

75th District Court
Local Administrative Order No. 2004-01

This Order Rescinds Local Administrative Order No. 2003-01

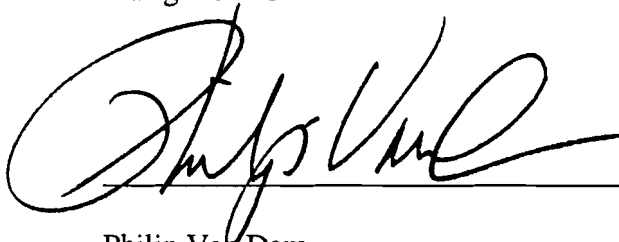
Subject: Assignment of Cases

Pursuant to MCR 8.111(B), the 75th District Court shall assign cases in the following manner:

1. Criminal Cases. The Judicial Specialist – Criminal shall review incoming warrants to determine if the Defendant is currently on probation and/or involved in a pending action.
 - a. If such an action exists, the new matter will be assigned to the judge handling the open file.
 - b. If no such action exists, the new matter will be assigned to a judge based on whether the case number is an even or odd number. Even and odd numbered cases shall be assigned to judges on an alternating basis.
 - c. The Judicial Specialist – Criminal shall maintain a roster of case assignments and monitor the assignment of cases. If a new case assigned under para 1.a., above, causes an exception to the even/odd system, the Judicial Specialist –Criminal shall assign the next case to the judge with the next open space on the roster, regardless of whether the case number is even or odd. The Judicial Specialist – Criminal will then resume the even/odd assignment system.
 - d. All DNR violations excepting those with mandatory minimum jail sentences, or with maximum sentences exceeding ninety (90) days, shall be scheduled before the attorney magistrate unless specifically prohibited by statute. Not guilty pleas on these matters, either initially or upon arraignment by the attorney magistrate shall be assigned to a judge according to para 1.a.-c., above.
 - e. In cases where there are multiple defendants (co-defendants), the co-defendants will be assigned to the same judge for arraignment or preliminary examination. If it occurs that co-defendants are scheduled with different judges the Judicial Specialist – Criminal will ensure that cases are transferred so that all co-defendants are scheduled to appear before the judge who received the earliest assignment of one of the co-defendants in the matter at issue. Should this provision conflict with the provisions of para.1.a, above, the co-defendants' case files for the immediate matter will be transferred to the judge handling the open file as in para 1.a, above. If separate co-defendants have open files before different judges, the files for the matter at issue will be assigned in accordance with this subparagraph.

2. General Civil Cases. The Judicial Specialist – Civil shall assign cases randomly by lot, each filed case being given the next odd or even number that corresponds to the judge.
3. Landlord/Tenant Cases: The Judicial Specialist – Civil shall assign cases to be heard on the next Wednesday that the court is open following the date the case is filed. This is necessary because of timing requirements with these cases. Judges handle these cases on alternating Wednesdays. If for any reason the day of the week for Landlord/Tenant hearings is changed from Wednesdays to another day, the same system shall remain in effect but for the new day.
4. Traffic Cases. The Judicial Specialist – Traffic shall assign all traffic formal hearings randomly by lot, each filed case being given the next odd or even number that corresponds to the judge.
5. Small Claims. The Judicial Specialist – Small Claims shall assign all cases to the attorney magistrate. Small Claims appeals from decisions of the attorney magistrate shall be assigned to the judges on the basis one day per month for appeals with judges assigned on alternating months.

Date: May 27, 2004

A handwritten signature in black ink, appearing to read "Philip Van Dam", written over a horizontal line.

Philip Van Dam
Chief Judge