CASS COUNTY COURTS

COURT HOURS

ADMINISTRATIVE ORDER
43rd Circuit Court, 2025-08J
Cass County Probate Court, 2025-06J
4th District Court, 2025-04J

COURT HOURS

This Administrative Order is issued in accordance with MCR 8.110(d)(1) [The Chief Judge Rule] for the purpose of establishing the operating hours of the Cass County Courts. This Administrative Order rescinds Administrative Orders C43 2018-03J, P14 2018-01J, D04 18-01J, and C43 1996-01.

IT IS ORDERED:

The Cass County Courts' hours of operation shall be from 8:00 a.m. – 5 p.m., Monday through Friday, excepting Court holidays, unless otherwise specified below:

The hours of operation for each public service window in each Court shall be as follows to allow for adequate staffing, lunch breaks, and time to process payments and paperwork:

- District Court: 8 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m.
- Probate Court: 8 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m.
- Circuit Court: 8 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m.
- Juvenile/Family Court: 8 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m.
- Friend of the Court: 8 a.m. – 12 p.m. and 1 p.m. – 4:30 p.m.

The above-listed public service windows shall be closed from 12 p.m. – 1 p.m. for lunch Monday through Friday.

The Courts will accept payments for cases, both civil and criminal, during the hours that the public service windows are open. Individuals must be in line before 4:30 p.m. for payments or paperwork to be processed, or they may be asked to return on the next business day.

Each service window will have a sign with a QR Code and/or other information to provide instructions for how parties may submit online payments while the service window is closed.

The hours listed above will begin on Monday, November 17, 2025, and continue as listed until ordered otherwise.

10.27.25
Date of Signature

Carol Montavon Bealor
Honorable Carol Montavon Bealor, Chief Judge