

# 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 \$5,500 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.



63rd District Court facility

## 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)

## Significant Accomplishments

- The Court added 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 should improve customer service and greatly reduce the cost of mailing notices to the parties after their hearings.
- The Court began implementation of real-time dispositions and distribution of paperwork in the courtroom which will eliminate case processing steps by staff, allow some customers to be checked out in the courtroom, and greatly reduce the wait times for customers that have to return to the front counter after their hearing.

**DEPARTMENT: 63RD DISTRICT COURT**

**Department Mission Statement:**

*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.*

**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.

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outcomes</b>				
Percentage of Misdemeanor Cases Adjudicated Within 126 Days of Arraignment	95.01%	95.00%/93.80%	95.00%/93.40%	95.00%
Percentage of Preliminary Exams Concluded Within 28 days of Arraignment	88.26%	75.00%/92.00%	75.00%/93.50%	75.00%

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Efficiencies</b>				
Total Criminal Cases Processed Per Clerk (6 FTE) (Pending, New & Reopened)	1,580	1,600/1,668	1,650/1,757	1,750

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outputs</b>				
Total Criminal Cases Processed (Pending, New & Reopened)	9,482	9,600/ 10,011	10,000/ 10,545	10,500
Total Felony & Extradition Cases Processed (Pending, New & Reopened)	1,504	1,500/ 1,570	1,550/ 1,655	1,700
Total Misdemeanor Cases Processed (Pending, New & Reopened)	7,978	8,000/ 8,441	8,400/ 8,890	8,800
Total Number of New Misdemeanors Adjudicated Within 126 Days of Arraignment	5,146	5,200/ 5,325	5,300/ 5,616	5,500
Total Number of Preliminary Examinations on Felonies Concluded Within 28 Days of Arraignment	654	650/ 704	700/ 768	750

**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.

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outcomes</b>				
Percentage of Abstractable Civil Infractions Violations Submitted to the Secretary of State Within 10 Days of Adjudication.	99.41%	100.00%/ 99.40%	100.00%/ 99.70%	100.00%
Percentage of Civil Infraction & Parking Violations Adjudicated Within 84 Days of Filing.	98.44%	98.00%/ 98.59%	98.00%/ 97.70%	98.00%

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Efficiencies</b>				
Total Number of Civil Infraction & Parking Cases (Pending, New & Reopened) Processed Per Traffic Clerk (2 FTE)	7,337	7,500/ 7,954	7,500/ 7,152	7,000

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outputs</b>				
Total New Traffic Civil Infraction Violations Filed	12,835	13,000/ 13,874	13,500/ 12,133	12,000
Total New Non-Traffic Civil Infractions & Parking Filed	1,126	1,000/ 1,325	1,250/ 1,321	1,300
Total Number of Civil Infraction & Parking Cases (Pending, New & Reopened) Processed	14,674	15,000/ 15,908	15,000/ 14,304	14,000
Total Number of Abstracts Submitted to the Secretary of State	9,818	10,000/ 10,760	10,000/ 10,410	10,000
Total Number of Abstracts Submitted to the Secretary of State within 10 days of Disposition	9,760	9,900/ 10,695	10,000/ 10,374	10,000

**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.

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outcomes</b>				
Percentage of General Civil Cases Adjudicated within 455 days of Filing	99.80%	98.00%/ 99.70%	98.00%/ 99.90%	98.00%
Percentage of [Jury Trial] Landlord Tenant/Summary Proceedings Adjudicated within 154 Days of Filing	71.43%	65.00%/ 72.00%	65.00%/ 85.70%	65.00%
Percentage of [Non-Jury] Landlord Tenant/Summary Proceedings Adjudicated within 126 Days of Filing	98.20%	95.00%/ 98.20%	95.00%/ 98.50%	95.00%
Percentage of Small Claims Proceedings Adjudicated within 126 Days of Filing	96.80%	95.00%/ 91.80%	95.00%/ 90.00%	95.00%

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Efficiencies</b>				
Total Civil Cases Processed (Pending, New & Reopened) Per Civil Clerk (5 FTE)	2,107	2,100/ 1,900	2,000/ 1,864	1,900

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outputs</b>				
Total New General Civil Cases Filed	4,029	4,100/ 3,488	3,800/ 3,498	3,500
Total New Landlord Tenant & Summary Proceedings Cases Filed	3,135	3,100/ 2,907	3,000/ 2,847	2,900
Total New Small Claims Cases Filed	1,598	1,600/ 1,491	1,500/ 1,323	1,400
Total Number of Civil Cases (Pending, New & Re-Opened) Processed (LT/GC/SC/SP)	10,537	10,500/ 9,502	10,000/ 9,321	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.

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outcomes</b>				
Percentage of All Probationers Discharged Successfully (vs. Unsuccessful)	71.60%	70.00%/68.10%	70.00%/69.00%	70.00%
Percentage of OWI Probationers Discharged Successfully (vs. Unsuccessful)	77.90%	75.00%/76.40%	75.00%/75.50%	75.00%
Percentage of Money Assessed and Collected/Served from Probationers During the Year	68.77%	70.00%/71.80%	70.00%/80.40%	70.00%



<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Efficiencies</b>				
Total New Probation Cases During Year Per Probation Officer (4 FTE for 2016; 6 FTE for 2017)	488	500/ 452	450/ 443	300

<b>Indicators</b>	<b>2014 Actual</b>	<b>2015 Expected/ Actual</b>	<b>2016 Expected/ Actual</b>	<b>2017 Expected/ Actual</b>
<b>Outputs</b>				
Total Number of Defendants Sentenced to Probation During Year	1,952	2,000/ 1,806	1,900/ 1,771	1,800
New OWI Probation Cases During Year	625	650/ 582	600/ 619	600
Total OWI Probationers Discharged During Year (Successful & Unsuccessful)	434	500/ 516	500/ 593	600
Total OWI Probationers Discharged Successfully During Year	338	400/ 394	400/ 448	450
Total Money Assessed to Probationers During the Year	\$1,493,139	\$1,500,000/ \$1,777,758	\$1,800,000/ \$1,620,258	\$1,700,000
Total Money Assessed and Collected/Served from Probationers During the Year	\$1,026,259	\$1,100,000/ \$1,276,311	\$1,300,000/ \$1,302,506	\$1,300,000