

**White, Michele**

---

**From:** Region5 Info <Region5-Info@courts.mi.gov>  
**Sent:** Thursday, February 23, 2023 1:55 PM  
**To:** Sterkenburg, Judge Amanda; White, Michele  
**Cc:** Region5 Info  
**Subject:** [EXTERNAL]D62B 2023-02 Court Hours, Holidays and Emergency Closings - Approved

**⚠ Stop.Think.Read.This is an external email. Please use caution when clicking on any links or opening attachments.**

D62B 2023-02 Court Hours, Holidays and Emergency Closings - Approved  
Rescinds: 1999-01

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed.

Julia Norton, J.D.  
State Court Administrative Office  
Region V Administrator

*This message has been prepared on computer equipment and resources owned by the Michigan Supreme Court. It is subject to the terms and conditions of the Court's Computer Acceptable Use Policy.*

AMANDA STERKENBURG  
DISTRICT JUDGE  
616-554-0711

MICHELE WHITE  
COURT ADMINISTRATOR/MAGISTRATE  
616-554-0715

SHARON R. BRINKS  
ATTORNEY MAGISTRATE  
616-554-0748

**62-B District Court**  
4740 WALMA AVE SE  
KENTWOOD MICHIGAN 49512  
Phone (616) 698-9310/Fax (616) 698-8199  
MONDAY - FRIDAY  
8:00 AM - 5:00 PM



STEPHANIE KOPERSKI  
CHIEF PROBATION OFFICER  
616-554-0778

JENNIFER LINDSEY  
COMMUNITY SERVICES COORDINATOR  
616-554-0786

ANDREA ZUFELT, CADC  
SOBRIETY COURT MANAGER  
616-554-0722

Administrative Order 2023-02  
Rescinds Administrative Order 1999-1

Court Hours, Holidays, and Emergency Closings

### **IT IS ORDERED**

The 62B District Court will be open from 7:30 a.m. - 4:30 p.m. Monday, Wednesday, and Thursday; Tuesday 7:30 a.m. - 6:00 p.m.; and Friday 7:30 a.m. - 12:00 p.m. Court staff will be available until 2:00 p.m. on Fridays for all emergency matters, including emergency filings. In addition, the Court has drop boxes for filings, a kiosk and website available for payments.

The Judge and Magistrate will be available from 2:00 p.m. - 4:30 p.m. on Fridays for all emergency matters, including emergency filings. The Court shall be open other times as ordered by the Judge.

Notice of the Court's closure and how emergency matters and filings shall be accomplished on Fridays from 2:00 p.m. - 4:30 p.m. shall be given to the public, the court's funding unit, and other affected agencies and officials.

The funding unit for the 62B District Court is the City of Kentwood (City) and in order to achieve uniformity the Court recognizes the same public hours, holidays, and inclement weather policy as the City. Since the City is open on recognized holidays by the State, the Court is also open.

The City will determine the observed day for a holiday that does not fall on a weekday (Monday through Friday). Typically, if the holiday falls on a Saturday, the preceding Friday shall be observed as the holiday and if the holiday falls on a Sunday, the following Monday will be observed as the holiday.

### **Recognized Holidays**

Day before New Year's Day  
Veteran's Day  
Memorial Day  
Labor Day  
Day after Thanksgiving Day  
Christmas Day

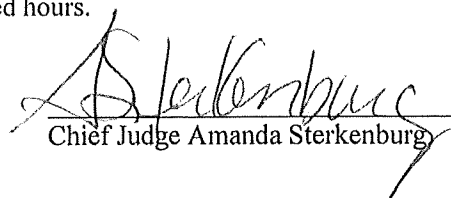
New Year's Day  
Martin Luther King Jr. Day  
Independence Day  
Thanksgiving Day  
Day before Christmas Day

### **Inclement Weather**

The 62B District Court remains operational through severe weather periods. Employees shall report for and remain at work unless City operations are officially closed. The policy and procedures for absences apply in instances where employees are unable to work scheduled hours.

Effective: August 1, 2023

Dated: 2-10-2023

  
Chief Judge Amanda Sterkenburg P78270