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WAYNE COUNTY PROBATE COURT  
1305 COLEMAN A. YOUNG MUNICIPAL CENTER  
TWO WOODWARD AVENUE  
DETROIT, MICHIGAN 48226

To: Attorneys, Practitioners, Agencies, and Other Court Users  
From: Honorable Milton L. Mack, Jr., Chief Judge  
Subject: Policy Concerning Gifts to Staff and Solicitation  
Date: July 21, 2011

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This memorandum is a reminder to all attorneys, practitioners, agencies, and other users of the Wayne County Probate Court of the Court's policy concerning the solicitation and receipt of gifts and gratuities by its employees. Employees are strictly prohibited from receiving or accepting personal gifts or gratuities in *any* form for *any* occasion. It is inappropriate for employees to solicit or accept financial gifts or loans from attorneys, practitioners, agencies and other court users of court services. This policy also applies to the distribution and/or sale of tickets for all fund raisers which are not officially sanctioned by this Court.

Similarly, it is inappropriate for attorneys, practitioners, agencies and other users of the court to offer gifts, gratuities or loans to employees of Probate Court. The purpose of this policy is to insure the integrity of the Court and to protect employees and users of the court from any appearance of impropriety.

Any employee who violates the Court's policy risks discipline, up to and including *termination*. Your failure to adhere to the Court's policy may result in your removal from the Wayne County Probate Court Attorney and/or Agency Assignment Eligibility lists, or other appropriate sanctions.

If you have any questions concerning this policy, please contact Probate Register, April K. Maycock at (313) 224-2722. Thank you for your anticipated cooperation.

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