

DELTA COUNTY BOARD OF COMMISSIONERS

ADMINISTRATION OFFICE
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DELTA COUNTY COURTHOUSE REOPENING TO THE PUBLIC

At a Delta County Board of Commissioners Special Meeting held on Thursday, May 14, 2020, the Commissioners declared the reopening of the Delta County Courthouse to the Public. The Courthouse will be open to the public beginning May 18, 2020 at 10am. Reduced hours will take place and will be from 10am until 2pm Monday through Friday.

Following the recommendations of Public Health Delta/Menominee Counties, Delta County will enforce the following policies for public entry:

- All people of the public will be subject to screening prior to entry.
- You will be asked to have your temperature taken and answer health and travel history questions as well as indicate the department to which you intend to do business.
- It is County policy that upon entry into the Courthouse you wear a facial covering or mask. If you do not come with your own personal mask, one will be provided to you.
- If your answers to the health screening form or temperature put you in a high-risk category, you will not be permitted entry into the Courthouse. Courthouse staff will then help you to receive services remotely.

The general public and County Employees are required to adhere to social distancing guidelines once inside the Courthouse. These guidelines are as follows:

- Remain 6 feet apart from other individuals.
- There will be markings on the floor to help determine 6 feet of space to wait in line.
- Any interior lobby will be limited to two individuals at a time.
- Masks will be worn in all public hallways, restrooms, or public spaces.

To help with proper hygiene practice, there are multiple hand sanitizing stations on each level of the Courthouse for public and employee use. Instructions on recommended hand washing will also be posted in each public restroom.

Delta County looks forward to continuing to serve the public. We encourage citizens to continue to conduct any business by telephone or over the internet if at all possible. Attached is a listing of those departments.

For information regarding Courts or the Sheriff's Department, please contact their offices directly. These reduced hours and policies include the Delta County Airport Administration Office. For information regarding Veteran's Services, please contact that office directly.

DEPARTMENTAL SERVICE	DEPARTMENT	Phone Number
Abuse & Neglect	Probate Court Office	906-789-5112
Accounts Payable	Administration / Board of Commissioners	906-789-5100
Addressing / Assignments	Building & Zoning / Equalization	906-789-5189
Adoption	Probate Court Office	906-789-5112
Airport Administration	Airport	906-786-4902
Alcohol & Drug Evaluations	District Court Probation	906-789-5107
Arraignments - Misdemeanor & Felony	District Court Office	906-789-5106
Arraignments - FOC warrants	Circuit Courtroom	906-789-5103
Assessments	Building & Zoning / Equalization	906-789-5189
Assumed Names (DBA's)	County Clerk	906-789-5105
Birth Certificates	County Clerk	906-789-5105
Bond Posting of Inmates	Sheriff's Department	906-786-3633
Building Permits	Building & Zoning / Equalization	906-789-5189
Child Advocacy Center	Child Advocacy/Victim Services	906-789-5186
Child Support	Friend of the Court	906-789-5110
Circuit Court Correspondence	Circuit Court Office	906-789-5103
Circuit Court Hearings - any kind	Circuit Courtroom	906-789-5103
Circuit Court Filings	County Clerk	906-789-5105
Circuit Court Records	County Clerk	906-789-5105
Commissioner Correspondence	Administration / Board of Commissioners	906-789-5100
Committee Applications	Administration / Board of Commissioners	906-789-5100
Community Service	District Court Probation	906-789-5107
Concealed Weapon Permits	County Clerk	906-789-5105
Conservatorships	Probate Court Office	906-789-5112
Construction Liens	Register of Deeds	906-789-5116
County Policies	Administration / Board of Commissioners	906-789-5100
County Procedures	Administration / Board of Commissioners	906-789-5100
Court Appointed Attorney Request (Felony, Paternity, FOC Show Cause)	Circuit Court Office	906-789-5103

Court Appointed Attorney Request (Misdemeanor)	District Court Office	906-789-5106
Court Orders for Review / Signature	Circuit Court Office	906-789-5103
Crime Victim Services	Prosecutor's office	906-789-5115
Criminal History Reports	District Court Office	906-789-5106
Custody	Friend of the Court	906-789-5110
DD-214's	County Clerk	906-789-5105
Death Certificates	County Clerk	906-789-5105
Deeds	Register of Deeds	906-789-5116
District Court hearings (any kind)	District Court Office	906-789-5106
Divorce- File for	County Clerk	906-789-5105
Drug Testing - Felony	Michigan Dept of Corrections	906-786-6568
Drug Testing - Misdemeanor & Sobriety Court	District Court Probation	906-789-5107
Easements of Property	Building & Zoning / Equalization	906-789-5189
Election Information	County Clerk	906-789-5105
Emancipation	Probate Court Office	906-789-5112
Employment / Counseling Services	District Court Probation	906-789-5107
Employment Applications	Administration / Board of Commissioners	906-789-5100
Estates - Deceased	Probate Court Office	906-789-5112
Finance	Administration / Board of Commissioners	906-789-5100
Fines - Payments	District Court Office	906-789-5106
FOIA Requests	Administration / Board of Commissioners	906-789-5100
Genealogy	County Clerk	906-789-5105
Guardianships - (adult & minors)	Probate Court Office	906-789-5112
Hearing Date Scheduling	Circuit Court Office	906-789-5103
Inspections	Building & Zoning / Equalization	906-789-5189
Jail	Sheriff's Department	906-786-3633
Juror Inquiries	Circuit Court Office	906-789-5103
Juvenile Cases	Probate Court Office	906-789-5112
Land Description	Building & Zoning / Equalization	906-789-5189
Landlord / Tenant issues	District Court Office	906-789-5106
Legal Name Change	Probate Court Office	906-789-5112
Magistrate	District Court Office	906-789-5106

Maintenance	Administration	906-789-5100
Mapping	Building & Zoning / Equalization	906-789-5189
Marriage Application / Certificates	County Clerk	906-789-5105
Marriage Ceremonies	District Court Office	906-789-5106
Mechanical Liens	Register of Deeds	906-789-5116
Mechanical Permits	Building & Zoning / Equalization	906-789-5189
Mediation	District Court Office	906-789-5106
Mental Commitments	Probate Court Office	906-789-5112
Misdemeanor Cases	District Court Office	906-789-5106
Mortgage Recordings	Register of Deeds	906-789-5116
No Contact Orders	Prosecutor's office	906-789-5115
Notary Services	County Clerk	906-789-5105
Parenting Time	Friend of the Court	906-789-5110
Parole Reporting	Michigan Dept of Corrections	906-786-6568
Passport Applications	Register of Deeds	906-789-5116
Paternity	Friend of the Court	906-789-5110
Payroll	Administration / Board of Commissioners	906-789-5100
Personal Protection Orders	County Clerk	906-789-5105
Pet License	Treasurer	906-789-5117
Plat Books	Treasurer	906-789-5117
Plumbing Permits	Building & Zoning / Equalization	906-789-5189
Posting Bonds - Felony & Misdemeanor	District Court Office	906-789-5106
Posting Bonds - Felony & Friend of the Court	County Clerk	906-789-5105
Preliminary Examinations	District Court Office	906-789-5106
Pre-sentence Investigation Interview - Felony	Michigan Dept of Corrections	906-786-6568
Pre-sentence Investigation Interview - Misdemeanor	District Court Probation	906-789-5107
Probate Court Hearings (any kind)	Probate Court Office	906-789-5112
Probation Appointments - Felony	Michigan Dept of Corrections	906-786-6568
Probation Appointments - Juvenile	Probate Court Office	906-789-5112
Probation Appointments - Misdemeanor	District Court Probation	906-789-5107

Prosecuting Attorney	Prosecutor's office	906-789-5115
Real Estate Records	Register of Deeds	906-789-5116
Record Check	District Court Office	906-789-5106
Referee Hearings	Friend of the Court	906-789-5110
Sheriff's Department	Sheriff's Department	906-786-3633
Small Claims Filing - Information	District Court Office	906-789-5106
Sobriety Court	District Court Office	906-789-5106
Surveys	Register of Deeds	906-789-5116
Tax Liens	Register of Deeds	906-789-5116
Tax Payments	Treasurer	906-789-5117
Tech Support	Administration / Board of Commissioners	906-789-5100
Tether Program	District Court	906-789-5106
Tickets - of any kind	District Court Office	906-789-5106
Traffic Court	District Court Office	906-789-5106
Traffic Tickets	District Court Office	906-789-5106
Transcript Request- hearings held in Circuit Court	Circuit Court Office	906-789-5103
Transcript Request - hearings held in District court	District Court Office	906-789-5106
Veteran ID Cards	County Clerk	906-789-5105
Veteran Pedler's License	County Clerk	906-789-5105
Veteran Services	Veteran Service Department	906-786-7228
Victim Services	Prosecutor's Office	906-789-5115
Voter Registration	County Clerk	906-789-5105
Zoning Questions	Building & Zoning / Equalization	906-789-5189