

**DISTRICT JUDGES**

MICHAEL S. MACERONI

STEPHEN S. SIERAWSKI

KIMBERLEY A. WIEGAND

# The District Court

for the



41-A District

of Michigan

The Cities of Sterling Heights and Utica  
and the Townships of Shelby and Macomb

**STERLING HTS DIVISION**  
40111 Dodge Park Road  
Sterling Heights, Michigan  
48313

**COURT ADMINISTRATOR**  
Lynn McKheen

**CLERK OF THE COURT**  
Robin VanSice

Administrative Order 2015-04 03

## CASEFLOW MANAGEMENT PLAN

Rescinds Local Administrative Order 2011-04 03

### 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 guidelines.

#### C. Scheduling Policy

The court will schedule all cases or contested matters in a manner that minimized 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, such as case evaluation. Cases referred to ADR shall remain open.

F. Pretrial Scheduling Orders

The court shall mail along with a notice of hearing, a pretrial statement to each party. The pretrial statement will be completed and submitted to the court and opposing party prior to or on the pretrial date. Upon completion of the pretrial, the judge will enter a pretrial order designating specific dates of the completion of discovery, filing of motion(s), exhibits lists, witness lists and a determination of scheduling for case evaluation.

G. Trial Scheduling and Management

Trial dates are determined by court calendar and agreement of parties when estimated time for trial/examination exceeds one hour.

H. 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

Page 3

## Caseflow Management Plan

standards by judge, age of cases at each event, age of cases at disposition, time intervals between events and exception reports.

Date:

6/22/15

Chief Judge Michael S. Maceroni