

State of Michigan



16th Judicial District

32765 Five Mile Road
Livonia, Michigan 48154
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Sean P. Kavanagh
District Judge
Kathleen J. McCann
District Judge

Dennis E. Epler
Court Administrator/Magistrate
Nadezda Stojcebska
Deputy Court Administrator/
Director of Probation
James J. Jolly
Magistrate

**STATE OF MICHIGAN
IN THE DISTRICT COURT FOR THE 16TH JUDICIAL DISTRICT
ADMINISTRATIVE ORDER NO. 2172-1**

IT IS ORDERED:

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2011-3

CASEFLOW MANAGEMENT PLAN

Rescinds Local Administrative Order 2011-2

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;
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. 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. 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 (ADR)

The court encourages alternative means to resolve disputes. Litigants will be provided with information regarding area dispute resolution and counseling centers.

F. Pretrial Scheduling Orders

The court will schedule pretrial by:

1. Setting the pretrial date on the court file and by the court officer giving to the defendant and/or his or her attorney a notice to appear form.
OR
2. By mailing notices to the defendant and if any the attorney who has submitted an appearance
OR
3. By mailing notices and a pretrial settlement to both plaintiff and defendant and respective attorney of record. Note: For civil lawsuits, the pretrial settlement is to be completed and submitted to the court prior to or at the pretrial. At the pretrial, parties will agree on dates certain for filing motions.

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.

H. Trial Scheduling and Management

Trial dates are set for the 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: 4-21-15

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Judge Sean P. Kavanagh, Chief Judge