

NOTICE RE: REMOTE COURTROOM PROCEEDINGS AND CIVIL CASE FILINGS

The Michigan Supreme Court has issued guidelines promoting the continued use of remote technology for the conduct of court proceedings and limited access to courtrooms and other spaces to no more than 10 persons at a time. Until further notice, the following practices will be followed:

Unless otherwise ordered/approved by the Judge, interested parties are to participate remotely utilizing the procedures included with this notice.

All 19th District **CIVIL, LANDLORD/TENANT AND SMALL CLAIMS** pretrials and hearings will be conducted via virtual courtroom proceeding on the date and time shown on your notice to appear. Please check the court docket online for confirmation of scheduled hearings. Once a notice is given, you will not receive any “reminders” from the court.

Civil motions will continue to be decided on the briefs filed. There will be no oral argument unless requested in writing and approved by the judge. Civil motions may be scheduled for any Monday docket without prior approval of the court provided that you give the required days’ notice to the opposing party under the court rules. Do not file a “notice of hearing” that says “on a date to be set by the court”.

Included you will find:

- ✓ ZOOM dial in instructions (same for ALL civil cases in courtroom #1)
- ✓ Joint Final Pretrial status report (for **FINAL** pretrials only; submit one copy filled out by both parties)
- ✓ Pretrial status report (for regular pretrials; submit copy from each party)

All civil case filings, including Pretrial Status reports, must be filed with the civil division clerk. Status Reports may be filed via fax at (313) 943-3071 or email at courtdivdivision@ci.dearborn.mi.us . Do not send them directly to the judge’s chambers/staff.