

COVID-19 PROTOCOLS

These protocols will continue in effect until the court resumes normal in person proceedings.

Courtroom Proceedings.

The Court will not conduct in-court, personal proceedings. Any proceedings must be conducted via Zoom video and/or audio conferences. Members of the public may determine when a Zoom conference will be held by going to <https://jsos.oakgov.com/OaklandCounty> . The criminal docket for the week will be posted on this webpage on Tuesday of the week the hearing is scheduled. Members of the public who wish to attend a Zoom conference hearing may follow the instructions below. For specific times for criminal matters, please contact Barb Felder at (248) 466-4301 or felderb@oakgov.com. For civil matters, contact Kathy Adams at (248) 466-4491 or adamskro@oakgov.com. You may also check case filings and scheduled dates on Court Explorer <https://courtexplorer.oakgov.com/oaklandcounty/SearchCases> .

All participants who attend a Zoom hearing will first be placed in a waiting room. While in the waiting room, please hover over your identifier (e.g. “Martha’s iPhone” or your phone number) and use the drop-down menu attached to your name or phone number to identify yourself by clicking on “rename” in the drop-down menu. This must be done so we know who to bring into a hearing.

- Lawyers, list your clients name, then your name.
- Parties to the action, list your first and last name
- Members of the public, rename yourself “Public”
- If you are participating by telephone, please ask the clerk for assistance naming you.

Members of the public will be brought into the main Zoom room at the beginning of the session or as they appear in the waiting room. Other participants will be brought in when their matter is ready to be called. Please watch for “chat” messages from the host.

To access a hearing, please follow these instructions:

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 0337	Desktop PCs and Laptops: Go to the Zoom Web Site (zoom.us). Click on “Join a Call.” Join using Meeting ID 248 858 0337
Audio-only via Telephone: Call (646) 876-9923 Connect using Meeting ID 248 858 0337	Or click this link

Civil Status Conferences. The Court will begin holding status conferences for cases in reverse age order (oldest cases first) on approximately September 1, 2020. Status conferences will be conducted by Zoom video and/or audio conferences.

Criminal Call. The Court intends to conduct pretrials, sentencings and violation of probation proceedings virtually, though limited personal appearances will be held. Videoconferencing of in-custody defendants will continue from the jail between 1:00 and 3:00 p.m. on Fridays and non-custody cases between 1:00 and 5:00 on Thursdays. Counsel will participate by Zoom video and/or audio conferences. Defendants will participate via Zoom video and/or audio conferences. If confidential matters need to be discussed as these matters occur, the Court will provide a private breakout room within the Zoom platform for counsel and Defendants to confer in confidence. Attorneys are responsible for providing their client with the log-in information for the Zoom hearing. For any questions concerning the criminal docket, please contact Barb Felder at felderb@oakgov.com. Or (248) 466-4301.

For criminal motions, please follow the protocol below.

Motions.

Scheduling of Summary Disposition Motions. All motions for summary disposition will continue to follow the normal protocol (i.e., contact Stacy Hannert at hannerts@oakgov.com or (248) 466-4781 to schedule a hearing date. Stacy will issue a briefing schedule).

Scheduling of Appeals. Hearings on general civil and criminal appeals will be scheduled for virtual oral argument as required. Contact Stacy Hannert (above) with any questions.

Motions for Default or Default Judgment. Motions for default judgments will only be heard in limited circumstances. Contact Kathy at (248) 466-4491 for further information.

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 time the court will not be conducting in-person hearing. If we have overlooked a case, or the parties mutually are requesting further adjournment, please call Kathy at (248) 466-4491 to obtain a new scheduling order.

Scheduling of All Other Motions, Including Motions in Criminal Cases. The Oakland County Circuit Court is not accepting praecipes to set motions for hearing. For motions necessitating oral argument, Judge McMillen will hear such via Zoom video and/or audio.

- If you wish to have a previously filed or newly filed motion heard, the moving party **must** first file the motion. For criminal cases, you can find instruction on e-filing at <https://www.oakgov.com/courts/circuit/programs/Pages/eFiling.aspx>.

- Next, request a hearing date and time by calling Kathy at (248) 466-4491.
- ***IN ADDITION BY 4:30 P.M. ON THE WEDNESDAY ONE WEEK BEFORE THE HEARING DATE,*** after securing a date for the motion, the moving party must send an email to Kathy at adamskro@oakgov.com with the following information and certification:

Your email request must include:

1. The case number and case name on the subject line of the email
2. The motion title in the body of the email
3. Must be copied to opposing counsel and any unrepresented party
 - a. Include a list of attorneys and unrepresented parties AND THEIR EMAIL ADDRESSES must be contained in your message. The moving party must be able to supply a valid email address for all attorneys and unrepresented parties.
4. Must include the following certification by the attorney requesting the motion. PLEASE NOTE- you must fill in the information requested within the brackets in the language stated below:

I hereby certify that I have made personal contact with [*list all attorneys of record and any unrepresented parties and dates and means by which contact was made*], requesting concurrence in the relief sought with this motion and such concurrence was denied.

All counsel, parties appearing in pro per (if any), and represented parties (if necessary) are available on [*fill in the date obtained from Kathy*] at [*fill in time obtained from Kathy*] to conduct a hearing using ZOOM.

Notice: Your electronic signature below certifies that the above information is correct.

(Signature of moving counsel/moving party if proceeding in pro per)

Phone: _____

Email: _____

Moving Party: _____

5. This email acts as your praecipe. If it is not received by Kathy by 4:30 on the Wednesday of the week preceding your hearing date, your motion will not be heard.

- **NOTICE OF HEARING:** Your notice of hearing must include the following language:

To Join the Hearing

Tablets and Phones: Install the free 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 0337**

Audio-only via Telephone: Call (646) 876-9923. Connect using **Meeting ID 248 858 0337**

Desktop, PC's, and Laptops: Go to the Zoom Website (zoom.us), click on "Join a Call" or "Join a Meeting" and using Meeting **ID 248 858 0337**

Technical Responsibilities: The court uses Zoom meeting services for the Virtual Court Room experience. If you are having TECHNICAL issues with your equipment you should review Zoom training and support materials at Zoom.us. Please understand Zoom is an independent service provider and will have NO knowledge of your court case or legal issues. Contact Brandon Rowells by email at rowellsb@oakgov.com or call **(586)344-6824** to schedule a test call before the scheduled hearing. The court does not provide time during court proceedings to troubleshoot issues. It is your responsibility to ensure that your connection works before your court date.