

**STATE OF MICHIGAN  
IN THE CIRCUIT COURT FOR THE COUNTY OF OAKLAND**

**NOTICE AND ORDER FOR MANDATORY CIVIL EARLY INTERVENTION CONFERENCE**

Name  
Address  
City, State, Zip

Case No:

Case Name:

A civil early intervention conference has been scheduled for \_\_ **Date at Time** \_\_ at the Circuit Court, 1200 North Telegraph Road, Pontiac, Michigan 48341.

**THE COURT ORDERS:**

1. Counsel and pro per litigants should report to the assigned judge's chambers 15 minutes before their scheduled appearance time.
2. Parties and persons with authority to settle (ie: hospital risk manager, adjuster, etc.) must appear at the assigned judge's chambers 15 minutes before the scheduled time if they are local.
3. Counsel and pro per litigants shall be prepared to discuss this case in a mutual, good faith effort to identify the key issues and determine the most appropriate method of settlement. Parties should be prepared to discuss appropriate alternative dispute resolution methods. At this time, adjustments to the scheduling order may be requested.
4. No court fee will be charged for the civil early intervention conference.
5. The civil early intervention conference is scheduled before an attorney (volunteering as a facilitator) selected by the Oakland County Circuit Court.
6. Failure of any counsel and/or pro per litigant to attend, or meaningfully participate in the civil early intervention conference may result in the imposition of sanctions.
7. The civil early intervention conference may not be adjourned except for cause, with the approval of the trial judge.
8. Settlements made after this notice shall be in writing, signed by the attorneys and their clients, and submitted to the court on or before the date of your scheduled civil early intervention conference. Settlement documents may be faxed to 248-858-9573 or delivered to the Case Management Office. For those cases that have settled but have not submitted documents in writing, clients and attorneys shall appear at their scheduled civil early intervention conference time to place the settlement on the record.  
**Stipulated Orders of Dismissal may be submitted at any time prior to your scheduled date.**
9. Cases not settling on the date of this conference shall proceed in accordance with the ruling scheduling order.
10. Strict adherence to this order is required.

Dated:

Hon. Wendy Potts, Chief Judge

This notice has been mailed to:

Attorney Name of Record