



State of Michigan
Court of Claims

MICHAEL J. TALBOT
CHIEF JUDGE
PAT M. DONOFRIO
DEBORAH A. SERVITTO
AMY RONAYNE KRAUSE
JUDGES

JEROME W. ZIMMER JR.
CLERK

Administrative Order 2014-04

CASEFLOW MANAGEMENT PLAN

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. Comply with the time guidelines for case processing as established by the Michigan Supreme Court.
2. Expedite the disposition of all cases in a manner consistent with fairness to all parties and what is permissible under law;
3. Minimize the uncertainties associated with processing cases;
4. 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:

DETROIT OFFICE
CADILLAC PLACE
3020 W. GRAND BLVD. SUITE 14-300
DETROIT, MICHIGAN 48202-6020
(313) 972-5766

TROY OFFICE
COLUMBIA CENTER
201 W. BIG BEAVER RD. SUITE 800
TROY, MICHIGAN 48084-4127
(248) 524-8744

GRAND RAPIDS OFFICE
STATE OF MICHIGAN OFFICE BUILDING
350 OTTAWA, N.W.
GRAND RAPIDS, MICHIGAN 49503-2349
(616) 456-0278

LANSING OFFICE
925 W. OTTAWA ST.
P.O. BOX 30185
LANSING, MICHIGAN 48909-7522
(517) 373-0807

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 adheres to MCR 2.503. The Court adopts an adjournment policy whereby the adjournment of scheduled events is limited to unforeseen and exceptional circumstances. The Court's policy creates the expectation that events will occur when scheduled unless there are compelling reasons to postpone. The Court will document the reason given for the adjournment.

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

For each case, after the answer is filed, the court will schedule a status conference for the purpose of issuing a scheduling order to facilitate the progress of the case. The scheduling order establishes times for events, including: scheduling of case evaluation or mediation; filing of dispositive motions and motion in limine; completion of discovery; naming of experts; exchange of witness and exhibit lists; and scheduling of a trial. The status conference, at the judge's discretion, may be by telephone or require an appearance.

G. Settlement or Final Pretrial Conferences

Every action that is not disposed of through mediation, case evaluation, or other means may be scheduled for a settlement conference and conducted in accordance with MCR 2.401.

H. Trial Scheduling and Management

Trial dates are set forth in the scheduling orders, but may be changed as the Court deems appropriate. Pursuant to MCR 2.501(D), the court and counsel shall make every attempt to avoid conflicts in the scheduling of trials.

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.

These reports are only available for cases added to our case management system after 11/12/13. 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.

The Clerk of the Court of Claims will review the reports generated and make recommendations to comply with the Supreme Court's Case Management Guidelines.

Date:

Chief Judge Signature:

5/27/14
