket, and bring the signed-off ticket to court on or before your court date. If the proper repairs were made and proof is provided by the court date, a plea of responsible will be entered and the fines and costs will be waived.

If you received a **no proof of insurance** ticket but the insurance for that vehicle was valid at the time of the traffic stop, you can bring the ticket, proof of insurance, and insurance contact information (insurance agent telephone number and policy number) to the court on or prior to your court date. A court clerk will telephone your insurance company during their normal hours of operation to verify that the insurance was in effect that the time of the stop. If the insurance was valid, a plea of responsible will be entered and the fines and costs will be waived. Nothing will be reported to the Secretary of State.

A court clerk cannot waive a **no proof of registration** ticket if you bring the proof prior to your court date. You will have to come to your court date and meet with the assistant city attorney or appear before the judge.

If you are charged with a misdemeanor offense and no amount is listed on this sheet, you must come to court on your court date. If you plead guilty or are found guilty of a misdemeanor crime, the judge assesses any fines, costs, and fees and imposes any terms of jail or probation based upon the law and facts of the case.

**The cashier windows are open from 8:00 a.m. – 4:15 p.m., Monday through Friday. The court is closed on major holidays. A drop box is located outside of the court building for those who wish to make a payment after court hours.**

**Cell phones and weapons are not allowed in the court building.**

**Proper attire is required in the courtroom.**

Jeans, shorts, cut-offs, tank tops, etc. are not proper attire.

**Civil infractions can be paid with a credit card online, without any additional service charge, prior to one's court date at [www.38thdistrictcourt.com](http://www.38thdistrictcourt.com) (eTicket).**

If you require **special accommodations** to use the court because of a disability, please immediately contact the court to make arrangements.

#### CERTIFICATE OF MAILING

I certify that, on this date, a copy of this Informational Notice was mailed to the defendant by ordinary mail at the shown address.

March 1, 2008

Date

L.K.S.

Court Official



38th District Court  
 16101 E. NINE MILE ROAD  
 EASTPOINTE, MI 48021-2356  
 (586) 445-5020

www.38thdistrictcourt.com

\*\*\*\*\* INFORMATIONAL NOTICE \*\*\*\*\*

BLANKS/VONNDALE/  
 16223 WILSON  
 EASTPOINTE, MI 48021

DOB: 11/19/1968

CASE NO.	TYPE	COUNTS	CURRENT CHARGE	ASSESSMENTS	BALANCE DUE
08B123673	OM	01	DOMESTIC VIO	.00	.00
08B123766	OM	01	HOUSE PARTY	.00	.00
08B124168	OM	01	FALSE 911	.00	.00
TOTAL ASSESSMENTS				.00	TOTAL DUE .00

\*\*\*\*\* 03/01/08 01:07 PM \*\*\*\*\*

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(over for more information)



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\*\*\*\*\* INFORMATIONAL NOTICE \*\*\*\*\*

COPEN/CARL/LEON  
 15504 STEPHENS DR  
 EASTPOINTE, MI 48021

DOB: 6/21/1963

CASE NO.	TYPE	COUNTS	CURRENT CHARGE	ASSESSMENTS	BALANCE DUE
08B124279	OI	01	SPEED 1-5 OV	100.00	100.00
08B124279B	OI	01	NO PROOF INS	115.00	115.00
			TOTAL ASSESSMENTS	215.00	TOTAL DUE 215.00

\*\*\*\*\* 03/01/08 01:07 PM \*\*\*\*\*

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(over for more information)