

STATE OF MICHIGAN OAKLAND COUNTY PROBATE COURT	CASEFLOW MANAGEMENT PLAN	ADMINISTRATIVE ORDER 2016-01
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Rescinds Local Administrative Order 2015-03

**IT IS ORDERED:**

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

**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 as amended. 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 as amended. 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 adopts the adjournment policy set forth in MCR 2.503.

**E. Alternative Dispute Resolution (ADR)**

The court encourages alternative means to resolve disputes. Information regarding alternative dispute resolution processes is available to all litigants in the Case Management Office. Cases referred to ADR shall remain open.

**F. Scheduling Orders**

For contested matters, the Court may issue a scheduling order to facilitate the progress of the case. The scheduling order establishes times for events, including:

1. scheduling of case evaluation or mediation;
2. filing of dispositive motions and motions in limine;
3. completion of discovery;
4. naming of experts;
5. exchange of witness and exhibit lists; and
6. scheduling of a pretrial conference and trial.

The scheduling order may also include other matters, such as instructions regarding alternative dispute resolution, proposed jury instructions, and trial briefs.

## **G. Settlement or Final Pretrial Conferences**

In most instances, an action that is not disposed of through mediation, case evaluation, or other means will be scheduled for a settlement conference and conducted in accordance with MCR 2.401. Persons with authority to settle the case, including the parties to the actions, agents of the parties, representatives of lien holders, or representatives of insurance carriers shall be present at the conference, or with approval of the Court, immediately available at the time of the conference via telecommunications.

## **H. Trial Scheduling and Management**

Trial dates are set forth in the scheduling orders, but may be changed as the Court deems appropriate. Pursuant to MCR 2.501(D), the Court and counsel shall make every attempt to avoid conflicts in the scheduling of trials. The Court shall make every effort to resolve scheduling conflicts to allow a trial in progress to proceed to conclusion without unnecessary interruption.

## **I. Monitoring Systems**

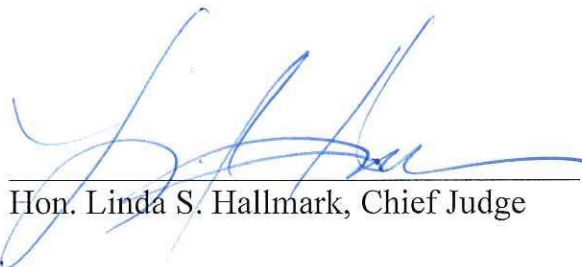
The court's case management system will:

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.

Date: \_\_\_\_\_

8-8-16



Hon. Linda S. Hallmark, Chief Judge