

**STATE OF MICHIGAN  
IN THE CIRCUIT COURT FOR THE COUNTY OF OAKLAND**

Plaintiff  
V

NO:

HON. VICTORIA A. VALENTINE

Defendant

Date:

**TRIAL/HEARING NOTICE**

**DATE AND TIME:**

- This Case is Scheduled for a TRIAL/HEARING on:.
- The Trial will take approximately: day(s).

**JURY TRIALS**

- All **Motions/Motions *in limine*** shall be filed and heard by the date listed in the Court’s scheduling order.

THREE (3) WEEKS prior to the Trial date:

The parties shall **EXCHANGE:**

EXHIBITS, an EXHIBIT TRACKER, PURGED DEPOSITIONS, a PROPOSED VERDICT FORM, and PROPOSED JURY INSTRUCTIONS.

- The parties are required to use the most current jury instructions, the links are:  
Model Civil Jury Instructions:
  - <https://courts.michigan.gov/courts/michigansupremecourt/mcji/pages/home.aspx>Model Criminal Jury Instructions:
  - <https://courts.michigan.gov/courts/michigansupremecourt/criminal-jury-instructions/pages/default.aspx>
- Exhibits not stipulated to may be dealt with during the trial.

## **TWO (2) WEEKS prior to the Trial date:**

- The parties shall jointly provide the Court, in a Word document, a **FULL COPY** of the **JURY INSTRUCTIONS**, fully filled-in (and ready to be printed for the jury) via [valentinechambers@oakgov.com](mailto:valentinechambers@oakgov.com) and [nemera@oakgov.com](mailto:nemera@oakgov.com). (Please note that the Court allows Jurors to ask questions and take notes. The Court will print copies for the Jurors).
- Each Party shall file a **FINAL LIST OF WITNESSES/EXPERTS** intended to be called at trial, excluding rebuttal witnesses. Witnesses must have been named on a prior Witness List or must be stipulated to by all parties.
- Any party requiring the assistance of an **INTERPRETER** must notify the Court no later than **TWO (2) WEEKS** prior to Trial/Hearing.
- **AUDIO/VIDEO TECHNOLOGY/VIDEO DEPOSITIONS/ZOOM WITNESSES:**  
  
Any party wishing to use AUDIO/VIDEO TECHNOLOGY during the Trial, must identify the items no later than **TWO (2) WEEKS** prior to Trial.
- The Court must approve a witness testifying by Zoom at least **TWO (2) WEEKS** before trial. Notice of the Request must be provided to all other parties. If the Court does allow a remote Zoom Witness, he/she **MUST** have a hard-wired fast internet connection.  
Please reference the following links:
  - <https://www.oakgov.com/government/courts/circuit-probate-court-zoom-information>
  - <https://www.oakgov.com/government/courts/circuit-court/resources/courtroom-technology>

## **ONE (1) WEEK prior to the Trial date**

- The parties shall jointly provide the Court with **A LIST OF EXHIBITS** indicating Stipulated and/or Proposed Exhibits. The parties may use the Court's Exhibit Tracker. The link is <https://bit.ly/3yUf3Qh>.

## **BENCH TRIALS/HEARINGS**

- All **Motions/Motions *in limine*** shall be filed and heard by the date listed in the Court's scheduling order.

## **THREE (3) WEEKS prior to the Bench Trial/Hearing date:**

The parties shall **EXCHANGE**:

- **EXHIBITS, an EXHIBIT TRACKER, PURGED DEPOSITIONS.**  
Exhibits not stipulated to may be dealt with during the Trial/Hearing

**TWO (2) WEEKS** prior to Bench Trial/Hearing date:

- **BENCH TRIAL/HEARING BRIEF** shall be filed and served on opposing parties. Briefs are limited to 10 pages, not including exhibits, unless otherwise expressly granted by the Court.
- Each Party shall file a **FINAL LIST OF WITNESSES/EXPERTS** intended to be called at the Trial/Hearing, excluding rebuttal witnesses. Witnesses must have been named on a prior Witness List or must be stipulated to by all parties.
- Any party requiring the assistance of an **INTERPRETER**, must notify the Court no later than **TWO (2) WEEKS** prior to Trial/Hearing.
- **AUDIO/VIDEO TECHNOLOGY/VIDEO DEPOSITIONS/ZOOM WITNESSES:**  
Any party wishing to use **AUDIO/VIDEO TECHNOLOGY** during the Trial/Hearing, must identify the items no later than **TWO (2) WEEKS** prior to Trial/Hearing.
- The Court must approve a witness testifying by Zoom at least **TWO (2) WEEKS** prior to Trial/Hearing. Notice of the Request must be provided to all other parties. If the Court does allow a remote Zoom Witness, he/she **MUST** have a hard-wired fast internet connection.
- Please reference the following links:
  - <https://www.oakgov.com/government/courts/circuit-probate-court-zoom-information>
  - <https://www.oakgov.com/government/courts/circuit-court/resources/courtroom-technology>

**ONE (1) WEEK** prior to Bench Trial/Hearing

- **A LIST of EXHIBITS** indicating Stipulated and/or Proposed must be submitted to Judge Valentine's Staff Attorney, Shelli Feinberg, at feinbergs@oakgov.com at least **ONE (1) WEEK** prior to Bench Trial/Hearing **AND A HARD COPY of all EXHIBITS MUST BE DELIVERED TO CHAMBERS.**
- The parties may use the Court's Exhibit Tracker. The link is <https://bit.ly/3yUf3Qh>. Exhibits not stipulated to may be dealt with during the trial.