

**The Honorable Wendy Potts**  
***Chief Judge***

**Location**

Fifth Floor - Oakland County Courthouse  
Telephone: 248-858-0365  
Fax: 248-975-9787

**Procedural Guidelines for Practice in Judge Potts Courtroom**

In order to better serve the attorneys and litigants appearing in Judge Potts courtroom, we have adopted the following guidelines. Please advise your clients and staff so that there are no misunderstandings.

**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 10:15 a.m. and 1:30 p.m. Wednesdays. 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 motion. Hearing held seven days after motion is filed. Court has deadline for timing of responses and responsive briefs and length. In limine due per scheduling order. Research attorney reviews all dispositive and criminal motions and all appeals. Dates for summary disposition set by research attorney. Court sometimes permits oral bond motions.

**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.

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**Pretrials**

Will occasionally use telephone pretrials through 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. Does not use benchbook. Trial hours are 8:30 a.m. to 5:00 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.