



JUDGE MARK W. LATCHANA Policies & Procedures

Judicial Administrative Secretary:	Lynn Beldin
Judicial Advisory Assistant:	Michael Bechtel
Courtroom Location:	Room 303, Third Floor
Phone:	(810) 257-3260
Court Clerk:	(810) 257-2718 Deanna Hawkins DeHawkins@co.genesee.mi.us
Transcript Request Line:	(810) 424-4454

Judicial Procedures and Practice

<u>MONDAY MATTERS:</u>	8:30 a.m.	Criminal Motions, Criminal Sentences
	1:00 p.m.	Civil Motions, Summary Disposition Motions, Motions to be Scheduled with Judicial Secretary
	2:00 p.m.	PPO Hearings, Driver's License Motions

Judges copy can be emailed to : Lynn Beldin
LBeldin@co.genesee.mi.us

CIVIL CASES:

ADJOURNMENT OF MOTIONS: Contact judicial office, by telephone call. Motions are not adjourned without date. Only moving party may adjourn. Two adjournments are allowed without re-noticing (civil motions).

SUMMARY DISPOSITION MOTIONS: Must be filed and heard prior to case evaluation. These motions are heard on Mondays at 1:30 p.m. The date for hearing must be scheduled through the Judge's office with either the secretary or the law clerk. Judge's copies must be provided to law clerk and are not to exceed the 20 page limit pursuant to MCR 2.119(A)(2).

CIVIL STATUS CONFERENCES: Scheduled and conducted by Judge Latchana's secretary, Lynn Beldin. Status Conferences are conducted by telephone per instructions attached to the notice. They are scheduled every 15 minutes and calls **MUST** be made at the time designated. The scheduling order indicating cut-off dates, mediation procedure and order, and a trial notice are prepared and sent to counsel. The case is entered into mediation and case evaluation.

SETTLEMENT CONFERENCES: Judge Latchana requires a settlement conference approximately one month before trial.

Mandatory Settlement Conferences are held on Tuesday mornings. All counsel, parties, and those with authority to settle must appear. Final witness lists are to be exchanged and jury instructions must also be prepared and exchanged.

JURY AND NON-JURY CIVIL TRIALS: All are scheduled for the first Wednesday of the term. However, some cases may be scheduled during the second or third week of the term due to conflicts. **Regardless of your case age ranking, you must be prepared for trial throughout the term.**

Trials are scheduled to begin Wednesday through Friday. 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. Trials in Judge Latchana's court generally are held all day Wednesdays, Thursdays and Fridays, and may continue on Tuesday mornings.

Motions in Limine **must be filed and heard at least 14 days** prior to commencement of trial. Requested Voir Dire, Verdict Form, Jury Instructions, Trial Brief and Theory shall be presented to the law clerk at least three days prior to trial.

When calling to inquire about a case, please have the case number available.

When submitting any pleading, please comply with MCR 2.113(C)(1) (e), (f) and (g), which requires the name, business address, telephone number and state bar number

of the pleading attorney; the name address and telephone number of a pleading party appearing without an attorney; and the name and state bar number of each other attorney who has appeared in the action.

When submitting an Order for the Judge's signature, please specify in the entitlement what type of Order it is, pursuant to MCR(C)(1)(d).

When submitting a Judgment that resolves the last pending claim and closes the case or an Order that disposes of the last pending claim, **these documents must state, immediately preceding the judge's signature, whether it resolves and closes the case** pursuant to MCR 2.602(A)(3).

CRIMINAL CASES:

CRIMINAL PRE-TRIALS/MOTION CUT-OFF: Dates are scheduled by the Judge at the initial Status Conference. No plea to a reduced charge will be accepted after the plea cut-off date without good cause shown. A judge's copy of any motion and brief shall be provided to the law clerk upon filing. Contact the criminal division of the Genesee County Prosecutor's Office, (810) 257-3232 to learn the assigned assistant prosecutor.

Status Conferences are conducted in chambers, counsel are to appear.

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.

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.

CRIMINAL TRIALS: Trials are scheduled to begin Wednesday through Friday. Exhibits must be exchange and marked by counsel, and the requested voir dire, jury instructions and verdict 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: Scheduled Monday at 8:30 a.m.

ADJOURNMENTS OF CRIMINAL PROCEEDINGS: Prior to requesting the Court for an adjournment, approval must be sought from the opposing party. You may reach the criminal division of the Genesee County Prosecutors at (810) 257-3232.

VIDEO COURTROOM: If you need to order a transcript of a court proceeding, please contact the transcriber for our Court through the transcript request line (810) 424-4454. Alternately, parties may request copies of a CD through the Genesee County Clerk's Office, in person. A fee of \$30.00 per CD will be charged for reproduction to cover the cost of the CD, staff time and machine maintenance. Fees are paid to the Circuit Court Clerk, Legal Division. All checks should be made payable to the Genesee County Clerk.

JUDGE'S ALTERNATE: When Judge Latchana is not available for signing orders, his staff will have another Judge sign necessary orders.