

<b>STATE OF MICHIGAN 17<sup>TH</sup> JUDICIAL CIRCUIT KENT COUNTY</b>	<b>NOTICE TO APPEAR</b>	<b>CASE NO. 25-20557-CK</b>
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**Court address**  
180 OTTAWA AVE. NW, GRAND RAPIDS MI 49503

**Court telephone no.**  
(616) 632-5480

**TO:** DONNA BRANDENBURG  
6842 BYRON SHORES CT  
BYRON CENTER MI 49315

**DONNA BRANDENBURG**

Plaintiff(s)

vs

**BYRON TOWNSHIP**

Defendant(s)

**PLEASE BE ADVISED THAT THE ABOVE ENTITLED CAUSE IS SCHEDULED FOR A SCHEDULING CONFERENCE ON **October 15, 2025** at **2:00 pm**. THIS MATTER WILL BE HEARD BY THE HONORABLE CHRISTINA M MIMS LOCATED AT , , ZOOM MEETING ID # 665 859 4577.**

**If the attorneys are in agreement on expert witness deadlines for plaintiff and defendant and discovery deadlines, there is no need to appear. Please submit those dates in writing on the Pretrial Schedule and mail to the assigned judge at the Kent County Courthouse. Remittance should be received a week prior to the scheduled conference date.**

**CERTIFICATE OF MAILING**

I do hereby certify and return that I served a copy of the above notice upon the parties by placing a copy of said notice in a sealed envelope, addressed to each, and giving said envelope to the Professional Courier Service for delivery or with full postage prepaid thereon and placing said envelope in the United States Mail at Grand Rapids, Michigan.

Dated: September 2, 2025

WENDY DUNN  
Scheduling Clerk

DOMINIC TIMOTHY CLOLINGER 84705 900 MONROE AVE NW GRAND RAPIDS MI 49503-1423  
ROSS A. LEISMAN 41923 900 MONROE AVE NW GRAND RAPIDS MI 49503-1423

**PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**



## IMPORTANT: READ CAREFULLY

The conference for which notice is hereby given is a scheduling conference as authorized by MCR 2.401(B). A settlement conference will occur later. At scheduling conferences, the judges deal with ADR and set deadlines for the identification of experts and for the close of discovery. Based on the latter deadline, other deadlines are set, e.g., for the amendment of pleadings and for motions. If counsel can agree on the appropriateness of ADR, and the time needed to disclose experts and discovery, they need only notify the judge by using the Court's proposed Pretrial Scheduling Form. Then, no one need appear for the scheduling conference. The proposed Pretrial Scheduling Form must be received prior to the date set for the scheduling conference. Failure to appear or to timely submit a written substitute will result in appropriate sanctions as authorized by MCR 2.401(G).

If the agreed-upon discovery deadline exceeds six months, the parties written submission to the Court must explain why more time is needed for discovery. The judges reserve the right to impose deadlines other than those selected by counsel, although their proposed deadlines will usually be utilized and will always be considered.

Because ADR substantially aids the acceptable resolution of cases, the judges of this Court strongly prefer that each case be submitted to some form of ADR, e.g., mediation pursuant to MCR 2.411. Therefore, counsel are also to confer about submitting this case to ADR, what kind, when (before/during/after discovery), by whom, and how its costs are to be allocated. If all parties agree to submit a case to ADR and on its particulars, or agree that ADR would not be appropriate, the Court will honor their agreement. If there is agreement on submission to ADR, but disagreement on the particulars, the Court will order the case to ADR and will itself decide the particulars. Any agreement is to be included in counsels' report of agreed-upon deadlines. *If the parties disagree about whether to submit a case to ADR, they must appear for the scheduling conference, so that the matter can be fully discussed.*

A scheduling order will be mailed to counsel. The order will incorporate the dates set by counsel, and it will also set the month when case evaluation will be scheduled (the ADR Clerk will send notice of a specific date) and the month when a settlement conference will be scheduled (Case Management will send notice of a specific date within that month). Case evaluation is usually scheduled 45-60 days after the close of discovery. The settlement conference will usually be set for 45-60 days after case evaluation. If the case does not settle at or before the latter conference, a trial date will be set. The scheduling order will also deal with ADR.

It is not the judges desire to discourage counsel from appearing for the scheduling conference if there are matters which can be resolved by the Court at such a conference. However, the judges do not want to impose on counsel by calling them to the courthouse if all that is done is agreeing on discovery deadlines. Accordingly, if counsel can eliminate the need for the conference by agreeing among themselves on discovery deadlines and the utilization or non-utilization of ADR, the Court welcomes such agreements. If, on the other hand, any counsel wants the conference conducted by a judge, the Court will gladly do so.



17 <sup>th</sup> JUDICIAL CIRCUIT KENT COUNTY	PRE-TRIAL SCHEDULE	CASE NO.
Court address: 180 Ottawa NW, Grand Rapids, MI 49503		Court telephone no. (616)632-5480
Plaintiff name (s)	V	Defendant name(s)
Plaintiff's attorney, bar no., address, and telephone no.		Defendant's attorney, bar no., address, and telephone no.

The parties have conferred and request that the Court set the following deadlines, realizing that the Court reserves the right to set deadlines that are different from those selected by the parties:

**PLEADINGS**

The pleadings:  are satisfactory. or  will be amended within \_\_\_\_\_ days.

**JURY TRIAL**

The case will be tried by:  a jury. or  the Court, without a jury.

**DISCOVERY**

Discovery will be completed within \_\_\_\_\_ days. [If the period for discovery exceeds 180 days, the need for extended discovery is explained in a letter attached to this form.]

**EXPERTS**

Plaintiff(s) will disclose any experts within \_\_\_\_\_ days and Defendant(s) will disclose any experts within \_\_\_\_\_ days.

**ADR**

The parties request that the following ADR be ordered for this case:

- Binding arbitration** to be held in the month of \_\_\_\_\_, 20\_\_\_\_, by an arbitrator selected by the parties.
- Mediation** under MCR 2.411 (facilitative mediation) scheduled to be held:
  - immediately.
  - in the month of \_\_\_\_\_, after some discovery.
  - after discovery closes.

Mediation to be conducted by \_\_\_\_\_ (mediator selected by parties) or by a mediator to be selected by:

- the parties, within 14 days of entry of the Scheduling Order.
- the ADR Clerk of the Court.

If the parties fail to notify the ADR Clerk of their designated mediator in writing within 14 days of the date of the Scheduling Order, the ADR Clerk will select a mediator at random from the Court's list of approved mediators.

- Other:** \_\_\_\_\_
- None of the above.** None of the above types of ADR would be appropriate for the reasons stated in the letter attached to this form. (The Court reserves the right to order mediation and will order case evaluation, where appropriate, absent compelling reasons to the contrary demonstrated by the parties.)

**Notice:** MCR 2.403 Case Evaluation will be scheduled by the ADR Clerk in all appropriate cases which remain unresolved at the close of discovery.

**ELECTRONIC DISCOVERY**

Pursuant to MCR 2.401(B)(1)(d) and 2.401(B)(2)(c):

- Provisions concerning the discovery, preservation, or claims of privilege of electronically stored information are necessary. The parties request the attached stipulated provisions be included in the Scheduling Order.
- Parties do not anticipate the need for provisions concerning discovery, preservation, or claims of privilege of electronically stored information.

Dated: \_\_\_\_\_  
Plaintiff or Plaintiff's Attorney(s):

Dated: \_\_\_\_\_  
Defendant or Defendant's Attorney(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_