

# Civil Practice and Trial Procedure

The Court's requirements and standard practices for civil practice are outlined in the following sample orders.

[Sample Order to Attend Scheduling Conference and Notice of Requirements for Submission of Discovery Plan](#)

[Sample Case Management Requirements and Scheduling Order](#)

[Order of Facilitation Form](#)

[Sample Notice of Settlement Conference and Requirements for Submission of Settlement Statement](#)

[Sample Order to Attend Scheduling Conference and Submit a Case Management Proposal for Review of Denial of Benefits under ERISA](#)

[Model Case Management and Scheduling Order for Patent Cases](#)

(A Word version is available by request to the case manager)

[Sample Order to Attend Scheduling Conference in a Patent Case](#)

In order to view and print the order(s), Adobe Acrobat Reader is required. To download Adobe Acrobat [click here](#).

## Courtesy Copies

A courtesy copy of all motions and briefs must be sent to the chambers via first class mail the same day the document is e-filed, or hand-delivered not later than the next business day after the document is e-filed. The courtesy copy should consist of the actual e-filed document and contain the electronic file stamp on the top of each page. It may be bound in any manner other than a [prong fastener](#). Exhibits must be tabbed and the relevant portions highlighted.

## **TROs and Preliminary Injunctions**

The Court strictly adheres to Federal Rule of Civil Procedure 65 and Eastern District of Michigan Local Rule 65.1.

Parties should notify the case manager by telephone (313-234-5095) upon filing a motion for a temporary restraining order. The Court rarely grants a temporary restraining order without notice to the opposing party. See also Fed. R. Civ. P. 65(b)(1).

Parties should also notify the case manager by telephone upon filing of a motion for preliminary injunction. The Court will typically hold a status conference very soon after receiving notice of a preliminary injunction motion to arrange a briefing schedule and hearing date. The Court will then typically issue a scheduling order similar to the sample order below.

[Sample Scheduling Order for Preliminary Injunction Motion](#)

In order to view and print the order(s), Adobe Acrobat Reader is required. To download Adobe Acrobat [click here](#).

# **Criminal Practice and Trial Procedure**

The Court's requirements and standard practices for criminal practice are outlined in the following sample order.

[Sample Criminal Trial Notice and Scheduling Order](#)

In order to view and print the order(s), Adobe Acrobat Reader is required. To download Adobe Acrobat [click here](#).

## Out of State Counsel

[Local Rule 83.20](#) requires that an attorney must be a member of the bar of the Eastern District of Michigan in order to practice in this Court, with certain limited exceptions. Inquiries regarding admission to the court bar must be directed to the clerk's office at (313) 234-5005. Pro hac vice admission is not permitted. In addition, this Court strictly enforces [Local Rule 83.20\(f\)](#), which provides that any member of the court bar who is not an active member of the State Bar of Michigan must have local counsel.

