

OFFICE OF COURT ADMINISTRATOR / FRIEND OF THE COURT  
**THIRTY-SEVENTH JUDICIAL CIRCUIT OF MICHIGAN**  
**CALHOUN COUNTY PROBATE COURT**

JEFFREY S. ALBAUGH  
*Circuit/Probate Court Administrator, 269-969-6523*

CONRAD J. SINDT  
*Chief Circuit Judge*

MICHAEL L. JACONETTE  
*Chief Probate Judge*



KRISTEN L. GETTING, P53658  
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JODY L. HOPKINS  
*Deputy Administrator / Juvenile Services, 269-969-6804*

CINDY K. RUDE  
*Probate Manager / Register, 269-969-6794*

Administrative Order C37 2015-011

**CASEFLOW MANAGEMENT PLAN**

Rescinds Local Administrative Order C37 2011-08.

**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) [Optional]**

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**

Non-criminal cases: Not later than 28 days after expiration of the time for filing an answer or response to a case initiation pleading, the Court will set or conduct a scheduling conference which will result in the issuance of a scheduling order. In the alternative, the Court may adopt a standard case scheduling order or the assigned judge may direct the issuance of an ex parte scheduling order.

Criminal cases: a case status or scheduling conference may be conducted by the Court within 42 days from bind over from the District Court which will result in either the issuance of a scheduling order or the scheduling of the case for trial.

**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 conducted in accordance with MCR 2.401.

**H. Trial Scheduling and Management**

Criminal cases: The trial date will be set by the court prior to or at the final status conference.

Non-criminal cases: The trial date will be set at or prior to the settlement conference.

**I. Monitoring Systems**

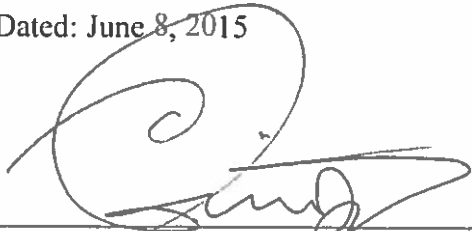
The court's case management system will:

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.

This order is effective June 22, 2015

Dated: June 8, 2015



CONRAD J. SINDT, Chief Circuit Judge