



Michigan Supreme Court

State Court Administrative Office
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MEMORANDUM

DATE: April 12, 2016

TO: Trial Court Judges
Court Administrators
Probate Registers
Jury Clerks

FROM: Laura Hutzell

RE: Jury Statistics Report

Last month, the State Court Administrative Office (SCAO) announced that juror management was [adopted](#) as a new performance measure, as recommended by the Trial Court Performance Measures Committee.

Jury management is an important function in all trial courts and is one of the CourTools promulgated by the National Center for State Courts (NCSC). According to NCSC, the “objective of this measure is to minimize the number of unused prospective jurors – the number of citizens who are summoned, qualified, report for jury service, and who are not needed.” Effective jury management reduces the costs and inconvenience to the public while generating a sufficient pool of jurors. Because jury management practices can be measured, monitored, and improved, this issue is an ideal performance measure. SCAO will provide consultation and training on improving performance in this area. Initially, the data will be a baseline from which each court can measure its improvement as it modifies practices to improve efficiency.

At this time, courts should review the [Jury Statistics Report](#) and attached Frequently Asked Questions to prepare for submitting this annual report. Courts will submit the first Jury Statistics Report in March 2017 for activity in 2016. The report will be submitted through a new application on MCAP.

If you have any questions about this new performance measure or about jury management in general, please contact Jim Inloes, Management Analyst, at TrialCourtServices@courts.mi.gov or 517-373-0122. You can also obtain online [resources](#) for jury management.

Jury Statistics Report Frequently Asked Questions

1. What is JSR?

The JSR is the annual Jury Statistics Report and application.

2. When is the first annual report due?

Courts will submit the 2016 report during March 2017. The annual reporting deadline is March 31.

3. What are the two sections of this report?

The **juror yield section** is related to the number of juror questionnaires sent and returned and the number of jurors qualified and able to serve.

The **juror utilization section** is related to the number of jurors summoned and used by the court.

4. What is juror yield?

Juror yield is the number of potential jurors who are qualified and able to serve as a percentage of juror qualification questionnaires sent.

5. What should be reported in the juror yield section of the 2016 report?

The juror yield section should include the number of juror qualification questionnaires sent in 2016, the number of these questionnaires that were returned, and the number of these jurors who were qualified and able to serve.

6. Which court submits the juror yield numbers?

The circuit court shall report juror yield numbers by county for all courts in the county. The probate and district courts will not report juror yield numbers.

7. Our court did not summon any jurors or hold any trials during the year. Does my court still have to submit a report?

Yes.

8. What is juror utilization?

Juror utilization consists of three separate components. They are:

1. The percent of jurors summoned that were told to report.
2. The percent of jurors told to report that were sent to a courtroom.
3. The percent of jurors sent to a courtroom that were either seated on a jury or questioned in voir dire.

9. Which court submits the juror utilization numbers?

Each court shall report juror utilization numbers by court jurisdiction. The probate and district courts may need to contact the circuit court to obtain the number of jurors summoned or directed to report.

10. My court shares a juror pool with another court, so I cannot determine how many jurors were summoned to my court separately from the other court. How do I submit my report?

If the juror pool is shared, the circuit court shall submit juror utilization numbers in aggregate for all courts that share the pool. The circuit court may need to contact the other

courts to obtain information on the number of jurors sent to a courtroom or questioned in voir dire.

- 11. The circuit court submitted the juror utilization numbers for my court because we share a juror pool. Do I still need to report something through the JSR application?**
Yes, you should check the box to indicate that your court’s juror utilization numbers were provided with the circuit court’s numbers. Also, the circuit court should check the box to indicate that the juror utilization numbers include data for other courts.
- 12. My court is unable to report the number of jurors sent to a courtroom in 2016. Can I still submit a report?**
Yes, you can leave the number of jurors sent to a courtroom blank for the 2016 report. However, the 2017 report (due in March 2018) will require this number. Please make arrangements to start tracking this information.
- 13. My court is unable to report the number of jurors questioned in voir dire in 2016. Can I still submit a report?**
Yes, you can leave the number of jurors questioned in voir dire blank for the 2016 report. However, the 2017 report (due in March 2018) will require this number. Please make arrangements to start tracking this information.
- 14. One of the jurors was sent to two different courtrooms during the same day. How do I report this?**
In this situation, the juror should be counted only once in the field “sent to a courtroom.”
- 15. One of the jurors was questioned in voir dire in two different courtrooms. How do I report this?**
In this situation, the juror should be counted only once in the field “questioned in voir dire.”
- 16. The juror’s term of service starts in December 2016 and ends in January 2017. Do I report this juror with the 2016 report or the 2017 report?**
Report the yield for this juror with the 2016 report because they were qualified in 2016. Report the utilization data in the 2017 report, because the juror’s service extended into 2017. The instructions for utilization state, “If a juror’s term of service overlaps two calendar years, the juror utilization data is to be reported in the latter year.”
- 17. Can the data be uploaded from my case management system?**
No, the application will not permit data to be uploaded.