

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	CASE EVALUATION NOTICE	CASE NO. and JUDGE
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Court address

Court telephone no.

Plaintiff(s)/Petitioner(s)	v	Defendant(s)/Respondent(s)
In the matter of _____		

Attorney name, bar no., address, and telephone no.

Attorney for: ☐ Personal service

Attorney name, bar no., address, and telephone no.

Attorney for: ☐ Personal service

Attorney name, bar no., address, and telephone no.

Attorney for: ☐ Personal service

Attorney name, bar no., address, and telephone no.

Attorney for: ☐ Personal service

NOTICE OF HEARING

1. This case has been ordered to case evaluation.
The case evaluation hearing will be held:

on: _____
Date

at: _____
Time

at the following location:

2. The case evaluators are:

Name (type or print)

Bar no.

Name (type or print)

Bar no.

Name (type or print)

Bar no.

If you require accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

IMPORTANT: See page 2 for an explanation of your responsibilities and warnings for failure to comply.

RESPONSIBILITIES

In accordance with MCR 2.403, you are required to do the following:

1. Within _____, each party must send to the ☐ ADR clerk or ☐ _____ a check in
Time Specify
the amount of \$ _____ made payable to _____.
2. A person entitled to a fee waiver under MCR 2.002 is entitled to a waiver of fees under this rule.
3. Unless otherwise provided in the notice of hearing, at least 7 days before the hearing each party shall serve a copy of the case evaluation summary and supporting documents in accordance with MCR 2.107 and file a proof of service and three copies of a case evaluation summary and supporting documents with the ADR clerk. The case evaluation summary shall consist of a concise summary setting forth that party's factual and legal position on issues presented by the action. Except as permitted by the court, the summary shall not exceed 20 pages double spaced, exclusive of attachments. Quotations and footnotes may be single spaced. At least one-inch margins must be used, and printing shall not be smaller than 12-point font. See MCR 2.403(l).

EACH FAILURE TO TIMELY FILE AND SERVE THE MATERIALS IDENTIFIED ABOVE AND EACH SUBSEQUENT FILING OF SUPPLEMENTAL MATERIALS WITHIN 7 DAYS OF THE HEARING SUBJECTS THE OFFENDING ATTORNEY OR PARTY TO A \$150 PENALTY to be paid as follows:

FILING AND SERVING THE MATERIALS IDENTIFIED ABOVE WITHIN 24 HOURS OF THE HEARING SUBJECTS THE OFFENDING ATTORNEY OR PARTY TO AN ADDITIONAL \$150 PENALTY.

ADR clerk signature and date

CERTIFICATE OF MAILING

I served a copy of this case evaluation notice on the case evaluators and parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3).

ADR clerk signature and date