

JUDGE LORIE SAVIN'S COVID-19 PROTOCOLS

These COVID-19 protocols will continue in effect until further notice.

General Information

- While these protocols are in effect, the court will conduct proceedings via the Zoom videoconferencing platform unless otherwise specified. Please do not go to the courthouse unless instructed by court order or court staff.
- **Judge Savin's Zoom Meeting ID is 248 858 5285.**
- Participants are encouraged to test their equipment and become familiar with the use of Zoom before their court date.
- Parties, witnesses, and counsel are required to appear on camera.
- The court may permit a party's request to appear by audio only if requested on the record and if good cause is demonstrated.
- The Zoom room is an extension of the courtroom and all participants must observe appropriate courtroom decorum and behavior.
- The court retains its contempt powers to sanction individuals participating remotely.
- The court's weekly schedule can be viewed at:
<https://www.oakgov.com/courts/circuit/judges/family/Pages/Calendars/SavinCal.aspx>

Electronic Filing of Pleadings and Proposed Orders (e-file)

- Parties must connect to the MiFile e-file system for all cases filed in 2015 or later.
- Cases filed before 2015 may be converted to an e-file case by contacting the Oakland County Clerk's Office to make the request. You may email efiling@oakgov.com to have a case added to the MiFile e-filing system.
- Once a case is designated an e-file case, pleadings must be filed electronically.

Courtroom, Trial, and Evidentiary Hearing Proceedings

- Court staff will issue Zoom instructions via the e-file system with your specific hearing time at least 24 hours before the hearing.
- While we will attempt to call your case at its assigned time, we cannot guarantee the hearing will occur exactly as scheduled. You may be placed in a virtual waiting room where staff will provide status updates via the messaging function.
- If an attorney and client need to privately communicate during the hearing, the court will allow use of Zoom breakout rooms.
- A physical copy of exhibits must be delivered to the Court at least seven (7) days prior to the trial/evidentiary hearing. Contact the Judicial Staff Attorney by email at maloneb@oakgov.com for directions on submission of a proposed exhibit that is a video or audio file.

- The court will **not permit screen sharing** of exhibits in Zoom. All exhibits must be exchanged in advance and provided to the court in accordance with the Scheduling Order.
- It is your responsibility to bring sufficient copies of all documents for opposing counsel, witnesses, clients or others for in-person hearings. Court staff will not make copies of documents or exhibits for you.
- If your hearing is held at the courthouse and you intend to call witnesses, you must inform chambers by email at savinchambers@oakgov.com at least seven (7) days prior to the trial/hearing. Additionally, you must provide the name and cell phone number of each witness in writing to the court clerk upon your arrival for the trial/hearing.
- For in-person hearings, witnesses will remain in their vehicle until they are called by court staff and requested to enter the courthouse. It is your responsibility to inform your witnesses of this procedure and to obtain their cell phone number(s).
- Individuals appearing for in-person hearings shall comply with all applicable health and safety directives issued by the State of Michigan, Michigan Supreme Court, and Oakland County Health Department.

Settlement Conferences and Status Conferences

- These conferences will be held via Zoom videoconference.
- The court retains its mediation requirement unless excused by motion and order.
- Parties are encouraged to proactively schedule mediation as soon as possible.

Motions

- Motions will be heard during Wednesday morning Motion Call.
- To schedule a motion for the Motion Call docket, file a praecipe. This may be done online at: <https://epraecipe.oakgov.com/OaklandCounty>.
- Motions will be heard via Zoom videoconference.
- Parties will continue to be required to meet with Friend of the Court (FOC) staff prior to their motion being heard by the judge, where appropriate in the court's discretion, and will receive separate instructions about the FOC motion call settlement conference directly from FOC staff.
- Court staff will provide Zoom instructions for the motion hearing, including a more specific time slot, via the e-file system.
- Motions must include the phone number and email address of the opposing counsel or self-represented litigant in the caption or they will not be accepted.
- The court may dispense with oral argument, where appropriate.

Emergency Motions & Personal Protection Orders

- Emergency motions must be properly filed with the Clerk's Office.
- Petitions for Personal Protection Orders must be emailed to PPO@oakgov.com.
- Parties seeking emergency relief or a Personal Protection Order must follow the appropriate procedures on the Oakland County Circuit Court COVID-19 Court

Information website located at:

<https://www.oakgov.com/courts/circuit/resources/Pages/COVID-19-Court-Info.aspx>.

- Emergency motions must include the phone number and email address of the opposing counsel or self-represented litigant in the caption.
- Please contact chambers at (248)858-5285 because the court does not receive notification when emergency motions are filed. If staff is unable to answer your call, please leave a message with your name, your case number, and when you filed the motion.
- Once filed with the Clerk's Office, a copy of the emergency motion must be sent to chambers by email to savinchambers@oakgov.com to inform the court that an emergency motion has been filed. The subject line of the email must include your name, the case number, and the phrase "emergency motion."

Divorce & Other Domestic Relations Matters

- Contact chambers at savinchambers@oakgov.com to schedule a date to take proofs if your case is settled and you want the matter heard prior to your next court date.
- You must upload all final documents to the e-file system by 4:00 pm two (2) business days prior to the hearing if you intend to place proofs on the record.
- The court will not grant return of judgment dates and will adjourn the case to take proofs at a later date if documents are not e-filed in advance of the hearing.

Juvenile Proceedings

- Subject to the Sixth Judicial Circuit Court COVID-19 Procedures, the court will hear matters as scheduled or review matters and issue orders, if appropriate.
- Parties seeking relief for juvenile matters shall follow the appropriate procedures on the Oakland County Circuit Court COVID-19 Court Information website located at: <https://www.oakgov.com/courts/circuit/resources/Pages/COVID-19-Court-Info.aspx>.

FOC Matters

- The State Court Administrative Office developed a Custody and Parenting Time FAQ for use during the pandemic. You may find it located here: <https://courts.michigan.gov/Administration/SCAO/Resources/Documents/COVID-19/CustodyPT-FAQ.pdf>.
- The US Centers for Disease Control created a Back to School Decision Making Tool to help parents determine if their children should remain in remote learning or return to a bricks and mortar school building. That and other information can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html#decision-making-tool-parents>.
- If questions remain after reviewing the information provided above, please contact your assigned Custody and Parenting Time Specialist.

- If you have questions about a hearing scheduled with your Referee, please contact your Case Assistant

Referee	Sahera Housey	Alisa Martin	Brenda Ohryn
Referee's Zoom ID	355 015 5376	248 130 7636	901 747 2467
Case Assistant	Dana Kennedy	Tara Perez	Michele Balde-Book
CA Phone Number	(248)858-5423	(248)858-0439	(248)452-2016
Custody & PT Specialist	Jane McCarron	Shelley Wine	Jody LaMacchia
CPTS Phone Number	(248)452-9213	(248)858-5560	(248)858-0135

Chambers Contact Information

- Phone number: (248)858-5285
- Chambers' email: savinchambers@oakgov.com
- Zoom Meeting ID 248 858 5285