

# Thirty-Fifth Judicial Circuit of Michigan

**MATTHEW J. STEWART**  
Circuit Court Judge

Shiawassee County Circuit Court  
208 N. Shiawassee Street  
Corunna, Michigan 48817

**KRISSI S. LAB**  
Court Administrator/FOC

April 3, 2023

Shiawassee County Bar Association  
By email only

Re: Circuit court relocation and operations

Members of the Shiawassee County Bar Association:

Effective April 3, 2023, the 35th Circuit Court has relocated while our historic courthouse undergoes much-needed renovations. We expect renovation to last through the fall of 2023. The historic courthouse will be **closed to the public** during renovations. The court will primarily sit in the Mitchell Auditorium at Memorial Hospital. The clerk's office, Friend of the Court, and judicial staff offices have all been moved to this new location. The physical address is: 826 W. King St, Owosso, MI 48867.

However, not all proceedings will be held at Mitchell Auditorium. Procedures will change as a result of the relocation. Some of these changes may be abrupt, as we respond to the unanticipated. When implementing these changes, the court will provide as much notice as possible.

## Mail

**For ordinary mail**, the Court's mailing address remains 208 N. Shiawassee St, Corunna, MI 48817. Please do not send ordinary mail to the court at its new address, or care of the hospital.

**For Federal Express/UPS/etc.**, please use the Court's physical address at Mitchell Auditorium, 826 W. King St, Owosso, MI 48867

## Criminal Cases

Sentencings will be held at the 66th District Court, 110 E Mack St, Corunna, MI 48817.

For non-sentencing hearings with lodged defendants, the court will use videoconferencing to the greatest extent practical. Attorneys must report to the jail to appear alongside their clients.

Plea paperwork must be submitted by email 24 hours before the scheduled plea or plea accept/reject date.

Domestic Relations Cases

Domestic relations referee hearings and facilitative information gathering conferences (FIGC) will be held at the 66th District Court.

FOC Order Approval

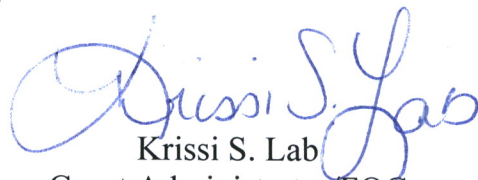
1. All orders for approval must be emailed to FOC@shiawassee.net at least 2 business days before the scheduled court hearing.
2. The subject line of the email must include the case number and the words “order for approval.”
3. You will receive a reply email confirming receipt of the order for approval.
4. After review:
  - a. If corrections are needed, you will receive an email notifying you of any issues with the proposed order.
  - b. If no corrections are needed, you will receive an email with the approved order, including the signature of an FOC employee and the FOC approval stamp.
5. If you have not received an email back within 2 business days, please email or call FOC to inquire about the status of your order. However, FOC will not respond to inquiries sent before 2 business days have passed.

Although the court’s physical location has changed, our commitment to you, your clients, and the community has not. Thank you for your patience as we adjust to our new surroundings and learn to serve you better in these new (temporary) facilities.

Respectfully,



Hon. Matthew J. Stewart  
Circuit Court Judge



Krissi S. Lab  
Court Administrator/FOC