

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: jlangtry@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.