

**THE HON. KAMESHIA D. GANT**

**C  VID-19 PROTOCOLS**

These protocols will continue in effect until further notice.

During the duration of this order, the court will not conduct in court, personal, proceedings.

**Courtroom Proceedings**

- The court shall conduct proceedings via electronic means, including Zoom video and/or audio conferences.
- If, during a hearing, a need arises for a private conference between attorney and client, please ask the court for a moment to confer with the client/attorney and the clerk will move the parties to a breakout room for privacy.
- All virtual proceedings are live and being recorded thus, the normal courtroom decorum rules will still apply. **Parties are prohibited from recording the proceedings.**

**Scheduling Conferences**

- The court will issue scheduling orders as soon as possible with trials set approximately 60-90 days from the date of the scheduling conference. Parties should expect to receive the scheduling order via E-Mail and/or E-Service.
- Parties should expect to receive a court generated notice of the scheduled trial date.
- The court retains its mediation requirement, unless excused by motion and order, and supports parties proactively scheduling mediation as soon as possible.
- The parties shall submit to the court via stipulated order their selected Mediator should they wish to use a person/agency other than Oakland Mediation Center.

**Divorce & Domestic Relations Matters**

- For the duration of this order, the court will take statutory proofs *if parties have the capabilities to appear via videoconference through Zoom*. To request a date and time, attorneys may contact the Judicial Assistant, Kate, via email at [shannonk@oakgov.com](mailto:shannonk@oakgov.com).
- If a return of judgment date falls during the duration of this order, **and** the matter is contested, the attorneys or unrepresented parties shall notify the Judicial Assistant, Kate, via email at [shannonk@oakgov.com](mailto:shannonk@oakgov.com) as soon as possible. Otherwise, existing orders directing return of judgment remain in effect as drafted. For non-DO matters, parties may e-file the signed Judgment and any companion orders three (3) days before the scheduled trial/settlement conference date.

**Juvenile Matters**

- Subject to the Sixth Judicial Circuit Court COVID-19 State of Emergency Procedures, and these protocols regarding emergency and non-emergency proceedings, the court will continue to hear the following:
  - Preliminary hearings for all delinquency and child protective proceedings;
  - Issuance of and arraignments on all OTTICs;
  - Violation of probation hearings when detention is requested;
  - Emergency removal hearings for child protective proceedings;
  - In-custody designated and adult court waiver arraignments;

- Safe delivery of newborn hearings;
- Reimbursement department bench warrant dismissal hearings;
- Parental by-pass hearings;
- Hearings for in-custody juveniles to be done by video; and
- Emergency Trials.
- Parties seeking relief for juvenile matters shall follow the appropriate procedures on the Oakland County Circuit Court COVID-19 Court Information website (<https://www.oakgov.co/courts/circuit/resources/Pages/COVID-19-Court-Info.aspx>).
- If parties have a question regarding a filing, they may contact the Judicial Assistant, Kate, via email at [shannok@oakgov.com](mailto:shannok@oakgov.com).
- The court may, if appropriate and in its discretion, refer a hearing to a referee.

### **Personal Protection Orders and Emergency Motions:**

- Parties seeking emergency relief shall follow the appropriate procedures on the Oakland County Circuit Court COVID-19 Court Information website (<https://www.oakgov.co/courts/circuit/resources/Pages/COVID-19-Court-Info.aspx>).
- Subject to the Sixth Judicial Circuit Court COVID-19 State of Emergency Procedures, and these protocols regarding emergency and non-emergency proceedings, the court will continue to hear the following:
  - In-custody arraignments on bench warrants for violation of PPOs by video
  - Contested show cause hearings if Respondent remains in custody after arraignment.
  - Personal Protection Order Petitions of an emergency nature alleging an immediate threat of harm.
  - Hearings on a request for entry or termination/modification of a PPO on a case by case basis; and
  - Bail hearings for PPO Respondents will continue per current practice.

### **Motions**

- **To request to a hearing, please file a Praecipe, or E-Praecipe, Notice of Hearing, and Motion with the Court via E-File or, by First Class Mail. *Please be advised, the Court will inquire as to whether the parties have spoken with each other and made reasonable attempts to resolve their legal issues prior to proceeding with the hearing.***
- The motion must include the following:
  - The case name, case number, and motion title in the subject line of the email;
  - The opposing party must be cc'd (unless the motion is being filed ex-parte);
  - The moving party's certification for a Motion without a 7-Day Notice or with a 7-Day Notice.
- If the filing party fails to include the information outlined above, the motion will not be considered by the court.

- Domestic cases, dated 2015 to present with the suffix DM, DC, DS, DP, and DZ, may now utilize the e-filing system. Please see <https://www.oakgov.com/clerkrod/court-records/Pages/efiling.aspx> for e-filing details.
- Please note, pursuant to MCR 1.109(E), electronic signatures are permitted, but only the Judge can affix her own signature.

### **MOTION WITHOUT 7-DAY NOTICE**

If all parties agree for a Motion to be heard without 7-day notice, it can be heard on any day and at any time available. The moving party shall include the following:

I hereby certify that I have made personal contact with \_\_\_\_\_ on \_\_\_\_\_, 2020 requesting concurrence in the relief sought with this Motion and such concurrence was denied. The parties agree to proceed with a Zoom hearing on the earliest possible date.

The party(ies) are available on \_\_\_\_\_ to conduct a hearing.

### **MOTIONS WITH 7 DAYS NOTICE**

If the Motion hearing date and time is not stipulated to the Zoom hearing must be scheduled out 7 days and notice must be given to the other party(ies) via email. The moving party shall include the following:

I hereby certify that I have made personal contact with \_\_\_\_\_ on \_\_\_\_\_, 2020 requesting concurrence in the relief sought with this Motion and such concurrence was denied.

**OR**

I hereby certify that I have made reasonable and diligent attempts by email or by telephone to the opposing side requesting concurrence in the relief sought with this Motion on \_\_\_\_\_, 2020 but was unsuccessful.

The party(ies) are available on \_\_\_\_\_ to conduct a hearing.

Notice: Your electronic signature certifies that the information presented in your email is correct.

## **JUDGE GANT'S ZOOM INSTRUCTIONS**

### **Tablets and Phones:**

Install the Zoom App from the App Store or Play Store prior to the call. At the time of the call launch the Zoom app and join the meeting using Meeting ID provided.

### **Desktop PCs and Laptops:**

Go to the Zoom Web Site (zoom.us). Click on "Join a Call." Join using Meeting ID provided.

### **Audio-only via Telephone:**

Call (646) 876 9923 and connect using Meeting ID provided.

### **Contact Judge's Chambers**

You may contact Tracee at 248-701-6084 or Angelica at 248-466-4818 with any connection issues.

## **REMEMBER, PRIOR TO APPEARING VIA ZOOM**

- Meet with the parties prior to hearings to promote ease of access to the virtual courtroom;
- Submit all documents/exhibits to the court and the parties at least two (2) days prior to the hearing;
- Be sure to know how to operate your technology prior to the hearing; and
- Visit your court website or contact the court prior to the hearing with any questions.

## **PUBLIC ACCESS TO HEARINGS**

All courtroom proceedings will be conducted electronically using Zoom video conferences. If you wish to observe a court proceeding via Zoom, please check the court calendar at <https://jsos.oakgov.com/OaklandCounty>. If, as a case party, you need to confirm a hearing date or request to appear by Zoom, please see the instructions outlined above in Judge Gant's Covid-19 Protocols. Participants are reminded that all virtual court appearances are an extension of the courtroom; therefore, parties must adhere to proper conduct and appropriate attire is required. Remote participants must use a private, indoor, and quiet room with appropriate lighting that will be free of interruptions. Mobile device participants may not hold their devices during the call but instead must place them at eye level. The Court has the right to terminate the call / proceeding if the video or audio experience is not acceptable. The Judge has full power over remote participants as if they were present in the physical court room. the Court retains its contempt powers to sanction all individuals participating remotely. Please note that you will be placed in a waiting room until your case is ready to call. This will happen when there is another case being heard or until all parties have joined. Please do not leave the Zoom waiting room. Zoom participants can choose to view anonymously by ensuring they are named as Public. You are permitted, should it become necessary, to privately speak with your attorney during the proceedings. If the moving party has not joined the Zoom call at or before the time scheduled for the hearing, the court may pass the case, reschedule the hearing, or dismiss the matter. It is the responsibility of the parties and attorneys to ensure they are on time and able to connect to the call. If you need assistance with this, please ask the clerk when joining the hearing. Viewers are prohibited from recording or otherwise copying court proceedings. It is your responsibility to become familiar with the Zoom controls and test your device(s) before the call. Should you wish to review a hearing, you may contact chambers to make arrangements.

## **CHAMBERS CONTACT INFORMATION**

- Contact the Judicial Staff Attorney, Markeisha Washington, via email at [washingtonm@oakgov.com](mailto:washingtonm@oakgov.com) for any motion call related matters.
- Contact the Judicial Assistant, Kate Shannon, via email at [shannonk@oakgov.com](mailto:shannonk@oakgov.com) or, via telephone at (248) 705-4509 for any juvenile and/or scheduling related matters.
- Contact the Judicial Clerks, Tracee Williams, via email at [williamstm@oakgov.com](mailto:williamstm@oakgov.com) or, via telephone at 248-701-6084 and Angelica Brown via email at [brownaac@oakgov.com](mailto:brownaac@oakgov.com) or, via telephone at 248-466-4818, for any PPO related matters and/or general questions.

## **FOR EMERGENCY MATTERS**

**Emergency Custody/Parenting time matters call 248-466-4863**

**Emergency PPO matters call 248-464-2907**

**Emergency Juvenile matters call 248-766-7533**

**Emergency Civil/Criminal matters call 248-466-4260**