



## Judge Archie L. Hayman Policies & Procedures

Judicial Secretary: Jackie L. White  
Law Clerk: Leah Hurvitz  
Courtroom Location: 3<sup>rd</sup> floor  
Phone: 810.257.3230  
Court Clerk: 810.237.6132  
Transcript Request Line: 810.424.4454

### Judicial Procedures and Practice

#### MOTIONS:

MONDAYS

9:00 a.m.	Sentencings
2:00 p.m.	Civil Motions
3:00 p.m.	Criminal Motions/Pleas

WEDNESDAYS

1:30 p.m.	PV Hearings/PV Show Cause Hearings
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#### CIVIL CASES:

All motions, INCLUDING SUMMARY DISPOSITION MOTIONS, are scheduled on Mondays at 2:00 p.m. You do not have to get a date from the judicial office. Schedule the motion, as you would any civil motion.

All motions are adjourned by calling the Judge's office. Only the moving party can adjourn their motion. Motions can only be adjourned three times without being re-noticed by the moving party. Motions will not be adjourned without a future date.

Per every pre-trial scheduling order (mailed to your office by this Court), Case Evaluation, Discovery, Motion cut off and Trial dates **cannot** be adjourned by stipulation. They **must** be motioned and heard in front of Judge Hayman.

Judge Hayman normally does not have settlement conferences, unless absolutely necessary. Please negotiate on your own with the other side prior to trial.

**Read your pre-trial scheduling order!** Everything you need to know is in that Order.

**CRIMINAL CASES:**

This Court will mail out a trial date. No pre-trials are scheduled. If you require an adjournment of trial, a motion must be filed. Adjournments on cases in which the defendant is incarcerated are only for good cause. If your case has a resolution, contact Judge Hayman's office to schedule a date for a plea.

The criminal division of the Genesee County Prosecutor may be reached at 810.257.3232.