



STATE OF MICHIGAN

CIRCUIT COURT

FORTY-THIRD JUDICIAL CIRCUIT

MARK A. HERMAN
CIRCUIT JUDGE

PLAN FOR TIMELY PROCESSING OF EMAILS/VOICEMAIL

LAW & COURTS BUILDING
60296 M-62 - STE 26
CASSOPOLIS, MI 49031
269-445-4412

April 2, 2020

To: Chief Judge Susan L. Dobrich

From: Circuit Judge Mark A. Herman

Pursuant to the 3rd Amended Internal Court Operations Plan of March 31, 2020, the 43rd Circuit Court has designated Julia Smith, the judicial assistant and court recorder, in addition to myself, as essential employees to carry out the essential functions of the court during the pendency of the COVID-19 crisis. The following is a framework under which we will be performing those duties on a day to day basis.

- 1) Ms. Smith and I have access to email, both through the office and at home. It is our intention to access emails both at the office and remotely at home and respond in a timely manner.
- 2) Ms. Smith, when not in the office, can also remotely access her voice mails at home and return calls in a timely manner.
- 3) As it is important to have at least one person available each day to ensure proper attention is given to our court's business, Ms. Smith plans to come to the office on a daily basis to process necessary paperwork, access and return calls, and process mail to further essential Court operations.
- 4) I intend to come to court and process necessary paperwork, sign orders, and conduct court hearings as required. I will be taking work home to review and prepare. I have a county laptop to use at home to prepare paperwork and access emails. If either Ms. Smith or I am out of the office, we have contact phone numbers should emergency circumstances arise and we each are available to come to court. In the rare situation that an emergency should arise and Ms. Smith is not available to come to court, the court has access to a court recorder through the cooperation of Judge Dobrich. Likewise, if Judge Dobrich's court recorder were not available Ms. Smith can cover for Judge Dobrich. Should emergencies arise, Judge Dobrich and myself can also cover court hearings for each other so that all matters are handled timely.

Respectfully,

Mark A. Herman
43rd Circuit Court Judge