



54B District Court

101 Linden Street

East Lansing, Michigan 48823

Office Hours: Monday – Friday 8:00 a.m. – **4:30 p.m.**

Honorable Richard D. Ball, Chief Judge

Ann Stine, Court Recorder

Honorable David L. Jordon, District Judge

Charlotte Shade, Court Recorder

Judicial Division 351-7024

Clerk's Office

Administration 336-8636

Civil Division 351-1730

Criminal Division 336-8630

Parking Division 351-7022

Traffic Division 351-4568

Court FAX 351-3371 (please see fax policy below prior to using)

Probation Department

Pre-sentence 336-8635

Oversight 351-7026

Probation FAX 337-1732 (please see fax policy below prior to using)

Website: www.cityofeastlansing.com

This is the website for the entire City of East Lansing. To get to the Court's portion, click the tab on the left side labeled "Departments". Our website includes commonly used forms at 54-B District Court, maximum penalties, filing fees and much more.

Fax Policy (LAO)

The 54-B District Court charges \$1.00 per page for the fax service. After faxing the Court, you must send in the original document plus \$1.00 per page. When the Court receives a fax, we assess the defendant \$1.00 per page received.

Cell Phones

Must be turned off in the Courtrooms and at the Clerk's Office counter!

Mail

Please do not write "Clerk of the Court" on the envelope. Rather designate the division: Criminal Division, Civil Division, Traffic Division.

Copy Fees

Regular copy \$.25 each page.

True copy \$1.00 per page.

Certified copy \$10.00 plus \$1.00 per page.

Public Viewing Terminal

The Court uses Judicial Information Systems(JIS) for its computer software. A public viewing terminal is available in the lobby of the Clerk's Office and in Attorney Conference Room #2 and #3 outside of courtrooms.

Criminal Arraignment Information

For misdemeanor tickets, the defendant must appear on or before 10 days from the date of offense. The 54-B District Court conducts arraignments every day at 8:00 a.m. or 1:00 p.m. only.

The 54-B District Court also has its own misdemeanor Waiver of Arraignment form which can be located on our website or see the attached form to make copies.

Our Court generally does not accept Waiver of Arraignments for any charge where there is a victim (i.e., assaultive charges, larceny charges, etc) or if it is a second offense (i.e., OWI 2nd, DWLS 2nd, etc).

Anyone with a felony charge must appear to be arraigned. No waivers are accepted.

Civil Case Filings

Attorneys must file one self addressed stamped envelope per case for any document or file papers that need to be returned.

Make sure you file enough copies for each case. We will not make copies for you.

General Civil – original to Court, one for Plaintiff and one for each defendant

Landlord Tenant – original to Court, one for Plaintiff and two copies for each defendant. (one for mailing/one for personal service)

You must have one proof of service form for each case.

When filing a judgment, you must bring in the original and one copy for each party.

Please have someone double check the amount of the check being sent for filing fees. If it is not the correct amount, we will return the whole check or call for your office to bring a corrected one before filing the cases. (check web site for filing fees)

Jury Selection

The Court has a one day jury selection for all cases scheduled on the second Tuesday of every month. Cases are scheduled in the morning and jury selections are in the afternoon. See attached letter for the policies and procedures.

Stipulation and Order to Adjourn

For criminal cases, Judge Jordon requires that these be approved by him before they are filed with the Court.

Civil Pre-Trials

Judge Jordon conducts civil pre-trials, while Judge Ball does not. Judge Ball reviews the answer and issues a pre-trial order.

Motions

These must be filed as soon as possible. You must call the Court for a date before you file the motion.

Criminal motions do not have filing fees, civil motion filing fee is \$20.00.

Court Scheduling (that involves attorneys)

Cases are scheduled by the Division Clerks, NOT the judicial staff, so please call the division telephone number to schedule.

Civil Division

Civil and Landlord Tenant hearing and motions are on Mondays for both judges. Civil bench trials are on Wednesdays. Civil jury trials are scheduled as requested.

Criminal Division

Tuesday	Felony pre-trials, motions, jury trials, bench trials, formal hearings, pleas, sentencings
Wednesday	Statute misdemeanor pre-trials, jury trials
Thursday	Ordinance misdemeanor pre-trials, jury trials, bench trials, motions, formal hearing, pleas, sentencings.
Friday	Felony preliminary exams

STATE OF MICHIGAN
54-B JUDICIAL DISTRICT

WAIVER OF ARRAIGNMENT

CASE NO.

COURT ADDRESS
101 LINDEN STREET, EAST LANSING, MICHIGAN 48823

COURT TELEPHONE NO.
(517) 336-8630

DEFENDANT'S NAME _____

I understand that I am charged with

I understand the maximum penalties are (see reverse for drinking and driving penalties).

I understand I have the following rights:

- * To plead guilty, not guilty, or no contest.
- * To have a trial by judge or jury.
- * To have the assistance of an attorney.

You have the right to an attorney appointed at public expense if you are indigent (without money to hire an attorney) and if

- a. The offense charged requires a minimum jail sentence
- or
- b. The court determines that it may send you to jail

You may have to repay the expense of a court appointed attorney.

If you have a trial, you have the following rights:

- *To call witnesses to speak for you at trial. You may get an order signed by the court to require witnesses to come to court.
- *To see, hear, and question all witnesses against you at trial.
- *To be a witness for yourself or to remain silent. If you choose not to be a witness on your own behalf, the prosecuting official may not comment on your refusal to testify.
- *To be presumed innocent until proven guilty beyond a reasonable doubt.

If you plead guilty and your plea is accepted, you will not have a trial of any kind and will give up the rights listed above.

You have the right to be released on bond.

If you are now on probation or parole and you enter a plea of guilty (or no contest) or a finding of guilty is made by judge or jury, it may result in a violation of your probation or parole.

I hereby waive arraignment and plead not guilty mute and demand this matter to be set for a pretrial.

Date

Defense attorney signature (if any)

Defense attorney name (print)

Address

City, state, zip

phone no.

Date

Defendant signature

Defendant name (print)

Address

City, state zip

phone no.

CONSEQUENCES OF CONVICTION OF DRINKING/DRIVING OFFENSE

A. Criminal Penalties for Conviction of Operating While Intoxicated (OWI) and Unlawful Bodily Alcohol Content (UBAC).

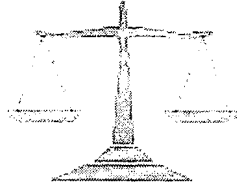
OFFENSE	FINES	JAIL	COMMUNITY SERVICE
OWI, UBAC - First Offense	\$100.00 to \$500.00 fine plus costs	Up to 93 days May order ignition interlock May order vehicle immobilization	Up to 360 hours
OWI, UBAC - Prior Conviction*	\$200.00 TO \$1000.00 fine plus costs and 1 or more of the following: 30 to 90 days community service 5 days to 1 year in jail Mandatory vehicle immobilization		
*Prior Conviction means conviction under MCL 257.625(1), (3), (4), (5), (6), (7), and (23) and MCL 257.625m			

B. Screening and Additional Costs. All convictions for alcohol related driving offenses require the judge to order the defendant to undergo screening for substance abuse, and rehabilitation may be part of any sentence, all at defendant's expense. (MCL 257.625b(5)) IN addition, the defendant may be ordered to pay the costs of prosecution. (MCL 257.625(12))

C. License Suspensions and Restrictions. The maximum possible license sanctions that may be imposed will be based upon the master driving record maintained by the Secretary of State under MCL 257.204. (MCL 257.625b(4))

Sentences and licensing actions also apply to a person conviction of an **attempted violation** of any of the offenses listed above **as if the offense had been completed** . (MCL 257.204(b))

Anyone driving while license suspended or revoked is also subject to license suspension or revocation for a like period of the original suspension or revocation.



54-B DISTRICT COURT
101 LINDEN STREET
EAST LANSING, MICHIGAN 48823-4311
(517) 336-8630

Hon. Richard D. Ball
District Court Judge

Hon. David L. Jordon
District Court Judge

Nancy L. Moylan
Court Administrator

NOTICE TO DEFENDANTS/ATTORNEYS

Following are the 54-B District Court's policies and procedures for jury selection day:

1. You are scheduled to appear for jury selection. You must appear at the time scheduled if you wish to enter a plea to the charge or if you are undecided on how to proceed with your case. If you must talk with the City Attorney or Prosecuting Attorney, this will be the time for you to do that.
2. Pleas to reduced charges must be entered the Monday before jury selection between 2:00 p.m. and 4:00 p.m. or the written plea sheet must be dated, signed by defendant or their attorney, and filed with the court file by Monday at 4:00 p.m.

In accordance with the Pretrial Order, pleas to reduced charges will not be accepted on the morning of jury selection unless a written plea sheet has been filed on Monday, unless permitted by the assigned judge. Acceptance of properly and timely written pleas to reduced charges, pleas to the charge, and/or waivers of jury selection will be entered by both judges in the morning of jury selection.

3. **Jurors are summoned to appear in the afternoon only.** If you are certain that you are selecting a jury, call the Criminal Division at 336-8630 to get a jury selection time for the afternoon and a trial date. It will not be necessary for you to appear in court the morning of jury selection if you have notified the court that you will be selecting a jury and have been given a definite time to appear in the afternoon.
4. **If you decide the morning of jury selection after speaking with the prosecuting official to select a jury, you will be given a time to appear later the same afternoon for selection.**

These procedures will condense the time that jurors are required to remain in court and also reduce waiting time for defendants entering pleas.

If you have any questions, please call the Criminal Division at 336-8630.