

FILED
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN 15 APR -5 PM 2:05

RONALD D. ...
BY: [Signature]
CLERK

In re: Firearms, Knives and Other Weapons

Administrative Order
96-012

At the regular meeting on March 29, 1996, the judges of the United States District Court for the Western District of Michigan authorized the Chief Judge to enter the following:

ADMINISTRATIVE ORDER

As used in this Administrative Order, the term "courthouse" shall refer to any federal court facility in the Western District of Michigan.

Firearms, knives, and other weapons shall be prohibited from the courthouse and subject to confiscation.

The following procedures will govern the handling of firearms which are to be used as exhibits in trials and hearings:

1. Upon determining that firearms will be admitted as exhibits in a trial or hearing occurring at any federal court facility in the Western District of Michigan, it will be the responsibility of the case agent to obtain a court order from the trial judge permitting the United States Marshals Service to allow the firearms to enter the courthouse and to be stored overnight (if necessary) in the United States Marshals Service's vault.
2. Upon arriving at the Courthouse, the case agent bringing with them firearms to be admitted as exhibits in a scheduled trial or hearing, will announce the intentions and present the court order to the court security officers at the security screening post.
3. Once notified, the Court Security Officer will escort the case agent, along with the firearms into the United States Marshals Service office where the firearms will be inspected and secured by the Supervisory Deputy United States Marshal.

4. Once the firearms are determined to be safe, the Court Security Officer and the case agent will transport the firearms to the designated courtroom where the case agent will be responsible for the security of the firearms. For the duration of the trial or the hearing, it will be the responsibility of the case agent to coordinate with the United States Marshals Service to facilitate the transport of the firearms by United States Marshals Service personnel to and from the appropriate courtroom. During the trial, the case agent will be responsible for the security of the firearms.

5. Once the case or hearings are completed, the court order will expire and the firearms will be removed from the courthouse by the case agent.

DATED: April 3, 1996

FOR THE COURT:



RICHARD ALAN ENSLEN
Chief Judge