

The Honorable Cheryl A. Matthews

COVID-19 EMERGENCY PROTOCOLS

These protocols will continue in effect until further order of the Court.

Courtroom Proceedings

The Court will not conduct in-court, personal proceedings. Any proceedings must be conducted via electronic means, including Zoom video and/or audio conferences, Judge On-Line telephone conferences, and similar means, as is necessary.

Civil Pretrials

Pretrials will be conducted via electronic means, including Zoom video and/or audio conferences, Judge On-Line telephone conferences, and similar means, as is necessary.

Criminal Call

The Court intends to conduct pretrials, sentencings and violations of probation. Videoconferencing of in-custody defendants will continue from the jail. Counsel will participate by Zoom video and/or audio conferences, Judge On-Line telephone conferences, and similar means, as is necessary. Defendants not in custody will participate via Zoom video and/or audio conferences, Judge On-Line telephone conferences, and similar means, as is necessary. 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/Judge On-Line platform by either passing the case or setting the matter for another date. Defendants must agree to this procedure, otherwise these matters will be adjourned.

Motions

Scheduling of Summary Disposition Motions. All motions for summary disposition will continue to follow the normal protocol (i.e., 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).

Scheduling of Discovery Motions and Motions for Default or Default Judgment. Discovery motions and motions for default judgments will be heard.

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.

Scheduling of All Other Motions. The Oakland County Circuit Court is accepting praecipes to set motions for hearing. You must file a praecipe in order to place your motion on the docket to be considered by Judge Matthews. The moving party must file a Notice of Hearing which states that the hearing will go forward via Zoom at 9:00 a.m. Judge Matthews may dispense with oral argument on a motion in accordance with MCR 2.119(E)(3). If the Court does not dispense with oral argument, the Court staff will contact

the parties the day before the hearing to let them know the Zoom ID and their Zoom hearing time. The actual Zoom hearing may be between 9:00 a.m. and noon. The Court is flexible and can work with parties and litigants to avoid scheduling conflicts.

Please email heiligenthalp@oakgov.com and williamsam@oakgov.com with questions. You may also call (248)705-9584 or (248)858-0182.

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 248 858 0332	Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call.” Join using Meeting ID 248 858 0332
Audio-only via Telephone: Call (646) 876 9923 or (669) 900 6833 and connect using Meeting ID 248 858 0332	Or click this link.

PUBLIC ACCESS TO HEARINGS

- ◆ Each judge is provided a Zoom Room where recordings are stored in the cloud.
- ◆ Any court proceedings recorded (but not streamed) at the time of the hearing would be made public.
- ◆ Viewers can choose to view anonymously.
- ◆ Links to the Zoom cloud recordings will be posted on Oakgov website.
- ◆ Anyone can view.
- ◆ The links to the hearings will be available at the end of the day for 24 hours.
- ◆ Anyone can download or otherwise copy the video while it is posted.
- ◆ No viewer can participate in the hearing.