



54-B District Court
 101 Linden Street
 East Lansing, Michigan 48823-4311
 (517) 351-7000

Hon. Richard D. Ball
 District Court Judge

Hon. Andrea Andrews Larkin
 Chief District Court Judge

Nicole A. Evans
 Court Administrator

COVID-19 Questionnaire

Dear Court Visitor,

Ingham County Health Department issued an order requiring a COVID-19 health screening of essential employees. To further protect the health of court employees the chief judge issued an order requiring screening of court visitors. The screening is a questionnaire consisting of three questions and only requires a simple **Yes** or **No** for each question. The questionnaire will be maintained by the Court to ensure compliance with the County and Court’s orders. We appreciate your cooperation with helping us keep our employees and our community safe. Be well.

Name of Visitor _____

Date of Visit _____

1. Do you have symptoms of fever, cough, shortness of breath, sore throat or diarrhea?
 Yes
 No

2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
 Yes
 No

3. Have you traveled on an airplane internationally or domestically in the last 14 days?
 Yes
 No

Return the completed form to a court officer, court employee or via email to 54BCustomer@cityofeastlansing.com. Upon review, you will be advised on how to proceed. Refusal to complete this form or comply with the Court’s order will result in an automatic denial of entry into the courthouse facilities.



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ORDER TO PROTECT THE HEALTH OF ESSENTIAL STAFF PROVIDING COURT SERVICES

At a session of this court
held at the 54-B District Court, in the City of East Lansing,
County of Ingham
This 29th day of March 2020

WHEREAS, on March 24, 2020, Governor Whitmer, after declaring a state of emergency for Michigan, issued the “Stay Home. Stay Safe” executive order suspending activities that are not necessary to sustain or protect life through April 13, 2020; and

WHEREAS, exemptions to this order include businesses and operations that employ critical infrastructure workers; and

WHEREAS, on March 27, 2020, the Ingham County Health Department determined additional restrictions are necessary to control the COVID-19 pandemic and issued an emergency order to protect the health of essential service workers; and

WHEREAS, the Michigan Supreme Court previously issued administrative order 2020-01 encouraging trial courts to cooperate as much as possible with the efforts of the Governor and other state and local officials to mitigate the spread of COVID-19, consistent with our duty to provide essential court services, protect public safety, and remain accessible to the public;

THEREFORE, IT IS HEREBY ORDERED that effective immediately and until further order of the court, court staff and court visitors shall be screened for symptoms of COVID-19 prior to entering courthouse facilities and shall maintain a social distance of six feet between other persons.

Dated: March 31, 2020

Honorable Andrea Andrews Larkin
Chief Judge