



STATE OF MICHIGAN
KENT COUNTY PROBATE COURT

DAVID M. MURKOWSKI
CHIEF JUDGE

SUITE 9500 C
180 OTTAWA AVENUE NW
GRAND RAPIDS, MICHIGAN 49503-2751

Local Administrative Order 2015-02

CASEFLOW MANAGEMENT PLAN

Rescinds Local Administrative Order 2011-02

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 encourages alternative means to resolve disputes. Litigants will be provided with information regarding area dispute resolution and counseling centers. In cooperation with the Kent County 17th Judicial Circuit Court, this Court may utilize the Circuit Court's case evaluation and mediations department for referring matters that are identified as suitable for mediation. Cases referred to ADR shall remain open.

F. Pretrial Scheduling Orders

Upon the filing of an Appearance for Defendant, an Answer, or other responsive pleading in a Civil Action, the Probate Manager shall schedule a Pretrial Scheduling Conference, sending to each attorney and any unrepresented parties who have appeared the Notice along with a blank copy of the Scheduling Pretrial Order and Instructions. At the Scheduling Conference and/or in the Scheduling Pretrial Order the discovery dates shall be set, the amount of trial time required shall be determined, a determination as to whether Alternative Dispute Resolution would be appropriate shall be made, the date for the Final Settlement Conference shall be set, and the trial date shall be set.

G. Final Settlement Conference

A Final Settlement Conference is scheduled at the time of the Pretrial Scheduling Conference. The Final Settlement Conference will be conducted in every civil action that is not disposed of through mediation, case evaluation, or other means and conducted in accordance with MCR 2.401.

H. Trial Scheduling and Management

Trial dates shall be set in the Pretrial Scheduling Order. The trial date shall be reconfirmed at the Final Settlement Conference. To avoid future scheduling conflict, attorneys shall confirm their trial date availability at both the Pretrial Scheduling Conference and Final Settlement Conference.

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:

June 30, 15



David M. Murkowski, Chief Judge