Letter from the District Bench

Dear Citizens:

We have long believed that increasing the public's knowledge and understanding of the court system increases public trust and confidence in the administration of justice. For the past 14 years, the 46th District Court has published a comprehensive annual report which provides information about the administration and operation of your local district court. It is, therefore, a pleasure to submit our 2000 Annual Report.

The increases in district court jurisdiction over the past several years have significantly increased both our caseload and our workload. Some examples include a 22% increase in probation caseloads in the past year and a 25% increase in general civil cases over the past three years.

However, despite these significant increases in caseload and workload, we are pleased to report that the Court has been able to absorb the increases without increasing staff. This has been a direct result of our continuing commitment to making operational and procedural improvements that increase productivity and offset the need for additional resources. Compared to other courts statewide, the 46th District Court has approximately 18% less case processing staff and processes approximately 31% more cases than the statewide average.

As always, we extend our sincere thanks and appreciation to the entire staff of the 46th District Court. It is through their competence and professionalism that we have been able to continue to improve our service to the community.

We hope that you are pleased with our efforts over the past year and look forward to working together for the continued fair, efficient and effective administration of justice in our community.

Bryan H. Levy
Chief Judge

Stephen C. Cooper
District Judge

Susan M. Moiseev
District Judge

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Judges of the 46th District Court

Chief Judge Bryan H. Levy

Chief Judge Bryan H. Levy was appointed to the bench in 1987 and was elected to a six-year term in 1990 and 1996. The Michigan Supreme Court has appointed Judge Levy to his third consecutive term as Chief Judge of the 46th District Court. He is a graduate of the University of Michigan and the University of Detroit School of Law.

Judge Levy is a member of various national, state and local judges associations and bar organizations including the American Judicature Society, American Judges Association, Michigan District Judges Association, Oakland County District Judges Association, and the American, Michigan, Oakland County and Southfield Bar Associations. He also serves on the Michigan District Judges Association's Legislative and Rules Committee and on the Board of Directors of the Cystic Fibrosis Foundation.

Judge Levy has been honored by being chosen as the third best judge in the metropolitan area in a poll of lawyers published in Detroit Monthly (November, 1991). He has authored articles on evidentiary, Fourth Amendment and double jeopardy issues. He also authored an article on courtroom procedures for new lawyers published in Inter Alia. In 1993, Judge Levy served on the State Court Administrative Office's Caseflow Management Committee. Additionally, he was one of the authors of a revised Michigan Court Rule dealing with garnishments and has often spoken on post-judgment remedies. Currently, he is working on a committee which will draft a proposed court rule relative to the activities of court officers. He recently completed a term as President of the Oakland District Judges Association. He has lectured on evidentiary issues and has given several training sessions for court clerks, paralegals and legal secretaries throughout the State of Michigan. He was named to the Council of Chief Judges, established by Chief Justice Elizabeth Weaver. Judge Levy lives in Beverly Hills with his wife, Diana and their children, Stefanie, David and Rebecca.

Judge Stephen C. Cooper

Judge Stephen C. Cooper is Past President of the Michigan District Judges Association. He was elected Southfield City Council President pro-tem.

Judge Cooper has received the 2000 District Leadership Award of Toastmasters' International and has won
recognition with a Governor's Award for Volunteer Service and Southfield Schools' Alumnus of the Year. He serves as a board member of the Anti-Defamation League and served three terms on the State Bar Representative Assembly. He won recognition as a "triple distinguished president" of the Southfield-Lathrup AM Optimist Club and served as President of both the Southfield Bar and the B'nai Brith Barrister Associations. He has been active in many other organizations including Vice President of the Southfield Chamber of Commerce, Advisory Board of the Salvation Army, Board Member of the League of Women Voters, the Southfield-Lathrup PTA Council and the Easter Seals Society. He represented Michigan's district judges at the State Bar Judicial Conference, authors articles and is a periodic theme editor of the Michigan Bar Journal. He is a faculty member of the Michigan Judicial Institute, which provides continuing education for judges and received a scholarship to the National Judicial College. He is also a member of the American, Michigan, Wolverine, Oakland County and Straker Bar Associations.

Judge Cooper was selected by the Chief Justice for the Michigan Judicial Summit and has received the Martin Luther King, Jr. Award, the Distinguished Service Award of the Oakland County Bar Association, the "Optimist of the Year" award and awards for the annual LAWFAIR from the American Bar Association. His work with students includes the award-winning video, "The Trial of Jack, the Alleged Giant Killer." He has produced several drug and alcohol abuse programs and has worked with schools, police and community groups to address this problem. Judge Cooper lives in Southfield with his wife.

Judge Cooper was first elected judge in 1986. He was elected to a third six-year term and has served as Chief Judge. He was a trial lawyer from 1969 to 1986.

**Senior Judge Susan M. Moiseev**

Senior Judge of the 46th District Court, the Honorable Susan M. Moiseev first took the bench in 1986 and has three times been re-elected by the voters of the 46th district and three times elected Chief Judge by her colleagues.

Judge Moiseev serves on the State Bar of Michigan Standing Committee on Professional and Judicial Ethics and in 1995 authored the "Ethics" chapter of the Institute for Continuing Legal Education's State of the Law publication. A member of the Michigan District Judges Association, she is editor of its newsletter, BENCHMARKS. She is immediate Past President of the Southfield Bar Association and serves on the Professionalism, Diversity and Law Related Education committees of the Oakland County Bar Association.

Past President of the Women Lawyers Foundation, she has served on the Board of the National Association of Women Judges and is a Past President of the Oakland County District Judges Association. She is a former vice chair of the Michigan Women's Commission.

Currently President of Oakland-Livingston Legal Aid, she serves on the boards of the Anti-Defamation League, the Juvenile Diabetes Foundation, the Commission on Jewish Eldercare Services and is a member of the Board of Governors of the Jewish Federation of Metropolitan Detroit.

A longtime Southfield resident, Judge Moiseev's community activities include Friends of the Southfield Library, American Arabic and Jewish Friends, the Southfield Community Foundation and the Karmanos Cancer Center.

Prior to taking the bench, she specialized in family law and was Chief Counsel of the Civil Division of the Legal Aid and Defender Association of Detroit. She is a graduate of the University of Michigan and the University of Detroit Law School.

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Magistrates and Court Administrative Staff

Magistrate Eugene S. Friedman

Prior to his appointment by the Judges of the 46th District Court in January 1984, Magistrate Friedman served for 13 years as Senior Trial Attorney for the Oakland County Prosecutor's Office in the Felony and Misdemeanor Trials and Warrants Division. He was also formerly employed by the State of Michigan as Special Assistant Attorney General to the Organized Crime Division. Magistrate Friedman is a graduate of Wayne State University Law School and is a member of several professional organizations including the State Bar of Michigan and the Oakland County Bar Association. In addition to his service to the Court, Magistrate Friedman also engages in the private practice of law.

Magistrate A. Kay Stanfield Brown

Magistrate Stanfield Brown was appointed Magistrate by the Judges of the 46th District Court in May 1987. She has been a private practitioner in the areas of civil and criminal law since 1981. She was also formerly employed as Senior Assistant General Counsel for the Southeastern Michigan Transportation Authority in Detroit and is a 1977 graduate of the University of Michigan School of Law. Magistrate Stanfield Brown is a member and a past president of the D. Augustus Straker Bar Association and an active member of the State Bar of Michigan, the Wolverine Bar Association, the Association of Black Judges of Michigan and the Michigan Association of District Court Magistrates. She also serves as president of the D. Augustus Straker Bar Foundation.

Court Administrator Donna Beaudet

Court Administrator Beaudet was appointed to her current position on June 1, 1987 after serving as Deputy Court Administrator since April 1983. Ms. Beaudet has a Bachelor of Arts degree from the University of Notre Dame and a Master of Science degree in Criminal Justice from Michigan State University. She is a past-president of the Michigan Court Administrator's Association and a past president of the Southeastern Michigan Court Administrator's Association. She was appointed by the Chief Justice of the Michigan Supreme Court to serve on the State Court Information Management Commission and the Michigan Court Support Staff Training Consortium. Ms. Beaudet is a member of the National Association of Court Administration and serves on numerous state and local committees. In 1998, she accepted the Justice Achievement Award from the National Association for Court Management for the development of a statewide training program on legal advice. She also received the Michigan Court Administrator's Association 1992 Outstanding Achievement Award.

Deputy Court Administrator Brian M. Smith

Deputy Court Administrator Smith was appointed to the 46th District Court staff in October 1987. He has over 20 years experience with state courts and was formerly the Assistant Court Administrator-Director of Probation with the 53rd Judicial District Court. Mr. Smith has a Master of Arts degree from Eastern Michigan University and is licensed by the State of Michigan as a Certified Social Worker. He has been active in many professional organizations.

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PERSONNEL OVERVIEW AS OF JANUARY 1, 2001

Honorable Bryan H. Levy, Chief Judge
   Wanda Frost, Judicial Clerk
   Donald Baldwin, Court Officer
   Vincent Quaglia, Court Reporter

Honorable Stephen C. Cooper
   Elizabeth Krumbach, Judicial Clerk
   James Caldwell, Court Officer
   Merilyn Jones, Court Reporter

Honorable Susan M. Moiseev
   Kathryn Heinrich, Judicial Clerk
   Richard Carlson, Court Officer
   Zelda Smiley, Court Reporter

Magistrates
   Hon. Eugene Friedman
   Hon. A. Kay Stanfield Brown

Administrative Staff
   Donna Beaudet, Court Administrator
   Brian Smith, Deputy Court Administrator

Administrative Support Staff
   Renee Sesi, Administrative Assistant
   Paula Vibert Administrative Assistant
   Gale Yunker, Financial Coordinator

Cashier
   Judene Bald, Court Clerk III

Civil Division
   Lorie Henley, Supervisor
   Michelle Gueli, Court Clerk III
   Janet Brown, Court Clerk II
   Sheldon Bernard, Court Clerk I
   Tera Jackson, Court Clerk I
   Jennifer Chrabaszewski, Court Clerk I

Civil Infraction/Parking Division
   Deborah Rebh, Supervisor
   Jeanne Rahaman, Court Clerk III
   Michelle Colyer, Court Clerk II
   Cristin Carlson, Court Clerk I

Misdemeanor/Felony Division
   Ann Saviniemi, Supervisor
   Janice Gross, Court Clerk III
46th District Court Mission Statement

- Uphold the highest standard of public service.
- Ensure the efficient and effective use of public funds.
- Work toward the continuous improvement of the administration of justice in cooperation and coordination with staff, other courts, the legislative and executive branches of government, other components of the justice system and public and private agencies that come in contact with the court system.
- Use problem-solving, decision-making and management strategies that focus on planning, consensus and teamwork and to develop innovative approaches to changing needs.
- Encourage employee development through training, education and performance accountability.
- Increase the public's understanding and appreciation of the administration of justice in our community.

Jurisdiction

GEOGRAPHICAL JURISDICTION

The 46th District Court serves the cities of Southfield and Lathrup Village, the Villages of Beverly Hills, Bingham Farms and Franklin and the Township of Southfield.

LEGAL JURISDICTION
District Courts were established by the Michigan Legislature in 1968 and are considered "Courts of Limited Jurisdiction." The legal jurisdiction of the 46th District Court is determined by statute and includes:

- **Civil Lawsuits:** in which the amount in controversy does not exceed $25,000. (A civil lawsuit is a non-criminal case which involves the claim of one party against another.)

- **Criminal Misdemeanors:** punishable by fine or imprisonment not exceeding 1 year, or both.

- **Non-traffic Misdemeanors:** punishable by fine or imprisonment not exceeding 1 year, or both.

- **Arraignments:** the setting and acceptance of bail.

- **Preliminary Examinations:** in all felony cases. A preliminary examination is a hearing at which the District Court Judge determines if there is probable cause to believe a crime has been committed and that the defendant committed the crime. If the Judge determines that there is probable cause, the case is "bound over" to the Circuit Court for trial.

- **Traffic Misdemeanors and Civil Infractions:** including parking violations.

- **Small Claims:** cases in which the amount claimed does not exceed $1,750; $3,000, effective 1-1-00.

- **Landlord-Tenant:** disputes, land contact and mortgage forfeitures and eviction proceedings.

Special Programs and Services

**VOLUNTEER PROBATION OFFICER PROGRAM**

The Court provides an important link to the community through its Volunteers-in-Probation Program which has been in existence since 1977. After completing a training course provided by Court staff, citizens handle a caseload geared to their own time and availability. (For more information, call 248-354-7351.)

**SMALL CLAIMS MEDIATION PROGRAM**

The Court provides a Small Claims Mediation Program to assist the Court and the public in resolving small claims disputes. For many years, the Court used volunteer attorney mediators. In July 1997, the Court developed a program with the Oakland Mediation Center and now uses their trained community volunteers to provide mediation services. The program is a model for other courts. (For more information, call 248-354-9370.)

**GENERAL CIVIL IN PRO PER MEDIATION PROGRAM**

The Court also provides mediation services in general civil cases where one or both parties are not represented by an attorney. This service, too, was provided for many years by volunteer attorneys, but in 1997 the Court began using the Oakland Mediation Center in this area as well.

**EDUCATION GROUP VISITS/TOURS**

The Court encourages the community to learn more about its operation and jurisdiction through special educational tours and visits. Visiting groups receive an orientation on local court operations, take a tour of the facility, observe courtroom proceedings and meet with the Judges, if time allows. (For more information, call...
INTERN PROGRAM
The Court offers internships to high school, college and law students in various capacities to provide first-hand experience and job training skills for academic credit. (For more information, call 248-354-9506.)

WORK PROGRAM
The Work Program provides a sentencing alternative for the Judges. The program allows low-risk misdemeanor offenders to perform manual labor in lieu of serving short periods of incarceration. The offenders pay the Court's cost for supervision and are assigned to work projects such as collecting trash on our community's streets and highways.

COMMUNITY SERVICE PROGRAM
This sentencing alternative provides Judges with the opportunity to order offenders to perform community volunteer work as part of their sentence or in lieu of payment of fines and costs, if they are indigent. Placements are found in governmental or community non-profit agencies and are supervised by the Probation Department.

LAW DAY PROGRAM
Each year, May 1st is proclaimed "Law Day" to encourage citizens to learn about their rights and our legal system. The 46th District Court Judges speak at schools and community organizations and participate in a variety of programs including "LAWFAIR", Bar Association events and educational programs for attorneys and the general public.

COMMUNITY DISPUTE RESOLUTION
The Community Dispute Resolution Act was passed in 1988 and provides for the implementation of community-based programs to voluntarily resolve disputes as an alternative to the judicial process.

The 46th District Court has had a representative from the Oakland Mediation Center, Inc., Oakland County's community dispute resolution program, on-site since 1990. In 1997, using trained mediators, the Program was expanded to provide mediation services on small claims and in pro per cases. This arrangement has proven to be beneficial for the Court, the Oakland Mediation Center and the public. Referrals to the program are made by a variety of sources including the Court, the Public Safety Department, the City Attorney's Office and Code Enforcement Officers, as well as neighborhood associations and other community groups. The Program uses mediation and conciliation as a means of solving problems and focuses on resolutions that are satisfactory to both parties.

FILINGS
The number of new cases filed in 2000 remained effectively the same as 1999 (47,562 vs 47,446). However, the number of new cases filed in 2000 represents a 9% decrease compared to 1996 (from 52,330 to 47,562 cases). There have been significant decreases over the past five years in the number of civil infractions, misdemeanors, felonies and parking tickets, which have decreased the court's total caseload. However, it is
important to note that significant increases in general civil and landlord-tenant cases have increased the court's total workload, despite the fact that the overall caseload has not increased. In addition, statutory changes in the court's jurisdiction have increased the number of cases that require additional handling by the Judges.

As indicated below, the highest single category of cases filed were traffic cases, which comprise over half of the court's caseload. There was no change in the distribution of cases compared to 1999.

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management time guidelines.

Number and Type of Cases Disposed

The table below examines dispositions (i.e., cases completed) over the past five years. It should be noted that the number of cases disposed is, to a large degree, a function of the number of cases filed and should be considered in this context.

<table>
<thead>
<tr>
<th></th>
<th>1996</th>
<th>1997</th>
<th>1998</th>
<th>1999</th>
<th>2000</th>
<th>1 Year Change</th>
<th>5 Year Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic¹</td>
<td>29,144</td>
<td>26,692</td>
<td>28,579</td>
<td>27,557</td>
<td>26,086</td>
<td>-1,471</td>
<td>-3,058</td>
</tr>
<tr>
<td>Non-Traffic Misd.</td>
<td>1,908</td>
<td>1,558</td>
<td>1,677</td>
<td>1,755</td>
<td>1,899</td>
<td>144</td>
<td>-9</td>
</tr>
<tr>
<td>Felonies</td>
<td>904</td>
<td>959</td>
<td>972</td>
<td>730</td>
<td>669</td>
<td>-61</td>
<td>-235</td>
</tr>
<tr>
<td>Parking</td>
<td>10,900</td>
<td>8,513</td>
<td>7,465</td>
<td>7,674</td>
<td>9,093</td>
<td>1,419</td>
<td>-1,807</td>
</tr>
<tr>
<td>General Civil</td>
<td>2,879</td>
<td>2,798</td>
<td>3,070</td>
<td>3,222</td>
<td>3,419</td>
<td>197</td>
<td>540</td>
</tr>
<tr>
<td>Small Claims</td>
<td>1,824</td>
<td>1,783</td>
<td>1,723</td>
<td>1,739</td>
<td>1,771</td>
<td>32</td>
<td>-53</td>
</tr>
<tr>
<td>Landlord-Tenant</td>
<td>4,516</td>
<td>4,467</td>
<td>4,263</td>
<td>4,834</td>
<td>4,790</td>
<td>-44</td>
<td>274</td>
</tr>
<tr>
<td>TOTALS</td>
<td>52,075</td>
<td>46,770</td>
<td>47,749</td>
<td>47,511</td>
<td>47,727</td>
<td>216</td>
<td>-4,348</td>
</tr>
</tbody>
</table>

¹"Traffic" includes both Civil Infractions and Traffic Misdemeanors.

PROBATION
A summary of the Probation Department's 2000 caseload activity is provided below:

- 1,435 new clients were placed on probation, which represents an 8% increase over 1999.
- The average caseload per Probation Officer was 347 cases, which represents a 22% increase.
- 513 investigative reports were completed; 7,742 appointments were held; and 57,220 hours of community service were completed.
- 1,098 Violation of Probation hearings were held.

### Probation Caseload and Workload Overview

<table>
<thead>
<tr>
<th>Cases Pending</th>
<th>1996</th>
<th>1997</th>
<th>1998</th>
<th>1999</th>
<th>2000</th>
<th>1 year</th>
<th>5 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probation Officer</td>
<td>903</td>
<td>821</td>
<td>946</td>
<td>998</td>
<td>1,215</td>
<td>22%</td>
<td>35%</td>
</tr>
<tr>
<td># Prob. Officers</td>
<td>3.0</td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
<td>3.5</td>
<td>nc</td>
<td>17%</td>
</tr>
<tr>
<td>Average Caseload per P.O.</td>
<td>301</td>
<td>234</td>
<td>270</td>
<td>285</td>
<td>347</td>
<td>22%</td>
<td>15%</td>
</tr>
<tr>
<td>New Cases</td>
<td>1,286</td>
<td>1,172</td>
<td>1,177</td>
<td>1,325</td>
<td>1,435</td>
<td>8%</td>
<td>12%</td>
</tr>
<tr>
<td>Investigative Reports</td>
<td>510</td>
<td>528</td>
<td>490</td>
<td>472</td>
<td>513</td>
<td>9%</td>
<td>nc</td>
</tr>
<tr>
<td>Appointments</td>
<td>5,050</td>
<td>4,810</td>
<td>5,806</td>
<td>6,347</td>
<td>7,472</td>
<td>18%</td>
<td>48%</td>
</tr>
<tr>
<td>VOP Hearings Conducted</td>
<td>861</td>
<td>866</td>
<td>845</td>
<td>904</td>
<td>1,098</td>
<td>21%</td>
<td>28%</td>
</tr>
</tbody>
</table>

### Special Program Activity

**VOLUNTEERS - IN - PROBATION (V.I.P.)**

The Volunteers-In-Probation provide assistance to the Court through their supervision of probationers. They also provide a special service to the community through their involvement in their local court system. As of December 2000, there were 58 cases assigned to Volunteer Probation Officers. The V.I.P. organization has seven active volunteers:

2000 Members:

- Al Cliette
- Larry Frincke
- Lutrell Coleman
- Gloria Knox
- John Collins
- Sharron Turner
- John Vila

### COMMUNITY SERVICE

There were 57,220 hours of community service completed in 1999. Volunteer Al Cliette is the Community Service Coordinator and is responsible for interviewing, placing and monitoring the over 900 probationers performing community service.

### WORK PROGRAM

Eighty-one defendants participated in the Work Program in 2000, completing 1,757 hours of work. Offenders were assigned work projects through the City of Southfield Department of Public Works and the Parks and
Recreation Department. Most of the projects involved the pick-up of trash from City streets and highways and general maintenance at the Southfield Cultural Centre.

COMMUNITY EDUCATION PROGRAM
Numerous community groups visited the Court in 2000, ranging from students in kindergarten through high school as well as various community and civic organizations.

SMALL CLAIMS MEDIATION PROGRAM
In 2000, the Oakland Mediation Center heard 565 small claims cases and resolved 269 of them. This represents a resolution rate of 48% and includes cases settled on the date of mediation as well as those cases adjourned pending resolution.

GENERAL CIVIL IN PRO PER MEDIATION PROGRAM
The Oakland Mediation Center also assisted the Court in mediating General Civil cases where a litigant is not represented by counsel. In 2000, mediators from the Center heard 180 general civil cases and resolved 85 of them. This represents a resolution rate of 47%. The Oakland Mediation Center also mediated 22 landlord-tenant cases referred to them by the Court. Eleven or 50% of those cases were successfully resolved.

COMMUNITY DISPUTE RESOLUTION
In addition to mediating 565 small claims cases, 180 general civil cases and 22 landlord-tenant cases, the Oakland Mediation Center conducted over 400 interviews that resulted in 245 cases being opened for mediation. Of these 245 cases, 84 cases actually went to mediation and 65 cases (77%) were mediated to agreement. These are often cases that would otherwise be filed in the Court. Therefore, in 2000, the Oakland Mediation Center mediated a total of 851 cases and resolved approximately 430 or 51%. It should also be noted that, as a result of the Center's efforts, 2,391 county residents were served and $492,295.64 was distributed, based on the agreements reached through mediation. Judy Hodge is Oakland Mediation Center's representative and provides a valuable resource to our community by providing alternative dispute resolution services.

SECURITY SCREENING
During 2000, over 115,000 people went through the court's security screening system and a total of over 250,000 people are estimated to have visited the court to file cases, pay tickets, attend hearings, appear as witnesses or serve as jurors.

Major Accomplishments
The 46th District Court is committed to the improved administration of justice. This commitment is perhaps best illustrated by the Court's many accomplishments in 2000. These accomplishments significantly improved the
Court's overall operation, increased the public's understanding of the Court system and resulted in improved service to the public. A summary is provided below.

INCREASED PRODUCTIVITY

The 46th District Court continues to recognize its responsibility for the efficient use of often limited resources. The judges and staff have focused on maintaining a high standard of public service by increasing productivity through internal operational and procedural improvements, which have allowed us to handle significant increases in caseload and workload without significant staff increases.

Compared to 22 years ago, the Court is handling almost twice the number of cases per year with the same number of judges and effectively the same number of total court staff. This is remarkable, considering the significant increases in caseload and workload over the past two decades, due to new legislation, more complex procedures and the numerous new programs and services implemented by the 46th District Court.

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 1977-78</th>
<th>Fiscal Year 1999-00</th>
<th>Fiscal Year % of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Cases Filed</td>
<td>24,324</td>
<td>48,075</td>
<td>98%</td>
</tr>
<tr>
<td>Judges</td>
<td>3</td>
<td>3</td>
<td>0%</td>
</tr>
<tr>
<td>Magistrates</td>
<td>.5</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>Case Processing Staff</td>
<td>19.5</td>
<td>20</td>
<td>-2%</td>
</tr>
<tr>
<td>Probation Officers</td>
<td>5.5</td>
<td>3.5</td>
<td>-36%</td>
</tr>
<tr>
<td>Total Court Staff</td>
<td>39.5</td>
<td>41.5</td>
<td>5%</td>
</tr>
</tbody>
</table>

EFFECTIVE AND EFFICIENT USE OF AVAILABLE RESOURCES

Based on the most recent information provided by the State Court Administrative Office, the 46th District Court is one of Michigan's most efficient district courts. The 46th District Court has approximately 18% less case processing staff than the statewide average, but processes approximately 31% more cases than the statewide average. In addition, the Court disposed of 7% more cases per judge than the statewide average.

<table>
<thead>
<tr>
<th>2000 Statewide District Court Caseload Comparisons</th>
<th>Statewide</th>
<th>46th District Court</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Dispositions Per Judge</td>
<td>12,398</td>
<td>13,279</td>
<td>7%</td>
</tr>
<tr>
<td>Case Processing Staff Per Judge</td>
<td>6.1</td>
<td>5</td>
<td>-18%</td>
</tr>
<tr>
<td>Dispositions Per Case Processing Staff</td>
<td>2,025</td>
<td>2,656</td>
<td>31%</td>
</tr>
</tbody>
</table>

OFFSET NEED FOR ADDITIONAL RESOURCES DESPITE INCREASE IN JURISDICTION

There has been a significant increase in district court jurisdiction over the past three years. On January 1, 1998, the civil jurisdiction of district courts was increased from $10,000 to $25,000. On January 1, 1999, the criminal
jurisdiction was raised from $100 to $1,000 and on January 1, 2000, the small claims jurisdiction was increased from $1,750 to $3,000. These increases in jurisdiction have had a significant impact on the caseload and workload of the 46th District Court. General civil caseload has increased over 25% in three years. Cases being filed in excess of $10,000 also involve more complex issues, more parties, more hearings and more paperwork to be processed and filed. In addition, the average caseload per probation officer has increased 22% in just one year.

The increases in civil, criminal and small claims jurisdiction have resulted in a significant increase in caseload and workload for the 46th District Court. Due to the Court's commitment to making operational and procedural improvements, the 46th District Court has been able to absorb the increased caseload and workload without adding staff.

CASEFLOW MANAGEMENT ACCOMPLISHMENTS

The Court has experienced continuous caseload management improvements since Judge Moiseev, Judge Cooper and Judge Levy took the bench in 1986-87. The result of the Court's effective caseflow management procedures are illustrated below.

Timely Disposition of Cases - The 46th District Court continues to process cases in a timely manner.

- 93% of all traffic and criminal cases are disposed of within 91 days.
- 97% of all general civil cases are disposed of within nine months.
- 83% of all small claims and landlord-tenant cases are disposed of within 35 days.

Continued Civil Caseload Improvements - As of December 1988 there were 94 cases pending over one year as compared to only nine cases over one year old as of December 2000. The court's performance in this area is exemplary, considering that there were approximately 3,500 general civil cases filed in 2000.

<table>
<thead>
<tr>
<th>CIVIL CASES PENDING OVER 1 YEAR</th>
<th>1988</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 1 Year</td>
<td>94</td>
<td>9*</td>
</tr>
</tbody>
</table>

*The few cases not processed within these periods are closely monitored because of unique problems in each case.

EXCEPTIONAL CLEARANCE RATE

The clearance rate is a case flow management tool that is used to evaluate if a court is keeping up with its caseload. It measures the number of cases filed compared to the number of cases disposed during a specified time period.

As indicated below, there were 47,562 cases filed in 2000 and 47,727 cases disposed. That represents a clearance rate of 100% and demonstrates that dispositions are keeping up with filings.
NEW PROGRAMS AND SERVICES

Implementation of a Court Website - The 46th District Court launched its website in 2000 to increase public access to court information. Included is information on: court location and hours; jurisdiction; fine schedules for ticket payments; overview of judges and court staff; description of special programs; the Annual Report; instructions for filing small claims cases; and jury duty information. For more information see www.46districtcourt.com. The Court is also participating in the City of Southfield's Website Design Project to coordinate and establish links with the City's website.

Probation Automated Monitoring System (PAM) - New technology is providing the 46th District Court with the ability to supplement reporting for low-risk probationers and make more effective use of probation officer resources. Probationers with minimal conditions may use the PAM kiosk located in the lobby of the Public Safety Building to meet their monthly reporting requirements in lieu of meeting with a probation officer. The PAM System allows probation officers to spend more time with those defendants requiring more intensive supervision.

The probationer registers a fingerprint and answers questions on a touch-pad screen. The PAM registers the probationer's responses and forwards a report to the probation officer. The system also sends a message to the probation officer when a probationer fails to report as ordered.

The 46th District Court's automated probation reporting system is the first in Michigan that allows probationers to report 24 hours a day, 7 days a week. The Court extends its thanks and appreciation to Chief Joseph Thomas and the Southfield Police Department for their partnership and cooperation on this innovative project.

Innovative Court/City Work Program Partnership - In response to the heavy December snowfall, the Court and City partnered an innovative program using low risk defendants assigned to the Oakland County Weekend Alternative for Misdemeanors (WAM) Program. Southfield community seniors who had difficulty clearing snow from their driveways and sidewalks received assistance from the WAM Program. In addition, numerous crosswalks and sidewalks throughout the City were also cleared. This was the first time that court probationers had been used in this capacity and it was felt to be a success and an excellent opportunity for area youth to provide a service to the community.

Increased Mediation Services - The increase in the general civil jurisdictional limit of district courts has significantly increased the number of general civil cases filed by approximately 25% in the past three years. Further, there is an increasing trend on national, state and local levels for parties to represent themselves and not obtain the services of an attorney. In response, the Court has increased its General Civil In Pro Per
Mediation Program which offers free mediation services if at least one party is not represented by an attorney. The 46th District Court was the first district court in Oakland County, and believed to be the first in the state, to implement this type of program.

OPERATIONAL AND PROCEDURAL IMPROVEMENTS

Information System Upgrades - The 46th District Court made major improvements to its information technology system in 2000 by upgrading its cabling system and personal computers and standardizing all operating systems and word processing software. In addition, the Court joined the City of Southfield's Groupwise Network which increased electronic communication with the City and standardized the Court's internet and email functions. This was a major project that has greatly simplified and streamlined support and training for court staff.

Revised Fine and Cost Schedule - After considerable analysis and review, the 46th District Court revised its fine and cost schedule based on a new approach for assessing costs on traffic tickets. The Court's cost schedule is now based on an updated analysis of police, prosecutor and court processing costs.

Major Update to Court's Employee Handbook - This was a major project that compiled and updated Court personnel policies and procedures in compliance with existing laws and practices.

Implementation of Handicapped Parking Instruction Sheet - For years, Southfield Emergency Management has been using the same instruction sheet for parking tickets as that used by police officers issuing civil infraction tickets. Due to the special nature and processing of handicapped parking tickets, it was felt we needed to provide violators with more detailed instructions regarding the law and their procedural options. A special form was developed that provides more detailed information and explanations. This form has provided citizens with standardized information and has assisted both Emergency Management staff and Court staff in better serving the public.

Revised Register of Actions Form - The Register of Actions form is the backbone of the Court's records management system. This year, the form was revised and training provided to help simplify and standardize the collection of required data.

Outstanding Performance in SOS Conviction Reporting - Courts are required to report traffic convictions to the Secretary of State (SOS). According to the SOS 2000 Abstract Timeliness Report, the 46th District Court reported 98% of its convictions within 30 days of conviction. In addition, over the past 3 years, of the 166 court locations statewide, only 10 courts had a 96% rate or higher and of those, only one court reported more convictions than the 46th District Court in Southfield. The Court has demonstrated a consistently high level of performance in this area.

Excellent Ratings on LEIN Audits - The Law Enforcement Information Network (LEIN) maintains criminal history records for the state. The 46th District Court has consistently received excellent ratings on their LEIN audits which has allowed us to qualify for conducting self-audits when offered by the Michigan State Police.

IMPLEMENTATION OF NEW LEGISLATION AND COURT RULES

Repeat Offender Legislation - The new Repeat Offender Legislation that became effective in October 1999,
required considerable additional administrative attention in 2000. New paper plates, reporting and immobilization procedures placed increased demands on court staff and higher levels of coordination with police and prosecutorial agencies.

Commercial Vehicle Legislation - While this new legislation affected a small percentage of district court cases it totally changed how monies collected on offenses written under local ordinance are distributed. This required major procedural changes and extensive retraining and monitoring.

Alternative Dispute Resolution Court Rules - The Michigan Supreme Court adopted new court rules and amended several existing rules regarding alternative dispute resolution (ADR) effective August 1, 2000. As one of the first district courts to implement case evaluation and mediation programs for small claims and general civil cases, the 46th District Court played a major role in developing a model ADR Plan for courts to use statewide. The Court's Model Plan is being used by numerous courts in Oakland County and is being distributed by the State Court Administrative Office to courts across the state. In addition, the 46th District Court hosted and assisted several Oakland County Courts interested in implementing their own program.

CAPITOL IMPROVEMENTS

Courthouse Carpeting Project - New carpet was installed in the first and second floor of the Court building. This was a major project that required extensive planning and coordination. The project went smoothly and was completed on schedule. The Court extends its thanks and appreciation to the City of Southfield and its Facilities Maintenance Department for their efforts.

Courtroom Seating Project - New courtroom seating was installed in all four (4) courtrooms. This project was also completed according to schedule and once again, the Court extends its thanks and appreciation to the City of Southfield and its Facilities Maintenance Department for their efforts.

LOCAL/STATE/NATIONAL COURT CONTRIBUTIONS

The Judges and staff of the 46th District Court have taken an active role on a local, state and national level to improve the administration of justice. The following is a summary of their activity.

Judge Susan Moiseev:
- District Director, American Bar Association National Conference of Special Court Judges.
- Member of the State Bar Standing Committee on Professional and Judicial Ethics.
- Member of the Oakland County Bar Association Professionalism Committee, Diversity Committee and Law-related Education Committee.
- Vice President, Oakland-Livingston Legal Aid.
- Editor, BENCHMARKS, newsletter of the Michigan District Judges Association.

Judge Stephen Cooper:
- Presented with Michigan Governor's Volunteer Service Award.
- Past president of the Michigan District Judges Association.
- Founder and promoter of the Oakland County Bar Association's LAWFAIR.
Continued active involvement with the leadership and members of the Michigan Legislature on improving Michigan courts and was selected by the Chief Justice of the Michigan Supreme Court for the Michigan Judicial Summit.

Editor of issues of the Michigan Bar Journal and service on the advisory Board of the Journal.

Presented various seminars and educational programs for students, civic groups and judges.

Judge Bryan Levy:

- Member of the Michigan District Judges Association Rules Committee.
- Member of the Michigan District Judges Association Legislative Committee.
- Member of the Court Officer Committee.
- Presenter of Statewide Civil Training for District Court Civil Clerks.
- Member of the Consortium's Curriculum Design Committee and served as faculty.

Court Administrator Donna Beaudet:

- Member, Michigan Judicial Institute Advisory Committee.
- Member, Michigan Court Administrators Association Legislation Committee.
- Member, Court Officer Committee
- Member, Judicial Information Systems, Executive Board
- Faculty, Mid-Atlantic Association for Court Management, Annual Conference
- Selected to participate in Michigan Judicial Institute's first Leadership Institute
- Liaison, Ad Hoc Court Equity Fund Committee

COMMUNITY EDUCATION

The 46th District Court is committed to increasing the public's understanding and appreciation of the administration of justice. The Court has participated in the following:

Community Education - The Judges have participated in a number of educational activities throughout the community. In May, the Court participated in the City of Southfield's "Community Day." Judges and staff were available to distribute information and answer questions from the public. The judges have also participated in a number of community education events. Judge Susan Moiseev has participated in various law-related education programs at Vandenbergh, McIntyre, Leonhard, Akiva, Marion, Brother Rice and Southfield High Schools. She participates in Southfield and Birmingham Schools' Celebrity Reader Program, at local DARE graduations and was a presenter for the Oakland County Bar Association's Youth Law Conference. She presented the trophy at the Annual Civic Bowl. Judge Stephen Cooper has spoken to local groups and has been active with both law school and high school Moot Court Competitions where students prepare and present a trial. Statewide, he has served on the Advisory Committee and served as a judge for the semi-final competition. He has visited local classrooms to speak with students about legal issues and took high school students for a tour of the Oakland County Jail, Morgue and Circuit Court. Judge Bryan Levy lectured on evidentiary issues and has given several training sessions for court clerks, paralegals and legal secretaries throughout the State.

Law Day - The 46th District Court hosted a Law Day Open House on May 4. Invited guests included legislators, county officials, city, township and village councils, board members of the Oakland County Bar Association, Oakland Mediation Center, HAVEN and representatives of other community associations. Staff conducted tours.
of the courtrooms and offices and answered questions about the operation of the 46th District Court.

**STAFF HIGHLIGHTS**

**Service Awards** - Service Awards were presented to the following employees at the Employee Recognition Luncheon held in December, 2000:

- 5 Years: Janet Brown, Jeanne Rahaman
- 10 Years: Jim Caldwell
- 15 Years: Janice Gross
- 25 Years: Marie Konicov
- 30 Years: Lorie Henley

**Staff Training** - Staff training is a priority in the 46th District Court. The following is a summary of 2000 staff training:

- **AS400 Training and Troubleshooting and Maintaining PC's**
  - Renee Sesi

- **Communication: Listening and Responding to Co-workers**
  - Paula Vibert

- **Introduction to Powerpoint 97 and Advanced Powerpoint 97**
  - Donna Beaudet, Paula Vibert

- **Valuing Cultural Diversity in the Courts**
  - Judene Bald, Janet Brown, Michelle Colyer, Donna Felix, Janice Gross, Michelle Gueli, Tera Jackson, Elizabeth Krumbach, Jeanne Rahaman, Debbie Rebh, Ann Saviniemi

46th District Court Probation Officers attended the following seminars:

- **Cherie Kohl-Warsaw** Working with Resistant Clients
  - Prescription Drug Abuse
  - S.A.S.S.I. Administration and Scoring
  - S.A.S.S.I. Clinical Interpretation

- **Marie Konicov** Pathological Gambling, Crime and Criminal Justice
  - Recognizing Diversity in Treatment
  - Healing Force of 12 Step Programs
  - Substance Abuse 2000
  - Treating the Client with ADHD

- **Lisa Peek** H.I.V. and Substance Abuse Transmitted Diseases
What Every Citizen Should Know About Court Revenues and Budgets

Most citizens are not familiar with the court system and do not understand how courts function. As a result, there are many widely held mistaken beliefs about the operation of the courts, particularly in the area of court revenues and budgets.

To maintain the public's trust and confidence in our system of justice, it is important to address the most common misunderstandings.

1. Courts are not businesses - The purpose of our court system is to provide a forum for the resolution of disputes in a "fair, efficient, effective, timely, unbiased and convenient manner." The judicial branch of government, like all branches of government, exists to maintain order, provide necessary services and to serve the public; not to make a profit.

2. Courts do not keep the revenue they generate - Courts are prohibited by law from keeping and using the money they collect from fines, costs and fees. All monies collected are distributed to either the state, the county or local units of government according to statutory requirements. As indicated on the following page, all 46th District Court revenues are distributed in this manner. In addition, judges are full-time salaried officials. Their compensation is not linked to fines that are assessed or monies that are collected.

3. The Legislative Branch of Government approves Court budgets - All monies received by courts to maintain their operation are reviewed and approved through a budget process and are authorized by the applicable legislative branch of government.

Please keep the above information in mind as you review the next section on the 46th District Court's revenues, distributions and expenditures.

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>1999</th>
<th>2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judicial Salary Reimb. (1) (Total for all Judges)</td>
<td>137,172</td>
<td>137,172</td>
</tr>
<tr>
<td>Fines, Costs, Fees</td>
<td>3,924,134</td>
<td>4,042,443</td>
</tr>
<tr>
<td>Interest(^{(2)})</td>
<td>29,712</td>
<td>43,389</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>4,091,018</td>
<td>4,223,004</td>
</tr>
</tbody>
</table>

DISTRIBUTIONS \(^{(3)}\)<