

# Annual Report

Michigan Court of Appeals



2003

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This edition of the Annual Report has been printed in black and white in deference to State of Michigan guidelines on the conservation of color printing resources.  
See Agency Services Operations Division Letter No. 2003-01

Cover photograph: Statue of Michigan's Lady Justice  
Sculpted by Chris Young.  
Michigan Hall of Justice Learning Center, Lansing, Michigan.  
Photograph by Denise Devine.

# INTRODUCTION



The Michigan Court of Appeals was created by the Constitution of 1963, Article VI, Section 1.

When it first began operation in 1965, the bench of the Court of Appeals was comprised of nine judges. As filings with the Court grew from a low of 1,235 in 1965 to a high of 13,352 in 1992, the Legislature increased the size of the bench to 12 judges effective January 1969, to 18 judges effective January 1975, to 24 judges effective January 1989, and to 28 judges effective January 1995. Originally, the Court's offices were located only in Lansing, Detroit and Grand Rapids. The Southfield Clerk's Office was opened in 1995 after the last increase in judges, when the Legislature apportioned the state into four districts for election purposes.

The Court now has facilities in five locations across the state. About 250 employees (judges and staff) work in these locations, linked by a statewide computer network that is supported by the Court's in-house Information Systems Department. On any given day, Court employees make close to 1,000 docket entries on the computerized case management system. At the same time, mail staff in four principal locations process some 225 newly filed documents daily for movement between offices or for docketing in the local office. Each month, attorneys in the Research Division prepare research reports in approximately 240 cases for case call and commissioner reports in some 160 cases for motion dockets, and the judges (assisted by their judicial assistants and law clerks) release opinions in roughly 290 cases and issue dispositive orders in 350 cases.

The people who are the Court of Appeals work hard to effectuate its mandate: "To secure the just, speedy, and economical determination of every action and to avoid the consequences of error that does not affect the substantial rights of the parties." Michigan Court Rule 1.105. As will be seen in this 2003 Annual Report, that mandate drives the Court's continued evolution as a significant element of the Michigan justice system.

Sandra Schultz Mengel, Chief Clerk

Larry Royster, Research Director

# JUDGES OF THE COURT OF APPEALS

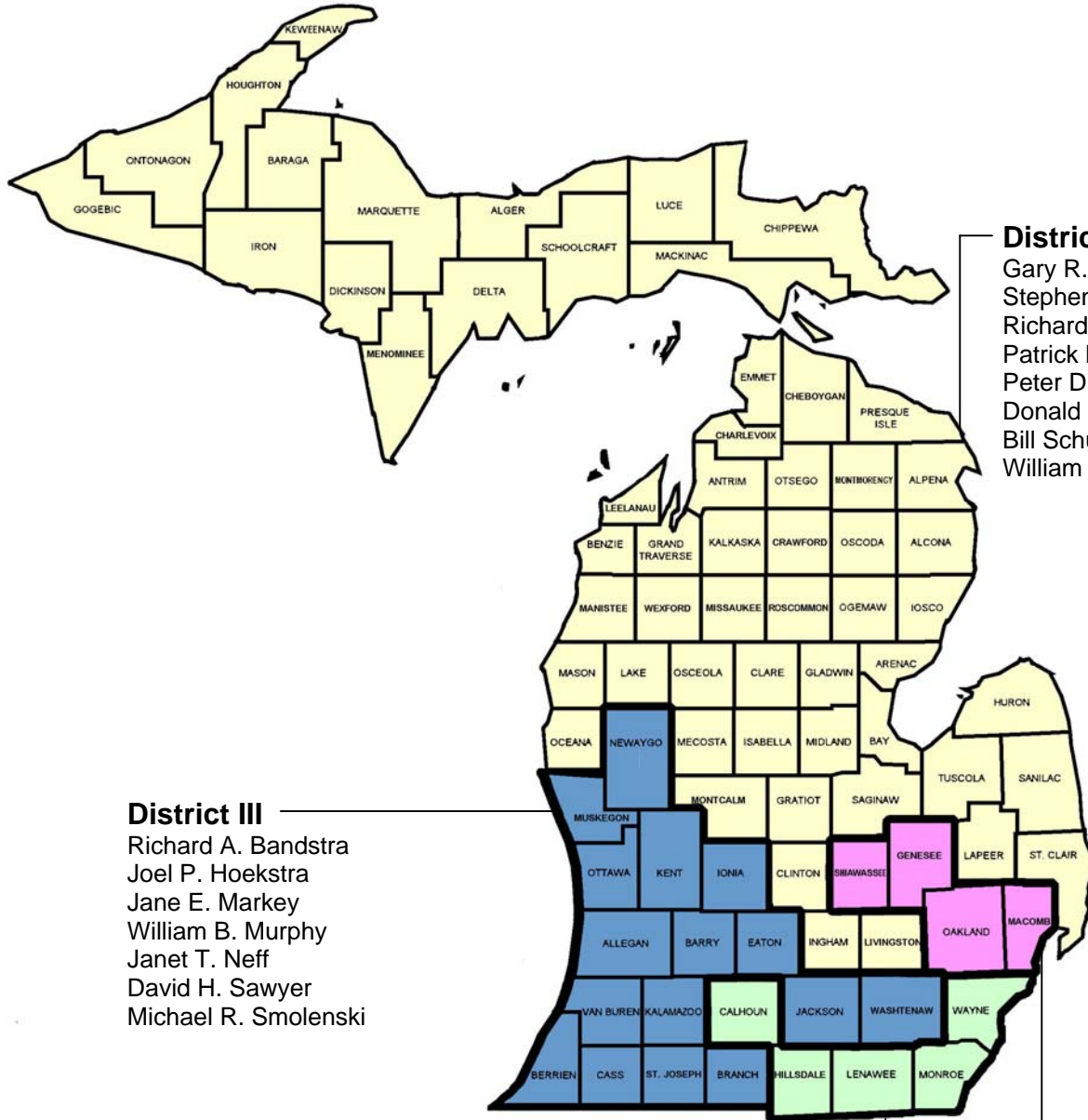
The Michigan Court of Appeals is a high-volume intermediate appellate court. Although divided into four districts for election purposes, the Court's twenty-eight judges sit in panels of three and rotate with equal frequency with each of the other judges and among the three courtroom locations (Detroit, Lansing and Grand Rapids). A decision of any panel of judges is controlling statewide and is reviewable by the Michigan Supreme Court on leave granted.

Judges Who Served in 2003	Joined the Bench	Current Term Expires on January 1 of
Whitbeck, William C., Chief Judge	1997	2005
Smolenski, Michael R., Chief Judge Pro Tem	1995	2007
Sawyer, David H.	1987	2005
McDonald, Gary R.	1987	2007*
Murphy, William B.	1988	2007
Cavanagh, Mark J.	1989	2009
Griffin, Richard Allen	1989	2009
Neff, Janet T.	1989	2007
Jansen, Kathleen	1989	2007
Fitzgerald, E. Thomas	1991	2009
White, Helene N.	1993	2005
Saad, Henry William	1994	2009
Bandstra, Richard A.	1995	2009
Hoekstra, Joel P.	1995	2005
Markey, Jane E.	1995	2009
O'Connell, Peter D.	1995	2007
Gage, Hilda R.	1997	2007
Talbot, Michael J.	1998	2009
Wilder, Kurtis T.	1998	2005
Zahra, Brian K.	1999	2007
Meter, Patrick M.	1999	2009
Owens, Donald S.	1999	2005
Cooper, Jessica R.	2001	2007
Kelly, Kirsten Frank	2001	2007
Murray, Christopher M.	2002	2009
Donofrio, Pat M.	2002	2005
Hood, Karen Fort	2003	2009
Schuetz, Bill	2003	2009
Borrello, Stephen L.	2003**	2005

\* Resigned effective January 3, 2003.

\*\* Appointed effective June 9, 2003.

# JUDGES BY DISTRICT IN 2003



**District III**  
 Richard A. Bandstra  
 Joel P. Hoekstra  
 Jane E. Markey  
 William B. Murphy  
 Janet T. Neff  
 David H. Sawyer  
 Michael R. Smolenski

**District I**  
 Karen Fort Hood  
 Kirsten Frank Kelly  
 Christopher M. Murray  
 Michael J. Talbot  
 Helene N. White  
 Kurtis T. Wilder  
 Brian K. Zahra

**District IV**  
 Gary R. McDonald\*  
 Stephen L. Borrello\*\*  
 Richard Allen Griffin  
 Patrick M. Meter  
 Peter D. O'Connell  
 Donald S. Owens  
 Bill Schuette  
 William C. Whitbeck

**District II**  
 Mark J. Cavanagh  
 Jessica R. Cooper  
 Pat M. Donofrio  
 E. Thomas Fitzgerald  
 Hilda R. Gage  
 Kathleen Jansen  
 Henry William Saad

\* Retired January 3, 2003  
 \*\* Appointed effective June 9, 2003

# ACE AWARD

On July 22, 2003, **Elizabeth Gordon** of the Research Division was presented with the Court of Appeals' Ace Award in recognition of her work at the Court. The Ace Award is given to an outstanding individual who is selected by the Ace Award committee of judges and administrators from among those employees who are nominated by their peers each year. In 2003, thirty-two separate nominations were received for nine separate nominees.

The Ace Award is named after Donald L. ("Ace") Byerlein, who served as court administrator from the Court's inception in 1965 until his retirement in 1997. Byerlein was known for being conscientious, dedicated, loyal, selfless, upbeat, civil, and possessed of the type of "can-do" attitude that characterizes the best employees at the Court.



**Elizabeth Gordon** was honored for demonstrating these attributes in her work for the Research Division. She played an integral role in the creation of the Summary Panel program and was extensively involved in the functioning of the program as she was almost solely responsible for assigning cases to research staff, monitoring their progress, proofreading and correcting staff reports, copying and mailing reports to the assigned judges, and monitoring the judges' votes on the cases. Gordon also was recognized for her effective and efficient coordination of the Court's 2002 move to the Hall of Justice.

Prior Ace Award honorees include:

Mary Lu Hickner, Deputy Clerk -- 1998  
Deborah Messer, Judicial Assistant -- 1999  
John Pratt, Court Officer -- 2000  
Mark Stoddard, District Commissioner -- 2001  
Suzanne Gammon, Judicial Assistant -- 2002

# COURT PERFORMANCE

## Delay Reduction Plan

In 2002, the judges of the Court of Appeals adopted an ambitious Delay Reduction Plan focused on reducing the time between filing and disposition of all cases resolved by an opinion of the Court. The Preliminary Report on Delay Reduction, as well as all subsequent Progress Reports, can be accessed on the Court's website at <http://courtofappeals.mijud.net>, under Resources, Special Projects.

Cases filed with the Court of Appeals are resolved either by opinion or order. *Order* cases move relatively quickly from filing to disposition because the dispositive orders are usually issued before the case is eligible for review by a staff attorney and for submission for oral argument before a panel of judges. *Opinion* cases move more slowly than order cases because their facts and issues are not amenable to disposition by order, and they are thus reviewed and reported on by a staff attorney and then submitted to a panel of judges for resolution by opinion.

Average time to disposition by opinion was reduced from 653 days in 2001 to 554 days in 2003.

For the approximately 3,100 cases disposed by opinion in 2001, the average time from filing to disposition was 653 days. Thanks to the delay reduction plan, however, the average time to disposition by opinion in 2002 was 603 days. And the average time to disposition by opinion in 2003 was 554 days. Between 2001 and 2003, average time to disposition by opinion was reduced by a total of 99 days.

Court administrators used various delay reduction measures in 2003 to enhance the preparation and assignment of cases to panels in a manner that balanced age and speed. Throughout 2003, the caseload was carefully monitored at all stages to ensure that cases moved smoothly and were assigned to case call as quickly as possible after they were available. Michigan Supreme Court Administrative Order 2002-5 provided the necessary flexibility to accomplish this goal. Notable changes from the more standard submission process were the use of volunteer panels of judges who agreed to take double caseloads in some months, with the second case call consisting of cases presented without

Administrative Order 2002-5 provided flexibility to modify panel assignments to ensure entire caseload moved quickly without delaying older, more complex cases.

research reports. When extra panels were not scheduled, regular panels were often assigned additional large cases without reports. And in April 2003, the Court scheduled six panels to hear only the oldest and most complex cases then pending before the Court so that a group of those cases could be cleared from the docket.

While fewer opinions were issued in 2003 than in 2002, the number still exceeded those issued in 2001 by some 13% (3,138 opinions in 2001 versus 3,558 opinions in 2003). And during this year the age of the pending caseload continued to decline such that 2003 opened with 10% of the caseload pending for more than 18 months and closed with only 3.96% pending for that length of time.

### Performance Trends

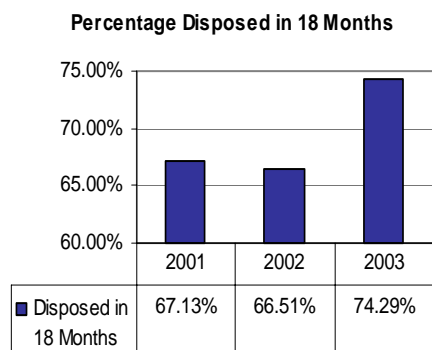
2003 Clearance Rate:  
103.53%

7,708 dispositions  
7,445 filings

The Court of Appeals has routinely tracked two measures of performance. The first is *clearance rate*, which reflects the number of cases disposed compared to the number of cases filed. In 2003, the Court posted a clearance rate of 103.53%, disposing of 7,708 cases during the same period when 7,445 cases were filed.

The second performance measure tracked by the Court of Appeals in recent years is the *relative age* of the pending caseload. Under this measure, an 18-month standard is applied to all pending cases, with the measure reporting the percentage of pending cases that is 18 months old or younger. At the close of 2003, for the first time in Court history, 96.04% of the Court's pending caseload was 18 months old or younger. At the close of 2002, this number was 90.28%.

Age of Pending Caseload at close of 2003:  
  
96.04% of pending cases were 18 months old or younger.

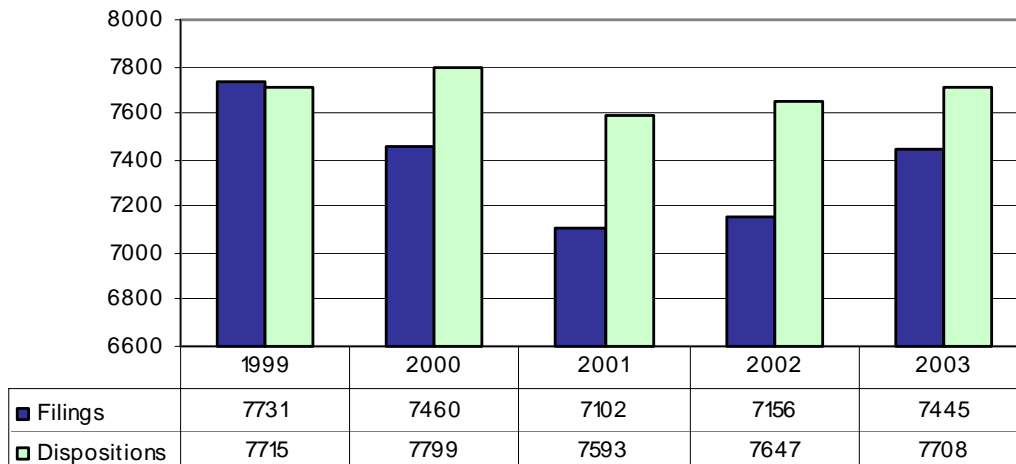


To balance the picture presented by the relative age data, a third measure of performance was added to the Court's tracking tools in late 2003. Rather than assess the percentage of the caseload that had been pending for 18 months or less, the new measure tracks the percentage of cases that were actually disposed within 18 months of filing. In 2003, 74.29% of all opinion and order cases were disposed in 18 months or less.

## Five-Year Statistics

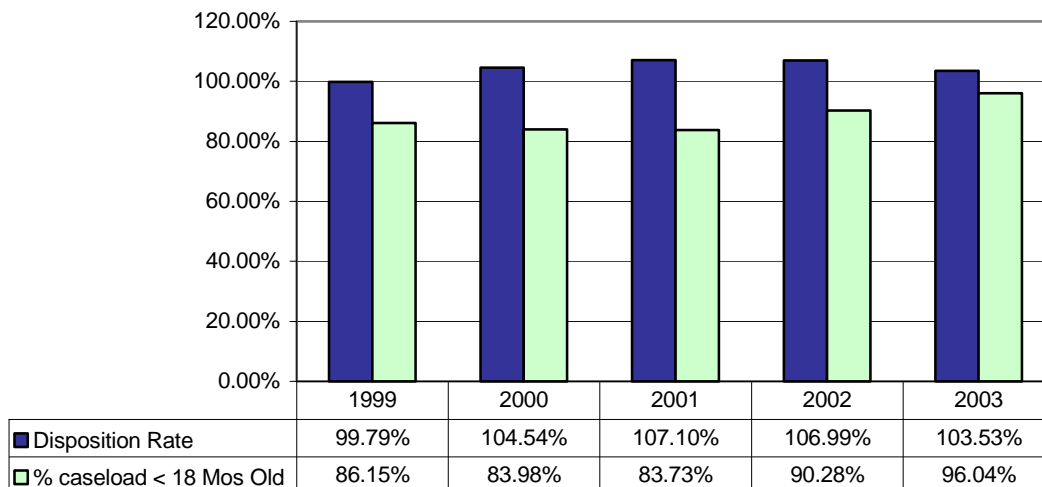
The following chart illustrates the Court of Appeals' performance trends for the past five years.

### 2003 Filings & Dispositions



In 2003, filings in the Court of Appeals increased 4.04% over 2002. In the same period, dispositions in the Court of Appeals increased 0.80% over 2002. The continued filing increase seen in 2003 evidences the end of a decline in annual filings that began in 1992.

### 2003 Disposition & Caseload Trends



# CLERK'S OFFICE

Special focus on dependency appeals continued in 2003. Rule amendments proposed by Work Group.

## Dependency Appeals Work Group

As 2003 opened, the Clerk's Office continued its special review of all cases involving termination of parental rights. This was a continuation of a project that began in September 2002, when Michigan Supreme Court Chief Justice Maura D. Corrigan invited the Court of Appeals to place special emphasis on reducing delay in dependency (custody and termination of parental rights) appeals. A preliminary report was issued in November 2002 and the final report was issued in May 2003. Both documents may be accessed at <http://courtofappeals.mijud.net/resources/specialproj.htm>.

The final report proposed a significant court rule change that would result in the trial courts appointing counsel and ordering necessary transcripts on a State Court Administrative Office form that would then function as the claim of appeal, similar to a process that has been used in criminal cases for many years under Michigan Court Rule 6.425(F). At the close of 2003, that proposal was under consideration at the Michigan Supreme Court.

Pending formal action on the rule proposal, activity continued in related areas. The Detroit Clerk's Office continued to focus substantial resources on Wayne County appeals from orders terminating parental rights. In those cases, the Detroit office reviews each appeal in which transcripts are overdue and recommends to the Court a *sua sponte* order to show cause any court reporter who fails to timely file a transcript ordered for the appeal. Over the course of 2002 and 2003, this focus contributed to an average reduction of 6 days in the time consumed by transcript production in these cases. Periodic meetings between administrators and judges of the Court of Appeals and Wayne Circuit Court were also used to spotlight areas of delay and develop solutions that work for both courts.

Record production issues received increased attention in dependency and other appeals through study by Record Production Work Group.

## Record Production Work Group

Created in August 2003 by joint agreement of Supreme Court Chief Justice Corrigan and Court of Appeals Chief Judge William C. Whitbeck, this interdisciplinary work group was assigned the task of studying the causes of delay in record production for appeal. Chaired by Chief Judge Pro Tem Michael R. Smolenski, the group's reports and recommendations are archived on the Court's website at

<http://courtofappeals.mijud.net/resources/specialproj.htm>. Highlights include initiatives to secure fee increases for court reporters and recorders while structuring workload, deadlines, and Court oversight activities to facilitate timely production.

A multi-faceted approach to further delay reduction included collaboration with representatives of the State Bar and its Appellate Practice Section.

### **Delay Reduction**

During 2003, various delay reduction projects and work groups were active. The internal work group met periodically to assess success rates posted under the initiatives adopted in 2002 and to chart new means of further streamlining the processing of appeals. Progress reports are found on the Court's website at <http://courtofappeals.mijud.net/resources/specialproj.htm>.

An interdisciplinary group comprised of Court administrators and State Bar of Michigan representatives met throughout the summer in an attempt to identify methods of reducing time on appeal that would not substantially shorten briefing time available to attorneys.

And on November 4, 2003, the Supreme Court issued Administrative Order 2003-6 which directed the Court of Appeals to work with State Bar of Michigan representatives and other interested individuals to formulate a plan focused specifically on differentiated case management of civil appeals. The group began meeting in December 2003 and its work continued into early 2004. See the Court's website for reports on this specific project by the Case Management Work Group.

### **Electronic Opinion Distribution**

Electronic distribution of the Court's opinions by email was expanded in 2003 to include the opinions of the Michigan Supreme Court. Now, subscribers to one list automatically receive both lists on the first business day following issuance of opinions by either court. By the end of 2003, the list was being distributed to almost 1,000 individual subscribers.

By end of 2003, Court serviced nearly 1,000 subscriptions to appellate opinion notification service. Website opinion search options supplemented with printable opinion release zip files.

These emails provide links to the listed opinions on the courts' websites, where a variety of opinion search options are also available to users, including a feature that elicits all opinions released on a specified date. Pending at the end of 2003, and operable at the time this report was published, is an option that compresses entire opinion releases into single zip files for downloading and printing. This option can be found on the Court's website at <http://courtofappeals.mijud.net/resources/asp/zipfiles.asp>.

## Costs & Fees

As part of the Court's budget for fiscal year 2004 (commencing October 2003 and continuing through September 2004), filing and entry fees were increased in an amount that

Filing and entry fees increased with Fiscal Year 2004 budget appropriation.

was matched by a reduction in the Court's General Fund appropriation. As of October 1, 2003, entry fees were permanently increased from \$250 to \$375, standard motion fees were increased from \$75 to \$100 until a sunset date in 2005, and priority motion fees were increased from \$150 to \$200 until the same sunset date.

Following the fee increase, fee receipts for October, November and December 2003 lagged slightly behind projected levels and it remained to be seen whether that shortfall would be recouped during the remainder of the fiscal year from January through September 2004.

## Video Argument

In March 2003, the Court experimented with the use of video argument on appeal when attorneys located in a Lansing video-conference room argued a case before a panel of judges located in the Grand Rapids courtroom. The argument was videotaped for use by the panel and to enable court administrators and participating attorneys to critique the experience. While the participants concurred in their assessment that the medium was adequate to the purpose, scheduling complexities involving the matching of suitably routine appeals with attorneys and judges located in appropriate cities have delayed further attempts to work with the technology in that context.

## Oral Argument Heard at Local Law Schools

In 2003, judges of the Court of Appeals accepted invitations to schedule full days of oral argument at three Michigan law schools. The sessions at Wayne State University Law School, University of Detroit Mercy Law School, and Ave Maria Law School allowed students and faculty at each school to observe formal argument of regularly scheduled cases pending at the Court of Appeals.

Court of Appeals judges scheduled full days of oral argument at three local law schools in 2003.

# RESEARCH DIVISION

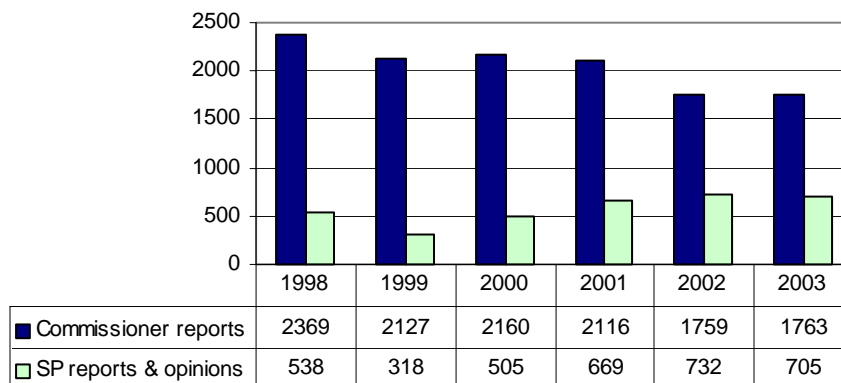
## Commissioners

The commissioners are experienced central staff attorneys whose primary function is to prepare written reports in (1) discretionary matters such as applications for leave to appeal, (2) motions to withdraw as counsel or to remand, and (3) complaints for writs of habeas corpus, superintending control, and mandamus. The commissioners review incoming emergency applications and work closely with the judges to resolve them on an expedited basis. Several commissioners also prepare reports and proposed opinions in cases assigned to summary panels. The commissioners are located in each of the four district offices—Detroit, Southfield, Grand Rapids and Lansing.

In 2003, the commissioners prepared reports in 1,763 leave applications and miscellaneous matters. Although this is fewer than in years past, two commissioners left the Court in 2002 and have not been replaced for budgetary reasons. By shifting some of the commissioners' responsibilities to the senior research attorneys, the remaining staff is able to timely process the leave applications without creating a backlog in the district offices.

In 2003, the commissioners also prepared 705 reports and proposed opinions in cases assigned to summary panels. This is an increase in the number of reports and opinions prepared in the past few years. The chart below compares the 2003 production of both commissioner reports and summary panel reports with the production numbers from the prior five years.

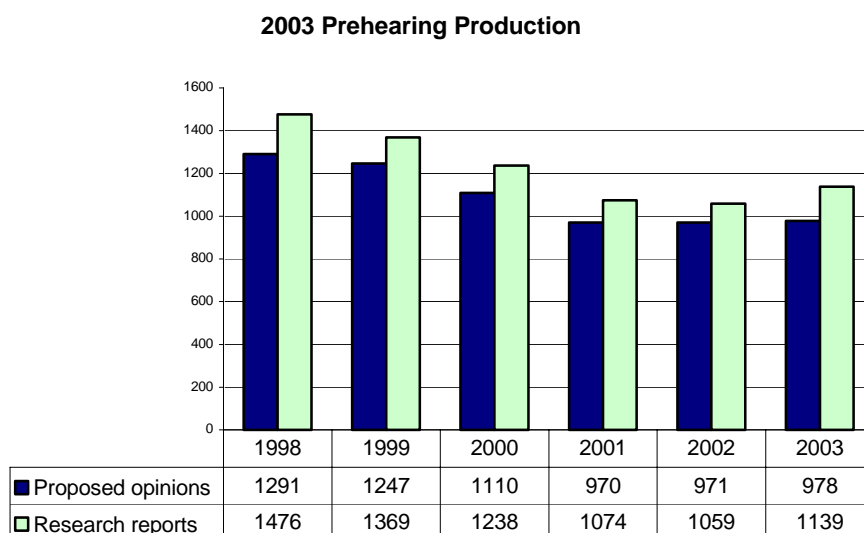
**2003 Commissioner Production**



## Prehearing

Prehearing attorneys are typically recent law school graduates who are hired for a period of one to three years. They prepare research reports in cases that are determined to be in the mid-range of difficulty. The reports are confidential intra-Court documents that contain a comprehensive and neutral presentation of the material facts, a recitation of the issues raised by the parties, a summary of the parties' arguments, a thorough analysis of the law and facts on each issue, and a recommendation as to the appropriate disposition. Prehearing has offices in Detroit, Grand Rapids, and Lansing.

In 2003, prehearing attorneys prepared 1,139 reports and 978 proposed opinions for regular case calls. The chart below compares the 2003 prehearing production with the prior five years.



The table to the right lists the average number of prehearing attorneys on staff in 2003 compared to the previous four years, as well as comparatives for the *aggregate* day evaluations of the cases in which prehearing prepared reports and the *average* day evaluations of those cases over the

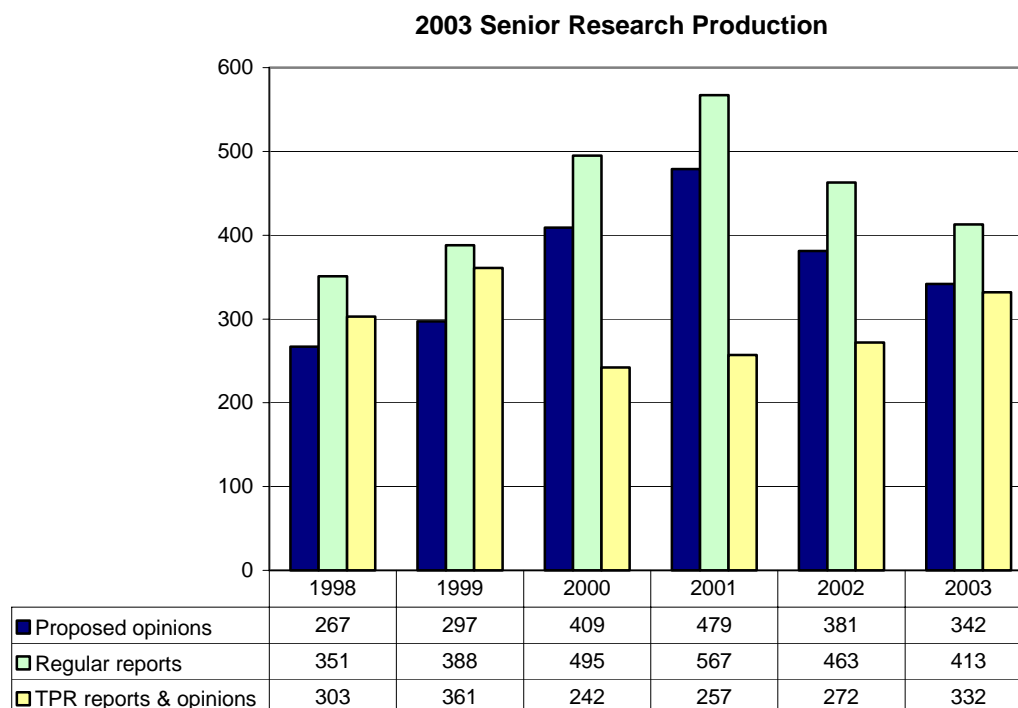
	Number of PH Attorneys	Aggregate Day Eval of Cases	Average Day Eval of Cases
1999	32.6	4,948	3.61
2000	31.4	4,886	3.95
2001	29.5	4,603	4.29
2002	28.5	4,805	4.54
2003	32.0	5,108	4.48

same five-year period. The filing fee increase that became effective on October 1, 2003, allowed the Court to hire additional prehearing attorneys at the end of the year, thereby increasing the number of attorneys to its highest level since 1999. In 2003, twenty-four attorneys left prehearing and twenty-eight new attorneys were hired.

## Senior Research

Senior research is comprised of experienced attorneys whose backgrounds typically include prehearing, judicial clerkships and private practice. Unlike prehearing attorneys, the tenure of the senior research attorneys is not for a limited duration. The primary function of these attorneys is to prepare research reports in longer or more complex cases for case call, although they also prepare reports in a significant number of termination of parental rights (TPR) appeals. The content of these research reports is the same as those prepared by prehearing. At the end of 2003, senior research was comprised of thirteen full-time attorneys and three part-time attorneys. The main office of senior research is located in Detroit, but several attorneys are housed in the Grand Rapids and Lansing offices.

In 2003, senior research prepared 413 research reports and 342 proposed opinions for regular case calls. The senior research attorneys and contract attorneys\* also prepared reports and proposed opinions in 332 termination of parental rights appeals. The chart below compares the 2003 production of senior research with the production numbers from the prior five years.



[\*Contract attorneys, as their title indicates, work for the Court on a contractual basis, preparing reports and proposed opinions in TPR cases. The vast majority of the nineteen contract attorneys previously worked for the Court as prehearing attorneys, senior research attorneys, or

commissioners. They now work from their homes and are not otherwise engaged in the practice of law.]

The table to the right compares the staffing levels of senior research for the past five years, as well as the *aggregate* day evaluations of the cases in which senior research prepared reports and the *average* day evaluations of those cases over the same five-year period.

	Number of Sr Research Attorneys	Aggregate Day Eval of Cases	Average Day Eval of Cases
1999	24.3	1,641	4.23
2000	23.3	2,463	4.98
2001	22.2	2,872	5.07
2002	16.6	2,818	6.09
2003	15.3	3,117	7.55

## Settlement Office

The settlement office was successful in settling ninety-four cases, or 33.6% of its workload, in 2003. One hundred and eight-six cases did not settle, and forty-five were still pending at year's end. These numbers are consistent with those in 2002.

An initiative that began in 2002—the use of volunteer facilitators to settle domestic relations (DM and DO) cases—was expanded in 2003. Initially, the domestic relations cases

placed in the program were limited to those in southeast Michigan or in the Lansing and Grand Rapids areas. The number of qualified facilitators has grown sufficiently large that cases can now be placed in the domestic relations program statewide. There are currently ninety-one facilitators who participate in the program. In recognition of their volunteer service to the Court, receptions for the domestic relations facilitators were held in Grand Rapids and Bloomfield Hills, and were graciously hosted by the law firms of Varnum Riddering and Butzel Long, respectively. The facilitators were presented with Certificates of Appreciation by Chief Judge Whitbeck and personally thanked for their efforts by the other judges in attendance. In 2003, twenty-one domestic relations cases settled and thirty-six did not (36.8%). Seven cases were still pending at the end of the year.

SETTLEMENT CASES 2003				
Case Type	Settled	Not Settled	Pending	Success Rate
<b>ALL CASES</b>	94	186	45	33.6%
<b>Major Case Types (by lower court suffix):</b>				
CH	5	14	2	26.3%
CK	13	37	8	26.0%
CL	5	4	0	55.6%
CZ	7.5	29	8	20.5%
DM	9	15	4	37.5%
DO	12	21	3	36.4%
NH	5	3	3	62.5%
NI	8	16	7	33.3%
NO	10	14	4	41.7%
NZ	7	7	1	50.0%
Misc	12.5	26	5	32.5%

# INFORMATION SYSTEMS

## Video Conferencing

Sixty-nine video conferences were held in 2003. This expanding use of the equipment located in each of the four primary Court locations was facilitated by the IS Department's conversion of the video system from dial-up lines to the existing Wide Area Network connections. Not only is this a more cost-effective method for conducting video conferences, but it also works at a higher speed than the dial-up lines.

Executive Committee meetings were conducted exclusively by video conferencing in 2003, and often included the viewing of PowerPoint presentations over the video network. Several training classes were also conducted by video conferencing.

## Court Rules Available on Public Website

In March of 2003, the Court launched the Michigan Court Rules on its public website. The Court Rules were written in XML (eXtensible Markup Language) format. A search feature is currently in development to provide users more flexibility in identifying rules that are pertinent to the issues they are researching.

## Opinion Release Notification

In mid-2003, IS Department staff completed the programming for the opinion release email service. This free service automatically sends to all subscribers an email listing of each published and unpublished opinion released on the prior business day, with the digest entries for published opinions. The same subscriber list is separately notified on the day after Michigan Supreme Court opinions are released. By the end of 2003, almost 1,000 people had subscribed to the notification service. For more information, see <http://courtofappeals.mijud.net/resources/subscribe.htm>.

In 2003, an option was added to the public website to allow downloading of a zip file of all opinions (published, unpublished, or both) from a given release date. This feature was added in response to feedback from numerous visitors to the Court website. For more information, see <http://courtofappeals.mijud.net/resources/asp/zipfiles.asp>.

## New Trainer Hired

In early 2003, Kathy Donovan was hired as the IS Department trainer. Kathy is a graduate of University of Michigan with a Master's Degree in Instructional Technology and Training. In addition to updating all in-house training materials, Kathy conducts classroom training and one-on-one instruction for Court staff, assists with Help Desk requests, and handles numerous other special projects as needed.

## Mappis Updates

MAPPIS (Michigan APPELLate Information System), the Court's intranet, was enhanced during 2003. In addition to serving as a case management system for docketing and tracking cases from filing through disposition, MAPPIS is a storehouse of other information for staff in all divisions of the Court. Research tools such as court rules, internal operating procedures, staff policy documents, and past staff reports are archived there. Human resources information is either stored on MAPPIS or accessed through MAPPIS links to websites of benefits providers.

In 2003, a finance option was added to provide administrators with a central location to store and access monthly financial reports and budget negotiation materials generated during each fiscal year.

MAPPIS enhancements included finance option, attorney check-in program, and electronic travel voucher.

For case call, an attorney check-in program was developed that is designed to aid court security officers in confirming attorney attendance at oral argument. The system is networked and automatically refreshed so that a court officer outside the courtroom can mark each attorney's name as they arrive, allowing the court officer inside the courtroom to know who is present for oral argument. It also allows substitute attorneys to be added as they arrive. The court officer in the courtroom can also indicate when a specific oral argument has begun, so staff people in each court location can track the progress of case call.

The Travel & Expense Voucher used by judges and staff for travel reimbursement was made interactive so it could be completed on MAPPIS. And a spreadsheet was developed for employee use in tracking leave time, allowing them to view projected leave accumulation and plan leave time accordingly.

A MAPPIS server is located in each district to facilitate distributed processing. The operating system that is used by MAPPIS was upgraded to a more current version during 2003.

## **Network Operating System Upgraded**

The Novell operating system that is used on all file and print servers in each district was upgraded to the most current version. To achieve maximum benefit under circumstances of limited financial resources, servers were swapped between locations to make the most efficient use of processor speed and disk capacity. Novell consultants assisted the two in-house Network Support Specialists with this upgrade.

## **The Blackout of 2003**

Like most of the eastern United States, three of the Court's locations were affected by the "Blackout of 2003." Detroit, Southfield and Lansing lost power on the afternoon of August 14. Power was restored to Lansing later that evening, the Detroit office regained power late on August 15, and the Southfield location's power was restored by midday on August 16. IS staff worked throughout the weekend to bring up downed servers, test them, synchronize databases in all locations, process an opinion release email, and update the public website. Their work ensured that all users were back up and running on Monday morning. Once the power was restored, a review of all emergency procedures was conducted, with particular focus on communication with staff during such an emergency. Ultimately, corded analog phones were installed in appropriate locations in all Court facilities for use during power outages.

# SECURITY DIVISION

## Security Reports

The Security Division has the daily obligation to monitor security incidents in the Court. In 2003, court employees generated 46 Security Information Reports. Of these, 10 were criminal incidents and 36 were non-criminal in nature.

## Security Procedures

The "Blackout of 2003" also provided the Security Division with an opportunity to test its protocols when several facilities were evacuated and then monitored throughout the period of the outage. Communications issues that arose during the outage were reviewed by the Court's administrative team and the Court subsequently implemented various measures to maintain communication during a wide variety of emergencies.

Court officers were assigned to monitor eight off-site functions during 2003. These ranged from judicial investitures to participation at oral argument at several law schools.



# DIRECTORY

## **District I – Detroit**

Kimberly S. Hauser, District Clerk  
Cadillac Place  
3020 West Grand Boulevard  
Suite 14-300  
Detroit, MI 48202-6020  
313.972.5678

## **District II – Southfield**

Angela DiSessa, District Clerk  
27777 Franklin Road  
Suite 700  
Southfield, MI 48034-8256  
248.353.6763

## **District III – Grand Rapids**

Lori Zarzecki, District Clerk  
State of Michigan Office Building  
350 Ottawa NW  
Grand Rapids, MI 49503-2349  
616.456.1167

## **District IV – Lansing**

Hannah J. Watson, District Clerk  
Hall of Justice  
925 West Ottawa Street  
P.O. Box 30022  
Lansing, MI 48909-7522  
517.373.0786

## **Settlement Office**

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