

KEVIN A. ELSENHEIMER
CHARLES M. HAMLYN
CIRCUIT JUDGES

State of Michigan



COUNTIES
ANTRIM
GRAND TRAVERSE
LEELANAU

TRINA GIRARDIN
COURT ADMINISTRATOR

Thirteenth Judicial Circuit

328 WASHINGTON STREET, SUITE 300
TRAVERSE CITY, MICHIGAN 49684
(231) 922-4701
c13court@13thcircuitcourt.org
www.13thcircuitcourt.org

TO: Attorneys and Legal Staff practicing in the 13th Circuit Court before:

Hon. Kevin A. Elsenheimer
Hon. Charles M. Hamlyn
Referee Matthew N. Hagen
Referee Jennifer R. Gray

FROM: Trina Girardin, 13th Circuit Court Administrator

DATE: December 5, 2025

RE: 13th Judicial Circuit Court - 2026 Circuit Court Days

The 13th Circuit Court has continued to serve the public by conducting both in person and Zoom hearings. We are looking forward to another smooth transition into 2026. We wish you good health in the coming new year.

Attached you will find the following listings:

- ❖ Motion/Settlement Conference Practice
- ❖ Civil/Family Division Motion Days for the year 2026
- ❖ Criminal Days for the year 2026
- ❖ Divorce and Domestic Relations Procedures for Judges and Referees

Practitioners are reminded to utilize this Court's motion practice for scheduling of discovery and civil/domestic relations *non-evidentiary* motions. Details of the Court's motion practice are attached. You will also find useful information on our website www.13thcircuitcourt.org (13th Circuit Court Administrator's Office→Circuit Court Days). You do not need to file a notice of hearing; the Court will schedule your hearing and serve a Notice of Hearing to all parties registered in MiFILE. The 13th Circuit Court is a fully paperless court. All attorneys are required to register themselves in each case in MiFILE.

If you have scheduled vacation or time away from the office, please submit your vacation notices via e-mail to c13court@13thcircuitcourt.org immediately. If we have you listed as unavailable on our court calendar, we will try to accommodate your request and will not schedule trials and/or motions on those dates.

Note: Date are subject to change throughout the year. Please check the 13th Circuit Court website at www.13thcircuitcourt.org to confirm court dates. Our motion day packet references days that we *typically* schedule motions. Things are a little more sporadic since the pandemic and we are making some adjustments to our calendar. Thank you for understanding our need to be flexible.

Please distribute this packet to all members of your staff.

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TO: Attorneys and Legal Staff practicing in the 13th Circuit Court before
Hon. Kevin A. Elsenheimer and Hon. Charles M. Hamlyn

FROM: Trina Girardin, 13th Circuit Court Administrator

DATE: December 5, 2025

RE: 13th Judicial Circuit Court - 2026 Civil/Family Division Motion Days

The Court initiated its motion practice in 1994. The current schedule reflects minor changes made since then.

In all counties in the Circuit, civil motions are generally heard on Mondays. In Grand Traverse County, each Judge has two motion days per month. Each Judge presides over one motion day each month in Antrim and Leelanau Counties. Copies of the motion days are e-mailed annually and can also be found on the Court's website: www.13thcircuitcourt.org.

Since the implementation of MiFILE, judge's copies and precipes are not necessary. If the assigned judge would like a copy, the Court will contact you to request one. Do NOT send judge's copies unless requested by the Court.

GENERAL

Michigan Court Rules governing motion practice will be strictly enforced. The Court expects the parties to confer and make every reasonable effort to resolve issues.

SUMMARY DISPOSITION

In that these motions require greater preparation time for the Court, summary disposition motions will be scheduled by the Court on motion days at either 8:00 AM or 11:00 AM in all three counties via Zoom. Only two summary disposition motions will be scheduled on any motion day.

Hearings regarding Family Division matters will be scheduled on Circuit Court motion days.

For the coming year, Circuit Court motion days (in general) are as follows:

Hon. Kevin A. Elsenheimer

Grand Traverse County: 2nd and 4th Mondays, and one Friday

Antrim County: 3rd Monday

Leelanau County: 1st Monday

Hon. Charles M. Hamlyn

Grand Traverse County: 1st and 3rd Mondays, and one Friday

Antrim County: 2nd Monday

Leelanau County: 4th Monday

Due to vacations, holidays, mandatory judicial conferences, etc., adjustments to the Court's calendar will be made throughout the year. Prior to any scheduling, please check the 13th Circuit Court website www.13thcircuitcourt.org to confirm the Judge's motion dates (Court Administrator's Office→ Circuit Court Days).

CRIMINAL PROCEEDINGS

Pleas (other than those pleas taken at arraignments, pre-trials or final conferences), sentencings and motion hearings will be scheduled by the Court.

In Grand Traverse County, each judge will preside over criminal matters generally on alternating Fridays. In Antrim County and Leelanau County, criminal proceedings will be heard on the above-described Monday motion days.

ARRAIGNMENTS will be scheduled at 1:00 PM daily in all three counties via Zoom. Counsel is expected to complete the arraignment in District Court following the bindover or file a Waiver of Arraignment unless bond issues need to be heard at a Circuit Court arraignment.

DRIVER'S LICENSE RESTORATION PETITIONS are to be presented to the Court with a proposed order for a hearing. For these appeals, a certified driving record and transcript of the administrative hearing must be presented with the petition. At the discretion of the judge, hearings will be set at 2:30 PM in Grand Traverse County and Antrim County, and at 10:30 AM in Leelanau County. Please note that hearings may be scheduled at the discretion of the judge and the availability of court dockets.

2026 CRIMINAL DAYS

JUDGE ELSENHEIMER		JUDGE HAMLYN	
JAN 2	GRAND TRAVERSE	JAN 9	GRAND TRAVERSE
JAN 5	LEELANAU	JAN 12	ANTRIM
JAN 16	GRAND TRAVERSE	JAN 16	LEELANAU
JAN 20	ANTRIM	JAN 23	GRAND TRAVERSE
FEB 2	LEELANAU	FEB 9	ANTRIM
FEB 6	GRAND TRAVERSE	FEB 13	GRAND TRAVERSE
FEB 17	ANTRIM	FEB 23	LEELANAU
FEB 20	GRAND TRAVERSE	FEB 27	GRAND TRAVERSE
MAR 2	LEELANAU	MAR 9	ANTRIM
MAR 6	GRAND TRAVERSE	MAR 13	GRAND TRAVERSE
MAR 16	ANTRIM	MAR 27	GRAND TRAVERSE
MAR 20	GRAND TRAVERSE	MAR 30	LEELANAU
APR 20	ANTRIM	APR 10	GRAND TRAVERSE
APR 24	GRAND TRAVERSE	APR 13	ANTRIM
APR 27	LEELANAU	APR 23	GRAND TRAVERSE
MAY 1	GRAND TRAVERSE	APR 28	LEELANAU
MAY 4	LEELANAU	MAY 8	GRAND TRAVERSE
MAY 15	GRAND TRAVERSE	MAY 11	ANTRIM
MAY 18	ANTRIM	MAY 22	GRAND TRAVERSE
JUN 1	LEELANAU	MAY 26	LEELANAU
JUN 5	GRAND TRAVERSE	JUN 8	ANTRIM
JUN 15	ANTRIM	JUN 12	GRAND TRAVERSE
JUN 18	GRAND TRAVERSE	JUN 22	LEELANAU
JUL 2	GRAND TRAVERSE	JUN 26	GRAND TRAVERSE
JUL 6	LEELANAU	JUL 10	GRAND TRAVERSE
JULY 17	GRAND TRAVERSE	JUL 13	ANTRIM
JULY 20	ANTRIM	JUL 24	GRAND TRAVERSE
AUG 3	LEELANAU	JUL 27	LEELANAU
AUG 7	GRAND TRAVERSE	AUG 10	ANTRIM
AUG 17	ANTRIM	AUG 14	GRAND TRAVERSE
AUG 21	GRAND TRAVERSE	AUG 28	GRAND TRAVERSE
SEP 4	GRAND TRAVERSE	SEP 11	GRAND TRAVERSE
SEP 8	LEELANAU	SEP 14	ANTRIM
SEP 18	GRAND TRAVERSE	SEP 25	GRAND TRAVERSE
SEP 21	ANTRIM	SEP 28	LEELANAU
OCT 2	GRAND TRAVERSE	OCT 9	GRAND TRAVERSE
OCT 5	LEELANAU	OCT 12	ANTRIM
OCT 16	GRAND TRAVERSE	OCT 23	GRAND TRAVERSE
OCT 19	ANTRIM	OCT 26	LEELANAU
NOV 6	GRAND TRAVERSE	NOV 9	ANTRIM
NOV 19	ANTRIM	NOV 13	GRAND TRAVERSE
NOV 20	GRAND TRAVERSE	NOV 19	GRAND TRAVERSE
NOV 24	LEELANAU	NOV 20	LEELANAU
DEC 4	GRAND TRAVERSE	DEC 11	GRAND TRAVERSE
DEC 7	LEELANAU	DEC 14	ANTRIM
DEC 18	GRAND TRAVERSE	DEC 17	GRAND TRAVERSE
DEC 21	ANTRIM	DEC 28	LEELANAU

DATES ARE SUBJECT TO CHANGE - PLEASE CONFIRM

(please check our website for accurate court days: [2026 CIRCUIT COURT DAYS.xlsx](#))

SETTLEMENT CONFERENCE PROCEDURE

All Settlement Conferences for Judge Kevin A. Elsenheimer and Judge Charles M. Hamlyn are held via Zoom (Meeting ID: 9503197653) for all three counties.

Settlement Conferences begin promptly at 9:00 AM. All settlements will be recorded via Zoom by the Court when there is a settlement. The following process outlines this Court's format for effective handling of the cases set for each settlement conference day. We schedule one settlement conference per day to dedicate more time to working with the parties on settling their matter.

- 1) At 9:00 AM, all counsel and unrepresented parties are to appear via Zoom. The parties will meet with a court employee or SCAO approved mediator to work diligently to explore settlement options. Judges can be available if a settlement is reached.
- 2) **Settlement conferences are scheduled all day from 9:00 AM - 5:00 PM. Counsel, parties and insurance representatives should be prepared to spend the entire day with the Court and should not expect to leave to address other cases or conflicts.** The Plaintiff is responsible for promptly notifying the Court of lien claimants, contact persons and their addresses so they may be ordered to attend.
- 3) All written materials and exhibits must be submitted via MiFILE to the Court prior to the settlement conference. Dismissal or default will be entered for non-appearance or failure to provide written documents as stated.

2026 CIVIL/FAMILY DIVISION MOTION DAYS

JUDGE ELSENHEIMER		JUDGE HAMLYN	
JAN 5	LEELANAU	JAN 5	GRAND TRAVERSE
JAN 12	GRAND TRAVERSE	JAN 12	ANTRIM
JAN 20	ANTRIM	JAN 16	LEELANAU
JAN 26	GRAND TRAVERSE	JAN 20	GRAND TRAVERSE
FEB 2	LEELANAU	FEB 2	GRAND TRAVERSE
FEB 9	GRAND TRAVERSE	FEB 9	ANTRIM
FEB 17	ANTRIM	FEB 17	GRAND TRAVERSE
FEB 23	GRAND TRAVERSE	FEB 23	LEELANAU
MAR 2	LEELANAU	MAR 2	GRAND TRAVERSE
MAR 9	GRAND TRAVERSE	MAR 9	ANTRIM
MAR 16	ANTRIM	MAR 16	GRAND TRAVERSE
MAR 23	GRAND TRAVERSE	MAR 30	LEELANAU
APR 27	LEELANAU	APR 6	GRAND TRAVERSE
APR 21	GRAND TRAVERSE	APR 13	ANTRIM
APR 20	ANTRIM	APR 20	GRAND TRAVERSE
APR 27	GRAND TRAVERSE	APR 28	LEELANAU
MAY 4	LEELANAU	MAY 4	GRAND TRAVERSE
MAY 11	GRAND TRAVERSE	MAY 11	ANTRIM
MAY 18	ANTRIM	MAY 18	GRAND TRAVERSE
MAY 26	GRAND TRAVERSE	MAY 26	LEELANAU
JUN 1	LEELANAU	JUN 1	GRAND TRAVERSE
JUN 8	GRAND TRAVERSE	JUN 8	ANTRIM
JUN 15	ANTRIM	JUN 16	GRAND TRAVERSE
JUN 22	GRAND TRAVERSE	JUN 22	LEELANAU
JUL 6	LEELANAU	JUL 6	GRAND TRAVERSE
JULY 13	GRAND TRAVERSE	JUL 13	ANTRIM
JULY 20	ANTRIM	JUL 20	GRAND TRAVERSE
JUL 27	GRAND TRAVERSE	JUL 27	LEELANAU
AUG 3	LEELANAU	AUG 3	GRAND TRAVERSE
AUG 10	GRAND TRAVERSE	AUG 10	ANTRIM
AUG 17	ANTRIM	AUG 17	GRAND TRAVERSE
AUG 24	GRAND TRAVERSE	AUG 24	LEELANAU
SEP 8	LEELANAU	SEP 8	GRAND TRAVERSE
SEP 14	GRAND TRAVERSE	SEP 14	ANTRIM
SEP 21	ANTRIM	SEP 21	GRAND TRAVERSE
SEP 28	GRAND TRAVERSE	SEP 28	LEELANAU
OCT 5	LEELANAU	OCT 5	GRAND TRAVERSE
OCT 12	GRAND TRAVERSE	OCT 12	ANTRIM
OCT 19	ANTRIM	OCT 19	GRAND TRAVERSE
OCT 26	GRAND TRAVERSE	OCT 26	LEELANAU
NOV 24	LEELANAU	NOV 2	GRAND TRAVERSE
NOV 9	GRAND TRAVERSE	NOV 9	ANTRIM
NOV 19	ANTRIM	NOV 16	GRAND TRAVERSE
NOV 23	GRAND TRAVERSE	NOV 20	LEELANAU
DEC 7	LEELANAU	DEC 7	GRAND TRAVERSE
DEC 14	GRAND TRAVERSE	DEC 14	ANTRIM
DEC 21	ANTRIM	DEC 21	GRAND TRAVERSE
DEC 28	GRAND TRAVERSE	DEC 28	LEELANAU

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DIVORCE AND DOMESTIC RELATIONS PROCEDURES FOR JUDGE HAMLYN AND JUDGE ELSENHEIMER

Divorces and other domestic relations cases are administered by the assigned judge's office. The following procedures apply to all divorce cases assigned to Judge Elsenheimer and Judge Hamlyn. The offices of the Family Division Judges should be contacted for their specific procedures.

FAMILY DIVISION MATTERS

The Circuit Court Administrator's Office handles all Family Division administrative tasks for Judge Hamlyn, Judge Elsenheimer, and the referees in all three counties.

Judgments and orders documenting the resolution of issues and motions are to be submitted via MiFILE and will be routed to the Friend of the Court, referees and judges.

PRO CONFESSO

PRO CONS are scheduled and noticed by the Circuit Court Administrator's Office to be heard as soon as possible after expiration of the statutory waiting period.

CIRCUIT COURT REFEREE MATTERS

All matters to be heard by the referees will be scheduled by the Circuit Court Administrator's Office. Referee Matthew N. Hagen's scheduling is processed by Judy Seida (jseida@13thcircuitcourt.org) and Referee Jennifer R. Gray's scheduling is processed by Stacy Osborne (sosborne@13thcircuitcourt.org). When a matter resolves prior to a scheduled referee hearing counsel is to submit a proposed order via MiFILE for processing to the assigned referee for approval and signature. If applicable, the Circuit Court Administrator's Office will forward the order to the assigned judge for review and signature. Please include a referee signature line on all referee matters.

UNCONTESTED DIVORCES

Pro con divorces assigned to Judge Hamlyn and Judge Elsenheimer will be scheduled and notices will be electronically served by the Circuit Court Administrator's Office pursuant to Local Administrative Order 2010-4. The hearing will be set for a date shortly after the expiration of the statutory waiting period.

Divorces with minor children and divorces without minor children are assigned to the Family Division Judges in Antrim County and in Leelanau County. Fifty percent (50%) of Grand Traverse County divorces with minor children are assigned to Judge Hamlyn and Judge Elsenheimer. The balance of the cases are assigned to Judge Whitten. These procedures apply to Judge Hamlyn and Judge Elsenheimer only. The offices of the Family Division Judges should be contacted for their specific procedures.

Please note: Pre-Trial Statements will be issued and electronically served by the Circuit Court Administrator's Office pursuant to Local Administrative Order 2010-4 upon the filing of an appearance or answer on behalf of the defendant for all divorces.

CONTESTED DIVORCES

Divorce cases are automatically scheduled for a pro con date upon filing. If it appears that the matter will not be resolved prior to that date, the Circuit Court Administrator's Office should be notified. The pro con date will be removed (cancelled or removed from the judge's docket) and Pre-Trial Statements will be issued.

Pre-Trial Statements should be completed and submitted via MiFILE with the Court. Copies will automatically be exchanged with opposing counsel via MiFILE. The Circuit Court Administrator's Office will then prepare and forward the Domestic Relations Scheduling Conference Order, Settlement Conference and Trial notices electronically pursuant to Local Administrative Order 2010-4.

MOTIONS

Original motions and briefs are to be submitted via MiFILE with the Family/Circuit Court Records office, and the motion will be set for hearing by the Circuit Court Administrator's Office.

Non-evidentiary hearings in divorces without minor children will usually be set via Zoom for the assigned judge's motion day in their respective counties.

The originals of all new complaints, emergency motions, ex parte motions and related requests for hearings must be filed with the clerk's office for further processing. All emergency motions, ex parte motions and related requests for hearings for pre-existing cases are to be submitted via MiFILE for further processing. Such motions will be handled in accordance with the procedures described above.

PERSONAL PROTECTION ORDERS

Petitions for Personal Protection Orders in Grand Traverse County are to be submitted to Family Court Records in the Hall of Justice.

In Antrim and Leelanau Counties, all Petitions for Personal Protection Orders are to be submitted to the Family Court Record's Office in that respective county.

All motions and objections to Personal Protection Orders must be submitted via MiFILE.

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CIRCUIT COURT REFEREE SETTLEMENT CONFERENCE DAYS

Settlement conferences before the Circuit Court Referees are scheduled to commence at 9:00 AM via Zoom. The following process outlines this Court's format for effective handling of the cases set for each settlement conference day. The system is designed to put the primary responsibility for settlement on counsel and the parties, with the Court's resources applied first to those cases in which counsel and the parties have had productive negotiations and, later, to more difficult cases.

- 1) At 9:00 AM all counsel and unrepresented parties are to appear via Zoom with the referee to work diligently to explore settlement options. Referee Hagen or Referee Gray will explain the 'modified triage system' whereby the cases which require the least intervention by the Court will be dealt with first. Referees will handle each other's settlement conferences, therefore, the assigned referee to the case is not the referee who will handle the settlement conference. As available, the Court will meet next with attorneys and parties who are in process of settlement, i.e., have had recent productive settlement negotiations. Last to be dealt with directly by the Court will be cases which have failed to actively pursue settlement negotiations or claim to be at an impasse.
- 2) Immediately following the referee's introductory remarks, settlements will be placed on the record in the order that cases appear on the Court's docket.
- 3) Attorneys and unrepresented parties who report that they have had recent productive settlement negotiations will meet, in the order that the cases appear on the Court's docket with the referee. Other counsel and parties are encouraged during this time to commence settlement negotiations.
- 4) Periodically, the referee will check in with counsel and unrepresented parties to learn the status of negotiations. The Referee will be available for successive meetings with counsel and parties based on the narrowing of issues.
- 5) The Court intends to work diligently to explore settlement. Counsel and parties should be prepared to spend the entire day with the Court and should not expect to leave to address other cases or conflicts.
- 6) Dismissal of the issue before the Court will be entered for non-appearance or failure to comply with the Domestic Relations Scheduling Conference Order.