

Honorable Jennifer Callaghan's Courtroom Protocol

Second Floor, Courtroom 2E

Telephone: 248-858-0240

CHECK-IN: The courtroom will open at 8:30 a.m. for checking in purposes. Please check-in with clerk of the courtroom upon arrival. Attorneys, GAL's and PA's - if you are appearing on more than one case, please present the Clerk with a list of your cases and we will attempt to call all of your cases together, based upon the time when you first checked in and/or the nature of the petition (i.e. new filing vs. existing case). Please give Clerk all proposed orders and any copies that you would like true-copied when checking-in so that the orders can be placed in the file before the Court calls the case.

Please notify the Clerk when all parties are present. Attorneys, GAL's and PA's - if you have to leave the courtroom to attend to another, please sign-out on the attorney sign-out board and notify the Clerk before leaving.

All new petitions on adult and minor Guardianships and Conservatorships, and all first petition in Estate and Trust cases will be scheduled for 8:30 am. All other cases will be heard at 10:00 am. The Court will schedule contested probate matters for a contested hearing.

Minor guardianship cases will be scheduled on Wednesdays at 1:30 pm.

ADJOURNMENTS: No adjournment will be granted without permission of the court. If the parties so stipulate to an adjournment and the court permits the same, the Stipulation and Order must comply with MCR 2.503.

JUDGE'S COPY OF MOTIONS AND BRIEFS: A copy of the motion, response, and any objections must be delivered to the Judge's chambers. All documents must be clearly marked "JUDGE'S COPY" with the hearing date. Copies of all pleadings (except accounts and objections) must be delivered to Judge's chambers by 12:00 pm on Friday. The Judge reviews all motions and responses before Wednesday.

SUMMARY DISPOSITION: All motions for summary disposition, pursuant to MCR 2.116, must be scheduled with the Judge's staff attorney.

PROOF OF SERVICE: A proof of service must be correctly and completely filled out before the Court will hear any case. Please file directly with chambers if within one week of the hearing so that the document makes it to the file.

JUDGE ON-LINE: Judge on-line will be considered on a case by case basis. Individual seeking judge on-line must obtain permission, 7 days in advance, from the Court prior to the hearing. If permission is granted, the requesting individual must fill out the correct paperwork, pay the fee, and submit the paperwork per the judge on-line instructions.

TRIALS: Parties and counsel are expected to comply with all dates and provisions set forth in the Court's scheduling order. All exhibits are to be clearly marked prior to trial. Parties and counsel must be ready to commence trial promptly as scheduled.

GUARDIAN AD LITEMS: A Guardian ad litem will be appointed by the Judge's secretary on all new petitions for adult Guardianship and Conservatorship and on all petitions to terminate/modify adult and minor Guardianship and Conservatorships. Guardian ad litem reports are to be filled with the Court 48 hours prior to the hearing and a Judge's copy must be delivered to the Judge's chambers in person or by fax.