



Berrien County Trial Court

Thomas E. Nelson, Chief Judge - Brian E. Ray, Administrator

Courthouse - 811 Port Street - St. Joseph, MI 49085

(269) 983-7111, Ext. 8453 - FAX (269) 982-8634

www.berriencounty.org

Administrative Order 2014-06

Rescinds Administrative Order 1997-3

ACCESS TO JUROR QUESTIONNAIRES

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 1987-1, effective April 1, 1987. This order replaces and rescinds Berrien County Trial Court Administrative Order 1997-3. The purpose of this order is to regulate access to juror questionnaires upon approval by the State Court Administrative Office.

1. Juror Qualification Questionnaires, MCL 600.1315; MSA 27A.1315
 - a. Juror Qualification Questionnaires are confidential and are not public records.
 - b. Juror Qualification Questionnaires shall be kept on file by the Jury Board for a period of 3 years from the time they are filled out.
 - c. The only persons allowed to examine Juror Qualification Questionnaires are:
 - 1) the Jury Board;
 - 2) the judges of the court;
 - 3) the court clerk and deputy clerks; and
 - 4) persons authorized access by court order.
 - d. The answers contained on any Juror Qualification Questionnaire shall not be publicly disclosed.
2. Juror Personal History Questionnaire, MCR 2.510
 - a. Juror Personal History Questionnaires are confidential and are not public records.

- b. Juror Personal History Questionnaires shall be kept on file by the Jury Board/court clerk for a period of 3 years from the time they are filled out.
- c. The only persons allowed to examine Juror Personal History Questionnaires are:
 - 1) the judges of the court;
 - 2) the court clerk and deputy clerks;
 - 3) parties to actions in which the juror is called to serve and their attorneys; and
 - 4) persons authorized access by court order.
- d. Attorneys of record and parties in pro per may examine Juror Personal History Questionnaires of jurors anticipated to be called for voir dire by presenting a written, signed request to the Jury Board/court clerk prior to commencement of voir dire. Neither photocopies nor verbatim handwritten copies of Juror Personal History Questionnaires may be made by the person examining the questionnaires. However, summary notes of pertinent information may be recorded.
- e. Examination of Juror Personal History Questionnaires may only be conducted in an area designated by the Jury Board/court clerk except upon order of the chief judge or trial judge in an assigned case.
- f. Upon request, attorneys of record or parties in pro per shall be provided copies of Juror Personal History Questionnaires for all jurors anticipated to be called for voir dire on a specific date. The request must be made in writing to the Trial Court Jury Office in St. Joseph and contain the following information:
 - 1) the attorney's or party's name and business address;
 - 2) the parties' names and the case number;
 - 3) the date the trial is scheduled;
 - 4) statements including:
 - (a) that no unauthorized person will be allowed to examine the questionnaires;
 - (b) that the copies of the questionnaires will not be copied; and
 - (c) that the questionnaires will be returned to the jury clerk upon completion of voir dire.

- 5) the date the request is made;
- 6) the signature of the attorney or party making the request.
- g. Questionnaires will be made available for examination and copies may be collected 2 business days prior to jury selection. Upon a motion for good cause shown, a court order may enter providing access to the questionnaires up to 7 days in advance of trial; generally, and without restricting the discretion of the court, good cause will not be found in routine cases.

Effective Date: July 29, 2014

IT IS SO ORDERED:

Date

7/29/14



Thomas E. Nelson, Trial Court Chief Judge