



**33<sup>rd</sup> JUDICIAL DISTRICT COURT**

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**Administrative Order 2015-02**

**CASEFLOW MANAGEMENT PLAN  
(Rescinds Order 2011-02)**

**IT IS ORDERED:**

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

**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; and
3. Ensure equal access to the adjudicative process for all litigants;

**B. Case Processing Time Standards**

The Court adopts the time guidelines as set forth in Administrative Order 2013-12. The Court will not dismiss a case for the sole reason that it is likely to exceed the guidelines.

**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; and
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. 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 strictly adheres to MCR 2.503.

**E. Alternative Dispute Resolution**

The court encourages alternative means to resolve disputes. Litigants will be provided with information regarding area dispute resolution and counseling centers. The Court has adopted an Alternative Dispute Resolution Plan under Local Administrative Order 2004-1. Cases referred to ADR shall remain open.

**F. Pretrial Scheduling Orders**

Within one week after the answer to the complaint is filed, the Court will schedule a pretrial by mailing notices to the parties. In the discretion of the assigned Judge, the Court may send pretrial conference statements to the parties and require them to have same completed and returned before the scheduled pretrial. At the pretrial, parties will agree on dates certain for filing motions, filing exhibits, exchange of witness lists and discovery end date. A pretrial order will be prepared within one week after the date of the pretrial. The trial date will be included in the order mailed to the parties.

**G. Settlement or Final Pretrial Conferences**

Every 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.

Every action which is scheduled for jury trial, and which is not disposed of through mediation, case evaluation, or other means, will be scheduled for a settlement conference in accordance with MCR 2.401. For actions which are scheduled for non-jury trial, the Court may also, in its discretion, require the parties to appear for settlement conference. 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 to be scheduled by the Assignment Clerks, with every effort being made to schedule same on a date convenient to all parties and in a manner that minimizes adjournments for scheduling conflicts and ensures trial date certainty.

**I. Monitoring Systems**

The case management system of the Court will, at a minimum, provide the capability to:

1. Monitor case progress;
2. Generate reports for measuring pending inventory and measuring compliance with the time guidelines

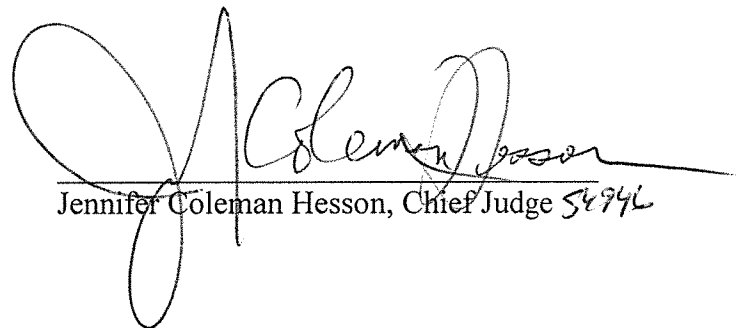
Specific reports that will be available from the case management system are: cases with no next action date, age of pending cases, number of cases pending beyond time standards by judge, age of cases at each event, age of cases at disposition, time intervals between events, and exception reports.

**J. Barriers to Implementation and proposed Methods to Overcome Them**

While the Court is committed to implementation of this Plan, the Court is aware of existing barriers to implementation.

Approximately 25% of the traffic civil infraction cases are issued in conjunction with a misdemeanor charge. Due to the variation in time guidelines between misdemeanors and civil infractions, it is anticipated that the Court will experience difficulty in meeting the guideline of 98% within 84 days. In order to improve compliance in this area, the Court will meet with prosecutors and the local Bar to obtain assistance in this area.

4/13/15  
Date

  
Jennifer Coleman Hesson, Chief Judge 54946