

TRAVEL REQUEST GUIDELINES

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 fax your request and all documentation to (248) 853-3277.

*****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 and Case #
2. Dates of travel
3. Reason for trip
4. Destination and itinerary
5. Means of transportation
6. Address and phone number where you will be staying
7. Name of person(s) you are staying with
8. 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.