

**SIXTH JUDICIAL CIRCUIT COURT
CASE EVALUATION SUMMARY SUBMISSION
INSTRUCTIONS**

Service of Summary on ADR Clerk: Each party shall EMAIL one PDF copy of the case evaluation summary, supporting documents **AND PROOF OF SERVICE** to the ADR Clerk at adr@oakgov.com. Service must be received by 4:30PM 7 days prior to the hearing date above.

Email Format: If you are sending multiple case summaries, please send separate emails for each case number. In the subject line of your email please include “*CE Summary*” along with your case number.
Example Email Subject Line: CE Summary 2020-127452-NO

Attachment Limit: Emails along with summaries, supporting documents, **and proof of service** cannot exceed 25MB. Please follow the scanning document instructions below for help reducing the size of a PDF. Summaries should be saved with a title identifying plaintiff or defendant along with the party name.

Example PDF Title: Plaintiff John Smith

Scanning Documents: If your email with attachments exceeds 25 MB, try rescanning your document with a lower dpi resolution less than 200 dpi, in black and white and set paper size to 8.5” x 11”.

Proof of Service: Service received after 4:30PM will be recorded as received on the next business day. Late service subjects the offending attorney or party to a \$150 penalty (MCR 2.403(I)(2)).

For help you may call (248) 858-0350.

**Summary Guidelines
MCR 2.403 (I)(3)**

The Michigan Court Rules provide that a case evaluation summary shall be a **concise summary** setting forth that party’s factual and legal position on issues presented by the action. The summary is limited to 20 pages doubled spaced.

When preparing case evaluation summaries for Oakland County Circuit Court, please follow these guidelines which are intended to enhance the effectiveness of the case evaluation process.

Concise Summary shall be contained in the following format:

Summary page – outline the following components on one page:

- Type of Case
- Date of Loss
- Alleged Injury
- Liability
- Damages

Facts – Present the facts in subsections for quick understanding. Use common language instead of legal, medical, technical, or institutional jargon, unless specific terminology is essential to the argument. Explain the medical, technical, and institutional abbreviations, codes, or acronyms which may be contained within referenced exhibits.

Liability – Cite the relevant statutes and/or case law with a short analysis of how the

current law applies or does not apply to the specific facts of the case.

Damages – Provide a dollar amount with a short analysis of how the value is calculated.

Attachments are exhibits intended to provide clarity and to enhance understanding of the issues. Attachments should be limited in pages containing only pertinent information necessary support your arguments. **Use only essential pages within a document. Do not attach the entire file, record, or chart.** The better practice would be to cut and paste relevant information into the body of the summary. Voluminous, superfluous, and illegible documents will be disregarded by the panel members.

Note: For more practical considerations on the case evaluation process as a whole, please click on the link below to read *Inside the Minds of Case Evaluators*, by Martin I. Reisig, Esq. and Ronald F. Graham, Esq.