

State of Michigan



The District Court
16th Judicial District
32765 Five Mile Road
Livonia, Michigan 48154-3045
Phone (734) 466-2500

Civil Procedures

I. Communications with Chambers Staff & Clerks Office

- A. Chambers staff and the Court Clerk's Office cannot give legal or procedural advice. The Court's procedures are governed by the Michigan Supreme Court and Michigan Court Rules. This memorandum is intended as a supplement to those rules and not as a substitute.
- B. Telephone calls. Telephone calls to chambers are permitted, but should be made only when necessary. Counsel having questions concerning scheduling matters should contact the Court Clerk's Office, directly at (734) 466-2500 extension 3541. **Do not call the Judicial Secretary with respect to any scheduling matters.** Chambers personnel cannot provide case information. All calls pertaining to case information and docket entries should be directed to the Civil Clerk's Office.
- C. Letters. Letters to the Judge are discouraged, unless specifically requested; written communications should be made only by pleadings. Letters to the Judge from pro se litigants may, at the Judge's discretion, be treated as pleadings and docketed as such.
- D. Facsimiles. Faxes to the Court are permitted. The Civil Clerk's Office fax number is (734) 522-6744.
- E. Scheduling. For scheduling matters, call the Court Clerk's Office at (734) 466-2500 extension 3541. All requests for adjournments must be made at least 72 hours in advance of the scheduled hearing. Requests for adjournment shall be in strict compliance with MCR 2.503.

II. Pre-trial Conferences

- A. Location. Pre-trials conferences are generally held in chambers unless indicated otherwise on the notice. Counsel does not need to check in with Clerk but report directly to the courtroom. Cases will be called generally in the order in which parties appear.
- B. Scheduling. A pre-trial conference is usually scheduled within twenty-eight (28) days of the filing of an answer.
- C. Pre-trial Statement Form. The original form must be returned to the Court Clerk's Office at least seven (7) days prior to the scheduled pre-trial conference date. The pre-trial statement form must include the case number, assigned Judge and scheduled pre-trial date. A copy of the form must be mailed to opposing counsel.
- D. Counsel. The counsel that appears for the pre-trial conference must have the authority to settle. Bring your calendar book, as a settlement conference or a trial date will be set at the pre-trial conference if a settlement is not reached.
- E. Participation by telephone. Participation by telephone is permitted only in unusual and appropriate circumstances. Counsel must request approval at least fourteen (14) days in advance. Contact the Court Clerk's Office to request permission and make arrangements.

III. Settlement Conferences

- A. Scheduling. Settlement conferences will not be adjourned.

IV. Motions

- A. Filing of motion papers. All motions should be filed in the Court Clerk's Office. **Do not file a Judge's copy**. If pleadings are being mailed to the Court for filing, they should be addressed to the 16th Judicial District Court, 32765 Five Mile Road, Livonia, MI 48154.
- B. All documents must be filed at least 5 business days prior to the hearing, or they may not be accepted by the Court.
- C. Oral argument on motions. Counsel should contact the Court Clerk's Office to schedule a date and time for argument.
- D. Motion Day. The Court does not have a set motion day. Counsel does not need to check in with the Clerk but must check in with the Court Officer in the courtroom. Cases will be called generally in the order in which parties appear.

V. Jury Selection

- A. Jury selection. Is scheduled on the second Tuesday or Thursday of the month, excluding the month of December.
- B. A request to review the juror pool questionnaires will be honored in the immediate ten (10) court business days prior to the scheduled selection dates. Contact the Court Clerk's Office to arrange a specific date and time to review the questionnaires. The questionnaires will not be available (to review) on the selection date; they are needed to logistically handle the pool between courtrooms.

VI. Trials

- A. Court Recorder. Please respect the Court Recorder's function. Speak clearly. Do not speak while someone else is speaking. New attorneys should give the Court Recorder their business card to ensure correct information in the record. If spelling of names of cases, people, places or things is important, counsel should give a list of such words to the Court Recorder at the start of trial.
- B. Exhibits. Parties shall not mark exhibits prior to their submission to the Court Recorder.
- C. Transcripts. Counsel are responsible for promptly raising any issue concerning the accuracy of transcripts certified by the official Court Recorder. Counsel should contact the Court Recorder with material errors.

VII. Orders, Dismissals and Judgments

- A. Counsel is responsible for submitting an order, dismissal or judgment after a hearing, bench trial or jury trial.
- B. Chambers staff cannot search for or give the status of an order, dismissal or judgment previously submitted for the Judge's signature. Orders, dismissals and judgments will be reviewed and entered by the Judge daily. The parties should contact the Court Clerk's Office for the status of any submitted orders, dismissals or judgments.
- C. Counsel or Parties are responsible for providing enough copies of all submitted orders, dismissals or judgments for signature. **If not, enough copies are provided, the Court will charge \$1.00 for each additional copy.**