



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
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Milton L. Mack, Jr.
State Court Administrator

MEMORANDUM

DATE: November 19, 2015

TO: Chief Judges, Court Administrators/Clerks, and Probate Registers

FROM: Milton L. Mack, Jr.

RE: Michigan Trial Court Guidelines for Court Continuity of Operations Plan

The [Michigan Trial Court Guidelines for Court Continuity of Operations \(COOP\) Plan](#) are provided to you for use in developing plans for continuing court operations in the event of an emergency or disaster.

Although not required, I highly recommend that each court establish a COOP plan. As some of you are already painfully aware from unfortunate experience, it is a very difficult process to resume court operations after a disaster such as major flooding or a fire.

Even if your court chooses not to establish a COOP plan, at a minimum, each trial court must establish a kit that will enable it to respond within 12 hours of an emergency/disaster and, if court operations are disrupted, to resume essential operations within 24 hours. Section 3 of the guidelines provides details and a template to assist you with this requirement. Your regional administrator will be contacting you about this requirement over the next several months.

To further help trial courts establish a kit, the Michigan Judicial Institute (MJI) recently conducted two emergency management planning workshops that provided hands-on help to participants. If you did not have the opportunity to participate in a workshop, you can view a webcast of the workshop by requesting a DVD. Contact Cathy Weitzel at 517-373-7510.

Thank you for your attention to this important part of your court's administration and its continued operation for your communities. If you have any questions about these guidelines, please contact John Ort at 517-373-4427 or ortj@courts.mi.gov, Dennis MacDonell at 517-373-2199 or macdonnell@courts.mi.gov, or Jim Inloes at 517-373-0122 or inloesj@courts.mi.gov.