

State of Michigan 54-A Judicial District	CIVIL PRETRIAL INSTRUCTIONS	Case No. All Civil Cases
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Court address & Phone number

124 W. Michigan Ave., 6th Floor City Hall, Lansing MI 48933

517-483-4426

In all cases set for a pretrial conference, a Joint Pretrial Summary shall be prepared, submitted and approved by the Court prior to the date of pretrial, **OR** the parties shall appear for the pretrial on the date scheduled. In the Summary:

- State the triable factual and legal issues.
- State the necessity or desirability to amend the pleadings, including the need to add parties.
- State whether there are any pending defenses filed under MCR 2.116 or motions to be disposed of before trial.
- State whether the case may be consolidated with any other case for trial.
- State any admissions of fact not covered in pleadings.
- State whether you can agree upon the authenticity of any documents, including charters and regulations.
- List all witnesses expected to testify at trial by each party.
- State whether you have considered limiting the number of expert witnesses and whether the parties wish to agree to an impartial expert.
- State a date by which each party will identify their expert witness or witnesses.
- State whether consolidation or separation of issues is appropriate.
- Specify all damage claims in detail as of the date of this statement.
- List all proposed exhibits and admit the authenticity of each whenever possible.
- State whether or not all claims arising out of the transaction or occurrence that is the subject matter of this action have been joined as required by MCR 2.203(A).
- State the scope of discovery, if any, and date that discovery will close.
- State whether jury or non jury and if fee has been paid.
- State the possibility of settlement.
- State whether case should be submitted to case evaluation.
- State time required for trial.
- If you file a Pretrial Summary, provide a line for dating and signature by the Judge. Attorneys on each side must also sign the summary.