

The Circuit Court for the



Fourteenth Judicial Circuit of Michigan  
Family Division

**FAMILY DIVISION JUDGES**

Hon. Timothy G. Hicks, Chief Circuit Judge  
Hon. Annette R. Smedley, Chief Circuit Judge Pro Tem  
Hon. Gregory C. Pittman, Presiding Judge  
Hon. Kathy L. Hoogstra  
Hon. Brenda E. Sprader

**CIRCUIT COURT ADMINISTRATOR**

Sandra M. Vanderhyde

**Deputy Court Administrator**

Alisha L. Riedl

**Juvenile Transition Center Superintendent**

Mary Jo French

**Chief Referee**

Holly A. Spoelman

**MEMORANDUM REGARDING REMOTE NA/DL HEARING PROCEDURES**

**General Guidelines for Zoom Hearings:**

1. No party, except for the judge and judicial staff, will be present in the courtroom.
2. Be timely to calling in for your court hearing.
3. Dress appropriately- this is still a court hearing.
4. Only 1 person can talk at a time. When the judge chimes in, everyone else stops talking.
5. If you are not talking, mute your microphone so your background noise does not disrupt the hearing.  
Remember to unmute when you wish to speak.
6. No party is excused from participating in the remote hearing. Same rules apply as if the hearing was done in person.
7. No NA mediations will take place.
8. Attorneys and Prosecutors will accept emailed service for all hearings/motions/etc.
9. Statutory time guidelines apply

**DL/NA Hearing Procedures:**

**1. Preliminary Hearings on Emergency Removals (NA Cases)**

- a. Procedures were emailed out to everyone by Alisha Riedl on 4/2/20. These hearings will now be done via Zoom.

**2. In-Home Petitions (NA Cases)**

- a. For DHHS: Please send to [familycourtpetitions@co.muskegon.mi.us](mailto:familycourtpetitions@co.muskegon.mi.us)
  - i. The referee will review the petition and if authorized, it will be noticed out for a Zoom pretrial conference.
  - ii. If not authorized, the referee or juvenile clerk will notify the DHHS worker.

**3. Pretrial Conferences (NA and DL hearings)**

- a. Each party will receive a Zoom hearing notice from the court (attorneys, probation officers, and DHHS via email and parent(s) by mail) with instructions on how to call into the Zoom pretrial hearing.
- b. PRIOR to the pretrial date, the assigned attorney for the Respondent parent(s) or youth must contact their client and see if there is a resolution to the petition. If you are unable to reach the party, please contact the caseworker or probation officer (Kevin Eaton or Holly Liefer if you don't know who the PO is) and ask for any updated contact information.
- c. If there will be a plea: contact your team, including the referee, prior to the pretrial date to ensure that the plea language is acceptable. If so, arrange with your team exactly when you want everyone to call in

for the Zoom hearing to ensure it does not overlap with any other pretrials for the day. Attorneys are responsible for ensuring their clients participate in the hearing.

- i. NA Cases: Attorney for the parent to draft the amended petition and email that to the team and include the assigned juvenile clerk.
- ii. DL Cases: Prosecutor to provide amended petition, if needed, and email that to the referee and clerk,
- d. If there will not be a plea: let your team know, including the referee and juvenile clerk, that a Zoom hearing is not needed (unless you need to go on the record for something else).
  - i. Prosecutor to fill out the pretrial statement and email that to the assigned clerk and referee.
  - ii. The clerk will contact the judicial secretary (via phone or email) and get a trial date and will send/email the trial notice out.
- e. If attorney cannot contact their client prior to the pretrial date, the parties should call into Zoom hearing to see if the parent/youth calls into the hearing in accordance with their notice.
- f. If the parent/youth fails to call in for the pretrial hearing, prosecutor to fill out a pretrial statement and email that to the clerk and referee. Clerk will send out trial notice.

#### **4. Dispositional, Review/PPH, Post Termination Review, Probation violation, and DJ sentencing hearings**

- a. Each party will receive a Zoom hearing notice from the court (attorneys, probations officers, DHHS via email and parent(s) by mail) with instructions on how to call into the Zoom hearing.
- b. Report Submission:
  - i. NA or DL Hearings with Referee: Caseworker or PO to email their report to the assigned referee and attorneys in accordance with time guidelines.
    1. Referee Holly Spoelman: [spoelmanho@muskegoncounty.net](mailto:spoelmanho@muskegoncounty.net)
    2. Referee Jenny Hylland: [hyllandje@muskegoncounty.net](mailto:hyllandje@muskegoncounty.net)
    3. Referee Jenny McNeill: [mcneill@muskegoncounty.net](mailto:mcneill@muskegoncounty.net)
  - ii. NA Hearings or DL/DJ hearings with the Judge:
    1. Judge Pittman:
      - a. Email 2 page SUMMARY report to Jan Townsend at [townsendja@muskegoncounty.net](mailto:townsendja@muskegoncounty.net)
      - b. Email FULL report to [familycourtpetitions@muskegoncounty.net](mailto:familycourtpetitions@muskegoncounty.net)
    2. Judge Hoogstra:
      - a. Email 2 page SUMMARY report to Rebekah Place at [placere@muskegoncounty.net](mailto:placere@muskegoncounty.net)
      - b. Email FULL report to [familycourtpetitions@muskegoncounty.net](mailto:familycourtpetitions@muskegoncounty.net)
    3. Judge Sprader:
      - a. Email 2 page SUMMARY report to Angela West at [west41@muskegoncounty.net](mailto:west41@muskegoncounty.net)
      - b. Email FULL report to [familycourtpetitions@muskegoncounty.net](mailto:familycourtpetitions@muskegoncounty.net)
- c. PRIOR to the hearing date, the assigned attorney for the Respondent parent(s) or youth must contact their client to discuss any issues and the recommendations for the upcoming hearing.
- d. NA Hearings: If during the hearing there are any deletions or corrections to the already submitted report, then the prosecutor must email the assigned clerk and provide to them the corrections or tell them which report was not accepted by the Court.

#### **5. Motion Hearings**

- a. Attorney will contact the assigned judicial secretary via email or phone and get a motion date.
- b. Motion, notice of hearing, Zoom hearing notice, and proof of service to be emailed to [familycourtpetitions@muskegoncounty.net](mailto:familycourtpetitions@muskegoncounty.net)
- c. Attorney filing the motion will provide the Zoom hearing template to all parties (templates for all judges were emailed to all attorneys or ask judicial secretary for it). Attorney for parent/youth/DHHS, will notify their client and provide them with the Zoom call in information.

## 6. Trials

- a. The Judge will review, on a case-by-case basis, whether a particular trial can be held. More complicated court proceedings will be subject to the assigned Judge's capacity to conduct such proceedings remotely.

## 7. Contact Information for Court and Judicial Staff:

- a. Judge Pittman's Team:
  - i. Holly Spoelman (referee):
    1. [spoelmanho@muskegoncounty.net](mailto:spoelmanho@muskegoncounty.net)
    2. Cell: (231) 557-1344
  - ii. Jan Townsend (secretary):
    1. [townsendja@muskegoncounty.net](mailto:townsendja@muskegoncounty.net)
    2. Cell phone (only for contracted lawyers/prosecutors/PD to use): (231) 557-3131
  - iii. Danelle France (clerk):
    1. [franceda@muskegoncounty.net](mailto:franceda@muskegoncounty.net)
    2. Cell: (231) 830-5587
- b. Judge Hoogstra's Team:
  - i. Jenny McNeill (referee)
    1. [mcneillje@muskegoncounty.net](mailto:mcneillje@muskegoncounty.net)
    2. Cell: (231) 670-4761
  - ii. Rebekah Place (secretary)
    1. [placere@muskegoncounty.net](mailto:placere@muskegoncounty.net)
    2. Cell phone (only for contracted lawyers/prosecutors/PD to use): (616) 292-6836
  - iii. Heather Glavich-White (clerk):
    1. [whitehe@muskegoncounty.net](mailto:whitehe@muskegoncounty.net)
    2. Cell: (231) 830-4213
- c. Judge Sprader's Team:
  - i. Jenny Hylland (referee)
    1. [hyllandje@muskegoncounty.net](mailto:hyllandje@muskegoncounty.net)
    2. Cell: (231) 638-7279
  - ii. Angela West (secretary)
    1. [West41@muskegoncounty.net](mailto:West41@muskegoncounty.net)
    2. Desk phone: (231) 724-6233
  - iii. Angie Coon (clerk)
    1. [Coonan@muskegoncounty.net](mailto:Coonan@muskegoncounty.net)
    2. Cell: (231) 736-0703
- d. Probation Supervisors
  - i. Kevin Eaton
    1. [eatonke@muskegoncounty.net](mailto:eatonke@muskegoncounty.net)
    2. Cell: (231) 755-3467
  - ii. Holly Liefer
    1. [liefert@muskegoncounty.net](mailto:liefert@muskegoncounty.net)
    2. Cell: (231) 557-3932
- e. Alisha Riedl (Deputy Circuit Court Administrator)
  - i. [riedlal@muskegoncounty.net](mailto:riedlal@muskegoncounty.net)
  - ii. Cell: (269) 208-7034