

Protocol for Judge Potts:

Location

Fifth Floor - Oakland County Courthouse

Telephone: 248-858-0365

Fax: 248-975-9787

Background

Judge Potts is a graduate of the University of Michigan and Wayne State University School of Law. She has served on the Circuit Court since 1997. Judge Potts previously served as a Probate Court Judge and was in private practice.

Scheduling/Conference

Does not hold scheduling conference. Scheduling orders are computer-generated by Case Management Office. Holds status conference on request. Holds settlement conference on request; all parties must attend. Holds pretrial conference on parties request. Will hold telephone conference if parties outside tri-county area; parties make arrangements through Judge On-Line. Criminal sentence and arraignments held at 11:00 a.m. and 1:30 p.m. Wednesdays. Arraignments are done in person. Will accept Cobbs pleas at arraignment at bench. Adjournments allowed by motion; stipulation considered on good cause.

Motion Practice

Motions heard promptly at 8:30 a.m. Wednesday; check in with clerk. Add-on policy at Court's discretion. Does not allow oral argument on all motions. Moving party sets hearing date for nondispositive motions. Dates for summary disposition set by research attorney. Hearing held seven days after motion is filed. Motions, responses and briefs must comply with MCR 2.119(A) unless otherwise ordered. Responses to motions filed within the times set by MCR 2.116(G) and 2.119(C). In limine due per scheduling order. Research attorney reviews all dispositive and criminal motions and all appeals. Court sometimes permits oral bond motions. Court participates in Judge On-Line.

TRO/Injunction

Court uses MCR 3.310 and grants ex-parte relief as per court rules. Court will accelerate briefing schedule.

Discovery

Discovery time allowed is six to 12 months. Extension for discovery before or after cutoff is by motion or stipulated order only. Will appoint discovery master on request of parties.

Pretrials

Will occasionally use telephone pretrials pursuant to Judge On-Line. Settlement discussions emphasized at final pretrial conference; all parties must attend. Court routinely becomes involved in settlement negotiations in jury trials.

Trials

Docket scheduled by Case Management Office. Adjournment by motion or stipulation for good cause. Exhibits marked by attorneys prior to trial; Plaintiff - numbers; Defendant - letters. Trial briefs required for bench trials. Trial hours are 8:30 a.m. to 4:30 p.m. Court requires proposed findings in bench trials; can be amended after trial to conform to evidence. Court conducts voir dire and counsel may participate. Specific voir dire requests allowed at day of trial, in writing. Proposed jury instructions allowed on plain paper on first day of trial. Jury charged after final argument and may take instructions into deliberations.

General

Court uses mediation and arbitration. Drivers license restoration requires medical report. District court appeals scheduled by research attorney.