

VAN BUREN COUNTY - ALL COURT POLICY

SUBJECT: POLICY FORMATTING, NUMBERING, STORAGE	SECTION: 2 - Operations	DATE: 10/14/2020
PREPARED BY: Cari Elmore	NUMBER: Policy 2.010	SUPERSEDES: n/a

REFERENCES:

DEFINITIONS AND ABBREVIATIONS:

BACKGROUND:

A uniform policy is needed to provide consistency with formatting, numbering systems and storage of Van Buren County Court policies.

POLICY STATEMENT:

PROCEDURES:

A. Formatting Court Policies

1. All policies must start with the Van Buren County Court Policy title which is a 3-row table consisting of:
 - a. The title “Van Buren County – All Court Policy” in Arial font, bold, 12-point, in a gray highlighted, merged row.
 - b. The 2 rows below the title shall be in Arial 11-point font. The columns shall be titled Subject, Section, Date, Prepared By, Number, and Supersedes. See the header at the top of this policy for an example.
2. All policies are to have the following headers, which should be in all capital letters and underlined:
 - a. References – all references such as MCR’s or MCL’s will be listed here with links, if applicable.
 - b. Definitions – any definitions of terms used in the policy that are not considered common language will be listed here.
 - c. Background – in this section a statement is written about why this policy is being written.
 - d. Policy Statement – in this section a statement is written that describes the objections and expectations of the policy.
 - e. Procedures – this is the section where each procedure that is expected to be followed will be written out.
 - f. Forms Used – this is where any forms associated with the policy are to be listed. Forms should be listed with the form number, a dash, then the form name.
 - g. Effective Date – This is the date that the policy will take effect.
 - h. Approval – below this header should be a date line and a signature line with the name and title of the Chief Judge. The chief judge will review and sign every court policy.
3. Policies will be written in outline format, using bold capital letters as the first outline point, followed by numbers, then small letters, and finally bullet points.

B. Sections, Numbering and Policy Titles

1. All policies will be divided into sections, which will consist of a 1 to 2-digit number and a title. The policies will be saved electronically in folders named with the section number and titles. The section titles may be changed at the discretion of the Trial Court Administrator. Current sections are:
 - a. 1 – Personnel
 - b. 2 – Operations
 - c. 3 – Attorneys – Bonds – Court Officers
 - d. 4 – Video – Transcript – Media – Social Networking
 - e. 5 – LEIN
 - f. 6 – Circuit Court
 - g. 7 – District Court

- h. 8 – FOC
 - i. 9 – Juvenile
 - j. 10 – Probate Court
 - k. 11 – Specialty Court
 - l. 12 – Security
2. Each policy will be given a number that starts with the word “Policy” followed by the section number, a period and a 3-digit number which will go in chronological order for that section. For example, the 3rd policy written under the section 2 – Operations would be numbered “Policy 2.003”.
 3. Each policy will be saved with the policy number, followed by a dash, the Subject listed in the title of the policy, another dash, then the date written in numbers only. For example, the 3rd policy in 2 – Operations is saved as “Policy 2.003 – Community Outreach Programs and Efforts – 070518”.
 4. If a policy is an internal policy only (not meant for public viewing), a lower case “i” will be used after the policy number. Example: an internal policy would have the number: Policy 2.003i.

C. Saving Court Policies

Court policies are saved in 3 different locations:

1. Both the original word version and a signed PDF version of every court policy will be saved in the Chief Judge folder on One Drive, in their respective folders within the Policies folder.
2. A copy of the signed PDF of every court policy will be saved in Sharepoint under courts, then under the court policies, within their respective folders.
3. A copy of the signed PDF of all policies that are not deemed “internal”, will be placed on the county website, on the court policies page.


FORMS USED:

EFFECTIVE DATE:

10/19/2020

APPROVAL:

Date: 10/19/20


Kathleen M. Brickley, Chief Judge