



Judicial Administrative Secretary: Melissa Bishop  
Judicial Advisory Assistant: Steve Ellis  
Courtroom Location: 306w  
Phone: 810 257 3257  
Court Clerk: 810 768 7930 dsanborn@co.genesee.mi.us  
Transcript Request Line: 810 424 4454

Judicial Procedures and Practice

**Mondays Matters:**

8:15	Criminal Motions
9:00	Domestic Judgments & Referee Objections
10:00	Domestic Motions, Child Support, and Domestic Show Causes
1:30	Criminal Sentencings
2:30	Criminal Probation Violation Hearings & Sentencings
3:00	FOC Matters (no pay & PPO violations) & Establishment Cases w/Pros.
4:00	PPO's

**Motion Policy:**

Judge's Copies: Judge's copies are required on ALL motions consistent with MCR 2.119(A)(2)(d). Failure to do so may result in delay, waiver of oral arguments, or assessment of fees.

Adjournments: Moving party may adjourn

**DOMESTIC MATTERS:**

**Mandatory Settlement Conferences** will be scheduled approximately six months after the filing of the Complaint; parties and counsel must appear. Adjournments only for cause and a Stipulation and Order must be provided, in advance, and state the party requesting the adjournment and the reason why.

**Scheduling Orders** will be provided to parties or counsel for parties and all terms will be enforced. Adjournment of Mandatory Settlement Conference and Trial dates do not affect the deadlines unless specifically stated.

**Trials** will be held Tuesday through Friday of domestic term. Scheduled after the mandatory settlement conference; parties and counsel must appear. Adjournments only for good cause, and a Stipulation and

Order must be provided, in advance, and state the party requesting the adjournment and the reason why.

**Statutory Waiting Period:** Divorce involving minor children, Court will consider waiving the statutory waiting period, provided that the appropriate record has been made pursuant to statute and will be reviewed on a case-by-case basis.

### **CRIMINAL MATTERS**

The Court will mail out pretrial notices after the file is received from the District Court and the prosecutor files the information. When the defendant waives preliminary examination without a plea agreement in District Court, Judge Kelly will **not** consider a Cobbs proposal unless written proposal is filed. The Cobbs proposals must include a calculation of the PSI guidelines, the sentence proposal by counsel, and the reason for the proposal.

**Pre-trials** are held in the courtroom and Defendants are required to appear. Any pleas may be placed on the record at that time. Incarcerated Defendants will appear via video, unless other arrangements are made.

**Trials** are scheduled to begin Tuesday through Friday. Exhibits must be exchanged and marked by counsel, and the requested voir dire, jury instructions and verdict form must be provided to the law clerk **no later than Monday prior to trial**. All motions, motions in limine, and disputes concerning voir dire, jury instructions and verdict form **must be filed and heard at least three weeks prior to trial**. Counsel should clear their schedule so that the trial may continue uninterrupted until completed.

**Sentencings, Probation Violation and Criminal Show Cause Hearings** are heard on Monday afternoons.

**Adjournments of criminal proceedings:** Prior to requesting the Court for an adjournment, approval must be sought from the prosecutor handling the case. You may reach the criminal division of the Genesee County Prosecutors at 810 257 3232.