

63rd District Court

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Mission

The 63rd District Court is a county funded independent branch of government committed to the prompt, courteous and fair dispensation of justice by adjudicating cases in a timely manner using effective and efficient case management techniques, adhering to the highest standards that maintain the statutory and constitutional rights of all citizens, monitoring the enforcement of judgments, and being responsible stewards of public funds.

Overview

The 63rd District Court is one of six District Courts in the County, but the only District Court funded by the County of Kent. The other District Courts in Kent County are funded by their respective cities.

The District Court is a trial court of limited jurisdiction that has exclusive jurisdiction over the following types of cases: Civil suits involving \$25,000 or less; Adult criminal misdemeanor offenses punishable by up to one year's imprisonment; Civil infractions; Traffic violations; Landlord/tenant disputes; Small claims (involving \$6,000 or less); and Land contract forfeitures.

In addition to its jurisdiction to try adult criminal offenses punishable by up to one year's imprisonment, the district court is the court in which all other adult criminal proceedings begin, regardless of the nature of the offense. In carrying out this function, the district court has jurisdiction to issue arrest and search warrants, set bail and accept bond, conduct misdemeanor and felony arraignments, preside over preliminary examinations for felony and misdemeanor offenses outside its trial jurisdiction, and perform civil marriage ceremonies.

Significant Accomplishments

- The Court has fully integrated a scheduling module to our case management system so that hearings can be scheduled quicker on cases without having to consult a hardcopy calendar for the judges' dockets. This has improved customer service and greatly reduced the cost of mailing notices to the parties after their hearings.
- The Court completed implementation of real-time dispositions and distribution of paperwork in all courtrooms which eliminates case processing steps by staff, allows some customers to complete their court visits in the courtroom, and greatly reduces the wait times for customers who now do not have to return to the front counter after their hearings.
- The Court collaborated with all Kent County district courts on a joint Warrant, Traffic and Parking Tickets Waiver Program during all of October 2017. For those in arrears who paid in full, the Court waived all court-imposed late and warrant fees, except state-mandated license suspension reinstatement fees, which were non-waivable. In our Court, 133 defendants paid their obligations, received a late-fee waiver and moved forward with a fresh start.
- The addition of two probation officers this year enabled the Court to implement initial probation intake appointments directly after sentencing hearings. This enhancement enables probationers to begin their mandated probation activities earlier and thus provides them with a greater opportunity to successfully complete probation.

Strategic Goals

- Provide excellent customer service and equal access to a system of justice where all persons are treated with dignity and respect, being sensitive and responsive to the needs of our diverse community. (High Quality of Life)
- Provide responsible stewardship of resources through reasonably necessary expenses, effective collection of fines, costs and assessments, and accurate financial accounting and reporting. (Stable Revenues, Efficient Use of Resources)
- Provide opportunities for community involvement and public trust through satisfaction surveys, small claims mediations by trained volunteers, classroom visits and job shadowing, and efficient use of jury panels. (Citizen Participation)
- Provide a safe and informed community through just sentences, sound decisions, reduced offender recidivism, and fair enforcement of court orders. (Safe Community)



63rd District Court facility

DEPARTMENT: 63RD DISTRICT COURT

Department Mission Statement:

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Service Area: Criminal Division

Service Area Mission Statement:

Provide excellent customer service and equal access to all persons appearing on all types of criminal cases are treated with dignity and respect, being sensitive and responsive to the needs of our diverse community.

Goals

- Provide excellent customer service to all persons, and treat all criminal defendants with dignity and respect, being sensitive and responsive to the needs of our diverse community.
- Provide timely processing and adjudication of all criminal cases filed with the Court.

Objectives

- 95% of Misdemeanors to be Adjudicated Within 126 Days of Arraignment.
- 75% of Preliminary Exams to be Concluded Within 28 days of Arraignment.

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Outcomes				
Percentage of Misdemeanor Cases Adjudicated Within 126 Days of Arraignment	93.80%	95.00%/ 93.40%	95.00%/ 94.00%	95.00%
Percentage of Preliminary Exams Concluded Within 28 days of Arraignment	92.00%	75.00%/ 93.50%	75.00%/ 89.00%	75.00%

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Efficiencies				
Total Criminal Cases Processed Per Clerk (6 FTE) (Pending, New & Reopened)	1,668	1,650/ 1,757	1,750/ 1,596	1,650

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Outputs				
Total Criminal Cases Processed (Pending, New & Reopened)	10,011	10,000/ 10,545	10,500/ 9,577	10,000
Total Felony & Extradition Cases Processed (Pending, New & Reopened)	1,570	1,550/ 1,655	1,700/ 1,622	1,650
Total Misdemeanor Cases Processed (Pending, New & Reopened)	8,441	8,400/ 8,890	8,800/ 7,955	8,350
Total Number of New Misdemeanors Adjudicated Within 126 Days of Arraignment	5,325	5,300/ 5,616	5,500/ 4,788	5,000
Total Number of Preliminary Examinations on Felonies Concluded Within 28 Days of Arraignment	704	700/ 768	750/ 667	650

Service Area: Traffic Division

Service Area Mission Statement:

Provide excellent customer service and equal access to all persons appearing in civil infraction or parking cases are treated with dignity and respect, being sensitive and responsive to the needs of our diverse community.

Goals

- Provide excellent customer service and equal access to a system of justice where all persons are treated with dignity and respect, being sensitive and responsive to the needs of our diverse community.
- Provide timely processing and adjudication of all traffic civil infraction and parking cases filed with the Court.

Objectives

- 100% of Abstractable Civil Infractions to be Submitted to the Secretary of State Within 10 Days of Adjudication.
- 98% of Civil Infraction & Parking Violations to be Adjudicated Within 84 Days of Filing.

	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Indicators				
Outcomes				
Percentage of Abstractable Civil Infractions Violations Submitted to the Secretary of State Within 10 Days of Adjudication.	99.40%	100.00%/ 99.70%	100.00%/ 100.00%	100.00%
Percentage of Civil Infraction & Parking Violations Adjudicated Within 84 Days of Filing.	98.59%	98.00%/ 97.70%	98.00%/ 98.00%	98.00%

	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Indicators				
Efficiencies				
Total Number of Civil Infraction & Parking Cases (Pending, New & Reopened) Processed Per Traffic Clerk (2 FTE)	7,954	7,500/ 7,152	7,000/ 7,866	7,500

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Outputs				
Total New Traffic Civil Infraction Violations Filed	13,874	13,500/ 12,133	12,000/ 13,738	13,500
Total New Non-Traffic Civil Infractions & Parking Filed	1,325	1,250/ 1,321	1,300/ 1,292	1,250
Total Number of Civil Infraction & Parking Cases (Pending, New & Reopened) Processed	15,908	15,000/ 14,304	14,000/ 15,733	15,000
Total Number of Abstracts Submitted to the Secretary of State	10,760	10,000/ 10,410	10,000/ 10,929	10,500
Total Number of Abstracts Submitted to the Secretary of State within 10 days of Disposition	10,695	10,000/ 10,374	10,000/ 10,896	10,500

Service Area: Civil Division

Service Area Mission Statement:

Provide excellent customer service and equal access to all persons appearing on all types of civil cases are treated with dignity and respect, being sensitive and responsive to the needs of our diverse community.

Goals

- Provide excellent customer service and equal access to a system of justice where all persons are treated with dignity and respect, being sensitive and responsive to the needs of our diverse community.
- Provide timely processing and adjudication of all civil cases filed with the Court.

Objectives

- 98% of General Civil Cases to be Adjudicated Within 455 Days of Filing.
- 65% of Jury Trial Landlord Tenant/Summary Proceedings to be Adjudicated Within 154 Days of Filing
- 95% of Non-Jury Trial Landlord Tenant/Summary Proceedings to be Adjudicated Within 126 Days of Filing
- 95% of Small Claims Cases to be Adjudicated Within 126 Days of Filing.

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Outcomes				
Percentage of General Civil Cases Adjudicated within 455 days of Filing	99.70%	98.00%/ 99.90%	98.00%/ 100.00%	98.00%
Percentage of [Jury Trial] Landlord Tenant/Summary Proceedings Adjudicated within 154 Days of Filing	72.00%	65.00%/ 85.70%	65.00%/ 64.00%	65.00%
Percentage of [Non-Jury] Landlord Tenant/Summary Proceedings Adjudicated within 126 Days of Filing	98.20%	95.00%/ 98.50%	95.00%/ 99.00%	95.00%
Percentage of Small Claims Proceedings Adjudicated within 126 Days of Filing	91.80%	95.00%/ 90.00%	95.00%/ 84.00%	95.00%

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Efficiencies				
Total Civil Cases Processed (Pending, New & Reopened) Per Civil Clerk (5 FTE)	1,900	2,000/ 1,864	1,900/ 1,877	1,900

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Outputs				
Total New General Civil Cases Filed	3,488	3,800/ 3,498	3,500/ 3,551	3,550
Total New Landlord Tenant & Summary Proceedings Cases Filed	2,907	3,000/ 2,847	2,900/ 2,943	2,900
Total New Small Claims Cases Filed	1,491	1,500/ 1,323	1,400/ 1,322	1,350
Total Number of Civil Cases (Pending, New & Re-Opened) Processed (LT/GC/SC/SP)	9,502	10,000/ 9,321	9,500/ 9,383	9,500

Service Area: Probation Division

Service Area Mission Statement:

Ensure offender compliance with the probation orders of our Judges, including administering jail alternatives, assessing and administering referrals to treatment programs and collecting assessments, while still being sensitive and responsive to the needs of our diverse community.

Goals

- Provide excellent customer service and equal access to a system of justice where all persons are treated with dignity and respect, being sensitive and responsive to the needs of our diverse community.
- Provide supervision to misdemeanor probationers in order to monitor their compliance with court orders, including the effective collection of fines, costs and assessments.
- Provide a safe and informed community through reduced offender recidivism, and fair enforcement of court orders.

Objectives

- At least 70% of all probationers discharged each year will be successful.
- At least 75% of OWI probationers discharged each year will be successful.
- At least 70% of all monies assessed to probationers each year will be collected within one year of assessment.

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Outcomes				
Percentage of All Probationers Discharged Successfully (vs. Unsuccessful)	68.10%	70.00%/ 69.00%	70.00%/ 65.00%	70.00%
Percentage of OWI Probationers Discharged Successfully (vs. Unsuccessful)	76.40%	75.00%/ 75.50%	75.00%/ 71.00%	75.00%
Percentage of Money Assessed and Collected/Served from Probationers During the Year	71.80%	70.00%/ 80.40%	70.00%/ 71.00%	70.00%

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Efficiencies				
Total New Probation Cases During Year Per Probation Officer (4 FTE for 2016; 6 FTE for 2017)	452	450/ 443	300/ 284	300

Indicators	2015 Actual	2016 Expected/ Actual	2017 Expected/ Actual	2018 Expected/ Actual
Outputs				
Total Number of Defendants Sentenced to Probation During Year	1,806	1,900/ 1,771	1,800/ 1,701	1,750
New OWI Probation Cases During Year	582	600/ 619	600/ 553	550
Total OWI Probationers Discharged During Year (Successful & Unsuccessful)	516	500/ 593	600/ 451	450
Total OWI Probationers Discharged Successfully During Year	394	400/ 448	450/ 319	325
Total Money Assessed to Probationers During the Year	\$1,777,758	\$1,800,000/ \$1,620,258	\$1,700,000/ \$1,704,415	\$1,680,000
Total Money Assessed and Collected/Served from Probationers During the Year	\$1,276,311	\$1,300,000/ \$1,302,506	\$1,300,000/ \$1,213,356	\$1,250,000