

2019



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 calendar says we are through half of 2020 but I have a hard time believing that. On some days, I feel like the new year has just begun. Then on others I feel like I lived a decade in a single day. Either way, on every day, I have the same two thoughts: "This is NOT normal"; and "I sure do miss 2019!" That is really saying something considering that 2019 started out with a federal government shutdown. Ah, for the good old days....

No matter how unprecedented the current combination of pandemic, economic contraction and social unrest may be, what is not unprecedented—what is entirely predictable—is the inevitability of some trouble and turbulence. That has been true throughout our history. Our nation was birthed with an armed revolution that we will mark and celebrate in just a few days. Our own District was birthed in the cauldron of Civil War. Our parents and grandparents managed through the Great Depression and fought World War II. And today, despite decades of peace and prosperity, we are still trying to work out what it means to live in a society that enjoys both civil peace and genuine racial equality.

As the Third Branch of government, we are at the center of managing the conflict, turbulence and trouble of our times by making our communities more fair and just, one case at a time. We are here especially for individuals and groups that believe they have not received or cannot receive what they need and deserve from the political branches. We test their claims against the demands of the Constitution and other applicable law, not by their polling popularity. And we explain ourselves in written or oral opinions so the litigants and the public can understand our thinking even if they disagree, as some inevitably will.

This careful, deliberate and case-specific process is never more important than during times of wrenching social distress. And whether we are talking about the government shutdown of 2019 and the political polarization it reflected; the community responses—some peaceful, some not—to the death of George Floyd and the years of racial tension and injustice that distilled; or the explosive political dynamics playing out between now and November, we live in wrenching times.

A key theme in each of my annual messages since 2015 has been managing turbulence and change. And here we are again in 2019 and 2020 managing new turbulence and change with the same group of people that have time and time again demonstrated that no matter what challenge comes, the Western District of Michigan will be open for business because there is no more essential work than protecting and adjudicating the legal rights and responsibilities of the litigants who appear before us in good times and bad. My deepest thanks to all of you in the Western District for finding a way to make this possible during these most challenging of times.

Chief Judge Jonker
June 29, 2020



MESSAGE FROM THE CLERK OF COURT

THOMAS L. DORWIN

Dear Friends and Colleagues,

The good work of staff and our judicial officers once again echo throughout this report as in year's past.

The Clerk's office saw one retirement in 2019 as we bid farewell to Diane Hopkins, our long serving Jury Administrator, after many years of faithful service to the court and nation.

We are fortunate to have deeply talented staff in the Clerk's office. As Diane transitioned to retirement, we recruited Kristi Taylor to serve in an expanded role as Jury Administrator and Kelly Van Dyke to serve as the interim Operations Manager. Kelly and Kristi's new assignments ensured optimal continuity in two of the most core functions of the Clerk's office, and took advantage of their expansive court knowledge and professionalism in a way that best supported chambers and the public we serve.

We also bid farewell to Data Quality Analyst/Trainer Matt Allen as he transitioned to an IT support position with the Administrative Office. While we miss our friend and colleague Matt, we welcomed Jacob Wagner and Tara Buchanan to the Grand Rapids Operations staff supporting Case Administration and records more broadly. Jake and Tara's hires were calculated to provide expanded baseline operations support as well as increase stability in Operations over the longer term.

The year 2019 may well be remembered as one of prolonged government shutdown and the uncertainty that comes with those kinds of events, but you could not outwardly see that impact from the work of this court, and the judiciary at-large. Countless people stepped up to ensure continuity of the federal judicial function. So thanks to all of you for your patience, your perseverance and your consistently good humor in stressful times.



COURT HISTORY

(Kristi Taylor serves as curator for the Court's museum in Grand Rapids)

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. A variety of court historical items and displays highlighting special events throughout the year comprise the museum space within the Grand Rapids Clerk's Office lobby.

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 - March 14, 2019	Marquette
Joseph G. Scoville	January 28, 1988 - July 31, 2014	Grand Rapids
Ellen S. Carmody	October 10, 2000 - November 1, 2019	Grand Rapids
Phillip J. Green	August 1, 2014 - Present	Grand Rapids
Ray Kent	August 1, 2015 - Present	Grand Rapids
Maarten Vermaat	March 15, 2019—Present	Marquette
Sally J. Berens	November 2, 2019—Present	Grand Rapids

Grand Rapids Federal Courthouses



1879-1909



1909-1973

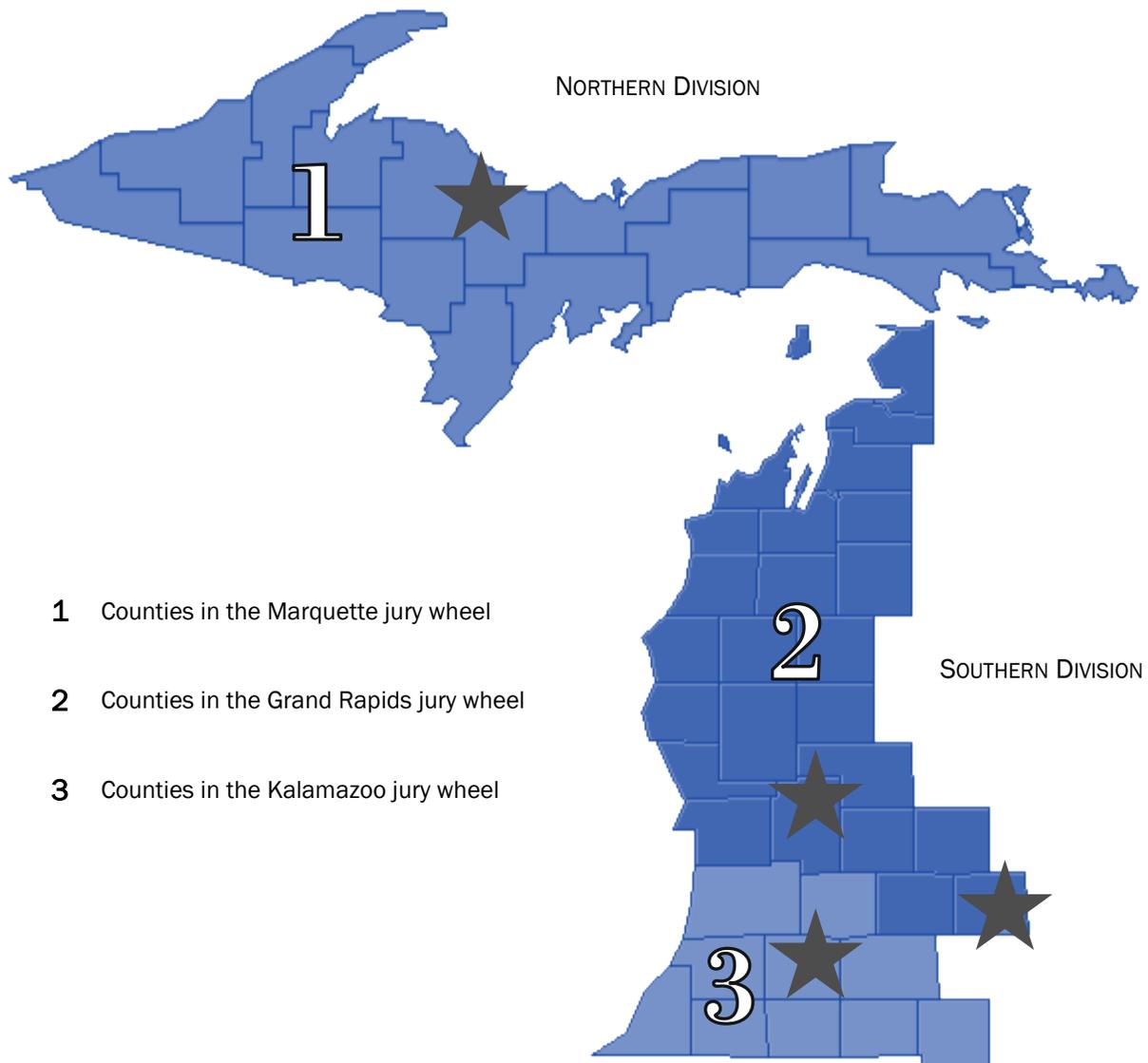


1973-PRESENT



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.



JUDICIAL OFFICERS & STAFF



**Magistrate Judge
Timothy P. Greeley**
Retired-March 2019

**Magistrate Judge
Ellen S. Carmody**
Retired-Nov. 2019

STAFF ATTORNEYS

Todd Broberg John DeWitt
Cathy Halverson John Stuive
Kristin Vanden Berg

Administrative Assistant

Jettia Ramey

(L to R back: R. Kent, M. Vermaat, G. Quist, R. Jonker; L to R front: P. Maloney, S. Berens, J. Neff, P. Green)

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/Nicole Pitchford

Judge Janet T. Neff

Judicial Assistant: Christine Bockheim
Case Manager: Rick Wolters
Court Reporter: Kathy Anderson/
Paul Brandell (Successor)
Law Clerks: Kathleen Geiger and
Rita Buitendorp

Judge Gordon J. Quist

Senior Status: January 1, 2006

Judicial Assistant: Jane Tepper
Law Clerks: Philip Henderson/
Jacob Shapiro (Successor) and
Laci Resendiz

Magistrate Judge

Phillip J. Green

Judicial Assistant: Jessica Wright
Courtroom Deputy: Angie Doezema
Law Clerk: Christopher Williams/
Russ Ambrose (Successor)

Magistrate Judge

Ray Kent

Judicial Assistant: Faith Webb
Courtroom Deputy:
Stephanie Carpenter
Law Clerk: James Dion

Magistrate Judge

Maarten Vermaat

Courtroom Deputy:
Catherine Moore
Law Clerks: Rodney Kurzawa
and Jacob Shapiro/Alex
Robinson (Successor)

Magistrate Judge

Sally J. Berens

Judicial Assistant:
Cynthia Hosner
Courtroom Deputy: Julie Lenon
Law Clerk: Russ Ambrose/
Philip Henderson (Successor)

CLERK'S OFFICE STAFF



(The Clerk's Office Staff gathered at the Michigan State Capitol in Lansing)

GRAND RAPIDS

Administration

Clerk of Court	Thomas L. Dorwin
Chief Deputy Clerk	Michelle Benham
Administrative Specialist	Jessie Austin
Personnel Specialist	Melanie Vugteveen
Space and Facilities Administrator	Jessica Ebels
Jury Administrator	Diane Hopkins/Kristi Taylor (Successor)
Jury/Finance Specialist	Melissa Spriggs

Operations

Operations Manager	Kristi Taylor/Kelly Van Dyke (Successor)
Court Programs and Training Coordinator	Lauren Packard
Data Quality Analyst	Matt Allen
Case Administrator	Nermana Stimec
Case Administrator	Kathy Wright
Intake Clerk	Mary Clapp
Operations Support Clerk	Tara Buchanan
Operations Support Clerk	Jacob Wagner

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

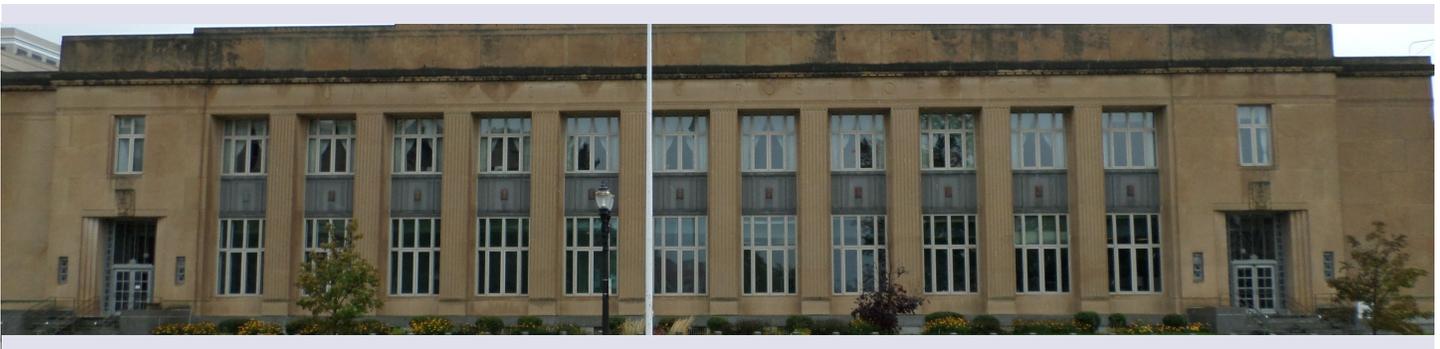
CLERK'S OFFICE STAFF

DIVISIONAL OFFICES



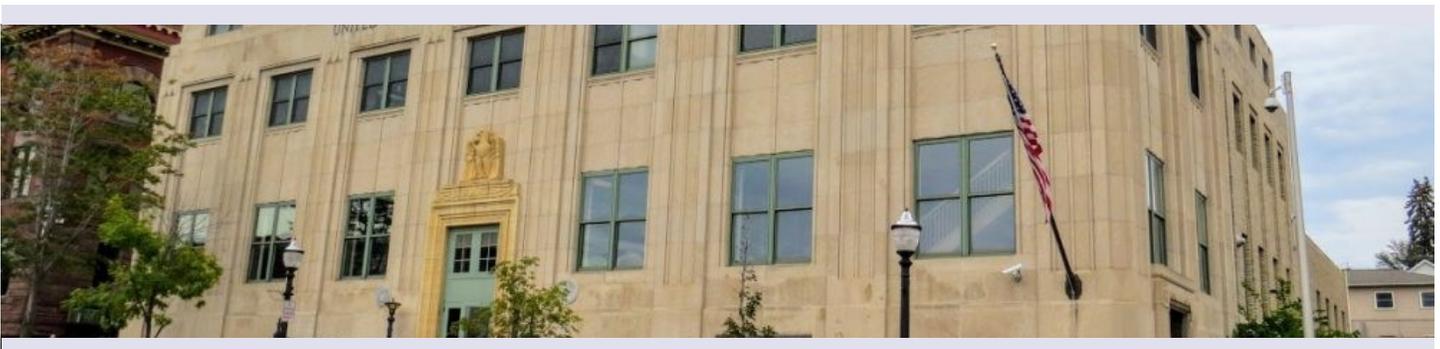
Kalamazoo

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 Sandy Kivela
Case Administrator Michele Carlson



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.

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 and succeeded by Magistrate Judge Green in March, 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 STEERING 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 District Court Space and Facilities Administrator. This group oversees long range planning to ensure that adequate space remains available and is most effectively utilized.

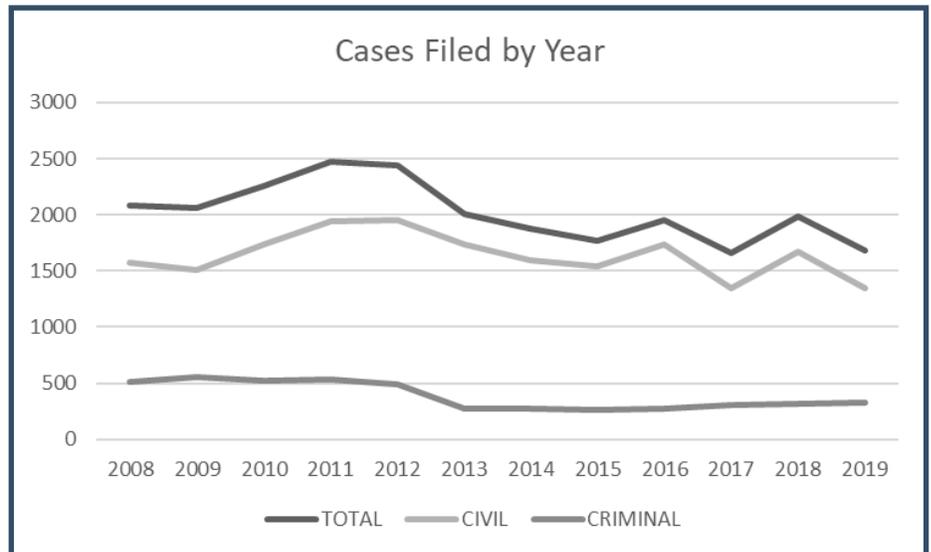
VOLUNTARY FACILITATIVE MEDIATION COMMITTEE

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 2019, there were 1,677 new civil and criminal cases filed in the Western District of Michigan. While criminal case filings were up only slightly, civil cases were down 19% from the prior year.

	Civil Filings	Criminal Filings	Total Filings
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
2019	1351	326	1677

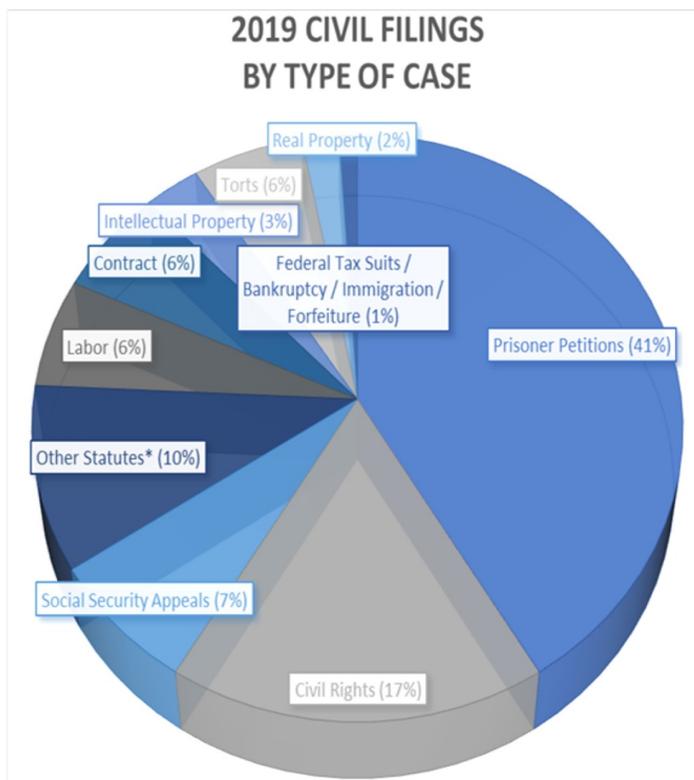


CIVIL & CRIMINAL CASE TYPES

CIVIL CASE TYPES

Prisoner petitions accounted for the largest category of new civil cases in 2019 (41%). These petitions involve claims regarding prison conditions, civil rights, requests for habeas corpus relief, motions to vacate sentence, and alien detainee actions.

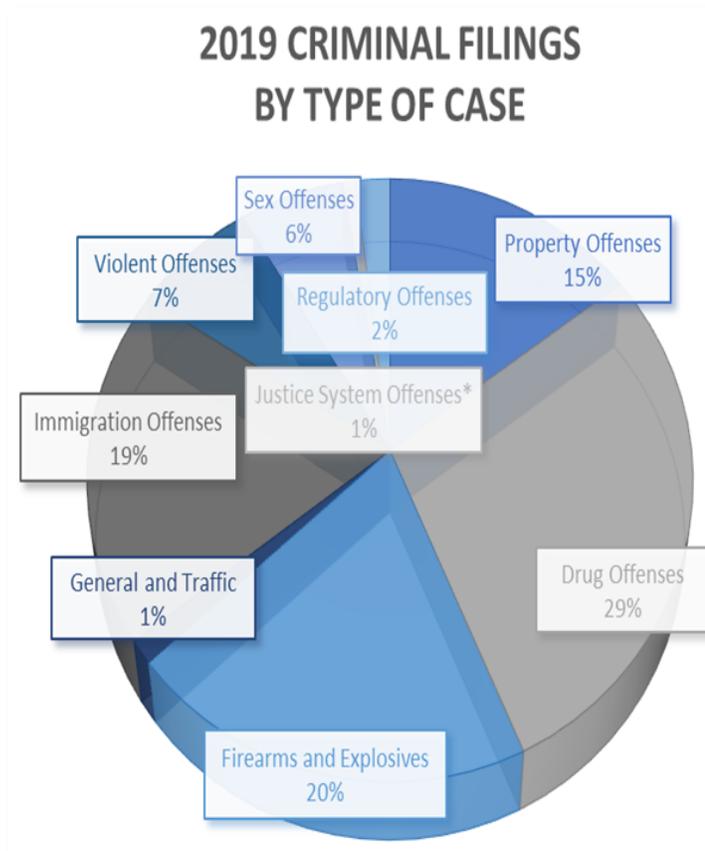
The adjacent chart contains a breakdown of all civil case types filed in the Western District of Michigan in 2019.



CRIMINAL CASE TYPES

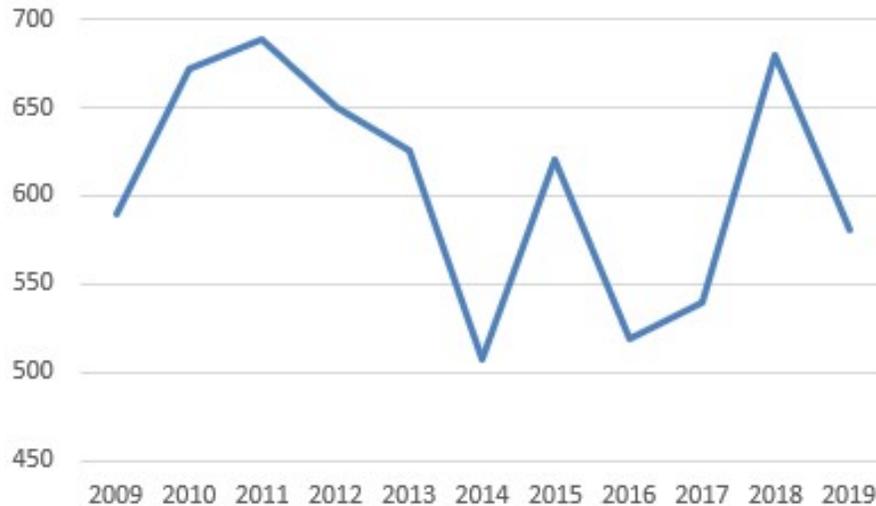
Criminal case filings in the Western District of Michigan remained fairly steady in 2019 as compared to the last several years.

Drug offenses remained the most common criminal crime category, comprising 29% of cases filed, followed by firearms (20%) and immigration offenses (19%).



ATTORNEY ADMISSIONS

During 2019, 581 attorneys were admitted to practice in the Western District of Michigan. At the end of the year, a total of 25,992 attorneys have been admitted since the Court was created in 1863. Numbers of admissions vary from year to year as shown below.



CM/ECF (NEXTGEN) CASE MANAGEMENT/ELECTRONIC CASE FILING

The Federal Judiciary developed a Next Generation (NextGen) Case Management/Electronic Case Filing system that allows one account and set of login credentials for Public Access to Court Electronic Records (PACER) and electronic filing access for the entire federal judiciary. This centralized single-sign-on is particularly useful to those attorneys who practice in more than one federal court. Once fully implemented nationwide, that attorney's one set of credentials will provide PACER access to every Appellate, District and Bankruptcy Court, and e-filing access for those NextGen courts in which the attorney is registered. Similarly, NextGen offers a single-sign-on for judiciary users, through the Judiciary Enterprise Network Information Exchange (JENIE), providing court users automatic access to CM/ECF, after logging into JENIE.

On Monday August 26, 2019, the Western District of Michigan became the 23rd District Court in the nation to implement NextGen.

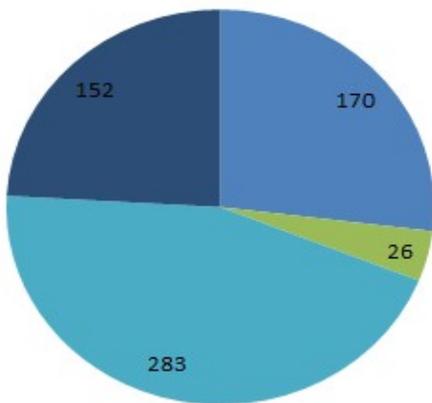
One new feature of NextGen that we have employed is accepting attorney admission and registration through CM/ECF, which provides better tracking of petitions and the related information, and moves most of the process away from being paper driven. The new feature provides an electronic process that includes a queue view of petitions in progress, correspondence and updates to the petitioning attorney along the way, automatic notation of admission fee payments made, a more efficient method to update attorney data in the system, as well as a place to store admission documents.

While NextGen is not yet available in all courts, it is anticipated that all federal courts will upgrade to NextGen by 2022.

ALTERNATIVE DISPUTE RESOLUTION (ADR)

The Judges of the Western District of Michigan offer six alternative methods for resolving disputes: Voluntary Facilitative Mediation (VFM), Case Evaluation, Early Neutral Evaluation (ENE), Summary Jury and Bench Trials, Settlement Conferences and a new option for Prisoner Civil Rights Litigation (Early Mediation Program).

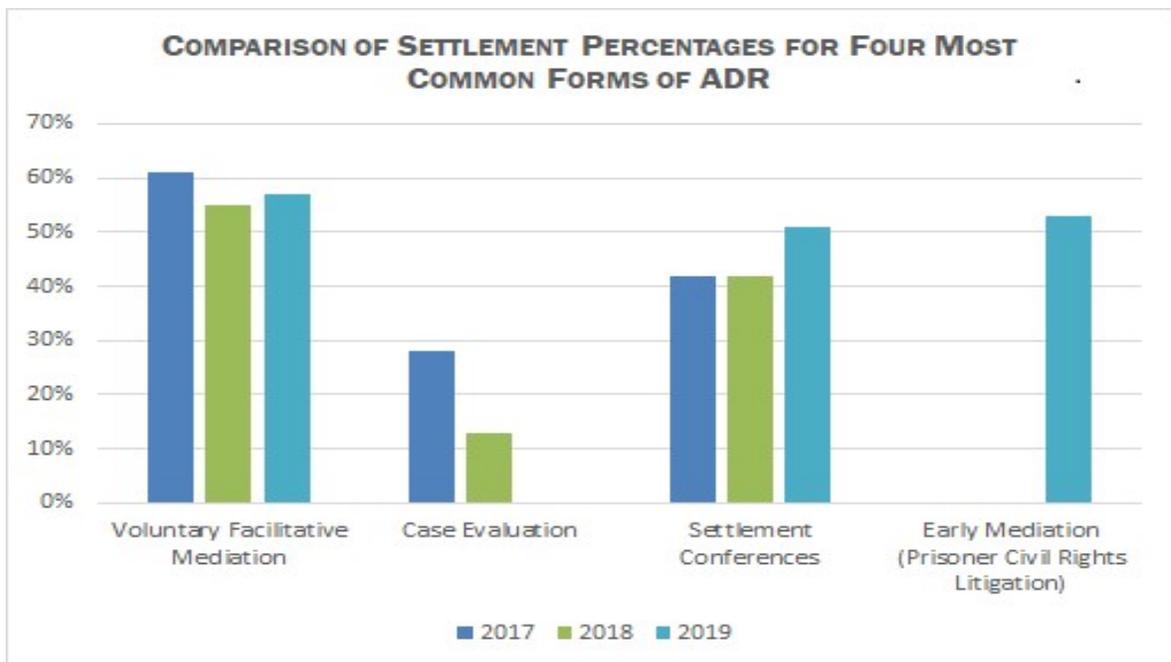
REFERRALS BY ADR METHOD FOR 2019



- Voluntary Facilitative Mediation
- Case Evaluation
- Settlement Conferences
- Prisoner Early Mediation

Of the 1,351 general civil case filings in 2019, 691 cases were eligible for referral to some form of ADR¹. Of these eligible cases, 69% percent were referred²: 168 cases to VFM, 26 cases to Case Evaluation, and 281 cases to a Settlement Conference.

The Early Mediation Program for prisoner civil rights litigation began in October of 2018; calendar year 2019 is the first period in which a full year of data is available. In 2019, 152 cases were referred to Prisoner Early Mediation.



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).

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

NATURALIZATION

In 2019, our judges presided over 20 naturalization ceremonies at which 1,452 new citizens were sworn in as new citizens.

The ceremonies moved to the Forest Hills Fine Arts Center in order to accommodate a larger number of applicants, guests, school groups and performers.



INFORMATION TECHNOLOGY

IT Staff continued to apply technical solutions to increase court productivity, emphasizing data security, innovation and good customer service. Accomplishments achieved in 2019 included:

- Migrated all user email accounts from Lotus Notes to Microsoft Outlook.
- Moved all Clerk's Office staff from desktop computers to Surface devices for the Mobile Readiness project.
- Provided oversight for the vendor and project team on the Hillman Advocacy Program Mobile Phone App, version 2.
- Implemented new audio monitoring devices that increased internal use courtroom monitoring from 6 connections to 50 in each courtroom.
- Upgraded the network switches at each location (with the exception of Kalamazoo).
- Implemented NextGen, including CiteLink w/PageID, to version 1.3.
- Constructed a new server room for the Marquette Project (servers and network equipment were moved to the new location, further supporting the Clerk's Office staff in their new space).
- Built a new audio control system for Prisoner Early Mediation.
- Created a new project tracking system for Space and Facilities.
- Devised a system for photographing hundreds of new U.S. citizens as they receive their certificates during Southern Division naturalization ceremonies, resulting in a more efficient use of time and eliminating the need for photographs on each individual's personal device after the ceremony.
- Created weekly Privileged Account Management (PAM) reports, indicating when administrator accounts are used.
- Implemented a new large screen touch display system for building directory/information in the lobby of the Grand Rapids courthouse.
- Transitioned monitoring of LAN Health for the District Court to the Administrative Office.
- Held regular meetings with judges and their staff to discuss technical issues, training requests, workflow and technology needs.
- Created a Disaster Recovery Plan to serve as a road map in the event of a disaster or significant system outage.

HUMAN RESOURCES

The Court’s annual salary budget was consistent with prior years. The retirement of the Jury Administrator in Grand Rapids presented a reorganization opportunity in the Operations Department, resulting in the realignment of two staff into new positions. Another Operations staff person departed for a position with the Administrative Office (AO). Two temporary staff positions were created in order to provide additional support for the Operations Department.

Several law students served as interns in judges’ chambers, and the Clerk’s Office also had a volunteer.

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.

JURY

PETIT JURY

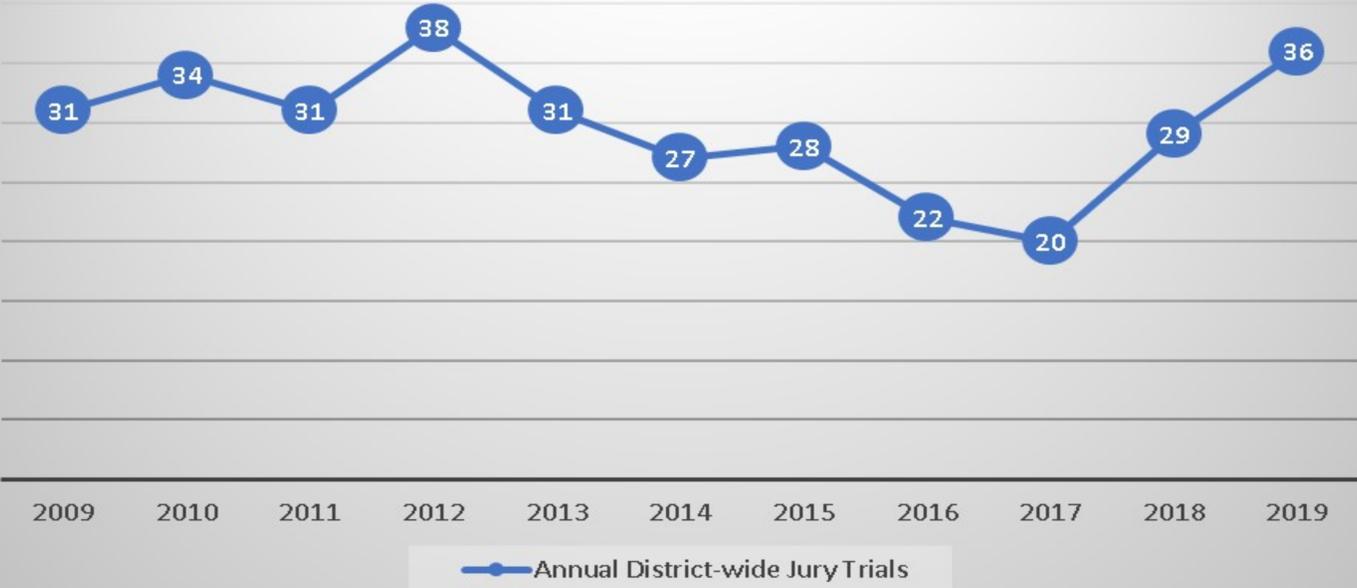
GRAND JURY

	<u>2019</u>
Trials Scheduled	36
Jurors Selected	394
Jurors Challenged and Excused	434
Jurors Not Selected or Challenged	589
Total Jurors Reporting for Service	1,417

2019

- 360 hours in session
- 62 days in session
- 92 grand jurors

Annual District-wide Jury Trials



FINANCE & PROCUREMENT

FUND MANAGEMENT & CONTROL

The Finance Unit is charged with administering the district's appropriated budget with oversight by the Clerk and Chief Judge. The court develops and executes a defined spending plan based on historical spending as well as current and projected needs. Spending is then monitored to ensure obligations and expenditures conform to the spending plan, do not exceed the court's authorized funding and follows applicable guidelines, rules and regulations.

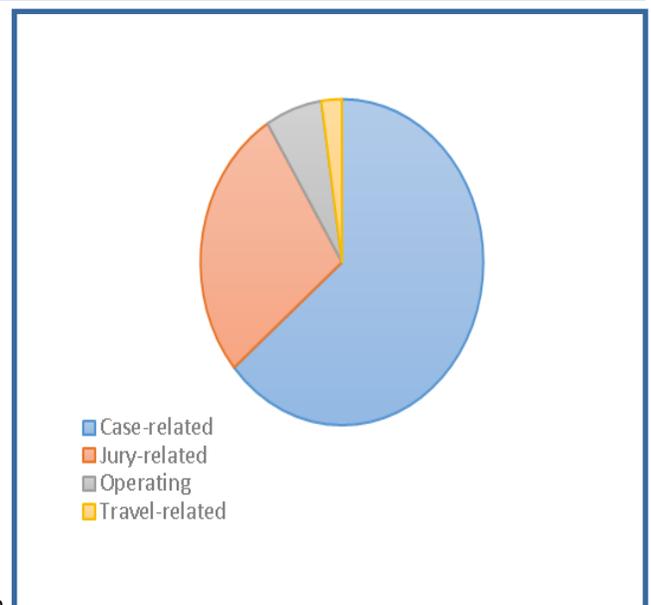
In calendar year 2019, the Court operated through the government's longest shutdown to date. The budget department spent considerable time assessing previous and current budget obligations to assist the AO in gathering fees and no-year balances to extend all judiciary operations, and also ensured contract language was updated to conform to shutdown policies.

ACCOUNTS PAYABLE

Payments are generally 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 (64%)
- **Jury-Related**: payments to all grand and petit jurors (27%)
- **Operating Expenses**: payments involving routine court business (i.e. equipment maintenance, telephone services, offices supplies, etc.) (6%)
- **Travel-Related**: payments to chambers and Clerk's Office staff involving travel (2%)

Case-related and jury-related payments account for more than half of the CY 2019 accounts payable profile. The Court disbursed roughly \$2.2 million for case-related payments and roughly \$580,000 for jury-related payments in CY2019.

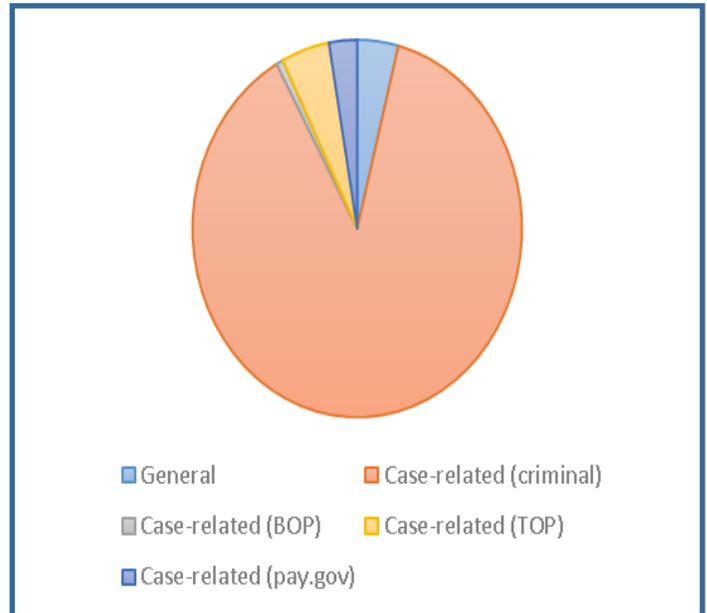


ACCOUNTS RECEIVABLE

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 (includes PLRA collections) and miscellaneous 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 (TOP):** fines and restitution received via Treasury Offset Program
- **Case-related (pay.gov):** fines and restitution received via pay.gov



The majority of District Court's accounts receivables are from case-related criminal debt payments totaling 88% of the CY2019 total.

INTERNAL CONTROLS & ACCOUNTING PROCEDURES

District Courts are required to conduct yearly internal evaluations. This review began in November 2019 and a draft report will be returned to the Clerk in March of 2020. Any suggested improvements will be reviewed and implemented, if necessary. Reviewing and strengthening internal controls is an ongoing priority.

PROCUREMENT & INVENTORY MANAGEMENT

Procurement staff in Grand Rapids are responsible for daily purchases for all four 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 construction of the new judicial elevator and renovations to existing space on the second and third floors continued throughout 2019. Construction activities are being completed in phases in order to accommodate the ongoing activities in the courthouse. Judge Vermaat's Chambers and the Clerk's Office moved into their new spaces in August. Construction for the new U.S. Marshal's space is underway. Completion for the project is anticipated in early 2021.

Lansing

A "white box" project was initiated in 2019 to prepare the district judge's chambers for a new judge. This project includes removing the old wallpaper and priming the walls for new paint or wallcovering that the new judge will select once appointed. A contractor was awarded the project in late November and construction is set to begin in early 2020.

Grand Rapids

Judge Neff's chambers received some much needed upgrades in 2019. The women's restroom in the jury room had new flooring installed, the casework in the judicial assistant's area was repaired so that the closet doors are functional again, and repairs were made to the wallcovering in the jury room. Construction has begun in the Clerk's Office mailroom, which includes the installation of new cabinets, countertops, mailboxes, and under-cabinet lighting. The mailroom project is expected to be completed in early 2020. In 2019, the initial planning efforts began for three new projects: a new galley in Judge Jonker's jury deliberation room, a new galley for Judge Kent's chambers, and new carpet for Judge Kent's courtroom. Construction is anticipated to begin in 2020 on each of these new projects.

Kalamazoo

Initial project planning began in 2019 to replace the galley in Judge Maloney's chambers. This project includes the installation of new cabinets, countertop, under-cabinet lighting and a portion of the original hardwood floor will be refinished. Construction is expected to take place in 2020.

TRAINING HIGHLIGHTS

FEDERAL COURT CLERKS ASSOCIATION (FCCA)

In August, five Clerk's Office staff attended the 2019 Federal Court Clerks Association Conference in Fort Meyers, Florida. The conference provides staff the opportunity to meet and interact with members of the judiciary, the Administrative Office and local court personnel. It also serves as a forum to exchange ideas and innovations and to increase the proficiency of court employees.

TRAINING AND DEVELOPMENT PROGRAMS

Staff attended various trainings, conferences and development programs that focused on: skill building for new supervisors and management development, NextGen CM/ECF, coordination of interpreter and court reporter oversight, Alternative Dispute Resolution (ADR), human resources, jury management and contracting officer training to name a few.

In 2019, several staff members helped develop a club called Extraordinary Motivational Communicators (EMC). The club provides participants with an opportunity to develop verbal communication skills and confidence through planned and improvised speaking opportunities. The club meets on a monthly basis and has covered topics such as fear of public speaking and public speaking fundamentals.

A small group of employees from the Clerk's Office attended Leadercast and Live2Lead in 2019, both of which are a one-day leadership simulcast events hosted at Calvin College. The Leadercast session was titled "Leading Healthy Teams" and included speakers such as Andy Stanley, Gayle King, and Marcus Samuelson. Live2Lead is a leader development experience designed to equip participants with new perspectives, practical tools, and key takeaways. Featured speakers included John Maxwell, Rachel Hollis, Angela Ahrendts, Marcus Buckingham and Chris Hogan.

SECURITY AWARENESS

Understanding that security awareness is essential for all staff, the Court held an IT Security Awareness Refresher Training for 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.





3RD ANNUAL VETERANS DAY PROGRAM

A ceremony was held on November 7, 2019 at the Gerald R. Ford Federal Building honoring Veterans Day. Opening remarks were provided by Jessica Wright. This year’s keynote speaker was Eric McElvenny, a U.S. Naval Academy graduate and former Marine Corps officer, who overcame countless challenges after being critically wounded in combat. Eric has gone on to compete as a world class Ironman athlete and is a noted motivational speaker. Michigan Court of Appeals Judge James R. Redford, a well-known legal community leader and retired U.S. Navy JAG Corps Captain gave the closing 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. Enslin.....	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
Jessica Wright.....	United States Army National Guard

SERVICE TO THE JUDICIARY & COMMUNITY



HOLIDAY GIVING

In December, many employees came together to provide gifts for a family 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.

COMBINED FEDERAL CAMPAIGN (CFC)

The Combined Federal Campaign (CFC) is the largest and most successful annual workplace charitable campaign. In 2019, court 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 2019, the generosity of court staff was demonstrated through their donating over seven weeks of annual leave to several recipients from within the district and courts around the country.

HILLMAN ADVOCACY PROGRAM

The 37th annual Hillman Advocacy Program was held at the Gerald R. Ford Federal Building on January 24 and January 25, 2019. The Program was named for its founder, Judge Douglas W. Hillman, who strongly believed that “Trial lawyers are made, not born.” The Hillman Program is unique in the country because of the support it receives from the Bench and Bar. The federal court 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. District Court employees, including Clerk’s Office, Chambers and Probation staff, are encouraged to volunteer as jurors or witnesses, allowing them to experience courtrooms and various legal procedures from new perspectives. In addition, our District and Magistrate Judges circulate throughout the program and provide their own critique of student performances.

ICE CREAM SOCIAL

A building-wide ice cream social was held in the lobby of the Gerald R. Ford Federal Building on August 28, 2019. Several members of the Clerk’s Office scooped ice cream and guests were treated to a generous toppings bar.



SPECIAL RECOGNITION



(Jane Tepper and Diane Hopkins are all smiles over their retirements, while Tara Buchanan and Jacob Wagner take the oath on their first day on the job.)

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

PAUL BRANDELL
Court Reporter

TARA BUCHANAN
JACOB WAGNER

RETIREMENTS

KATHY ANDERSON
11 years

CHRIS WILLIAMS
27 years

JANE TEPPER
27 years

DIANE HOPKINS
30 years

SERVICE AWARDS

5 Years

Jessica Wright

10 Years

Todd Broberg
Melissa Spriggs

15 Years

Jodi Gerona
Amy Jensen

20 Years

Russ Ambrose
Kathleen Thomas
Paula Woods

25 Years

Faith Webb

30 Years

Deloy Johnson



Magistrate Judges Sally Berens and Ellen Carmody

THE CHIEF JUDGE AND CLERK OF COURT EXTEND THEIR APPRECIATION
TO THE MANY INDIVIDUALS WHO CONTRIBUTED TO THE 2019 YEAR IN REVIEW.

