

Clerk's Office Year in Review 2011



**United States District Court
Western District of Michigan**

Paul L. Maloney, Chief Judge
Tracey Cordes, Clerk of Court



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A Message from the Chief Judge

Dear Friends and Colleagues,

On behalf of my judicial colleagues, I again salute our entire court family for our many successes in 2011. Our hard-working bench and staff were leaders in the Circuit in:

- number of actions filed per judgeship;
- weighted filings per judgeship;
- number of terminations per judgeship; and
- time from filing to disposition.

These accomplishments were attained despite the fact that our district experienced the second highest increase in the Circuit in case filings between 2010 and 2011.

This hard work and dedication is demonstrated outside of the courtroom as well. We partnered with the Federal Bar Association again in 2011 to bring quality trial advocacy skills instruction to newer lawyers through the Hillman Advocacy Program; we were ably assisted by the FBA Historical Society in working to prevent the destruction of court records of historical significance; and our judges have worked in the community and at the national level to confer citizenship upon our neighbors and to ensure overall system integrity.

I have been honored to serve the bench, bar, staff, and community-at-large as your Chief Judge this year. I am proud of our navigation through the challenges of the year and view with pride our accomplishments as a court family.

PAUL L. MALONEY
CHIEF UNITED STATES DISTRICT JUDGE



A Message from the Clerk



Greetings,

Once again, I present to you with considerable pride, evidence of the work of the bench and staff in the U.S. District Court for the Western District of Michigan. This report offers us the opportunity to share with you our challenges and successes in 2011.

We count among our successes our aggressive innovation in information technology, finance and operations; our investments in top-tier staff; our expeditious processing of cases in increasing numbers; and our commitment to communities near and far. This, combined with good old-fashioned hard work, has resulted in our district again ranking as a top-performer in the number and timeliness of case dispositions.

Our work goes beyond case processing and customer service, however. Once again this year, staff contributed to the communities in which we live through monetary donations and through gifts of time and service. A few of these are described in the pages that follow.

Never has it been more clear that the quality of the work in our organization is a function of the quality of our people. I am proud to lead this staff and to serve the citizens of this district.

TRACEY CORDES
CLERK OF COURT



Court History

(as adapted from the Sixth Circuit Court of Appeals website)

Congress created the District Court of Michigan with the Act of July 1, 1836.¹ At the time, Michigan was one Judicial District and the court was to hold two sessions at the seat of the government which was then in Detroit. The Act of February 24, 1863,² divided Michigan into two districts with Grand Rapids designated as the judicial center of the Western District and Detroit as the center for the Eastern District. In 1878, the Western District of Michigan was divided into two divisions, Southern and Northern. Grand Rapids was designated the court seat of the Southern Division and Marquette for the Northern Division.³ The term of court for the Southern Division of the Western District was held at Grand Rapids until 1954 when court was authorized to be held in Kalamazoo and Mason.⁴ It was not until 1961, that a session of court was authorized to be held in the state capital, Lansing,⁵ at which time the term in Mason was eliminated.

Who Appointed the Western District of Michigan Article III Judges? (listed chronologically)

<u>Judge</u>	<u>Appointing President</u>
Solomon L. Withey	Abraham Lincoln
Henry F. Severens	Grover Cleveland
George P. Wanty	William McKinley
Loyal E. Knappen	Theodore Roosevelt
Arthur C. Denison	William Howard Taft
Clarence W. Sessions	William Howard Taft
Fred M. Raymond	Calvin Coolidge
Raymond W. Starr	Harry S. Truman
W. Wallace Kent	Dwight D. Eisenhower
Noel P. Fox	John F. Kennedy
Albert J. Engel, Jr.	Richard M. Nixon
Wendell A. Miles	Richard M. Nixon

¹ 5 Stat. 62.

² Act of February 24, 1863, 12 Stat. 660.

³ Act of June 19, 1878, 20 Stat. 177.

⁴ Act of February 10, 1954, 68 Stat. 11.

⁵ Act of May 19, 1961, 75 Stat. 81.



Judge

Douglas W. Hillman
Benjamin F. Gibson
Richard Alan Enslen
Robert Holmes Bell
David W. McKeague
Gordon J. Quist
Paul L. Maloney
Robert J. Jonker
Janet T. Neff

Appointing President

Jimmy Carter
Jimmy Carter
Jimmy Carter
Ronald Reagan
George H.W. Bush
George H.W. Bush
George W. Bush
George W. Bush
George W. Bush

**Western District of Michigan
Succession of Article III Judges**

First Seat

Solomon L. Withey
Henry Franklin Severens
George Proctor Wanty
Loyal Edwin Knappen
Arthur Carter Denison
Clarence William Sessions ¹

Second Seat

Fred Morton Raymond
Raymond Wesley Starr
Noel P. Fox
Richard Alan Enslen
Paul L. Maloney

Third Seat

W. Wallace Kent
Albert J. Engel, Jr.
Wendell A. Miles
Robert Holmes Bell

Fourth Seat

Benjamin F. Gibson ²

Fifth Seat

Douglas W. Hillman
David W. McKeague
Janet T. Neff

Sixth Seat

Gordon J. Quist
Robert J. Jonker

¹ Clarence W. Sessions' death on April 1, 1931, created the first vacancy following the expiration of the temporary judgeship authorized by the act of February 17, 1925, 43 Stat. 949, and accordingly no successor was appointed.

² Benjamin F. Gibson's retirement on January 31, 1999, created the first vacancy following the expiration of the temporary judgeship authorized by the act of December 1, 1990, 104 Stat. 5089, and accordingly no successor was appointed.



Western District of Michigan Magistrate Judges

<u>Magistrate Judge</u>	<u>Dates of Service</u>	<u>Location</u>
Stephen W. Karr	July 20, 1971 - October 1, 1973 (part-time) October 2, 1973 - December 31, 1987	Grand Rapids
Lloyd R. Fayling	July 26, 1971 - November 8, 1982 (part-time)	Kalamazoo
John R. Weber	March 13, 1972 - January 10, 1988 (part-time)	Marquette
Stuart D. Hubbell	June 13, 1972 - October 23, 1973 (part-time) January 30, 1974 - July 31, 1979 (part-time)	Grand Rapids
Hugh W. Brenneman, Jr.	April 1, 1980 - present	Grand Rapids
Doyle A. Rowland	July 23, 1984 - January 15, 1985 (part-time) January 16, 1985 - February 29, 2000	Kalamazoo
Timothy P. Greeley	January 11, 1988 - December 20, 1989 (part-time) December 21, 1989 - present	Marquette
Joseph G. Scoville	January 28, 1988 - present	Grand Rapids
Ellen S. Carmody	October 10, 2000 - present	Grand Rapids

Grand Rapids Federal Courthouses



1879 - 1909



1909 - 1973

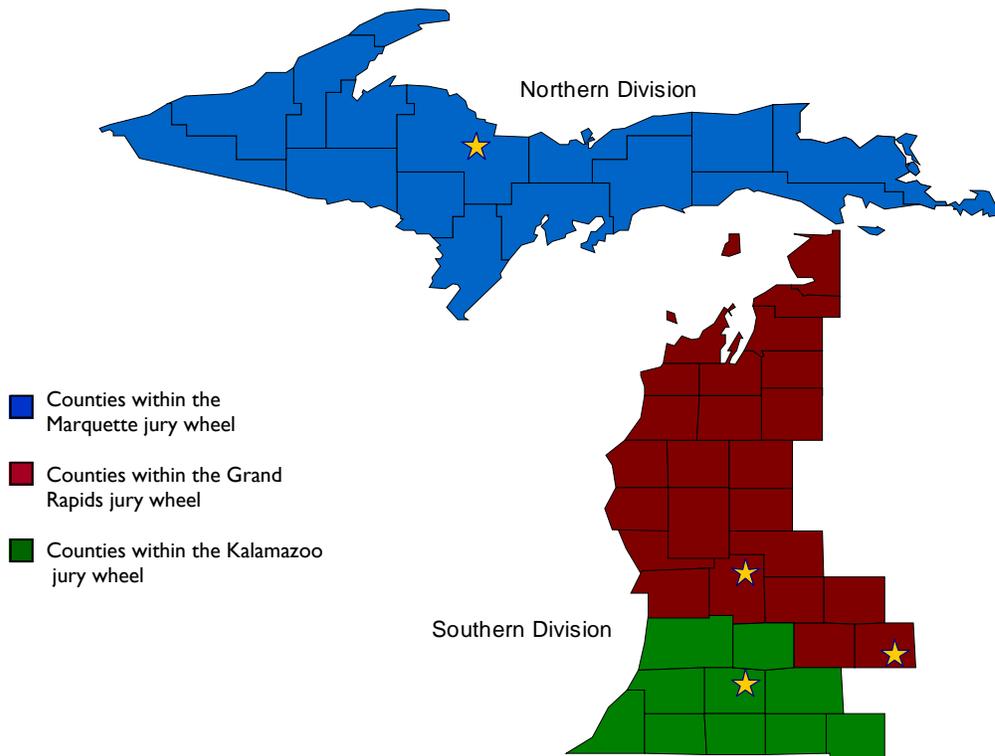


1973 - present



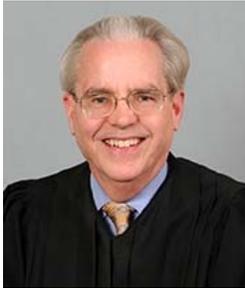
The United States District Court for the Western District of Michigan

The U.S. District Court for the Western District of Michigan is one of two federal district courts in the state of Michigan. The district includes the entire Upper Peninsula and the western half of the Lower Peninsula, covering over 35,000 square miles. The district is divided into two divisions, the Northern Division and the Southern Division. There are 49 counties in the Western District — 15 counties in the Northern Division and 34 counties in the Southern Division. The Court's main office is in Grand Rapids and there are divisional offices in Marquette, Kalamazoo and Lansing.





Judicial Officers & Staff



Chief Judge Paul L. Maloney

Chief Judge: July 18, 2008 - present

Judicial Assistant: Alice Baker

Case Manager: Amy Redmond

Law Clerks: Rod Phares; John Brendel / Successor: Joshua Feasel

Court Reporter: Kathleen Thomas



Judge Robert Holmes Bell

Chief Judge: June 1, 2001 - July 17, 2008

Judicial Assistant: Kim Briggs

Case Manager: Sue Bourque

Law Clerks: Julie Clough; Adam Benitez

Court Reporter: Kevin Gaugier



Judge Robert J. Jonker

Judicial Assistant: Yvonne Carpenter

Case Manager: Melva Ludge

Law Clerks: Margaret Khayat Bratt; Anne Venhuizen / Successor: Mike Azzi

Court Reporter: Glenda Trexler



Judge Janet T. Neff

Judicial Assistant: Chris Bockheim

Case Manager: Susan Smith / Successor: Rick Wolters

Law Clerks: Kathleen Geiger; Rita Buitendorp

Court Reporter: Kathy Anderson



Judge Gordon J. Quist

Senior Status: January 1, 2006 - present

Judicial Assistant: Jane Tepper

Law Clerks: Phil Henderson; Michelle Quigley / Successor: Kyle Konwinski



Judicial Officers & Staff (continued)



Judge R. Allan Edgar

Senior Status and Designated to WDMI: October 7, 2005 - present

Judicial Assistant: Cathy Moore

Law Clerks: Mike Hooper; Molly Phillips



Magistrate Judge Hugh W. Brenneman, Jr.

Judicial Assistant: Faith Webb

Law Clerk: James Dion

Courtroom Deputy: Lindsey Alley



Magistrate Judge Timothy P. Greeley

Judicial Assistant: Cathy LeBoeuf

Law Clerk: Rodney Kurzawa

Courtroom Deputy: Pam Chant



Magistrate Judge Joseph G. Scoville

Judicial Assistant: Marge Hetherington

Law Clerk: Christopher Williams

Courtroom Deputy: Diane Hand

Staff Attorneys:

Anne Bartish

Claire Whitman /

Successor: Todd Broberg

Lisa DeFerrari

Catherine Halverson

Kristin Vandenberg



Magistrate Judge Ellen S. Carmody

Judicial Assistant: Cynthia Hosner

Law Clerk: Russ Ambrose

Courtroom Deputy: Julie Lenon



Clerk's Office Staff

Grand Rapids



The Gerald R. Ford Federal Building
Grand Rapids, MI

Information Technology:

IT Manager - *Deloy Johnson*
Assistant IT Manager - *Kim Greer*
Assistant IT Manager - *Mitch Van Dyke*
IT Help Desk Specialist - *Amy Jensen*
IT Specialist - *Tom La*
IT Specialist - *Bill Simaz*
IT Specialist - *Sue Tanner*
IT Specialist - *Ed Van Portfliet*

Administration:

Clerk of Court - *Tracey Cordes*
Chief Deputy Clerk - *Kim Foster*
Administrative Analyst - *Michelle Rush*
Administrative Secretary - *Kathy Devlin*
CM/ECF Administrator - *Kelly Van Dyke*
Jury Administrator - *Diane Hopkins*
Personnel Specialist - *Melanie Vugteveen*

Finance & Procurement:

Financial Administrator - *Mike Polkowski*
Procurement & Financial Specialist -
Katie Campbell
Procurement Clerk - *Nicki Gleeson*
Financial Technician - *Melissa Spriggs*

Operations:

Operations Manager - *Michelle Benham*
Asst. Operations Supervisor - *Kristi Taylor*
Case Administrator - *Ellen Coppel*
Case Administrator - *Angie Doezema*
Case Administrator - *Gloria Frayer*
Court Programs/Training Coord - *Lauren Packard*
Data Quality Analyst - *Matt Allen*
Data Quality Analyst - *Cindy Idema*
Data Quality Analyst - *Kathy Wright*
Intake Clerk - *Mary Clapp*
Intake Clerk - *Jinsoo Jeon*
Intake Clerk - *Jodi Simpson*
Pro Se Support Clerk - *Cindy Idema*



Marquette



Federal Building
Marquette, MI

Resident Deputy-in-Charge - *Carole Poggi*
Case Administrator - *Sandy Kivela*
Case Administrator - *Cathy Moore / Successor:*
Michele Carlson

Kalamazoo



Federal Building
Kalamazoo, MI

Resident Deputy-in-Charge - *DeWinda Webb*
Case Administrator - *Barb Dowdle*
Case Administrator - *Melanie Greer / Successor:*
Martha Strong

Lansing



Charles E. Chamberlain Federal Building
Lansing, MI

Resident Deputy-in-Charge - *Linda Dack*
Case Administrator - *Jodi Gerona*
Case Administrator - *Paula Woods*



Service to the Judiciary

Chief Judge Maloney is a member of the Sixth Circuit Judicial Council. He also participated in many local and federal conferences and committees throughout 2011. In September, Judge Maloney took part in a luncheon with retired Supreme Court Justice John Paul Stevens.

Judge Bell was appointed as Chair of the Criminal Law Committee of the Judicial Conference of the United States in 2010. Since that time, he has spent considerable time working on matters pertaining to the Criminal Law Committee, in addition to his regular judicial duties in this district. The chair of the Criminal Law Committee represents the federal judges before Congress in both its oversight authority and law-making functions. As part of his role as Chair, Judge Bell appeared repeatedly before the Judicial Conference Budget Committee during 2011, attempting to secure sufficient funds to operate the Probation and Pretrial Services Programs nationally. The Committee interacted many times with the U.S. Sentencing Commission in the Commission's role of setting criminal sentencing policy for the federal courts. It is anticipated that testimony before Congress will also be necessary in a number of matters in 2012. Judge Bell enjoys the privilege of representing this Court and all of its great judges through this Committee Chair designation.

Judge Jonker is a member of the United States Judicial Conference Advisory Committee on Bankruptcy Rules. Judge Jonker also participated in an at-home naturalization oath ceremony for a



new citizen who was incapacitated by a stroke. At-home ceremonies are usually conducted administratively, with

permission. However, because the applicant had a name change also, a Federal Judge was required to administer the oath. It was a great honor for Judge Jonker to participate in the special day for this new citizen.

Judge Quist sat by designation as a visiting judge in the following locations: the District of Arizona in Tucson during February and September 2011; the Ninth Circuit Court of Appeals in Pasadena, California, during February 2011, and in San Francisco, California, during October 2011. Judge Quist continues to work with Russian Judges and the United States Russia Foundation regarding judicial ethics. During February 2011, Judge Quist also met with students from Strasbourg, France to explain the basics of the American court system.





Operations

Advancements in 2011

• Restructuring the Grand Rapids Operations Dept.

In response to the management review conducted in 2010, the Grand Rapids Operations department transitioned to a team-based work model in March 2011. This shift resulted in noticeable benefits, including increased knowledge-sharing among and additional support for staff. During this transition, the team welcomed a new Case Administrator, who was reassigned from the Intake team and two new staff members to fill the vacant Intake Clerk positions.

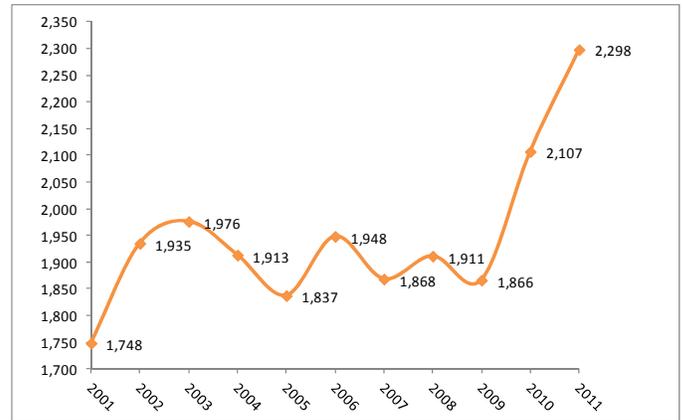
• Training and Staff Development

Throughout 2011, Operations staff district-wide were cross-trained in an effort to increase efficiency and expand divisional support. Our Data Quality Analysts created a highly effective civil and criminal training program to assist with the cross-training. We also continued to focus on the development of training resources for staff, including additions to the Operations department Wiki site. Additionally, in an effort to continue to broaden our internal training program, our Court created a Training Coordinator position and established a Training Advisory Committee.

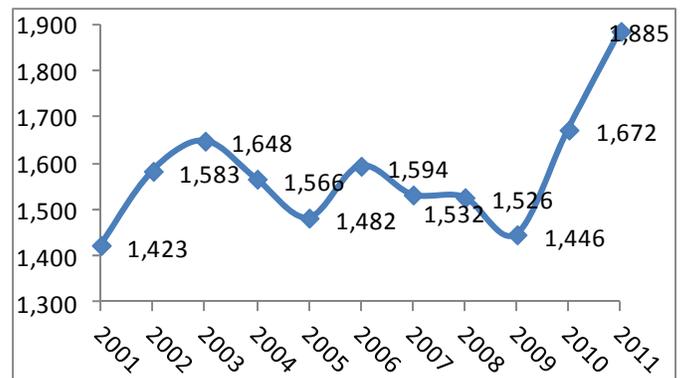
Case Filing Statistics

In 2011, parties filed 2,298 civil and criminal cases in the Western District of Michigan, an eight percent increase overall from 2010, and the highest number in a decade, as shown in the following chart. Civil cases increased most sharply (11%), while criminal cases decreased modestly (5%).

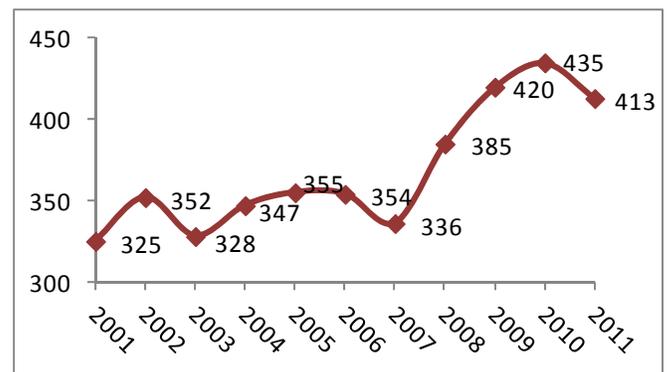
Total Case Filings



Civil Case Filings



Criminal Case Filings



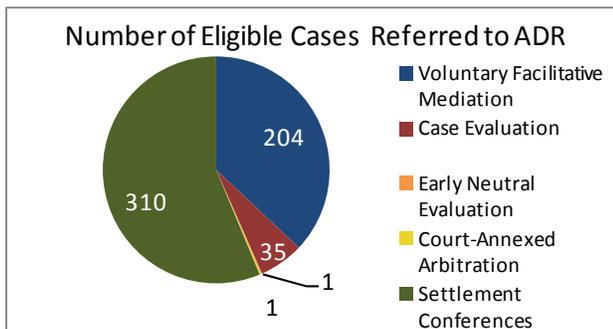


Special Programs

- Alternative Dispute Resolution (ADR)

The Judges of the Western District of Michigan offer six alternative methods for resolving disputes, including Voluntary Facilitative Mediation (VFM), Case Evaluation, Early Neutral Evaluation (ENE), Court-Annexed Arbitration, Summary Jury and Bench Trials, and Settlement Conferences.

Of the 1,885 civil case filings in 2011, 997 cases were eligible for referral to some form of ADR.¹ Of the eligible cases, 55 percent were referred:² 204 cases to VFM, 35 cases to Case Evaluation, one case to ENE, one case to Court-Annexed Arbitration and 310 cases to a Settlement Conference.

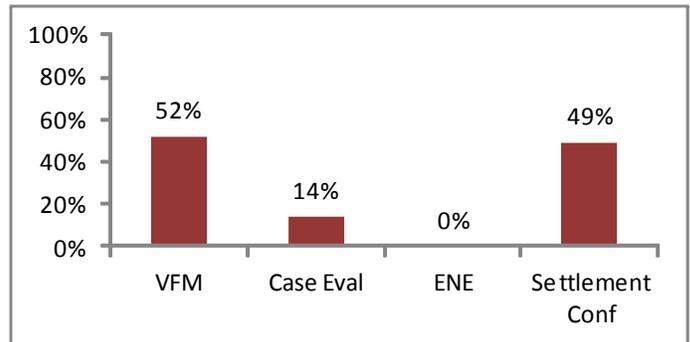


In 2011, 52 percent of cases completing Voluntary Facilitative Mediation settled; 14 percent of cases completing Case Evaluation settled; the case referred to Early Neutral Evaluation did not settle; and 49 percent of cases completing a Settlement Conference settled. There was also one case that was referred to Court-

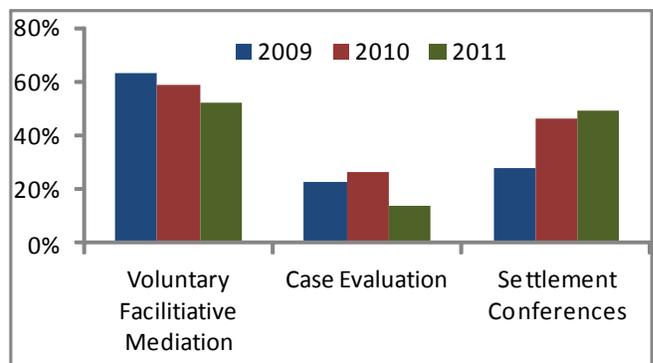
¹ Cases that are exempt from a scheduling/planning order are ineligible for referral to ADR (e.g., § 2255 motions, habeas corpus petitions, prisoner civil rights cases, prisoner petitions, social security appeals, student loan actions and bankruptcy appeals). Refer to Local Civil Rule 16.1(g).

² Parties must consent to referral to ADR, therefore not all cases are referred to some form of ADR.

Annexed Arbitration that settled prior to completing Arbitration.



What follows is a three-year comparison of the settlement percentages for cases completing the three most common forms of ADR.



- Central Violations Bureau (CVB)

The Central Violations Bureau is tasked with processing violation notices (tickets) issued and payments received for petty offenses committed on federal property. In 2011, the petty offense dockets contained 480 defendants, compared to 227 in 2010.

- Naturalization

In 2011, our judges presided over 32 naturalization ceremonies in which 1,949 new citizens from 127 countries were represented. The countries of origin shown on the next page are listed as identified by the naturalized citizens.

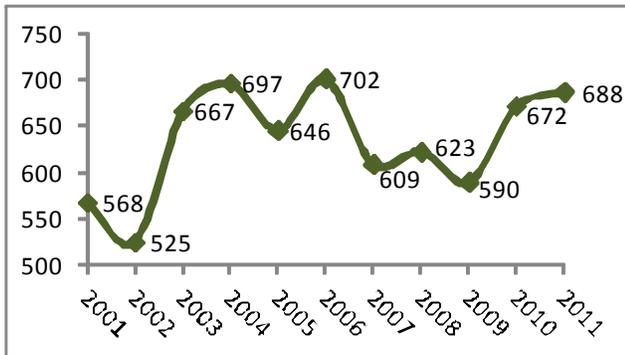


Afghanistan	Germany	Panama
Albania	Ghana	Peru
Algeria	Greece	Philippines
Antigua-Barbuda	Guatemala	Poland
Argentina	Guyana	Portugal
Armenia	Haiti	Romania
Australia	Honduras	Russia
Austria	Hungary	Rwanda
Azerbaijan	India	Senegal
Bahamas	Indonesia	Serbia
Bangladesh	Iran	Serbia & Montenegro
Belarus	Iraq	Sierra Leone
Belgium	Ireland	Singapore
Belize	Israel	Somalia
Bolivia	Italy	South Africa
Bosnia-Herzegovina	Jamaica	South Korea
Botswana	Japan	South Sudan
Brazil	Jordan	Spain
Bulgaria	Kampuchea	Sri Lanka
Burkina Faso	Kenya	St. Kitts-Nevis
Burma	Korea	Sudan
Cambodia	Kosovo	Sweden
Cameroon	Laos	Syria
Canada	Latvia	Taiwan
Chile	Lebanon	Tanzania
China	Liberia	Thailand
Colombia	Libya	Togo
Congo	Lithuania	Trinidad & Tobago
Costa Rica	Malawi	Turkey
Cote d'Ivoire	Malaysia	Uganda
Croatia	Malta	Ukraine
Cuba	Mexico	United Kingdom
Czech Republic	Moldova	Uruguay
Dominican Republic	Mongolia	USSR
Ecuador	Morocco	Uzbekistan
Egypt	Nepal	Venezuela
El Salvador	Netherlands	Vietnam
Eritrea	Nicaragua	Yemen
Ethiopia	Niger	Yugoslavia
Finland	Nigeria	Zambia
France	Norway	Zimbabwe
Gambia	Pakistan	
Georgia	Palestine	



- **Attorney Admissions**

During 2011, 688 attorneys were admitted to practice in the Western District of Michigan. A total of 21,269 attorneys have been admitted since the Court was created in 1863. Numbers of admissions can vary significantly from year to year.



CM/ECF

Two thousand eleven was a year of numerous initiatives and efficiency measures related to CM/ECF, the most significant of which were:

Sealed and Ex Parte

Local rule amendments allowed registered attorneys to begin electronically filing sealed and *ex parte* documents at the beginning of the year. To assist with this new process, the Court held training for internal court staff and created reference documents and an electronic learning module for use by attorneys. By the end of the year, attorneys had e-filed 383 sealed documents, and 104 *ex parte* documents.

Training for staff to open and maintain sealed cases in the system followed in late July 2011. On August 8th, court staff began opening and maintaining all types of newly-filed sealed cases in CM/ECF.

Additionally, court staff worked with the lead support staff from the U.S. Attorney's Office to improve the process with regard to how search warrant applications and criminal complaints are received, and how the related administrative flow of work is handled in the Magistrate Judges' chambers. The new search warrant/criminal complaint process has proven to be highly efficient for the Magistrate Judges' staff.

24/7 Court Access

While CM/ECF has been available 24 hours a day, seven days a week since implementation, the last piece to allow attorneys complete 24/7 access began in February 2011. On that date, registered attorneys began opening new civil cases in CM/ECF on a voluntary basis. By year end, approximately 70 percent of eligible cases were initiated by attorneys electronically.

A Notice Regarding Assignment of Case is issued in every civil case that is opened electronically by an attorney. The notice informs the filing party of the judge assigned to preside over the case and of any filing deficiencies. The revised notice now generates automatically from CM/ECF with minimal input and saves staff time, offers reliably consistent communication, and also creates a record of what was communicated.

Innovation

Chambers staff were trained on an alternative use of the Record on Appeal functionality in CM/ECF. This functionality allows users to create a bookmarked pdf file - an electronic packet that contains the docket sheet and pertinent related documents. This organized, bookmarked pdf file is useful in preparation for



a hearing, to create a work file, and/or for paperless filing within chambers. Adobe tools may be utilized on the documents to make notes or to highlight portions. Some judges use these in the courtroom, others review documents in this way, and some are using the functionality to preserve their chamber's files, instead of maintaining them in paper form.

Case Assignment

In early May of 2011, we began using CM/ECF for case assignment purposes. Prior to this, the court was using an old server from the days of Integrated Case Management System (ICMS; 1989-2001) to maintain a case assignment system. Additionally, an automated reference list was developed which identifies the two different groups of new cases: new civil cases that are electronically-filed in CM/ECF by attorneys that are in need of an assigned judge, and traditionally (paper) filed cases for which the judge has been assigned, but the case is not yet open in CM/ECF. The list helps staff keep track of what needs to be done to administratively process new cases. Implementation of case assignment went smoothly and all types of new cases are now being assigned to judges using the case assignment function of CM/ECF.

Sentencing

In March, the Forms Committee presented two proposals to the judges that were approved for implementation. First, the Court decided to discontinue handing out paper appeal packets to criminal defendants at the time of sentencing. The Committee discovered that the paper copies were not being used and instead an automated means to share the information via CM/ECF was implemented.

Second, the judges approved a new expedited sentencing process. This process led to the creation of related forms and case management features in CM/ECF to assist the parties and the Court with expediting the timeline to sentencing in certain types of criminal cases. The expedited sentencing process is utilized primarily in illegal immigration cases and is initiated by the parties.

Motions for Reduction of Sentence

In the fall, the Court began preparing for an expected 400 motions seeking reduction of sentence under Amendment 750 of the Sentencing Guidelines, which took effect on November 1, 2011. After our Crack Cocaine Retroactivity Committee set out the procedure and content of the forms, work was completed to utilize CM/ECF to file, process, track and monitor the motions. Standardized forms and orders, which generate automatically from CM/ECF, were created and implemented. A new report was created for chambers to track the progress of the motions. As of December 31st, 278 motions had already been filed. Additionally, a new process was implemented for probation officers to electronically file the sentence modification reports. Access to these documents is restricted to attorneys for the government and for the defendant.

The CM/ECF-related changes highlighted here have a common thread of using technology to our advantage with efficiency in mind. With the filing of sealed documents and maintenance of sealed cases, electronic access to the entire docket is complete. The bookmarked pdf file is a tremendous time-saver for chambers and allows staff to provide an organized electronic



work file for the judge, with tools to highlight important areas for the judge's review. For judges who use this technology in the courtroom, the bookmarks provide a quick and efficient tool for document retrieval. Allowing attorneys to electronically open new civil cases provides true 24/7 access to the court. With the latest round of crack cocaine motions seeking reduction, we were able to employ a process to automatically generate standardized form orders from CM/ECF that address the administrative process. With the large number of filings, this is a significant time-saver for chambers staff managing these cases.

Finance

The Consolidated Finance & Procurement Unit supports the administrative functions of the Court and Probation office in the following areas:

- Fund Management & Control
- Accounts Payable
- Accounts Receivable
- Internal Controls & Accounting Procedures
- Procurement and Inventory Management

Fund Management and Control

Under the oversight of the Clerk and Chief Judge, the finance unit is charged with administering the district's budget on a day-to-day basis. To accomplish this, the court unit's budgetary requirements are determined and a spending plan is defined. Spending is monitored to ensure obligations and expenditures conform to our spending plan, do not exceed our au-

thorized amount, and follow applicable guidelines, rules and other regulations.

Accounts Payable

During the past year, the unit processed payable disbursements for the following five court entities: U.S. District Court, U.S. Bankruptcy Court, U.S. Probation & Pretrial Services Office, Office of the Federal Public Defender and U.S. Court of Appeals (travel-related only). The total payable disbursements in calendar year 2011 rose to 10,845 from 10,640 in 2010, an overall increase of 1.9 percent. With the exception of District Court, payable totals specific to other court entities decreased when compared to calendar year 2010. However, we continue to see steady incremental growth overall in the number of payments processed annually. The table below is an analysis of payments specific to each entity.

Payments by Court Entity

<i>Entity</i>	<i>2011</i>	<i>%</i>	<i>2010</i>
District Court	8,503	78.4%	7895
Bankruptcy Court	770	7.1%	940
Probation/ Pretrial Services	1,069	9.9%	1,260
Federal Public Defender	503	4.6%	545
Total	10,845		10,640



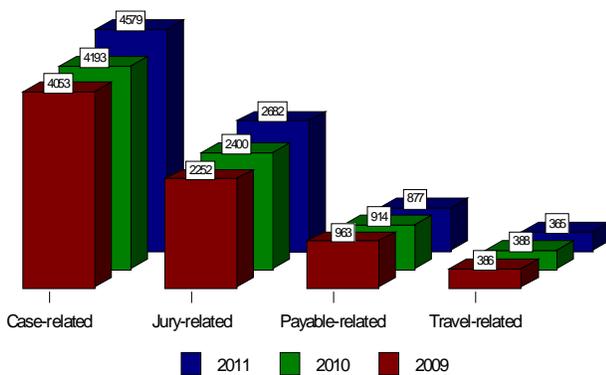
Within the district court, payments are divided into the following four categories:

- **Case-related:** consists of disbursements to restitution victims in criminal cases, refunds to correctional facilities as a result of the overpayment of Prison Litigation Reform Act (PLRA)-related civil or appeal case filing fees by inmates in state or federal custody, or other civil/criminal financial activities.
- **Jury-related:** comprises payments to all grand and petit jurors.
- **Payable-related:** incorporates all payments revolving around routine court business (i.e., equipment maintenance, telephone/cellular services, office supplies, etc.).
- **Travel-related:** encompasses all payments to chambers and Clerk’s office staff involving travel.

Collections are processed in various ways, depending on the transaction type and payment method. General collections, which encompass our normal, day-to-day transactions, include civil and appeal filing fees, copy fees or miscellaneous fees, and are received over the counter or through the mail. Other case-related transactions are processed using a number of Treasury-directed initiatives. The majority of collections in 2011 were case-related in nature, while other general collections make up the balance.

Collection Type	2011	%	2010	%
General	5,638	31.8%	5,648	32.3%
Case Related	12,101	68.2%	11,843	67.7%
Total	17,739		17,491	

Payment Categories—District Court



Pay.gov is a secure government-wide collection portal that was developed for federal agencies to allow electronic payment processing via the Internet. Although our district previously utilized Pay.gov for collection of appeal fees, in February 2011 we began utilizing it for collection of new civil case filing fees. As a result of this change, Pay.gov-related transactions increased significantly from the prior year.

Accounts Receivable

The finance unit processes collections for all court units, with the exception of the Bankruptcy Court. Overall, calendar year transactions increased a modest 1.4 percent from the prior year.

Pay.gov Transactions

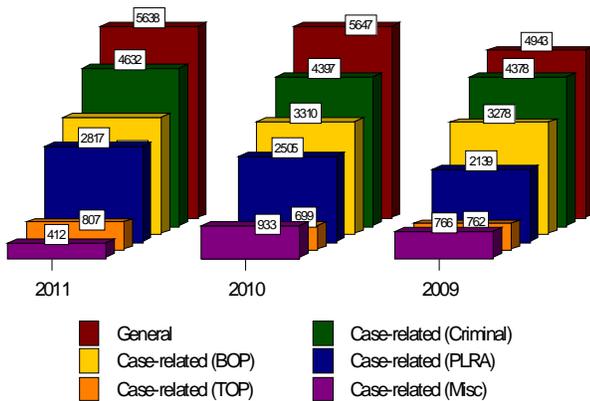
2011		2010	
Appeal	Civil	Appeal	Civil
67	529	39	—



Within the district, collections are divided into the following categories:

- General - Statutory collections, i.e., filing fees
- Case Related (Criminal) - Criminal debt collections received via mail/over counter
- Case Related (BOP) - Criminal debt collections received via the Bureau of Prisons
- Case Related (PLRA) - Prisoner Litigation Reform Act collections
- Case Related (TOP) - Criminal debt collections received via Treasury Offset Program
- Case Related (Misc) - Misc collections, i.e., attorney admission

Collections by Category



Internal Controls & Accounting Procedures

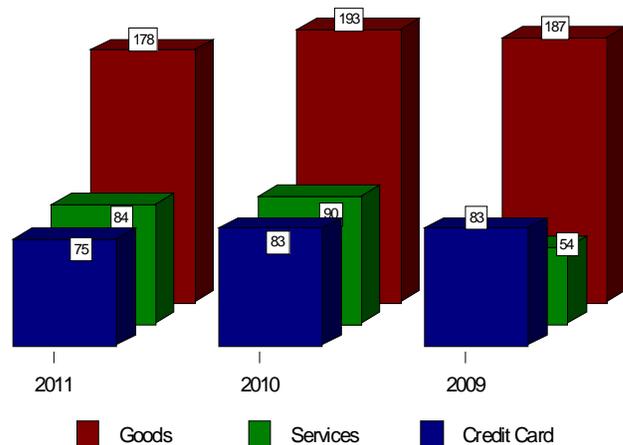
The Administrative Office carries out cyclical audits in order to ensure the integrity of the District Courts' financial information and internal controls. District Courts are required to conduct additional periodic internal evaluations in the years that a cyclical audit is not scheduled. As a cyclical audit was not scheduled for our District in 2011, we again contracted the services of a local, independent auditing firm to

assess the financial processes utilized by the Court during fiscal year 2011. Recommended changes were minimal and have been implemented and documented in our financial internal control procedures manual.

Procurement and Inventory Management

Procurement staff are responsible for day-to-day purchases for all divisional offices of the District Court and Probation and Pretrial Services. This includes the purchase of office supplies, equipment, furniture, and the maintenance of same. Generally, purchases fluctuate from year-to-year based on funding availability and on-going space and facilities projects. During calendar year 2011, procurement staff processed 337 purchase orders, which was an eight percent decrease from the prior year total of 366.

Purchase Orders by Type



Continuing Education and Efficiency Initiatives

As part of overall professional development, finance staff members took advantage of a number of training opportunities offered



throughout the year. This included training in the following areas:

- Appropriations Law
- **FAS⁴T** General Ledger/New Year Initialization
- **FAS⁴T** Financial Forum

•Judiciary Inventory Control System 3.1

As a result of new information obtained while in attendance at the **FAS⁴T** Financial Forum in April 2011, procurement staff returned with a renewed sense of purpose to complete the final steps associated with implementing the Judiciary Inventory Control System 3.1 (JICS) approved by the Administrative Office. This new inventory tracking software meets all current and future internal control requirements as they relate to property management. Existing inventory records were converted to JICS and the final processes were completed in December 2011.

•Transaction Reporting System

In June 2011, finance staff completed training and implemented Treasury's Transaction Reporting System (TRS) as a pilot court. This system is a collections reporting tool for deposits and detail of collections transactions that provides the court with a single touch point to exchange all financial transaction information across all collection systems. It also offers a centralized repository containing detailed and summarized records of all revenue and collections transactions. TRS will be used in conjunction with CA\$HLINK II until that system is taken off-line at the end of 2012.

•Payment Card Industry Data Security Standard

During July 2011, our district assisted the Administrative Office and Fifth Third Bank as a

pilot court in testing the Payment Card Industry Data Security Standard (PCI DSS) developed by credit card associations. This system was developed to help ensure the security of credit card payment data and to help prevent credit card fraud, hacking, and other security issues. We completed a Self-Assessment Questionnaire, which served as the validation tool to assist in determining compliance with the PCI DSS. As a result, the finance staff developed a policy specific to protecting credit card information for our office, which was added to our local internal control procedures manual.

•Court Registry Investment System

The Clerk of each federal district and bankruptcy court is responsible for the safekeeping and management of case-related funds that are periodically deposited with the court. These are known as court registry funds, which can total millions of dollars. The Court Registry Investment System (CRIS) is a cash management tool that provides the clerks with an easy, efficient, and safe way to comply with federal requirements concerning the handling of court registry funds. In August 2011, finance staff began the process to convert all current court registry fund deposits from a local financial institution to CRIS. After identifying new processes and their companion internal controls safeguards, the Court went live on CRIS in December 2011.

•Over the Counter Channel Application

In September 2011, finance staff completed training and implemented Treasury's Over the Counter Channel Application (OTCnet) in all division offices. OTCnet facilitates the prompt



electronic processing and reporting of deposits and related transaction activity. OTCnet is a secure web-based system combining the functionality and features of two former applications: Paper Check Conversion Over the Counter (PCC OTC), which electronically processed US checks presented for payment and Treasury General Account Deposit Network (TGANet), which processed U.S. currency deposits.

Information Technology

Over the course of 2011, the Information Technology (IT) department supported the District Court and the Probation/Pretrial Services Office in all areas of technology. Information Technology touches all aspects of court business in the Western District of Michigan and 2011 was no exception.

Courtroom Technology

The use of courtroom technology is almost a daily occurrence. The IT staff maintained and enhanced the existing technology in all courtrooms during the year. In April, the Marquette District Judge courtroom received the full complement of courtroom technology to support evidence presentation, assisted listening, court interpreting and remote participation using video and telephone conferencing. The renovation of Magistrate Judge Carmody's courtroom in Grand Rapids provided an opportunity to implement a new sound reinforcement system along with technology to support assisted listening, court interpreting and telephone conferencing.

Technology Upgrades

Local and wide area networks are the center of the technology infrastructure in the district. Network and security assessments conducted during 2011 identified the activities and tasks needed to ensure these networks are protected and meet the demands of the present and the future.

Telephone systems continue to be a vital piece of the technology infrastructure in the Western District of Michigan. During 2011, the phone systems in all locations were maintained and significant enhancements were made to the system in Kalamazoo. Future enhancements will include interconnection of the individual systems allowing for seamless communication across divisional locations and more economies of scale in recurring costs and support.

Computers, servers, printers, scanners and other devices are also crucial to our infrastructure. Replacements and upgrades occur throughout the year and are an important ongoing activity to ensure all District Court and Probation/Pretrial Services staff have the tools they need.

Training and Continuing Education

During 2011, the IT staff took advantage of many continuing education opportunities to help ensure a continued focus on identifying new technology and fully supporting existing systems. Some of the areas included:

- CM/ECF Programming
- Computer Security
- National Probation IT Conference
- Lotus Notes Administration
- Decision Support Systems
- Circuit IT Conference



Jury

Again in 2011, jurors expressed high satisfaction with staff service and courtesy (99%) and with their service as a whole. A handful of new initiatives in 2011 have contributed to these positive reviews.

eJuror

The eJuror program enables prospective jurors to complete and submit their initial juror qualification questionnaire and juror information via the Internet. Once registered, jurors can update their information, check their status, request an excuse or deferment, and obtain reporting instructions on-line. When prospective jurors are able to enter their own information directly into the system, the information entered is more complete and accurate. The program also reduces the amount of paper our jury department has to handle and process, resulting in cost and time savings.

Just over seventeen percent of prospective jurors who received qualification questionnaires utilized the eJuror system. This was a significant increase from the approximately nine percent in 2010. Approximately eighteen percent of the qualified prospective jurors responded to their summons using eJuror. We expect continued growth over time.

eJuror/Jury Management System (JMS) Working Group

Jury Administrator Diane Hopkins, continued to serve on the national eJuror/Jury Management System (JMS) Working Group. Members of this group provide advice, guidance and assistance to the Administrative Office relating to eJuror and JMS issues. At their meeting in No-

vember 2011, the group reviewed over 100 JMS and eJuror modification requests. The accepted modifications will be implemented into the systems in future releases to the courts.

In addition to the modification requests, the group participated in a Joint Automation Design to develop requirements for the transition from the current qualification questionnaire scanners to new scanners that will have the capability and accuracy of not only optical mark reading, but also document imaging and select optical character recognition.

Monitored Live Operation (MLO) Court

In October 2011, the Administrative Office invited our Court to participate as a Monitored Live Operation (MLO) court for the newest release of JMS/eJuror system. The Western District of Michigan was one of five courts to test the system prior to its national release. We implemented the new release on December 6, 2011, and our Court was instrumental in identifying several significant issues which needed to be resolved prior to the national release.

Advanced Judicial Information System (AJIS)

Our Court began using the Advanced Judicial Information System (AJIS) during March 2011. AJIS is an interactive voice response telephone system that allows us to provide service information that is customized to each individual juror, such as generating automated reminder calls about their reporting dates and disseminating information regarding the status of excuse or deferral requests. Use of this system has resulted in increased juror attendance and increased efficiencies for our Jury Department,



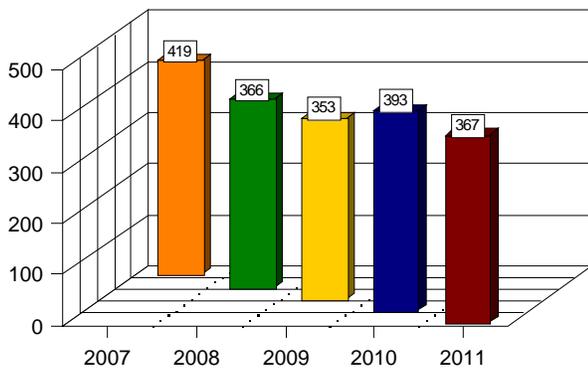
and has reduced the number of incoming calls regarding reporting questions.

Jury Statistics

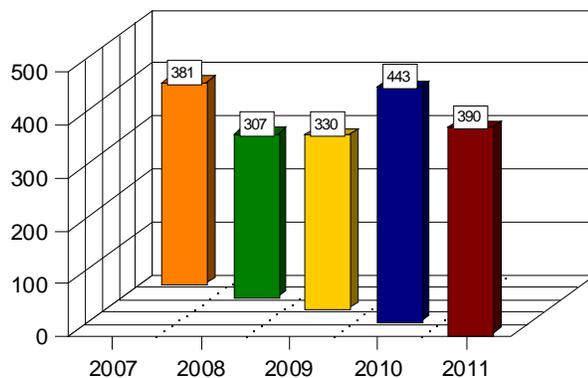
In 2011, the Court had 1,246 petit jurors present and available for selection in 31 trials. This marked a small decrease from the 1,260 petit jurors summoned in 2010. Of those present for selection, 367 were selected and sat as jurors and 390 were challenged and excused. The rate of jurors who are called to our Court for service, but who are not ultimately impaneled, increased modestly to 39.25 percent in 2011.

A total of 2,127 grand jurors convened in 2011 for 603 hours of service over 104 days. Three of the seven grand juries completed their term of service during 2011 and were discharged.

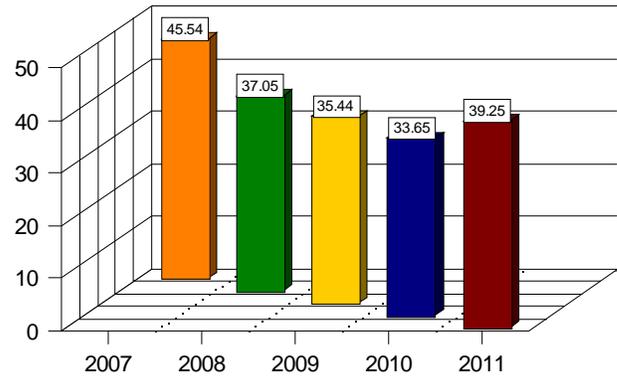
Jurors Selected



Jurors Challenged



Jurors Not Utilized



Space and Facilities

The last of our Court's large space and facilities projects were funded and/or completed in 2011. These included an expansion of Magistrate Judge Carmody's space on the sixth floor of the Grand Rapids courthouse. Completed in September 2011, this expansion had been recommended by the Asset Management Study conducted for our district and was incorporated into our Long Range Facility Plan. This project involved the expansion of the existing Magistrate Judge chambers space to provide for more functional, contiguous operations and the expansion of a small adjacent hearing room into a fully functional Magistrate Judge courtroom. This work also allowed us to achieve a long held security objective by extending the space between the bench and prisoners appearing in the courtroom.

The Asset Management Study also recommended the relocation of the Clerk's Office in our Kalamazoo facility from its current remote basement location, to vacant space on the main floor. This project has been funded through a combination of local and Sixth Circuit funding. Occupancy is expected by September 2012.



The Court installed a full audio/visual system in the District Judge courtroom in Marquette. In addition, Magistrate Judge Carmody's new courtroom received an upgraded sound system. The outdated systems in the other two Magistrate Judge courtrooms in Grand Rapids were also funded for upgraded sound systems in 2011, with installation expected by mid-2012. Chief Judge Maloney's courtroom in Kalamazoo was also funded for a full video system upgrade in 2011, with installation also expected by mid-2012.

Another project launched in 2011 and slated for completion in 2012, is the design and construction of permanent space for the Court's hardworking pro se staff attorneys. This project will remodel existing space in our Grand Rapids facility into more functional, contiguous office space for our pro se team that will include reception space, attorney offices, and a conference room.

Finally, in our effort to establish safer evacuation plans for all of our facilities, our District received assistance from the AO Office of Facilities and Security in 2011. We are confident that the input provided by the Physical Security Specialist will assist us in working with our business partners on these important issues.

Personnel

The United States District Court for the Western District of Michigan ended 2011 with a total of 76 staff members - 71 full-time and 5 part-time employees. These staff members supported four District Judges, two Senior Judges, four Magistrate Judges and the Clerk of Court.

Training Developments

In 2011, the Clerk's office continued to emphasize employee training. In order to maintain our focus on this important function, we created a Court Programs/Training Coordinator position to better coordinate, track, and assist with delivering training to both new and veteran court staff. One of the first priorities for the Court Programs/Training Coordinator was to develop and coordinate an extensive orientation/training for each new or promoted employee. Although it is continually evolving, this new orientation/training process is fundamental to the success of new and promoted employees.

The Court Programs/Training Coordinator works closely with our newly-formed Training Advisory Committee, which includes representatives from operations, IT, human resources, and chambers. The committee assists in identifying training needs and in locating low- or no-cost tools to address these needs. Some of the Training Advisory Committee's accomplishments include updating the Training & Education section of the Court's intranet site, the creation of a Subject Matter Expert list for staff, and further promoting existing resources.

Performance Management and Review

The clerk's office completed one year under the new Performance Management Plan which included use of our new performance review tools. Prior to the one year mark, the Court Compensation and Performance Management Work Group met to re-evaluate performance standards and make changes as needed. Supervisors and staff continue the important task of ensuring that performance standards remain



specific, measurable, achievable, relevant and trackable, and that lines of communication remain open on performance issues.

Budget

Like other courts, the Western District of Michigan continued its cost containment efforts in 2011 in light of anticipated budget cuts. Staff members have absorbed the budget cuts in a significant way through the “freezing” of step/merit increases and cost-of-living adjustments during the beginning of the 2012 fiscal year. In addition, our court implemented limited staff furloughs to partially off-set projected funding reductions. From October through December 2011, 52 employees took furlough days for a total of 1,230 staff hours. During these times of budget uncertainty, Clerk’s Office staff rose to the challenge of ensuring that the necessary work of the court continued while dealing with extensive staff absences due to furloughs and holiday events.

HRMIS Leave Tracking

In September 2011, our District began the transition from ELMR to the HRMIS Leave Tracking application. Two staff members traveled to Reston, Virginia, for system training and have since worked through the numerous details associated with implementation. Our District is scheduled to complete the conversion, including staff training, by February 2012.

Volunteers/Interns

The court is open to qualified individuals seeking internships as part of their educational program and/or to work with the Clerk’s office or chambers on a volunteer basis. During the year, a number of interns volunteered in the

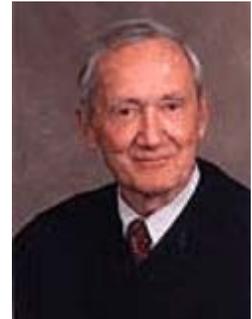
judges’ chambers and Clerks’ offices. Once again the Court was able to benefit from qualified individuals providing important assistance.

2011 Court Highlights

30th Annual Hillman Advocacy Program

January 19-21, 2011

This year marked the 30th anniversary of the Hillman Advocacy Program. Scheduled to occur every year during the third week of January, this learn-by-doing workshop utilizes trial skills training techniques patterned after those used at the National Institute of Trial Advocacy (NITA) in Boulder, Colorado, with the appreciably added benefit of being conducted in the federal district courthouse. Many believe the Hillman Advocacy Program is one of the best trial advocacy programs in the country, due in large part to the fact that instruction occurs in the courtroom with the assistance and support of the federal judges and magistrates.



Hon. Douglas Hillman

Sponsored jointly by the United States District Court for the Western District of Michigan and the Western District of Michigan Chapter of the Federal Bar Association (FBA), the Hillman Advocacy Program gives 62 young lawyers an opportunity to practice and improve their trial skills. They benefit from the wisdom and experience of the faculty, comprised of a rotating roster of West Michigan’s top courtroom lawyers, all of whom volunteer their time.

Given a case scenario, students hone themes, conduct direct and cross-examinations of live



witnesses (also comprised of talented volunteers including lawyers, paralegals, and court staff), deliver a closing argument, and practice impeaching witnesses and introducing exhibits. Advanced students participate in an all-day mock trial in front of a live jury, and are able to watch deliberations by way of a video feed into the jury room.

Communications expert Brian Johnson spoke at the opening of the program. His practical tips and strategies on how to effectively communicate with a jury were universally well received by everyone and immediately enhanced the student demonstrations.

The FBA gave eleven scholarships in 2011 to young lawyers in public service or who were otherwise unable to pay the entry fee. Law firms and corporate contributors generously underwrite this worthwhile program.

In addition to the workshop, students participate in a “Lunch with the Judges,” where a district, magistrate, and/or state circuit court judge is assigned to each class of students. Over lunch in the judges’ chambers or jury room, the students have an opportunity to converse with the judges on an informal basis. Year after year, students and judges alike mark this lunch as one of the highlights of the program.

This year marked the first year of the Hillman Award, an award given to a Steering Committee member, past or present, for their valuable contributions to the program. The purpose of the award is to recognize individuals who have demonstrated a long-term commitment to the program and have made significant contributions to the program through their involve-

ment. The recipient of the award is nominated by an Award Committee comprised of the Program Chair and Vice Chair along with the federal judge who is the liaison to the program, then submitted to the Steering Committee members for approval. A plaque, with each year’s recipient’s name added will be displayed at the Federal Courthouse, and the recipient or member of their family will be given a memento for their service. This year’s recipient was attorney Bill Jack, who has been involved with the Hillman Advocacy Program since its inception.

Judge Edgar Decision Commemorative Ceremony



During October 2011, Judge Edgar participated in an event in Chattanooga, Tennessee, commemorating his decision in *Brown v. Board of Commissioners*, 722 F.Supp. 380 (E.D. Tenn. 1989), a voting rights case. Judge Edgar held that the voting scheme, as it existed in 1989, diluted the votes of African American citizens in violation of the Voting Rights Act of 1965. This caused a change to the structure of city government to require voting by districts and resulted in minorities being elected to public office for the first time since Reconstruction. Several dignitaries participated in the event, including Dr. Tommie Brown the lead plaintiff,



and now a state representative; Tennessee Court of Appeals Judge Richard Dinkins; and EDTN Chief Judge Curtis Collier.



Magistrate Judge Reappointments

In Spring 2011, our Court began the reappointment process for U.S. Magistrate Judges Joseph G. Scoville and Hugh W. Brennehan, Jr. Chief Judge Maloney established a merit selection panel that ultimately offered its unanimous recommendation that both Magistrate Judges be reappointed. Both were sworn in at a public ceremony in January 2012.

Historical Society

Under the leadership of President Jim Mitchell, the Historical Society pursued its dual goals of gathering and disseminating history related to the federal bench and bar in western Michigan. The Society continues to collect the oral history of federal judges, attorneys and court personnel, and has undertaken a preservation program to enhance its collection of portraits of past judges and collect historic documents. The Society also videotapes speakers at various federal court-related functions. Persons interested in providing an oral history or interviewing others are invited to contact the Society.

During 2011, the Society was involved in several new initiatives, such as organizing a speakers bureau. The society also established an independent website this year. The website (www.federalcourthistoricalwdmi.org) includes, among other things, all the past articles of *The*

Stereoscope, the journal of the Society. The website is in its infancy and more historical content will be added soon. Several of our judges contributed chapters to a book in 2011 entitled “Judging in Western Michigan,” published in cooperation with the Thomas M. Cooley Law School. The Society has also continued to try to identify and preserve historically significant federal cases previously archived for the period 1970-95, which are otherwise scheduled to be discarded as a cost-saving measure.

Grand Rapids Bar Association New Attorney Orientation

The Grand Rapids Bar Association (GRBA) held a new attorney orientation on February 17, 2011, at the Federal Courthouse in Grand Rapids. The agenda included “The Unwritten Rules of Practicing Law: Things You Didn’t Learn in Law School,” facilitated by Jeff Black, Chair, GRBA Young Lawyers Section and Kim Coleman, GRBA Executive Director; “10 Best Ways to Get Sued for Malpractice,” facilitated by John Allen; “Practice Pointers for Transactional and Litigation Attorneys,” involving the following panelists: Susan Wilson Keener, Richard A. Roane, Matthew L. Vicari and Terry L. Zabel; and “Practice Pointers from the Bench: Professionalism & Civility,” involving the following panelists: Hon. Jane M. Beckering, Hon. David J. Buter and Hon. Robert J. Jonker. Tracey Cordes, Clerk of Court, and staff also spoke to the new attorneys about “Who’s Who & What’s What in the Federal Courthouse.” This section included information on Federal Courtroom Technology and Electronic Content Management.



Wellness Wednesday

Many staff members took advantage of the opportunity to push away from their desks and recharge themselves through movement.



“Wellness Wednesday” featured group activities such as walking, yoga, martial arts, stair climbing and stretching. Employees stepped up to lead activities each week for 30 minutes on Wednesday afternoons.



activities each week for 30 minutes on Wednesday afternoons.

Employee Recognition

Each year, the Chief Judge and the Clerk gather with staff to offer a specific message of gratitude and to recognize the years of service by our staff. While we hope we remember to say “thank you” throughout the year, this day offers an opportunity for special recognition of the day-to-day work that is required to make our court run.



Good Works

•Combined Federal Campaign (CFC)

The Combined Federal Campaign (CFC) is the world’s largest and most successful annual

workplace charity campaign. In the fall, the Marquette and Grand Rapids Clerk’s Offices participated and collectively raised over \$21,000 to aid local, national and international agencies.

•Leave Share Program

The Leave Share Program allows staff to donate annual leave to other court staff across the country who risk financial hardship because of absences due to illness or injury. In 2011, the generosity of the Clerk’s office and chambers’ staff was demonstrated by the donation of over 20 weeks of annual leave. One recipient within our district received 572 hours of annual leave and several recipients from other courts across the country received a combined 251 hours.

•Holiday Giving

In December, many employees from the court came together to provide Christmas gifts to families in need identified through local service organizations. The Grand Rapids courthouse donated to three families through D.A. Blodgett-St. John’s Christmas Match program and the Marquette courthouse donated to a family through the Salvation Army Adopt-a-Family Christmas program. Donations included winter gear, clothing, grocery gift cards, laundry and cleaning supplies, toys and other needed household items. Staff members look forward to this time of year and enjoyed helping to create memorable holidays for others.





Special Recognition

Each year we make a point to offer special recognition to those who join our Court family and those who have achieved landmarks in their length of service to the Court. In addition, we offer special good-byes to those who begin down other paths in their journeys.

Appointments

Michele Carlson - Marquette Case Administrator

Jinsoo Jeon - Grand Rapids Intake Clerk

Jodi Simpson - Grand Rapids Intake Clerk

Retirements

Ellen Copple - over 12 years

Susan Smith - over 23 years

Service Awards



In Memoriam

Linda Kay Dack

November 8, 1958 - December 30, 2011



Our friend and colleague, Linda Kay Dack, age 53, died unexpectedly on December 30, 2011. Linda is survived by her husband, Dennis, and sons, Bobby (Brittany) and Aaron (Shannon) Dack. In July 1988, Linda began service with the Western District of Michigan as a Deputy Clerk in the Lansing divisional office. In April 2004, she was promoted to Resident Deputy-in-Charge of the Lansing Clerk's Office. Throughout her 23 year career with the U.S. District Court, Linda continuously demonstrated her dedication to the court by the pride she took in the performance of her duties and in the leadership and friendship she shared with her colleagues.