

MEDIA GUIDE FOR KALAMAZOO COUNTY COURTS



EIGHTH DISTRICT COURT

NINTH JUDICIAL CIRCUIT COURT

KALAMAZOO COUNTY PROBATE COURT

April 2024

TABLE OF CONTENTS

General Information and Guidance for Media

Cell Phones and Pagers	1
Conduct of Media Representatives	1
Availability of Video and Audio Recordings of Court Proceedings	1
Reference Materials	2
Administrative Order: Film or Electronic Media Coverage of Court Proceedings.....	3

Ninth Circuit Court

Overview	6
Office Hours	6
General Media Policy	6
Communications and Reproduction Equipment	7
Freedom of Information Act.....	7
Information and Key Contacts	8
Courtroom Office Locations and Telephone Numbers	9
Policy AD-1003: Request for Interviews of Court Staff	10
Policy AD-1004: Request and Notice for Film and Electronic Media Coverage of Court Proceedings.....	12
Policy AD-1009: Use of Portable Electronic Devices in the 9 th Circuit Court	14
State Form MC 27 (for Ninth Circuit Court individual cases): Request and Notice for Film and Electronic Media Coverage of Court Proceedings	15
Local Form 9CC-1000 (for Ninth Circuit Court annual blanket requests): Request and Notice for Film and Electronic Media Coverage of Court Proceedings (Blanket Request).....	16

Eighth District Court

Overview	17
Office Hours	17
General Media Policy	17
Information and Key Contacts	18
Courtroom Office Locations and Telephone Numbers	19
State Form MC 27: Request and Notice for Film and Electronic Media Coverage of Court Proceedings.....	20

Kalamazoo County Probate Court

Overview	21
Courtroom Office Locations and Telephone Numbers	21
Office Hours	21
General Media Policy	21
Communications and Reproduction Equipment	21

Media Contact List	22
--------------------------	----

GENERAL INFORMATION AND GUIDANCE FOR MEDIA

ELECTRONIC COMMUNICATION DEVICES

The courthouse is a place where serious business is conducted. Electronic communication devices may be brought into the courthouse and placed in silent mode, unless otherwise instructed by security personnel at entry to the courthouse. These devices may be used in corridors and lobbies unless otherwise directed by court or security personnel. Users should exercise discretion in their conversations being held in a public environment.

Please respect others by turning off or placing your electronic communication devices on the inaudible mode before entering a courtroom or hearing room. This will limit interruptions.

CONDUCT OF MEDIA REPRESENTATIVES

Media representatives will conduct themselves so as not to disrupt or distract the jury or the court.

Media representatives exiting a courtroom or hearing room prior to the conclusion of a proceeding must do so without distraction to the court.

At judicial/referee discretion, media representatives can be directed not to film or take photos of identified court participants.

Media representatives may not interview potential jurors or jurors serving on a case until they have been discharged from jury service. Media representatives may only observe juror orientation upon the approval of the chief judge. Media representatives serving on jury duty must abide by these same rules and may not interview jurors in the course of their service.

Court facilities have restricted areas where the public and/or media representatives are not permitted. Security personnel will enforce the security of restricted areas.

AVAILABILITY OF VIDEO AND AUDIO RECORDINGS OF COURT PROCEEDINGS

All judicial courtrooms, referee hearing rooms and magistrate hearing rooms are equipped with audio recorders or video equipment to produce recordings of court proceedings. Some records are designated non-public and therefore are not available for viewing or duplication. Recordings of adoption and parental waiver cases may be

viewed or copied only upon the approval of the judge that presided at the proceeding or in his/her absence, the chief judge.

For access to *public* video records of Circuit Court cases, please contact the Circuit Court technology unit at 9cctechlogyunit@kalcounty.com to obtain information and appropriate request forms.

For access to *public* audio/video records of District Court proceedings, please contact District Court at 269-384-8171.

For access to *public* audio/video records of Probate Court proceedings, please contact Probate Court at 269-383-8678.

REFERENCE MATERIALS

Michigan Judicial Institute – *Handbook of Legal Terms*:
<https://mjieducation.mi.gov/documents/resources-for-trial-court-staff/178-holt-rev-2015/file>

Michigan Supreme Court – *A Journalist's Guide to Covering Michigan State Courts*:
<http://courts.mi.gov/Courts/MichiganSupremeCourt/PublicInfoOffice/Documents/JournalistsHandbook.pdf>

U.S. Courts – *A Journalist's Guide to Federal Courts*:
www.uscourts.gov/News/JournalistsGuide.aspx

ADMINISTRATIVE ORDER NO.1989-1

[as amended effective January 1, 2013]

Film or Electronic Media Coverage of Court Proceedings

The following guidelines shall apply to film or electronic media coverage of proceedings in Michigan courts:

1. Definitions.

- (a) "Film or electronic media coverage" means any recording or broadcasting of court proceedings by the media using television, radio, photographic, or recording equipment.
- (b) "Media" or "media agency" means any person or organization engaging in news gathering or reporting and includes any newspaper, radio or television station or network, news service, magazine, trade paper, professional journal, or other news reporting or news gathering agency.
- (c) "Judge" means the judge presiding over a proceeding in the trial court, the presiding judge of a panel in the Court of Appeals, or the Chief Justice of the Supreme Court.

2. Limitations.

(a) In the trial courts.

- (i) Film or electronic media coverage shall be allowed upon request in all court proceedings. Requests by representatives of media agencies for such coverage must be made in writing to the clerk of the particular court not less than three business days before the proceeding is scheduled to begin. A judge has the discretion to honor a request that does not comply with the requirements of this subsection. The court shall provide that the parties be notified of a request for film or electronic media coverage.
- (ii) A judge may terminate, suspend, limit, or exclude film or electronic media coverage at any time upon a finding, made and articulated on the record in the exercise of discretion, that the fair administration of justice requires such action, or that rules established under this order or additional rules imposed by the judge have been violated. The judge has sole discretion to exclude coverage of certain witnesses, including but not limited to the victims of sex crimes and their families, police informants, undercover agents, and relocated witnesses.
- (iii) Film or electronic media coverage of the jurors or the jury selection process shall not be permitted.
- (iv) A trial judge's decision to terminate, suspend, limit, or exclude film or electronic media coverage is not appealable, by right or by leave.

(b) In the Court of Appeals and the Supreme Court.

- (i) Film or electronic media coverage shall be allowed upon request in all court proceedings except for good cause as determined under MCR 8.116(D)(1). Requests by representatives of media agencies for such coverage must be made in writing to the clerk of the particular court not less than three business days before the proceeding is scheduled to begin. A judge has the discretion to honor a request that does not comply with the requirements of this subsection. The court shall provide that the parties be notified of a request for film or electronic media coverage.
- (ii) A judge may terminate, suspend, limit, or exclude film or electronic media coverage at any time upon a finding, made and articulated on the record, that good cause requires such action or that rules established under this order or additional

rules imposed by the judge have been violated. If a court makes such a finding, it must issue an order that states with particularity the reasons for termination, suspension, limitation, or exclusion of film or electronic media coverage.

(iii) If a judge of the Court of Appeals terminates, suspends, limits, or excludes film or electronic media coverage, the person who requested permission to film or otherwise provide for electronic media coverage may appeal that decision to the Chief Judge of the Court of Appeals. If the Chief Judge affirms the judge's decision, the requester may appeal by leave to the Supreme Court.

3. Judicial Authority. Nothing in these guidelines shall be construed as altering the authority of the Chief Justice, the Chief Judge of the Court of Appeals, trial court chief judges, or trial judges to control proceedings in their courtrooms, and to ensure decorum and prevent distractions and to ensure the fair administration of justice in the pending cause.

4. Equipment and Personnel. Unless the judge orders otherwise, the following rules apply:

(a) Not more than two videotape or television cameras, operated by not more than one person each, shall be permitted in any courtroom.

(b) Not more than two still photographers, utilizing not more than two still cameras each with not more than two lenses for each camera, and related necessary equipment, shall be permitted in any courtroom.

(c) Not more than one audio system for radio and/or television recording purposes shall be permitted in any courtroom. If such an audio system is permanently in place in the courtroom, pickup shall be made from that system; if it is not, microphones and wires shall be placed as unobtrusively as possible.

(d) Media agency representatives shall make their own pooling arrangements without calling upon the court to mediate any dispute relating to those arrangements. In the absence of media agency agreement on procedures, personnel, and equipment, the judge shall not permit the use of film or electronic media coverage.

5. Sound and Light Criteria.

(a) Only television, photographic, and audio equipment which does not produce distracting sound or light shall be utilized to cover judicial proceedings. Courtroom lighting shall be supplemented only if the judge grants permission.

(b) Only still camera equipment which does not produce distracting sound or light shall be employed to cover judicial proceedings. No artificial lighting device of any kind shall be employed with a still camera.

(c) Media agency personnel must demonstrate in advance, to the satisfaction of the judge, that the equipment proposed for utilization will not detract from the proceedings.

6. Location of Equipment and Personnel.

(a) Television camera equipment and attendant personnel shall be positioned in such locations in the courtroom as shall be designated by the judge. Audio and video tape recording and amplification equipment which is not a component of a camera or microphone shall be located in a designated area remote from the courtroom.

(b) Still camera photographers shall be positioned in such locations in the courtroom as shall be designated by the judge. Still camera photographers shall assume fixed positions within the designated areas and shall not move about in any way that would detract from the proceedings.

- (c) Photographic or audio equipment may be placed in, moved about in, or removed from, the courtroom only during a recess. Camera film and lenses may be changed in the courtroom only during a recess.
- (d) Representatives of the media agencies are invited to submit suggested equipment positions to the judge for consideration.
- 7. Conferences. There shall be no audio pickup, broadcast or video closeup of conferences between an attorney and client, between co-counsel, between counsel and the judge held at the bench at trial, or between judges in an appellate proceeding.
- 8. Conduct of Media Agency Personnel. Persons assigned by media agencies to operate within the courtroom shall dress and deport themselves in ways that will not detract from the proceedings.
- 9. Nonexclusivity. These guidelines shall not preclude coverage of any judicial proceeding by news reporters or other persons who are employing more traditional means, such as taking notes or drawing pictures.

NINTH CIRCUIT COURT

OVERVIEW

The **Trial Division of the Circuit Court** has jurisdiction over civil cases where the contested amount is over \$25,000; personal protection orders, criminal cases where the potential sentence is incarceration of one year or more; and appeals from decisions made by the District Courts and various administrative tribunals. Injunctions and other equity matters also fall within the jurisdiction of this division.

The **Family Division of the Circuit Court** has jurisdiction over delinquency, child protection, domestic relations, and adoptions.

OFFICE HOURS

The Ninth Circuit Court hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

The court observes the Michigan Supreme Court's and the Kalamazoo County Government's holiday schedule and is closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, General Election Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

GENERAL MEDIA POLICY

General case information and scheduling questions may be directed to the Circuit Court Clerk's offices:

Trial Division: criminal cases, civil, PPO cases and name changes
(269) 383-8837

Family Division: delinquency, child protection, domestic relations, and adoptions
(269) 385-6000

Questions about a specific case should be directed to the judge presiding over that case. Pursuant to the Code of Judicial Conduct, the judges and staff must abstain from public comment about a pending or impending proceeding. This does not prohibit the judge, or the staff at the judge's direction, from making public statements in the course of official duties or from explaining for public information the procedures of the court or the judge's holdings or actions.

Requests to interview court staff are addressed in the enclosed Ninth Judicial Circuit Court Policy AD-1003-p. Use of video, camera or other filming equipment is prohibited when interviewing court staff unless a written request is submitted to and approved by the Chief Circuit Court Judge.

Case files that are public record may be examined in the Circuit Court Clerk's offices at the Judge Charles A. Pratt Justice Facility, or at the Gull Road Courthouse. Files may not be removed from the building by the public or by media representatives under any circumstances.

COMMUNICATIONS AND REPRODUCTION EQUIPMENT

Telephone, facsimile machines, and copiers in Circuit Court offices are for the business of the court and are paid for with public funds. Therefore, the general rule is that the media may not use this equipment. As an exception, a judge may authorize the use of this equipment if arrangements for reimbursement are made. Facsimile and copying services can be obtained at businesses near the courthouses.

WiFi service is available in various locations throughout the Judge Charles A. Pratt Justice Center and Gull Road Justice Complex, free of charge, to any member of the public who brings in their wireless-enabled electronic device. Postings in the courthouse provide the steps and password for accessing service.

Please be aware that use of electronic devices must be in compliance with court policies, which prohibit use of electronic devices in the courtrooms. See enclosed Ninth Judicial Circuit Court policy AD-1009-p, Use of Portable Electronic Devices in 9th Circuit Court.

FREEDOM OF INFORMATION ACT

Pursuant to MCL 15.232(b)(v), courts are not subject to the Freedom of Information Act: “(v) The judiciary, including the office of the county clerk and employees thereof when acting in the capacity of clerk to the circuit court, is not included in the definition of public body.”

NINTH CIRCUIT COURT INFORMATION AND KEY CONTACTS

Family Division:

Gull Road Justice Complex
1536 Gull Road (269) 385-6000
Kalamazoo, MI 49048 fax: (269) 385-8588

Trial Division:

Judge Charles A. Pratt Justice Facility
330 Eleanor St. (269) 383-8837
Kalamazoo, MI 49007 fax: (269) 383-8647

Friend of the Court Office:

Gull Road Justice Complex
1536 Gull Road (877) 543-2660
Kalamazoo, MI 49048 fax (269) 383-8629

Juvenile Home:

1424 Gull Road (269) 385-8550
Kalamazoo, MI 49048 fax: (269) 385-8520

Chief Judge:

Honorable Gary C. Giguere
Gull Road Justice Complex
1536 Gull Road
Kalamazoo, MI 49048 (269) 383-8669

Chief Judge Pro Tempore:

Honorable G. Scott Pierangeli
Gull Road Justice Complex
1536 Gull Road
Kalamazoo, MI 49048 (269) 385-6001

Circuit Court Web Site:

<http://www.kalcounty.com/courts/circuit>

Court Administrator:

Chad A. Kewish
330 Eleanor St.
Kalamazoo, MI 49007 (269) 383-8253

**Deputy Court Administrator/Trial Division
Administrator:**

Nigel Crum
330 Eleanor St.
Kalamazoo, MI 49007 (269) 384-8928

Family Division Administrator:

Suzette L. Joseph
1536 Gull Road
Kalamazoo, MI 49048 (269) 385-6039

Friend of the Court:

Matthew Semenczuk
1536 Gull Road
Kalamazoo, MI 49048 (269) 383-8646

Problem Solving Courts Administrator:

Sara A. Green
330 Eleanor St.
Kalamazoo, MI 49007 (269) 383-6469

Juvenile Home Administrator:

Peter D. Holt
1424 Gull Road
Kalamazoo, MI 49048 (269) 385-8577

**Automation & Technology
Administrator/Chief Court Clerk:**

Ruth A. Gruizenga
330 Eleanor St.
Kalamazoo, MI 49007 (269) 383-8839

Finance Administrator

Amanda L. Morse
330 Eleanor St.
Kalamazoo, MI 49007 (269) 383-6415

NINTH CIRCUIT COURT COURTROOM OFFICE LOCATIONS AND TELEPHONE NUMBERS

Trial Division

The Trial Division is located in the Judge Charles A. Pratt Justice Center at 330 Eleanor St., Kalamazoo, MI 49007. Parking is available at metered parking on surrounding streets or at nearby parking ramps. Specific court office locations are as follows:

<u>Office</u>	<u>Location</u>	<u>Telephone Number</u>
Courtroom 5600 Honorable Kenneth N. Barnard	fifth floor	(269) 383-8947
Courtroom 5400 Honorable Paul J. Bridenstine	fifth floor	(269) 383-8682
Courtroom 5300 Honorable Pamela L. Lightvoet	fifth floor	(269) 383-8916
Courtroom 5100 Honorable Curtis J. Bell	fifth floor	(269) 384-8190

Family Division

The Family Division is located in the Gull Road Justice Complex at 1536 Gull Road, Kalamazoo, Michigan 49048. On-site parking is available. Specific court office locations are as follows:

<u>Office</u>	<u>Location</u>	<u>Telephone</u>
Courtroom F Honorable Rebecca J. D'Angelo	second floor	(269) 385-6079
Courtroom G Honorable Namita Sharma	second floor	(269) 385-6003
Courtroom H Honorable G. Scott Pierangeli	second floor	(269) 385-6001

Referees

Robin King	first floor	(269) 385-6066
Doreen Leo	first floor	(269) 385-6067
Denise Noble	first floor	(269) 385-8535
Kate Procnier	first floor	(269) 385-6091
Paul Yancho	first floor	(269) 385-6072

NINTH JUDICIAL CIRCUIT COURT POLICY KALAMAZOO COUNTY PROBATE COURT POLICY		
SUBJECT: REQUEST FOR INTERVIEWS OF COURT STAFF	SECTION: ADMINISTRATIVE	DATE: 03/06/2017
PREPARED BY: Suzanne Darling, Maria Mendez	NUMBER: AD-1003-p	SUPERSEDES: 03/03/2014

JOINT: This policy is joint with the Kalamazoo County Probate Court and the Ninth Judicial Circuit Court.

REFERENCES:

- MCR 3.215(D)(4)
- MCR 6.006
- MCR 8.109(B)
- Michigan Supreme Court Administrative Order 1989-1 as amended January 1, 2013
- Code of Judicial Conduct, Canon 3(A)(6)
- Media Guide for Kalamazoo County Courts – March 2013

DEFINITIONS AND ABBREVIATIONS:

Court or Courts: This refers to the Ninth Judicial Circuit Court and the Kalamazoo County Probate Court.

BACKGROUND: The media, agencies and general public periodically request interviews with court staff concerning cases, procedures, statistics and other matters concerning the courts. Guidelines are needed for court staff to follow upon receiving an interview request. Additionally, with increased use of video and camera equipment by media and the general public, it is necessary to establish a policy governing its usage when interviewing court staff.

POLICY STATEMENT:

- A. This policy applies to all persons who work for the Ninth Judicial Circuit Court and the Kalamazoo County Probate Court.
- B. Interviews of court staff, pertaining to court matters, may be conducted only upon approval of the employee's immediate supervisor. Pursuant to the Code of Judicial Conduct, the judges and staff will abstain from public comment about a pending or impending proceeding. This does not prohibit the judge, or the staff at the judge's direction, from making public statements in the course of official duties or from explaining for public information the procedures of the court or the judge's holdings or actions. Court staff may respond to routine inquiries about the court schedule and/or the status of a case.
- C. Use of video, camera, cell phone or other filming equipment ("filming equipment") is prohibited when interviewing court staff unless a written request is submitted to and approved by the Chief Circuit/Probate Court Judge.
- D. Volunteers and interns are prohibited from discussing cases with the media.

EXCEPTIONS:

- A. Management staff may conduct interviews at their discretion, however use of filming equipment requires approval of the Chief Circuit/Probate Court Judge.
- B. This policy does not affect film or electronic media coverage of court proceedings controlled by Administrative Order 1989-1; mechanical recording of court proceedings controlled by MCR 8.109(B); use of electronic equipment controlled by MCR 6.006; electronically recorded proceedings of referee hearings controlled by MCR 3.215(D)(4).

PROCEDURES:

- A. Upon request for an interview related to court matters, court staff must obtain approval of his/her immediate supervisor before conducting the interview.
- B. Any party requesting filming of a non-judicial employee of the courts during an interview must make the request in writing to the Chief Circuit/Probate Court Judge prior to commencement of the interview. The request must include the name of the court employee, subject of the interview, date of the interview, the type of filming equipment and the reason/use for filming.
 - 1. Upon receipt of the written request, the Chief Circuit Court/Probate Judge will review the request and indicate *Approved* or *Denied* on the request.
 - 2. Upon approval, the requesting party may conduct the interview using the designated filming equipment. If the request is denied, filming will not be allowed during the interview.

FORMS USED: None.

APPROVAL:

Reviewed at CCMT: 03/06/17

Date: 03/08/2017

_____/s/
Curtis J. Bell, Chief Circuit/Probate Judge

NINTH JUDICIAL CIRCUIT COURT POLICY		
SUBJECT: Request and Notice for Film and Electronic Media Coverage of Court Proceedings	SECTION: ADMINISTRATIVE	DATE: 4/9/2007
PREPARED BY: DeVona Jones, Judge Schaefer, Ruth Gruizenga, Sue King	NUMBER: AD-1004-p	SUPERSEDES: 5/1/02

REFERENCES: MCR 8.110(C)(2)(e); Michigan Supreme Court Administrative Order 1989-1.-amended January 1, 2013

DEFINITIONS AND ABBREVIATIONS:

- A. Film or electronic media coverage: any recording or broadcasting of court proceedings by the media using television, radio, photographic or recording equipment.
- B. Media or media agency: any person or organization engaging in news gathering or reporting and includes any newspaper, radio or television station or network, news service, magazine, trade paper, professional journal, or other news reporting or news gathering agency.

BACKGROUND: Michigan Supreme Court Administrative Order 1989-1 provides guidelines for film or electronic media coverage in all Michigan Courts. This policy addresses local practices beyond the guidelines established by the Supreme Court.

POLICY STATEMENT:

- A. The court will follow the provisions of Supreme Court Administrative Order 1989-1- amended January 1, 2013.
- B. Requests for film or electronic coverage of individual court proceedings must be submitted on state form MC 27. The form must be submitted to the Chief Court Clerk not less than three (3) business days before the proceeding is scheduled to begin.
- C. Local media representatives may request an order allowing coverage of all Circuit Court proceedings for a one-year period.
 - 1. The request for coverage for a one-year period will be made using local form 9CC-1000. Complete the "REQUEST" section of the form. Submit the request to the attention of the Chief Court Clerk of the 9th Circuit Court, 227 W. Michigan Ave., Kalamazoo, MI 49007.
 - 2. The Chief Court Clerk will notify the requesting media representative of the approval, and post a copy of the approved request outside the public entrance to each courtroom and in nearby public areas at both courthouses.
 - 3. Upon expiration of the one-year period, a new request may be submitted for approval.

- D. Media representatives are allowed access to courtroom proceedings on a “first come, first served” basis. Neither the judges nor any other representative of the court will become involved in disputes among media representatives about who will or will not provide media coverage, or who will or will not participate in pooling arrangements. Lack of such agreements may result in denial of access to all media representatives.
- E. Unless permission is granted by the presiding judge, media personnel are not permitted inside the litigation arena (the area encompassing the judge’s bench; the law clerk/bailiff or judicial aide stations; the plaintiff and defendant tables; the speaker rostrum; and the jury box) while court is in session.
- F. All equipment must be positioned at the rear of the courtroom prior to the time court is called to order. Equipment must not be removed from the courtroom while court is in session.
- G. Pursuant to Supreme Court Administrative Order 1989-1-amended January 1, 2013, a judge may terminate, suspend, limit, or exclude film or electronic media coverage at any time upon a finding, made and articulated on the record in the exercise of discretion, that the fair administration of justice requires such action, or that rules established under the administrative order or additional rules imposed by the judge have been violated. The judge has sole discretion to exclude coverage of certain witnesses, including but not limited to the victims of sex crimes and their families, police informants, undercover agents, and relocated witnesses.
- H. Referees may exercise the authority set forth in item G of this policy and may seek the guidance of the presiding judge in making such determinations.

FORMS USED:

MC 27: Request and Notice for Film and Electronic Media Coverage of Court Proceedings

9CC-1000: Request and Notice for Film and Electronic Media Coverage of Court Proceedings (Blanket Request)

ATTACHMENTS:

Supreme Court Administrative Order 1989-1-amended January 1, 2013

APPROVAL:

Reviewed at CCMT: 4/2/07

Date: April 9, 2007

_____/s/
J. RICHARDSON JOHNSON, Chief Circuit Judge

INTERDEPARTMENTAL POLICY NINTH JUDICIAL CIRCUIT COURT EIGHTH DISTRICT COURT KALAMAZOO COUNTY PROBATE COURT		
SUBJECT: USE OF PORTABLE ELECTRONIC DEVICES IN 9TH CIRCUIT COURT AND 8TH DISTRICT COURT	SECTION: ADMINISTRATIVE	DATE: 1/03/2023
PREPARED BY: Sue Darling, Judge Gorsalitz, Sue King REVISIONS BY: Ruth Gruizenga, Chad Kewish, Amanda Kuiper, Christina Taylor	NUMBER: AD-1009-p	SUPERSEDES: 10/15/2009

REFERENCES:

- MCR 8.115 – Courtroom Decorum; Policy Regarding Use of Cell Phones or Other Portable Electronic Communication Devices
- 9CC policy AD-1004-p, Request and Notice for Film and Electronic Media Coverage of Court Proceedings
- MC 27 – Request and Notice for Film and Electronic Media Coverage of Court Proceedings

DEFINITIONS AND ABBREVIATIONS:

Portable electronic device: any mobile device capable of electronically storing, accessing, or transmitting information. Examples include, but are not limited to: cell phones, pagers, computers, text messaging devices, music devices, internet devices, and recorders.

BACKGROUND:

Effective January 8, 2020, MCR 8.115 was amended to address use of cell phones or other portable electronic communication devices within the court. This court determined that a policy is needed to control use of electronic devices in the courtrooms.

POLICY STATEMENT:

- Portable electronic devices may be brought into the courthouse, unless otherwise instructed by security personnel at entry to the courthouse. These devices may be used in corridors and lobbies unless otherwise directed by court or security personnel. Such use should not distract nor hinder ongoing courtroom proceedings.
- Attorneys, parties, and members of the public may use portable electronic devices in a courtroom/hearing room to retrieve or to store information (including notetaking), to access the internet, and to send and receive text messages or information.
- Attorneys, parties, and members of the public must silence portable electronic devices while in the courtroom/hearing room. A portable electronic device may not be used to make or to receive telephone calls, or for any other audible function while court is in session, unless otherwise approved by the express consent of the hearing official presiding over that courtroom/hearing room.
- Portable electronic devices may not be used to communicate in any way with any courtroom/hearing room participant including, but not limited to, a party, a witness, or a juror at any time during any court proceedings.
- Photographs, audio or video recording, broadcasting and live streaming is strictly prohibited, except as provided in policy AD-1004-p, Request and Notice for Film and Electronic Media Coverage of Court Proceedings.
- No one may photograph, record, broadcast or live stream an individual without that person's prior express consent. This includes members of the public, attorneys, parties, law enforcement and court staff.

- G. No photographs, audio or visual recordings, broadcasting, or live streaming is allowed in courtrooms/hearing rooms without the prior permission of the hearing official.
- H. No one may photograph, record, broadcast, or livestream any juror or anyone called for jury service including anyone in the jury assembly room, or impaneled jurors on the way to or from a courtroom/hearing room.
- I. No one may photograph, record, broadcast or livestream any areas deemed off limits to the public, including but not limited to jury deliberation, jury assembly, security holding, judicial corridors and judicial suites.
- J. Jurors must turn off all portable electronic devices while present in a courtroom. Upon order from the hearing official, jurors must turn over their portable electronic devices during deliberation.
- K. Witnesses may access and use their portable electronic devices while testifying only after receiving permission from the hearing official.
- L. Violations of this rule may permit the hearing official to confiscate the device for the remainder of the day, order that the phone be turned off and put away, or both. Upon violation of this rule, the hearing official may sanction the individual, including contempt of court.

EXCEPTIONS:

- A. Media representatives requesting permission to use electronic devices will require an approved and active form 9CC-1000, *Request and Notice for Film and Electronic Media Coverage of Court Proceedings* pursuant to 9CC policy AD-1004-p, Request and Notice for Film and Electronic Media Coverage of Court Proceedings. For District Court proceedings, an approved and active MC 27, *Request and Notice for Film and Electronic Media Coverage of Court Proceedings* is required.

FORMS USED:

9CC-1000 Request and Notice for Film and Electronic Media Coverage of Court Proceedings
 MC 27 Request and Notice for Film and Electronic Media Coverage of Court Proceedings

APPROVAL:

Reviewed at CCMT 1/03/2023

Date: 1/03/2023

 /s/
 Gary C. Giguere, Jr., Chief Circuit/Probate Court Judge

Date: 1/03/2023

 /s/
 Christopher T. Haenicke, Chief District Judge

Approved, SCAO

STATE OF MICHIGAN 9 TH JUDICIAL CIRCUIT KALAMAZOO COUNTY	REQUEST AND NOTICE FOR FILM AND ELECTRONIC MEDIA COVERAGE OF COURT PROCEEDINGS	CASE NO.
---	--	----------

Court address

☐ FAMILY DIVISION - 1536 GULL ROAD, KALAMAZOO, MI 49048
☐ TRIAL DIVISION – 330 ELEANOR STREET, KALAMAZOO, MI 49007

Court telephone no.

(269) 385-6000
(269) 383-8837

<p>Plaintiff(s)/Petitioner(s)</p> <p><input type="checkbox"/> People of the State of Michigan</p> <p><input type="checkbox"/> _____</p> <p>Attorney name, bar no., address and telephone no. or plaintiff/petitioner address and telephone no. if not represented by an attorney</p>	v	<p>Defendant(s)/Respondent(s)</p> <p>Attorney name, bar no., address and telephone no. or defendant/respondent address and telephone no. if not represented by an attorney</p>
--	---	--

☐ Civil ☐ Criminal ☐ Probate In the estate/matter of _____

REQUEST

I request permission to ☐record ☐broadcast courtroom proceedings in this case using ☐video ☐audio

☐ photographic media, scheduled at _____ .m. on _____
Time Date

Date _____

Signature

Name (type or print)

Firm name	Telephone no.
-----------	---------------

NOTICE TO PARTIES/ATTORNEYS

A request to allow film or electronic media coverage of the above proceeding has been filed. Supreme Court Administrative Order 1989-1 requires that the request be honored unless the trial judge exercises discretion to terminate, suspend, limit or exclude the coverage.

I certify that on this day, I provided notice of this request to the parties or their attorneys indicated above

☐ personally. ☐ by ordinary mail. ☐ by telephone.

Date _____

Court clerk/Register

STATE OF MICHIGAN 9TH CIRCUIT COURT KALAMAZOO COUNTY	REQUEST AND NOTICE FOR FILM AND ELECTRONIC MEDIA COVERAGE OF COURT PROCEEDINGS (BLANKET REQUEST)	CASE NO.
--	---	-----------------

Court Address

- ☐ FAMILY DIVISION - 1536 GULL ROAD, KALAMAZOO, MI 49048
☐ TRIAL DIVISION - 330 ELEANOR STREET, KALAMAZOO, MI 49007

Court Telephone No.

(269) 385-6000
 (269) 383-8837

Request for all matters appearing on the Ninth Circuit
Court docket except those closed by law or court rule.

REQUEST

I request permission to ☐ record courtroom proceedings ☐ broadcast courtroom proceedings
 using ☐ video ☐ audio ☐ photographic media
 for all matters on the Ninth Circuit Court docket for the calendar year January 1, _____ through
 December 31, _____, except those matters which are closed by law or court rule.

Date

Firm Name

Firm Street Address

Signature of Media Representative

Firm City, State, Zip

Name of Media Representative (type or print)

(_____) _____
 Telephone No.

.....
For completion by the court

NOTICE TO PARTIES/ATTORNEYS

A request to allow film or electronic media coverage as indicated above has been filed. Supreme Court
 Administrative Order 1989-1 requires that the request be honored unless the trial judge exercises
 discretion to terminate, suspend, limit or exclude the coverage.

I certify that on this day, I provided notice of this request to the parties or attorneys

- ☐ by ordinary mail.
☐ by posting this notice outside of the courtrooms and the nearby public areas.

Date

Court Clerk

EIGHTH DISTRICT COURT

OVERVIEW

Eighth District Court has county-wide jurisdiction over traffic matters, criminal misdemeanors, and original jurisdiction over felony cases, civil cases up to \$25,000, small claims cases, landlord/tenant and land contract cases that arise in Kalamazoo County.

OFFICE HOURS

The Eighth District Court public hours of operation are Monday – Thursday 8:00 am to 4:30 pm, and Friday 8:00 am to 4:00 pm. Court offices are open through the lunch hour.

The court observes the Michigan Supreme Court holiday schedule and is closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, General Election Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

GENERAL MEDIA POLICY

Case-related and scheduling questions may be directed to the District Court Clerk's Offices at (269) 384-8171.

Case files that are public record may be examined in the District Court Clerk's Office. Files may not be removed from any building. Electronic Registers of Action may be found on our kalcounty.com website in the District Court Index or at <http://districtindex.kalcounty.com>.

A request and notice of film and electronic media coverage of court proceedings must be submitted using the State Court office approved form (MC 27) and received in advance of the event.

Specific questions must be directed to the District Court Administrator at (269) 384-8024.

EIGHTH DISTRICT COURT INFORMATION AND KEY CONTACTS

Court Administrator

Kevin M. Tatroe

(269) 384-8024

Deputy Court Administrator

Scott D. Coffey

(269) 384-8024

Deputy Court Managers

Linda Garcia

(269) 384-8075

Fax: (269) 384-8047

Christina Taylor

(269) 384-8033

Fax: (269) 383-8899

Crystal Roberts

(269) 384-8170

Fax: (269) 384-8047

Chief Judge

Honorable Kathleen P. Hemingway

(269) 321-3634

Chief Judge Pro Tempore

Honorable Alisa Parker-LaGrone

(269) 383-8652

Probation Services Director

Craig VanDyke

(269) 383-8966

Financial Services Director

Rebecca May

(269) 384-8012

EIGHTH DISTRICT COURT COURTROOM OFFICE LOCATIONS AND TELEPHONE NUMBERS

Judge Charles A. Pratt Justice Facility

The 8th District Court is located at the Judge Charles A. Pratt Justice Facility at 330 Eleanor St., Kalamazoo, MI 49007. Parking is available at metered parking on surrounding streets or at nearby parking ramps. Specific court locations are as follows:

<u>Office</u>	<u>Location</u>	<u>Telephone Number</u>
Courtroom 2100 Magistrate Mark A. Holsomback	second floor	(269) 384-8171
Courtroom 2200 Honorable Richard A. Santoni	second floor	(269) 383-8929
Courtroom 2300 Honorable Becket J. Jones	second floor	(269) 383-8662
Courtroom 2400 Honorable Tiffany A. Ankley	second floor	(269) 384-8634
Courtroom 3300 Honorable Kathleen P. Hemmingway	third floor	(269) 383-8203
Courtroom 3400 Honorable Christopher T. Haenicke	third floor	(269) 383-8103
Courtroom 3600 Honorable Alisa Parker-LaGrone	third floor	(269) 383-8903

Court address

Plaintiff(s)/Petitioner(s)

☐

v

...

21

KALAMAZOO COUNTY PROBATE COURT

OVERVIEW

Probate Court handles guardianships, conservatorships, decedent estates, depository of wills for safekeeping, and trust and mental health proceedings. Certain files in Probate Court are not open to the public.

COURTROOM OFFICE LOCATION AND TELEPHONE NUMBERS

The Probate Court is located at the Gull Road Justice Complex, 1536 Gull Road, Kalamazoo, Michigan 49048. On-site parking is available.

<u>Office</u>	<u>Location</u>	<u>Telephone Number</u>
Courtroom E Honorable Gary C. Giguere, Jr.	second floor	(269) 383-8669
Chief Probate Register/Probate Division Administrator Mara M. Chalfant	first floor	(269) 383-8678

OFFICE HOURS

The Probate Court hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

The court observes the Michigan Supreme Court holiday schedule and is closed for the following holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, General Election Day, Veterans' Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

GENERAL MEDIA POLICY

Case related and scheduling questions may be directed to the Probate Court office at (269) 383-8666.

Other questions are to be directed to the Chief Probate Register/Probate Division Administrator at (269) 383-8678.

COMMUNICATIONS AND REPRODUCTION EQUIPMENT

Telephone, facsimile machines and copiers in the Probate Court office are for the business of the court and are paid for with public funds. Therefore, the general rule is that the media may not use this equipment.

KALAMAZOO COUNTY COURTS MEDIA CONTACT LIST

Revised: May 2022

The following is our most current list of contact information for the media. Please inform the courts of changes to this list by contacting the Circuit Court Administrative Coordinator, Amanda Kuiper at arkuip@kalcourt.com.

TELEVISION		
PUBLIC MEDIA NETWORK 359 S KALAMAZOO MALL, STE 300 KALAMAZOO MI 49007	Phone: 269-343-2211 Fax: 269-343-3710	E-mail: pmn@publicmedianet.org
WLLA TV-64 P.O. BOX 3157 KALAMAZOO MI 49003	Phone: 269-345-6421 Fax: 269-345-5665	E-mail: wlla@cfbroadcast.net
KARIE JAMES – ASSIGNMENT MGR WOOD TV CHANNEL 8 WOTV CHANNEL 41 120 COLLEGE SE GRAND RAPIDS MI 49503	Phone: 616-771-9633 Fax: 616-456-5755	E-mail: reportit@woodtv.com
ASSIGNMENT DESK WWMT TV CHANNEL 3 590 W MAPLE ST KALAMAZOO MI 49008	Phone: 269-388-4302 Fax: 269-388-8322	E-mail: desk@wwmt.com
NEWS DIRECTOR WXMI TV CHANNEL 17 FOX TV 3117 PLAZA DR NE GRAND RAPIDS MI 49525	Phone: 616-364-8722 Fax: 616-364-6018	E-mail: news@fox17online.com
ASSIGNMENT DESK WZZM TV-13 645 THREE MILE RD NW GRAND RAPIDS MI 49544	Phone: 616-559-1300 Fax: 616-785-1301	E-mail: news@wzzm13.com

NEWSPAPER		
THE EDITOR BATTLE CREEK ENQUIRER 77 E MICHIGAN AVE – SUITE 101 BATTLE CREEK MI 49017	Phone: 269-966-0674 Fax: 269-964-0299	E-mail: nbuckley@battlecreekenquirer.com (Nick Buckley)
THE EDITOR THE CLIMAX CRESCENT 150 N MAIN ST CLIMAX MI 49034	Phone: 269-746-4331 Fax: 269-746-4557	E-mail: scribe@ctsmail.net
THE EDITOR KALAMAZOO GAZETTE 306 S. Kalamazoo Mall KALAMAZOO MI 49007	Phone: 269-345-3511 Fax: 269-382-0611	E-mail: KZnews@Mlive.com
THE EDITOR THE WESTERN HERALD WESTERN MICHIGAN UNIVERSITY 1903 W. MICHIGAN AVE 1517 FAUNCE STUDENT SERVICES BLDG KALAMAZOO MI 49008-5363	Phone: 269-387-2110 Fax: 269-387-3820	E-mail: herald-editor@wmich.edu

RADIO		
NEWS DIRECTOR WBCK RADIO – 95.3 Townsquare Media 390 GOLDEN AVE BATTLE CREEK MI 49015	Phone: 269-963-9555	E-mail: mary.fork@townsquaremedia.com
GENERAL MANAGER WIDR RADIO – 89.1 WESTERN MICHIGAN UNIVERSITY 1903 W MICHIGAN AVE 1501 FAUNCE STUDENT SVCS BLDG KALAMAZOO MI 49008	Phone: 269 387-6301 Fax: 269-387-3820	E-mail widr.gm@gmail.com
NEWS DIRECTOR WKPR RADIO / WFUR 399 GARFIELD SW GRAND RAPIDS MI 49504	Phone: 269-381-1420 GR phone: 616-451-9387 Fax: 616-451-8460	E-mail: wfuramfm@sbcglobal.net
NEWS DIRECTOR WKZO /WVFM /WQLR /WFAT /WNWN MIDWEST COMMUNICATIONS 4200 W MAIN ST KALAMAZOO MI 49006	Phone: 269-488-3812 Fax: 269-345-1436	E-mail wkzonews@wkzo.com
NEWS DIRECTOR WMUK 102.1 FM WESTERN MICHIGAN UNIVERSITY 1903 W. MICHIGAN AVE KALAMAZOO MI 49008-5351	Phone: 269-387-57157 Fax: 269-387-4630	E-mail: andrew.robins@wmich.edu
NEWS DIRECTOR WQXC/WZUU RADIO PO BOX 80 OTSEGO MI 49078	Phone: 269-343-1717 Fax: 269-692-6861	E-mail: news@wqxc.com
NEWS DIRECTOR WRKR-HD2/WKFR/WKMI TOWNSQUARE MEDIA 4154 JENNINGS DR KALAMAZOO MI 49048	Phone: 269-344-0111	E-mail: mary.fork@townsquaremedia.com

OTHER		
PUBLIC INFORMATION OFFICER MICHIGAN SUPREME COURT JOHN NEVIN MICHIGAN HALL OF JUSTICE PO BOX 30052 LANSING, MI 48909	Phone: 517-373-0129 Fax: 517-373-9831	E-mail: NevinJ@courts.mi.gov