



THIRD JUDICIAL CIRCUIT  
OF MICHIGAN

ROBERT J. COLOMBO, JR.  
CHIEF JUDGE

701 COLEMAN A. YOUNG MUNICIPAL CENTER  
2 WOODWARD AVENUE  
DETROIT, MICHIGAN 48226-3413

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**DOCKET DIRECTIVE 2015 – 23**

**STATE OF MICHIGAN  
THIRD JUDICIAL CIRCUIT**

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**SUBJECT: Jury Selection and Utilization as to the Third Circuit Court and the Wayne County Clerk**

This Docket Directive is issued pursuant to MCR 8.110, MCL 600.1353, and MCL 600.1376 for the Wayne County Clerk and the Court to ensure efficient jury selection and utilization in accordance with Court's Jury Selection Plan.

**IT IS ORDERED THAT:**

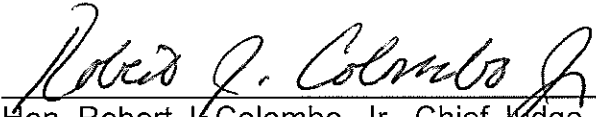
**Effective: September 8, 2015**

1. The Director of the Jury Services Department shall request and use a copy of the combined driver's license and personal identification cardholder list from the Secretary of State as the juror source list for the Circuit Court and all district courts within Wayne County.
2. By May 1 of each year, the Director of Jury Services will receive from each district court and the Chief Judge of the Third Circuit Court an estimated number of qualified jurors that will be needed for the upcoming twelve months beginning September 1 of the same year.
3. Based upon the estimated need of qualified jurors, the Jury Services Department's vendor shall use electronic means to randomly select a sufficient number of records from the juror source list to issue juror questionnaires. The Jury Services Department will qualify these jurors.

4. Based upon the estimated need of qualified jurors, the Jury Services Department's vendor shall use electronic means to randomly select a sufficient number of records from the juror source list to issue the One Step Form to persons for jury services for the Circuit Court for a four to six week period beginning each September 1.
5. The Courtroom Clerk will assist with the impaneling of jurors and provide necessary reports and information to the Jury Services Department:
  - A. When a jury panel is needed, the Courtroom Clerk shall contact the Jury Services Department to request a jury panel. At the direction of the judge, the Courtroom Clerk shall also verify with the attorneys of record the day before the jury trial is to begin to ensure that the jury trial will be going and confirm with Jury services that they will or will not need the Jury. On the day of service, the Jury Services Department will provide sheets that contain the following: jurors' names, Juror Background Reports, and a confidential Random Case Information Sheet to ensure the Clerk is able to identify the jurors and the random selection of jurors.
  - B. The Courtroom Clerk will provide the judge and the attorneys of record a juror seating chart and a copy of the background reports.
  - C. The Courtroom Clerk will administer the Oath to Prospective Jurors, note the time that impaneling begins, and call names of the prospective jurors from the confidential Random Case Information Sheet.
  - D. The Courtroom Clerk will track the jury challenges.
  - E. The Courtroom Clerk will administer the Oath to Jurors after Impaneling after the judge indicates the jury has been selected. After jurors are impaneled, the Courtroom Clerk will provide the Case Information Sheet-Alphabetic to the Jury Services Department on a daily basis to ensure the Court records juror attendance daily and processes juror payments promptly.
  - F. The Courtroom Clerk will advise the Jury Services Department every day of jurors' attendance.
  - G. The Courtroom Clerk will administer the Oath to the Sheriff's Deputy when jurors are excused to deliberate.
  - H. At the conclusion of the trial, the Courtroom Clerk will provide the Case Information Coversheet to the Jury Services Department.

6. The Director of Jury Services will provide Jury Manager Reports to the Wayne County Clerk:
  - A. The Director of Jury Services will transmit an electronic report identifying all persons summoned for jury service in the Circuit Court at least 10 days before the date the persons are to begin jury service.
  - B. Annually, the Director of Jury Services will provide a list of all persons who served as jurors in the Circuit Court and all district courts during the preceding year.
  - C. The Director of Jury Services will send the Jury Management reports to the Wayne County Clerk, the Chief Deputy County Clerk, the Chief of Staff, and the Department Administrator.
  
7. The Wayne County Clerk and the Chief Judge of the Third Circuit Court or their designees shall meet annually in June to review the work processes contained within this Docket Directive to ensure it meets the objectives set forth in the Court's Juror Selection Plan.

The Wayne County Clerk, the Third Circuit Court Case Processing Department, the Third Circuit Court Jury Services Department, and the Third Circuit Court Information Technology Systems Bureau are directed to take the steps necessary to accomplish this Directive.

  
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Hon. Robert J. Colombo, Jr., Chief Judge  
Third Judicial Circuit of Michigan

**Dated: September 8, 2015**