



## **PRESS RELEASE - 2 FOR IMMEDIATE RELEASE**

March 18, 2020

### **LENAWEE COUNTY OFFICE – PUBLIC SERVICE RESTRICTIONS**

Lenawee County has continued to monitor the COVID-19 virus and has provided protective measures to help mitigate the transmission of COVID-19 in Lenawee County.

As we continue to evaluate and adjust our response, the safety of our residents and employees is of primary concern. During this public closure, County Employees will continue to report to work as scheduled. 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 online, mail, and appointment options for Lenawee County Departments below.

While closings are an inconvenience, we are committed to doing our part to stop the spread of this virus.

#### **Annex Building**

**113 W. Front Street, Adrian, MI**

A secure drop box, supervised by building security, for each of the of the following offices has been set up in the lobby of the Annex Building. The boxes are checked frequently during business hours. You are asked to include a self-addressed stamped envelope for any returning documents.

#### **Administrator's Office/FOIA Coordinator Phone: 517-264-4508**

[www.lenawee.mi.us](http://www.lenawee.mi.us)

The Administrator's Office will remain open for County Employee business. Other request may be submitted via the drop box.

Instructions for Freedom of Information Act (FOIA) requests can be found at

<http://www.lenawee.mi.us/299/Freedom-of-Information-Act-Requests>

#### **Board of Commissioners Phone: 517-264-4508**

The Lenawee County Board of Commissioners committee meetings will be canceled or rescheduled to a later date unless actionable business needs to be conducted.

#### **County Clerk Vital Records Office Phone: 517-264-4606**

<http://www.lenawee.mi.us/168/County-Clerk>

Services Available Online or by mail

- Certified copies of birth, marriage, and death certificates
- Application for Marriage License (refer to the County website or call for additional information).
- Concealed Carry Weapon Permits renewals [www.michigan.gov/cplrenewal](http://www.michigan.gov/cplrenewal)
- New CCL applications can be done online or by mail-in to the State

**Equalization Office Phone: 517-264-4522**

<http://www.lenawee.mi.us/179/Equalization>

**Register of Deeds Office Phone: 517-264-4538**

<http://www.lenawee.mi.us/259/Register-of-Deeds>

- A form will be available to include with any deed, mortgage, or land record filings or requests
- Property searches are available online
- The Research Vault for property records prior to 1968 is closed

**Treasurer's Office Phone: 517-264-4554**

<http://www.lenawee.mi.us/287/Treasurers-Office>

A form will be available to include with any

- Dog Licenses
- Property Tax Payments
- Land Split Certification
- Copy Requests

## **Rex B Martin Judicial Building (courts)**

**425 N. Main Street, Adrian, MI**

The Rex B Martin Judicial Building will be closed to the public from **March 17, 2020 through April 3, 2020**, unless otherwise ordered. The Judicial Building will **re-open on April 6, 2020 at 8:00 am**. This closing was ordered by Chief Judge Anna Marie Anzalone and Chief Judge Laura Schaedler through an administrative order dated 3-16-2020.

A secure drop box, supervised by building security, for each of the of these offices has been set up in the lobby of the Judicial Building. The boxes are checked frequently during business hours. You are asked to include a self-addressed stamped envelope for any returning documents.

While the judicial building will be closed, emergency matters including filings (including PPO filings), in custody hearings for adults and juveniles, and emergency juvenile proceedings will be handled by the courts. Please contact the telephone numbers below for further information.

- |   |                     |
|---|---------------------|
| • <b>Circuit Court Clerk</b>            | <b>517-264-4597</b> |
| • <b>Circuit Court Probation/Parole</b> | <b>517-264-4580</b> |
| • <b>Friend of the Court</b>            | <b>517-264-4706</b> |
| • <b>Probate Court</b>                  | <b>517-264-4614</b> |
| • <b>Juvenile Court</b>                 | <b>517-264-4622</b> |
| • <b>District Court</b>                 | <b>517-264-4675</b> |
| • <b>Prosecuting Attorney</b>           | <b>517-264-4640</b> |

Traffic tickets can be paid by check or money order in the drop box; payable to 2-A District. OR online at <http://www.lenawee.mi.us/621/Pay-Online>

Those on Probation should contact their individual Probation Officer for reporting information.

## **Lenawee County Sheriff's Office**

**405 N. Winter Street, Adrian, MI**

Phone: 517-263-0524

<http://www.lenawee.mi.us/261/Sheriffs-Office>

Law Enforcement Services (Road Patrol) will continue to respond to calls for service from the public for in-progress calls, i.e. domestic assaults, vehicle crashes (except car vs deer, private property) and complaints involving evidence to be collected and serious felonies.

Sheriff's Office Admin Office Lobby will be closed. Purchase permits or gun sales records can be mailed to the Sheriff's Office at 405 N. Winter St. Adrian, MI 49221.

Our outer Lobby containing the Breathalyzer Kiosk will remain unlocked and be available. Copies of Complaint or Crash Reports can be requested either by mail or through the county website.

Central Dispatch will be screening callers for the coronavirus and obtaining information so that the Deputy may call the complainant by phone or ask them to step outside.

**Jail:** Video visitations are suspended, but inmates are being provided with two free 5-minute phone calls per week. Inmate information, communication, and commissary funding will continue to be taken in the normal manner. Online or by calling **517-265-4400**

## **Human Services Building**

**1040 S. Winter Street, Adrian, MI**

The Building remains open, but procedures vary. Please call prior to heading out.

### **Lenawee County Health Department**

<http://www.lenawee.mi.us/187/Health-Department>

Environmental Health 517-264-5226, Option 3

Health Clinic 517-264-5226, Option 2

Services will be available by appointment only; no walk-in customers. Individuals in need of services normally received through the Lenawee County Health Department will call to either schedule an appointment or receive instruction for requesting those services

### **Department on Aging Phone: 517-264-5280**

[www.lenaweeseniors.org](http://www.lenaweeseniors.org)

The Department on Aging administrative office is open to the public, but please call before visiting. Suspended services include:

- All Senior Centers will be closed until further notice.
- Daybreak Adult Day Services is closed until further notice.
- Home Services – homemaker service, personal care, and in-home respite
- Volunteer Transportation to non-emergency medical appointments
- In-home assessments and re-assessments of clients getting services from the LDA

Other services affected:

- Curbside Service is offered at each senior 11:30 – 12:00 pm; call ahead to request a meal.
- The Home Delivered Meals will continue to be delivered with some additional protocols in place to protect volunteer drivers and clients.

If you know someone that is 60 or older, and in need of assistance, contact the Department on Aging

**Veterans Affairs Phone: 517-264-5335**

<http://www.lenawee.mi.us/529/Veterans-Affairs>

**Other Offices within the Human Services Building**

- **MSU Extension Phone: 517-264-5300**
- **Social Security Administration Phone: 877-512-5943**  
<https://www.ssofficelocation.com/adrian-social-security-office-so680>
- **MIWorks! Southeast <https://www.mwse.org/> Phone: 517-266-5627**
- **Community Mental Health <https://www.lcmha.org/> Phone: 517-263-8905**
- **Secretary of State Phone: 888-767-6424**  
<https://dmvhandbook.org/locations/adrian-secretary-of-state-branch-office/>

**Residents are highly encouraged to refrain from conducting  
non-essential in-person business at this time.**

**If you have questions/concerns please contact the department directly.**

**Contact information for County Departments is available on the County website at**

<https://www.lenawee.mi.us>

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

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