

STATE OF MICHIGAN 7 TH JUDICIAL CIRCUIT COURT GENESEE COUNTY PROBATE COURT	VIDEOTAPE/DIGITAL(CD) VIDEO RECORDING OF COURT PROCEEDINGS	JOINT LOCAL ADMINISTRATIVE ORDERS 2004-3J and 2004-3J
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7th Judicial Circuit Court, 900 S. Saginaw St., Flint, MI 48502 810.424-4355
Genesee County Probate Court, 900 S. Saginaw St., Flint, MI 48502 810.257-3528

In accordance with Michigan Supreme Court Administrative Order #1990-07 and the approval of the State Court Administrator:

IT IS ORDERED that the following procedures shall govern the use of videotape and digital video (cd) recording of court proceedings in the courtrooms listed below for the ***Seventh Judicial Circuit and Genesee County Probate Courts***. This order rescinds previously submitted Local Administrative Order 2003 3J.

1. The courtrooms of the Circuit and Probate Court located at 900 S. Saginaw St., Flint Michigan shall use a videotape and digital video (cd) recording system.

The judges currently occupying a the above referenced courtrooms are:

Judge Duncan M. Beagle	Judge Joseph A Farah
Judge Judith A. Fullerton	Judge John A. Gadola
Judge Archie L. Hayman	Judge Geoffrey L. Neithercut
Judge Allen J. Nelson	Judge David J. Newblatt
Judge Robert M. Ransom	Judge Robert E. Weiss
Judge Richard B. Yuille	

Additionally, the Family Division Referees shall use a videotape and digital video (cd) recording system.

2. Notice to attorneys and members of the public of videotape and digital video (cd) recording being utilized in the Circuit and Probate Courts shall be posted in the courtrooms and be available from the Circuit Court Administrator, Probate Court Administrator, Judicial Secretaries, County Clerk, Probate Court Clerk, Family Division Referees and by publication in the Genesee County Legal News.
3. For Circuit Court proceedings, one copy of the videotape will be stored in the Office of the County Clerk or an alternate site approved and under the control of the County Clerk. One copy of the digital video recording will be stored in a record storage room in the Courthouse for all Circuit and Probate Court proceedings.
4. Effective 1/1/2002 both the Clerk and Court copies of the courtroom record will be stored in digital format. This applies only to Circuit or Probate courtrooms at the 900 S. Saginaw St. address. The remaining courtrooms in the McAvinchey Building, (919 Beach Street, Flint, Michigan) will continue to operate using a video recording system until such time as the Courthouse Square Project is completed and all recordings have migrated to the digital format.
5. Videotape and cd will be labeled and identified by judge, courtroom and date of proceedings. A new videotapes/cd will be used beginning with the opening session of

each day. Tapes/cds shall only be changed during the day if system indicators signal that they are nearing capacity.

6. A time specific log sheet containing the names of the parties, witnesses and exhibits will be kept for each medium produced. The log may be used to identify proceedings that are detailed for specific purposes.
7. Parties may request **copies of a previously recorded tape or cd** through the Court Technology Coordinator at the address set forth below by using the appropriate form. The form is available at (www.co.genesee.mi.us.circuitcourt/html). The form is also available in the Law Library, Office of the County Clerk and the Probate Court Clerk. A fee of \$25.00 will be charged for reproduction, to cover the cost of the videotape or cd, staff time and machine maintenance. Fees are paid at the Office of the Genesee County Clerk, Legal Division, for Circuit Court proceedings and at the Probate Court Clerk for Probate Court proceedings. All checks should be made payable to the Genesee County Treasurer.
8. Attorneys and/or parties involved in a judicial proceeding may bring a **blank videotape** to have the proceeding recorded for them at no charge. Only unused VHS T-120 tapes of high grade or extra grade will be accepted. Blank tapes may be purchased from the court prior to the commencement of proceedings at a cost of \$7.00 each. Fees are paid at the Genesee County Clerk, Legal Division. All checks should be made payable to the Genesee County Treasurer.
9. Requests for **written transcripts** may be made in writing and directed to the Court Technology Coordinator, 900 S. Saginaw Street, 2nd Floor West, Flint, Michigan 48502. The Court has also established a **Transcript Hotline**, (810) 424-4454. Information regarding a transcript may be obtained by calling the Transcript Hotline. The official court record manager for the particular courtroom will respond to messages regarding cost, deposit requirements and delivery.
10. Requests for reviewing a court record should be directed to the Court Technology Coordinator.
11. Film or electronic media coverage in the Courtroom, if utilized, shall be governed by the guidelines set out in Administrative Order 1989-1.
12. This order rescinds 7th Judicial Circuit Court Local Administrative Orders 1992-4, 1994-4, 1997-5, 2001-5J and 2001-7J as they may apply to the courtrooms of the judges set forth above. This order also rescinds Genesee County Probate Court Local Administrative Orders 1998-2, 2001-2J and 2001-4J as they may apply to the courtrooms of the judges set forth above.

Honorable Robert M. Ransom, Chief Judge
7th Judicial Circuit Court

Honorable Allen J. Nelson, Chief Judge
Genesee County Probate Court

Date: _____