



## STATE OF MICHIGAN

PROBATE/FAMILY COURT  
CASS COUNTY, MICHIGAN

SUSAN L. DOBRICH  
CHIEF JUDGE  
PROBATE/FAMILY COURT JUDGE

LAW & COURTS BUILDING  
60296 M-62 – SUITE 26, CASSOPOLIS, MI 49031  
269-445-4452 PHONE / 269-445-4485 FAX

### MEMO

TO: Attorneys Practicing in Cass County, Michigan  
FROM: Susan L. Dobrich, Chief Judge  
RE: Court Hours  
Date: May 18, 2018

Please be advised that the Cass County Courts are open for business from 8:00 am to 5:00 pm Monday through Friday. However, effective June 1, 2018, the public service windows for each Court will be open as follows:

- District: 8:00 am to 4:45 pm
- Probate: 8:00 am to 4:45 pm
- Circuit: 8:00 am to 4:45 pm

**This means none of the Courts will accept filings after 4:45 pm effective June 1, 2018.** So please plan accordingly.

The Courts entered a Local Administrative Order establishing this schedule to provide Court staff with time to wrap up the day's business at the end of every day.

Between 4:45 pm and 5:00 pm, Monday through Friday:

- District Court will accept payments at the public access window located by the entrance to the building next to Security.
- Persons wanting to make payments to the other Courts can stop at the same public access window and then help from the other Courts will be obtained to process the payments.
- The Friend of the Court receptionist will also be available to accept Friend of the Court payments at her window in the Friend of the Court Office.

If you have any questions, please feel free to contact Carol Bealor, Court Administrator for Circuit, Family and Probate Courts at 269-445-4482 or Nancy Brown, Court Administrator for District Court at 269-445-4413.

We will be posting the attached notice at the entrance to the Law & Courts Building to ensure that everyone is aware of this change.

# **NOTICE!**

**Cass County Courts are open for business  
8:00 am – 5:00 pm  
Monday through Friday**

**Filings with the Courts  
are only accepted  
8:00 am – 4:45 pm**

**Between 4:45 pm and 5:00 pm, Monday through Friday:**

- **District Court will accept payments at the public access window located by the entrance to the building next to Security.**
- **Persons wanting to make payments to the other Courts can stop at the same public access window and then help from the other Courts will be obtained to process the payments.**
- **The Friend of the Court receptionist will also be available to accept Friend of the Court payments at her window in the Friend of the Court Office.**