

2017



Clerk's Office

Year in Review

Providing quality service in support of justice.

ROBERT J. JONKER
CHIEF JUDGE

THOMAS L. DORWIN
CLERK OF COURT



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MESSAGE FROM THE CHIEF JUDGE

HONORABLE ROBERT J. JONKER

I was walking back from lunch at Starbucks today (I like the egg bites!), and I found a penny on the sidewalk in front of DeVos Hall. I picked it up. A short while later, as I walked between the City Building and our Courthouse, I found another penny! I picked that one up too. The lessons I learned from my Depression Era parents probably would have prompted me to pick them up on any day. But today was special because I was thinking about what to write for this year's letter from the Chief Judge. And I realized that each time I picked up a penny, it represented five years of funding for the Federal Judiciary. So in one lunch time walk, I picked up a decade worth of Judiciary funding!

That's figuratively speaking, of course, but it's a fair figuring. The annual budget for the entire federal government runs about \$4 trillion (twelve zeros). The Federal Judiciary costs about \$8 billion (nine zeros). That amounts to less than 2/10ths of one percent of the entire federal budget. So if you think about the entire federal budget as a single dollar, just 2/10ths of a single penny is enough to run us for a year. And that means a single penny is enough for five years; and my two-penny bonanza, enough for a decade, using the same comparative scale. The Federal Judiciary is the best bargain in government.

"It gives me such pride and satisfaction to walk around our courthouses and watch our people...treating each litigant with respect and consideration."

There is another way in which picking up pennies reflects on the work of the Federal Judiciary. In so many ways, we are the branch that picks up the pieces of things that go wrong in our communities. We deal with specific cases and controversies. We deal with people and businesses one at a time. We deal with conflict in the context of specific lives and particular transactions. Occasionally, the work we do in a particular case makes news. But most of the time our work is like small change on the sidewalk that most people walk past without noticing.

But the people involved in our cases notice. In fact, for many of them, a decision in one of our cases is probably among the most important issues in their lives. That's why it gives me such pride and satisfaction to walk around our courthouses and watch our people—from our most senior Judicial Officer to our newest entry level hire—treating each litigant with respect and consideration. I know it's hard sometime. Parties are often not at their best while embroiled in litigation.

Demonstrating respect to litigants starts with a work culture of mutual respect for each other. I know that's not easy either. We work under considerable pressure. We work in a hierarchical environment that people higher in the pecking order can too easily take for granted, and that people lower in the pecking order can too easily experience as stifling. And, of course, we all know there are days when we are not our best for one reason or another. Still, when I walk around our courthouses, I am happy to say that what I normally see is most of us on most days modeling mutual respect in our dealing with each other.

And that's important to me as Chief Judge, and to us as a Court. Demonstrating genuine respect for all the litigants, and modeling mutual respect in our dealings with each other, may seem like nothing more than picking up loose change on the sidewalk. But I suggest to you that these things pay dividends ten-thousand fold. When it comes to the practice of mutual respect, we have no hierarchy, and we cannot afford to leave the pennies on the sidewalk.

I can almost hear Aretha Franklin singing . . . R—E—S—P—E—C—T.



MESSAGE FROM THE CLERK OF COURT

THOMAS L. DORWIN

Dear friends and colleagues.

I would like to take a moment to thank each member of the Clerk's office for their hard work and dedication in 2017, and Chief Judge Jonker and all of our judicial officers for their continued direction, leadership and support.

A number of important projects and initiatives came to fruition during the year - including a much-needed overhaul of the courts information technology architecture, transition to the latest finance program available to the judiciary, and development of a CM/ECF Pro Se case management tracking system.

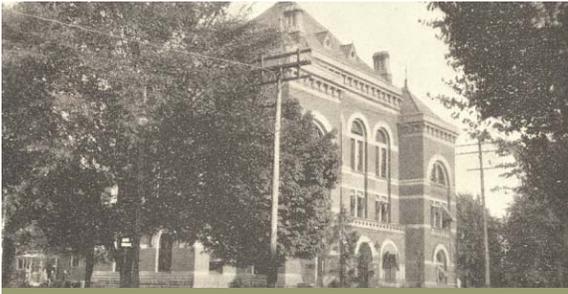
These first two initiatives alone sound relatively benign, but literally hundreds of hours were spent planning, preparing and executing these very successful implementations which will provide increased security and resilience of court data, as well as increased efficiency and accuracy in tracking and reporting the court's financial status. Similarly, the Pro Se Case management tracking system was conceived in house and developed collaboratively with the District of Utah, greatly streamlining the case management tracking process, improving statistical reporting and replacing the badly dated and labor-intensive system previously used.

"As in years past, our judicial officers and staff continue to focus on the needs of the public we serve every day, and do so as good stewards of the public trust."

In addition to an ambitious project schedule, our staff found time to support our community through the D.A. Blodgett St. John's Christmas Match Program in Grand Rapids and the Salvation Army Adopt-A-Family Christmas Program in Marquette as well as court tours and veterans outreach programming. We hope to expand our outreach even more in 2018.

The Clerk's Office said farewell to Mr. Kim Foster, a longtime court employee and former chief deputy, and welcomed Ms. Jessica Ebels as our new Space and Facilities Administrator. While Kim is certainly missed, Jessica has seamlessly picked up where Kim left off, and had an immediately positive impact on a number of thorny projects that bedeviled the district for some time. Ms. Jessie Austin was also appointed as an Administrative Specialist and assistant to the Clerk and Chief Deputy.

As in years past, our judicial officers and staff continue to focus on the needs of the public we serve every day, and do so as good stewards of the public trust. I look forward to another year of public service with all of you.



COURT HISTORY

Congress created the District Court of Michigan with the Act of July 1, 1836. 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 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. The Act of June 19, 1878, designated Grand Rapids as the court seat of the Southern Division and Marquette as the court seat of the Northern Division. Grand Rapids held the term of court for the Southern Division of the Western District until 1954, when court was authorized to be held in Kalamazoo and Mason. The Act of May 19, 1961 authorized a session of court to be held in the state capital, Lansing, and eliminated the term in Mason.

JUDICIAL APPOINTMENTS

LISTED CHRONOLOGICALLY

APPOINTING PRESIDENT	JUDGE
Abraham Lincoln.....	Solomon L. Withey
Grover Cleveland	Henry Franklin Severens
William McKinley	George Proctor Wanty
Theodore Roosevelt.....	Loyal Edwin Knappen
William Howard Taft	Arthur Carter Denison
William Howard Taft	Clarence William Sessions
Calvin Coolidge	Fred Morton Raymond
Harry S. Truman.....	Raymond Wesley Starr
Dwight D. Eisenhower	W. Wallace Kent
John F. Kennedy	Noel P. Fox
Richard M. Nixon	Albert J. Engel, Jr.
Richard M. Nixon	Wendell A. Miles
Jimmy Carter	Douglas W. Hillman
Jimmy Carter	Benjamin F. Gibson
Jimmy Carter	Richard Alan Enslin
Ronald Reagan	Robert Holmes Bell
George H.W. Bush	David W. McKeague
George H.W. Bush	Gordon J. Quist
George W. Bush	Paul L. Maloney
George W. Bush	Robert J. Jonker
George W. Bush	Janet T. Neff

SUCCESSION OF DISTRICT JUDGES

FIRST SEAT

SOLOMON L. WITHEY
HENRY FRANKLIN SEVERENS
GEORGE PROCTOR WANTY
LOYAL EDWIN KNAPPEN
ARTHUR CARTER DENISON
CLARENCE WILLIAM SESSIONS¹

THIRD SEAT

W. WALLACE KENT
ALBERT J. ENGEL, JR.
WENDELL A. MILES
ROBERT HOLMES BELL

SECOND SEAT

FRED MORTON RAYMOND
RAYMOND WESLEY STARR
NOEL P. FOX
RICHARD ALAN ENSLEN
PAUL L. MALONEY

FOURTH SEAT

BENJAMIN F. GIBSON²

SIXTH SEAT

GORDON J. QUIST
ROBERT J. JONKER

FIFTH SEAT

DOUGLAS W. HILLMAN
DAVID W. MCKEAGUE
JANET T. NEFF

¹Clarence 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.

²Benjamin 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.

MAGISTRATE JUDGES

<u>MAGISTRATE JUDGE</u>	<u>DATES OF SERVICE</u>	<u>LOCATION</u>
Stephen W. Karr	July 20, 1971 - December 31, 1987	Grand Rapids
Lloyd R. Fayling	July 26, 1971 - November 9, 1982	Kalamazoo
John R. Weber	March 13, 1972 - January 10, 1988	Marquette
Stuart D. Hubbell	June 13, 1972 - October 23, 1973 January 30, 1974 - July 31, 1979	Grand Rapids
Hugh W. Brenneman, Jr.	April 1, 1980 - July 31, 2015	Grand Rapids
Doyle A. Rowland	July 23, 1984 - February 29, 2000	Kalamazoo
Timothy P. Greeley	January 11, 1988 - Present	Marquette
Joseph G. Scoville	January 28, 1988 - July 31, 2014	Grand Rapids
Ellen S. Carmody	October 10, 2000 - Present	Grand Rapids
Phillip J. Green	August 1, 2014 - Present	Grand Rapids
Ray Kent	August 1, 2015 - Present	Grand Rapids

Grand Rapids Federal Courthouses



1879-1909



1909-1973

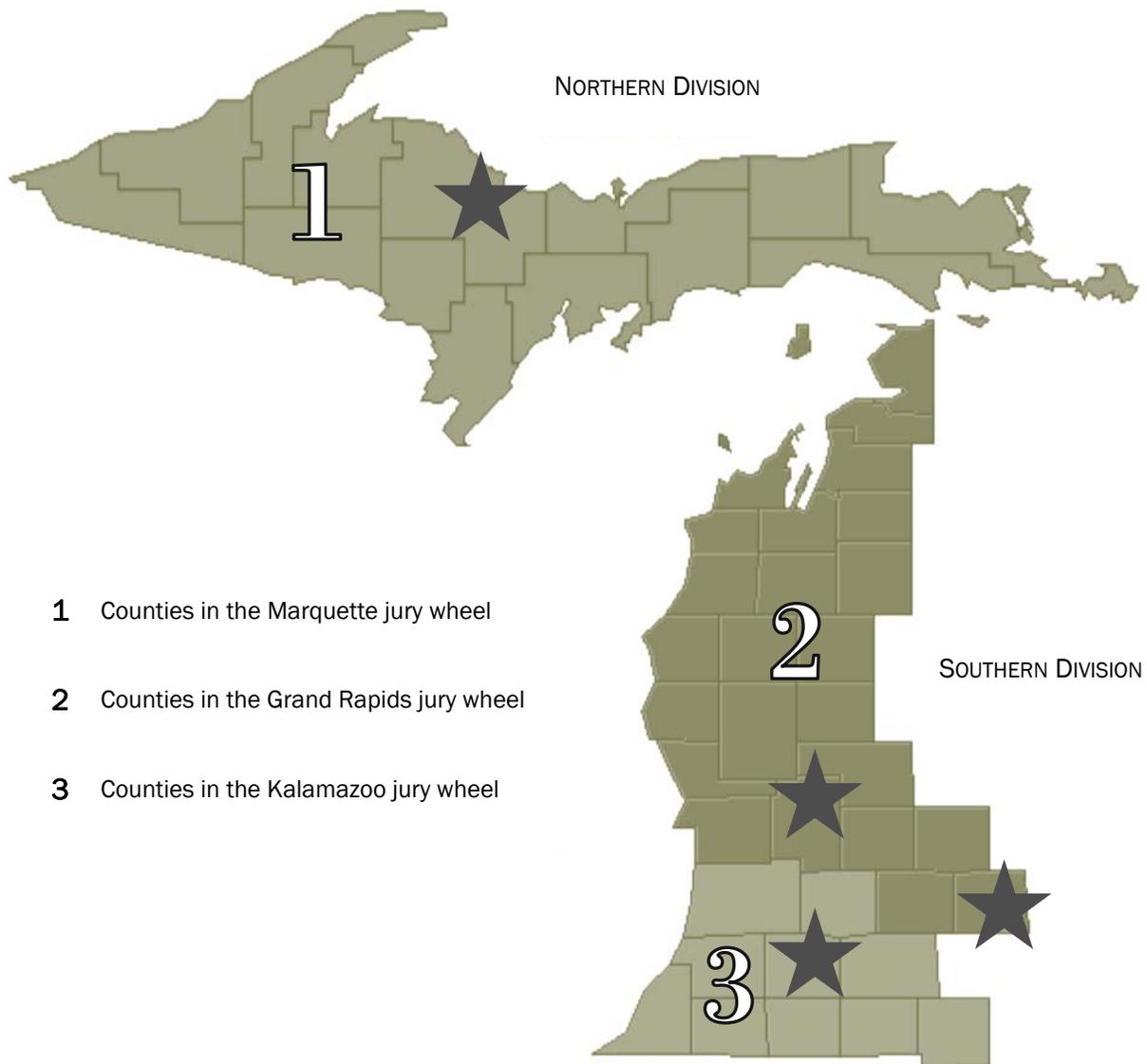


1973-PRESENT



COURT INFORMATION

The U.S. District Court for the Western District of Michigan is one of two federal district courts in the state of Michigan and is included in the Sixth Circuit with Ohio, Kentucky and Tennessee. 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.



- 1 Counties in the Marquette jury wheel
- 2 Counties in the Grand Rapids jury wheel
- 3 Counties in the Kalamazoo jury wheel

JUDICIAL OFFICERS & STAFF



From top left:
 Judge Timothy P. Greeley
 Judge Ray Kent
 Judge Ellen S. Carmody
 Judge Phillip J. Green
 Judge Gordon J. Quist

From bottom left:
 Judge Paul L. Maloney
 Judge Robert Holmes Bell
 Chief Judge Robert J. Jonker
 Judge Janet T. Neff

Honorable Robert J. Jonker, Chief Judge

UNITED STATES DISTRICT JUDGE

CHIEF JUDGE: JULY 18, 2015-PRESENT

Judicial AssistantYvonne Carpenter
 Case Manager.....Susan Bourque
 Court Reporter Glenda Trexler
 Law Clerk..... Margaret Khayat Bratt
 Law Clerk.....Herman Hofman
 Successor: James Schmidt

Honorable Robert Holmes Bell

UNITED STATES DISTRICT JUDGE

CHIEF JUDGE: JULY 1, 2001-JULY 17, 2008

INACTIVE STATUS: JANUARY 31, 2017

Judicial AssistantKim Briggs
 Case Manager..... Cathy Patten
 Court Reporter Kevin Gaugier
 Law Clerk..... Todd Broberg
 Law Clerk.....Danielle Angeli

Honorable Paul L. Maloney

UNITED STATES DISTRICT JUDGE

CHIEF JUDGE: JULY 18, 2008-JULY 17, 2015

Judicial AssistantChristina Cavazos
 Case Manager..... Amy Redmond
 Court Reporter Kathleen Thomas
 Law Clerk..... Rod Phares
 Law Clerk..... Andrew Clopton
 Successor: Marcus Guith

Honorable Janet T. Neff

UNITED STATES DISTRICT JUDGE

Judicial Assistant Chris Bockheim
Case Manager.....Rick Wolters
Court Reporter Kathy Anderson
Law Clerk..... Kathleen Geiger
Law Clerk..... Rita Buitendorp

Honorable Gordon J. Quist

UNITED STATES DISTRICT JUDGE

SENIOR STATUS: JANUARY 1, 2006

Judicial Assistant Jane Tepper
Law Clerk..... Phil Henderson
Law Clerk.....Andrew Chamberlain
Successor: Paul Bratt

Honorable Timothy P. Greeley

UNITED STATES MAGISTRATE JUDGE

Courtroom Deputy Cathy Moore
Law Clerk.....Rodney Kurzawa
Law Clerk..... Jacob Shapiro

Honorable Ellen S. Carmody

UNITED STATES MAGISTRATE JUDGE

Judicial Assistant Cynthia Hosner
Courtroom DeputyJulie Lenon
Law Clerk..... Russ Ambrose

Honorable Phillip J. Green

UNITED STATES MAGISTRATE JUDGE

Judicial AssistantJessica Wright
Courtroom DeputyAngie Doezema
Law Clerk..... Christopher Williams

Honorable Ray Kent

UNITED STATES MAGISTRATE JUDGE

Judicial AssistantFaith Webb
Courtroom Deputy Jennifer Manders
Successor: Stephanie Carpenter
Law Clerk..... James Dion

Staff Attorneys

Staff Attorney Lisa DeFerrari
Successor: Todd Broberg
Staff Attorney Cathy Halverson
Staff Attorney John Stuive
Staff Attorney Kristin VandenBerg
Administrative Assistant.....Stephanie Carpenter
Successor: Jettia Ramey

CLERK'S OFFICE STAFF

GRAND RAPIDS



Administration

Clerk of Court.....	Thomas L. Dorwin
Chief Deputy Clerk.....	Michelle Benham
Administrative Specialist.....	Jessie Austin
CM/ECF Administrator.....	Kelly Van Dyke
Personnel Specialist.....	Melanie Vugteveen
Special Projects Manager.....	Kim Foster
Space and Facilities Administrator.....	Jessica Ebels
Jury Administrator.....	Diane Hopkins
Jury/Finance Specialist.....	Melissa Spriggs

Operations

Operations Manager.....	Kristi Taylor
Data Quality Analyst.....	Matt Allen
Court Programs and Training Coordinator.....	Lauren Packard
Operations Specialist.....	Ashley Mankin
Case Administrator.....	Nermana Stimec
Case Administrator.....	Kathy Wright
Intake Clerk.....	Mary Clapp

Information Technology

Director of IT.....	Jim Williams
IT Manager.....	Deloy Johnson
Network Manager.....	Mitch Van Dyke
Unix Systems/Database Administrator.....	Bill Simaz
Network Administrator.....	Ed Van Portfliet
IT HelpDesk Specialist.....	Amy Jensen

Finance & Procurement

Financial Administrator.....	Claire Daw
Procurement and Financial Specialist (Probation Department).....	Katie Campbell
Procurement and Financial Specialist.....	Nicki Gleeson

CLERK'S OFFICE STAFF

DIVISIONAL OFFICES



Kalamazoo

Case Administrator Eric Siskind
Case Administrator Maggie Garcia
Generalist Clerk Jody Barkley



Lansing

Data Quality Analyst Jodi Gerona
Case Administrator Paula Woods
Case Administrator Christa Langohr Weners



Marquette

Resident Deputy Carole Poggi
Case Administrator Michelle Carlson
Case Administrator Sandy Kivela

IN-DISTRICT COMMITTEES

Long range planning and policy development are collaborative efforts in our Court. Driven by oversight committees in key operational areas, our judges, court unit executives and staff work together to ensure we bring the best tools and work processes to meet the demands of our judicial function.

CEREMONIAL COMMITTEE

Magistrate Judge Kent chairs the Ceremonial/Social Committee comprised of various chambers' and Clerk's Office staff. The committee oversees the scheduling, planning and arrangements for ceremonial and social events such as investitures, portrait hanging ceremonies, retirement receptions, and the December holiday gathering.

CM/ECF COMMITTEE

Chaired by Magistrate Judge Carmody, this committee is comprised of representatives from all areas of the Court. Given the enormous capacity of the CM/ECF system and the many demands to develop and apply its capacity, this committee oversees selection and prioritization of numerous projects suggested by users.

COURT SECURITY COMMITTEE

The Court Security Committee is chaired by Chief Judge Jonker. This committee includes representatives from the District Court, United States Marshal Service, United States Bankruptcy Court, Sixth Circuit Court of Appeals, United States Attorney's Office, Federal Public Defender's Office, Probation and Pretrial Services, United States Trustee's Office, General Services Administration and Federal Protective Services. The committee reviews the status of new and existing projects and resolves conflicting or competing requirements for the security resources of the district.

CRIMINAL LAW & PROBATION COMMITTEE

Chaired by Judge Maloney and comprised of another District Court Judge, two Magistrate Judges and the Chief Probation Officer, this committee closely confers with the United States Attorney and Federal Public Defender to ensure our system resources are used effectively and efficiently with regard to fair processing of criminal cases in our Court.

FORMS COMMITTEE

Chaired by Magistrate Judge Greeley, this committee includes various chambers' and Clerk's Office staff. Together, committee members oversee the updating, revision and creation of the many forms that are integral to processing the Court's every-day work. Because the Court's work is largely done electronically, the work of this committee is closely coordinated with the priorities set by the CM/ECF Committee.

INFORMATION TECHNOLOGY COMMITTEE

Chaired by Judge Neff, and comprised of a Magistrate Judge, the Clerk of Court, the Chief Probation Officer, the Chief Deputy Clerk of Court, the Information Technology Managers from both the District Court and the Probation and Pretrial Services Office, and the CM/ECF Administrator, this committee sets broad policy direction for the Court's IT function. This includes consideration of such issues as server centralization, word processing systems, and identification of current and future Information Technology tools needed to accomplish our mission.

SPACE & FACILITIES COMMITTEE

The Space and Facilities Committee is comprised of both District and Magistrate Judges, the Clerk of Court, the Chief Probation Officer and the Special Projects Manager. This group oversees long range planning to ensure that adequate space remains available and is most effectively utilized.

TRAINING ADVISORY COMMITTEE

The Training Advisory Committee is comprised of staff members from the Clerk's Office, various chambers and the Probation and Pretrial Services Office. The committee oversees training initiatives and assesses training needs, resources and priorities.

VOLUNTARY FACILITATIVE MEDIATION COMMITTEE

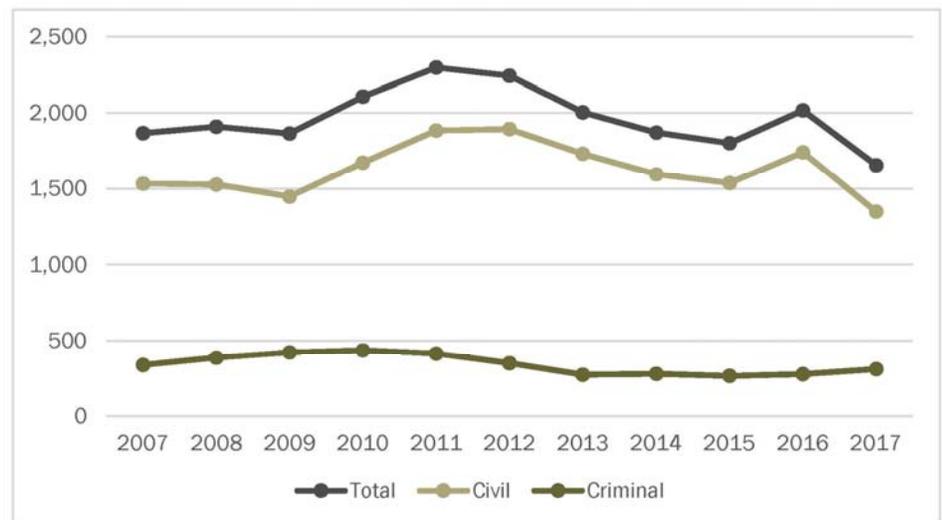
The Voluntary Facilitative Mediation Committee includes Judge Neff, Magistrate Judge Carmody, the Chief Deputy Clerk, the Court Programs and Training Coordinator, and members of the Federal Bar who serve as mediators on the Court's VFM panel. The Committee's primary responsibilities include reviewing and recommending changes to the Court's ADR policies and procedures, and providing training and support to the Court's panel of mediators.

CASE FILING STATISTICS

In 2017, there were 1,656 new cases filed in the Western District of Michigan. While criminal filings were up by 12 percent, civil cases were down nearly 23 percent from 2016. This change can be attributed in large part to fewer prisoner petitions and Social Security cases being filed. Case filing trends in this District are generally consistent with nationwide trends that saw a 3.5 percent increase in criminal filings and a 6 percent decrease in civil filings from the previous year.

	Civil Filings	Criminal Filings	Total Filings
2007	1,532	336	1,868
2008	1,526	385	1,911
2009	1,446	420	1,866
2010	1,672	435	2,107
2011	1,885	413	2,298
2012	1,894	349	2,243
2013	1,731	273	2,004
2014	1,594	278	1,872
2015	1,537	264	1,801
2016	1,741	276	2,017
2017	1,346	310	1,656

CASES FILED BY YEAR



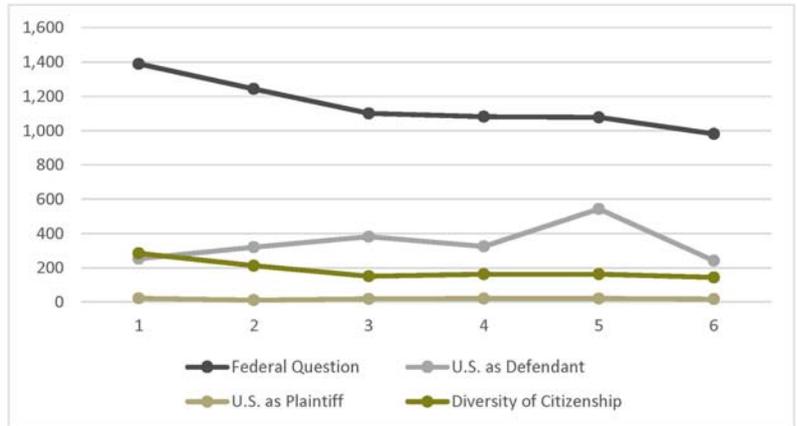
JURISDICTION OF NEW CIVIL CASES

As established by Article III of the United States Constitution, federal courts are courts of limited jurisdiction and have authority to preside over certain types of cases. Federal question jurisdiction involves cases in which the plaintiff alleges a violation of the U.S. Constitution, federal law, or a treaty to which the U.S. is a party. Diversity jurisdiction is based on parties having citizenship in different states. The United States may initiate civil actions under federal statutes. Examples of such cases include foreclosure, drug related seizure of property, recovery of defaulted student loans, tax suits, civil rights, and Fair Labor Standards Act violations.

The United States may also be named as a defendant in cases such as Social Security appeals, federal habeas petitions, and immigration actions. As indicated by the chart on the next page, our district saw a 55% decline in the filing of these types of cases following a spike in 2016.

JURISDICTION OF NEW CIVIL CASES

	Federal Question	U.S. as Defendant	U.S. as Plaintiff	Diversity
2012	1,389	254	20	285
2013	1,243	321	10	213
2014	1,101	382	17	152
2015	1,082	325	19	164
2016	1,078	543	19	164
2017	1,982	242	16	145

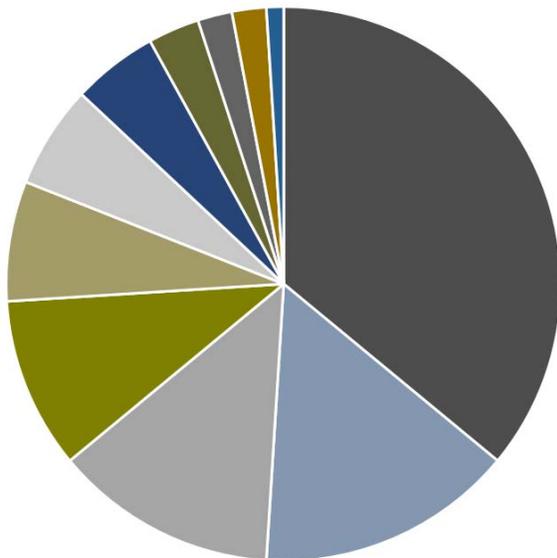


CIVIL & CRIMINAL CASE TYPES

Prisoner petitions (36%) accounted for the largest category of new civil cases in 2017. These petitions involved claims regarding prison conditions, civil rights, requests for habeas corpus relief, motions to vacate sentence, and alien detainee actions. The chart below contains a breakdown of all civil case types filed in the Western District of Michigan in 2017.

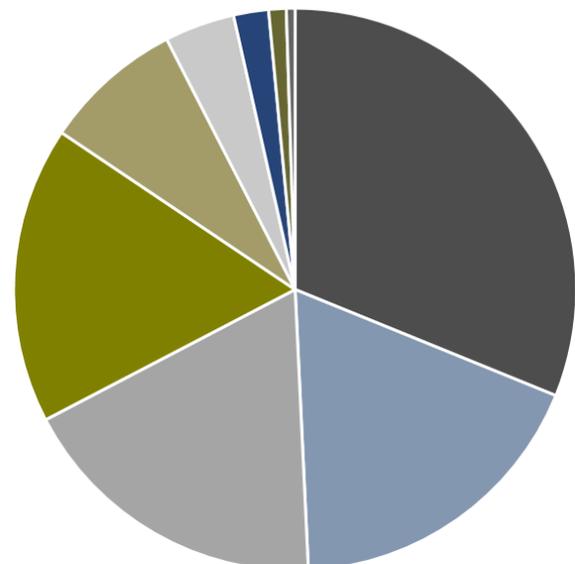
The Western District of Michigan had a 12% increase of new criminal cases over the prior year. Drug offenses (31%) accounted for the most common crime category in 2017.

CIVIL CASES BY TYPE



- Prisoner Petitions (36%)
- Other Statutes* (13%)
- Contract (7%)
- Torts (5%)
- Real Property (2%)
- Bankruptcy Appeals (1%)
- Civil Rights (15%)
- Social Security Appeals (11%)
- Labor (6%)
- Intellectual Property (3%)
- Federal Tax Suits (2%)

CRIMINAL CASES BY TYPE



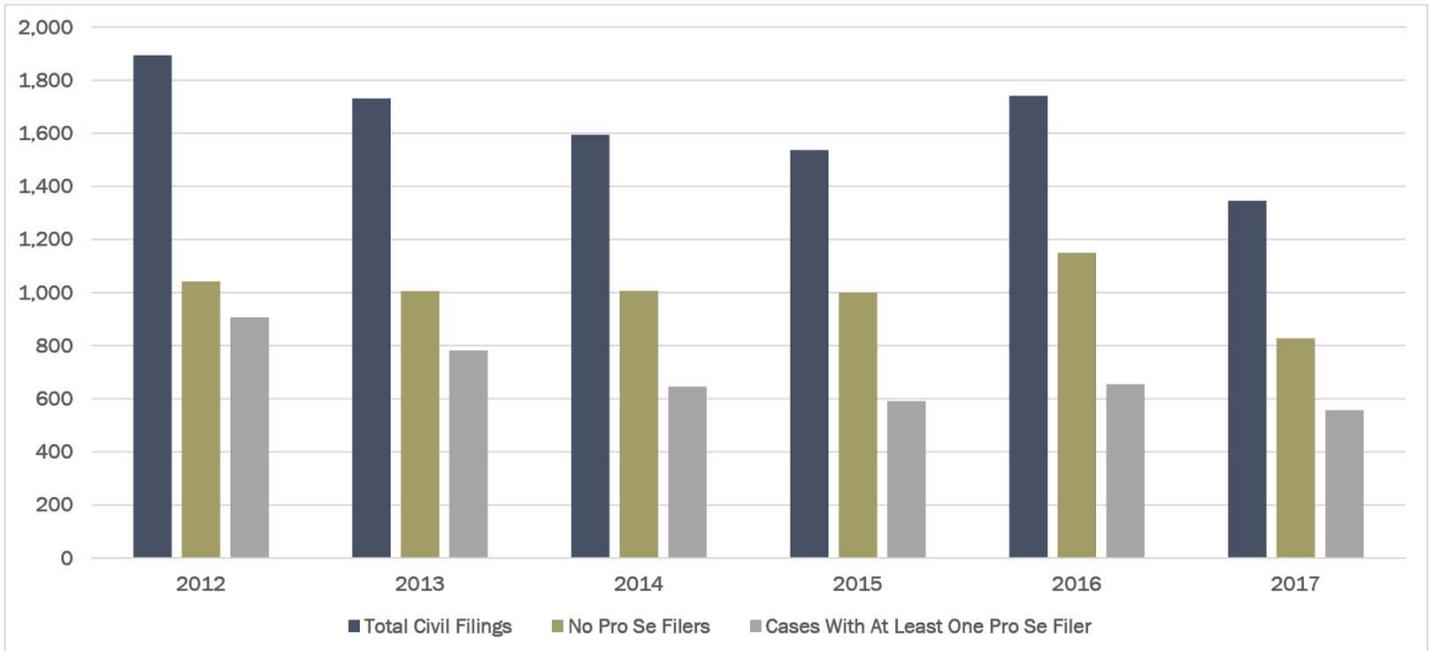
- Drug Offenses (31%)
- Firearms & Explosives (18%)
- Sex Offenses (8%)
- Justice System Offenses* (2%)
- Regulatory Offenses (<1%)
- Immigration Offenses (18%)
- Property Offenses (17%)
- Violent Offenses (4%)
- Money Laundering (1%)

PRO SE FILERS

Attorneys are not required in federal civil cases, and parties (even if indigent) do not have a constitutional right to court-appointed counsel. Under 28 U.S.C. §1654, parties may choose to represent themselves in a “pro se” (Latin for “in one’s own behalf”) capacity and may be involved in cases as either plaintiffs or defendants.

In 2017, our district saw an average of 40% of cases in which at least one party proceeded in a pro se status.

PRO SE FILERS IN CIVIL CASES



ATTORNEY ADMISSIONS

In 2017, 539 attorneys were admitted to practice in the Western District of Michigan. Of the 539 admissions, the Court processed 485 through Petition for Admission while 54 attorneys were admitted during one of four Attorney Admissions Ceremonies that were held throughout the year, including one at the Hillman Advocacy Program. To date, 24,731 attorneys have been admitted to practice in this district since the court was established in 1863.

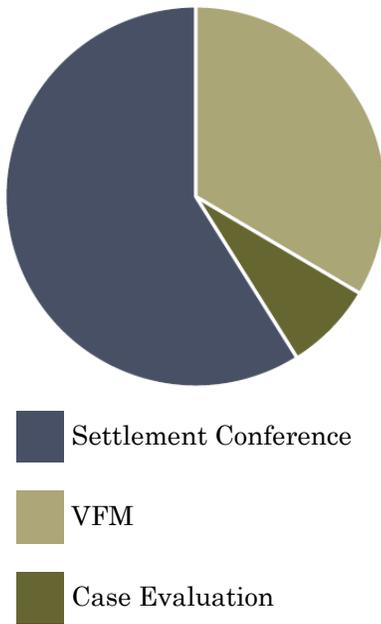
ATTORNEYS ADMITTED TO PRACTICE IN THE WESTERN DISTRICT OF MICHIGAN

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
609	627	595	696	689	669	644	552	620	521	539

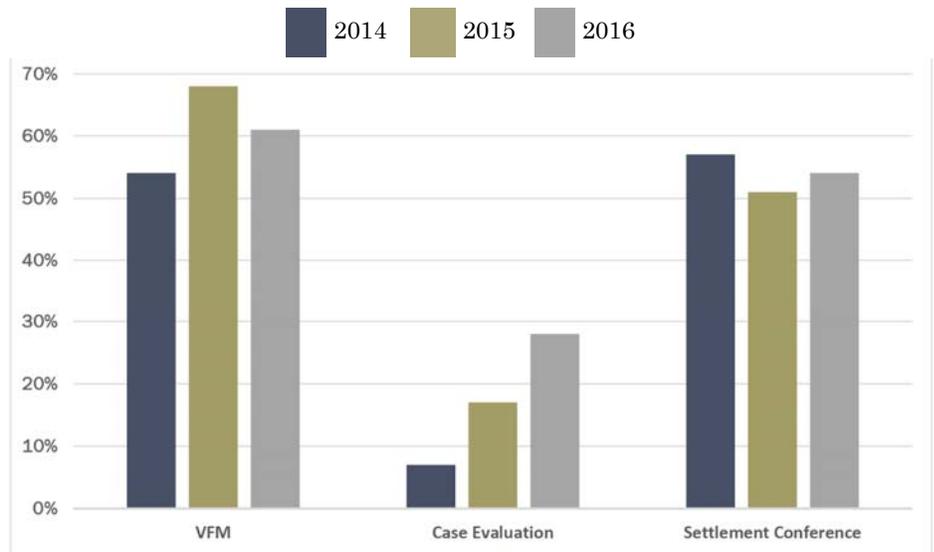
ALTERNATIVE DISPUTE RESOLUTION (ADR)

The judges of the Western District of Michigan offer five alternative methods for resolving disputes: Voluntary Facilitative Mediation (VFM), Case Evaluation, Early Neutral Evaluation (ENE), Summary Jury and Bench Trials, and Settlement Conferences.

Of the 1,346 civil case filings in 2017, 737 cases were eligible for referral to some form of ADR¹. Of these eligible cases, 76 percent were referred²: 190 cases to VFM, 43 cases to Case Evaluation, and 334 cases to a Settlement Conference.



COMPARISON OF SETTLEMENT PERCENTAGES FOR THREE MOST COMMON FORMS OF ADR



CENTRAL VIOLATIONS BUREAU

The Central Violations Bureau is tasked with processing violation notices (citations) issued and payments received for petty offenses committed on federal property. In 2017, the Court processed 578 violations.



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

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

NATURALIZATION

In 2017, our judges presided over 24 naturalization ceremonies at which 1,754 new citizens from 136 countries were represented. The countries of origin are listed below as identified by the naturalized citizens.

Afghanistan	Costa Rica	Jamaica	Portugal
Albania	Cote d'Ivoire	Japan	Romania
Algeria	Croatia	Jordan	Russia
Antigua-Barbuda	Cuba	Kazakhstan	Rwanda
Argentina	Czech Republic	Kenya	Saudi Arabia
Australia	Denmark	Korea	Senegal
Austria	Dominican Republic	Kosovo	Serbia
Bahamas	Ecuador	Laos	Sierra Leone
Bangladesh	Egypt	Latvia	Slovenia
Barbados	El Salvador	Lebanon	Somalia
Belarus	Eritrea	Liberia	South Africa
Belgium	Estonia	Libya	South Korea
Belize	Ethiopia	Lithuania	South Sudan
Benin	Finland	Macedonia	Spain
Bermuda	France	Malawi	St. Lucia
Bhutan	Georgia	Malaysia	Sudan
Bolivia	Germany	Mali	Sweden
Bosnia-Herzegovina	Ghana	Mexico	Switzerland
Brazil	Greece	Moldova	Syria
Bulgaria	Guatemala	Morocco	Taiwan
Burkina Faso	Guinea	Myanmar	Tanzania
Burma	Guyana	Namibia	Thailand
Burundi	Haiti	Nepal	Togo
Cambodia	Honduras	Netherlands	Trinidad and Tobago
Cameroon	Hong Kong	New Zealand	Turkey
Canada	Hungary	Nicaragua	Uganda
Canada	Iceland	Nigeria	Ukraine
Central African Republic	India	Norway	United Kingdom
Chad	Indonesia	Pakistan	Uruguay
Chile	Iran	Panama	Venezuela
China	Iraq	Paraguay	Vietnam
Colombia	Ireland	Peru	Yemen
Congo	Israel	Philippines	Zambia
Congo-Kinshasa	Italy	Poland	Zimbabwe

MISCELLANEOUS (MC) CASE ASSIGNMENT

Administrative Order No. 17-RL-03 amended the local rules and directed newly filed miscellaneous cases to be randomly assigned to a magistrate judge, including all grand jury matters. Along with the new case assignment, the rule amendments also afforded remote electronic access for government attorneys of record to sealed miscellaneous cases involving the grand jury. Sealed applications seeking orders (for cell site information, non-disclosure, writs, tax records, pen registers, etc.) are now e-filed allowing the filing Assistant U.S. Attorney electronic access to the sealed case and its documents. This was once a paper process that resulted in the opening of a new case for each application or petition. The new electronic process provides continuity and efficiencies for both the magistrate judge and the U.S. Attorney's office as multiple documents related to one underlying criminal investigation are filed together in one sealed miscellaneous case.

PENALTY SHEET

Administrative Order No. 17-MS-046 now requires the U.S. Attorney to electronically file a criminal penalty sheet in criminal cases, outlining the penalties for each defendant and count cited in the charging instrument. Previously, this document was provided to the court as a hard copy. This initiative falls in line with this court's emphasis to maintain and review documents electronically, providing efficiencies for all involved.

PRO SE CASE MANAGEMENT & HABEAS CASE TRACKING

Pro Se Attorneys assess a number of factors while screening newly filed habeas cases including whether or not the defendant plead guilty, the number of trial days, and the number of legal issues involved. The attorneys then assign a difficulty level. Our CM/ECF Administrator worked with the developer of our Pro Se Case Management system to incorporate this data. The Pro Se Department is now able to search the habeas caseload based on this criteria. Realizing the benefit of this information for chambers, our locally-developed Habeas Case Tracking Report was modified to also capture assessment factors. These changes assist chambers and the Pro Se Department with prioritization of this work.

This was also a year of sharing our innovations and initiatives with other courts. Our CM/ECF Administrator presented information on the Pro Se Case Management system at three national conferences: the Federal Court Clerk Association's (FCCA) annual conference, the National Pro Se Conference, and the Court Unit Executive, Chief Deputy and IT Manager Training Conference. While at the FCCA Conference, she also presented on CiteLink and PageID. Our CM/ECF Administrator also presented this information to judges and key staff from the Southern District of Ohio, and assisted the Eastern District of Tennessee with the implementation of two of our initiatives, the Pro Se Case Management system and the Three Strikes list.

INFORMATION TECHNOLOGY

The IT Department made great strides in 2017 with the implementation of key projects and initiatives. IT is committed to providing outstanding customer service and support to our Court, including IT Security, infrastructure, network management and provisioning. IT restructured to allow focused management on the key areas of Infrastructure and Systems aligning IT objectives with the priorities of the Chief Judge, District Judges, Magistrate Judges and the Clerk of Court. IT staff met regularly with these groups to maintain that alignment. IT is committed to technical proficiency through training that is aligned with the courts goals and objectives and effective communication done through the timely sharing of information, providing comprehensive updates and common sense technical solutions for end user.

TECHNOLOGY UPGRADES

- IT performed a bi-yearly full physical inventory (sighting) of all devices assigned to court personnel on and off of the network. IT also created a new Electronic Caretaker Process and implemented an automated tool for recording and validating equipment used by court staff.
- IT, in cooperation with Operations and Chambers, formed a Word Transition Team with the sole purpose of preparing the court family for the transition from Word Perfect to Microsoft Word.
- Local tape backups were eliminated and all system backups were moved to a disk-based network backup solution (Veeam).
- The video conferencing equipment for Marquette was upgraded.
- The Lansing Courtroom Technology designs were created and the bid was awarded to a vendor.

CUSTOMER SERVICE

- In 2017, IT responded to over 1500 HelpDesk requests submitted by staff. Day-to-day IT support remains one of the primary functions of the IT team. The HelpDesk enhances service by providing a consistent way to submit requests while allowing IT staff to acknowledge, assign and respond to requests.
- IT continued to refine the On-Boarding Process to improve the tracking and completion of IT tasks related to staff joining the Court. This includes new user account creation, file, email and application access, and hardware provisioning.
- The Judges, Chambers, IT, Operations (CIO) staff began meeting annually to discuss technical issues, training requests, workflow and new technology. The first round of the CIO Meetings were completed in 2017.
- IT has joined the monthly Operations Team meetings as a way of creating a closer working relationship between IT and Operations.

PERSONNEL



The annual budget process was consistent with prior years. Staffing changes in 2017 were minimal with the retirement of the Special Projects Manager, the hiring of that positions replacement, and the hiring of an Administrative Specialist.

VOLUNTEERS & INTERNS

The court is open to qualified individuals seeking internships as part of their educational program to work with the Clerk's office or chambers on a volunteer basis. Several law students served as interns in judges' chambers and the Clerk's Office had volunteers throughout the year, including Art Langeveld, a former employee in the Clerk's Office who volunteers in the Jury Department.

JURY

The Jury department developed an informational slideshow that prospective jurors view while awaiting orientation to improve the experience of jurors who are called to serve in our Court.

PETIT JURY		GRAND JURY	
	<u>2017</u>	2017	<ul style="list-style-type: none"> • 1,483 jurors reporting • 398 hours in session • 61 days in session
Trials Scheduled	20		
Selected	212		
Challenged and Excused	238		
Not Selected or Challenged	199		
Total Jurors Reporting for Service	649		

FINANCE & PROCUREMENT

FUND MANAGEMENT & CONTROL

With the oversight of the Clerk and Chief Judge, the Finance Unit is charged with administering the district's appropriated budget on a daily basis. The court unit accomplishes this by developing and executing a defined spending plan based on historical spending, current and projected needs. Spending is monitored to ensure obligations and expenditures conform to the spending plan, do not exceed the court's authorized amount, and follow applicable guidelines, rules and regulations.

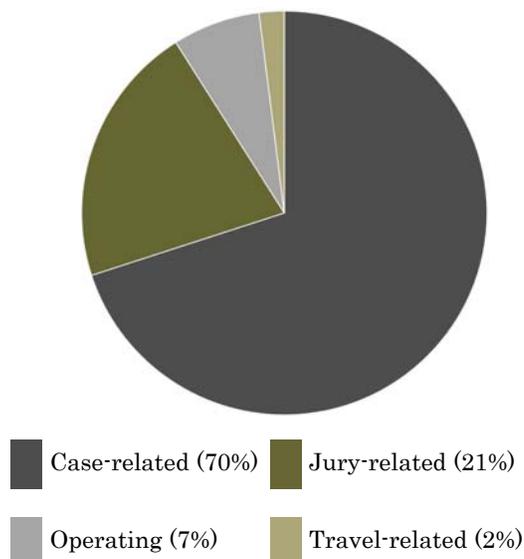
ACCOUNTS PAYABLE

Although the largest volume of disbursements are done for District Court, the Finance Unit also processed disbursements for Bankruptcy Court, Probation & Pretrial Services Office, and the Office of the Federal Public Defender until August of 2017. In August, the District Court relinquished disbursement duties, after transitioning to a new financial system, to the Administrative Office of the U.S. Courts. Accounts payable are no longer distributed locally. A summary of disbursements, by Court unit, are shown to the right for the timeframe of January 1–August 1, 2017.

Entity	% of disbursement workload	2017	2016
District Court	82.8%	5,272	9,626
Bankruptcy Court	6%	384	682
Probation	7.6%	484	898
Federal Public Defender	3.6%	228	399
Total		6,368	11,605

Within the District Court, payments are divided into four categories:

- **Case-Related:** payments to restitution victims in criminal cases; refunds to correctional facilities as a result of overpayment of Prison Litigation Reform Act (PLRA)-related civil or appeal case filing fees by inmates in state or federal custody; other financial activities
- **Jury-Related:** payments to all grand and petit jurors
- **Operating Expenses:** payments involving routine court business (i.e. equipment maintenance, telephone services, offices supplies, etc.)
- **Travel-Related:** payments to chambers and Clerk's Office staff involving travel

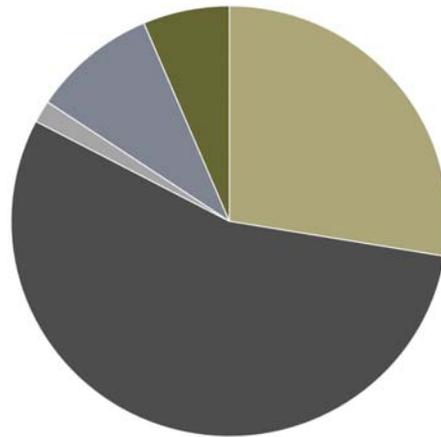


ACCOUNTS RECEIVABLE

The Finance Unit processes collections for all court units, with the exception of Bankruptcy Court. Collections are processed in various ways depending on the transaction type and payment method. General collections include civil and appeal filing fees, copy fees, and miscellaneous fees; typically received through the mail, over the counter, over the telephone via credit card, or through the online application pay.gov. Other case-related transactions are processed using a number of Treasury-directed initiatives, and continue to be the highest number of receivable activity.

Within the District Court, collections are divided into the following categories:

- General: statutory collections (i.e. filing fees)
- Case-related (criminal): fines and restitution received via mail/over the counter
- Case-related (BOP): fines and restitution received via the Bureau of Prisons
- Case-related (PLRA): Prisoner Litigation Reform Act collections
- Case-related (TOP): fines and restitution received via Treasury Offset Program
- Case-related (pay.gov): fines and restitution received via pay.gov



INTERNAL CONTROLS & ACCOUNTING PROCEDURES

The Administrative Office (AO) carries out cyclical audits in order to ensure the integrity of the District Courts' financial information and internal controls. In addition, District Courts are also required to conduct yearly internal evaluations. The first review in 2017 was the AO cyclical audit reviewing internal controls and accounting procedures from calendar years 2013 to 2017. That review resulted in minor suggestions for improvement and have since then been implemented into current processes and procedures. The second review, focusing on the yearly internal audit requirements, has not yet been returned to the Clerk. Once received, any suggested improvements will be reviewed and implemented, if necessary. Reviewing and strengthening internal controls is an ongoing priority.

PROCUREMENT & INVENTORY MANAGEMENT

Procurement staff are responsible for daily purchases for all divisional offices of the District Court. This includes the purchase of office supplies, equipment, furniture, and equipment maintenance. Generally, purchases fluctuate from year-to-year based on funding availability and need. During calendar year 2017, procurement staff processed 494 purchase orders, an increase from the prior year's total of 407.

SPACE & FACILITIES



MARQUETTE

The focus to address the space and security needs at our facility in Marquette continued throughout 2017. This effort between the U.S. District Court, Sixth Circuit Court of Appeals, U. S. Marshal Service, U. S. Post Office, and the General Services Administration resulted in the completion of construction documents for a secure judicial elevator addition and redesign of the second and third floors. The redesign of the existing space will improve the condition of the existing Judicial Chambers and Jury Room, and will relocate the Clerk's office into a new space that is designed to function efficiently for their operations. Construction will begin in 2018 and will continue into the first quarter of 2019.

New vinyl signage was installed on the exterior doors of our Marquette facility, making the entrance noticeable and inviting to the public.

KALAMAZOO

A number of small projects were funded in 2017 to improve existing conditions at each of our divisional sites. In Kalamazoo, plans are underway to replace carpet and wall covering in Judge Maloney's chambers, as well as a project to remove bookcases and install track lighting.

LANSING

The Clerk's office in Lansing had funding approved to install a new kitchenette for the suite. Upgrades include wall cabinets, a full size refrigerator, a sink, flooring and a new breakroom table.

GRAND RAPIDS

New furniture was purchased and installed in 12 of the private offices throughout the Clerk's Office suite in Grand Rapids. Many of these offices received fresh paint before the new furniture arrived. Museum display cases were purchased and installed in the lobby reception area, creating more space for historical displays from various agencies throughout our district. Plans are underway to add track lighting and a digital display in the lobby to further enhance the museum and historical items that are on display.



TRAINING HIGHLIGHTS

TRAIN THE TRAINER

A representative from the Training Division of the Judiciary's Systems Deployment and Support Office (SDSO) traveled to Grand Rapids in early September to lead a Train the Trainer course for ten staff members from the District Court and Probation Unit. The course is designed to help participants acquire platform and interpersonal communication skills and achieve a comfort level in a training or presentation environment.

LEADERCAST & LIVE2LEAD

In 2017, a small group of employees from the Clerk's Office attended Leadercast and Live2Lead, both of which are one-day leadership simulcast events hosted at Calvin College. The Leadercast session was titled "Powered by Purpose" and included speakers such as Andy Stanley, Daniel Pink and Suzy Welch. Live2Lead is a leader development experience designed to equip participants with new perspectives, practical tools, and key takeaways. Featured speakers included John Maxwell, Dave Ramsey, Warrick Dunn and Cheryl Bachelder.

MICROSOFT OFFICE WORD

Throughout the year, Court staff participated in various training sessions focusing on Microsoft Word templates and styles. The trainings were designed to provide additional instruction for the program, as the Court has primarily used WordPerfect as its word processing software. Staff will continue to receive support for more in-depth topics through future training sessions and user groups.

OPERATIONS DEVELOPMENT

In an ongoing effort to strengthen and further develop performance, the Operations Department participated in many skill-building programs throughout the year, such as Criminal Case Administration and federal records management. A number of internal training courses were also employed to help transition staff members to new positions and/or duties.

PREVENTING WORKPLACE HARASSMENT

Court staff, with Bankruptcy Court and Probation and Pretrial Services, participated in the Federal Judicial Center's Preventing Workplace Harassment training. The program is designed to raise awareness among employees and supervisors about what constitutes harassment, options available for action, and, most importantly, to teach staff how to avoid it.

LAW CLERK ORIENTATION

The Court conducted the annual Law Clerk Orientation in Grand Rapids for new term law clerks and interns again in 2017. During this half-day session, new law clerks received presentations on court technology, the library, ethics, personnel, and the role of the pro se law clerks.

SECURITY AWARENESS

Understanding that security awareness is essential for all staff, the Court held an IT Security Awareness Refresher for employees. The refresher focused on best practices for a variety of security topics and educated users on how to identify and avoid threats.

COURT HIGHLIGHTS



INAUGURAL VETERANS DAY PROGRAM

A ceremony was held on November 9, 2017 at the Gerald R. Ford Federal Building in honor of Veterans Day. Chief Judge Robert J. Jonker, Magistrate Judge Phillip J. Green and Clerk of Court Thomas L. Dorwin gave remarks before a ceremonial cutting of cake. Special recognition was given to the many current and former judges and court staff who have served as members of the armed forces at various points in their careers, listed below.

Hon. Noel P. Fox	United States Navy
Hon. Albert J. Engel.....	United States Army
Hon. Wendall A. Miles	United States Army, Air Corps
Hon. Douglas J. Hillman	United States Army
Hon. Benjamin F. Gibson	United States Army
Hon. Richard A. Enslen.....	United States Air Force
Hon. David W. McKeague	United States Army Reserve
Hon. R. Allan Edgar.....	United States Army
Hon. Stephen W. Karr	United States Army/United States Army Reserve
Hon. Hugh W. Brenneman	United States Army
Hon Phillip J. Green	United States Navy/United States Army Reserve
Thomas L. Dorwin.....	United States Navy
Russ Ambrose.....	United States Air Force
Ed Van Portfliet.....	United States Army
Bill Simaz	United States Air Force
Jessica Wright.....	United States Army National Guard

HON. ROBERT HOLMES BELL TAKES INACTIVE STATUS



The Honorable Robert Holmes Bell took inactive status on January 31, 2017 after serving the Western District of Michigan for 29 years as a United States District Judge. Judge Bell, an appointee of President Ronald Reagan, began his lifetime appointment to the federal court in 1987. As a district judge, Judge Bell served as the chairman of the Criminal Law Committee for the U.S. Judicial Conference and as a lecturer at the Federal Judicial Center.

"Judge Bell's unwavering commitment to public service inspires and challenges each of us to live up to his shining example." - Chief Judge Robert J. Jonker

Judge Bell was honored at a ceremony held at the Gerald R. Ford Federal Building on January 27, 2017 during which his official portrait was unveiled (pictured left). District Judge Janet T. Neff, Magistrate Judge Timothy P. Greeley, and attorneys Donald A. Davis and Larry C. Willey shared memories and remarks.

WELLNESS COMMITTEE & HEALTHY HABITS 5K



The Wellness Committee, comprised of several Clerk's Office Staff, created a year-long Wellness Program in an effort to promote physical activity and wellness among employees. Staff competed with each other and earned points for daily physical activities and meeting weekly wellness contests that offered challenges including drinking enough water each day and getting a certain number of hours of sleep per night. Speakers were also brought in to discuss topics such as sun safety and making healthy choices while dining out.

Many Clerk's Office staff also participated in the Third Annual Healthy Habits 5K. The 5K, which is held in June at Riverside Park in Grand Rapids, is planned in conjunction with staff from the U.S. Probation and Pretrial Services Office.

SERVICE TO THE JUDICIARY & COMMUNITY

JUDICIAL SERVICE

With the Hon. Robert Holmes Bell's transfer to inactive status, Hon. Paul L. Maloney assumed chairmanship of the court's Criminal Law Committee. Judge Maloney's circuit council committee work includes the Judicial Investigation Committee. Judge Maloney remains an Ex Officio member of the Western District of Michigan Historical Society.

HOLIDAY GIVING

In December, many employees came together to provide gifts for families in need identified through D.A. Blodgett St. John's Christmas Match Program in Grand Rapids and the Salvation Army Adopt-A-Family Christmas Program in Marquette. Donations included winter gear, clothing, grocery and fuel gift cards, laundry and cleaning supplies, toys, and other necessary household items. Staff members enjoy helping to create memorable holidays for others in our communities.

COMBINED FEDERAL CAMPAIGN (CFC)

The Combined Federal Campaign (CFC) is the largest and most successful annual workplace charitable campaign. In 2017, the Clerk's Office staff participated in the campaign raising money to benefit various local, national and international agencies.

LEAVE SHARE PROGRAM

To avoid staff having to go on leave without pay, with the potential for financial hardship, the Leave Share Program allows employees to donate annual leave to court staff who are either experiencing a medical emergency or providing care to a family member with a serious health condition. In 2017, the generosity of Clerk's office and chamber's staff was demonstrated through their donating of nearly four weeks of annual leave to several recipients from courts around the country.

HILLMAN ADVOCACY PROGRAM



“Trial lawyers are made, not born.” That’s what Judge Douglas W. Hillman believed and while he was a Judge in our District, he acted on his belief by founding what we now call, in his honor, The Hillman Advocacy Program. The 36th annual Hillman Program was held at the Gerald R. Ford Federal Building on January 18 through January 20, 2017.

The Hillman Program builds trial skills for both new and novice attorneys in a powerful, learn-by-doing format pioneered by the National Institute for Trial Advocacy. The format requires all participants to conduct mock opening statements, closing arguments and direct and cross examination of both lay and expert witnesses. The students receive immediate feedback from master trial advocates. They also receive private, one-on-one feedback with a master advocate who reviews a videotape of the performance with the student. The most experienced students have the opportunity to conduct a full day mock jury trial, and then observe jury deliberations and receive critique from the jurors.

The Hillman Program is unique in the country because of the support it receives from the Bench and Bar. The Federal Courthouse defers regular business and opens its doors to the Program for two full days. Participants not only learn-by-doing, they do so in actual courtrooms with actual evidence presentation equipment used in regular Court business. In addition, our District and Magistrate Judges circulate throughout the program and provide their own critique of student performances. Program faculty are master advocates in the District who have demonstrated success in both the practice and teaching of their craft. They volunteer their time over three days to help students develop the skills they need to carry on a tradition of excellence in advocacy. Very few Bar Associations in the nation are blessed with such generosity. Fifty-eight lawyers participated in the Program in 2017.

Several years ago, the Program began a tradition of presenting a Hillman Award to a person who has demonstrated a long-term commitment to the Program and contributed in significant ways to its 36 years of success. The Program honored Robert D. VanderLaan with the Award in January 2017.

SPECIAL RECOGNITION



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

APPOINTMENTS

JETTIA RAMEY

Pro Se Administrative Assistant

JESSIE AUSTIN

Administrative Specialist

JESSICA EBELS

Space and Facilities Administrator

RETIREMENTS

KIM BRIGGS

35 years

KEVIN GAUGIER

30 years

CATHY PATTEN

27 years

KIM FOSTER

16 years

SERVICE AWARDS

5 YEARS

JENNIFER MANDERS
ASHLEY MANKIN
NERMANA STIMEC

15 YEARS

MARY CLAPP
SANDY KIVELA
JULIE LENON
KATHY WRIGHT

10 YEARS

MATT ALLEN
KATHY ANDERSON
CHRIS BOCKHEIM
MARGARET KHAYAT BRATT
RITA BUITENDORP
KATIE CAMPBELL
KATHLEEN GEIGER
LAUREN PACKARD
ROD PHARES
KRISTI TAYLOR
GLENDA TREXLER

25 YEARS

ROD KURZAWA
JANE TEPPER
MITCH VAN DYKE
CHRIS WILLIAMS

30 YEARS

KEVIN GAUGIER

THE CHIEF JUDGE AND CLERK OF COURT EXTEND THEIR APPRECIATION
TO THE MANY INDIVIDUALS WHO CONTRIBUTED TO THE 2017 YEAR IN REVIEW.



