



**FIRST HUB**  
PARTICIPATORY DEFENSE  
MOVEMENT

## **CITIZENS FOR PRISON REFORM**

ENGAGING  
EDUCATING  
EMPOWERING  
FAMILIES



**JUSTICE-IMPACTED**

# **RESOURCE GUIDE**



2025

CREATED BY  
CITIZENS FOR  
PRISON REFORM

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## Thank you for accessing the **First Hub** **Participatory Defense Movement** Resource Guide

Participatory Defense is a community-based model where the community supports each other, that are experiencing the legal system, shifting power FROM the system and using the power of family and community members to have the most positive impact on their cases.

We can help you overcome the challenge of not knowing what to do and provide you with essential tools to become a better advocate for your loved one who may be facing pending criminal charges or may already be in the prison system, whether you feel alone or unsure of what to do.

Our weekly meetings are held every Tuesday from 6:00 pm - 8:00 pm at Foster Community Center. Our meetings are free, not affiliated with any church, and open to the public. Please check out [our website](#) for updated meeting information and location.

Please email us at [FIRSThubinfo@micpr.org](mailto:FIRSThubinfo@micpr.org) or leave a message on our message line at 517-258-1527 with questions or comments.



This document contains [hyperlinks](#) that will take you to essential forms and documents.

## WHAT IS THE CRIMINAL JUSTICE SYSTEM?

The criminal justice system in the United States consists of **law enforcement, the court system, and corrections**. These three subsystems encompass private and government agencies at the state, federal, and local levels, all of which work together to maintain public safety. Each subsystem handles a different responsibility.

- **Law enforcement** does as their name implies: it enforces the law by investigating alleged crimes, making arrests, and referring cases to the prosecutor for formal charges and prosecution.

At the **court** level, defendants undergo the trial process that includes the opening statements, presenting of evidence, closing arguments, and sentencing.

People who are ultimately convicted and sentenced to incarceration should be supported in undergoing a rehabilitation process as part of the **correction process**. This will prepare them for reentry and for returning home to their family and the community.

- For more information on the U.S. Criminal Justice System, visit [LAWBENCH.org](http://LAWBENCH.org) and [CRIMINALJUSTICE.com](http://CRIMINALJUSTICE.com)

## KNOW YOUR RIGHTS AS AN ADULT

Knowing your rights will help you protect your rights. Criminal Justice Process in Michigan, [LEARN MORE >>](#)

### IF YOU ARE STOPPED FOR QUESTIONING

- Stay calm. Don't run. Don't argue, resist or obstruct the police, even if you are innocent or the police are violating your rights. Always keep your hands where the police can see them.
- Ask if you are free to leave. If the officer says yes, calmly and silently walk away. If you are under arrest, you have a right to know why.
- You have the right to remain silent and cannot be punished for refusing to answer questions. If you wish to remain silent, tell the officer out loud. In some states, you must give your name if asked to identify yourself.



**IF YOU ARE STOPPED FOR QUESTIONING**

You do not have to consent to a search of yourself or your belongings, but police may “pat down” your clothing if they suspect a weapon. You should not physically resist, but you have the right to refuse consent for any further search. If you do consent to a search or give statements to the police, it can affect you later in court.

**IF YOU ARE STOPPED IN YOUR CAR**

Stop the car in a safe place as quickly as possible. Turn off the car, turn on the internal light, open the window part way and place your hands on the wheel. Upon request, show police your driver’s license, registration and proof of insurance.

If an officer or immigration agent asks to look inside your car, you can refuse to consent to the search. But if police believe your car contains evidence of a crime, your car can be searched without your consent. Both drivers and passengers have the right to remain silent.

If you are a passenger, you can ask if you are free to leave. If the officer says yes, sit silently or calmly leave. Even if the officer says no, you have the right to remain silent.

**IF YOU BELIEVE YOUR RIGHTS WERE VIOLATED**

Write down everything you remember, including officers’ badges and patrol car numbers, which agency the officers were from, and any other details. Get contact information for witnesses.

If you’re injured, seek medical attention immediately and take photographs of your injuries. File a written complaint with the agency’s internal affairs division or civilian complaint board. In most cases, you can file a complaint anonymously if you wish.

## WHAT YOU CAN DO IF YOU THINK YOU'RE WITNESSING POLICE ABUSE OR BRUTALITY

- ✓ **Stand at a safe distance and, if possible, use your phone to record video of what is happening.**

As long as you do not interfere with what the officers are doing and do not stand close enough to obstruct their movements, you have the right to observe and record events that are plainly visible in public spaces.

- ✓ **Do not try to hide the fact that you are recording.**

Police officers do not have a reasonable expectation of privacy when performing their jobs, but the people they are interacting with may have privacy rights that would require you to notify them of the recording. In many states ([see here](#)) you must affirmatively make people aware that you are recording them.

- ✓ **Police officers may not confiscate or demand to view your photographs or video without a warrant**, and they may not delete your photographs or video under any circumstances.

- If an officer orders you to stop recording or orders you to hand over your phone, you should politely but firmly tell the officer that you do not consent to doing so, and remind the officer that taking photographs or video is your right under the First Amendment.
- Be aware that some officers may arrest you for refusing to comply even though their orders are illegal. The arrest would be unlawful, but you will need to weigh the personal risks of arrest (including the risk that the officer may search you upon arrest) against the value of continuing to record.

- ✓ Whether or not you are able to record everything, make sure to write down everything you remember, including officers' badge and patrol car numbers, which agency the officers were from, how many officers were present and what their names were, any use of weapons (including less-lethal weapons such as Tasers or batons), and any injuries suffered by the person stopped.

- If you can speak to the person stopped by police after the police leave, they may find your contact information helpful in case they decide to file a complaint or pursue a lawsuit against the officers.

**THE POLICE ARE AT MY DOOR**

- > You should not invite the officer into your house. Talk with the officers through the door and ask them to show you their identification. You do not have to let them in unless they can show you a warrant signed by a judicial officer that lists your address as a place to be searched or that has your name on it as the subject of an arrest warrant.
- > Ask the officer to slip the warrant under the door or hold it up to the window so you can read it. A search warrant allows police to enter the address listed on the warrant, but officers can only search the areas and for the items listed. An arrest warrant has the name of the person to be arrested.
- > Even if officers have a warrant, you have the right to remain silent. You should not answer questions or speak to the officers while they are in your house conducting their search. Stand silently and observe what they do, where they go, and what they take. Write down everything you observed as soon as you can.

**WHEN YOUR RIGHTS HAVE BEEN VIOLATED**

- > **Write down everything you remember**  
File a written complaint with the agency's internal affairs division or civilian complaint board. In most cases, you can file a complaint anonymously if you wish.
- > **Get contact information for witnesses.**  
including officers' badges and patrol car numbers, which agency the officers were from, and any other details.

**HOW TO BE A  
RESPONSIBLE  
BYSTANDER**

If you are a guest inside the house and end up answering the door, you should make it clear to the police that you are a guest and do not have the authority to let them inside without the homeowner's permission.



**WHAT TO DO IF YOU GET [ARRESTED >>](#)**

Being arrested for the first time can be an intimidating and frightening experience. However, it is important to remember that you retain your rights while in state custody and are presumed innocent until proven guilty.

You may either plead guilty to the charges and receive an immediate sentence or proceed to trial, where guilt must be established beyond a reasonable doubt.

For petty crimes punishable by up to six months in a municipal jail, you do not have the right to a jury trial. In such cases, a judge will review the facts of the case and render a decision, unless the state chooses to allow a jury trial.

- ✓ Be respectful
- ✓ Stay calm
- ✓ Speak politely
- ✓ Tell the truth
- ✓ Don't physically resist
- ✓ Avoid confrontations with other arrestees

**SPECIAL CONSIDERATIONS FOR NON-CITIZENS:**

- > Ask your lawyer about the effect of a criminal conviction or plea on your immigration status.
- > Don't discuss your immigration status with anyone but your lawyer.
- > Read all papers fully.

## PROTECTING YOUR RIGHTS

- ✓ Avoid consenting to a search
- ✓ State that you want to remain silent
- ✓ Do not talk to the police without your attorney
- ✓ Understand how criminal trials work
- ✓ Remember everything
- ✓ Film the encounter

### WALK ME THROUGH THE LEGAL PROCESS

- > [Felony Charges in District Court >>](#)
- > [Misdemeanor Charges in District Court >>](#)
- > [For detailed information on how to behave when you get arrested >>](#)

### REQUESTING AN ATTORNEY

- > Ask to call a lawyer
- > Call a friend or family member
- > Request a public defender at your initial appearance

## WHAT TO EXPECT WHEN HIRING AN ATTORNEY

Hiring an attorney is an essential step in navigating legal matters effectively. Here's what you can typically expect during the process:

- > **Initial Consultation:** Most attorneys offer an initial consultation, where you discuss your case and learn more about their expertise. Be prepared to share all relevant information and ask about their experience with cases similar to yours.
- > **Fee Structure:** Attorneys may charge by the hour, offer flat rates, or work on contingency (meaning they only get paid if you win). Make sure you understand the billing process upfront.

*Hiring an attorney is an essential step in navigating legal matters effectively.*

## WHAT TO EXPECT WHEN HIRING AN ATTORNEY

- **Trust and Communication:** Building a trustworthy relationship is key. Expect regular communication to keep you updated on your case's progress and to clarify any doubts you have.
- **Expert Guidance:** Your attorney will provide legal advice and craft strategies tailored to your situation. They should explain complex legal concepts clearly so you can make informed decisions.
- **Confidentiality:** Attorneys are bound by confidentiality agreements, ensuring your private information stays secure.

## WALK ME THROUGH THE LEGAL PROCESS

### RETAINER

- This is an upfront payment made to secure an attorney's services.
- Typically, the attorney bills against the retainer for the time and expenses they spend on your case.
- If your case requires more work than the retainer covers, you might need to replenish it. Conversely, unused funds might be refunded, depending on the agreement.
- Retainers are common for ongoing or unpredictable legal matters.

### FLAT FEE

- A flat fee is a fixed amount paid for specific legal services, regardless of how much time the attorney spends on your case.
- It's often used for straightforward, well-defined tasks like drafting a will, setting up an LLC, or handling a simple divorce.
- This method provides cost predictability since you know the total expense upfront.

**LEGAL ETHICS & FAMILY INVOLVEMENT:***Navigating Expectations*

When dealing with legal matters involving a loved one, there are certain ethical principles and expectations to consider to ensure the process is Transparent, respectful, and compliant.

**Here are some general guidelines.**

**> Consent and Authorization**

- Attorneys generally cannot disclose details of a case or involve family members without explicit consent from the client.
- If you want the attorney to communicate with family members, your loved one should sign a legal authorization, such as a HIPAA release or a consent form.

**> Confidentiality**

- An attorney is bound by confidentiality and cannot share information about the case without the client's permission.
- Ethical guidelines protect the privacy of your loved one's legal matters.

**> Respect for Autonomy**

- It's essential to respect your loved one's wishes, even if you feel differently about the legal strategy.
- Attorneys will prioritize the client's decisions over family input unless there's a legal mandate or signed authorization.

**> Clarifying Roles**

- Family members should understand their role in the process—whether it's support, gathering documents, or simply being there for emotional encouragement.
- Attorneys will make it clear that their duty is to the client, not to external parties.

**> Transparency**

- Families should ensure all involved parties have a clear understanding of the legal matter to avoid miscommunication or unrealistic expectations.
- It's important to approach the situation with honesty and ensure everyone understands the attorney's obligations.

**> Preparing Documentation**

- In cases of healthcare proxies, power of attorney, or guardianship arrangements, your loved one may need to sign specific documents allowing the attorney to act or share information.

## NAVIGATING BAIL BONDS *Tips and Insights for Families*

Navigating the bail bond process can be tricky, but understanding the basics and knowing what to watch out for can make it smoother.

Here's a general guide and some helpful tips.

### THE BAIL BOND PROCESS

- **Arrest and Bail Hearing:** After an arrest, the defendant appears before a judge who sets the bail amount based on factors like the severity of the crime and flight risk.
- **Contacting a Bail Bondsman:** If the bail amount is too high to pay upfront, you can reach out to a bail bond company. They typically charge a non-refundable fee (around 10-15% of the bail amount).
- **Signing the Agreement:** The defendant or their family signs a contract with the bail bondsman, agreeing to the terms and conditions.
- **Posting Bail:** The bail bondsman pays the bail amount to the court, and the defendant is released from custody.
- **Court Appearance:** The defendant must attend all scheduled court dates. Failure to do so can result in forfeiting the bail and facing additional legal consequences.

### TIPS FOR USING BAIL BONDS

- **Check for Holds in Other Counties:** Before posting bail, confirm that your loved one doesn't have a hold in another jurisdiction. If they do, they might not be released even after bail is posted.
- **Choose a Reputable Bail Bondsman:** Research bail bond companies to avoid scams or hidden fees. Look for licensed and experienced professionals.
- **Understand the Terms:** Read the agreement carefully to ensure you understand the obligations, including court appearances and compliance with conditions.
- **Provide Accurate Information:** Be honest with the bail bondsman and the court. Providing false information can lead to serious legal issues.
- **Prepare for Additional Costs:** While the bail bond fee is non-refundable, there may be other costs associated with the process, such as court fees or fines.
- **Stay in Communication:** Keep in touch with the bail bondsman and ensure the defendant complies with all requirements to avoid complications.

### *A Quick Guide*

## **ACCESSING POLICE REPORTS & CHARGING DOCUMENTS**

When dealing with legal matters, obtaining the police report and charging documents can provide crucial insights into the case.

Here's a quick guide.

### **WHY THESE DOCUMENTS MATTER**

Police reports and charging documents outline the details of the incident and the charges filed. They are essential for understanding the evidence and preparing a defense.

### **HOW TO REQUEST THEM**

In many cases, you can request these documents through the **Freedom of Information Act (FOIA)**. To do so:

1. Submit a written request to the appropriate agency, clearly identifying it as a "FOIA request."
2. Provide a detailed description of the records you are seeking, such as the date, location, and parties involved.
3. Follow the agency's specific submission process, which may include online forms, email, or mail.

### **ADDITIONAL TIPS**

Check if the documents are already publicly available before submitting a FOIA request. Be aware that some information may be redacted due to privacy or legal restrictions.

For more information please see page 41.



## NAVIGATING COUNTY JAIL

### From Visits to Reentry Programs

Navigating the county jail system can be complex, but here's a comprehensive guide to help you with visits, reentry programs, financial matters, and tether-related concerns.

#### SETTING UP JAIL VISITS

##### > In-Person Visits

Check the jail's visitation schedule and rules. You may need to fill out a visitation form and provide valid identification.

##### > Video Visits

Many facilities offer video visitation services through platforms like [ConnectNetwork](#) or [JPay](#). You can schedule visits online, pay any applicable fees, and connect from home.

##### > Approval Process

Ensure you're on the inmate's approved visitor list, as some facilities require prior approval.

#### REENTRY PROGRAMS & JAIL PROGRAMMING

##### > Reentry Services

- Programs like Michigan's Offender Success initiative provide support for housing, job placement, and skill development. These services aim to reduce recidivism and help individuals reintegrate into society. For more information, [use this link](#).
- If you're looking for resources to assist reentry citizens in Lansing, MI, you can explore the [OS Reentry Services](#) provided by the City of Lansing. They offer programs aimed at reducing crime and enhancing public safety, including support for financial empowerment and offender success initiatives. To access the Lansing, MI Resource Guide for Reentry Citizens to find helpful information and services, [use this link](#).
- For more information about Michigan State prison reentry programs and jail initiatives, visit [Citizens for Prison Reform](#).

## REENTRY PROGRAMS & JAIL PROGRAMMING

### > Educational and Behavioral Programs

Many jails offer classes, therapy sessions, and vocational training to help inmates prepare for life after release. For more information, use this link.

### > How to Access

Speak with the jail's administration or the incarcerated person's case manager to your loved one incarcerated to learn about available programs and enrollment procedures.

## PUTTING MONEY ON BOOKS

### > Online Deposits

Use platforms like [ConnectNetwork](#) or [JPay](#) to deposit funds into your loved one's commissary account. You'll need the inmate's ID number and facility details.

### > KIOSKS

Some jails have kiosks in their lobbies for depositing money in person.

### FEES

*Be aware of transaction fees, which vary by service provider.*

## TETHER INFORMATION

### > Electronic Monitoring

Tethers are used for GPS tracking or alcohol monitoring. They may be required as part of parole or probation.

### > REDUCED OR FREE TETHER

If you receive public benefits, you can request reduced or waived tether fees. Provide proof of benefits and discuss options with the parole officer or court. For more information, [use this link](#).

### > EXCLUSION AREA MAP

You can request a map of your exclusion area from the monitoring agency or court. This map outlines zones where the individual is prohibited from entering. For more information, [use this link](#).

## KNOW YOUR RIGHTS AS A CHILD/YOUTH

Understanding your rights as a child or youth within the juvenile criminal justice system is crucial for ensuring fair treatment and protection.

Here are some key points.



### **Right to Legal Representation**

You have the right to an attorney who can advocate for you during legal proceedings.



### **Right to Due Process**

You are entitled to a fair trial, including the right to present evidence and challenge accusations.



### **Right to Privacy**

Juvenile records are often sealed to protect your identity and future opportunities.



### **Right to Rehabilitation**

The juvenile system focuses on rehabilitation rather than punishment, offering programs to help you grow and succeed.



### **Protection from Harm**

You have the right to be treated with dignity and to be free from abuse or neglect while in custody.



For more detailed information, you can explore resources like the [Children's Rights in the Juvenile Justice System](#) or the [Juvenile Justice Benchbook](#).

## What should I do if I get a ticket or am arrested?

- Exercise your right to remain silent if a conversation with a police officer makes you believe that you are being interrogated by law enforcement
- Ask, ***“Am I free to leave?”***
- Do allow a police officer to search your person or your bag, or your car.
- Ask the police officer to be allowed to **call your parents or legal guardian** if you are being questioned.
- In most cases, a youth who is under age 18 and is arrested and charged with an offense will be in the juvenile justice system.
- There are some exceptions to this.
  - For example, if a youth is charged with murder at any age, they will be charged in the adult criminal system. If a youth is age 15 or older and charged with serious offenses like rape and aggravated assault, they will be charged in the adult system.
  - In these situations, they may be able to come back to the juvenile system.
- If you are age 18 or older and get arrested, you will be dealing with the adult criminal justice system.
- If you are arrested or encounter either justice system, you will probably have a lot of questions. The answers depend on the specific details of your case, so the best person to ask is the lawyer who is appointed to represent you in your juvenile criminal case.
- If you become involved in the juvenile or criminal justice system, in most cases you will be appointed a lawyer to represent you.
- You have a right to a lawyer to represent you in most cases. As a child, a lawyer and a public defender are appointed to you. You can hire your own attorney if you want.

## If your child is held in a juvenile detention center, here are some steps you can take:



### Stay Calm & Gather Information

Find out why your child is being detained and where they are being held. Contact the detention center for details.



### Attend Hearings

Juvenile detention cases often involve a detention hearing within 24-72 hours. Be present to support your child and understand the judge's decision.



### Understand Their Rights

Minors in detention have rights, including access to education, healthcare, and legal counsel. Ensure these rights are upheld.



### Stay Involved

Engage with the rehabilitation programs offered by the detention center to help your child transition back into the community.



### Legal Representation

Hire an experienced attorney who specializes in juvenile law. They can guide you through the legal process and advocate for your child.



### Communicate with Your Child

Stay in touch with your child to provide emotional support. Many centers allow phone calls or visits.



### Explore Alternatives

Work with your attorney to explore alternatives to detention, such as community-based programs or electronic monitoring.



### What will court be like if I have a juvenile or criminal justice matter?

What happens in court can be very different depending on what county you are in. Ask your lawyer for your juvenile or criminal case what happens in your county, and how best to prepare for court.

# JUVENILE COURT INFORMATION

## EATON COUNTY



### Eaton County Youth Facility

822 Courthouse Dr  
Charlotte, MI 48813

517-543-3244

Fax: 517-543-3749

[LEARN MORE >>](#)



### Juvenile Court

517-543-6003

Fax: 517-543-3749

[LEARN MORE >>](#)

## CLINTON COUNTY



### Juvenile Court

100 E State Street, Suite 4200  
St. Johns, MI 48879

Phone: 989-224-5195

Fax: 989-224-5254

[LEARN MORE >>](#)

## INGHAM COUNTY



### Ingham County Juvenile Division Ct

303 W Kalamazoo St Ste 2R  
Lansing, MI 48933

Phone: 517-483-6105

[LEARN MORE >>](#)



### Ingham Probate Court-Youth Center

700 E Jolly Rd,  
Lansing, MI 48910

517-887-4330

Fax: 517-887-4675

[LEARN MORE >>](#)

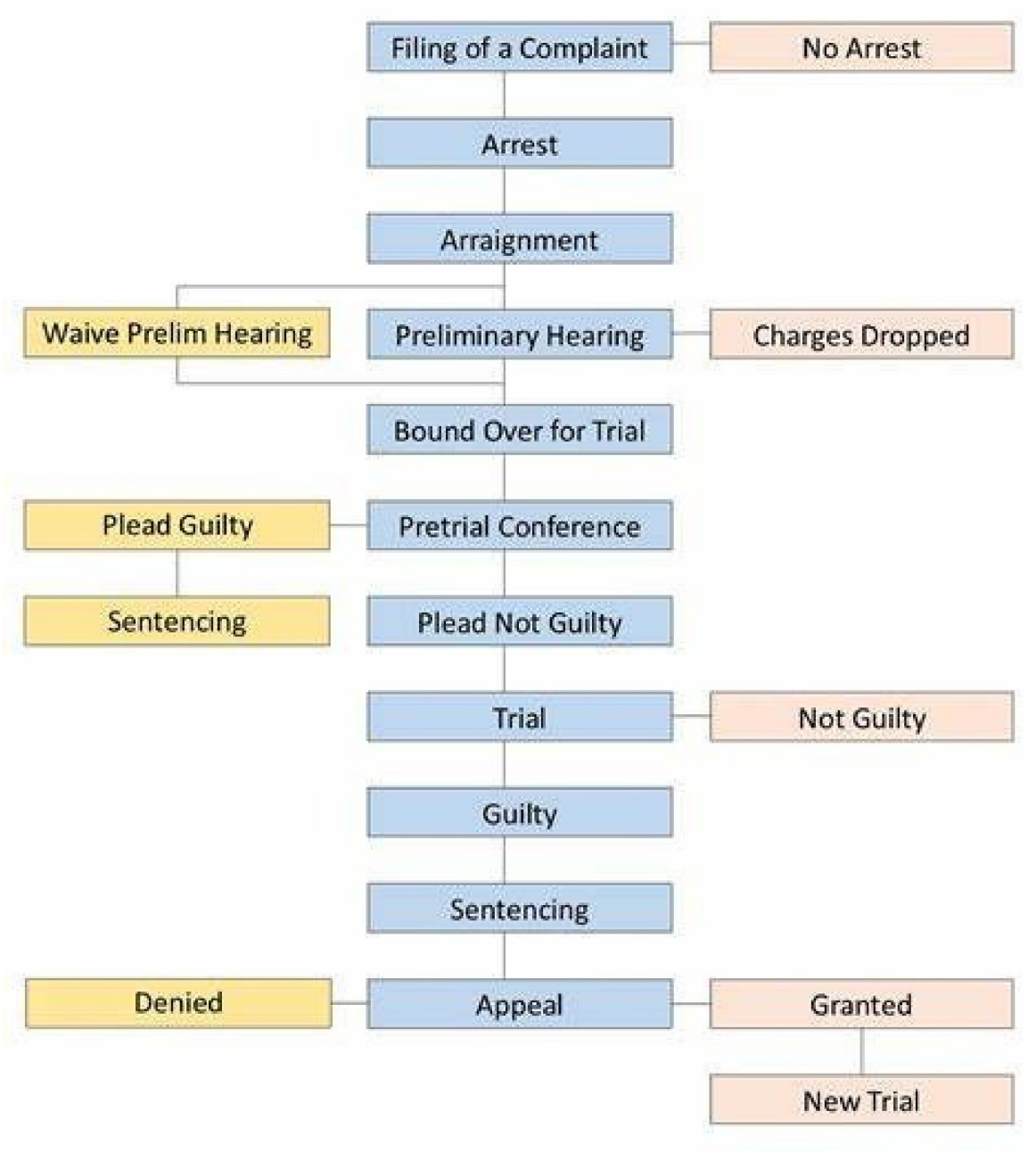


## GENERAL TIPS WHEN ADVOCATING FOR YOUR CHILD

1. **Keep organized.** Put all of the papers that you receive in connection with your child's case in one place (including letters, evaluations, lab results, billing or payment records, and any reports from the police, probation officers, court, lawyers, doctors, and mental health workers).
2. **Ask to read and request copies of all reports about your child and your child's case.** You may not always be able to get a copy of a report. Ask your child's lawyer if you have questions about whether you are allowed to see a copy of a specific report.
3. **Write everything down.** Write down information from meetings and telephone conversations with your child's lawyer, probation officer, and other juvenile justice system staff. Include the time and date, who you spoke to (and their title), and future meetings or phone calls.
4. **Attend all meetings and court hearings and arrive on time.** Because of job and family obligations, attending every meeting can be very difficult. However, it is very important that you attend meetings about your child. If you know you will not be able to attend, call or write a letter in advance to explain why you cannot attend and that you want to be involved in your child's case.
5. **Help others to understand your child.** Write down information about your child that will help your child's lawyer, probation officer, the judge, and other adults understand your child better. If your child has a disability, be sure to include information about the disability, how your child processes information, how your child reacts in certain situations, and what help or accommodations your child needs. *See Appendix for a checklist of helpful information to include.*
6. **Speak up** in meetings to share information about your child's needs, even if you feel uncomfortable or intimidated. If juvenile justice system staff (for example, a probation officer) or your child's lawyer will not listen to you, you can contact his or her supervisor. In court, you may have to ask your child's lawyer to tell the judge that you would like to speak.
7. **Always be respectful.** No matter how strongly you feel about your child's situation or the people working with your child, remain respectful when you speak in court or speak to probation staff or other people who are working with your child.

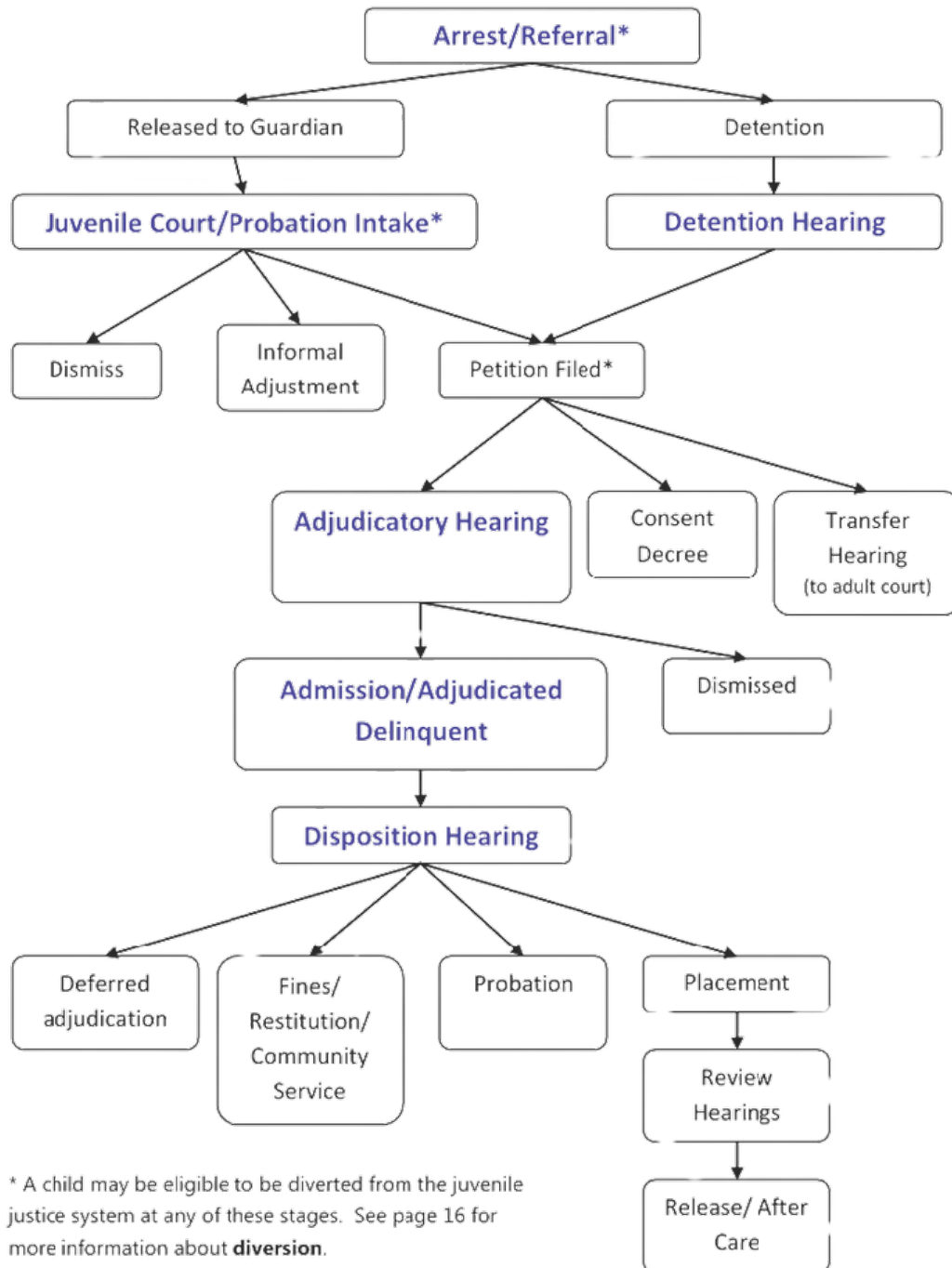
CRIMINAL JUSTICE SYSTEM FLOW CHART

TIMELINE OF THE  
CRIMINAL JUSTICE PROCESS  
FOR ADULTS



## JUVENILE JUSTICE PROCESS OVERVIEW

# TIMELINE OF THE CRIMINAL JUSTICE PROCESS FOR JUVENILES



## Navigating the Criminal Justice System

The intricate world of the criminal justice system, where laws, procedures, and rights converge to shape the outcome of legal cases. Whether you find yourself facing criminal charges or simply seeking to understand how the system operates, this overview aims to demystify the process and empower you with knowledge.

To read more in detail, use [this link >>](#)

### MAPPING INJUSTICES: **GLOSSARY**

The Mapping Injustice Glossary is an essential resource for understanding the criminal legal system. Below are a few sample definitions to help familiarize yourself with key terms.

#### > **Count**

Each separate offense listed in a criminal complaint or an indictment accusing a person of committing a crime.

#### > **Jurisdiction**

The geographical area over which particular courts have power.

#### > **Protected Characteristics**

It is against the law to discriminate against someone because of:

- age
- disability
- gender reassignment
- marriage & civil partnership
- pregnancy & maternity
- race
- religion or belief
- sex
- sexual orientation

## THE JUDICIAL PROCESS

- **Adjudication**  
The judicial process that ends a criminal proceeding by a judgment of acquittal, conviction, or dismissal of a case.
- **Bench**  
A trial in which the judge hears the case without a jury and decides whether the accused is guilty.
- **Conditional Discharge**  
A disposition in criminal cases where the defendant must satisfy certain court-ordered conditions instead of a prison term.
- **Conviction**  
The act or process of finding someone guilty of a crime.
- **Defendant**  
A person who is arrested and charged with a crime
- **Dismissal**  
A judge's decision to end the case, without convicting or acquitting the defendant.
- **Felony**  
A crime that is punishable by imprisonment of more than one year.
- **Guilty**  
A verdict of a judge or jury that a person accused of committing a crime did commit it.
- **Hearing**  
A judicial proceeding where a judge may hear argument and evidence so as to decide issues of law or of fact.
- **Indictment**  
A formal charging document presented by a grand jury to a court for prosecution against the defendant.
- **Misdemeanor**  
A crime that is less serious than a felony and that is usually punishable by a fine, penalty, forfeiture, or imprisonment of less than one year.
- **Plea Bargain**  
An agreement struck between a criminal defendant and the prosecutor. In exchange for a guilty plea from the defendant, the prosecutor will either (1) drop one of several charges, (2) lower the charge, or (3) recommend a light sentence.

## SENTENCING & SANCTIONS

- **Gang Enhancement**  
An additional prison sentence that is added to the underlying felony committed for the benefit of, at the discretion of, or in association with any criminal street gang, provided the person had the specific intent to promote, further, or assist in any criminal conduct by gang members.
- **Jail**  
City- or county-run facilities where a majority of people locked up are there awaiting trial (in other words, still legally innocent), many because they can't afford to post bail.
- **Parole**  
The conditional release of an incarcerated individual from imprisonment before the full sentence has been served. Prison Facilities under state or federal control where people who have been convicted (usually of felonies) go to serve their sentences.
- **Restitution**  
Money ordered to be paid by a criminal defendant to a victim for expenses related to the crime.
- **Sentence**  
A sentence is what a judge or jury formally pronounces after a criminal defendant has been found guilty; the sentence is the consequence and/or penalty for the crime.

## CORRECTIONS

- **Parole Revocation**  
The act of returning a parolee to prison because the parolee's failure to abide by the conditions of parole.
- **Probation**  
An alternative to prison. This sentence requires the offender to follow certain conditions, usually under the supervision of a probation officer.
- **Violation of Probation**  
Action or inaction that disobeys a condition of probation.
- [Additional glossary of legal terms >>](#)



## ADULT SPECIALTY COURT

Specialty courts, also known as problem-solving courts, provide alternative approaches to traditional criminal justice proceedings. They focus on rehabilitation and support rather than punishment, addressing specific challenges such as substance use disorders, mental health conditions, and family-related legal issues.

These courts offer structured programs, accountability, and access to resources to help participants achieve stability and reduce recidivism.

## EATON COUNTY

The Circuit Court is a trial court of general jurisdiction established by the Michigan Constitution of 1908. At one time the Circuit consisted of Eaton, Barry and Calhoun Counties and later Barry and Eaton Counties. In 1991, the Circuit Court was split, and Eaton County became a separate circuit, the 56th Circuit Court.

- ✓ 56th Circuit Court [use this link](#)
- ✓ 56th Circuit Court [use this link](#)
- ✓ Circuit Court Clerk [use this link](#)
- ✓ 56A District Court [use this link](#)
- ✓ District Court Criminal [use this link](#)
- ✓ District Court Civil [use this link](#)

### CIRCUIT COURT

#### 56th Circuit Court

1045 Independence Blvd  
Charlotte, MI 48813

Phone: 517-543-4335  
Fax: 517-543-4475

### DISTRICT COURT

#### 56A District Court

1045 Independence Blvd  
Charlotte, MI 48813

Phone: 517-543-7520

### PROBATE COURT

#### Eaton County Courthouse

1045 Independence Blvd  
Charlotte, MI 48813

Phone: 517-543-7500  
ext. 1276

## CLINTON COUNTY

The Clinton County Court in Michigan has its roots in the mid-19th century when the county seat moved from DeWitt to St. Johns in 1857. Initially, court proceedings were held in various buildings, including Plumstead Hall and Newton Hall. In 1869, county supervisors approved funding for a new courthouse, modeled after the Bay City courthouse. The building was completed in 1872, but suffered damage when lightning struck its dome in 1871. Over time, the courthouse has undergone renovations to accommodate the county's growing legal needs.

- ✓ 65A Court use [this link](#)
- ✓ 29th Judicial Circuit Court
- ✓ Civil Division use [this link](#)
- ✓ Criminal Division use [this link](#)
- ✓ Probate Court use [this link](#)

### CIRCUIT COURT

#### 29th Judicial Circuit Court

100 E State Street STE 4500  
St. Johns, MI 48879

Phone: 989-224-5130

### DISTRICT COURT

#### 65A District Court

100 E State Street STE  
3400 St. Johns, MI 48879

districtct@clinton-county.org

Phone: 989-224-5150

Fax: 989-224-5154

### PROBATE COURT

#### Clinton County

100 E State Street STE 4500  
St. Johns, MI 48879

### CRIMINAL DIVISION

DCCriminal@clinton-county.org

Phone: 989-224-5153

Fax: 989-224-5154

### CIVIL DIVISION

DCCivil@clinton-county.org

Phone: 989-224-5152

Fax: 989-224-5154

## INGHAM COUNTY

The 30th Judicial Circuit Court conducts court matters in ten courtrooms, including the Circuit Court Annex. Of these, **Family Division** matters are heard in five courtrooms and General Trial Division matters are heard in five courtrooms. Eight of the ten courtrooms are located in the Veterans Memorial Courthouse in Lansing, Michigan; the ninth courtroom is located in the Circuit Court Annex in Lansing, Michigan; the tenth courtroom is located in the county seat in Mason, Michigan.

- ✓ Specialty Court Coalition Resource Book.
- ✓ 54-A District Court
- ✓ 54-B District Court
- ✓ 55th Judicial District Court
- ✓ 56th Circuit Court
- ✓ 30th Judicial Circuit Court
- ✓ 30th Circuit Court Clerk

### **Veterans Memorial Courthouse**

313 W Kalamazoo St  
Lansing, MI 48933

Phone: 517-483-6500  
Fax: 517- 483-6535

### **55th District Court**

700 Buhl Ave  
Mason, MI 48854

Phone: 517-676-8400  
Fax: 517-676-8208

### **54-A District Court**

6th Floor City Hall  
124 W Michigan Ave  
Lansing, MI 48933

Phone: 517-483-4433

### **54-B District Court**

101 Linden St  
East Lansing, MI 48823

Phone: 517-351-7000

## MiCOURT Case Search

The MiCOURT Case Search system is a valuable tool for accessing public court records in Michigan. It allows individuals to search for information on civil, criminal, traffic, domestic, and probate cases across participating courts. This online platform provides convenient access to case details, including case numbers, hearing dates, and outcomes, helping users stay informed about legal proceedings. However, certain sensitive case types, such as juvenile or adoption cases, are not publicly accessible due to privacy laws. To use the MiCOURT Case Search, simply visit the website, agree to the terms of service, and enter the required case details. This resource ensures transparency and accessibility while respecting legal and privacy guidelines.

[micourt.courts.michigan.gov/case-search](https://micourt.courts.michigan.gov/case-search)

### NOTE:

Civil, Traffic, Criminal, Domestic (Divorce/Family), and Probate cases are available through this website depending on the type of court being searched. Adoption, Delayed Registration of Foreign Birth, Judicial Admissions, Juvenile and Child Protective Proceedings, Juvenile Guardianships, Mental Illness, Name Changes, Parental Waivers, Personal Protection Orders, Surrendered New Born Child, Treatment of Infectious Disease, Violation of Personal Protection Orders, Extreme Risk Protection Orders, Young Adult Voluntary Foster Care and Wills will not be displayed.

Some courts, only display case numbers and information for criminal convictions if the sentencing occurred within seven years of the date of search in MiCOURT.

These courts are identified with a check mark under the "7-Year Criminal Sentence Filter" column of the MiCOURT case search. You must contact these courts directly to obtain information on any case files where the sentencing occurred more than seven years ago.

## RECOVERY ASSISTANCE

Recovery centers play a vital role in helping individuals overcome addiction and regain control of their lives. These centers provide a range of services, including detox programs, counseling, therapy, and support groups, all tailored to meet the unique needs of each person. Many recovery centers also offer resources for families, helping them understand addiction and support their loved ones through the recovery journey. Additionally, some centers provide transitional housing, job training, and life skills programs to ensure a smooth reintegration into society. These resources aim to foster long-term recovery and empower individuals to build healthier, more fulfilling lives.

### Mid-State Health Network

- Regional Prepaid Inpatient Health Plan (PIHP) ensuring access to public behavioral health and substance use disorder services. For more information, [use this link](#).
- Serves 21 counties in Michigan, including Clinton, Eaton, and Ingham.
- For service providers in Clinton, Eaton, and Ingham counties, [use this link](#).
- Collaborates with Community Mental Health Service Programs (CMHSPs) and Substance Use Disorder (SUD) providers to deliver comprehensive care.
- Provides high-quality, locally-delivered, and accountable services for Medicaid beneficiaries and eligible individuals.

### Community Mental Health

#### The Recovery Center

812 E. Jolly Rd., Suite 109  
Lansing, MI 48910

Phone: 517-267-7623  
Fax: 517-853-2878

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

#### Refuge Recovery Lifeboat

1601 E Michigan Ave  
Lansing, MI 48912

Phone: 323-592-9502

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

#### Integrated Treatment & Recovery Services

Provides withdrawal management, residential and outpatient substance use disorder services involving individual and group therapy sessions.

[www.ceicmh.org/services/itrs](http://www.ceicmh.org/services/itrs)

#### The Fledge

1300 Eureka St,  
Lansing, MI 48912

Phone: 517-230-7679

[thefledge.com/event/refuge-recovery-216/](http://thefledge.com/event/refuge-recovery-216/)

## Community Financial Resources

Community financial resources are designed to provide support to individuals and families facing financial challenges and help them build a stable future. These resources often include access to financial counseling, budget planning assistance, and workshops on money management.

Many organizations offer emergency financial aid for essentials like rent, utilities, and transportation. Additionally, programs may provide help with applying for benefits, such as housing assistance or food stamps, to ease immediate financial burdens. By connecting with these resources, community members can gain the tools and knowledge needed to improve their financial well-being and work toward long-term security.

### Lansing Financial Empowerment Center

The Lansing Financial Empowerment Center is a program of the City of Lansing's Office of Financial Empowerment. Our trained, professional financial counselors will sit down with you one-on-one to help you achieve your financial dreams and goals.

The goal of the FEC is to provide high quality financial counseling with the intended purpose of building savings, reducing debt, increasing or establishing credit, and finding the banking product that best suits your needs.

**ADDRESS:**

1221 Reo Rd.  
Lansing, MI 48910

**PHONE:**

517-483-4550

[www.lansingmi.gov/362/Financial-Empowerment-Center](http://www.lansingmi.gov/362/Financial-Empowerment-Center)



## WHERE TO GET FINANCIAL SUPPORT

- City of Lansing low-income services:  
[www.lansingmi.gov/567/Low-Income-Services](http://www.lansingmi.gov/567/Low-Income-Services)
- Free financial counseling through the City of Lansing's Financial Empowerment Center: [CLICK HERE](#)

## FOOD ASSISTANCE

Access to nutritious food is a fundamental need, and many organizations are dedicated to providing food assistance to individuals and families facing hardships. These services often include food pantries, community meals, and grocery distribution programs to ensure no one goes hungry.

Some initiatives also offer meal planning guidance and help with applying for benefits like **SNAP** (Supplemental Nutrition Assistance Program) to promote long-term food security. By addressing immediate needs and supporting sustainable solutions, food assistance programs aim to reduce hunger and improve overall well-being.

### ➤ **Cristo Rey Community Center**

All are eligible and welcome to receive food. Appointments ONLY, we advise you to schedule your appointment a few days in advance.

Walk-in emergency food kits are given to those without permanent residency.

[catholiccharitiesiec.org/food-access-programs](http://catholiccharitiesiec.org/food-access-programs)

## > Greater Lansing Food Bank: Mobile Food Pantries

Anyone in need of food can attend a GLFB mobile distribution. You do not need to provide identification or proof of residency to receive food. If you are unable to attend a distribution, someone else may pick up food on your behalf.

- Distributions may end sooner than published time if food runs out.
- Drivers and passengers are required to stay in vehicles at all times.
- Restrooms are not available.
- Food will be placed in your trunk or backseat.

### Distribution schedule:

[greaterlansingfoodbank.org/get-help/pantries/mobiles](https://greaterlansingfoodbank.org/get-help/pantries/mobiles)

## GLFB WEEKEND KITS

Weekend Kits are bags of food that slip discreetly into a child's backpack and are intended to meet the nutritional needs of children during non-school hours, particularly over weekends or longer breaks.

### Distribution schedule:

[greaterlansingfoodbank.org/get-help/weekend-kits](https://greaterlansingfoodbank.org/get-help/weekend-kits)

## > The Angel Closet

Food Pantry

Opens weekly, every Thursday

**Hours:** 10 am - 6 pm

719 E Cesar Chavez Ave  
Lansing, MI. 48906

517-410-2728

## PERSONAL RESOURCES

Finding clothing for yourself or your family during challenging times can feel overwhelming, but there are compassionate resources available to help. Many local organizations, such as shelters and community centers, offer free or low-cost clothing through donation programs. Churches and schools often host clothing drives, creating a supportive environment for families in need.

Below are some local organizations that can provide assistance.

### Eaton County Community Resources

- > [mijustice.org/wp-content/uploads/2021/12/Eaton-County-Resources.pdf](https://mijustice.org/wp-content/uploads/2021/12/Eaton-County-Resources.pdf)
- > [greaterlansingfoodbank.org/get-help/weekend-kits](https://greaterlansingfoodbank.org/get-help/weekend-kits)

### Clothing

#### > The Fretail Store

The Fretail Store provides clothing and essentials at no cost to individuals and families in need. It operates through donations and community support, ensuring that everyone has access to quality items regardless of financial circumstances.

Learn More: [www.facebook.com/lansingmallfretailstore](https://www.facebook.com/lansingmallfretailstore)

#### > Cristo Rey Community Center: Community Clothing Closet

The community clothing closet provides gently used or new clothing for men, women and children. As this is a donation-based program, item availability may be limited. Clients may come twice per month to receive items.

**Hours:** Call to get updated weekly availability    **Phone:** (517) 372-4700

**Address:** 1717 N. High Street, Lansing, MI 48906

Learn More: [catholiccharitiesiec.org/direct-assistance/](https://catholiccharitiesiec.org/direct-assistance/)

## PERSONAL RESOURCES

### Clothing

#### > Ken Clark's Coat Closet

Free clothing bank serving the Grand Ledge community. It provides coats, clothing, and personal care items to individuals and families in need.

The closet operates through donations and community support, ensuring access to essential items for all.

**Address:** 501 S. Clinton Street, Grand Ledge, MI 48837

**Learn More:** [www.kenscoatcloset.org/home](http://www.kenscoatcloset.org/home)

#### > The Angel Closet

Provides free clothing and personal care items to individuals in need. It operates through community donations and offers support to those facing financial hardship.

Weekly on Thursday's,

**Hours:** 10 am-6 pm

**Address:** 719 E Cesar Chavez Ave Lansing, MI. 48906

**Phone:** 517-410-2728

▪

▪

## PERSONAL RESOURCES

### Hygiene

Maintaining good hygiene is essential for overall health and confidence, and there are resources available to help individuals and families access necessary hygiene supplies and services. Many organizations provide assistance with basic needs such as toiletries, soap, deodorant, and feminine products, ensuring that no one has to go without.

Some programs also offer access to showers, laundry facilities, and haircuts, helping individuals feel refreshed and presentable for daily life or professional opportunities. These services aim to promote dignity and well-being while easing the financial burden of securing hygiene essentials.



#### All Washed Up- Free Dirty Laundry Days

##### **MONTHLY EVERY 3RD SATURDAY**

**Hours:** 10 am to 2 pm.

3222 S Martin Luther King Jr Blvd  
Ste 29 Lansing, MI 48910

Provides free laundry services to individuals in need, promoting hygiene and dignity.

[www.facebook.com/pages/All-Washed-Up/131114796935487](https://www.facebook.com/pages/All-Washed-Up/131114796935487)



#### Cristo Rey Community Center

**Hours:** Thursdays and Fridays from 9 am-1 pm.

**Phone:** (517) 372-4700.

[www.cristoreycommunity.org/our-services/direct-assistance/](http://www.cristoreycommunity.org/our-services/direct-assistance/)

- ✓ **The personal needs program** distributes personal hygiene items, laundry items and feminine products. As this is a donation based program, item availability may be limited.  
Clients may come once per calendar month to receive items. Walk-ins are welcome (during hours only)
- ✓ **The baby program** distributes items that may include diapers, wipes, formula, and various other baby food items. As this is a donation based program, item availability may be limited.  
Clients may come once per calendar month to receive items. Walk-ins are welcome (during hours only).

## PERSONAL RESOURCES

### Work Assistance

Finding a stable job is a crucial step toward building a better future, and there are many organizations dedicated to helping individuals and families on this journey. These programs provide assistance with job training, resume building, interview preparation, and connecting with employers who are ready to hire. Whether you're looking to enter the workforce for the first time or transition into a new career, these resources are here to support you.



#### Capitol Area Michigan Works

2110 South Cedar Street  
Lansing, MI 48910  
517-492-5500  
[www.camw.org](http://www.camw.org)



#### Workbox Staffing

6334 W Saginaw Hwy Ste I  
Lansing, MI 48917  
(517) 329-1400  
[www.workboxstaffing.com/lansing-mi](http://www.workboxstaffing.com/lansing-mi)



#### Manpower

741 N Cedar St  
Lansing, MI 48906  
(517) 372-0880  
[mymanpowerjob.com](http://mymanpowerjob.com)



#### Robert Half Recruiters & Employment Agency

2900 West Rd, Suite 202  
Lansing, MI 48823  
(517) 234-5962  
[www.roberthalf.com/us/en/locations/mi-east-lansing](http://www.roberthalf.com/us/en/locations/mi-east-lansing)

**Work Assistance****> Cardinal Staffing Lansing**

6540 Millennium  
Lansing, MI 48917  
517-574-4537  
[www.cardinalstaffing.com](http://www.cardinalstaffing.com)

**> Aerotek**

2501 Coolidge Rd Ste 203  
East Lansing, MI 48823  
(517) 329-1400  
[www.aerotek.com/en/locations/united-states/michigan/lansing](http://www.aerotek.com/en/locations/united-states/michigan/lansing)

**Local Temporary  
Employment Agencies**

Local temp agencies connect job seekers with short-term, temp-to-hire, and direct-hire opportunities.

They provide flexible work options, career support, and hiring assistance across various industries.

**Miscellaneous**

Beyond traditional services, there are unique resources available in the community, like "Library of Things," which provide access to non-traditional items that can be borrowed just like books. These include tools, musical instruments, board games, mobile hotspots, and even kitchen equipment. Such programs aim to ease financial burdens by offering items you may only need temporarily or cannot afford to purchase. These resources are especially helpful for fostering creativity, pursuing hobbies, or addressing everyday needs without extra costs.

**> Library of Things**

The Library of Things is a collection of non-traditional library items whose purpose is to provide diverse opportunities for learning and engagement. All of the items can be checked out for free with a library card.

***Downtown Lansing Library***

401 South Capitol Ave,  
Lansing  
517-367-6363  
[catalog.cadl.org](http://catalog.cadl.org)

***South Lansing***

3500 South Cedar St,  
Lansing  
517-272-9840  
[catalog.cadl.org](http://catalog.cadl.org)

***Delta Township Library***

5130 Davenport Dr,  
Lansing  
517-321-4014  
[dtdl.ent.sirsi.net](http://dtdl.ent.sirsi.net)

## JUVENILE SECTION

### > Association Children's Mental Health

If your child has been diagnosed with a mental health disorder, you're not alone. We can help you access the services and information you need to get the right care for you and your child.

**Address:**

6017 W Saint Joseph Hwy Ste 200  
Lansing, MI 48917

**Phone:** 1-517-372-4016

**Parent Line:** 888-226-4543

**Fax:** 1-517-372-4032

**HELPFUL LINKS:**

[www.acmh-mi.org](http://www.acmh-mi.org)

- [Accessing Mental Health Services for your Child](#)
- Understanding your [Child's Mental Health Challenges](#)
- [Finding Resources for Housing, Employment, Childcare, Healthcare and Other Family Supports](#) such as SSI/SSDI
- [Military Family Support](#)

### > Michigan Children's

Michigan's Children is the only statewide independent voice working to ensure that public policies are made in the best interest of children from cradle to career. We focus on influencing public policies that can reduce disparities in child outcomes such as the academic achievement gap – disparities that are caused by economic hardships coupled with structural barriers by race or ethnicity.

Our goals are to catalyze support from elected and appointed public officials to prioritize the needs of children, youth and families with the most challenges in their lives – children of color, children from low-income families, and children served by the foster and juvenile justice systems – and to ensure that their decision-making reflects that; and to build public will and influence public action.

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

**Address:**

215 S. Washington Sq., Ste 135  
Lansing, MI 48933

**Phone:** 517-485-3500



## COMMUNITY MENTAL HEALTH

### Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI)

Is a public agency serving people in Clinton, Eaton, and Ingham Counties. As a Certified Community Behavioral Health Clinic (CCBHC) Expansion Grantee, CMHA-CEI provides a comprehensive set of services used to increase access to care, support people in crisis, and provide treatment for those with the most serious and complex behavioral health needs regardless of their insurance coverage. CCBHCs integrate additional services that focus on recovery, wellness, trauma-informed care, and physical-behavioral health care integration.

**For more detail, please see the  
CMHA-CEI Services Booklet >>**

[www.ceicmh.org/ceo/doc\\_download/  
1565-cmha-cei-services-booklet](http://www.ceicmh.org/ceo/doc_download/1565-cmha-cei-services-booklet)

#### > Families Forward

We offer a wide array of treatment options designed to meet the needs of families with children who struggle with emotional disturbance and behavioral concerns.

- outpatient therapy at sites in each of the three counties
- intensive in-home treatment for school-aged children
- in-home treatment specific to the needs of young children ages 0 to 6
- children's emergency services and evaluations for psychiatric hospitalization

[www.ceicmh.org/services/kids](http://www.ceicmh.org/services/kids)

#### > Crisis Services

Department provides 24 hour, seven day per week, triage for persons experiencing a psychiatric emergency.

[www.ceicmh.org/services/cs](http://www.ceicmh.org/services/cs)

**Address:**

Community Mental Health Building  
812 E. Jolly Road  
Lansing, MI 48910

**Phone:** 517-346-8460

**Toll Free:** 1-800-372-8460

## Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI)

### > ADULT MENTAL HEALTH SERVICES

Provides a variety of services to adults recovering from various forms of mental illness.

[www.ceicmh.org/services/amhs](http://www.ceicmh.org/services/amhs)

### > COMMUNITY SERVICES FOR THE DEVELOPMENTALLY DISABLED

Serves approximately 1400 children and adults on an annual basis.

[www.ceicmh.org/services/csdd](http://www.ceicmh.org/services/csdd)

## NAMI: National Alliance on Mental Illness

NAMI is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness.

[www.nami.org/about-nami](http://www.nami.org/about-nami)

**Phone:** 517-484-3404

**Mailing Address:**

NAMI Lansing  
PO BOX 26101  
Lansing, MI 48909

**Physical Address:**

NAMI Lansing  
3500 S Cedar, Suite 110  
Lansing, MI 48909

**NAMI: National Alliance on Mental Illness****> SUPPORT GROUPS**

Self-help groups based on discussion and acceptance. Facilitators are trained volunteers with lived experience.

[www.namilansing.org/get-help](http://www.namilansing.org/get-help)

**> SIGNATURE PROGRAMS**

Helpful and practical information for people coping with mental health concerns, either about their own mental health or a loved one's mental health condition.

The classes are free and taught by volunteers who have been trained in the NAMI models and have relevant personal experience.

[www.namilansing.org/classes](http://www.namilansing.org/classes)

**> RESOURCES:** *Support is available for your mental health journey*

- [Mental Health Providers](#)
- [Mental Health Screening](#)
- Resources from [Community Mental Health](#)
- [About Mental Illness](#)
- [Resource Directory for individuals and families impacted by substance use disorders](#)

**Women's Center of Greater Lansing**

The Women's Center of Greater Lansing is a private non-profit organization that provides support services to women in the Lansing area. Since our doors opened in 2005, we have served more than 10,000 women. Our services include career counseling and resume preparation, individual counseling, and a wide variety of support groups and workshops.

**> SERVICES**

- [Employment Services](#)
- [Mental Health](#)
- [Social Programming](#)
- [Physical Health](#)
- [Education](#)
- [Local Resources](#)

[lansingwomen.org/resources](http://lansingwomen.org/resources)

**Address:**

1712 E Michigan Ave  
Lansing, MI 48912

**Phone:** 517-372-9163

## 100 Families Initiative of Ingham County, Michigan

100 families is about moving families from a place of crisis to an environment where they are thriving. This includes areas like housing, transportation, employment, education, addiction/recovery, and food stability.

[LEARN MORE >>](#)



**CITIZENS FOR  
PRISON  
REFORM**

Citizens for Prison Reform CPR is a grass-roots, family-led initiative that engages, educates and empowers families and those affected by crime and punishment to advance their constitutional, civil and human rights.

[MICPR.ORG](http://MICPR.ORG)

[Mental Wellness Toolkit](#)

[CPR Resource Guide 2025](#)

**Address:**

P.O. Box 80414  
Lansing, MI 48908

**Phone:**

269-339-0606

### > Family Participation Program



The Family Participation Program (FPP) operates under Citizens for Prison Reform (CPR) and provides family-to-family advocacy assistance for those impacted by incarceration.

**FPP's mission** is to engage, educate, and empower families, equipping them with the tools to advocate for their loved ones.

**Family Advocates:** Individuals with lived experience who support and guide families navigating the justice system.

**Advocacy & Resources:** Helping families become strong advocates for their incarcerated loved ones.

**Community Engagement:** Posters are displayed in all Michigan prisons to ensure families are aware of available support.

*LEARN MORE  
ABOUT FPP!*

[tinyurl.com/FPP-CPR](https://tinyurl.com/FPP-CPR)

## Supporting Relationships Between Children and their Incarcerated Parents

Extensive research shows the importance of the parent-child relationship and the deep and often traumatic effect that the loss of a parent can have for a child. For children who experience the incarceration of a parent, the traumatic effects may be comparable to loss of a parent through death or divorce, and this trauma may be compounded by subsequent involvement with the child welfare system.

[tinyurl.com/cblcc-support](https://tinyurl.com/cblcc-support)

## Freedom of Information Act

Freedom of Information Act (FOIA) has provided the public the right to request access to records from any federal agency.

[www.foia.gov/faq.html](https://www.foia.gov/faq.html)

### ADDITIONAL LINKS:

#### FOIA Sample Authorization Letter:

[micpr.org/wp-content/uploads/2022/10/foia\\_authorization.pdf](https://micpr.org/wp-content/uploads/2022/10/foia_authorization.pdf)

#### FOIA-Obtain Critical Incidents:

[www.nih.gov/sites/default/files/health-info/wellness-toolkits/emotional-wellness-checklist-2022-7.pdf](https://www.nih.gov/sites/default/files/health-info/wellness-toolkits/emotional-wellness-checklist-2022-7.pdf)

#### FOIA Sample Request Letter:

[https://micpr.org/wp-content/uploads/2022/10/foia\\_request.pdf](https://micpr.org/wp-content/uploads/2022/10/foia_request.pdf)

FOIA requests are also available to the public through the Central Records Office

- **CLINTON COUNTY**

- [www.clinton-county.org/620/Freedom-of-Information-Act-FOIA](https://www.clinton-county.org/620/Freedom-of-Information-Act-FOIA)

- **EATON COUNTY**

- [www.eatoncounty.org/1144/Freedom-of-Information-Act-Requests-FOIA](https://www.eatoncounty.org/1144/Freedom-of-Information-Act-Requests-FOIA)

- **INGHAM COUNTY**

- [sh.ingham.org/courts\\_and\\_sheriff/sheriffs\\_office/foia\\_requests.php](https://sh.ingham.org/courts_and_sheriff/sheriffs_office/foia_requests.php)

## Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is a federal law enacted in 1996 to protect sensitive health information. It ensures that individuals' medical records and personal health data are kept private and secure, while also granting patients rights over their own health information.

HIPAA applies to healthcare providers, health plans, and other entities handling protected health information.

### > HIPAA Authorization Form

A HIPAA authorization form is a document that allows individuals to grant permission for their health information to be shared with specific people or organizations. This form is often used to ensure that family members or designated contacts can receive updates about a loved one's medical and mental health status.

Filling out this form is crucial for maintaining communication and coordinating care, especially in situations like incarceration or hospitalization.

The HIPAA authorization form is provided by the Ingham County Sheriff's Office upon booking. This form allows outside contacts, such as family members, to receive updates on their loved one's medical and mental health status while in custody.

For more information or assistance, you can **contact the Sheriff's Office at (517) 676-2431** or visit their official website:

✓ [https://sh.ingham.org/courts\\_and\\_sheriff/sheriffs\\_office/](https://sh.ingham.org/courts_and_sheriff/sheriffs_office/)

The form may also be available through the **Central Records Division at (517) 676-8224**, which handles administrative services.

You can also visit their [Central Records page](#) for more information on the services they offer.

- [For Clinton County >>](#)
- [For Eaton County >>](#)
- [For Ingham County >>](#)

## National Institute of Health

### > Emotional Wellness Toolkit

How you feel can affect your ability to carry out everyday activities, your relationships, and your overall mental health. How you react to your experiences and feelings can change over time. Emotional wellness is the ability to successfully handle life's stresses and adapt to change and difficult times.

#### Emotional Wellness Checklist

[www.nih.gov/sites/default/files/health-info/wellness-toolkits/emotional-wellness-checklist-2022-7.pdf](https://www.nih.gov/sites/default/files/health-info/wellness-toolkits/emotional-wellness-checklist-2022-7.pdf)

## Medical Resources

### > Cristo Rey Community Center

Our Health programs provide affordable access to quality health care. Here at Cristo Rey, we believe medical care and counseling is a basic need for everyone despite their income. Serving individuals, serving families, serving communities. Always with compassion. Always with respect.

#### Family Health Center:

[www.cristoreycommunity.org/our-services/health-services/family-health-center/](http://www.cristoreycommunity.org/our-services/health-services/family-health-center/)

#### Counseling Programs:

[www.cristoreycommunity.org/our-services/counseling-services/](http://www.cristoreycommunity.org/our-services/counseling-services/)

#### Prescription Assistance:

[www.cristoreycommunity.org/our-services/health-services/prescription-assistance/](http://www.cristoreycommunity.org/our-services/health-services/prescription-assistance/)

#### Cristo Rey Community Center Address:

1717 N. High Street  
Lansing, MI 48906

### > Ingham Community Health Centers

Ensures that all patients are able to access health care services without regard for an individual's race, color, citizenship, religion, sex, height, weight, veteran status, national origin, age, familial status, marital status, limited English proficiency, disability, sexual orientation, gender identity and/or expression or ability to pay for services.

✓ [health.ingham.org/health/community\\_health\\_centers/health\\_services.php](http://health.ingham.org/health/community_health_centers/health_services.php)

Members of Michigan FIRST Hub Participatory Defense Movement produced this handbook as a guide for families, friends, and advocates unfamiliar with the Michigan criminal legal system. The State of Michigan's website and other credible sources provided all the information. We also gathered information from the perspectives and experiences of several Michigan FIRST Hub Participatory Defense and Citizens for Prison Reform members with loved ones going through or in the system.

The organization takes no responsibility for missing, incomplete, or inaccurate information.



# How to contact FIRST Hub Participatory Defense Movement



The FIRST Hub was established in the Lansing area to provide resources and support to those navigating the criminal legal system, incarcerated individuals and their loved ones.

If you are a family member of an incarcerated individual whose case originates out of CEI counties. If you would like help supporting them and learning the legal process, you are in the right place.

## FIRST Hub Guiding Principles:

- Family and community strength can play a pivotal role in stopping and reducing incarceration for a loved one and a community.
- Families and communities can be even more powerful when taking the role of organizer and agent of change, rather than service recipient.
- By working on individual cases, communities can build the movement of directly impacted people to hold the actors of the court accountable, make systemic change, and ultimately end mass incarceration.

### ADDRESS

P.O. Box 80414  
Lansing, MI 48908

### PHONE

517-258-1527

### EMAIL

FIRSThubinfo@micpr.org

### FACEBOOK

@firsthubmichigan

Weekly meetings are held to offer support for families navigating the criminal legal system.

[LEARN MORE>>](#)



[micpr.org/participatory-defense-hub](https://micpr.org/participatory-defense-hub)