

UNITED STATES OF AMERICA  
UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF MICHIGAN

---

ADMINISTRATIVE ORDER RE:	)	
PROPOSED AMENDMENTS TO	)	
LOCAL CIVIL RULE 47.1 AND LOCAL	)	Administrative Order
CRIMINAL RULE 24.1 REGARDING	)	No. <u>15-045</u>
CONFIDENTIALITY OF JUROR	)	
INFORMATION	)	
<hr style="width:40%; margin-left:0;"/>	)	

Pursuant to 28 U.S.C. § 2071, Rule 83 of the Federal Rules of Civil Procedure, and Rule 57 of the Federal Rules of Criminal Procedure, the Court hereby gives notice of its consideration of amendments to the Local Rules of this Court.

Civil Rule 47.1 and Criminal Rule 24.1 presently set forth the procedures for inspection and availability of juror questionnaires. The proposed amendment to these rules sets forth additional security requirements to maintain the confidentiality of the questionnaires and to allow for restricted access to electronically filed questionnaires prior to trial for the Court and counsel of record.

The proposed amendments have been reviewed and approved by the Judges of this Court at a regular meeting conducted on June 5, 2015. The text of the proposed amendments to the rules are attached to this order and are also available on the Court's website and in paper form at the Clerk's Office.

NOTICE IS HEREBY GIVEN to all members of the public of their opportunity to review and comment upon the attached proposed rule amendments. A copy of this order will be available in each divisional office and on the Court's website. In addition, the Clerk shall send electronic notice to all attorneys registered to use the CM/ECF system. The Clerk shall provide a copy of the proposed amendment to the Federal Bar Association, West Michigan Chapter, the State Bar of Michigan Committee on United States Courts, and the *Michigan Lawyer's Weekly*.


All comments should be in writing and must be received by the Court no later than **July 24, 2015**. Comments should be addressed to:

Tracey Cordes, Clerk  
United States District Court  
399 Ford Federal Building  
110 Michigan, N.W.  
Grand Rapids, MI 49503

or submitted electronically to [ecfhelp@miwd.uscourts.gov](mailto:ecfhelp@miwd.uscourts.gov). The Court will consider all comments at its September, 2015, meeting before promulgating a final version of the proposed rules.

FOR THE COURT:

Dated: June 25, 2015

  
\_\_\_\_\_  
Paul L. Maloney  
Chief United States District Judge

## **Local Civil Rule 47. Confidentiality of juror information**

### **47.1 Confidentiality of juror information**

- (a) All information obtained from juror questionnaires **is confidential and may be used only for jury selection and in accordance with this rule.** ~~Inspection of juror questionnaires shall be permitted only during the business hours of the Clerk's Office, beginning three (3) business days before trial and continuing through voir dire. Upon request of the Court, juror questionnaire copies will be available from the Clerk's Office for counsel beginning three (3) business days before trial. Juror questionnaires will not be available via mail or facsimile transmission. All questionnaires must be returned to the jury clerk after the jury has been sworn.~~
- (b) All copies of juror questionnaires must be destroyed or returned to the Court upon completion of jury selection, or at any earlier time determined by the Court.
- (c) For represented parties, counsel of record is responsible for maintaining the confidentiality and security of juror questionnaires, and must apply security practices no less stringent than those applicable to confidential client information. Unrepresented parties may use juror questionnaires only under supervision of the Court, and may not reproduce the juror questionnaires in any form, or distribute them to anyone.
- (d) Juror questionnaires will be electronically filed under restricted access three (3) business days before trial. Electronic access will be available to the Court and counsel of record only. The Court will provide unrepresented parties with one paper copy of the juror questionnaires at the beginning of jury selection. Juror questionnaires will not be available via mail or facsimile transmission.

## Local Criminal Rule 24. Confidentiality of juror information

### 24.1 Confidentiality of juror information

- (a) All information obtained from juror questionnaires **is confidential and may be used only for jury selection and in accordance with this rule.** ~~Inspection of juror questionnaires shall be permitted only during the business hours of the Clerk's Office, beginning three (3) business days before trial and continuing through voir dire. Upon request of the Court, juror questionnaire copies will be available from the Clerk's Office for counsel beginning three (3) business days before trial. Juror questionnaires will not be available via mail or facsimile transmission. All questionnaires must be returned to the jury clerk after the jury has been sworn.~~
- (b) **All copies of juror questionnaires must be destroyed or returned to the Court upon completion of jury selection, or at any earlier time determined by the Court.**
- (c) **For represented parties, counsel of record is responsible for maintaining the confidentiality and security of juror questionnaires, and must apply security practices no less stringent than those applicable to confidential client information. Unrepresented parties may use juror questionnaires only under supervision of the Court, and may not reproduce the juror questionnaires in any form, or distribute them to anyone.**
- (d) **Juror questionnaires will be electronically filed under restricted access three (3) business days before trial. Electronic access will be available to the Court and counsel of record only. The Court will provide unrepresented parties with one paper copy of the juror questionnaires at the beginning of jury selection. Juror questionnaires will not be available via mail or facsimile transmission.**