

GROSSE POINTE PARK MUNICIPAL COURT

15115 E. JEFFERSON
GROSSE POINTE PARK, MICHIGAN 48230

Carl F. Jarboe
Municipal Judge

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Administrative Order 2015 -01

CASEFLOW MANAGEMENT PLAN

Rescinds Local Administrative Order MGPP 2011-1

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. Cases referred to ADR shall remain open.

F. Pretrial Scheduling Orders

The Court will schedule a pretrial conference by mailing notices to all parties to appear. At the pretrial conference, parties will be issued a scheduling order with dates certain for exchange of documents, witness lists, exhibits, discovery cut-off and date certain for filing of motions. Facilitation/mediation and final pretrial/settlement conference is also scheduled. A separate mediation order is entered according to MCR 2.410(c) and 2.411.

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 are agreed upon at the final pretrial conference and a date certain is set by the court. Adjournments of trial dates must adhere to MCR 2.503.

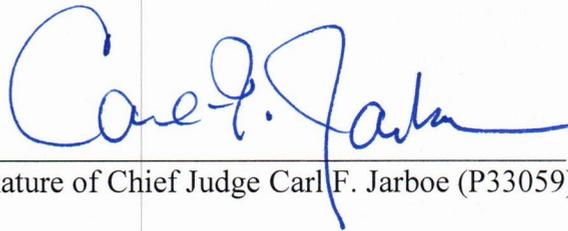
I. Monitoring Systems

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: 6-17-15

A handwritten signature in blue ink, appearing to read "Carl F. Jarboe", written over a horizontal line.

Signature of Chief Judge Carl F. Jarboe (P33059)