

INGHAM COUNTY COURTS

30TH JUDICIAL CIRCUIT COURT – 54-A DISTRICT – 54-B DISTRICT – 55TH DISTRICT- INGHAM COUNTY PROBATE

JURY BOARD

Theodore Seitz, Chairperson
Mike Severino, Member
Rebecca Bahar-Cook, Member

ADMINISTRATION

Shauna Dunnings, Circuit Court Administrator
313 W. Kalamazoo Street
Lansing, Michigan 48933
<http://ja.ingham.org>

Tracy Baldwin, Jury Coordinator
e-mail: juryboard@ingham.org

MINUTES INGHAM COUNTY JURY ADMINISTRATION May 22, 2018

MEMBERS PRESENT: Ted Seitz, Mike Severino, Rebecca Bahar-Cook

OTHERS PRESENT: Shauna Dunnings, Rhonda Swayze, Tracy Baldwin

CALL TO ORDER

The meeting was held in Board of Commissioners room at the Veterans Memorial Courthouse, 313 W Kalamazoo St, Lansing MI 48933 and called to order by Ted Seitz at 3:40 p.m.

APPROVAL OF MINUTES

Move by Rebecca Bahar-Cook to approve the February 6, 2018 minutes supported by Mike Severino – approved

CHANGES TO THE AGENDA

Rhonda Swayze added the draft of the 2019 Jury Budget Submission.

PUBLIC PRESENT

None

BUSINESS

1. **Approve the September 2018 through August 2019 Orders to Draw Jurors as follows:**
 - A. 30th Circuit Court, Order dated May 14, 2018 for:
Mike Severino motion to approve supported by Rebecca Bahar-Cook
– Approved

Panel 1	09/04/18	400/115
Panel 2	09/10/18	400/115
Panel 3	09/17/18	400/170
Panel 4	09/24/18	400/170
Panel 5	10/01/18	400/170
Panel 6	10/08/18	400/170
Panel 7	10/15/18	400/170
Panel 8	10/22/18	400/115
Panel 9	10/29/18	400/115
Panel 10	11/05/18	400/115
Panel 11	11/13/18	400/115
Panel 12	11/19/18	400/170
Panel 13	11/26/18	400/170
Panel 14	12/03/18	400/170
Panel 15	12/10/18	400/170
Panel 16	12/17/18	400/170
Panel 17	12/24/18	0/0
Panel 18	12/31/18	0/0
Panel 19	01/07/19	400/115
Panel 20	01/14/19	400/115
Panel 21	01/22/19	400/115
Panel 22	01/28/19	400/115
Panel 23	02/04/19	400/170
Panel 24	02/11/19	400/170
Panel 25	02/19/19	400/170
Panel 26	02/25/19	400/170
Panel 27	03/04/19	400/170
Panel 28	03/11/19	400/115
Panel 29	03/18/19	400/115
Panel 30	03/25/19	400/115
Panel 31	04/01/19	400/115
Panel 32	04/08/19	400/170
Panel 33	04/15/19	400/170
Panel 34	04/22/19	400/170
Panel 35	04/29/19	400/170
Panel 36	05/06/19	400/170
Panel 37	05/13/19	400/115
Panel 38	05/20/19	400/115
Panel 39	05/28/19	400/115
Panel 40	06/03/19	400/115
Panel 41	06/10/19	400/170

Panel 42	06/17/19	400/170
Panel 43	06/24/19	400/170
Panel 44	07/01/19	400/170
Panel 45	07/08/19	400/170
Panel 46	07/15/19	400/115
Panel 47	07/22/19	400/115
Panel 48	07/29/19	400/115
Panel 49	08/05/19	400/115
Panel 50	08/12/19	400/170
Panel 51	08/19/19	400/170
Panel 52	08/26/19	400/170

B. 54A District Court, Order dated April 4, 2018 for:
Mike Severino motion to approve supported by Rebecca Bahar-Cook
– Approved

Panel 1	09/04/18	75
Panel 2	09/10/18	75
Panel 3	09/17/18	75
Panel 4	09/24/18	75
Panel 5	10/01/18	75
Panel 6	10/09/18	75
Panel 7	10/15/18	75
Panel 8	10/22/18	75
Panel 9	10/29/18	75
Panel 10	11/05/18	75
Panel 11	11/13/18	75
Panel 12	11/19/18	75
Panel 13	11/26/18	75
Panel 14	12/03/18	75
Panel 15	12/10/18	75
Panel 16	12/17/18	75
Panel 17	01/07/19	75
Panel 18	01/14/19	75
Panel 19	01/22/19	75
Panel 20	01/28/19	75
Panel 21	02/04/19	75
Panel 22	02/11/19	75
Panel 23	02/19/19	75
Panel 24	02/25/19	75
Panel 25	03/04/19	75

Panel 26	03/11/19	75
Panel 27	03/18/19	75
Panel 28	03/25/19	75
Panel 29	04/01/19	75
Panel 30	04/08/19	75
Panel 31	04/15/19	75
Panel 32	04/22/19	75
Panel 33	04/29/19	75
Panel 34	05/06/19	75
Panel 35	05/13/19	75
Panel 36	05/20/19	75
Panel 37	05/28/19	75
Panel 38	06/03/19	75
Panel 39	06/10/19	75
Panel 40	06/17/19	75
Panel 41	06/24/19	75
Panel 42	07/01/19	75
Panel 43	07/08/19	75
Panel 44	07/15/19	75
Panel 45	07/22/19	75
Panel 46	07/29/19	75
Panel 47	08/05/19	75
Panel 48	08/12/19	75
Panel 49	08/19/19	75
Panel 50	08/26/19	75

C. 54B District Court, Order dated April 17, 2018 for:
Mike Severino motion to approve supported by Rebecca Bahar-Cook
– Approved

Panel 1	09/11/18	75
Panel 2	10/09/18	75
Panel 3	11/13/18	75
Panel 4	12/11/18	75
Panel 5	01/08/19	75
Panel 6	02/12/19	75
Panel 7	03/12/19	75
Panel 8	04/09/19	75
Panel 9	05/14/19	75
Panel 10	06/11/19	75
Panel 11	07/09/19	75

- D. 55th District Court, Order dated March 30, 2018 for:
Mike Severino motion to approve supported by Rebecca Bahar-Cook
– Approved

Panel 1	09/17/18	68	Judge Boyd
Panel 2	09/24/18	68	Judge Allen
Panel 3	10/15/18	68	Judge Boyd
Panel 4	10/22/18	68	Judge Allen
Panel 5	11/19/18	68	Judge Boyd
Panel 6	11/26/18	68	Judge Allen
Panel 7	12/10/18	68	Judge Boyd
Panel 8	12/17/18	68	Judge Allen
Panel 9	01/14/19	68	Judge Boyd
Panel 10	01/28/19	68	Judge Allen
Panel 11	02/11/19	68	Judge Boyd
Panel 12	02/25/19	68	Judge Allen
Panel 13	03/18/19	68	Judge Boyd
Panel 14	03/25/19	68	Judge Allen
Panel 15	04/15/19	68	Judge Boyd
Panel 16	04/22/19	68	Judge Allen
Panel 17	05/13/19	68	Judge Boyd
Panel 18	05/20/19	68	Judge Allen
Panel 19	06/17/19	68	Judge Boyd
Panel 20	06/24/19	68	Judge Allen
Panel 21	07/15/19	68	Judge Boyd
Panel 22	07/22/19	68	Judge Allen
Panel 23	08/19/19	68	Judge Boyd
Panel 24	08/26/19	68	Judge Allen

2. Courthouse Technologies updates:

- A. **SCAO Statistical Report** – Tracy Baldwin reported on the SCAO report that we turned in for the calendar year of 2017. Our numbers have improved. National Center of State Courts’ benchmark is a 50% yield overall and Ingham County is at 49.9 % for 2017 up from 40.3% in 2016. These numbers could be a little off because the old system, Xerox, did not have a report that we could run to get the numbers. We had to manually count the numbers to put on the report which we know were

not completely accurate. Hopefully, for 2018 with CHT and their reports we will be able to report more accurately. Tracy Baldwin explained that SCAO and CHT are having some issues with the reporting information on what number needs to be put in the juror summoned spot on the Jury Utilization Report because some courts are still using the two-step process where our courts are using the one-step process. Tracy Baldwin talked about the National Center of State Courts guidelines which for Part A, Part B and Part C are 90%. Under the Juror Utilization Rate, they would like the courts to be at 73% but SCAO says that goal is too high. SCAO is going to come up with their own guidelines for the Juror Utilization Report once they get more data from all courts in Michigan in the next few years. Tracy Baldwin spoke with Kevin McKay, Management Analyst, from SCAO about 30th Circuit Court numbers and trying to fix some of the problems we are having to reach these goals. Kevin McKay said to take one either Part A, B or C and start working on just that one part to try to make it better. 30th Circuit Court is working on getting our failed to appear rate down. It is starting to get better because we are now sending out emails or text messages for jurors that need to appear for jury duty. Mike Severino asked whether we will have all of the courts information and not just 30th Circuit Courts next year. Tracy Baldwin explained that she only has to report the Juror Yield Report for Ingham County and each court submits their own Jury Utilization Report to SCAO. Tracy Baldwin does submit the Jury Utilization Report for 30th Circuit Court once she is given the information from the jury clerk, Gloria McGruder. Next year Tracy Baldwin will provide a copy of the Jury Utilization Report for all of courts in Ingham County to the Jury Board. Mike Severino asked if there was a Jury Utilization Report that had the totals for the whole county together. The answer was no because our court is unique on how we do our jury program. We have one jury coordinator who handles summoning and qualifying them then each court handles everything after that in how they request jurors to appear for their court. Every court handles that differently. Ted Seitz asked if we had heard anything from the district courts about their numbers. Tracy Baldwin stated she had not heard from any of the district courts but Kevin McKay stated no one in Ingham County was red flagged. Mike Severino asked if one of the district courts were red flagged who would have to fix that. Rhonda Swayze stated it would be up to that court's Court Administrator to look at the numbers they turned in to SCAO. Shauna Dunnings stated that the district courts give us their number of jurors they want summonses for each week once a year. Then it would

be up to that court on how many of those jurors there were going to call in for a given day.

Tracy Baldwin went on to explain about the next reports in the stack are the Yield Reports for each location from 1/1/18 to 3/31/18.

- B. E-Response Statistical Report** – Tracy Baldwin explained that this report is from January 1, 2018 to March 31, 2018. This report is not completely accurate because CHT told us we did not need to scan questionnaires that were returned in the mail if the jurors were over 70 years old and asked to be disqualified. CHT said to disqualify them which we later discovered makes this report inaccurate. We have now started scanning all questionnaires. Rebecca Bahar-Cook asked if 2017 - 2018 Order to Draw Jurors could be matched up to see how many we summoned and how many were actually mailed out and the answer to that question was yes. Mike Severino stated he was having trouble reading the columns which we found did not add up in the end. We will check with CHT about how to read this report. Rhonda Swayze asked to have CHT add a header onto this report stating what dates it is being ran for. Tracy Baldwin will check with CHT about both of these issues. Ted Seitz asked if CHT was responsive when you asked them to do something. Rhonda Swayze stated that sometimes but sometimes it is how much you want to pay to have that done.
- C. Resolution of reporting status language concern on E-Response** – We have put in a ticket with CHT that the next time they do a software update they will be looking at changing the wording that appear on e-response. At this time we do not know when that update will take place and what the wording will be changed to.
- D. Training we had with Courthouse Technologies** – Ingham County got asked if they wanted to participate in a training with Gena from CHT at the Livingston County Circuit Court on February 27, 2018. Tracy Baldwin, Kathy Fajardo and Gloria McGruder went and we learned more advanced stuff on how the system worked and more things that we could do with it. We all felt that it was a very useful learning experience. It was good talking with the other courts, Livingston County and Genesee County, on how they were using the system and how they were doing things that we are struggling with.

3. **Visit from Kevin McKay, Management Analyst at SCAO** - Kevin McKay, Jury Management Analyst, from SCAO came and spent the afternoon with Tracy Baldwin. He wanted to know how CHT system worked, what we liked about it, and what we didn't like about it. Tracy Baldwin explained how she summonses all the jurors for Ingham County, what happens after she gets the jurors qualified and then how the courts do their own things with the jurors regarding postponements, excusals, deferral, and calling them in. The State of Michigan is looking at getting a state wide jury system in the future. Ted Seitz asked if the judges noticed any impact with the new system. Rhonda Swayze stated they have because some of our judges wanted to be able to call jurors by numbers instead of name and we were able to accomplish this with our new summons.
4. **Request from Kevin McKay for Data** – Kevin McKay contacted Rhonda Swayze after his visit with Tracy Baldwin. He wanted some more information regarding the financial aspect of jury administration because circuit court has all of this within the county budget. Jury administration is a county budget issue even though we provide service to district courts that have their own city budgets. So Kevin McKay is curious about that and the model, how much financially the county contributes towards that and what/why the county feels it can take it on.
5. **Draft of the 2019 Jury Budget Submission** – Rhonda Swayze presented a draft of the 2019 Jury Budget. It is in draft form only because Judge Garcia has not yet reviewed it. We are asking for \$91,926 which contains some additional operating budget requests; \$8750 for text messaging, (which has been free for the last two years) and \$18,000 for CHT to host. Ted Seitz asked how many other counties CHT is hosting. At this time no one knew the answer to that question. Tracy Baldwin only knew that CHT was hosting Livingston County and Genesee County. Some of the other expenses are to cover postage that is not covered by our contract with CHT such as non-responded, excusal and disqualification postcards.

Ted Seitz ask if there had been further discussion about working with other counties like Clinton County or Eaton County. Rhonda Swayze had reached out to Eaton County but at that time they were not ready to do it with us. Rhonda Swayze will reach out to Eaton County again.
6. **Next meeting – October 9, 2018 at 3:30 pm.**

7. Meeting adjourned at 4:40 pm

Submitted by:

Tracy Baldwin - Jury Administration Coordinator

Ted Seitz – Chairperson

Mike Severino – Member

Rebecca Bahar-Cook – Member

STATE OF MICHIGAN
THIRTIETH JUDICIAL CIRCUIT COURT

IN THE MATTER OF
INGHAM COUNTY JURY BOARD

JURY
PANEL ORDER

At a session of said Court,
held in the City of Lansing,
this 14 day of May 2018


Present: HONORABLE RICHARD J. GARCIA, CHIEF CIRCUIT JUDGE

TO THE INGHAM COUNTY JURY BOARD:

Pursuant to MCL 600.1324, you are hereby ORDERED to draw jurors for service in the Thirtieth Judicial Circuit Court for the periods of time and in the amounts set forth in the attached Supplement to Jury Panel Order.

The time limit within which all drawings shall be completed is no less than four (4) calendar weeks prior to the commencement of each period of jury duty.

Dated: May 14, 2018



Honorable Richard J. Garcia
Chief Circuit and Probate Judge

18-46-CZ
76-CC

SUPPLEMENT TO JURY PANEL ORDER

Panel #	Commencement Date of Service	Ending Date of Service	Number to Draw for Lansing	Number to Draw for Mason
1	September 4, 2018	September 7, 2018	400	115
2	September 10, 2018	September 14, 2018	400	115
3	September 17, 2018	September 21, 2018	400	170
4	September 24, 2018	September 28, 2018	400	170
5	October 1, 2018	October 5, 2018	400	170
6	October 8, 2018	October 12, 2018	400	170
7	October 15, 2018	October 19, 2018	400	170
8	October 22, 2018	October 26, 2018	400	115
9	October 29, 2018	November 2, 2018	400	115
10	November 5, 2018	November 9, 2018	400	115
11	November 13, 2018	November 16, 2018	400	170
12	November 19, 2018	November 21, 2018	400	170
13	November 26, 2018	November 30, 2018	400	170
14	December 3, 2018	December 7, 2018	400	170
15	December 10, 2018	December 14, 2018	400	170
16	December 17, 2018	December 21, 2018	400	170
17	December 24, 2018	December 28, 2018	0	0
18	December 31, 2018	January 4, 2019	0	0
19	January 7, 2019	January 11, 2019	400	115
20	January 14, 2019	January 18, 2019	400	115
21	January 22, 2019	January 25, 2019	400	115
22	January 28, 2019	February 1, 2019	400	115
23	February 4, 2019	February 8, 2019	400	170
24	February 11, 2019	February 15, 2019	400	170
25	February 19, 2019	February 22, 2019	400	170
26	February 25, 2019	March 1, 2019	400	170
27	March 4, 2019	March 8, 2019	400	170
28	March 11, 2019	March 15, 2019	400	115
29	March 18, 2019	March 22, 2019	400	115
30	March 25, 2019	March 29, 2019	400	115
31	April 1, 2019	April 5, 2019	400	115
32	April 8, 2019	April 12, 2019	400	170
33	April 15, 2019	April 18, 2019	400	170
34	April 22, 2019	April 26, 2019	400	170
35	April 29, 2019	May 3, 2019	400	170
36	May 6, 2019	May 10, 2019	400	170
37	May 13, 2019	May 17, 2019	400	115
38	May 20, 2019	May 24, 2019	400	115
39	May 28, 2019	May 31, 2019	400	115
40	June 3, 2019	June 7, 2019	400	115
41	June 10, 2019	June 14, 2019	400	170
42	June 17, 2019	June 21, 2019	400	170
43	June 24, 2019	June 28, 2019	400	170
44	July 1, 2019	July 5, 2019	400	170
45	July 8, 2019	July 12, 2019	400	170
46	July 15, 2019	July 19, 2019	400	115
47	July 22, 2019	July 26, 2019	400	115
48	July 29, 2019	August 2, 2019	400	115
49	August 5, 2019	August 9, 2019	400	115
50	August 12, 2019	August 16, 2019	400	170
51	August 19, 2019	August 23, 2019	400	170
52	August 26, 2019	August 30, 2019	400	170

20,000 7,290



Richard J. Garcia Honorable

STATE OF MICHIGAN
THIRTIETH JUDICIAL CIRCUIT COURT

IN THE MATTER OF
INGHAM COUNTY JURY BOARD

ORDER FOR
DRAWING JURORS

At a session of said Court
held in the City of Lansing,
this 14 day of May 2018

Present: HONORABLE RICHARD J. GARCIA, CHIEF CIRCUIT JUDGE

TO THE INGHAM COUNTY JURY BOARD:

IT IS ORDERED that pursuant to MCL 600.1324 you are ORDERED to
Select 20,000 jurors for service in this Court's Lansing location (001) and 7,290 jurors for
service in this Court's Mason location (002) for the period of September 4, 2018 to
August 26, 2019.

IT IS FURTHER ORDERED that the Court review juror utilization numbers compiled
from September 1, 2018 through December 1, 2018, for the purpose of
determining whether an amended order reducing the number of jurors drawn is
supported.

Dated: May 14, 2018



Honorable Richard J. Garcia
Chief Circuit and Probate Judge

STATE OF MICHIGAN
IN THE DISTRICT COURT FOR THE 54-A JUDICIAL DISTRICT

IN RE: INGHAM COUNTY JURY BOARD COMMISSION

ORDER FOR DRAWING JURORS

At a session of said Court held in the 54-A District Court, City of Lansing, Ingham County, Michigan, on this 4th day of April, 2018.

PRESIDING: HONORABLE LOUISE ALDERSON, CHIEF DISTRICT JUDGE

TO THE INGHAM COUNTY JURY BOARD:

IT IS ORDERED, pursuant to MCLA Section 600.1308, you are to draw jurors for service for the fifty panels below. The first panel will begin on Tuesday, September 4, 2018, and the last panel will end on Friday, August 30, 2019.

- (a) The number of panels to be drawn is 50.
- (b) The number of jurors to be drawn per panel is 75.
- (c) The Court in which the panels shall serve is the 54-A Judicial District Court.
- (d) The said jurors are to report for duty by phone as directed starting on the following listed

dates:

1 st Panel	Tuesday, September 4, 2018
2 nd Panel	Monday, September 10, 2018
3 rd Panel	Monday, September 17, 2018
4 th Panel	Monday, September 24, 2018
5 th Panel	Monday, October 1, 2018
6 th Panel	Tuesday, October 9, 2018
7 th Panel	Monday, October 15, 2018
8 th Panel	Monday, October 22, 2018
9 th Panel	Monday, October 29, 2018
10 th Panel	Monday, November 5, 2018
11 th Panel	Tuesday, November 13, 2018
12 th Panel	Monday, November 19, 2018
13 th Panel	Monday, November 26, 2018
14 th Panel	Monday, December 3, 2018
15 th Panel	Monday, December 10, 2018
16 th Panel	Monday, December 17, 2018
17 th Panel	Monday, January 7, 2019
18 th Panel	Monday, January 14, 2019
19 th Panel	Tuesday, January 22, 2019
20 th Panel	Monday, January 28, 2019
21 st Panel	Monday, February 4, 2019
22 nd panel	Monday, February 11, 2019
23 rd Panel	Tuesday, February 19, 2019
24 th Panel	Monday, February 25, 2019
25 th Panel	Monday, March 4, 2019
26 th Panel	Monday, March 11, 2019
27 th Panel	Monday, March 18, 2019
28 th Panel	Monday, March 25, 2019
29 th Panel	Monday, April 1, 2019

30 th Panel	Monday, April 8, 2019
31 st Panel	Monday, April 15, 2019
32 nd Panel	Monday, April 22, 2019
33 rd Panel	Monday, April 29, 2019
34 th Panel	Monday, May 6, 2019
35 th Panel	Monday, May 13, 2019
36 th Panel	Monday, May 20, 2019
37 th Panel	Tuesday, May 28, 2019
38 th Panel	Monday, June 3, 2019
39 th Panel	Monday, June 10, 2019
40 th Panel	Monday, June 17, 2019
41 st Panel	Monday, June 24, 2019
42 nd Panel	Monday, July 1, 2019
43 rd Panel	Monday, July 8, 2019
44 th Panel	Monday, July 15, 2019
45 th Panel	Monday, July 22, 2019
46 th Panel	Monday, July 29, 2019
47 th Panel	Monday, August 5, 2019
48 th Panel	Monday, August 12, 2019
49 th Panel	Monday, August 19, 2019
50 th Panel	Monday, August 26, 2019

Dated: APR 04 2018



Hon. Louise Alderson
Chief District Judge

(P40151)

IN THE 54-B DISTRICT COURT FOR THE CITY OF EAST LANSING

IN RE: _____

ORDER FOR DRAWING JURORS

INGHAM COUNTY JURY ADMINISTRATION

At a session of said Court held
in the City of East Lansing, on
the 17th day of April, 2018

**PRESENT: HONORABLE ANDREA ANDREWS LARKIN
CHIEF JUDGE**

TO: INGHAM COUNTY JURY ADMINISTRATION

Pursuant to the provision of MCLA 60.1324, you are ORDERED to draw petit jurors for jury service in the 54-B District Court for the 2018-2019 term.

- (a) Drawings shall be completed periodically throughout the term beginning on or about September 1, 2018.
- (b) Panels shall be summoned for the dates indicated on attached Exhibit A.
- (c) The number of jurors drawn shall be a total of 900 in panels of 75 according to attached Exhibit A.
- (d) Jurors summoned shall be instructed on the summons to appear at 12:30 p.m. on their jury selection date.
- (e) The term of jury service will be the jury selection day and any trials selected for, with a two trial maximum.

Dated: 4-17-18

Judge: Andrea Larkin
Chief Judge
54-B District Court

54-B DISTRICT COURT

ORDER FOR SUMMONING JURORS, APRIL 17, 2018

EXHIBIT A

JURY PANELS TO BE DRAWN FOR THE 2018-2019 YEAR

<u>DATE</u>	<u>NO. OF JURORS TO BE SUMMONED</u>
SEPTEMBER 11, 2018	75
OCTOBER 09, 2018	75
NOVEMBER 13, 2018	75
DECEMBER 11, 2018	75
JANUARY 08, 2019	75
FEBRUARY 12, 2019	75
MARCH 12, 2019	75
APRIL 09, 2019	75
MAY 14, 2019	75
JUNE 11, 2019	75
JULY 09, 2019	75
AUGUST 13, 2019	75
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12 DATES	900 JURORS

STATE OF MICHIGAN
IN THE DISTRICT COURT
FOR THE 55TH JUDICIAL DISTRICT

INGHAM COUNTY JURY BOARD COMMISSION
ORDER FOR DRAWING JURORS

At a session of said Court held in the District Court for the City of Mason,
Michigan, County of Ingham, on the 2nd day of April, A. D. 2018.

PRESIDING: Honorable Thomas P Boyd
Chief District Judge

TO THE INGHAM COUNTY JURY BOARD:

IT IS ORDERED that pursuant to Michigan Compiled Laws 600.1324, the
Ingham County Jury Board shall select 1632 jurors for service in this Court for the
period commencing September 1, 2018 and ending August 31, 2019

Dated: 3-30-18



Honorable Thomas P Boyd
Chief Judge

55th JUDICIAL DISTRICT COURT

Request for Jurors

September 2018 – August 2019

DATE	JURORS	JUDGE
09.17.18	68	BOYD
09.24.18	68	ALLEN
10.15.18	68	BOYD
10.22.18	68	ALLEN
11.19.18	68	BOYD
11.26.18	68	ALLEN
12.10.18	68	BOYD
12.17.18	68	ALLEN
1.14.19	68	BOYD
1.28.19	68	ALLEN
2.11.19	68	BOYD
2.25.19	68	ALLEN
3.18.19	68	BOYD
3.25.19	68	ALLEN
4.15.19	68	BOYD
4.22.19	68	ALLEN
5.13.19	68	BOYD
5.20.19	68	ALLEN
6.17.19	68	BOYD
6.24.19	68	ALLEN
7.15.19	68	BOYD
7.22.19	68	ALLEN
8.19.19	68	BOYD
8.26.19	68	ALLEN

Ingham County
30th Judicial Circuit Court

P.O. Box 40771
Lansing, MI 48901-7971
Telephone: 517 • 483 • 6500

RICHARD J. GARCIA
Chief Circuit and Probate Judge

SHAUNA DUNNINGS
Circuit Court Administrator



HARRY MOXLEY
Deputy Court Administrator/
Friend of the Court

RHONDA K. SWAYZE
Deputy Court Administrator /
General Trial Division

SCOTT LEROY
Deputy Court Administrator /
Juvenile Division

MEMORANDUM

To: Shauna Dunnings, Court Administrator

From: Rhonda Swayze, Deputy Court Administrator/General Trial Division

Date: May 21, 2017

Re: 2019 Jury Administration Budget Submission

Attached you will find 2019 Strategic Planning Background Information, Operating Budget Request, Additional Operating Budget Request, and Contracts Form for Jury Administration.

We began using Courthouse Technologies (CHT) jury management software in July, 2017. We have been working with CHT in compiling data provided by the system to explore ways to improve our juror yield and utilization numbers, reduce our no show rates, increase online response, save in software subscription costs, and reduce our postage costs by using email and texting as forms of communication when appropriate.

The Strategic Planning document outlines in more detail the goals that the Court is focusing on this year and our budget requests reflect steps that need to be taken to achieve those goals.

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	2016 Actual	2017 Actual	2018 Appropriated	2018 Corrected	2019 2018 Requested Comments
EXPENDITURES					
Salaries and Wages - Temp 101-15500-703000	0	0	0	0	0
Salaries and Wages - Ov 101-15500-708000	0	0	0	0	0
Supplies 101-15500-726010	2,483	2,000	2,000	2,000	\$2,000 Envelopes for documents not mailed by CHT and other miscellaneous supplies
Postage 101-15500-729000	0	340	340	15,000	\$12,875 USPS P.O. Box rental (\$250), postage permit fee (\$225), and bulk postage for summonses/questionnaires (\$12,400)
Contractual Services 101-15500-818000	82,772	64,000	74,351	56,691	\$80,080 CHT subscription cost (\$43,751), messaging (\$8,750) and hosting (\$18,000); Great Lakes (mail delivery from PO box to Court) \$1,750; Presort postage for postcards and billing and allocated pickup and billings fees (\$7,429); domain for e-Response (\$400/4yr)
Professional Development 101-15500-861100	0	0	0	0	\$0 CHT Implementation and travel
Equipment Maintenance 101-15500-932010	0	0	0	0	0
TOTAL EXPENDITURES	\$85,255.65	\$66,340.00	\$76,691.00	\$73,691.00	\$94,955.00

2019 Jury Administration

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	DISTRIBUTION NUMBER	BEGIN DATE	END DATE	2017 ACTUAL	2018 COST	2019 PROJECTED
Jury Admin	Great Lakes Express	Mail pick up and delivery from PO	101 15500 818000	8/31/2009	Open	\$ 1,736	\$ 1,750	\$ 1,750
	Extend Your Reach, f/k/a Presort	Postage, metering, and distribution of mail; daily pick-up	101 15500 818000	7/22/2009	Open	\$ 16,125	\$ 4,104	\$ 7,429
	Xerox Government Systems	e-Juror Maintenance	101 15500 818000	9/1/2012	08/31/2017	\$ 5,110	\$ -	\$ -
	Progressive Impressions	NCOA updates	101 15500 818000	5/14/2010	Open	\$ -	\$ -	\$ -
	Harland Technology	Scantron Equipment Maintenance	101 15500 932010	10/1/2013	9/30/2014	\$ -	\$ -	\$ -
	CHT	Jury Management, eResponse, IVR, Mailing Services, Messaging.	101 15500 818000	01/01/16	12/31/2020	\$ -	\$ 43,751	\$ 70,501
	Network Solutions	Domain for e-Response	101 15500 818000	02/04/15	02/03/19	\$ -	\$ -	\$ 400

Paid EYR for mailing summonses through May, 2017. As of June, 2017 paying EYR for mailing costs for non-responded, disqualification and excusal postcards. Average of \$342/mo x 12 = \$4,104.

Postage, metering and distribution of mail average of \$342/mo x 12 = \$4,104; daily pick-up and monthly billing fee allocation is .0177 of average 14,262/mo = \$252 x 12 = \$3029

2017-2018 subscription cost was paid in 2016

Adding text messaging at \$8,750 to subscription cost and \$18,000/annually for hosting.

\$ 80,080
-18,000
\$ 62,080

**2019 ADDITIONAL OPERATING BUDGET REQUEST
JURY ADMINISTRATION**

101-15500-818000 Contractual

\$34,579.25

Courthouse Technologies (CHT):

Text Messaging - This request is to extend our text messaging capabilities, which were originally offered at no cost as an implementation incentive. This pricing moratorium will expire in June, 2019. Text messaging is .25 per questionnaire based on 35,001 questionnaires. We have been using text messaging to remind jurors of their service dates and the perception is that text reminders are reducing our no show rate. We are gathering data to confirm our perception. **\$8,750.25** annually.

Hosting – This request is to transfer the software from a locally hosted environment to CHT. This request is being made in hopes that we will be able to avoid disruptions in service like the one we experienced in early May, 2017. **\$18,000** annually.

Xerox, formerly, Extend Your Reach, formerly, Presort:

This request is to cover mailings that are not part of our subscription service (i.e. postcards for reminders to complete questionnaires and verification of service exemptions). We averaged \$342 a month for the last four months of 2017 and are using that average to formulate a projection. **\$4,400** annually.

Xerox initiated a daily pick-up and monthly bill fee in 2017. Jury Administration's allocation is .0177 on an estimated \$14,262/mo = \$252/mo x 12 = **\$3,029** annually.

Network Solutions:

This request is to renew the domain name for the e-Response website. This is the website that jurors use to complete questionnaires online. **\$400** for a four year contract.

TOTAL

\$34,579.25