Communications with Chambers for Case Related Matters

The Court strongly prefers email communication with the case manager, Tara Villereal. Opposing counsel should be copied on any correspondence to the Court. If the parties are submitting a request to adjourn a date (e.g., to move the date or time of a hearing), the parties should first confer, and then send a single email, and include any agreed dates that work for all parties.

Please e-mail Ms. Villereal at: Tara_Villereal@mied.uscourts.gov.

Civil Practice and Trial Procedures

- Example Scheduling Order
- Facilitative Mediation Order
- Brief Format Certification Form
- Case Management Requirements
- Joint Discovery Plan Template

Criminal Practice and Trial Procedures

- Example Criminal Scheduling Order and Trial Notice

Temporary Restraining Orders and Preliminary Injunctions

The Court strictly adheres to Federal Rule of Civil Procedure 65 and Local Rule 65.1. Parties must notify the case manager by telephone (313-234-5180) upon filing a motion for a temporary restraining order. The Court rarely grants a temporary restraining order without notice to the opposing party. See Fed. R. Civ. P. 65(b)(1).

Parties must also notify the case manager by telephone upon filing a motion for preliminary injunction. The Court will typically hold a status conference shortly after receiving a preliminary injunction motion. The purpose of the conference is to set a briefing schedule and hearing date. The Court will then issue a scheduling order like the sample order provided in the link below. Please review the scheduling order for additional information about the Court's procedures.

- Example Scheduling Order for Preliminary Injunctions