

HON. LISA LANGTON COVID-19 PROTOCOLS

These protocols will continue until further notice.

Chambers contact information can be found at the end of this document.

The court's weekly schedule can be viewed at:

<https://www.oakgov.com/home/showpublisheddocument/16569/638161133009030000>

General Provisions

Viewers are prohibited from recording, streaming, copying, or distributing court proceedings.

- Parties must connect to the e-file system for all cases filed in 2015 or later.
 - For cases filed prior to 2015, please contact the Oakland County Clerk's Office and ask that it be converted to an e-file case. When completed, you may e-file motions and documents in those cases.
- During the duration of these protocols, the court will conduct proceedings via Zoom and will not conduct in person proceedings unless specified. Please do not go to the courthouse unless instructed by court order or court staff.
 - Parties, witnesses, and counsel are required to appear on camera. Please ensure that you are comfortable using Zoom—and connecting to audio and video—before logging into court proceedings.
 - The court may permit, if requested on record and for good cause shown, a party's request to appear by audio only.
- All participants shall observe appropriate courtroom decorum and behavior; the court retains its contempt powers to sanction individuals participating remotely.

Courtroom, Trial, and Evidentiary Hearing Proceedings

- Court staff will issue Zoom instructions via the e-file system with your case's time at least 24 hours before the hearing.
- While court staff will attempt to call your case at its assigned time, we cannot guarantee it will occur exactly as scheduled. You may be placed in the virtual waiting room where staff will provide status updates via the messaging function.
- If a need arises for a private conference between attorney and client during a hearing, the court will allow use of Zoom breakout rooms.
- The court will permit screen sharing of exhibits in Zoom during motion hearings.
- While counsel and parties may also share screens to display exhibits during court proceedings, the exhibits must still be submitted to the court's staff attorney (blevinsj@oakgov.com) via email no later than one week before the trial per the scheduling order.
 - Parties do not need to use identification stickers on the exhibits.
 - The parties shall submit all documents, photographs, and non-audio/video exhibits in individual PDF documents.
 - Parties may not provide every exhibit combined into a single PDF document.
 - The file names of the exhibits shall only contain the following information: "Plaintiff's Ex. 1.pdf," "Plaintiff's Ex. 2.pdf," "Defendant's Ex. A.pdf," or "Defendant's Ex. B.pdf," etc.
 - It is your responsibility to submit documents with appropriate file names. Court staff will not, for example, rename "Defendant's Ex. A – Incriminating Photos.pdf" to "Defendant's Ex. A.pdf" for you.
 - You will be asked to resubmit appropriately named files.
 - Audio files should be in .mp3 or .m4a format while video files should be in .mp4 or .mov format and conform to the same file naming scheme as documents.

- The court can accept files in .pdf, mp3, .m4a, .mp4, and .mov formats. Parties should contact chambers as soon as possible if they wish to use other formats.
- Because all exhibits must be emailed to the court's staff attorney and opposing counsel, the court does not accept Dropbox or other file sharing links (such as Google Drive) without prior permission. Please contact the court's staff attorney (blevinsj@oakgov.com) for additional information.
- It is your responsibility to bring sufficient copies of all documents for opposing counsel, witnesses, clients, or other individuals for in-person hearings.
 - Court staff are unable to make copies of documents or exhibits for you.
- If your hearing is held at the courthouse and you will be calling witnesses, you must notify chambers of all witnesses no later than one week prior to the hearing.
 - It is your responsibility to arrive to court with cell phone contact information for the witnesses and to instruct them to wait in their cars until staff call them into court.
 - Please provide witness cell phone contact information to court staff upon arrival.
- Individuals appearing for in person hearings shall comply with all applicable health and safety directives issued by the State of Michigan, Michigan Supreme Court, or the Oakland County Health Department.

FOC Matters

- The State Court Administrative Office developed a Custody and Parenting FAQ for use during the pandemic: <https://courts.michigan.gov/Administration/SCAO/Resources/Documents/COVID-19/CustodyPT-FAQ.pdf>
- If questions remain after reviewing the FAQ, please contact your case's assigned Custody and Parenting Time Specialist.
- Please contact the assigned referee's case assistant with questions about scheduled FOC hearings.

Referee	Zoom ID	Case Assistant	Phone Number
Ref. Blanchard	397-131-4129	Kelly Wormnest	248-858-5421
Ref. Dietz	679-334-3649	Kerisma Reed	248-858-0445
Ref. Letourneau-McAvoy	387-778-8156	Roma Honer	248-452-2012

Scheduling Conferences (in all case codes except DO) or first trial dates (in DO case codes only)

- The court will issue scheduling orders as soon as possible with trials set approximately 60-90 days from the date of the scheduling conference.
- The court retains its mediation requirement, unless excused by motion and order, and supports parties proactively scheduling mediation as soon as possible.

Divorce & Domestic Relations Matters

- If you intend to place proofs on the record, please upload all final documents to the e-file system no later than 24 hours prior to the hearing.
- The court will not grant return of judgment dates and will adjourn the proofs date if documents are not e-filed in advance of the hearing.

Juvenile Matters

- Subject to the Sixth Judicial Circuit Court COVID-19 Protocols regarding emergency and non-emergency proceedings, the court will continue to 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 (<https://www.oakgov.com/government/courts/circuit-court/resources/covid-19-coronavirus-court-information>).
- The court may, if appropriate and in its discretion, refer a hearing to the referee.
- The court encourages filings or position summations, by both the petitioner and respondent, in advance of any scheduled hearings.
- In addition to filing a motion and notice of hearing, parties must also praecipe their motions in juvenile cases for a Wednesday motion call.

Personal Protection Orders and Emergency Motions:

- Parties seeking emergency relief shall follow the appropriate procedures on the Oakland County Circuit Court COVID-19 Court Information website (<https://www.oakgov.com/government/courts/circuit-court/resources/covid-19-coronavirus-court-information>).
- Because chambers does not receive notification when emergency motions are filed, please contact chambers at 248-858-1704 after filing the motion.
 - If staff are unavailable to answer your call, please leave a message with your name, case number, and when you filed the motion.
 - Please e-mail a copy of the emergency motion after you file it to blevinsj@oakgov.com, snyders@oakgov.com, and siegelm@oakgov.com

Motions

- Until further notice, all non-emergency motions shall be digitally praeciped: <https://epraecipe.oakgov.com/OaklandCounty>
- All motions will be heard via Zoom and you will receive instructions via the e-file system with your case's specific hearing time.
 - The court will continue its practice of dispensing with oral arguments, if appropriate, and may request additional briefing or responsive briefing.
 - In the court's discretion, you may first meet with your case's referee or Custody and Parenting Time Specialist via Zoom.
- All motions must include the email address of opposing counsel or an unrepresented party on the face of the motion, or they will not be accepted.

Chambers Contact Information

- Phone: 248-858-1704
- Clerk emails: snyders@oakgov.com and siegelm@oakgov.com
- Staff Attorney email: blevinsj@oakgov.com
- Judicial Secretary email: waynickc@oakgov.com

Zoom Virtual Hearing Instructions

Please read the below information carefully.

All documents must be signed, finalized, and e-filed at least 24 business hours prior to this hearing date. If the final documents are not signed and e-filed in advance, your case may be adjourned to a later date.

You must appear on camera in the virtual courtroom. You may only use the below phone instructions if your device does not have videoconference capabilities.

The following steps are required prior to the meeting:

From a Computer,

- Download and install the Zoom client from www.zoom.us/support/download
- Join the Zoom meeting at your scheduled time by selecting "Join a Meeting" and entering your room number of 248 858 1704.
 - You may join the meeting up to five minutes before your scheduled hearing time. You will be placed in a waiting room.
- When your case is called, you will see all participants on the call, including the judge.
 - You must join with video.

From an iOS/Android App,

- Download the Zoom Cloud Meeting app from the App Store.
- Once downloaded, select Join a Meeting, and enter 248 858 1704.
- Any use of mobile data may incur charges which are your responsibility.

From a Phone,

- Call (646) 876-9923 and, when prompted, enter the room number of 248 858 1704.
- You will be placed into the meeting on a conference call.

Additional Information

Viewers are prohibited from recording, streaming, copying, or distributing court proceedings.

- Add your legal name before logging in or, if simply viewing court proceedings, title yourself "Public"

Zoom

Join Meeting

248 858 1704

Enter your name

☒ Remember my name for future meetings

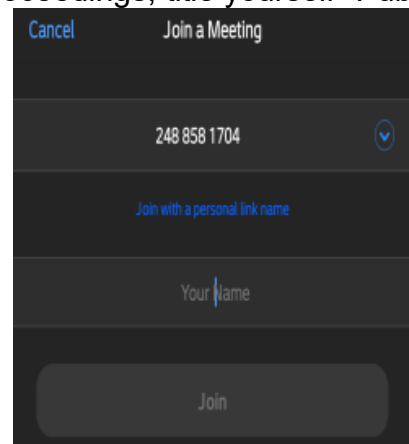
☐ Do not connect to audio

☐ Turn off my video

Join

Cancel

←--Your legal name goes here--→



- Court staff cannot provide Zoom technical assistance. Please refer to the Zoom support website or <https://www.oakgov.com/courts/Pages/Zoom.aspx>.
- It is your responsibility to become familiar with Zoom and test your device(s) before the call.
- The call is a court proceeding requiring appropriate conduct and attire.
- Please attempt to call from a quiet area (such as a private room) and be seated.
- Parties may not call from a moving vehicle, either as a driver or passenger, at any time.
- The Court has the right to terminate the call / proceeding if the video experience is not acceptable.
- Should it become necessary, you may privately speak with your attorney in a breakout room.