

UNITED STATES OF AMERICA  
UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF MICHIGAN

IN RE: AFTER HOURS  
CRIMINAL DUTY POLICY

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Administrative Order  
No. 16-MS-124

**RECITALS**

A. The Court maintains regular business hours in all of its locations for the transaction of ordinary business.

B. The Court also maintains a 24-hour electronic filing system to facilitate filings outside of normal business hours.

C. The combination of regular business hours and 24-hour electronic filing is sufficient in virtually all situations to provide the continuous access contemplated under Fed. R. Crim. P. 56(a) (providing the Court "is considered always open for any filing, and for issuing and returning process, making a motion, or entering an order").

D. However, there may be rare emergency situations in which direct access to a Judicial Officer may be necessary.

Accordingly, to provide for orderly and predictable access in those rare emergency situations, IT IS ORDERED:

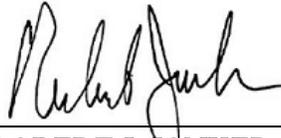
(1) In the Southern Division, the United States Attorney's Office will contact the duty Magistrate Judge as established by the calendar found on the Court's Intranet site. The Duty week runs from Monday through Sunday, beginning at 9:00 a.m. every Monday.

(2) If reasonable efforts to reach the Southern Division Duty Magistrate Judge are unsuccessful, the Northern Division Magistrate Judge should be contacted.

(3) In the Northern Division the United States Attorney's Office shall contact the Northern Division Magistrate Judge. If reasonable efforts to reach the Northern Division Magistrate Judge are unsuccessful the Southern Division Magistrate Judge on duty should be contacted.

(4) The decision to contact a Magistrate Judge after hours rests with the sound discretion of the United States Attorney's Office, but should only be done when the law or an emergency requires immediate action.

FOR THE COURT:



Dated: December 12, 2016

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ROBERT J. JONKER  
CHIEF UNITED STATES DISTRICT JUDGE