

TRAVEL REQUEST

While on Bond

You are not allowed to leave the State of Michigan. Any work related or emergency travel outside the State of Michigan must be approved by the Judge. You must request travel permission in writing along with all documentation to the Court at least **two weeks** in advance unless there is a documented emergency. Please deliver or mail your request to 700 Barclay Circle, Rochester Hills, MI 48307. ***It is your responsibility to contact the court to see if the travel request has been granted.***

*****Please note: If you leave the State, regardless of the reason, without prior approval, your bond will be violated.*****

Your request must include the following:

1. Your name/Phone Number _____
2. Case number _____
3. Dates of travel _____
4. Reason for trip _____
5. Destination and itinerary _____

6. Means of transportation _____
7. Address and phone number where you will be staying _____
8. Name of person(s) you are staying with _____
9. Source of funds for trip _____

You may be expected to submit to random drug and/or alcohol testing during the trip.

If you are under 21:

1. If the court grants your request, you must be accompanied by a parent or guardian and provide documentation including a phone number where they can be reached. The parent/guardian must submit a letter indicating they assume full responsibility and the letter must be signed by you. The parent/guardian may be contacted to verify contents of the letter.
2. Winter Break/Spring Break requests **will not** be considered.

For emergencies, you must produce the following prior to leaving:

1. Copies of death notice/certificate
2. Medical document verification

For business travel, you must produce the following prior to leaving:

1. Letter from employer, who may be contacted
2. Specific itinerary

***ANY TRAVEL REQUEST CAN BE DENIED BY THE JUDGE.
Granting permission to travel is done on a case by case basis.***

52-3 District Court
700 Barclay Circle
Rochester Hills, MI 48307
(248) 853-5553
www.oakgov.com/dc52div3

You have been sent/given a notice to appear for court. You must **appear on the correct date and time for your court date located on the attached notice**. Please arrive early to accommodate for parking and time to get through the X-Ray machine at the main door. Camera cell phones are not allowed inside the building.

1. Court Check-In

- When you arrive at the court, **check-in upstairs** in front of the appropriate judge's courtroom with the law clerk that will be standing outside of the courtroom at a podium.
- The judge that your case is assigned to is located at the top of your notice.
- If you have questions go directly to the criminal division inside the clerk's office on the main floor.
- If you are scheduled for an arraignment with a magistrate you must check in with the clerk's office on the main floor.

2. Fines and Costs

- If you are sentenced on the day of your court date, be prepared to pay fines and costs in full (Michigan Court Rule 1.110) on that day.
- Failure to pay fines and costs by 4:30 p.m. on the day assessed may result in an automatic violation of probation and/or late fees and possible bench warrant.
- Fines are set by the judge on the day of court and the amount of the fine cannot be determined or estimated by any court clerk.
- A \$5 CASH payment will be required on all PBTs administered at the court.
- Please be aware that restitution (ordered when there is a victim on a case), and bond money can only be accepted in cash. For any other fines/costs/fees, the court accepts personal checks, money orders and cash. Payments may be made using MasterCard, VISA, or Discover for an additional access enhancement fee.
- Additional Fees: \$45 License Reinstatement Fee, \$40 Warrant Fee, \$40 Show Cause Fee

3. Adjournment Procedures (changing the date or time of your court date)

- Adjournments will only be granted for extenuating circumstances. Please visit the court website at www.oakgov.com/dc52div3/adjournment, click on **Criminal Division Adjournment Procedure**. Fill out the form completely, get consent of prosecutor and fax, mail, or drop off the completed form to the court at least 48 hours prior to the court date. Call the court to see if the adjournment has been granted by the judge.

4. Court Appointed Attorney

- If you would like to request a court appointed attorney, please visit the court website at www.oakgov.com/dc52div3/criminal, click on **Court Appointed Attorney Public Defender** fill out the form completely, an incomplete form will be denied. You must turn the form in at the court.
- Court appointed attorneys are granted by the judge.
- The fee is \$75.00 per appearance (court date) for misdemeanor charges and is due at the time of sentencing.

5. Legal Advice

- The court cannot provide legal advice. If you need assistance, you may contact the Oakland County Bar Association Lawyer Referral Service at (248) 338-2100 or (248)398-3937 or Legal Aid and Defender (877) 964-4700.

6. Travel Request Guidelines (while on bond)

- While on bond you are not allowed to leave the State of Michigan. Any work related or emergency travel outside the State of Michigan must be approved by the Judge. Please visit our website at www.oakgov.com/dc52div3/criminal, click on **Travel Request Guidelines While on Bond** for complete instructions OR see reverse side of this form. Please contact the court after you have submitted your request to see if it has been granted.

If you have any further questions, please contact the Court at (248) 853-5553- press 4 to reach the criminal division.