

Chief Judge  
David J. Reader

Circuit Court Judge  
Michael P. Hatty

Probate Court Judge  
Miriam A. Cavanaugh



**Livingston County Trial Courts**  
204 S. HIGHLANDER WAY, HOWELL, MI 48843

District Court Judges  
Theresa M. Brennan  
L. Suzanne Geddis  
Carol Sue Reader

## I. POLICY

It is the intent of the Livingston County Courts to maintain prompt and professional service to the public. In order to provide such services, the Court must sustain consistent operational conduct in the courtroom and in preparation for courtroom proceedings. A unified procedure regarding the provision of sufficient courtroom coverage is necessary to cultivate the administration of this conduct.

## II. PROCEDURE

Each courtroom recorder and substitute recorder will follow the procedure described in this section to ensure appropriate coverage is provided when requesting leave time. It is only necessary to follow these steps when the recorder's judge has a docket during the leave time. If another recorder has requested the same leave time, it cannot guarantee a substitute will be available. However, every effort will be made to secure one.

It is acknowledged that some Judges are able to have their staff (secretary or research attorney) cover recording. In these cases, this policy will commence when a Judge doesn't exercise that option.

1. The recorder shall review the Court Recorder Schedule calendar.
2. The recorder shall submit leave time on the Court Recorder Schedule calendar as an Outlook appointment.
3. If there are no other leave time requests, the Circuit Court Administrator will confirm leave time as appropriate by adding the appointment to calendar.
4. If another recorder has made the same leave time request, the Circuit Court Administrator will confirm the leave time once a substitute has been secured.
5. All Judges will be included in scheduling decisions so they may make informed decisions regarding leave approval.

The Circuit Court Administrator will make every effort to secure a substitute, but cannot *guarantee* multiple recorders and substitute recorders leave for the same period. Time-off approvals follow union seniority rules. See MAPE Union handbook for details.

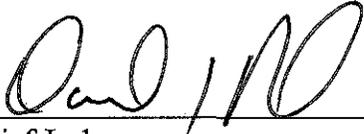
A substitute recorder shall be selected based on the schedule depicted in the Substitute Recorder Schedule and further discussed in the following section. Substitutes will be assigned to cover for leave time requests as soon as possible. If a substitute or back-up substitute is required to travel to provide coverage, the substitute or back-up substitute will be reimbursed for his or her mileage as

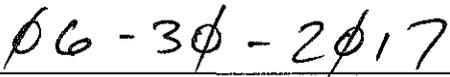
outlined in County policy. Substitutes and/or back-up substitutes will be assigned in the following order of priority:

1. A recorder whose judge is on vacation.
2. A recorder whose judge does not have a docket.
3. If all recorders are assigned to a docket, a back-up substitute will be assigned.
4. If a recorder substitute or back-up substitute cannot record due to an emergency, the substitute or back-up substitute shall contact the Circuit Court Administrator immediately.
5. The Substitute Recorder Schedule attached dictates which recorders are considered as substitutes and which are considered back-up substitutes. Substitutes and back-up substitutes are listed in no particular order.
6. All final decisions for substitution are at the discretion of the Circuit Court Administrator after consulting with the Chief Judge.
7. For Substitute Recorder Schedule see Attachment A.

### III. EFFECTIVE DATE

This policy shall take immediate effect.

  
\_\_\_\_\_  
Chief Judge

  
\_\_\_\_\_  
Date

**ATTACHMENT A: COURT RECORDER SCHEDULE**

Courtroom 3 Recorder



Substitutes  
Courtroom 4 Recorder  
Courtroom 5 Recorder  
Brighton Courtroom Recorder



Backup Substitutes  
Probate's Courtroom Substitute  
Circuit Court Admin's Substitute

Courtroom 4 Recorder



Substitutes  
Courtroom 3 Recorder  
Courtroom 5 Recorder  
Brighton Courtroom Recorder



Backup Substitutes  
Circuit Court Admin's Substitute  
Probate's Courtroom Substitute

Courtroom 5 Recorder



Substitutes  
Courtroom 3 Recorder  
Courtroom 4 Recorder  
Brighton Courtroom Recorder



Backup Substitutes  
Circuit Court Admin's Substitute  
Probate's Courtroom Substitute

Brighton Courtroom Recorder



Substitutes  
Courtroom 3 Recorder  
Courtroom 4 Recorder  
Courtroom 5 Recorder



Backup Substitutes  
Circuit Court Admin's Substitute  
Probate's Courtroom Substitute