



THE FORTIETH JUDICIAL CIRCUIT OF MICHIGAN

NICK O. HOLOWKA  
Circuit Judge

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**40th CIRCUIT COURT ADMINISTRATIVE ORDER No. 2015 -06 J**  
**71A DISTRICT COURT ADMINISTRATIVE ORDER No. 2015-02J**  
**LAPEER COUNTY PROBATE COURT ADMINISTRATIVE ORDER No. 2015-02 J**

**CASEFLOW MANAGEMENT PLAN**

Rescinds Local Administrative Order 40<sup>th</sup> Circuit Court No. 2001-03J, 71A District Court No. 2011-02J and 44<sup>th</sup> Probate Court No. 2011-01J.

**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 promotes the use of alternative means with which to resolve disputes. Litigants will be provided, upon request, with all available information regarding dispute resolution, civil and domestic mediation. Cases referred to ADR shall remain open.

**F. Pretrial Scheduling Orders**

Scheduling orders are completed at the first pretrial in all matters.

**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 in criminal cases will be set at the final pretrial which will be the same as the plea cut-off date.

Trial dates in civil cases will be set after alternative dispute resolution hearing time lines have expired or at a pretrial conference and medication is not requested. Domestic trials will be set after settlement conference hearings. Scheduling for all trials shall be conducted in accordance with MCR 2.501 and shall be scheduled in a manner that minimizes adjournments for scheduling conflicts and ensures trial date certainty.

**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: \_\_\_\_\_

12/3/15

  
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Honorable Nick O. Holowka  
Chief Judge – Lapeer County