

HON. MARTHA D. ANDERSON

COVID-19 PROTOCOL

Courtroom Proceedings. All courtroom proceedings (excluding Trials) shall be conducted electronically via *Zoom* video and/or audio conferences with limited exceptions relative to criminal proceedings.

Case Evaluations. All Case Evaluations shall be conducted as scheduled via *Zoom* video conferences. The Case Management Office (“CMO”) shall provide parties with instructions on how to join the *Zoom* Case Evaluation. If you have any questions, please contact the CMO.

Case Management Conferences. All Case Management Conferences shall be conducted as scheduled via *Zoom* video conference with trial counsel in attendance.

Final Pretrial Conferences. Unless otherwise ordered, all civil Final Pretrial Conferences shall be conducted electronically via *Zoom* video conference. In the event of a settlement, the parties shall file their proposed Final Order of Dismissal prior to the date and time of the Pretrial Conference or appear for the scheduled Pretrial Conference via *Zoom* video conference.

Settlement/Final Pretrial Conferences and Trials. All Settlement/Final Pretrial Conferences, Jury Trials and Bench Trials shall be held in-person and scheduled at the Court’s discretion.

Civil Scheduling Orders. Any Scheduling Order modification requires a motion providing specific details relative to why it is necessary. Any request to extend discovery shall include what specific discovery has been completed, what specific discovery remains to be completed, and why any remaining discovery cannot be completed within the current Scheduling Order.

Criminal Call. The Court conducts arraignments, pretrials, sentencings and violation of probation hearings as follows: counsel will participate via *Zoom* video conference; in-custody defendants will participate via video conference from the jail; and bond defendants will participate via *Zoom* video conference. In the event of a Bench Conference, the Court will remove the defendant from the *Zoom* meeting room to a *Zoom* waiting room until the Bench Conference is concluded. In the event confidential matters arise requiring a private discussion between the defendant and his or her respective counsel, the Court will initiate a “break-out room” for a private meeting between the defendant and his or her counsel. This room is not recorded and exclusive to “break-out room” members. In the event the defendant does not consent to this outlined procedure, the matter shall be adjourned by the Court.

Motion Call. The Court shall continue its practice of reviewing motion call, waiving oral argument under MCR 2.119(E)(3), and issuing Orders, in its discretion. However, in the event the Court determines oral argument is necessary on any given motion (dispositive or otherwise), the Court will issue an Order setting forth the date and time for hearing via *Zoom* video and/or audio conferences. Once e-filed and properly praeciped and noticed for hearing before the Court, a movant may remove its motion from the Motion Call docket only by: (1) filing a notice of withdrawal; or (2) filing a praecipe and notice of hearing for a subsequent motion call date. The movant is also expected to contact the Judge’s Chambers immediately to notify the Court that a notice of withdrawal or a re-praecipe/re-notice of hearing has been filed in the court record.

Summary Disposition Motions. All dispositive motions continue to be scheduled by the Court upon receipt of a Judge's Copy in the Judge's Chambers. Once a dispositive motion has been accepted for filing by the Clerk, the party shall mail a Judge's Copy to the Judge's Chambers. Upon receipt of same, a Scheduling Order shall be issued by the Court providing the date and time for hearing and setting forth the briefing deadlines to be adhered to by the parties.

Emergency Motions. If you have filed an ex parte or other emergency motion, please notify the Court of its filing by emailing the Judge's Clerks at andersonchambers@oakgov.com (for civil cases) and the Judge's Secretary at fergusoni@oakgov.com (for criminal cases). The Court will review the motion in its discretion.

All Other Motions. The Oakland County Circuit Court is accepting praecipes for Judge Anderson to set motions for hearing before the Court on motion call day (i.e., Wednesdays at 8:30 a.m.). Any praecipe filed must comply with Local Rule 2.119(B), or it shall be dismissed by the Court.

*** MCR 2.119 continues to govern all motions filed with the Court, including the filing deadlines and notice requirements under MCR 2.119(C), unless otherwise ordered by the Court. All motions shall indicate the extent to which the motion has been discussed with opposing counsel and whether opposing counsel concurs in the relief requested; all motions shall also attach a proposed order relative to same.**

Information Regarding Public Access

Members of the public who wish to view a court proceeding may use one of the following methods:

- For viewing a court proceeding ***the day of***, please visit:
<https://www.oakgov.com/courts/circuit/Pages/Video.aspx>.
- For viewing a court proceeding ***more than 24 hours after it occurred***, please review the current Circuit Court Covid-19 orders at:
<https://www.oakgov.com/courts/circuit/about/Pages/administrative-orders.aspx>,
and the standard court policy at:
<https://www.oakgov.com/courts/circuit/resources/business/Pages/default.aspx>

Additional Zoom Information

- Zoom video conferences conducted by the court are an extension of the court and, therefore, all participants shall be in a quiet location (without distraction) and dressed appropriately for court as required under the Courtroom Decorum Local Rule 8.115(D). ***Participation in a Zoom conference while operating a vehicle is strictly prohibited.***
- Viewers are ***prohibited*** from recording, streaming, or otherwise copying or distributing court proceedings.
- For more information, please visit: <https://www.oakgov.com/courts/Pages/Zoom.aspx>.
- Directions for testing your device and networking prior to the court proceeding can be found on the Zoom support website, or you may contact circuitcourt@oakgov.com. The Court will ***not*** stop hearings to troubleshoot issues encountered by viewers or participants.