

# JUDGE AMANDA J. SHELTON

## COURTROOM PROTOCOL



- Direct Link: <https://miscao-6c.zoom.us/my/amandaishelton>
- Desktop PCs and Laptops: Go to the Zoom website [www.zoom.us](http://www.zoom.us). Click on "Join a Meeting." Join using Meeting ID: **248 858 0335**
- Telephone (audio only): Call (646) 876-9923. Connect using Meeting ID: **248 858 0335**
- Tablets & Phones: download the Zoom app from App Store or Play Store prior to the call. At the time of the call, launch the Zoom app and join using Meeting ID: **248 858 0335**
- **Display Name for Attorneys and Parties**: Please display your legal name, case number and preferred pronouns (she/he/they), to assist in being admitted into the correct Zoom hearing for your case. If you need assistance in changing your name, visit the zoom support and select "[Changing Your Name in Zoom](#)"
- Courtroom Appearance & Behavior: Parties and attorneys are expected to dress and behave appropriately in virtual Court just as if they were in the Courthouse. Driving, eating, and smoking are all strictly prohibited while in session. Litigants must be alone in a room/private space that has good lighting and free from all distractions to attend Court. Children are not permitted unless expressly requested by the Court. If you are using a cell phone to participate via Zoom, please do not hand hold your cell phone during the hearing. You should use furniture or something similar that is steady and eye level.
- Waiting Room: You will be placed in a waiting room until your case is ready to be called (This happens when another case is being heard or until all parties have joined.)
- Public Participants: The virtual courtroom is public. People will be admitted as they log into Zoom and while Court is in session. Please identify yourself as "PUBLIC" to assist in being admitted into the correct Zoom.
- Please check the court calendar
- Technical Responsibilities: Parties needing technology assistance please refer to [Circuit & Probate Court Zoom Information | Courts \(oakgov.com\)](#)

**Viewers are prohibited from recording or otherwise copying court proceedings.**

All individuals deserve to be treated fairly, with courtesy and respect, without regard to their race, gender, or any other protected personal characteristic. Our use of requested pronouns including nonbinary pronouns respects litigants' and attorneys' requests and has no effect on the outcome of the proceedings.

Attorneys are expected to only have one court appearance via Zoom at a time. If an attorney has a conflict that cannot be resolved, the attorney should contact the Court or seek an adjournment in advance of their scheduled hearing.

### **JUDGE SHELTON's STAFF**

Please contact Chamber by calling (248) 858-0335 or by emailing [sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com)

Cat Judicial Clerk (248) 858-0335 <a href="mailto:savelc@oakgov.com">savelc@oakgov.com</a>	Gabby Judicial Clerk (248) 858-0335 <a href="mailto:johnsongn@oakgov.com">johnsongn@oakgov.com</a>	Margaret Judicial Secretary <a href="mailto:niehausm@oakgov.com">niehausm@oakgov.com</a>	Mary Judicial Staff Attorney <a href="mailto:deonm@oakgov.com">deonm@oakgov.com</a>
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### **FRIEND OF THE COURT**

Please contact the Case Assistant for your assigned Referee if you have a question regarding a scheduled hearing before a Friend of the Court Referee.

REFEREE	CASE ASSISTANT	PHONE NUMBER
Referee Rebecca Decoster	Lindsay Hopps	(248) 858-1835
Referee Nilda Reinosa	Rachel Van Nest	(248) 975-4447

### **COURTROOM PROCEEDINGS**

- The Court conducts court proceedings in-person and through video teleconferencing.
- The Court shall conduct many proceedings via electronic means, including Zoom video and/or audio conferences.
- A Zoom Notice of Hearing will be e-filed by the Court with a specific date and time for your hearing. It is your responsibility to review this information upon receipt through the e-file system.
- If a need arises for a private conference between attorney and client during a hearing, the Court will allow the conference in a breakout room.
- Trials and evidentiary hearings, including PPO hearings, may be held in-person and not conducted virtually at the Court's discretion. Contact the staff attorney with any questions or concerns.

## **EMERGENCY MOTIONS**

Domestic cases MUST now utilize the e-filing system. Please see <https://www.oakgov.com/clerkrod/court-records/Pages/efiling> for e-filing details. If a given case has not already been added to the MiFile system, the Oakland County Clerk's Office can add the case to eFiling by requesting the addition via an email to [eFiling@oakgov.com](mailto:eFiling@oakgov.com)

Emergency motions must be submitted through the e-filing system. Once your motion has been e-filed, you must email a Judge's Copy to [sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com) and Judge Shelton's Staff Attorney at [deonm@oakgov.com](mailto:deonm@oakgov.com).

**Failure to email a copy of your emergency motion as instructed above may result in a delay by the Court in addressing your motion.**

Questions regarding the eFile system should be directed to [eFiling@oakgov.com](mailto:eFiling@oakgov.com). Specific questions regarding your emergency motion may be emailed to: [niehausm@oakgov.com](mailto:niehausm@oakgov.com)

## **PERSONAL PROTECTION ORDERS**

Petitions for personal protection orders are to be emailed to [PPO@oakgov.com](mailto:PPO@oakgov.com). Please see <https://www.oakgov.com/government/courts/circuit-court/family-division/personal-protection-orders> or details.

## **PLEADING and DOCUMENT CAPTIONS**

Pleading and document captions should include phone numbers and email addresses for counsel of record and/or self-represented parties, unless the self-represented party's contact information is confidential in the Friend of the Court's records.

## **ADJOURNMENT REQUESTS**

The Court will consider requests for adjournments for good cause. Stipulations for adjournment must state the dates in the previous scheduling order(s), the new proposed scheduling order dates and the good cause for the adjournment. Please email [sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com) your requests for adjournment and include the opposing counsel or party.

In domestic matters, stipulations and proposed orders must be e-filed.

In juvenile matters, it must be emailed to the judicial assistant and chambers ([sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com))

## **SCHEDULING/SETTLEMENT CONFERENCES**

- The Court will issue scheduling orders as soon as possible, with trials set approximately 90-120 days after the initial settlement conference date.
- Parties should contact chambers via email to identify an agreed upon mediator. The Court will then issue a scheduling order without anyone needing to appear.
- If parties do not contact chambers with their agreed upon mediator, chambers will contact the parties/attorneys via email requesting they identify a stipulated mediator. Attorneys/parties should respond promptly. The Court will issue the scheduling order without the need to appear for the first Settlement Conference.
- The Court retains its mediation requirement, unless excused by motion and order, and supports parties proactively scheduling mediation as soon as possible.

## **JUDGMENTS and TRIALS**

### **Consent Judgments**

- A date and time will be issued for proofs to finalize all divorce matters upon receipt of a fully executed Judgement and ALL ancillary documents. Proofs/Procons are Monday and Tuesdays at 9 a.m. via Zoom. Chambers can typically schedule procons within 2 weeks of receipt of the Judgment and ancillary documents.
- If the Judgment references a Confidential Settlement Agreement, the agreement must be submitted to the judge for her review via email to [sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com). Opposing parties/counsel must be copied on this email.
- Cases with Minor Children --You must submit a completed Uniform Child Support Order (FOC 10) for any case involving children at the time you submit the judgment. A Deviation Addendum (FOC 10d) must be attached to the Uniform Child Support Order if you are not following the child support formula calculations in any way. Additionally, you MUST attach a child support calculations page to the Uniform Child Support Order.
- You must efile a Record of Divorce with your proposed Consent Judgment.

### **Default Judgments**

- If default judgment is sought, the party must comply with all aspects of MRC 2.603 and MCR 3.210. A party must file and obtain a default against the non-moving party from the County Clerk before presenting a default judgment to the court. Please be aware that the County Clerk does not determine whether you have proper service when they enter a default. This Court requires you to use the Default Request and Entry form (MC 07) available online through the State Court Administrative Office.  
(<https://www.courts.michigan.gov/49f03e/siteassets/forms/scao-approved/mc07.pdf>)

- You must give notice if you intend to take a Default Judgment unless judgment is requested on the day of Trial. Proofs of service should be filed at the time of or before taking a Default Judgment, MCR 2.603.
- You must efile a Record of Divorce with your proposed Default Judgment.
- Cases with Minor Children --You must submit a completed Uniform Child Support Order (FOC 10) for any case involving children at the time you submit the judgment. Additionally, you MUST attach a child support calculations page to the Uniform Child Support Order. If you are not following the child support formula calculations in any way, a Deviation Addendum (FOC 10d) must be attached to the Uniform Child Support Order.
- **Please contact Chambers directly to schedule a hearing for a Motion for Entry of Default Judgments. The Court does not hear such motions on the Court's regular motion call day.**

## **TRIALS**

- All trials and evidentiary hearings may be held in-person and not conducted virtually at the Court's discretion. Contact the staff attorney with any questions or concerns.
- Requests to adjourn must be made by written motion. Stipulated orders may be considered. All orders for adjournment must comply with MCR 2.503.
- **Trial dates are set at the Second Settlement Conference. The Second Settlement Conference will be conducted IN PERSON and pre-settlement conference briefs may be required.**
- Parties and counsel are expected to comply with all dates set forth in the Scheduling Order.
- Trial briefs and binders shall be submitted to the Court in compliance with its Trial/Evidentiary Scheduling Order.

## **MOTION CALL/NON-EMERGENCY ON DOMESTIC CASES**

- Please notify chambers immediately upon the adjournment or withdrawal of a motion by email to [sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com)
- Praecipes are required for motions to be addressed by the Court and they MUST be filed timely. Praecipes filed late will NOT be heard.
- Prior to filing any motion, attorneys must comply with Local Rule 2.119(B) and make reasonable and diligent attempts to make personal contact with opposing counsel and request concurrence in the relief sought.
- If the opposing party is not connected to the e-file system, an email address must be provided in the caption, so the opposing party receives the notice to appear via Zoom from the Court along with the log-in information.
- Motion practice rules apply. If Judge's copies are emailed, please note they are only saved for 2 weeks. If a motion is re-noticed beyond that, a new judge's copy should be emailed if it has documents not attached to the original motion filed with the Court or unredacted information. If a response is not received by Monday at 12:00p.m. (noon), the Court will not consider it. If Monday is a court holiday, responses must

be submitted to the Court on Friday by 4:30p.m. If an attorney has a conflict with these response deadlines, they may request an adjournment of the filing deadline or motion hearing time and the Court may consider that request.

- A party may re-precise a motion 3 times. However, the Court may dismiss the motion without prejudice after a 3<sup>rd</sup> re-precise.
- The Court may waive oral argument and/or request briefing in lieu of oral arguments.
- All motions regarding custody, parenting time, and support will be referred to the Friend of the Court for a pre-settlement conference. If a motion is regarding custody, parenting time, or support, parties/attorneys should anticipate contact from the Friend of the Court or the Court with a time and date for that pre-settlement conference. Failure for the moving party to attend this pre-settlement conference may result in the Court issuing an order dismissing the motion.
- All cases are now e-File. If parties are not connected to the e-file system, a separate proof of service must be timely filed, or the motion will be dismissed for improper service.
- **Motions for Reconsideration and Motions for Summary Disposition must be brought to the attention of the staff attorney by emailing a copy to [deonm@oakgov.com](mailto:deonm@oakgov.com) and [sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com). Failure to email a copy of your motion for reconsideration or your motion for summary disposition as instructed above may result in a delay by the Court in addressing your motion.**
- All Motions for Summary Disposition must be scheduled with the staff attorney directly.

### **JUVENILE MATTERS:**

- All questions or concerns about any Juvenile matter must be sent to [niehausm@oakgov.com](mailto:niehausm@oakgov.com)
- Motions on Juvenile matters will NOT be held on Wednesdays (Motion Days).
- ALL MOTIONS and any related documents must be sent to [niehausm@oakgov.com](mailto:niehausm@oakgov.com) and copied to [sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com).
- The COURT will schedule ALL MOTIONS. After the Court has selected the hearing date, the Attorney/Party may file the Motion (if it has not been filed already) and a Notice of Hearing and complete service after they receive a date.
- The Court may, if appropriate and in its discretion, refer a hearing to a Referee.
- The Court encourages filings or position summations by both the petitioner and respondent in advance of any scheduled hearings.
- File juvenile legal case filings at [juvenilelegal@oakgov.com](mailto:juvenilelegal@oakgov.com) or in person/by mail to the Juvenile Division – Ground Floor East Wing of the Courthouse.
- File confidential non-legal case filings at [juvenile@oakgov.com](mailto:juvenile@oakgov.com) or in person/by mail to the Juvenile Division – Ground Floor East Wing of the Courthouse.

## **PRISONER PARTICIPATION**

- **Timeframe for Prisoner Participation**

In order to have sufficient time to make the necessary arrangements, requests for a prisoner to participate by phone conference must be made to chambers ([sheltonchambers@oakgov.com](mailto:sheltonchambers@oakgov.com)) and to the Judicial Assistant ([niehausm@oakgov.com](mailto:niehausm@oakgov.com)) at least seven (7) days prior to the hearing date, or as soon as practicable based on the participant's incarceration date.

- **Information Needed**

In order for chambers to make arrangements for a prisoner to participate in a hearing remotely chambers must be provided information about where the prisoner is being held (i.e., an MDOC facility, Oakland County Jail, etc.), and the individual's correctly spelled name, date of birth, and identifying inmate number.

## **FURTHER QUESTIONS**

Chambers staff may be reached at (248) 858-0335. Further **urgent** questions regarding your case may be emailed to: [niehausm@oakgov.com](mailto:niehausm@oakgov.com) .

For all Juvenile matters, please email [niehausm@oakgov.com](mailto:niehausm@oakgov.com) .

## **LEGAL AID**

Oakland Mediation Center (<https://mediation-omc.org/> )  
(248) 338-4280

Lakeshore Legal Aid (<https://lakeshorelegalaid.org>)  
(888) 783-8190

Family Law Assistance Project  
<https://michiganlegalhelp.org/legal-clinics-and-events/family-law-assistance-project-flap-clinic>

William Booth Legal Aid Clinic (<https://centralusa.salvationarmy.org/greatlakes/wblac>)  
(313) 361-6340

Michigan State Bar: Legal Resource and Referral Center  
<https://lrs.michbar.org/>

List of Legal Aid Clinics  
<https://www.oakgov.com/home/showpublisheddocument/13888/638235621242130000>