

You've Got E-Mail

by *Kevin M. Oeffner*
Circuit Court Administrator



The Circuit Court will begin e-mailing notices and orders that have historically been mailed by the Case Management Office. The notices and orders will be attached to e-mails as PDF files and sent to attorneys who have an active e-mail address on file with the State Bar of Michigan. The e-mail notification program will begin on June 2, 2010.

Immediate access, instant gratification, real time and fast food are just some of the lexicons that characterize the time in which we now live. We think it is time to take advantage of the technologies that exist to speed up the delivery of information from the court to the legal community. And since most attorneys have computers and

e-mail addresses, we expect this news to be of the welcomed variety.

The State Bar of Michigan will send us a data file containing only the e-mail addresses of Oakland County attorneys. Those are the e-mail addresses we will use when sending notices and orders. Attorneys whose street addresses on file with the State Bar are outside of Oakland County – please take note. You must send us your e-mail addresses if you want to receive notices and orders electronically. The State Bar will not provide us with a data file of e-mail addresses for non-Oakland County attorneys.

Some exceptions will exist and for those reasons we will continue to send paper notices and orders. The exceptions include attorneys who don't have an e-mail address, pro per litigants, and Scheduling Orders that need manual intervention. If none of these exceptions apply, you will begin to receive e-mails with electronic notices and orders on June 2.

E-mails sent by the court's Case Management Office will come from the address cmo@oakgov.com. Please make sure to add this e-mail address to your white list or junk e-mail filter. The obligation rests with attorneys to review their e-mail in-boxes and act upon the notices and orders received via e-mail just as they would if received by traditional mail. The court will contact attorneys by telephone or letter if e-mails sent to them bounce back because of invalid e-mail addresses.

Let me add that an attorney's default e-mail address is the one that is on file with the State Bar of Michigan. We can only send to one e-mail address per attorney, so if you prefer that we send notices and orders to an e-mail address different from that which is on file with the State Bar, please provide that e-mail address to the Case Management Office and we will set it as the primary e-mail address.

Please contact the State Bar if your e-mail address changes. The State Bar will send us periodic updates to the data file. To ensure that we receive immediate notice of e-mail address changes, please contact the Case Management Office at cmo@oakgov.com and we will reset your e-mail address upon notification. We ask that you send us notification by e-mail as we need to maintain a written record of the change of address. Out-of-county attorneys who want to participate may provide the Case Management Office with an e-mail address in the same manner.

How can you increase your visibility to the general public and enhance the image of the legal profession at the same time?

The OCBA Public Service Committee has opportunities for you!



For more information about how you can take advantage of these opportunities, contact Candice Russ at (248) 334-3400

The types of notices and orders that will be sent by the Case Management Office via e-mail include:

- Appearance Notices
- Adjournment Notices
- Scheduling Orders
- Order to Show Cause for Failure to Request Entry of Default
- Order to Show Cause for Failure to Make Service of Process
- Scheduling Order Reprint
- Case Evaluation Notices
- Case Evaluation Accept/Reject Notices
- Case Evaluation Payment Request Letters
- Order to Show Cause Re: Case Evaluation Fees
- Dismissal of Case Evaluation Show Cause Orders
- Satisfaction of Judgment Re: Case Evaluation Fees/Fines

E-mails containing the above-referenced notices and orders prepared during one day will be distributed by 5:00 a.m. the following day, including weekends. This will ensure that notices and orders are delivered faster than by traditional mail.

E-mails received by attorneys from the Case Management Office can be saved and/or printed. More and more law firms are using electronic calendaring systems, so attor-

neys can input the dates and sync calendars with administrative assistants, legal secretaries and others in the firm. You can also forward the notices and orders to your clients with nothing more than a couple of keystrokes.

It is important to note that the notices and orders referenced above will be sent via e-mail for all cases in this circuit court, including cases in our e-Filing program. Attorneys with e-Filing cases will receive these e-mails from the cmo@oakgov.com address and not through the Wiznet e-Filing system. This is the only change for e-Filing users. All other actions related to e-Filing will remain the same.

Another point needs to be made. This e-mail notification process is "one-way" only, meaning that it will be used for the court to transmit notices and orders to attorneys. Attorneys should not send notices, court records or correspondence to the cmo@oakgov.com address to transact court business.

We trust that this new method of providing notices and orders will be faster and more convenient for attorneys. Oakland County taxpayers will also benefit, thanks to a yearly estimated savings on paper, postage, envelopes and processing, to the tune of \$17,000. Please contact the Case Management Office at 248-858-0350 or cmo@oakgov.com if you have any questions or would like additional information.

Until next time...

Do you have a case at the Oakland County Circuit Court that you are required to e-file?

Do you practice in the U.S. District Court-Eastern District of Michigan, U.S. Bankruptcy Court-Eastern District of Michigan, or the Michigan Court of Appeals and are required to e-file your court documents?

Did you miss the OCBA's e-Filing Symposium?

Copies of the DVD and handout materials are available for \$120 at the OCBA. If you would like to order a copy please fill out the form below and return it to the OCBA. Materials are limited and these sets are available for pre-orders ONLY.

For more information contact Candice Russ at 248-334-3400

Please send _____ set(s) at \$120 each to:

Name _____ P# / LA# _____

Phone _____ Fax _____

Firm _____

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City, State, Zip _____

Method of Payment: Check VISA MC Discover

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Exp. Date _____ CVV2/CVC2 (3-digit code) _____

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Oakland County Bar Association, 1760 S. Telegraph Rd., Suite 100, Bloomfield Hills, MI 48302