



NORENE S. REDMOND
DISTRICT JUDGE

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COURT ADMINISTRATOR

RECEIVED
JAN 5 - 2007

STATE OF MICHIGAN
DISTRICT COURT
THIRTY-EIGHTH JUDICIAL DISTRICT

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State Court Administrative Office
Region 1

Administrative Order 2007-6

Rescinds Administrative Order 2004-09

CASEFLOW MANAGEMENT PLAN

IT IS ORDERED:

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2003-7, effective January 1, 2004. The previous administrative order 2004-9 is rescinded.

A. Goals of the Court

The court adopts the following Caseload Management Plan to:

1. expedite the disposition of all cases in a manner consistent with fairness to all parties;
2. minimize the uncertainties associated with processing cases;
3. assure equal access to the adjudicative process for all litigants;
4. ensure that the resolution of matters is guided by what is permissible under law by defined standards of service and by balancing the needs of the individual and society; and
5. enhance the quality of litigation.

B. Case Processing Time Standards

The court adopts the time guidelines as set forth in Administrative Order 2003-7.

C. Scheduling Policy

The Court adopts a scheduling policy whereby all cases or contested matters will be set in a manner that minimizes delay for the parties and that reduces the possibility of adjournment of set times. This includes early and continuous control of all cases from case initiation through post-disposition proceedings by the use of:

1. appropriate case screening;
2. scheduling orders and conferences for the purpose of achieving date certainty;
3. management of discovery and motion practice;
4. realistic setting of trial dates and time limits; and
5. court control of adjournments in compliance with MCR 2.503(B) for the purpose of achieving date certainty.

Cases and contested matters will be reviewed continually to ensure that no case exists for which a future action or review date has not been set by the court. Scheduling will comply with the time guidelines set forth in Administrative Order 2003-7. No case or contested matter will be permitted to remain on this court's docket in excess of the guidelines set forth by Administrative Order 2003-7 without an immediate review or without the court setting forth the reasons for an extension and setting new limits.

D. Adjournment Policy

The court adopts the adjournment policy set forth in MCR 2.503(B), as follows:

1. Unless the court allows otherwise, a request for an adjournment must be by verified and written motion based on good cause shown. All requests for adjournment will be decided by the judge or his or her designee. Adjournments that are granted will be classified and tracked based on the reason given.
2. A motion for adjournment must state: a) which party is requesting the adjournment; b) the reason for it; and c) whether other adjournments have been granted in the proceeding and, if so, the number granted.
3. The entitlement of a motion for adjournment must specify whether it is the first, or a later request, e. g., "Plaintiff's Request for Third Adjournment."

4. At the time a proceeding is adjourned, the proceeding must be rescheduled for a specific date and time.
5. In granting an adjournment, the court may impose costs and conditions. Costs may be taxed summarily to be paid on demand of the adverse party or the adverse party's attorney, and the adjournment may be vacated if nonpayment is shown by affidavit.

E. Alternative Dispute Resolution

The court promotes the use of alternative means to resolve disputes. Litigants will be provided with all available information regarding area dispute resolution and counseling centers. The Court will continue to use the mediation services of The Resolution Center for all small claims cases, any general civil cases which the court believes are suitable for mediation, and will continue to honor all stipulated requests to have cases submitted to mediation or arbitration.

F. Pretrial Scheduling Orders

In civil cases, upon the filing of the last party's appearance, the court issue a scheduling order setting forth the dates for filing motions, filing exhibits, any ordered discovery, alternative dispute resolution and trial. A settlement conference is scheduled within 60 days' of the filing of the last party's appearance. The scheduling order is binding unless subsequently modified.

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 in accordance with MCR 2.401. Persons with authority to settle the case, including the parties to the action, agents of the parties, representatives of lien holders, or representatives of insurance carriers, shall be present at the conference, or with approval of the court, immediately available at the time of the conference via telecommunications.

H. Trial Scheduling and Management

Trial dates are agreed upon by all parties and a date certain is given. Adjournments are handled according to the adjournment policy.

I. Monitoring Systems

The case management system of the court will, at a minimum, provide the capability to:

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1. monitor case progress;
2. generate various reports for measuring pending inventory, delay, activity, and scheduling practices; and
3. generate reports showing compliance with time guidelines.

Specific reports which 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, adjournment rate, time intervals between events, and exception reports.

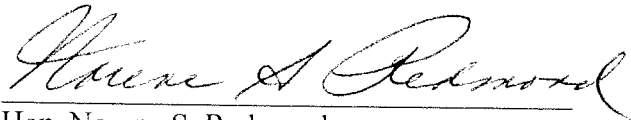
J. Implementation

To successfully implement and achieve the goals of this Plan, the court will

1. develop policy level commitment from the bench to the concept and plan; and
2. consult with internal and external stakeholders as needed for guidance and assistance during the implementation process.

Effective Date: March 1, 2007

Signature Date: January 2, 2007



Hon. Norene S. Redmond
38th District Court Chief Judge