

2018



Clerk's Office

Year in Review

"The District Court Clerk's Office serves the public and supports the Judiciary by delivering excellent customer service with proficiency, integrity and accountability."

ROBERT J. JONKER
CHIEF JUDGE

THOMAS L. DORWIN
CLERK OF COURT



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MESSAGE FROM THE CHIEF JUDGE

HONORABLE ROBERT J. JONKER

The world has just seen the first photograph of a real black hole--a point in space so dense that it's gravitational force will not even let light emerge. It was a long time coming. Over a century ago, a German physicist named Karl Schwarzschild first characterized the theoretical possibility of a black hole. About 50 years ago, physicists first demonstrated that black holes were a natural prediction of Einstein's general theory of relativity. But until April 10, 2019, all we had were artistic renderings of what people imagined a real black hole might look like. Now we have seen the real thing. Read all about black holes at your leisure because the science is really interesting!

My only point in bringing them up now is to make the obvious point that there can often be a really big lag between our aspirations and our reality. The Judiciary is in the midst of its own journey from imagining the exemplary workplace it would like to be, to actually becoming that kind of workplace on a day to day basis. Our starting points are the new Workplace Conduct Reforms approved by the Judicial Conference of the United States. Another building block will be significant changes to the Model Employment Dispute Resolution Program designed to broaden the coverage and increase the flexibility of the Program. We also hope to have some real empirical information soon about our own Court when the Federal Judicial Center completes its analysis of the survey we all had the opportunity to complete last Fall.

But all these high minded aspirations will come to nothing unless we give this our focused attention locally. Of course this means we need to read and follow the rules. But it also means shouldering the added responsibility of openly and honestly reporting problems we see around us, even if we are not directly involved. And for those of us in leadership, it means unwavering commitment to listening respectfully to what we hear, especially when it involves hard messages about how the people we are leading may experience us as unfair, overbearing or disrespectful.

Respect. That's the same word I focused on in my message last year. And I focus on it again because when you boil down all the rules, old and new, to their essence, what they fundamentally envision is a workplace culture of genuine mutual respect. That does not mean we always get what we ask for, that we always agree on a manager's decision, or that we never hear about and have to address performance issues. But what it does mean is that everyone's voice gets a respectful hearing without fear of retaliation in any form. When it comes to practicing a culture of mutual respect, we can afford no hierarchy. We have only each other as co-workers engaged in the ongoing process of moving our actual workplace closer and closer to the exemplary work place we know it should be.

I love and respect the Judiciary and our mission as the Third Branch of government. Our Western District of Michigan has been a part of the Judiciary for over 150 years. Let's make our workplace an actual picture of mutual respect.



MESSAGE FROM THE CLERK OF COURT

THOMAS L. DORWIN

Dear friends and colleagues,

The good work of staff and our judicial officers echo throughout this report. We began 2018 on a high note, embarking on a course of instruction about the founding of the judiciary through the civil war, pausing on our court's tie to President Lincoln, and culminating in a widely attended bus trip to Antietam National Battlefield and Washington DC, described more fully in the report.

Unfortunately, the last quarter of 2018 ended on a somber note for a couple of reasons, most notably the passing of Operations Specialist Ashley Mankin in November. On behalf of Chief Judge Jonker and all of our judicial officers, I want to thank court family staff throughout the district for your compassion and dedication during that time of court family loss and uncertainty. Your superb professionalism and stoic dedication was never more evident than during those trying times.

The Clerk's office had two retirements in 2018 as we bid farewell to Bill Simaz and Carol Poggi after many years of faithful service to the court and nation. We welcomed Amanda Maring as our new Applications Administrator and Nick Johnson as our new Assistant Operations Supervisor. Amanda has already had a profound impact on a number of IT transitions happening in the court this year, and Nick has proved to be a very capable supervisor in addition to other duties he assumed in this redefined role.

Contained in the pages of this report is a tribute to Ashley Mankin. Ashley's passing caused me to reflect on her considerable impact here, and on me personally. Of course, Ashley handled a range of issues for operations, but beyond that, she was a friend to many and served as our office activity planner and executer in chief. The life of the party, always ready for a challenge, Ashley sponsored countless gatherings of staff. In fact, she was bringing in her "winning" chili cookoff entry to court on Halloween morning, in what turned out to be her last morning at the court.

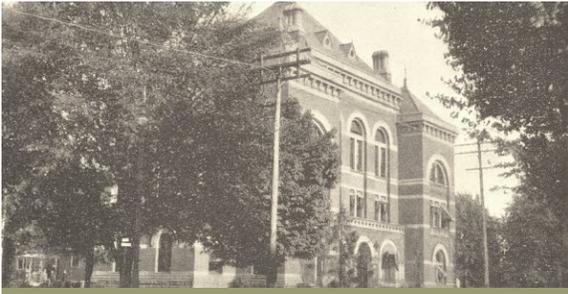
I reflected on how we enjoyed Ashley's company when she and husband David attended a Christmas party at my home. I remembered how she introduced me to the Zac Brown Band (now one of my favorites). Her life truly reminds me of the Chinese proverb "the flame that burns twice as bright burns half as long".

Reflecting on Ashley's life also reminded me it is often better to act – to forge ahead even if imperfectly - rather than to wait for a moment of perfection that may never come. This was very evident in planning the court's DC trip. There were countless challenges involved. It would have been really easy to put it off, but we stayed the course.

Happily, one of the staff seeing the U.S. capitol for the first time on that trip was Ashley Mankin. Ashley not only made the trip more enjoyable for all of us, we witnessed her experience a special moment at the Supreme Court when showcasing her artistry and presenting Justice Ruth Bader Ginsburg's staff with a copy of her "RBG doll" featured in the television show "Man with a Plan" earlier that year.

Had we been dissuaded from that trip because of the challenges and "imperfections", Ashley would never have seen Washington, DC or had her special moment at the Supreme Court, and all of the folks who told us how impactful the experience was would not have had that opportunity as well.

I look forward to the coming year of public service with all of you. On a personal note, thank you again for all you do in making our court more than a place to work and let me close by saying Godspeed Ashley Mankin. We all thank you for your faithful service and for the good fortune of having had you grace our lives over the years.



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

SIXTH SEAT

GORDON J. QUIST
ROBERT J. JONKER

FOURTH SEAT

BENJAMIN F. GIBSON²

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

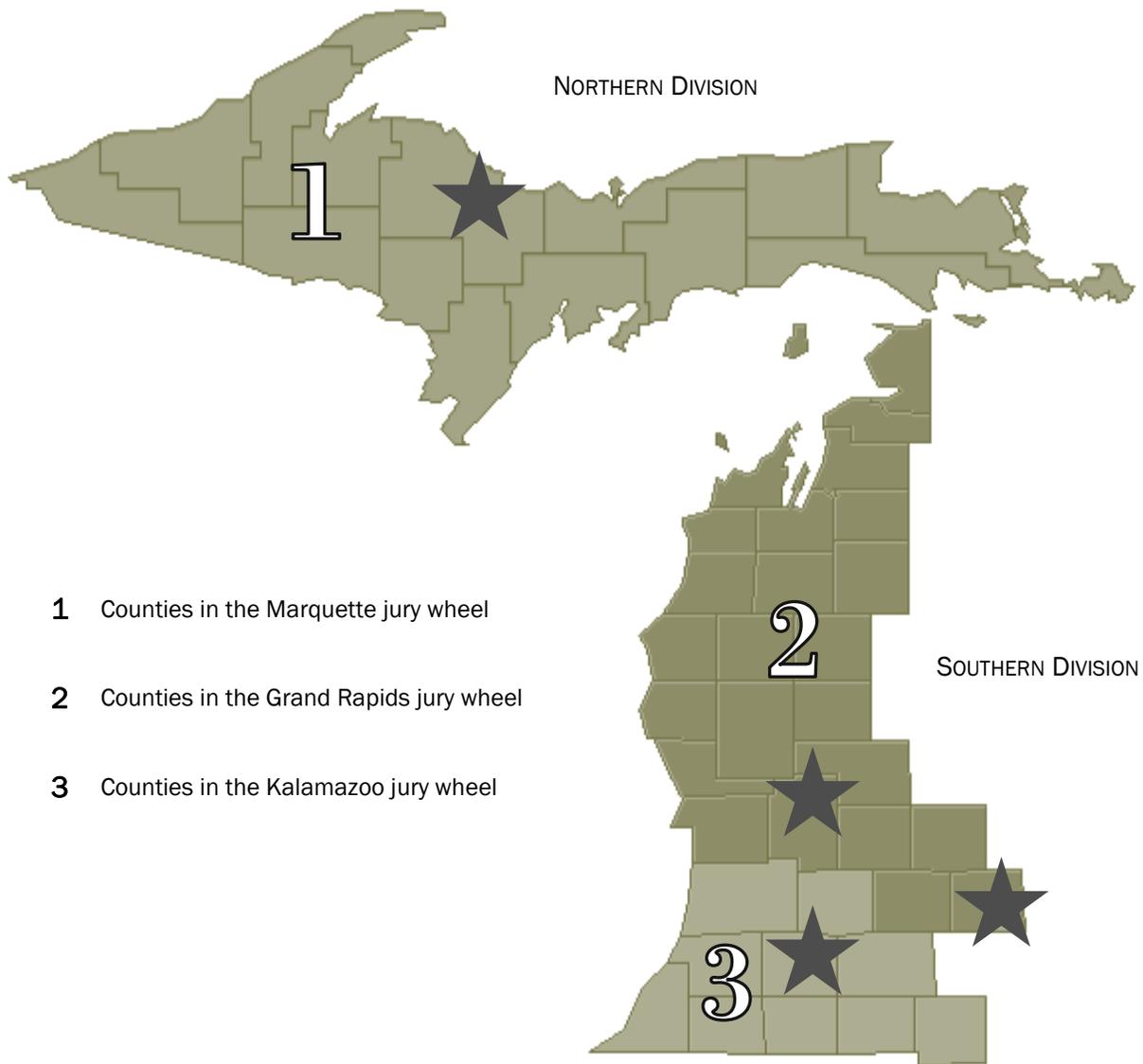


1973-PRESENT



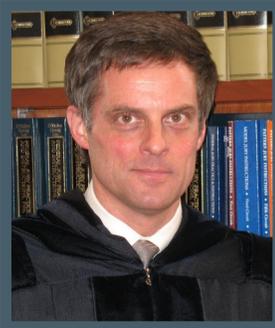
COURT INFORMATION

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.

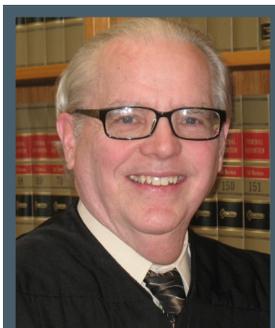


- 1 Counties in the Marquette jury wheel
- 2 Counties in the Grand Rapids jury wheel
- 3 Counties in the Kalamazoo jury wheel

JUDICIAL OFFICERS & STAFF



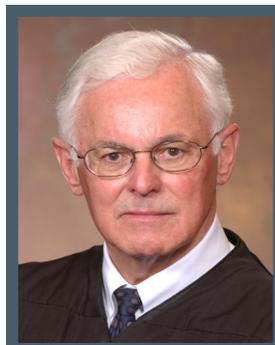
Chief Judge Robert J. Jonker
 Chief Judge: July 18, 2015-Present
 Judicial Assistant: Yvonne Carpenter
 Case Manager: Susan Bourque
 Court Reporter: Glenda Trexler
 Law Clerks: Margaret Khayat Bratt and James Schmidt



Judge Paul L. Maloney
 Chief Judge: July 18, 2008-July 17, 2015
 Judicial Assistant: Christina Cavazos
 Case Manager: Amy Redmond
 Court Reporter: Kathleen Thomas
 Law Clerks: Rod Phares and Marcus Guith



Judge Janet T. Neff
 Judicial Assistant: Chris Bockheim
 Case Manager: Rick Wolters
 Court Reporter: Kathy Anderson
 Law Clerks: Kathleen Geiger and Rita Buitendorp



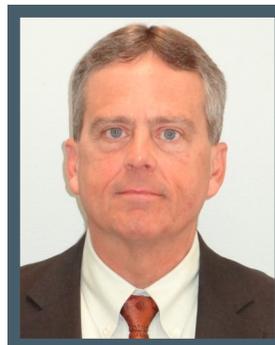
Judge Gordon J. Quist
 Senior Status: January 1, 2006
 Judicial Assistant: Jane Tepper
 Court Reporter: Kevin Gaugier
 Law Clerks: Phil Henderson and Paul Bratt/Laci Resendiz (Successor)



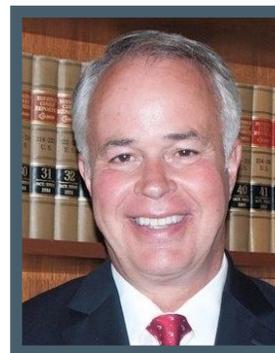
Magistrate Judge Timothy P. Greeley
 Courtroom Deputy: Cathy Moore
 Law Clerks: Rodney Kurzawa and Jacob Shapiro



Magistrate Judge Ellen S. Carmody
 Judicial Assistant: Cynthia Hosner
 Courtroom Deputy: Julie Lenon
 Law Clerk: Russ Ambrose



Magistrate Judge Phillip J. Green
 Judicial Assistant: Jessica Wright
 Courtroom Deputy: Angie Doezema
 Law Clerk: Christopher Williams



Magistrate Judge Ray Kent
 Judicial Assistant: Faith Webb
 Courtroom Deputy: Stephanie Carpenter
 Law Clerk: James Dion

Staff Attorneys

- Staff Attorney Todd Broberg
- Staff Attorney Cathy Halverson
- Staff Attorney John Stuiwe
- Staff Attorney Kristin Vanden Berg
- Administrative Assistant 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
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
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
Applications Administrator	Amanda Maring
Network Administrator	Ed Van Portfliet
IT HelpDesk Specialist	Amy Jensen

Finance & Procurement

Financial Administrator	Claire Daw
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

Operations Supervisor Nick Johnson
 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, the Clerk of Court 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, 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 Facilities and Space Administrator. 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, the Probation and Pretrial Services Office and various chambers. The committee oversees training initiatives and assesses training needs, resources and priorities.

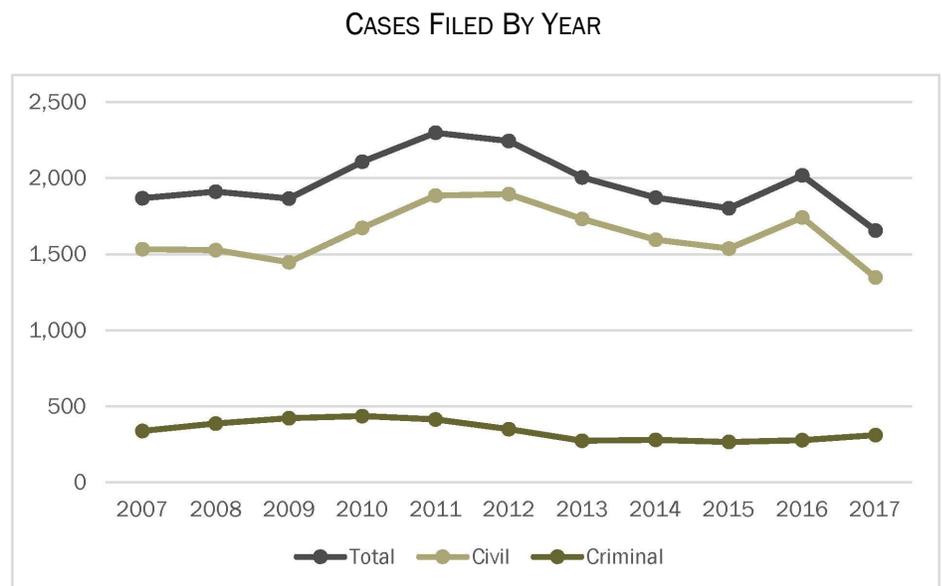
VOLUNTARY FACILITATIVE MEDIATION COMMITTEE

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 2018, there were 1,989 new cases filed in the Western District of Michigan. While criminal case filings were up only slightly, civil cases were up 25% over the previous year. Accounting for this increase were general civil rights cases (up 66%) and Social Security cases, which were back up by 38% after a notable decline in 2017. Nationally, civil case filings remained steady with only a slight 1.5% overall increase from the year prior.

	Civil Filings	Criminal Filings	Total Filings
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
2018	1,669	320	1,989



JURISDICTION OF NEW CIVIL CASES

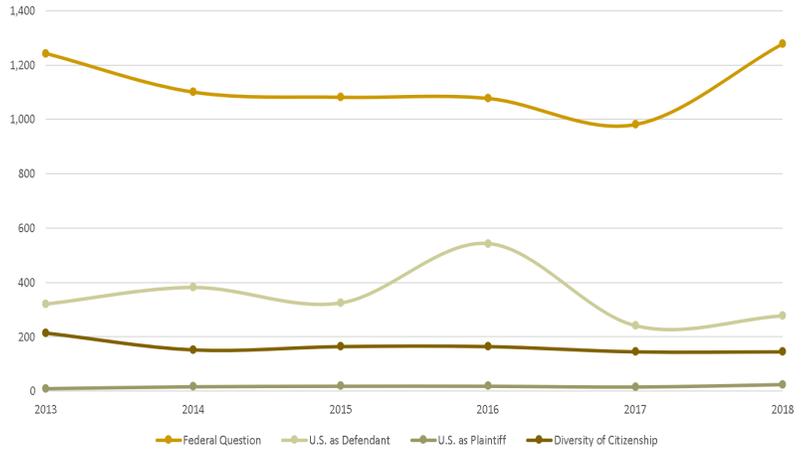
As established by Article III of the United States Constitution, federal courts are courts of limited jurisdiction. In other words, federal courts only have authority to preside over certain types of cases. Federal question jurisdiction involves cases in which the plaintiff has alleged a violation of the United States Constitution, federal law, or a treaty to which the United States 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 filed by prisoners seeking to vacate their sentences and immigration actions.

JURISDICTION OF NEW CIVIL CASES

	Federal Question	U.S. as Defendant	U.S. as Plaintiff	Diversity
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
2018	1,278	278	25	145

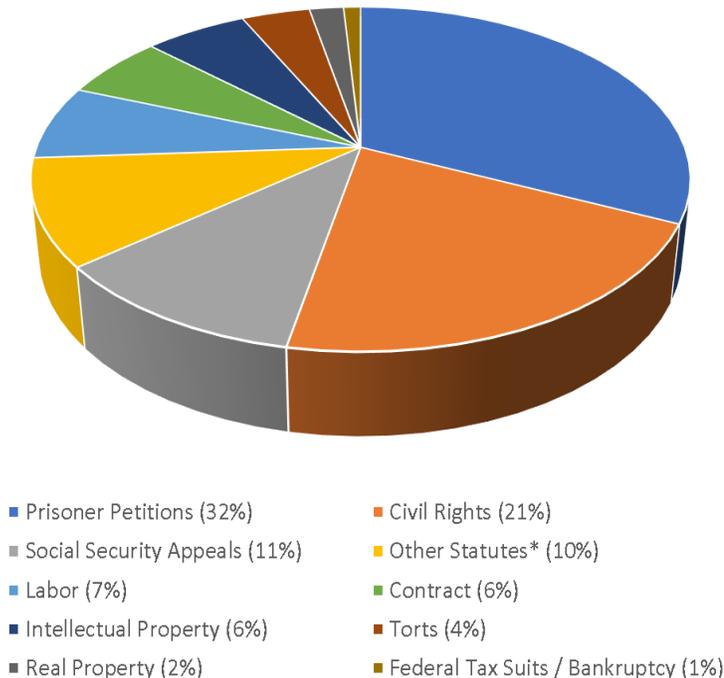


CIVIL & CRIMINAL CASE TYPES

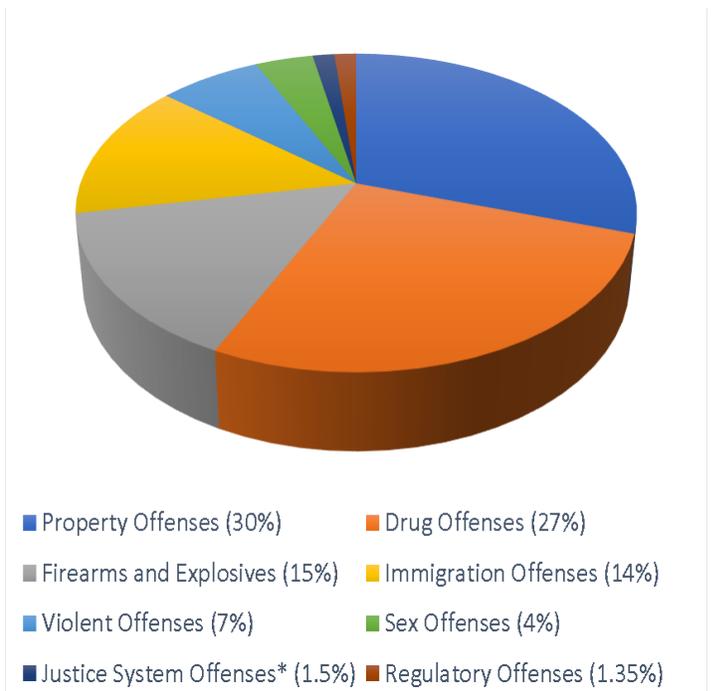
Prisoner petitions (32%) accounted for the largest category of new civil cases in 2018. These petitions involved claims regarding prison conditions, civil rights, requests for habeas corpus relief, motions to vacate sentence and alien detainee actions. The chart below contains a breakdown of all civil case types filed in the Western District of Michigan in 2018.

The Western District of Michigan saw only a 5% increase of new criminal cases over the prior year. Property offenses (various types of fraud, larceny and theft) were up 80% from 2018 and comprised 30% of cases filed, surpassing drug offenses as the most common crime category.

CIVIL CASES BY TYPE



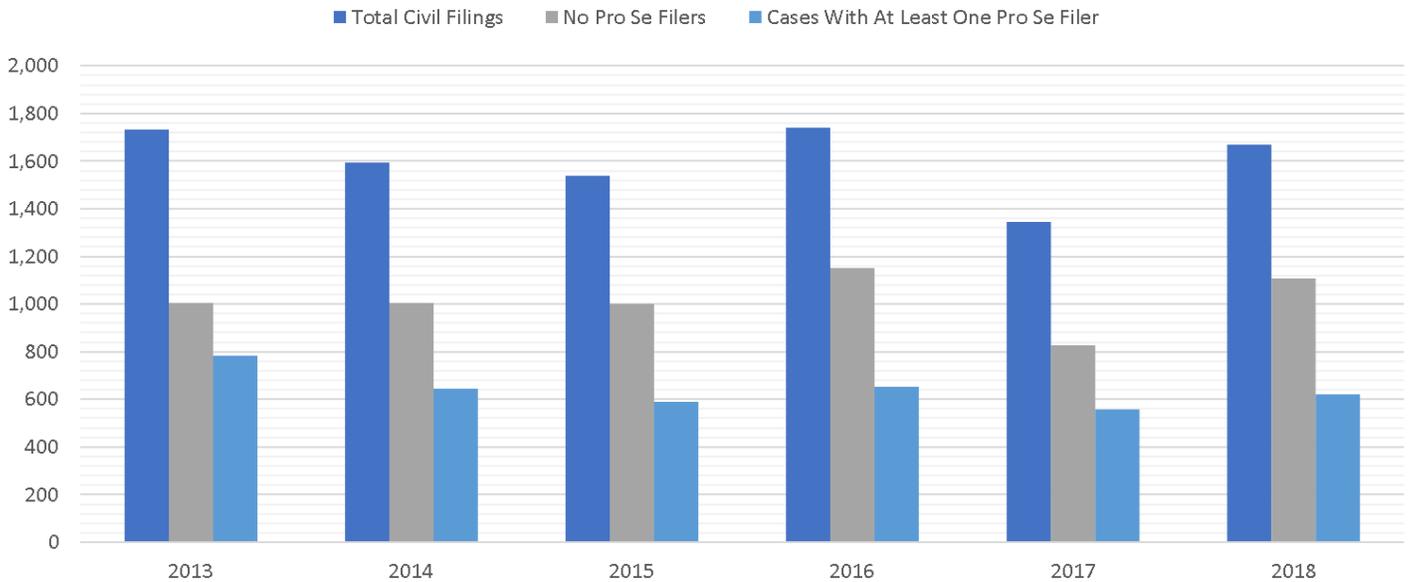
CRIMINAL CASES BY TYPE



PRO SE FILERS

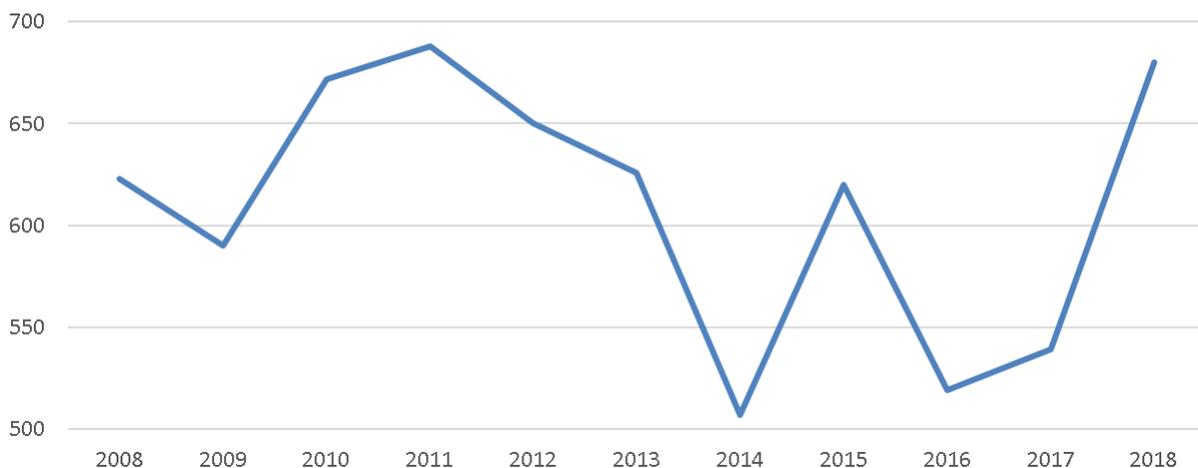
Attorneys are not required in federal civil cases, and parties (even if indigent) do not have a constitutional right to court-appointed counsel. Under 28 U.S.C. §1654, parties may choose to represent themselves in a “pro se” (Latin for “in one’s own behalf”) capacity and may be involved in cases as either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

PRO SE FILERS IN CIVIL CASES



ATTORNEY ADMISSIONS

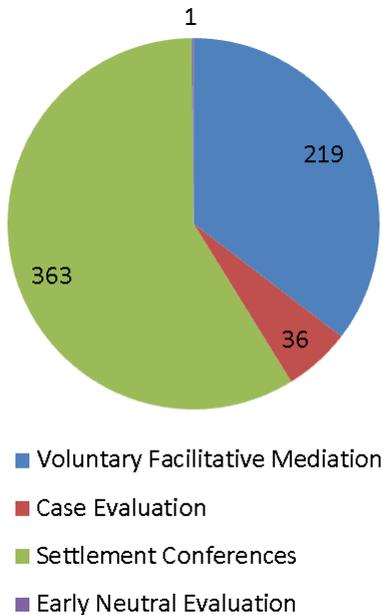
During 2018, 680 attorneys were admitted to practice in the Western District of Michigan. At the end of the year, a total of 25,411 attorneys have been admitted since the Court was created in 1863. Numbers of admissions vary from year to year as shown below.



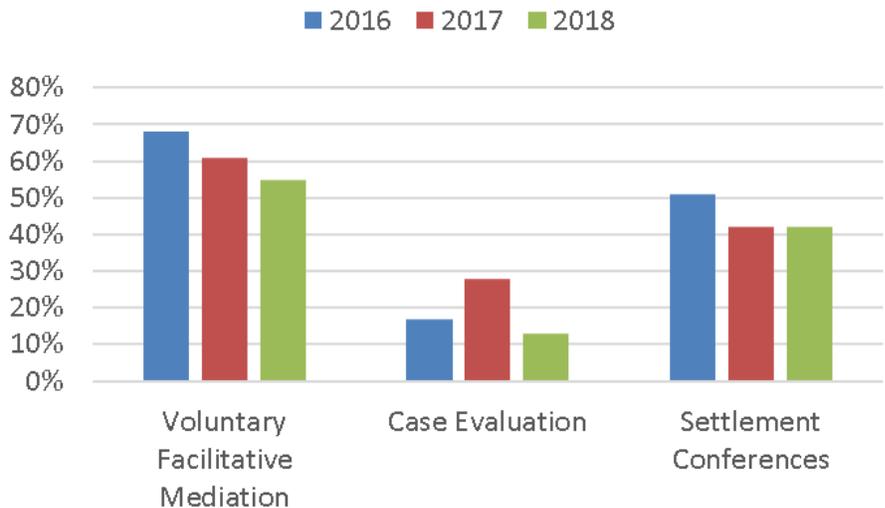
ALTERNATIVE DISPUTE RESOLUTION (ADR)

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 1,669 civil case filings in 2018, 907 cases were eligible for referral to some form of ADR¹. Of these eligible cases, 68 percent were referred²: 219 cases to VFM, 36 cases to Case Evaluation, and 363 cases to a Settlement Conference and one to early Neutral Evaluation.

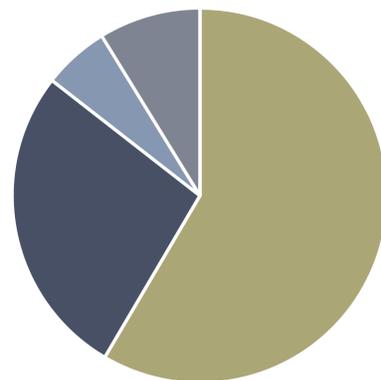
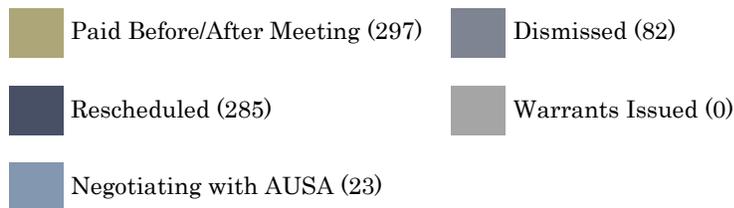


COMPARISON OF SETTLEMENT PERCENTAGES FOR THREE MOST COMMON FORMS OF ADR



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 2018, the Court processed 687 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 2018, our judges presided over 24 naturalization ceremonies at which 1,675 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
Central African Republic	Iceland	Nigeria	Ukraine
Chad	India	Norway	United Kingdom
Chile	Indonesia	Pakistan	Uruguay
China	Iran	Panama	Venezuela
Colombia	Iraq	Paraguay	Vietnam
Congo	Ireland	Peru	Yemen
Congo-Kinshasa	Israel	Philippines	Zambia
	Italy	Poland	Zimbabwe

ADR CASE MANAGEMENT

Prior to this year, the ADR Administrator used several Access databases to track and gather statistics for cases involved in the ADR process. These databases are clunky and inefficient, and keeping them up to date required much data entry. Realizing there could be a means to keep this information in CM/ECF instead, our CM/ECF Administrator worked with a programmer from the District of Utah and our ADR Administrator, to design a data screen, criteria for information to be stored, and a suite of reports. In February, the new case management system in CM/ECF launched. In addition to maintaining the pertinent process details for each form of ADR and the statistical reporting of referrals and outcomes, this new functionality provides a means for panel lists to be maintained in CM/ECF as well. The launch of the system removed the need for the stand-alone Access databases. This ADR Case Management system was designed with other district's use in mind, and the product was shared with other courts at national conferences, including the District Operations Forum and the Federal Court Clerk's Association Annual Conference.

PRO SE CASE MANAGEMENT

Pro Se Case Management is a locally developed CM/ECF application designed to aid the Pro Se Department in the tracking and management of pro se cases. All information is maintained in CM/ECF, and a suite of reports to track cases and methods of disposition of prisoner matters is available. The sharing of this innovation continued in 2018, including the Eastern District of Pennsylvania and the Southern District of Illinois. In addition, Kelly Van Dyke and Kristin Vanden Berg, Pro Se Attorney, traveled to the Eastern District of Tennessee in June, at the request of Magistrate Judge Debbie Poplin, who oversees the Pro Se Department in her district. She attended Kelly's demonstration at a conference in the fall of 2017 and was very interested in implementing our process in her district.

SPECIAL PROJECTS

LOCAL RULES

Working with Magistrate Judge Timothy P. Greeley, and Chief Judge Robert J. Jonker, Kelly Van Dyke, our CM/ECF Administrator, was heavily involved in a comprehensive review and updating of the Western District of Michigan's Local Rules, which had been in effect since June 1, 1998. The draft revisions made greater use of the Court's website to provide information to attorneys and the public. In addition, an effort was made to consolidate, streamline and improve consistency within the rules. Substantive changes included attorney admission and disciplinary matters, motion practice, reference to the court record and rules that apply to all matters in the court were moved to a new set of Local General Rules. The revised rules were approved by the Court at their June 2018 meeting. After a period of public comment, the revised rules were adopted effective January 1, 2019. In addition, this Court received approval by the Sixth Circuit Judicial Council, with no action to modify or abrogate the amended rules.

INFORMATION TECHNOLOGY

The IT Department is committed to providing outstanding customer service and technical support to the Court. These include but are not limited to, IT Security, Network Infrastructure, Video and Courtroom Technology, Desktop and Mobile Computing and Equipment Provisioning. IT maintains proficiency through training that is aligned with the Court's goals and objectives and through effective communication with the Judges, the Clerk of Court and with staff.

TECHNOLOGY UPGRADES

- The network firewalls at each location were upgraded to a new operating system.
- All Windows 10 workstations were upgraded to the latest feature update.
- In preparation for a new Article III Judge, the courtroom technology in the Lansing courtroom was overhauled.
- Office 365 was deployed to all computers, a necessary requirement for the migration from Lotus Notes to Outlook.
- The digital court recording system in the courtrooms were upgraded.
- The Administrative Office performed courtroom technology assessments for all courtrooms in the District.

CUSTOMER SERVICE

- In 2018, IT responded to over 1400 HelpDesk requests submitted by staff. Day-to-day IT support remains one of the primary functions of the IT team.
- IT continued to refine the On-Boarding Process to improve the tracking and completion of IT tasks related to staff joining the Court.
- A new IT User Guide was created for all staff that includes: Acceptable Use, Internet, Social Media, and Password Policies.
- IT continues to join the monthly Operations Team meetings as a way of creating a closer working relationship between IT and Operations.
- District IT cooperation with the IT team from Bankruptcy met to create a "better" way to share technology in the Marquette courtroom. A memorandum of understanding (MOU) was created.
- IT continues to meet annually with the Judges and their chambers to discuss technical issues, training requests, workflow and new technology. This initiative is in its third year.



PERSONNEL

The Court's annual budget was consistent with prior years. There were a few staffing changes in 2018 with the retirement of the Resident Deputy in Marquette and Unix Systems/Database Administrator in Grand Rapids and the hiring of their replacements.

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

PETIT JURY

	<u>2018</u>
Trials Scheduled	29
Jurors Selected	311
Jurors Challenged and Excused	287
Jurors Not Selected or Challenged	388
Total Jurors Reporting for Service	986

GRAND JURY

2018	• 407 hours in session
	• 74 days in session
	• 92 Grand Jurors

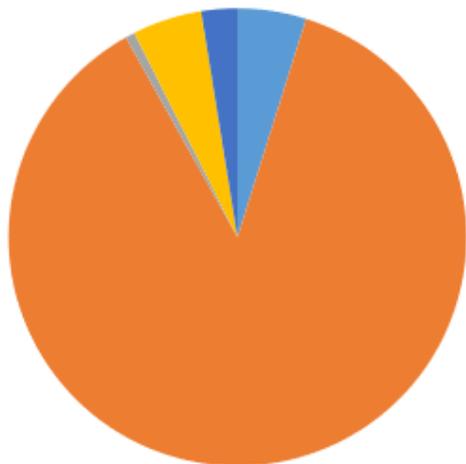
FINANCE & PROCUREMENT

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.

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 (66%)
- Jury-Related: payments to all grand and petit jurors (24%)
- Operating Expenses: payments involving routine court business (i.e. equipment maintenance, telephone services, offices supplies, etc.) (7%)
- Travel-Related: payments to chambers and Clerk's Office staff involving travel (3%)



- General
- Case-related (criminal)
- Case-related (BOP)
- Case-related (TOP)
- Case-related (pay.gov)

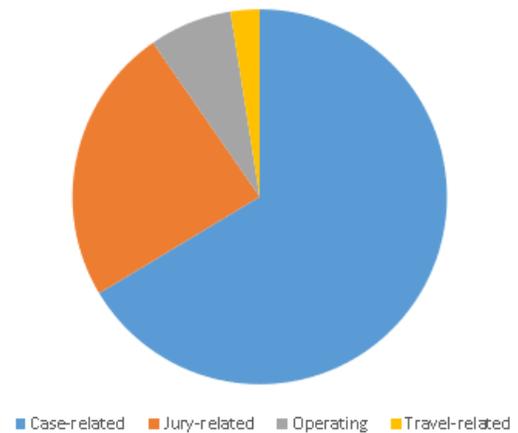
ACCOUNTS RECEIVABLE

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

Payment Categories



INTERNAL CONTROLS & ACCOUNTING PROCEDURES

District Courts are required to conduct yearly internal evaluations. This review began in November 2018 but 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.

SPACE & FACILITIES

MARQUETTE

The efforts to address the space and security needs at our facility in Marquette continued throughout 2018. The new addition to this building will be a secure judicial elevator and interior space will be reconfigured and renovated on the second and third floors. The reconfiguration of the existing space will create new visiting judge's chambers, improve the condition of the existing Judicial Chambers and Jury Room and relocate the Clerk's office into new space that is designed to function efficiently for their operations. 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 the contract award of the project to a local upper peninsula contractor. Construction will begin in March 2019 and will continue through 2020.

KALAMAZOO

Three separate projects were completed within Judge Maloney's Chambers over 2018. A portion of built-in bookcases were removed from Judge Maloney's private office and track lighting was installed to enhance the office and display areas. New carpet and wall covering throughout Judge Maloney's Judicial Assistant's space and workroom was installed. And finally, new locksets were installed to address security issues that were identified during an active shooter training.

LANSING

Upgrades to the breakroom and to the staff work areas within the Clerk's Office were completed over FY18. The upgrades to the breakroom include a kitchenette with base and wall cabinets, a full sized refrigerator, a sink, new flooring and new breakroom furniture. The cubical walls for the staff stations were modified to allow more privacy to each staff member. New chairs have been installed in the Jury Assembly Room.



GRAND RAPIDS

Upgrades to both Judge Neff and Judge Kent's chambers were completed in 2018. A new galley was installed in Judge Neff's chambers. This galley includes new base and wall cabinets, a solid surface top and a sink. Upgrades that were done to Judge Kent's Chambers include new carpet, wall covering, a new electrical floor box and art installation. Upgrades to the Grand Jury room were also completed in 2018.

TRAINING HIGHLIGHTS

LEADERSHIP DEVELOPMENT PROGRAM

Five employees from the District Court and five from the Probation and Pretrial Services Office took advantage of a year-long internal leadership development program. The program provided an opportunity for individual growth and development, and emphasized leadership styles and principles. Course work involved analysis, research, writing and presentation components. Participants attended monthly discussion and training sessions, read assigned books and articles, and completed online courses, presentations and a job shadowing assignment.

WASHINGTON DC TRIP

Many District Court and Probation and Pretrial Services staff participated in a six-week long training on the Judiciary, the Constitutional underpinnings of our government, and the Civil War era existing when the Western District of Michigan was created. The first Western District of Michigan Judge Solomon L. Withey was appointed by President Lincoln on March 11, 1863, during the midpoint of the Civil War. This training culminated in a trip to the Battlefield of Antietam and Washington, D.C.



OPERATIONS FORUM

In May, six Clerk's Office staff attended the 2018 Operations Forum in Minneapolis. Many sessions related to NextGen were on the agenda. Kelly Van Dyke, CM/ECF Administrator, presented two sessions on our locally developed ADR Case Management application, which was well received.

SECURITY AWARENESS

Understanding that security awareness is essential for all staff, the Court held an IT Security Awareness Refresher for District Court employees. The refresher focused on best practices for a variety of security topics and educated users on how to identify and avoid threats. Education was also provided to staff on Phishing, including an awareness exercise and Phishing Simulation Tests.

COURT HIGHLIGHTS



2ND ANNUAL VETERANS

A ceremony was held on November 7, 2018 at the Gerald R. Ford Federal Building in honor of Veterans Day. Chief Judge Robert J. Jonker, Mr. Don Davis, former US Marine Corps Sergeant, former US Attorney for the Western District of Michigan, and current counsel for Springstead Bartish Borgula & Lynch P.L.L.C. 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. Albert J. Engel.....United States Army
- Hon. Wendall A. MilesUnited States Army, Air Corps
- Hon. Douglas J. HillmanUnited States Army
- Hon. Benjamin F. GibsonUnited 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. BrennemanUnited 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

SERVICE TO THE JUDICIARY & COMMUNITY



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. 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 2018, 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 2018, the generosity of Clerk's office and chamber's staff was demonstrated through their donating of nearly five 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 17 through January 19, 2018.

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. Sixty lawyers participated in the Program in 2018.

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

NICK JOHNSON
Operations Supervisor

AMANDA MARING
Applications Administrator

RETIREMENTS

CAROLE POGGI
21 years

BILL SIMAZ
20 years

SERVICE AWARDS

5 YEARS

STEPHANIE CARPENTER

15 YEARS

CATHY MOORE
AMY REDMOND

10 YEARS

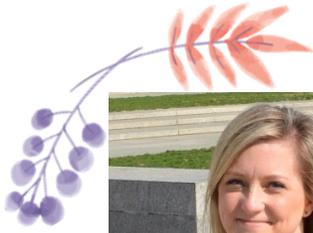
CHRISTINA CAVAZOS
ANGIE DOEZEMA
NICKI GLEESON
CHRISTA LANGOHR-WENNERS
RICK WOLTERS

25 YEARS

KRIS VANDEN BERG

30 YEARS

DIANE HOPKINS



IN MEMORY OF ASHLEY N. MANKIN
(5/11/88 - 11/9/18)

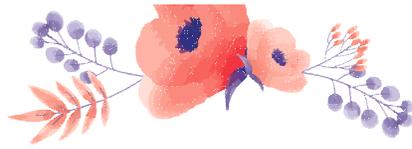
Ashley Nicole Mankin, a native of Cheboygan, Michigan, was an employee of the United States District Court for the Western District of Michigan from 2012 through 2018. She earned a bachelor's degree in business administration from Alma College, where she was also a member of the softball team.

Originally hired as an Intake clerk, Ashley was promoted to Administrative Assistant to the Clerk of Court, a position she held for three years. She became the Operations Specialist and Attorney Maintenance Clerk in 2016. As the youngest member of the Clerk's Office, she brought great enthusiasm, a competitive nature and endless creativity to each endeavor. She never shied away from sharing her opinions or ideas and enjoyed challenging herself at work. Some of her noted accomplishments included revamping the Clerk's Year in Review publication, completing an intense Train the Trainer course and graduating from the court's year long, in-house Leadership Development Program. Her outgoing personality and ability to connect with people made her a natural fit for serving on the court's Social Committee, and she never failed to go all out in planning any type of gathering.

Tragically, Ashley was lost to us on November 9, 2018, having suffered a pulmonary embolism as she arrived for work the morning of October 31. Her loss has been immense and staggering to our court family, especially in light of the fact that Ashley had experienced several amazing highlights over her last year. Having taught herself to crochet in 2017, she created a doll in the likeness of one of her heroes, Supreme Court Justice Ruth Bader Ginsburg. Incredibly, a representative of CBS Studios saw the doll online and purchased it from Ashley's Etsy shop for use in the sitcom, "Man With A Plan," starring Matt LeBlanc. The doll was featured prominently in an episode focused on teaching girls that they can aim higher than the stereotypical princess. Then in May 2018, Ashley had the once in a lifetime opportunity to personally present a similar doll to Justice Ginsburg's judicial assistant while on a trip to the Supreme Court (her first trip to Washington, D.C.). Ashley later received a personal letter from Justice Ginsburg, which meant the world to her.

"You may think that you are completely insignificant in this world. But someone drinks coffee every morning from their favorite cup that you gave them. Someone heard a song on the radio today that reminded them of you. Someone read the book that you recommended, and it spoke deeply to them. Someone remembered a compliment you gave them and smiled. Someone had a better day because you were kind to them. Never think that you have no influence whatsoever. Your trace, which you leave behind with even a few good deeds, cannot be erased." -Unknown





Live Every Day Like It's Your Last

By Melanie Vugteveen

We are never promised tomorrow. Each day is a gift.
Live every day like it's your last and set aside any rift.

Count your blessings. Seize the day.
All mottos to live by with the lessons they convey.

Sometimes we are dealt harsh reminders of these important lessons of life
That seem to catch us off guard as we struggle with unbearable pain and strife.

These 'reminders' often come when something tragic happens to someone we know
Life as we know it stops as we try to wrap our brain around the impact of the blow.

Wishing we had one more day or one more moment to do or say the things we didn't before.
We know things happen and we think we will never forget these lessons that fill us with remorse.

How is it possible that over time we get comfortable and surprisingly forget?
Until our next blow, when we are shocked again to find ourselves filled with pain and regret.

These lessons are ringing loud and clear with Ashley as we are reeling from a life gone too soon.
Someone so vibrant, smart, brave and full of life whose amazing smile and spirit lit up a room.

It doesn't seem to matter how you knew Ashley --- whether co-worker, family or friend.
All were touched by her smile, infectious laugh, quick wit and warmth she would extend.

Ashley loved doing things for others. She was beautiful and had a generous heart.
From her fashion or make-up advice, tasty treats to creative gifts she liked to impart.

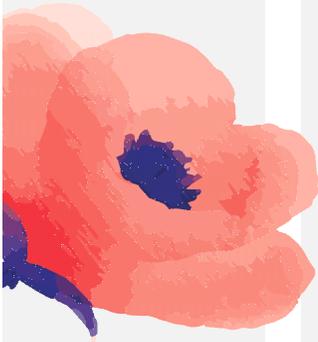
You could always count on Ashley to be the life of the party and up for having fun.
Her competitiveness, sense of humor, sass and love of concerts were second to none.

She lived life with an unapologetic honesty that we all wish we had.
You could always count on her to call it like she saw it - good or bad.

We are all still devastated, numb and hovering in a phase of disbelief
As we struggle to make sense of this loss and try to move on in our grief.

I urge all to remember... We are never promised tomorrow. Each day is a gift.
Live every day like it's your last and set aside any rift.

Count your blessings. Seize the day.
When you think of Ashley, I hope these lessons never stray
Because Ashley would want us all to live our lives in exactly this way.



In Memory of

Ashley N. Mankin

1988 - 2018

THE CHIEF JUDGE AND CLERK OF COURT EXTEND THEIR APPRECIATION
TO THE MANY INDIVIDUALS WHO CONTRIBUTED TO THE 2018 YEAR IN REVIEW.

