

2001



12<sup>th</sup> District Court  
Annual Report

**STATE OF MICHIGAN**  
**COUNTY OF JACKSON**

# MISSION AND VALUE STATEMENTS

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## MISSION STATEMENT

**The 12th Judicial District Court is dedicated to dispensing equal justice in all matters under the court's jurisdiction, providing the highest quality of professional services in a prompt and efficient manner, and recognizing and respecting the individual dignity of all people served by the court.**

## VALUE STATEMENT

- **We value** the personal treatment of all members of the public based upon courtesy and respect regardless of socio-economic status or personal characteristics.
- **We value** all members of our court staff and are committed to their professional development.
- **We value** a positive work environment, which promotes creativity, teamwork and respect among personnel.
- **We value** the highest standards of performance demonstrated by processing each individual transaction in an accurate, thorough and timely manner.
- **We value** the continual analyses of all court processes in order to provide the highest level of service in an efficient and cost-effective manner.

Table of Contents

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A Message from the Chief Judge ..... 2

District Court Judges ..... 3

Administration ..... 4

Caseload Activity..... 5

Civil Division..... 6

Criminal Division ..... 9

Enforcement & Security Division..... 12

Probation Division ..... 14

Traffic Division..... 17

Office of Administrative Services..... 20

Court Directory ..... 25

A Message from the Court Administrator..... 28

12<sup>th</sup> Judicial District Court

STATE OF MICHIGAN  
12TH JUDICIAL DISTRICT COURT

312 South Jackson Street – Jackson, Michigan 49201

517-768-6802 – Fax 517-788-4262

[www.d12.com](http://www.d12.com)

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Dear Reader:

The 12th District Court has made great strides in the past few years concerning the processing of cases and the delivery of judicial services to the users of the court. The court is a busy court. Due to mandated changes in jurisdiction and to the increased efforts of law enforcement agencies, the court has seen an increase in its caseload from 50,000 cases filed not long ago to over 70,000 cases filed last year. With an average of 17,500 cases per judge, the 12th District Court is well over the state average. In addition, the court accounted for over \$7,000,000, which was processed through the court last year.

Due to the hard work of the its dedicated employees, the court has been able to adequately handle the cases filed and otherwise conduct the operations necessary for the court. Technological innovations such as the downloading of tickets and the creation of a court web page have helped streamline court processes. An aggressive collections effort has resulted in more funds available for county and municipality uses. Intensive probation supervision and placing a priority on domestic violence cases have, hopefully, resulted in a safer community environment. Security at the door of the courthouse has turned away several items that could be used as weapons against unsuspecting patrons of the court.

Much has been done to efficiently handle the workload of the court. This report outlines the operations of the court over the last year. The court will continue to study its operations and look for other innovative procedures to better deliver services to the users of the court. It has been a pleasure and a challenge leading this court. I look forward to further progress in 2002 as the court pushes onward in its obligation to serve the public of this community.

Sincerely,



Charles J. Falahee, Jr.  
Chief Judge

# 12<sup>th</sup> District Court Judges

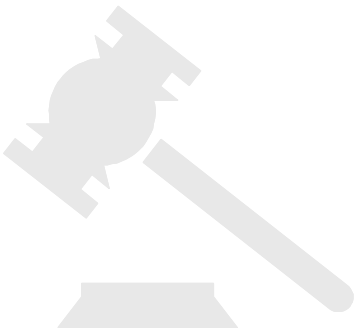
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Hon. Charles Falahee, Jr.  
Chief Judge



Hon. Carlene G. Lefere  
Chief Judge Pro Tem



Hon. Lysle G. Hall



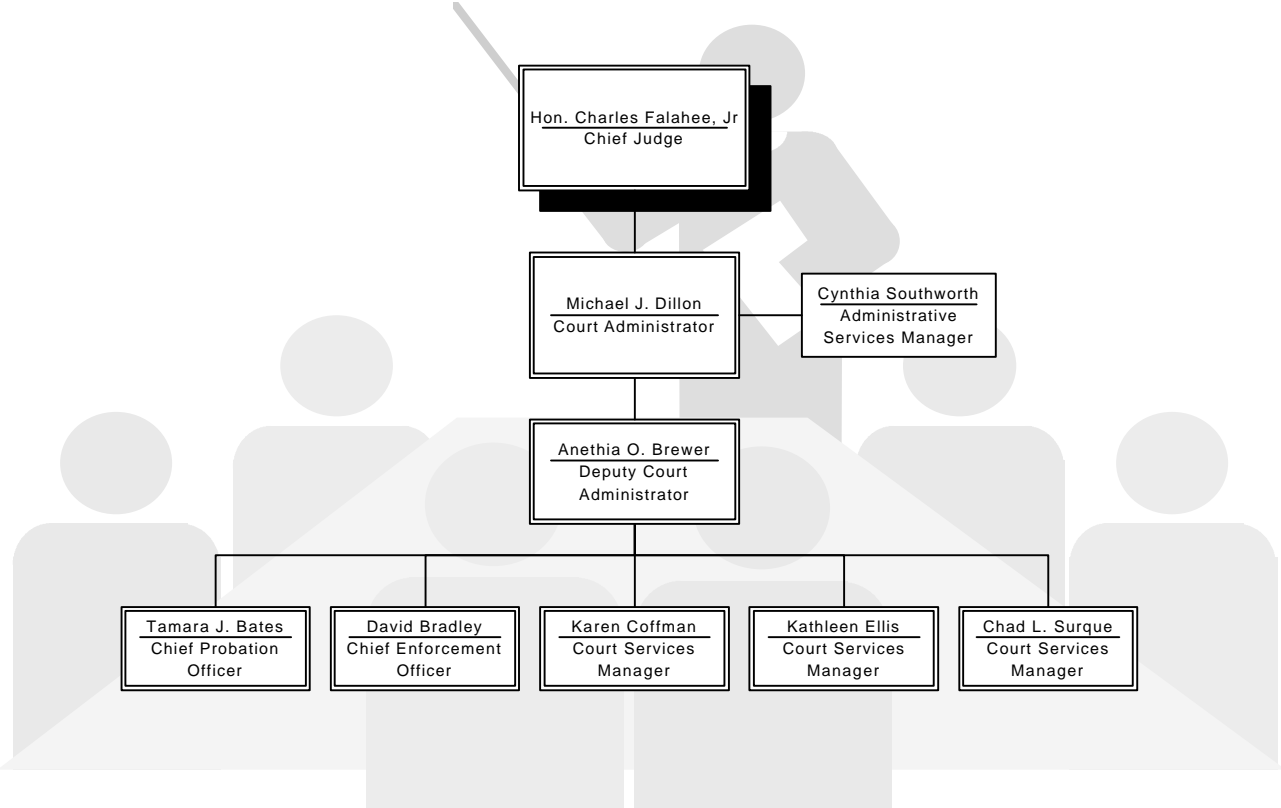
Hon. James M. Justin

# Administration

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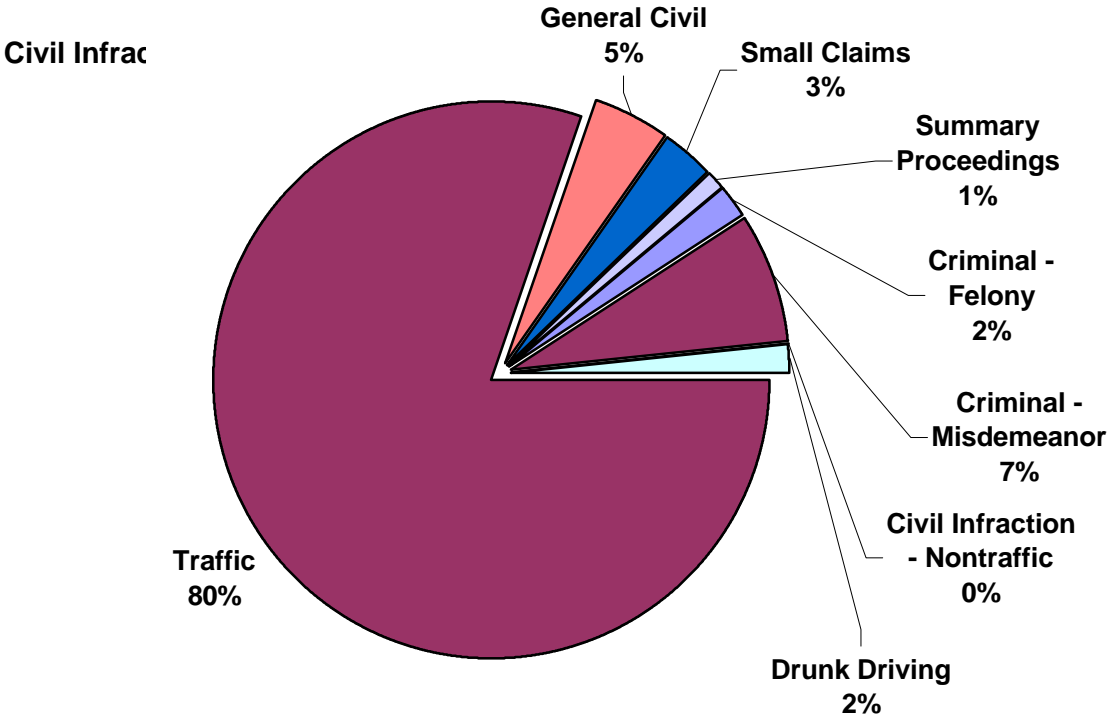
Michael J. Dillon, Court Administrator – 768-6802  
Anethia O. Brewer, Deputy Court Administrator – 768-6801  
Cynthia J. Southworth, Administrative Services Manager – 768-6878  
Tamara J. Bates, Chief Probation Officer – 788-6894  
David E. Bradley, Chief Enforcement/Security Officer – 768-6857  
Karen Coffman, Court Services Manager – Civil Division – 768-6872  
Kathleen Ellis, Court Services Manager – Criminal Division – 768-6885  
Chad L. Surque, Court Services Manager – Traffic Division – 768-6842

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# Caseload Activity

	BEGINNING PENDING 1/1/2001	NEW CASE FILINGS 2001	TOTAL DISPOSITIONS 2001	ENDING PENDING 12/31/2001
Felony	656	1410	1391	675
Criminal - Misdemeanor	3730	5871	5223	4378
Criminal - Felony Nontraffic	2	24	26	0
Drunk Driving	337	1312	1288	351
Traffic	433	57068	56619	882
General Civil	2128	3711	3249	2600
Small Claims	527	2322	2111	738
Summary Proceedings	3495	2840	2340	3995
<b>TOTAL</b>	<b>11308</b>	<b>74558</b>	<b>72247</b>	<b>13619</b>



## **MARRIAGE LICENSE SOFTWARE**

12<sup>th</sup> District Court employee, Rene' Bergeron facilitated the creation of a marriage license template through Cherry Lan Software Systems. The template allows for district court personnel to complete the bottom half of the marriage license using computer software. This template has provided a more efficient means of completing the marriage license. Previously, personnel were required to type three copies of the marriage license. With the aid of the software program, the marriage license is produced quicker, with all copies more legible.

The Cherry Lan Software Systems provided the court with the software at no charge on January 26, 2001. In August of 2001, Cherry Lan Software Systems notified all courts in the State of Michigan of the availability of the software. The current price of the software is \$395.00. Rene Bergeron was instrumental in this development of the marriage license software for district courts in the State of Michigan.

## **TECHNOLOGY**

The civil department staff has welcomed the advancement in technology. The staff is continually looking at ways to eliminate the use of typewriters in the office. In January of 2001, the court purchased computer software from Legal Software, Inc. The software provides the State Court Administrative Office approved court forms in electronic format. The program allows personnel to access court forms directly from their computers. Several clerical procedures that once required the manual use of typewriters have been replaced with electronic procedures.

## **LOCAL COURT RULE FOR LANDLORD TENANT FILINGS**

As a way to relieve docket congestion and make the most of judicial resources, the court submitted a local court rule to the Michigan Supreme Court on September 17, 2001. The local court rule sets forth the procedure for processing landlord/tenant cases. Under the current procedure used by the court, the defendant is required to appear in court on the date which is set forth on the summons served upon the defendant. Several of the defendants fail to appear on their scheduled court date, as they do not intend to dispute the claim. Under the proposed court rule, the civil division would issue a default judgment if the defendant failed to respond to the court's summons. Thus, the only cases that would be scheduled before the court are those cases in which the defendant has requested a hearing to contest the claim. The new procedure will help relieve docket congestion and will reduce the number of appearances in court by the plaintiff. The new local court rule was approved on January 15, 2002 and will become effective May 2002.

# Civil Division

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## CASELOAD INVENTORY

In December, the court closed to the public for three days in order to conduct a caseload inventory of all open and pending court files. Conducting the inventory required a significant amount of personnel resources. However, the civil staff learned several things, which will be applied in the future to effectively process the cases in the civil division.

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<b>GENERAL CIVIL</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
<b>Cases Pending January 1st</b>	<b>2138</b>	<b>1480</b>	<b>1790</b>
<b>New Case Filings</b>	<b>3711</b>	<b>3063</b>	<b>2870</b>
<b>Total Cases For Dispositions</b>	<b>5849</b>	<b>4543</b>	<b>4660</b>
<b>Non Jury Trials</b>	<b>11</b>	<b>3</b>	<b>0</b>
<b>Jury Trials</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>No Progress/Service Dismissals</b>	<b>347</b>	<b>339</b>	<b>187</b>
<b>All other Dispositions</b>	<b>2891</b>	<b>2058</b>	<b>2231</b>
<b>Total Dispositions</b>	<b>22677</b>	<b>16782</b>	<b>16926</b>
<b>Cases Pending December 31st</b>	<b>2600</b>	<b>2143</b>	<b>2242</b>

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In 1998 the Michigan Legislature increased the jurisdictional limit of general civil cases from \$10,000 to \$25,000. In 2001 the civil division had a 29% increase from the year before in general civil suits where the plaintiff sought a judgment in excess of \$10,000.00 but less than \$25,000.00. In 2001 the court had 240 filings of this nature.

The court referred eight cases to Circuit Court Case Evaluation.

The court issued 6467 Garnishments.

The court issued 1334 Writs of Execution and Writs of Eviction.

District court judges and magistrates performed 371 weddings in 2001.

## Civil Division

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<b>SMALL CLAIMS</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
Cases Pending January 1st	527	551	566
New Case Filings	2322	2032	1770
Total Cases For Dispositions	2849	2583	2336
Non Jury Trials	0	0	0
Jury Trials	0	0	0
No Progress/Service Dismissals	173	187	163
All other Dispositions	1938	1869	1492
Total Dispositions	14777	14392	11585
Cases Pending December 31st	738	527	681

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<b>SUMMARY PROCEEDING</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
Cases Pending January 1st	3495	1658	1418
New Case Filings	2840	2763	2565
Total Cases For Dispositions	6335	4421	3983
Non Jury Trials	0	0	0
Jury Trials	0	0	0
No Progress/Service Dismissals	17	14	1
All other Dispositions	2323	880	1013
Total Dispositions	16380	6258	7098
Cases Pending December 31st	3995	3527	2969

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# Criminal Division

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## STAFF DEVELOPMENT AND TRAINING

In an attempt to provide a greater understanding of the criminal process, the clerks in the criminal division had the opportunity to sit in on criminal proceedings. Because the staff interacts daily with personnel from the Jackson County Jail, arrangements were made to have the clerks tour the jail so that the clerks would have a better understanding of jail policies and procedures. The clerks took advantage of several seminar and training opportunities throughout 2001. Topics included Abstract Training, Accounting, Introduction to the Internet, Workplace Credibility Skills, and Safety in the Workplace.

## STAFF ACCOMPLISHMENTS

The administration of the court continues to promote the development of employees. The administration of the court has encouraged employees to participate in the Career/Professional Development Program offered by the County of Jackson. Two clerks in the criminal division have taken advantage of the program. Ms. Tracy Nees is pursuing a degree in Accounting and Ms. Teresa Campbell is pursuing a degree in Criminal Justice.

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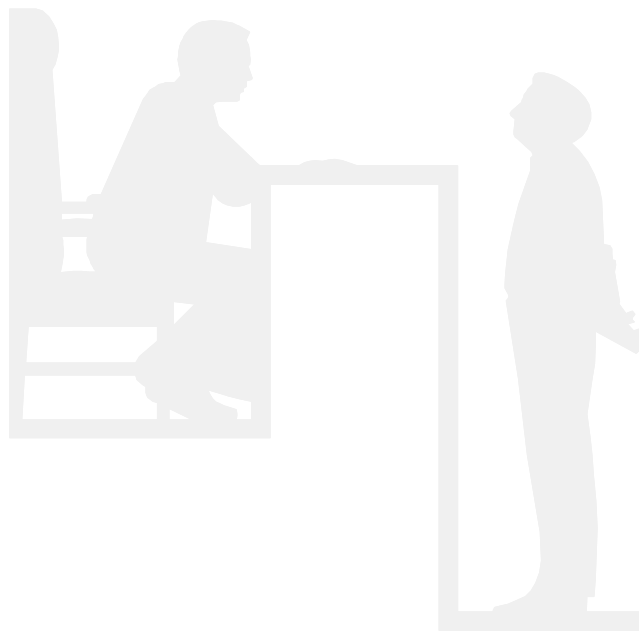
<b>CRIMINAL FELONY</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
<b>Cases Pending January 1st</b>	<b>656</b>	<b>617</b>	<b>585</b>
<b>New Case Filings</b>	<b>1410</b>	<b>1392</b>	<b>1372</b>
<b>Total Cases For Dispositions</b>	<b>2066</b>	<b>2009</b>	<b>1957</b>
<b>Guilty Pleas</b>	<b>313</b>	<b>291</b>	<b>310</b>
<b>Preliminary Exams Waived</b>	<b>539</b>	<b>579</b>	<b>549</b>
<b>Preliminary Exams Conducted</b>	<b>278</b>	<b>275</b>	<b>236</b>
<b>All other Dispositions</b>	<b>261</b>	<b>208</b>	<b>192</b>
<b>Total Dispositions</b>	<b>7859</b>	<b>7725</b>	<b>7149</b>
<b>Cases Pending December 31st</b>	<b>675</b>	<b>656</b>	<b>670</b>

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## Criminal Division

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<b>CRIMINAL MISDEMEANOR</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
<b>Cases Pending January 1st</b>	<b>3730</b>	<b>617</b>	<b>585</b>
<b>New Case Filings</b>	<b>5871</b>	<b>1392</b>	<b>1372</b>
<b>Total Cases For Dispositions</b>	<b>9601</b>	<b>2009</b>	<b>1957</b>
<b>Guilty Pleas</b>	<b>3150</b>	<b>291</b>	<b>310</b>
<b>Bench Trials</b>	<b>38</b>	<b>579</b>	<b>549</b>
<b>Jury Trials</b>	<b>21</b>	<b>275</b>	<b>236</b>
<b>All other Dispositions</b>	<b>261</b>	<b>208</b>	<b>192</b>
<b>Total Dispositions</b>	<b>5390</b>	<b>7725</b>	<b>7149</b>
<b>Cases Pending December 31st</b>	<b>9601</b>	<b>2009</b>	<b>1957</b>



## Criminal Division

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<b>DRUNK DRIVING (Including Felonies)</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
<b>Cases Pending January 1st</b>	<b>327</b>	<b>242</b>	<b>251</b>
<b>New Case Filings</b>	<b>1312</b>	<b>1210</b>	<b>1101</b>
<b>Total Cases For Dispositions</b>	<b>1639</b>	<b>1452</b>	<b>1352</b>
<b>Guilty Pleas</b>	<b>1143</b>	<b>970</b>	<b>1006</b>
<b>Bench Trials</b>	<b>3</b>	<b>6</b>	<b>1</b>
<b>Jury Trials</b>	<b>2</b>	<b>1</b>	<b>3</b>
<b>Preliminary Exams Waived</b>	<b>70</b>	<b>96</b>	<b>67</b>
<b>Preliminary Exams Conducted</b>	<b>24</b>	<b>19</b>	<b>18</b>
<b>All Other Dispositions</b>	<b>46</b>	<b>33</b>	<b>49</b>
<b>Total Dispositions</b>	<b>2158</b>	<b>2055</b>	<b>1972</b>
<b>Ending Pending Decmeber 31st</b>	<b>351</b>	<b>327</b>	<b>208</b>

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# Enforcement & Security Division

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## COURT COLLECTIONS

The year 2001 was a successful year for the collections division as the division surpassed their collection goal of \$1,300,000. The division collected \$1,342,319.00 in 2001, which represents an increase of 6.5% (\$87,206.00) more than what was collected the year before (\$1,255,113).

	2001	2000	1999
January	\$126,479.67	\$90,510.06	\$52,590.50
February	\$143,951.53	\$139,662.42	\$69,914.99
March	\$120,206.00	\$138,741.63	\$110,479.00
April	\$107,854.59	\$90,276.55	\$98,680.18
May	\$121,873.55	\$116,965.00	\$87,401.37
June	\$98,486.14	\$87,975.00	\$95,616.24
July	\$105,774.08	\$94,470.29	\$97,940.76
August	\$117,479.25	\$106,640.13	\$89,659.90
September	\$102,613.00	\$101,472.80	\$101,777.57
October	\$104,264.00	\$106,590.40	\$110,855.06
November	\$76,175.50	\$98,143.00	\$100,311.22
December	\$117,162.40	\$83,665.96	\$84,107.34
<b>TOTALS</b>	<b>\$1,342,319.71</b>	<b>\$1,255,113.24</b>	<b>\$1,099,334.13</b>

Another indicator of the success of the court's collection program is the number of trial courts throughout the State of Michigan that have contacted the court for assistance in establishing a collection program or refining their existing collection programs. The following courts sought the advice and counsel of the court in 2001: 57<sup>th</sup> District Court (Allegan County), 60<sup>th</sup> District Court (Muskegon County), 54-B District Court (City of East Lansing), 55<sup>th</sup> District Court (Ingham County), 3-A District Court (Branch County) and 36<sup>th</sup> District Court (City of Detroit).

# Enforcement & Security Division

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Mr. David (Rick) Bradley, Chief Enforcement & Security Officer serves as a faculty member for the Michigan Judicial Institute (MJI) presenting the court's collection program. The court's collection program is recognized by the State Court Administrative Office as one of the best collection programs in the State of Michigan.

## COURT OFFICERS

With a continual increase in caseload over the years, the court officers have successfully been able to maintain the security of the courtrooms as well as assist in processing of court files. In 2001, two district court courtrooms were remodeled, which resulted in court proceedings being shifted to different locations in the courthouse. The court officers did a wonderful job of minimizing the confusion for users of the court. The Honorable Carlene G. Lefere was without her full-time court officer for a period of 10 months, due to an extended medical leave. The court was able to accommodate Judge Lefere with little additional expense. The court utilized other when they were available and relied on other district court employees who had court officer experience.

## COURTHOUSE SECURITY

There were no major security incidents in the courthouse during 2001. The following chart represents the items that have been detected as a result of the courthouse security plan.

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	2001	2000
<b>Guns</b>	<b>4</b>	<b>3</b>
<b>Ammunition</b>	<b>24</b>	<b>14</b>
<b>Aerosols</b>	<b>91</b>	<b>53</b>
<b>Chemical Irritants</b>	<b>150</b>	<b>106</b>
<b>Knives</b>	<b>1902</b>	<b>1314</b>
<b>Cutting Tools</b>	<b>819</b>	<b>322</b>
<b>Other Tools</b>	<b>950</b>	<b>506</b>
<b>Other</b>	<b>157</b>	<b>53</b>
<b>Total Detected</b>	<b>4097</b>	<b>2371</b>
<b>Items Left at Court</b>	<b>436</b>	<b>44</b>

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# Probation Division

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## MISSION OF THE PROBATION DIVISION

The 12<sup>th</sup> District Court Probation Division has two primary functions; presentence investigations and supervision of defendants ordered to serve a probationary period by the court. The department's mission is to rehabilitate offenders so that defendant's can learn to become productive members of society, which in turn will decrease the probability of further criminal activity.

## PRESENTENCE REPORT INVESTIGATIONS

Probation agents assist the court by conducting an in-depth investigation concerning the defendant and the nature of the offense. The probation officer's responsibility is to identify those individuals that would benefit from the rehabilitative nature of probation. The probation officer will make a recommendation to the court concerning sanctions based upon the interest of public safety and the rehabilitation of the defendant. The division conducted 2,451 pre-sentence investigations in 2001. The department conducted 14.64% more presentence investigation compared to the previous year (2,138).

### PRESENTENCE REPORTS CONDCUTED

	2001	2000	1999
January	217	231	198
February	202	187	127
March	157	237	196
April	178	142	117
May	246	207	178
June	222	191	186
July	182	152	113
August	233	190	212
September	188	162	169
October	225	126	205
November	228	170	177
December	173	143	203
<b>TOTALS</b>	<b>2451</b>	<b>2138</b>	<b>2081</b>

## **DOMESTIC VIOLENCE PROGRAM**

Approximately 20% of all cases referred to the probation division involve domestic violence or other assaultive type behavior. In September of 2000, the probation division was awarded a Byrne Grant from the federal government to help the probation division combat domestic violence in Jackson County. During 2001, the court conducted 434 presentence investigations for domestic assault. The court sentenced 60% of the defendants convicted of domestic violence within two weeks from their adjudication date. The average period of time between adjudication and sentencing is five weeks. The probation officers assigned to the domestic violence program had a 78% success rate in personally contacting the victims of the crimes. 77% of the defendants were referred to an intensive batterer intervention program. Substance abuse assessments were administered to all defendants where alcohol and/or controlled substances were identified as a contributing factor to the offense. The program allows the court to have probation agents who specialize in domestic violence. Mr. Ken Ashenfelter and Ms. Tammy Barrett are assigned to the domestic violence program. Tamara Bates, Chief Probation Officer and Mr. Ken Ashenfelter are both members of Domestic Violence Coordinating Council for Jackson County.

## **INTENSIVE SUPERVISION PROGRAM**

The intensive supervision program has been in operation since the late 1980's. The program has been successful in providing defendants with a program that focuses on intensive rehabilitation as opposed to punitive measures. The intensive supervision program is the last rehabilitative program that the court can offer a defendant before sanctions become strictly punitive. The program was originally designed for defendant's who were convicted of multiple drinking and driving related offenses. It has been expanded to include any defendant with a serious substance abuse problem or a history of substance abuse. The court also accepts referrals from the 4<sup>th</sup> Judicial Circuit Court in Jackson County. One hundred fifty-three (153) defendants were referred to the program from the district court bench. Thirty-two (32) defendants were referred from the circuit court bench. 11.61% of the defendants referred to the program were violated from the program for failure to comply with the terms of the program. The program has assisted with the chronic overcrowding conditions at the Jackson County Jail. The program diverts defendants from jail that typically would have received lengthy jail terms.

## **OUTREACH PROGRAMS**

The probation division continues to provide support to community organizations. Probation Officers assist members from Mothers Against Drunk Driving with the monthly Victims Impact Panel. In addition, probation officers assist the Jackson County Intermediate School District with its presentation of Reducing Underage Drinking to students at local high schools.

# Probation Division

## CASELOAD

As of Decmeber 31<sup>st</sup>, 2001, the probation division was actively supervising 1817 individuals. 442 individuals were awaiting sentencing after having been referred to the division for a presentence investigation. 1013 individuals were designated as technical violators with outstanding bench warrants issued for their arrest.

Figures are based on caseload data as of December 31st of each year

	2001	2000	1999
<b>Pending Sentence</b>	<b>442</b>	<b>445</b>	<b>552</b>
<b>Warrant Status</b>	<b>1013</b>	<b>668</b>	<b>649</b>
<b>Active Supervision</b>	<b>1817</b>	<b>1599</b>	<b>1662</b>
<b>TOTALS</b>	<b>3272</b>	<b>2712</b>	<b>2863</b>

Figures are based on Active Supervision as of December 31st of each year

	2001	% Total	2000	% Total
<b>Drunk/Drugged Driving</b>	<b>818</b>	<b>45.02%</b>	<b>734</b>	<b>45.90%</b>
<b>Assaultive Offenses</b>	<b>361</b>	<b>19.87%</b>	<b>275</b>	<b>17.20%</b>
<b>Poss/Use of Illegal Drugs</b>	<b>259</b>	<b>14.25%</b>	<b>185</b>	<b>11.57%</b>
<b>Theft</b>	<b>166</b>	<b>9.14%</b>	<b>102</b>	<b>6.38%</b>
<b>Minor Possessing Alcohol</b>	<b>52</b>	<b>2.86%</b>	<b>52</b>	<b>3.25%</b>
<b>Property Destruction</b>	<b>41</b>	<b>2.26%</b>	<b>21</b>	<b>1.31%</b>
<b>Drove w/ License Suspended</b>	<b>28</b>	<b>1.54%</b>	<b>28</b>	<b>1.75%</b>
<b>Resisting Arrest</b>	<b>21</b>	<b>1.16%</b>	<b>17</b>	<b>1.06</b>
<b>Other</b>	<b>71</b>	<b>3.91%</b>	<b>185</b>	<b>11.57%</b>
<b>TOTALS</b>	<b>1817</b>	<b>100%</b>	<b>2.0493</b>	<b>100%</b>

# Traffic Division

## CASELOAD ACTIVITY

The year 2001 proved to be a record-breaking year for case filings in the traffic division. The department processed 57,068 new files. 84.37% of the filings (48,149) were traffic civil infractions and the remaining 15.63% (8,919) were traffic misdemeanors. The previous record for new case filings was set in 1999 when the department processed 55,252 new files.

<b>TRAFFIC MISDEMEANORS &amp; CIVIL INFRACTIONS</b>	<b>2001</b>	<b>2000</b>	<b>1999</b>
<b>Cases Pending January 1st</b>	<b>433</b>	<b>8190</b>	<b>8288</b>
<b>New Case Filings</b>	<b>57068</b>	<b>55106</b>	<b>55252</b>
<b>Total Cases For Dispositions</b>	<b>57501</b>	<b>63296</b>	<b>63540</b>
<b>Guilty Pleas/Admissions</b>	<b>2186</b>	<b>2662</b>	<b>2976</b>
<b>Formal Hearings (Judges)</b>	<b>773</b>	<b>506</b>	<b>322</b>
<b>Jury Trials</b>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Informal Hearing (Magistrate)</b>	<b>2146</b>	<b>2288</b>	<b>1804</b>
<b>Magistrate Other Dispositions</b>	<b>4174</b>	<b>3949</b>	<b>3013</b>
<b>Traffic Bureau Dispositions</b>	<b>35521</b>	<b>33842</b>	<b>29800</b>
<b>Other Dispositions</b>	<b>11818</b>	<b>12303</b>	<b>16862</b>
<b>Total Dispositions</b>	<b>383217</b>	<b>372892</b>	<b>365597</b>
<b>Cases Pending December 31st</b>	<b>882</b>	<b>7744</b>	<b>8761</b>

## ABSTRACTS

It is the responsibility of the court to send an abstract of conviction for traffic offenses to the Secretary of State. The Secretary of State uses the abstract information to post a conviction on the defendant's driving record. In addition, the information is used by the Secretary of State to determine licensing sanctions. 96% of the abstracts were submitted to the Secretary of State within a timely fashion according standards established by the

## Traffic Division

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Secretary of State. The 12th District Court continues to be the third busiest traffic court in the State of Michigan as witnessed by its third rank in the number of abstracts submitted to the Secretary of State. Only the 36th District Court and the 52<sup>nd</sup> District Court submitted more abstracts in 2001.

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<b>CONVICTIONS BY DISTRICT COURT Top Ten Courts</b>	<b>2000</b>
<b>36th District Court City of Detroit</b>	<b>117354</b>
<b>52<sup>nd</sup> District Court Cities of Novi, Troy, Rochester Hills &amp; Clarkston</b>	<b>52488</b>
<b>12th District Court (Jackson County)</b>	<b>36373</b>
<b>8th District Court (Kalamazoo County)</b>	<b>31477</b>
<b>5<sup>th</sup> District Court (Ottawa Co)</b>	<b>28612</b>
<b>41A District Court Cities of Sterling Heights, Utica &amp; Shelby Township</b>	<b>24605</b>
<b>61st District Court City of Grand Rapids</b>	<b>24485</b>
<b>10th District Court (Calhoun County)</b>	<b>23927</b>
<b>35th District Court Townships of Plymouth, Northville &amp; Canton</b>	<b>23125</b>
<b>70th District Court (Saginaw County)</b>	<b>22887</b>

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### **A NEW FILING SYSTEM**

The division switched from alphabetic filing system to a numeric filing system in 2001. It was believed that the switching to a numeric system would decrease the amount of time spent filing and retrieving traffic tickets. The division conducted a time management study, including baseline data from the alphabetic filing system. The population sample included 3,621 tickets for both filing systems. The data demonstrated that the numeric

## Traffic Division

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filing system was a much more efficient system. Staff averaged filing 570 tickets per hour compared to the filing of 120 tickets per hour using an alphabetical system.

### **TECHNOLOGY AND TICKETS**

The court continues to investigate ways in which technology can increase efficiency and productivity. In 2001 the division was able take full advantage of a software interface to download traffic tickets. The court spends a significant amount of staff resources entering traffic ticket information into the court's case management software program (Judicial Information System). The interface allows the court to download traffic ticket information from the Jackson County Sheriff Department's AS400 (computer) to the court's AS400. The court receives all traffic ticket information electronically the Jackson County Sheriff's Department and other police departments that utilize the sheriff's department's AS400. The court is also receiving electronic information from Leoni Township Police Department, Parma/Sandstone Police Department and Summit Township (Contract with Jackson County Sheriff Department). The court expects to begin receiving traffic ticket information electronically from the Jackson City Police Department and Blackman Township in 2002. The Jackson County Sheriff's Department was instrumental in assisting the court with the coordination and implementation of the project. The court would like to specifically acknowledge Undersheriff Dan Heyns, Kathy Lincoln and Angie Edwards for their assistance.

### **TRAFFIC TICKET FEES INCREASE**

On December 27, 2001 Public Acts 213 was signed into law. Public Act 213 mandated a \$5 increase in the Secondary Road Patrol and Training Fund for each civil infraction determination. In addition, the act created a new Jail Reimbursement Fund. The act requires that the court assess \$5 for each civil infraction determination. The act became effective January 1, 2002.

# Office of Administrative Services

## **2001 FINANCIAL REPORT**

### **GENERAL FUND REVENUE**

<b>REVENUE</b>	<b>AMOUNT</b>
State Judges Supplement (State)	\$ 182,896
Jackson Traffic Safety Grant (Local)	\$ 6,281
Probation Oversight Fees	\$ 281,669
Probation Presentence Fees	\$ 205,190
Probation Screening & Assessment	\$ 59,313
Probation Intensive Supervision Fees	\$ 127,045
Civil Fees	\$ 244,206
Miscellaneous Fees	\$ 133,960
Bonds Forfeited	\$ 23,708
Ordinance Fines & Costs	\$ 1,243,259
Court Costs	\$ 1,963,784
Drunk Driving Assistance (State)	\$ 36,725
Defense of Criminals – Reimbursement	\$ 98,221
Domestic Violence Grant (State)	\$ 37,589
Reimbursement – Lab Tests	\$ 3,764
<b>TOTAL</b>	<b>\$ 4,647,610</b>

Office of Administrative Services

**2001 FINANCIAL REPORT**

**EXPENDITURES**

**GENERAL FUND, CAPITAL EQUIPMENT & PROJECTS,  
PUBLIC DEFENDER**

**GENERAL FUND EXPENSES**

Personnel Costs	\$ 2,568,662
Materials & Supplies	\$ 123,326
Contractual – Other	\$ 289,753
Other Expenses	\$ <u>65,167</u>

**GENERAL FUND TOTAL \$ 3,046,908**

**CAPITAL EQUIPMENT & PROJECTS**

Equipment	\$ 80,910
Courtroom Renovation Project	\$ <u>103,978</u>

**CAPITAL EQUIPMENT & PROJECTS 184,888**

**PUBLIC DEFENDER**

Public Defense – Misdemeanor	\$ <u>118,141</u>
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**PUBLIC DEFENDER TOTAL \$ 118,141**

**TOTAL EXPENSES \$ 3,349,937**

# Office of Administrative Services

## 2001 FINANCIAL REPORT

### DISBURSEMENT OF REVENUE COLLECTED BY THE COURT

<b>AGENCY</b>	<b>AMOUNT</b>
Jackson County Treasurer	\$ 4,647,610
Jackson District Library	\$ 271,299
Local Municipalities	\$ 612,368
State of Michigan	
Judges Retirement	\$ 107,697
Legislative Retirement	\$ 14,823
Highway Safety Fund	\$ 195,711
Secondary Road Patrol	\$ 203,228
Michigan Justice Training Fund	\$ 195,750
State Court Fund	\$ 312,209
Court Equity	\$ 209,998
Community Dispute Resolution	\$ 19,263
Conservation Fees	\$ 2,871
Secretary of State	\$ 113,788
Crime Victims Rights Fund	\$ 140,968
State Forensic Lab Fund	\$ 77,388
Michigan State Police Reimbursement	\$ <u>3,440</u>
<b>TOTAL</b>	<b>\$ 7,128,411</b>

# Office of Administrative Services

## 2001 FINANCIAL REPORT

### DISBURSEMENT OF MONIES COLLECTED BY THE COURT TO MUNICIPALITIES

AGENCY	AMOUNT
City of Jackson	\$ 285,105
Blackman Township	\$ 181,397
Brooklyn Village	\$ 17
Columbia Township	\$ 14,613
Concord Township	\$ 4,423
Grass Lake Village	\$ 1,404
Hanover Township	\$ 1,116
Henrietta Township	\$ 50
Leoni Township	\$ 37,511
Liberty Township	\$ 51
Napoleon Township	\$ 25,773
Norvell Township	\$ 6,257
Parma/Sandstone Township	\$ 13,347
Pulaski Township	\$ 20
Rives Township	\$ 85
Spring Arbor Township	\$ 10,178
Springport Township	\$ 50
Springport Village	\$ 47
Summit Township	\$ 17,727
Tompkins Township	\$ 67
Waterloo Township	\$ <u>13,127</u>
<b>TOTAL</b>	<b>\$ 616,368</b>

## **DIGITAL RECORDING**

In January of 2001 the court received permission from the Michigan Supreme Court to implement a digital audio recording system. The digital audio system offers a higher quality record than an analog system while providing a cost effective solution for records management. Three of the four courtrooms have been equipped with the digital audio systems. The digital audio courtroom project will be completed in 2003 when system is installed in the remaining courtroom.

## **COURTROOM RENOVATION PROJECT**

The Honorable Lysle G. Hall's courtroom renovation project was completed in February and the Honorable Carlene G. Lefere's courtroom renovation project was completed in October. Both projects were the first major renovations to the courtrooms in over thirty years. Both courtrooms have a contemporary design and are equipped with state of the art technology. The Honorable James Justin's courtroom renovation project is scheduled to begin in the summer of 2002. The project will conclude in 2003 when the Honorable Charles Falahee, Jr's courtroom is renovated.

## **EMPLOYEE OF THE YEAR**

During the annual holiday party, Michael J. Dillon, Court Administrator awarded Ms. Vicki Hines the 12<sup>th</sup> District Court Employee of the Year award for 2001. Ms. Hines was nominated by her peers for excellence in the workplace awarded. Mr. Dillon acknowledged Ms. Hines for knowledge, work ethic and devotion to her work and family.

### **Employee of the Year - 2001**



**Ms. Vicki Hines**

## **JUDGES**

Honorable Charles Falahee, Jr. Chief Judge - Term expires 12/31/2002 (11)  
Honorable Carlene G. Lefere, Chief Judge Pro Tem – Term Expires 12/31/2002 (11)  
Honorable Lysle G. Hall – Term Expires – Term expires 12/31/2004 (33)  
Honorable James M. Justin – Term Expires 12/31/2006 (25)

## **ADMINISTRATION**

Michael J. Dillon, Court Administrator/Magistrate (17)  
Anethia O. Brewer, Deputy Court Administrator (7)  
Cynthia J. Southworth, Administrative Services Manager (24)

## **CIVIL DIVISION**

Karen Coffman, Court Services Manager (7)  
Rene Bergeron, Deputy Clerk (13)  
Lori Dubay, Deputy Clerk (2)  
Rose Easton, Deputy Clerk (21)  
Billie Leutz, Deputy Clerk (24)  
Linda Little, Deputy Clerk (24)  
Joyce Powell, Deputy Clerk (21)

## **ENFORCEMENT/SECURITY DIVISION**

David “Rick” Bradley, Chief Enforcement Officer (8)  
James Hawley, Collection Officer (9)  
Bob Howe, Collection Officer (13)  
Ken Gibbs, Collection Officer (7)  
Dave McCullom, Collection Officer (7)  
Kathy Bellew, Deputy Clerk (8)  
Shelly Stuber, Deputy Clerk (2)

Barb Collins, Court Officer – Lefere (4)  
Jackie Morris, Court Officer – Falahee (3)  
Ronnie Warnsley, Court Officer – Justin (4)  
Dave Zomer, Court Officer – Hall (4)

( ) Denotes years of service with the 12<sup>th</sup> District Court

## **CRIMINAL DIVISION**

Kathleen Ellis, Court Services Manager (4)  
Teresa Campbell, Deputy Clerk (2)  
Alison Haakinson, Deputy Clerk (3)  
Vicki Hines, Deputy Clerk (13)  
Ila Hinkley, Deputy Clerk (19)  
Tracy Nees, Deputy Clerk (1)

## **JUDICIAL SUPPORT DIVISION**

Myron Sanderson, Magistrate (20)  
Gloria Alexander, Court Recorder – Justin (30)  
Deana Broughman, Court Recorder – Falahee (12)  
Cheryl Kelley, Court Recorder – Falahee (5)  
Jennifer, Meade, Court Recorder – Lefere (16)  
Beverly Walker, Court Recorder – Hall (22)

## **PROBATION DIVISION**

Tamara J. Bates, Chief Probation Agent (13)  
Edward Alexander, Probation Agent (25)  
Ken Ashenfelter, Probation Agent – Domestic Violence (4)  
Tammy Barrett, Probation Agent – Domestic Violence (1)  
Lisa Grzesek, Probation Agent (13)  
Jim Hunt, Probation Agent – Intensive Supervision (2)  
Da'Neese Merritt, Probation Agent (3)  
Philip Rutledge, Probation Agent (11)  
Karen Taylor, Probation Agent (10)  
Scott Vitale, Probation Agent – Intensive Supervision (5)  
Robin Haddix, Deputy Clerk (2)  
Kim Nordyke, Deputy Clerk (18)  
Kim Pepper, Deputy Clerk (3)  
Shellie Sanders, Deputy Clerk (1)

# Court Directory

## **TRAFFIC DIVISION**

Chad Surque, Court Services Manager (5)  
Alicia Brewer, Deputy Clerk (3)  
Diane Galinetti, Deputy Clerk (4)  
Tresses Jones, Deputy Clerk (4)  
Yolanda Kakowski, Deputy Clerk (3)  
Kris Keel, Deputy Clerk (2)  
Linda Scott, Deputy Clerk (21)  
Vernance Thomas, Deputy Clerk (18)  
Jessie Tucker, Deputy Clerk (1)  
Angie Harris, File Clerk (2)



STATE OF MICHIGAN  
12TH JUDICIAL DISTRICT COURT

*Michael J. Dillon, Court Administrator*  
*mdillon@co.jackson.mi.us*  
*312 South Jackson Street – Jackson, Michigan 49201*  
*517-768-6802 – Fax 517-788-4262*  
**www.d12.com**

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To all Interested Parties:

The 12<sup>th</sup> Judicial District Court plays an important role in the administration of justice in Jackson County. We at the court promote equality and fairness. We acknowledge that public trust and confidence are important aspects in maintaining the integrity of the judicial system. Hence, we continue to focus on the delivery of services to all users of the court.

The court recognizes that an informed public helps build public trust and confidence in a public entity. Consequently, this report is an attempt to provide our stakeholders with a summary of district court activity during 2001.

The administration of the court recognizes the dedication and hard work exemplified by the employees of the district court. Their dedication and hard work have contributed significantly to the efficient operation of the 12th District Court. The administration of the court would like to express gratitude to the Jackson County Board of Commissioners and Chet Taraskiewicz, County Administrator for their continued support of 12<sup>th</sup> District Court operations.

We at the court will continue to strive to be a model district court in the State of Michigan and would like to thank those who have contributed to our success thus far.

Sincerely,



Michael J. Dillon  
Court Administrator



**12<sup>TH</sup> JUDICIAL DISTRICT COURT**

**312 SOUTH JACKSON STREET**

**JACKSON, MI 49201**

**(517) 788-4260**

**[www.d12.com](http://www.d12.com)**