

41-A DISTRICT COURT
40111 Dodge Park
Sterling Heights, Michigan 48313

Honorable Eric D. Shepherd
District Court Judge

Phone: (586) 446-2511

JUDGE SHEPHERD'S CIVIL POLICIES AND PROCEDURES

Conferences:

- The Court will schedule a pretrial conference after the Answer to the Complaint is filed. The Judge may issue a Pretrial Order during the pretrial conference. Status conferences are held on a case-by-case basis. Pretrials, status conferences, and most settlement conferences are held via Zoom on Friday mornings at 9:00 a.m. unless otherwise ordered by the Court. Settlement conferences are held in person with persons with settlement authority present.
- A final, in-person, settlement conference will be held prior to a jury trial date. All parties with settlement authority must be present.

Motions:

- All motions are heard on Tuesdays at 9:00 a.m. via Zoom. You must email Judge Shepherd's assistant to obtain a date for a motion for summary disposition hearing before your motion has been filed with the court. Contact: Jackie Langtry via email at: jiangtry@sterlingheights.gov
- The moving party must serve on all parties the motion and the request for a hearing.
- The moving party may adjourn their motion without a stipulated order. If adjourning a motion for summary disposition the moving party must contact chambers to get a new date.
- The Court will strictly enforce MCR 2.119(A)(2) and MCR 2.116(G).

Zoom Instructions and Public Access:

- Parties appearing remotely **MUST** comply with the Court's remote policies and procedures. See Zoom Instructions on the Court's website. **FAILURE TO COMPLY MAY RESULT IN THE LOSS OF THE COURT'S PERMISSION TO APPEAR REMOTELY FOR ALL FUTURE HEARINGS.**

<u>Tablets and Phone:</u> Install the Zoom App from the App Store or Play Store prior to the call. At the time of the call launch the Zoom app and join using Meeting ID: 353-817-4915.	<u>Desktop PCs and Laptops:</u> Go to the Zoom Web Site (zoom.us). Click on "Join a Call." Join using Meeting ID: 353-817-4915.
<u>Audio-only via Telephone:</u> Call 646-876-9923 and connect using Meeting ID: 353-817-4915.	<u>Public Access:</u> The 41-A District Court is open to the public.