

## **HONORABLE HALA JARBOU**

### **COVID-19 PROTOCOLS**

In light of the present public health crisis, and pursuant to the Michigan Supreme Court Administrative Order Nos. 2020-1, allowing for expanded videoconferencing, and 2020-14, encouraging continued use and expansion of remote hearings, these protocols will continue until further notice.

#### **Contact Information**

To reach the Judge's staff, you may call 248-421-9011 or e-mail [jarbouchambers@oakgov.com](mailto:jarbouchambers@oakgov.com). Please *either* call *or* email – do not do both.

#### **Courtroom Proceedings**

Except for essential functions that cannot be conducted remotely, the Court will not conduct in-court, personal proceedings. All courtroom proceedings will be conducted electronically using Zoom video and/or audio conferences.

#### **Criminal Call**

The Court intends to conduct arraignments, pretrials, sentencings, and violations of probation for defendants on bond on Thursdays at 9:00 A.M. as follows: counsel will participate via Zoom video and/or audio conference; defendants on bond will participate via Zoom video and/or audio conference. In the event confidential matters arise requiring a private discussion between the defendant and his or her respective counsel, the Court will initiate a "breakout room" for a private meeting between the defendant and his or her counsel. This room is not recorded and is exclusive to break out room members.

The Court intends to conduct arraignments, pretrials, sentencings, and violations of probation for defendants in-custody on Thursdays at 1:00 P.M. as follows: counsel will participate by Zoom video and/or audio conference; in-custody defendants will participate via videoconference from the jail. Due to limited videoconferencing availability, if confidential matters need to be discussed as these matters occur, the Court will terminate the hearing and allow counsel and Defendants to confer in confidence outside of the Zoom platform by setting the matter for another date.

*Defendants must agree to this procedure; otherwise these matters will be adjourned.*

**Sentencing Memoranda:** All sentencing memoranda and letters for consideration should be emailed to the Court's staff at [jarbouchambers@oakgov.com](mailto:jarbouchambers@oakgov.com) at least three (3) days prior to sentencing.

**E-filing:** SCAO has authorized the expansion of the e-filing system and FC and FH case types are now e-file cases. In order to file, serve and/or receive future filings in your matter, you must enroll with the Court's MiFile True Filing system and add yourself as a service contact to each case.

To contact MiFile True Filing regarding enrollment, you may click this [link](#) to register, call 855-959-8868, or email [Support@TrueFiling.com](mailto:Support@TrueFiling.com). Click [here](#) for training and support resources. For questions regarding your e-file account or filings, contact the court's e-file staff at [efiling@oakgov.com](mailto:efiling@oakgov.com) or (248) 464-2908.

## Motions

**MCR 2.119 continues to govern all motions filed with the Court, including the filing deadlines and notice requirements set forth in MCR 2.119(C), unless otherwise ordered by the Court.**

**Judges Copies:** Judges Copies are not required.

**Dispositive Motions:** All motions for summary disposition will continue to follow the normal protocol (i.e., please call Chambers at 248-421-9011 or email the staff attorney at [wyssb@oakgov.com](mailto:wyssb@oakgov.com) to get a date to schedule your dispositive motion, and Chambers will issue a specific scheduling order for briefing and hearing).

**Scheduling of Appeals:** Hearings on general civil and criminal appeals will continue to follow the normal protocol (i.e., to be briefed and heard pursuant to the respective Michigan Rules of Court, unless otherwise stipulated). Email the staff attorney at [wyssb@oakgov.com](mailto:wyssb@oakgov.com).

**Motions to Adjourn:** The Court has already issued or will be issuing amended scheduling orders addressing cases in which (1) case evaluation was adjourned because of the shelter at home orders or (2) the trial date was during the shelter at home period. The Court WILL consider reasonable proposed stipulated orders to adjourn.

**Motions for Default or Default Judgment:** Motions for Default or Default Judgment may now be heard. Please follow the below protocol to schedule your motion for hearing.

**Scheduling of All Other Motions:** Judge Jarbou is accepting praecipes to set motions for hearing. Pursuant to MCR 2.119(E)(3), the Court may dispense with oral argument and issue an order on the motion when appropriate. For motions necessitating oral argument, Judge Jarbou will hear such motions on Wednesdays at 9:00 A.M. via Zoom video and/or audio conferences.

If you wish to have a previously filed or newly filed motion be heard, the moving party **must** file a [praecipe](#) with the Case Management Office by 4:30 P.M. the Wednesday prior to the motion hearing date.

**A Notice of Hearing that includes the date, time, and Zoom Instructions, which are found on page 3 of this Protocol, must then be filed and served pursuant to Court Rules.**

**Orders after motion hearing:** Parties are expected to e-file an order in accordance with the judge's ruling by the end of the day. The order must be signed by the attorneys who attended the motion hearing before it is submitted for the Court's signature.

# 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 using Meeting ID **248 452 2000**

## Desktop PCs and Laptops:

From the browser, go to the Zoom Web Site ([zoom.us](https://zoom.us)). Click on “Join Meeting.”  
Join using Meeting ID **248 452 2000**

## Audio-only via Telephone:

Call (646) 876-9923 or (669) 900-6833  
Connect using Meeting ID **248 452 2000**

Or click [here](#)

## PUBLIC ACCESS TO HEARINGS

Except for essential functions that cannot be conducted remotely, Judge Jarbou is not conducting in-person proceedings at this time. All courtroom proceedings will be conducted electronically using Zoom video and/or audio conferences. Please see the information above for how to access the Zoom 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 Jarbou’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. The Judge has full power over remote participants as if they were present in the physical court room.**

Zoom participants can choose to view anonymously by ensuring they are named as *Public* and turning off their video. If you need assistance with this, please ask the clerk when joining the hearing.

Viewers are prohibited from recording or otherwise copying court proceedings.