

**CASEFLOW MANAGEMENT
PLAN**

Effective Date: 11/15/11

Rescinds and replaces Local Administrative Order C22-2005-02J.

IT IS ORDERED:

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2011-3.

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 2011-3. 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 2011-3. 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. Cases referred to ADR shall remain open.

F. Pretrial Scheduling Orders

The court will enforce all the conditions of its pretrial orders, including but not limited to enforcement of discovery deadlines. Standard practice will be that the court will also ensure that all dispositive motions are heard and opinions issued before cases are submitted to the case evaluation panels.

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 actions, 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. All interested persons shall receive notice of the settlement conference.

H. Trial Scheduling and Management

Trial dates shall be set at the settlement conference, or sooner, if requested. To avoid future scheduling conflicts, attorneys must be able to confirm their trial date availability at the scheduling conference unless an earlier trial date has been set. In those cases where an earlier date has been set, the court shall set the case for conference prior to trial to determine the exhibits, witnesses, jury instructions, if any, and other details of trial.

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: _____

Hon. Donald E. Shelton
Chief Judge
Washtenaw County Trial Court