

54-A DISTRICT COURT

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

DISTRICT JUDGES
PATRICK F. CHERRY
FRANK J. DELUCA
LOUISE ALDERSON
HUGH B. CLARKE, JR.



Court Administrator
ANETHIA BREWER

Magistrate
LAURA A. MILLMORE

Administrative Order 2015-8
Rescinds Local Administrative Order 2011-02

CASEFLOW MANAGEMENT PLAN

IT IS ORDERED:

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2013-12.

A. Goals of the Court

The court adopts the following Caseflow Management Plan to:

1. Expedite the disposition of all cases in a manner consistent with fairness to all parties and what is permissible under law;
2. Minimize the uncertainties associated with processing cases;
3. Ensure equal access to the adjudicative process for all litigants.

B. Case Processing Time Guidelines

The court adopts this plan to comply with the time guidelines as set forth in Administrative Order 2013-12. The court will not dismiss a case for the sole reason that it is likely to exceed the guideline.

C. Scheduling Policy

The court will schedule all cases or contested matters in a manner that minimizes delay for the parties and that reduces the possibility of adjournment of scheduled events. The court will control all cases from case initiation through post-disposition proceedings by:

1. Appropriate case screening;
2. Scheduling conferences and orders for the purpose of achieving date certainty;
3. Management of discovery and motion practice;
4. Realistic scheduling of all court events.

The court will monitor all cases and contested matters to ensure that no case exists for which a future action or review date has not been scheduled. The court will schedule all cases pursuant to the time guidelines set forth in Administrative Order 2013-12. The court will not permit a case or contested matter to remain on this court's docket in excess of the guidelines set forth in this local administrative order without immediate judicial review.

D. Adjournment Policy

The court strictly adheres to MCR 2.503.

E. Alternative Dispute Resolution (ADR)

The court encourages alternative means to resolve disputes. Litigants will be provided with information regarding area dispute resolution and counseling centers. The court uses the 30th Circuit Court's case evaluation program for civil general civil cases, and the Resolution Services Center of Central Michigan for small claims cases.

F. Pretrial Scheduling Orders

1. General Civil

Pretrial conferences are scheduled in all cases where the defendant files an answer. The pretrial conference is scheduled for the first available date after 30 days from the date the answer is filed.

2. Misdemeanors

Pretrial conferences are scheduled between 10 and 14 days of arraignments.

G. Trial Scheduling and Management

1. General Civil

Trials are scheduled, if necessary, at the time of the pretrial conference.

If, at the pretrial conference, the case is referred to mediation or case evaluation, trial will be scheduled for the first available date between 30 and 45 days from the date mediation or case evaluation concludes.

If referral to ADR is not made, but discovery is ordered, trial will be scheduled for the first available trial date at least 30 days from the close of discovery.

For all other cases, trial is scheduled for the first available trial date at least 30 days from the date of the pretrial.

2. Misdemeanors

If the defendant is charged with domestic violence and/or a drinking driving offense, both the pretrial and trial are scheduled at the time of the arraignment. Trial dates are 7 to 14 days from the pretrial date.

For all other offenses, if the case is not resolved at the pretrial conference, trial is scheduled for the next available trial date at least 21 but not more than

30 days from the date of the pretrial conference.

3. Small Claims

Hearings are scheduled between 21 and 30 days from the date of filing proof of service on the defendant.

H. Monitoring Systems

The court's case management system will:

1. Monitor case progress;
2. Generate reports for measuring pending inventory and measuring compliance with the time guidelines.

Specific reports that will be available from the case management system are: cases with no next action date, age of pending cases, number of cases pending beyond time standards by judge, age of cases at each event, age of cases at disposition, time intervals between events, and exception reports.

Effective: Upon approval by the State Court Administrative Office.

Date: _____

9/23/15

Louise Alderson Proist
Louise Alderson, Chief Judge