



Cheboygan County

County Building
P.O. Box 70, Room 131
Cheboygan, Michigan 49721

CHEBOYGAN COUNTY PRESS RELEASE

Cheboygan County continues to monitor the COVID-19 virus and is working with District Health Department No. 4 to mitigate the transmission of COVID-19 in Cheboygan County.

As we continue to evaluate and adjust our response, the safety of our residents and employees is of primary concern. Using an abundance of caution, beginning Wednesday, March 18th at 5:00 PM through Tuesday, April 14th at 8:00 AM the Cheboygan County Buildings will only permit limited public access.

During this limited access period, County Employees will report to work as directed. Residents are encouraged to use online or phone options where possible to conduct county transactions. Where mandated services cannot be accomplished online or by mail, services may be rendered case-by-case by appointment. Residents can find specific online, mail, and appointment options for Cheboygan County Departments below and by visiting www.Cheboygancounty.net.

Board of Commissioners

Phone: 231-627-8855

- The March 24, 2020 Cheboygan County Board of Commissioners Meeting is cancelled.

Cheboygan County Courts

COURT CLOSURE FOR PUBLIC HEALTH EMERGENCY

DATE: March 17, 2020

In light of the limited public access of Cheboygan County Buildings following the Governor's declaration of a State of Emergency in Michigan regarding COVID-19 virus, the Order of the Michigan Supreme Court authorizing trial courts to implement emergency measures, the business offices of 53rd Circuit, 89th District and Cheboygan County Probate Court will be closed from March 18, 2020 at 5:00 pm through April 14, 2020 at 8:00 am. These court offices are closed in order to limit exposure to and curtail the spread of the COVID-19 virus.

All critical and emergency matters involving adults and juveniles (including personal protection orders and emergency filings related to child protective proceedings) will be conducted while the court's business offices are closed to the public.

Staff will be working during this time to answer telephone calls, process filings received by mail, accept payments and conduct meetings with probationers as appropriate.

The Courts will be:

1. Adjourning all civil trials
2. Adjourning all criminal trials and sentencing's unless defendant is in custody or there have been long delays.
3. Adjourning most criminal and civil hearings
4. Expanding the use of videoconferencing.
5. Permitting the use of technology to enable parties to participate remotely.

The Court responsible for the adjournment will notify the parties and their attorneys. Some matters may not be rescheduled until after the health emergency has passed.

Questions regarding matters and cases that have been adjourned should be directed to the responsible Court.

District Court: 231-627-8809
Circuit Court: 231-627-8818
Probate Court: 231-627-8823

Honorable Aaron J. Gauthier
53rd Circuit Court Chief Judge

Honorable Maria I. Barton
89th District Court Chief Judge

Honorable Daryl Vizina
Cheboygan County Chief Probate Judge

Cheboygan County Prosecutor's Office Phone: 231-627-8450

The Cheboygan County Prosecutor's Office is continuing to serve the public by calling (231) 627-8450. Someone will be available to answer your call Monday through Friday from 8 a.m. to 4:30 p.m.

Cheboygan County Sheriff's Office Phone: 231-627-3155 Fax: 231-627-8880

- Law Enforcement Services (Road Patrol) will continue. Deputies will practice social distancing.
- Certain calls for service may be answered by phone.
- The Cheboygan County Sheriff Department Administrative offices and lobby are closed. Please call 911 to file a complaint or talk with a deputy.
- All non-mandated programs within the jail facility have been cancelled.
- Inmate commissary funding will continue via the kiosk located next to the Sheriff Department lobby as normal.
- The following have been suspended until April 15, 2020.
 - Inmate visiting
 - Purchase permits
 - Gun registration
 - Public fingerprinting
 - In person Sex Offender Registration - SOR's are to register by phone 231-627-3155

The Sheriff is asking all citizens to call 911 for necessary assistance and emergencies only. The Sheriff wants the public to know that the health and safety of the citizens, employees and inmates is taken seriously and all precautions are being observed.

**Cheboygan County Clerk's / Register of Deeds Phone: Clerk 231-627-8808
Fax: 231-627-8453 Register 231-627-8866**

Critical or emergency Circuit Court filings (ex: PPO's and Exparte filings) may be made by appointment at 231-627-8870, 231-627-8867 or 231-627-8846.

- Services available online.
 - Circuit Court docket
 - Court forms, Land Records, Land Record forms
- Services available by mail.
 - Mail to: Cheboygan County Clerk/ROD

870 South Main Street
Cheboygan, MI. 49721

- Divorce Records (certified and standard copies). Certified copies will be \$10.00 for the certification plus \$1.00/page. Standard copies are \$1.00/pg.
- Criminal record searches (include \$1.00 fee for each name and a return, self-addressed, stamped envelope).
- Court Document Filings
 - These may also be faxed 20 pages or less or emailed to kthater@cheboygancounty.net AND rpelon@cheboygancounty.net if over 20 pages and no fee is required.
 - Filings which require a fee to be paid must be sent with check/money order.
- Certified copies of birth may be obtained through the mail with a written request stating the party's full name at birth and the birth date. The written request MUST be signed, notarized and include a copy of the requestor's ID. Birth certificates will ONLY be released to a parent LISTED ON THE BIRTH CERTIFICATE or the child on the certificate. Each birth certificate is \$10.00 for the certification plus \$3.00 for each additional copy of the same certificate.
- Certified Death and Marriage certificates can be requested by email or fax and must include a contact phone number where we can reach you to accept payment over the phone. Each first certified copy is \$10.00 and each additional copy requested of the same certificate is an additional \$3.00/copy. If requesting by mail please include a check/money order made payable to Cheboygan County Clerk.
- CPL Permits (renewals who have received a PIN only). **New CPL Applications are not being accepted at this time due to the Coronavirus halting all fingerprinting.**
- Application for Marriage License (can be found on our website). The completed application must include a check/money order made payable to Cheboygan County Clerk for \$20.00 AND a copy of each applicants' ID and an email address and phone number. There will be no exception to this rule. Your completed Marriage License will be emailed to you for proofing and then upon approval we will mail the final marriage license. If **both** parties are an out of state resident the application fee will be a total of \$30.00. Marriage licenses that need to be expedited are by appointment only.
- Certified copies of a DD214 (must include a photocopy of the enlisted party's ID).
- Assumed Name/DBA (forms must be notarized and include a check/money order for \$10.00)
- Candidate filings by appointment only. (Deadline for filing 4/21/2020 by 4:00 P.M.)
- Circuit Court fines/costs/restoration payments may be made by phone or mail. Checks/money orders are to be made payable to Cheboygan County Clerk. If calling to make a payment over the phone, we must speak with the person whose name is on the Credit/debit card you intend on using.
- Notary Public filings by mail only. Please call for instructions

Register of Deeds Information

Available Options for Document Submittal

1. United States Postal Service
2. UPS
3. FED EX

*******Documents will not be accepted in-person during the Register of Deeds Office closure to the Public*******

*******Turn-around time for document recordings may be affected*******

Search Capabilities

1. Public Search Room will be closed and can be accessed by appointment only.
 - Please call 231-627-8866/231-627-8820
 - Appointment times will be limited as per needed.
 - Only one person will be permitted at a time
 - Please note that printed copies will only be provided by email, fax or USPS
 - Payments will be accepted by phone or mail only

Copies

1. All records can be accessed using our online search via
 - Go to: www.Cheboygancounty.net
2. To submit a request for copies directly to the County Clerk's office
 - E-mail: LBrach@cheboygancounty.net or Ja@cheboygancounty.net
 - Call: 231-627-8866 or 231-627-8820
 - Fax: 231-627-8453

Treasurer's Office**Phone: 231-627-8821****Fax: 231-627-8415**

- Property taxes may be mailed using certified funds or personal check
- For submitting payments online with credit/debit cards go to: bsaonline.com
 - Mail to: Cheboygan County Treasurer
870 South Main Street
Cheboygan, MI 49721
 - Online at www.Cheboygancounty.net/treasurer-14/

Building Safety Department

The Building Safety Department will be implementing the following new inspection protocols and procedures in an effort to protect both Cheboygan County residents and employees.

If you need to apply for a permit from our office, please do so electronically. All required Building Safety Department applications are currently available for download at www.cheboygancounty.net. Please submit all application materials electronically to buildingsafety@cheboygancounty.net or by mail. If you need to discuss your project, please do so by telephone. Our new phone system menu allows you to connect directly with our department's reception staff or any one of our inspectors. Current building, electrical, plumbing and mechanical permit holders must schedule all inspections by phone as well.

As time goes on, further safeguards regarding on-site inspections may be employed. Our inspection staff may be authorized to assess your project by alternative methods other than onsite inspections, such as digital photographs, digital video and live-streaming documentation. Your assistance in providing any requested documentation will help our inspectors in keeping your projects running smoothly. Our intent is to continue to provide the best possible permitting and inspection services through these unusual circumstances while simultaneously doing our best to safeguard the your well-being and Department of Building Safety staff. Your understanding and cooperative efforts are highly appreciated.

Department of Planning and Zoning

The Department of Planning and Zoning will be implement new but temporary office policies and procedures in an effort to limit exposure to County staff and the public. These policies and procedures currently include temporary in-office staff rotations. During this period our intent is to continue to provide the best possible service while doing our best to safeguard the health and well-being of the public and County staff. However, it is anticipated that permit applicants and those with open permits should be prepared for the *possibility* of delays in review time and/or rescheduling of site inspections during this period.

If you need to schedule an inspection please call the Department at 213.627.8489. If you need to submit a particular permit or permits, please do so electronically to p&z@cheboygancounty.net (or by mail). All applications, including Zoning Permit and Soil Erosion and Sedimentation Pollution Control Permit applications are available for download at www.cheboygancounty.net.

Should you have questions feel free to contact us at 231.627.8489 or via the email noted above. We also ask that any associated permit fees be paid by check and via mail. (Note, however, that credit card payments are accepted over the phone). If you have questions about an application, wish to discuss your project, and/or remit credit card payment, we ask that you please do so at the number, above.

Straits Regional Ride

Straits Regional Ride will be implementing the following new transit protocols effective March 23, 2020.

Multiple Routes Suspended. Call for further information.

Service restricted to essential trips only: Medical Appointments, Pharmacies, Work and Grocery pick up.

All riders to maintain 6' social distancing on vehicles.

If you are experiencing:

- Fever
- Cough
- Sore throat
- Shortness of Breath

Do not schedule a ride. Stay at home and contact your healthcare provider

Veterans Services

The Cheboygan County Veterans Services Department is implementing the following protocols in an effort to protect the veterans and public of Cheboygan County. We request that veterans call to conduct business by phone or by sending e-mail. The Veterans Office will be working at reduced staff for the

duration of the current COVID-19 situation. Phone calls and e-mails will continue to be monitored and returned. Our goal is to complete as much business over the phone and on-line as possible. Each veteran is important to us and we will address each individual situation as it arises.