



AMANDA STERKENBURG  
DISTRICT JUDGE

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COURT ADMINISTRATOR/MAGISTRATE  
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SHARON BRINKS  
MAGISTRATE  
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**62-B District Court**  
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Administrative Order 2022-02

## **CASEFLOW MANAGEMENT PLAN**

Rescinds Local Administrative Order [2015-05].

### **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)**

Effective May 10, 2021, the court implemented its Alternative Dispute Resolution, or ADR, plan (Administrative Order 2021-06 ) to reduce client costs, produce more timely resolutions and increase satisfaction with the justice system. The plan lays out a process for determining which cases are appropriate for mediation and how mediators are appointed.

In collaboration with the Dispute Resolution Center of West Michigan, mediation is now a routine part of the 62-B District Court pre-trial process and offers individuals a low-cost option for trained and certified mediation.

**F. Pretrial Scheduling Orders**

All defendants who plead not guilty at arraignment are immediately given a first pretrial date, a settlement conference date, and a jury trial date or notice for a pretrial conference and a judge trial if the defendant waives a jury trial. This notice is signed and dated by the defendant unless the proceeding was held via Zoom, then notices shall be mailed by first class mail.

**G. Settlement or Final Pretrial Conferences**

Whenever a civil defendant files an answer in an action that is not disposed of through mediation, or other means the case will be scheduled for a pretrial conference in accordance with MCR 2.401.

**H. Trial Scheduling and Management**

Civil cases: The trial date is given to the parties at the conclusion of the pretrial conference.

Criminal cases: The pretrial dates and trial date are given to the defendant who plead not guilty at the time of the arraignment.

## **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.

3. The criminal clerk will periodically provide a report to the judge of any case pending more than three months. The civil clerk will periodically provide a report to the judge of any case pending more than six months.

Date: January 20, 2022

  
Signature of Chief Judge P78270