

# INGHAM COUNTY COURTS

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30<sup>TH</sup> JUDICIAL CIRCUIT COURT – 54-A DISTRICT – 54-B DISTRICT – 55<sup>TH</sup> DISTRICT- INGHAM COUNTY PROBATE

## **JURY BOARD**

Ted Seitz, Chairperson  
Mike Severino, Member  
Rebecca Bahar-Cook, Member

## **ADMINISTRATION**

Shauna Dunnings, Circuit Court Administrator  
313 W. Kalamazoo Street  
Lansing, Michigan 48933  
<http://ja.ingham.org>

Tracy Baldwin, Jury Coordinator  
e-mail: [juryboard@ingham.org](mailto:juryboard@ingham.org)

May 11, 2017

## **MEETING NOTICE**

THE INGHAM COUNTY JURY BOARD WILL MEET ON FRIDAY,  
MAY 19, 2017 AT 2:15 PM AT THE GRADY PORTER BUILDING,  
LANSING, IN THE BOARD OF COMMISSIONERS ROOM ON FLOOR  
3R.

## **AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

**CHANGES TO THE AGENDA**

**PUBLIC COMMENT**

**BUSINESS**

1. **Changes to the Jury Board**
  - a. Introduction of Rebecca Bahar-Cook

**2. Courthouse Technologies Update**

**3. Approve the September 2017 through August 2018 Orders to Draw Jurors as follows:**

**A. 30th Circuit Court, Order dated May 8, 2017 for:**

Panel 1	09/05/17	325/170
Panel 2	09/11/17	325/170
Panel 3	09/18/17	425/170
Panel 4	09/25/17	325/115
Panel 5	10/02/17	325/115
Panel 6	10/09/17	325/115
Panel 7	10/16/17	325/115
Panel 8	10/23/17	325/170
Panel 9	10/30/17	325/170
Panel 10	11/06/17	325/170
Panel 11	11/13/17	325/170
Panel 12	11/20/17	425/170
Panel 13	11/27/17	325/115
Panel 14	12/04/17	325/115
Panel 15	12/11/17	325/115
Panel 16	12/18/17	0/0
Panel 17	12/25/17	0/0
Panel 18	01/02/18	325/115
Panel 19	01/08/18	325/170
Panel 20	01/16/18	325/170
Panel 21	01/22/18	325/170
Panel 22	01/29/18	325/170
Panel 23	02/05/18	425/170
Panel 24	02/12/18	325/115
Panel 25	02/20/18	325/115
Panel 26	02/26/18	325/115
Panel 27	03/05/18	325/115
Panel 28	03/12/18	325/170
Panel 29	03/19/18	325/170
Panel 30	03/26/18	325/170
Panel 31	04/02/18	325/170
Panel 32	04/09/18	425/170
Panel 33	04/16/18	325/115

Panel 34	04/23/18	325/115
Panel 35	04/30/18	325/115
Panel 36	05/07/18	325/115
Panel 37	05/14/18	325/170
Panel 38	05/21/18	325/170
Panel 39	05/29/18	325/170
Panel 40	06/04/18	325/170
Panel 41	06/11/18	425/170
Panel 42	06/18/18	325/115
Panel 43	06/25/18	325/115
Panel 44	07/02/18	325/115
Panel 45	07/09/18	325/115
Panel 46	07/16/18	325/170
Panel 47	07/23/18	325/170
Panel 48	07/30/18	325/170
Panel 49	08/06/18	325/170
Panel 50	08/13/18	425/170
Panel 51	08/20/18	325/115
Panel 52	08/27/18	325/115

B. 54A District Court, Order dated March 29, 2017 for:

Panel 1	09/05/17	85
Panel 2	09/11/17	85
Panel 3	09/18/17	85
Panel 4	09/25/17	85
Panel 5	10/02/17	85
Panel 6	10/10/17	85
Panel 7	10/16/17	85
Panel 8	10/23/17	85
Panel 9	10/30/17	85
Panel 10	11/06/17	85
Panel 11	11/13/17	85
Panel 12	11/20/17	85
Panel 13	11/27/17	85
Panel 14	12/04/17	85
Panel 15	12/11/17	85
Panel 16	12/18/17	85
Panel 17	01/08/18	85
Panel 18	01/16/18	85
Panel 19	01/22/18	85

Panel 20	01/29/18	85
Panel 21	02/05/18	85
Panel 22	02/12/18	85
Panel 23	02/20/18	85
Panel 24	02/26/18	85
Panel 25	03/05/18	85
Panel 26	03/12/18	85
Panel 27	03/19/18	85
Panel 28	03/26/18	85
Panel 29	04/02/18	85
Panel 30	04/09/18	85
Panel 31	04/16/18	85
Panel 32	04/23/18	85
Panel 33	04/30/18	85
Panel 34	05/07/18	85
Panel 35	05/14/18	85
Panel 36	05/21/18	85
Panel 37	05/29/18	85
Panel 38	06/04/18	85
Panel 39	06/11/18	85
Panel 40	06/18/18	85
Panel 41	06/25/18	85
Panel 42	07/02/18	85
Panel 43	07/09/18	85
Panel 44	07/16/18	85
Panel 45	07/23/18	85
Panel 46	07/30/18	85
Panel 47	08/06/18	85
Panel 48	08/13/18	85
Panel 49	08/20/18	85
Panel 50	08/29/18	85

C. 54B District Court, Order dated March 20, 2017 for:

Panel 1	09/12/17	100
Panel 2	10/10/17	100
Panel 3	11/14/17	100
Panel 4	12/12/17	100
Panel 5	01/09/18	100
Panel 6	02/13/18	100
Panel 7	03/13/18	100

Panel 8	04/10/18	100
Panel 9	05/08/18	100
Panel 10	06/12/18	100
Panel 11	07/10/18	100
Panel 12	08/14/18	100

D. 55th District Court, Order dated April 19, 2017 for:

Panel 1	09/18/17	68	Judge Boyd
Panel 2	09/25/17	68	Judge Allen
Panel 3	10/16/17	68	Judge Boyd
Panel 4	10/23/17	68	Judge Allen
Panel 5	11/13/17	68	Judge Boyd
Panel 6	11/20/17	68	Judge Allen
Panel 7	12/11/17	68	Judge Boyd
Panel 8	12/18/17	68	Judge Allen
Panel 9	01/22/18	68	Judge Boyd
Panel 10	01/29/18	68	Judge Allen
Panel 11	02/12/18	68	Judge Boyd
Panel 12	02/26/18	68	Judge Allen
Panel 13	03/19/18	68	Judge Boyd
Panel 14	03/26/18	68	Judge Allen
Panel 15	04/16/18	68	Judge Boyd
Panel 16	04/23/18	68	Judge Allen
Panel 17	05/14/18	68	Judge Boyd
Panel 18	05/21/18	68	Judge Allen
Panel 19	06/18/18	68	Judge Boyd
Panel 20	06/25/18	68	Judge Allen
Panel 21	07/16/18	68	Judge Boyd
Panel 22	07/23/18	68	Judge Allen
Panel 23	08/20/18	68	Judge Boyd
Panel 24	08/27/18	68	Judge Allen

**4. 2018 Budget**

**5. Next meeting – To be determined**

**MEETING ADJOURNED**

# INGHAM COUNTY COURTS

30<sup>TH</sup> JUDICIAL CIRCUIT COURT – 54-A DISTRICT – 54-B DISTRICT – 55<sup>TH</sup> DISTRICT- INGHAM COUNTY PROBATE

## JURY BOARD

Mike Severino, Member  
Theodore Seitz, Member

## ADMINISTRATION

Shauna Dunnings, Circuit Court Administrator  
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## MINUTES INGHAM COUNTY JURY ADMINISTRATION January 17, 2017

**MEMBERS PRESENT:** Ted Seitz, Mike Severino

**OTHERS PRESENT:** Shauna Dunnings, Rhonda Swayze, Tracy Baldwin, Mike Brandt, Cindy Brundage, Cindy Barrett, Nicole Evans, Mindy Chubb, Kevin Tatroe

### CALL TO ORDER

The meeting was held in Conference Room D and E at the Human Services Bldg., 5303 S. Cedar St., Lansing, Michigan and called to order by Ted Seitz at 3:07 p.m.

### APPROVAL OF MINUTES

Move to approve May 9, 2016 minutes - granted

### CHANGES TO THE AGENDA

To add to number 1 - c. Appoint new Chairperson

### PUBLIC PRESENT

None

## BUSINESS

1. **Changes to the Jury Board** – Ted Seitz introduced Mike Severino as a new board member. Mike talked a little about himself and his job at Sparrow Hospital and as Vice President of the nursing union there.

Shauna Dunnings talked about the vacancy that is open due to Pat Curran no longer living in Ingham County. It was discussed that a letter from Pat Curran resigning from her position was not received; however, Shauna Dunnings had talked to Becky Bennett and Becky Bennett verified that Pat Curran's address is now Eaton County. Becky Bennett was going to be posting the open position. Shauna Dunnings also mentioned that if anyone knew of someone who would want to join the board they should go to the Board of Commissioners' website to check out how to apply.

Mike Severino nominated Ted Seitz as the Chairperson – approved.

2. **Introduction to the Jury Coordinator – Tracy Baldwin** – Tracy Baldwin introduced herself and gave a little background about her employment with the 30<sup>th</sup> Circuit Court.
3. **Courthouse Technologies Updates**
  - A. **Demo on New Jury System** – The demo started at 2:10 p.m. with John Arnsten from CHT giving the presentation. There were questions asked and John provided answers. Tracy Baldwin handed out the Summons/Questionnaires that will be used for the 30<sup>th</sup> Circuit Court. There was discussion about this Summons/Questionnaire. Rhonda Swayze talked about our old township coding and how we went to Ingham County Equalization Department and they were able to make a GEO Coding Program to help resolve jurisdictional issues such as the annexation of Eaton and Clinton counties. Ted Seitz asked about hosting other counties. Rhonda Swayze confirmed that we could and that she had talked with Eaton County, however, they are not ready yet.
4. **54B District Court Amended 2016-2017 Jury Order** – Tracy Baldwin spoke about how 54B District Court wanted to lower their numbers of drawn Jurors for the rest of the year. There was discussion about the amended order that was signed by Judge Andrea Larkin on January 4, 2017. That order indicates that the new date would start in February 14, 2017. However, to allow jurors enough time to respond to the summons the new jury draw numbers would not be in effect until March. This resulted in a new order being drafted. Cindy Brundage stated that the new order was prepared and was waiting for Judge Larkin to sign. Ted Seitz moved to approve the new order as soon as it is signed. – Granted.
5. **2017 Jury Budget** – Tracy Baldwin handed out the 2017 Jury Budget. Rhonda Swayze talked about the budgets and amounts. Ted Seitz asked if this

was increase or decrease from 2016 budget. Rhonda Swayze stated this was a decrease. Mike Severino moved to adopt the 2017 Jury Budget – Approved.

**B. Next Meeting – To be on Tuesday, April 11, 2017 at 2 p.m. at the Veterans Memorial Courthouse, Lansing**

**Meeting adjourned at 3:37 p.m.**

Submitted by:

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Tracy Baldwin, Jury Administration Coordinator

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Mike Severino, Member

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Ted Seitz - Member



**IN THE 54-B DISTRICT COURT FOR THE CITY OF EAST LANSING**

IN RE: \_\_\_\_\_

**AMENDED  
ORDER FOR DRAWING JURORS**

INGHAM COUNTY JURY ADMINISTRATION

At a session of said Court held  
in the City of East Lansing, on  
the 17th day of January, 2017

**PRESENT: HONORABLE ANDREA ANDREWS LARKIN  
CHIEF JUDGE**

**TO: INGHAM COUNTY JURY ADMINISTRATION**

Pursuant to the provision of MCLA 60.1324, you are ORDERED to draw  
petit jurors for jury service in the 54-B District Court for the 2016-2017 term.

- (a) Drawings shall be completed periodically throughout the term beginning on or about September 1, 2016.
- (b) Panels shall be summoned for the dates indicated on attached Exhibit A.
- (c) The number of jurors drawn shall be a total of 1350 in panels of 100 according to attached amended Exhibit A.
- (d) Jurors summoned shall be instructed on the summons to appear at 12:30 p.m. on their jury selection date.
- (e) The term of jury service will be the jury selection day and any trials selected for, with a two trial maximum.

Dated:           **JAN 17 2017**          

Judge:           *A Larkin*            
Chief Judge  
54-B District Court

54-B DISTRICT COURT

AMENDED ORDER FOR SUMMONING JURORS, MARCH 1, 2016

EXHIBIT A

JURY PANELS TO BE DRAWN FOR THE 2016-2017 YEAR

<u>DATE</u>	<u>NO. OF JURORS TO BE SUMMONED</u>
SEPTEMBER 13, 2016	125
OCTOBER 11, 2016	125
NOVEMBER 08, 2016	125
DECEMBER 13 2016	125
JANUARY 10, 2017	125
FEBRUARY 14, 2017	125
MARCH 14, 2017	100
APRIL 11, 2017	100
MAY 09, 2017	100
JUNE 13, 2017	100
JULY 11, 2017	100
AUGUST 08, 2017	100
<hr/>	<hr/>
12 DATES	1350 JURORS

# INGHAM COUNTY GL

FOR 2017 13

ACCOUNTS FOR:  
0101 GENERAL FUND

ORIGINAL      TRANSFRS/  
APPROP      ADJUSTMS      REVISED      YTD EXPENDED      ENCUMBRANCES      AVAILABLE      PCT  
BUDGET      BUDGET      BUDGET      BUDGET      BUDGET      BUDGET      USED

**10115500 JURY SELECTION**

**10 PERSONNEL SERVICES**

10115500	704000	SALARIES & WAGES-P	40,716	0	40,716	.00	.00	.00	40,716.00	.0%
10115500	705000	SALARIES & WAGES-T	0	0	0	.00	.00	.00	.00	.0%
10115500	706000	SALARIES & WAGES-O	0	0	0	.00	.00	.00	.00	.0%
10115500	713000	MISC FRINGES	577	0	577	.00	.00	.00	577.00	.0%
10115500	714000	INSURANCE COST - U	216	0	216	.00	.00	.00	216.00	.0%
10115500	715000	FICA COUNTY SHARE	3,307	0	3,307	.00	.00	.00	3,307.00	.0%
10115500	715050	INSURANCE COST - L	70	0	70	.00	.00	.00	70.00	.0%
10115500	716020	INSURANCE COST - P	0	0	0	.00	.00	.00	.00	.0%
10115500	716030	HLTH WAIVER	0	0	0	.00	.00	.00	.00	.0%
10115500	716035	RETIREE HLTH INS C	1,514	0	1,514	.00	.00	.00	1,514.00	.0%
10115500	716040	RETIREE HEALTH INS	3,347	0	3,347	.00	.00	.00	3,347.00	.0%
10115500	716090	MCLAREN HLTH INS	1,945	0	1,945	.00	.00	.00	1,945.00	.0%
10115500	716100	INSURANCE COST - D	904	0	904	.00	.00	.00	904.00	.0%
10115500	716200	INSURANCE COST - V	124	0	124	.00	.00	.00	124.00	.0%
10115500	716450	SEPARATION BUYOUT	0	0	0	.00	.00	.00	.00	.0%
10115500	717000	INSURANCE COST - L	79	0	79	.00	.00	.00	79.00	.0%
10115500	717100	INSURANCE COST - D	56	0	56	.00	.00	.00	56.00	.0%
10115500	718000	RETIREMENT PROGRAM	6,558	0	6,558	.00	.00	.00	6,558.00	.0%
10115500	718500	RTMT DEFINED CONTR	0	0	0	.00	.00	.00	.00	.0%
10115500	720000	LONGEVITY BONUS	1,000	0	1,000	.00	.00	.00	1,000.00	.0%
10115500	722000	INSURANCE COST - W	86	0	86	.00	.00	.00	86.00	.0%
10115500	722600	INSURANCE COST - E	33	0	33	.00	.00	.00	33.00	.0%
TOTAL PERSONNEL SERVICES			60,532	0	60,532	.00	.00	.00	60,532.00	.0%

**10 CONTROL LABEL EXPENSE**

10115500	726010	SUPPLIES	2,000	0	2,000	.00	.00	.00	2,000.00	.0%
10115500	727000	COMPUTER SUPPLIES	0	0	0	.00	.00	.00	.00	.0%
10115500	729000	POSTAGE	340	0	340	.00	.00	.00	340.00	.0%
10115500	735100	CONTROLLED CAPITAL	0	0	0	.00	.00	.00	.00	.0%
10115500	818000	CONTRACTUAL SERVIC	64,000	0	64,000	.00	.00	.00	64,000.00	.0%
10115500	826000	DATA PROCESSING	0	0	0	.00	.00	.00	.00	.0%
10115500	861100	TRVL PROF DEVELOP	0	0	0	.00	.00	.00	.00	.0%
10115500	932010	EQUIPMENT MAINT -	0	0	0	.00	.00	.00	.00	.0%

# INGHAM COUNTY GL

FOR 2017 13

ACCOUNTS FOR: ORIGINAL TRANS/ REVISED YTD EXPENDED ENCUMBRANCES AVAILABLE PCT  
0101 GENERAL FUND APPROP ADJUSTS BUDGET BUDGET USED

	ORIGINAL APPROP	TRANS/ ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CONTROLLABLE EXPENSE	66,340	0	66,340	.00	.00	66,340.00	.0%
<b>NON-CONTROLLABLE EXP</b>							
10115500 915050 INSURANCE COST - L	0	0	0	.00	.00	.00	.0%
TOTAL NON-CONTROLLABLE EXP	0	0	0	.00	.00	.00	.0%
TOTAL JURY SELECTION	126,872	0	126,872	.00	.00	126,872.00	.0%
TOTAL GENERAL FUND	126,872	0	126,872	.00	.00	126,872.00	.0%
TOTAL EXPENSES	126,872	0	126,872	.00	.00	126,872.00	.0%