



Judge B. Chris Christenson Policies & Procedures

Judicial Administrative Secretary	Bridget Ondocsin bondocsin@geneseecountymi.gov
Phone	(810)257-3262 **When calling about a case please have case Number available.
Judicial Advisory Assistant	Sydney Seng (Law Clerk) sseng@geneseecountymi.gov (810)341-5794
Court Clerk	Amy Koshy AKoshy@geneseecountymi.gov (810)768-7927
Courtroom Location	3 rd Floor Room 308
ZOOM ID	555 271 0502
Transcript Request Line	(810)424-4454

*****ALL documents must be filed with the Genesee County Clerk's Office (not the Judge's Office). The address for mailing in documents for filing:**

**GENESEEE COUNTY CLERK'S OFFICE
ATTN: 2ND FLOOR LEGAL DIVISION
900 S. SAGINAW ST.
FLINT MI 48502**

Judicial Procedures and Practice Information

All pleadings must comply with MCR 2.113(C)(1)(e), (f) and (g), which requires the name, business address, telephone number, and State Bar number of the pleading attorney; the name, address, and telephone number of the pleading party appearing without an attorney; and the name, State Bar number, address, telephone number of each attorney who has appeared in the action.

When submitting an Order for the Judge's signature, please specify in the entitlement, what type of Order it is, pursuant to MCR 2.113(C)(1)(d).

When submitting a Judgment/Order that resolves the last pending claim and closes the case, these documents must state, immediately preceding the Judge's signature, whether it resolves and closes the case pursuant to MCR 2.602(A)(3).

MOTIONS ARE HEARD ON MONDAYS. Except for Summary Disposition Motions, all other Motions are scheduled by the Clerk's Office, by filing a Notice of Hearing (**Please do not call the Judge's Office to schedule a motion unless it is for a Summary Disposition Motion**) . Our Monday Motion Schedule is as follows:

8:30 a.m. Sentencing/Criminal Pre-Trials
9:30 a.m. Criminal Motions
10:30a.m. License Restoration/PPO Hearings/Expungements
1:30 p.m. Civil Motions and Debtor's Exams
3:00 p.m. Motions for Summary Disposition-****Must be scheduled with the Judge's Office****

-Motions may be held by ZOOM unless otherwise directed by the court.
-PPO matters and Orders to Show Cause are IN PERSON only.

Motion Policy

Judge's copies are required on ALL motions and Clearly **Marked Judge's Copy** pursuant to MCR 2.119(A) (2) (d). Failure to do so may result in delay, waiver of oral arguments, or assessment of fees. Judge's copies must be hand delivered, mailed, or emailed to the Law Clerk in the Judge's Office, room 308. **DO NOT SEND JUDGE'S COPIES TO THE CLERK'S OFFICE. Mail: Judge Christenson
Attn: Law Clerk
900 S. Saginaw St, Room 308
Flint, MI 48502**

Motion Adjournment Policy

Moving party may adjourn a motion up to two times without re-filing. Contact the Judicial Office or the Court Clerk in advance or by the end of the day the motion is scheduled.

Summary Disposition Motions

Must be filed **and** heard prior to case evaluation/motion cut-off. These motions are heard on Mondays at 3:00 p.m. The date for hearing must be scheduled through the Judge's office. Judge's copies must be provided to the Law Clerk and are not to exceed the 20-page limit pursuant to MCR 2.119(A)(2).

Civil Cases

Scheduling Orders

Scheduling Orders will be provided to the parties indicating dates for the Mandatory Settlement Conference, Trial, and deadlines for exhibits, photocopies of all documentary evidence to be introduced at trial, discovery, and motions. Adjournment of Mandatory Settlement Conference and Trial dates do not affect the deadlines unless specifically stated. All terms of the Scheduling Order will be enforced.

Mandatory Settlement Conference

Mandatory Settlement Conferences are held on Tuesday mornings at 8:15 a.m., IN PERSON, every 15 minutes. All counsel, parties, and those with authority to settle must appear. The Court expects that the parties will have completed discovery, exchanged final witness lists and prepared jury instructions in accordance with the scheduling order. The parties are permitted to mediate on their own. The Court reserves the right to order mediation.

Adjournments will be allowed for good cause only. A Stipulated Order must be provided, in advance, and must state the party requesting the adjournment and the reason why.

Jury and Non-Jury Civil Trials

Jury and Non-Jury Civil Trials are typically scheduled for Wednesday mornings unless there is a conflict at which time it could be scheduled for a different day. Regardless of your case age ranking, you must be prepared for trial throughout the term.

Trials are scheduled to begin Wednesday– Friday. All motions, in limine, disputes concerning voir dire, jury instructions, and/or verdict form must be filed and heard in accordance with the scheduling order. Counsel should clear their schedule so that the trial may continue uninterrupted until completed. The parties must exhaust all efforts to negotiate a settlement before the Court will begin a trial.

Adjournments: For good cause only. A Stipulated Order Must be provided, in advance, and must state the party requesting the adjournment and the reason why.

Motions in Limine must be filed and heard prior to the trial date in compliance with the Scheduling Order. Requested Voir Dire, Verdict Form, Jury Instructions, Trial Brief and Theory shall be presented to the Law Clerk by noon on Wednesday the week preceding the trial.

CRIMINAL CASES

Criminal Pre-Trials/Motion Cut-Off Criminal Pre-Trials/Motion Cut-Off Dates are scheduled by the Judge's Office. Pre-Trials are held in the courtroom and Defendant's participation is required. Incarcerated Defendant's will appear via video, unless other arrangements are made. Pleas may be placed on the record at that time, although no plea to a reduced charge will be accepted after the plea cut-off date without good cause shown. -A Judge's copy of any motion and brief shall be provided to the Law Clerk upon filing. -Contact the criminal division of the Genesee County Prosecutor's Office to learn the assigned Assistant Prosecutor (810)257-3232.

Criminal Trials

Trials will be scheduled to begin Wednesday – Friday. Exhibits Must be exchanged and marked by counsel, and the requested voir dire, jury instructions, and verdict form must be provided to the law clerk no later than noon on Wednesday the week preceding the Trial. All motions, in limine, disputes concerning voir dire, jury instructions, and/or verdict form must be filed **and** heard at least one week prior to trial. Counsel should clear their schedule so that the trial may continue uninterrupted until completed.

Sentencing

Sentencings will be scheduled on Mondays at 8:30 a.m. or as otherwise scheduled by the Court.

Adjournments

Adjournment of Criminal Proceedings will require prior approval from the Prosecutor assigned to the case prior to requesting an adjournment from the court. You may contact the Criminal Division of the Genesee County Prosecutor's Office at 810-257-3232