

## **JUDGE MARK W. LATCHANA**

### **Policies & Procedures**

Judicial Administrative Secretary: Deanna Hawkins [dhawkins2@geneseecountymi.gov](mailto:dhawkins2@geneseecountymi.gov)

Judicial Advisory Assistant: Pfeiffer Neubert [pneubert@geneseecountymi.gov](mailto:pneubert@geneseecountymi.gov)

Courtroom Location: Room 305, Third Floor

Phone: (810) 257-3260

Court Clerk: Ashley Lovett [alovett@geneseecountymi.gov](mailto:alovett@geneseecountymi.gov)

Transcript Request Line: (810) 424-4454

**Zoom ID: 375 928 7123, please make sure to sign in with your name and the file number of the case you are appearing on.**

#### Judicial Procedures and Practice

<b><u>MONDAY MATTERS:</u></b>	8:30 a.m.	Criminal Sentences
	11:00 a.m.	Driver's License Motions
	1:00 p.m.	Civil Motion
	1:30 p.m.	Summary Disposition Motions
	2:00 p.m.	PPO Hearings

<b><u>CRIMINAL MOTIONS:</u></b>	9:00 a.m.	Monday or Tuesday morning
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**CIVIL CASES:** Include a proposed order when filing a notice of hearing and motion.

**ADJOURNMENT OF MOTIONS:** Contact judicial office, by telephone call. Motions are not adjourned without date. Only moving party may adjourn. One adjournment is 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. 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).

**SETTLEMENT CONFERENCES:** Judge Latchana requires a settlement conference approximately nine days before trial.

Mandatory Settlement Conferences are held on Monday afternoons. All counsel, parties, and those with authority to settle must appear.

**JURY AND NON-JURY CIVIL TRIALS:** All are scheduled for a Wednesday morning. However, some cases may be scheduled on other dates 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 in accordance with the scheduling order.** 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 continue on Tuesday morning.

Motions in Limine **must be filed and heard by the Monday of the week prior to trial.** Requested Voir Dire, Verdict Form, Jury Instructions, Trial Brief and Theory shall be presented to the law clerk by noon on Friday of the week 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 Court or Judge's secretary. No plea to a reduced charge will be accepted after the final pretrial. 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.

Pre-trials are held in the courtroom and Defendants are required to appear. Any pleas may be placed on the record at that time.

**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 Tuesday through Friday. Exhibits must be exchanged and marked by counsel, jury instructions and verdict must be provided to the law clerk **no later than noon on Friday 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 one week 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. or as scheduled by the Judge's secretary.

**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 of court proceedings. Information regarding CD requests may be found in the links listed below.

<https://7thcircuitcourt.com/wp-content/uploads/2014/11/Access-to-Court-Proceedings-and-Obtaining-a-Copy-of-the-Court-Record.pdf>

<https://7thcircuitcourt.com/cd/>

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