
CONCURRENT JURISDICTION PLAN

The St. Clair County Concurrent Jurisdiction Plan is an agreement between the 31st Circuit Court, the 72nd District Court and the St. Clair County Probate Court. The goals of the St. Clair County Concurrent Jurisdiction Plan are to:

- Customize judicial resources and services to meet the specific needs of our community;
- Eliminate, wherever practical, redundant court support activities, and
- Standardize practices to help reduce court appearances by counsel and litigants.

1. Judicial Resources

A. Judicial Administration & Court Governance

The Michigan Supreme Court designated a single Chief Judge for the 31st Circuit, 72nd District and St. Clair County Probate Courts. This established a foundation for centralized and coordinated administration.

The Chief Judge has appointed a Chief Judge Pro Tem, Presiding Judge of the Family Division, Friend of Court, and Court Administrators to assist with the management of the courts with responsibilities as provided by statute, court rule or as delegated by the Chief Judge. (See attached Governance and Administration Chart).

The St. Clair County Courts have several joint local administrative orders that address policy areas. (See attached index.)

Local administrative orders are maintained for internal policies applicable to each respective court jurisdiction. (See attached index.)

B. Judicial Resources

The Chief Judge has the authority to determine the number and duration of judicial assignments to the respective divisions of the courts. The Chief Judge may reassign judges as needed to respond to changes in caseload, or those situations where additional resources are needed by courts in order to meet mandated duties and responsibilities. Assignments will be made after consultation with the judiciary and for the purpose of ensuring that the court's resources are maximized for the benefit of citizens, and to develop a judiciary able to competently serve as needed in all jurisdictions.

It is the intent of the St. Clair County judges to work together to continue the Concurrent Jurisdiction Plan as described here and to consider appropriate modifications to the plan in the future. (See attached Judicial Resources Chart).

- C. Judicial Resource Allocation:** In addition to the judicial assignments and allocations indicated below, judges impacted by this Concurrent Jurisdiction Plan retain all cases currently assigned to them.
1. Two Circuit Court Judges are assigned to each hear 50% of new Civil Damage Suits, and 50% of new Other Civil Matters filed with the court (Judges Kelly and West). Each Circuit Judge is assigned to hear 1/3 of new Circuit Criminal Matters assigned by lot. (Judges Kelly, Lane and West). Judge Kelly has been appointed as the Business Court Judge.
 2. Each District Judge is authorized by local administrative order to conduct Circuit Court Arraignments and accept felony pleas. This is intended to eliminate delay in the transition of cases from District to Circuit Court, to reduce costs of court appointed attorney and to save jail bed days. The District Court Felony Plea Program will also reduce duplicative administrative work increasing the availability of court time and resources for other court matters.
 3. The Family Division Plan provides for:
 - a. One full time Probate Judge to be assigned to the Family Division to handle all proceedings under the Juvenile and Adoption Codes, and 1/3 of Family Division - Domestic Relations and Miscellaneous Proceedings matters assigned by lot (Judge Brown).
 - b. One Circuit Judge to be assigned as Presiding Judge of the Family Division and to hear 1/3 of Family Division - Domestic Relations and Miscellaneous Proceedings matters assigned by lot (Judge Lane).
 - c. One Probate Judge to be assigned to hear 1/3 of Family Division - Domestic Relations and Miscellaneous Proceedings matters assigned by lot (Judge Tomlinson).
 4. Probate Court Matters are assigned to one Probate Judge (Judge Tomlinson).
 5. All District Court Judges are assigned to handle District Court Damage Suits, Criminal Matters, Traffic Matters, and Housing and Real Estate Suits.
 6. Marine City District Court is a branch location of the 72nd District Court. District Court cases may be filed in either location; however, Davis Road has been established as the Port Huron/Marine City boundary for civil and criminal assignment purposes. This provides for the convenience of citizens, litigants, and police agencies. One District Judge (Judge Hulewicz) is assigned to handle all matters arising at the Marine City District Court location. This policy is intended to reduce scheduling complexity, contribute to more balanced judicial workloads and reduce overall criminal justice system costs. The Chief Judge reviews and rotates the assignment of judges to the Marine City location on an annual basis.
 7. A Probate Judge is assigned to serve as a District Judge to handle criminal matters referred to the Mental Health Court pursuant to local administrative order (Judge Tomlinson).
 8. Local administrative orders appointing District Court Magistrates provide the full range of statutory authority in both court locations including juvenile civil infractions.

9. The Circuit, Probate and District Courts established a duty judge calendar to provide judicial coverage for emergency matters, judicial absences and weekends/holidays. Judges of all courts are cross-assigned to ensure coverage for judicial absences.

D. Caseflow Management

Caseflow management for the courts will continue to be guided by the approved case flow management plans of the respective courts. Judges and court administrators may recommend to the Chief Judge adjustments to case distribution or judge rotation for the purpose of improving caseflow management as appropriate.

- E. Circuit, District and Probate Courts have a joint Alternatives to Dispute Resolution program that is administered by the Circuit Court Administrator's Office. Mediation panels are used extensively throughout the county's courts to facilitate early resolution of disputes.

2. Human Resources

Court staff is assigned to various courts whose budgets reflect traditional court organization. The court has entered into a set of collective bargaining agreements that govern court employees. Where court staff are not subject to collective bargaining, personnel work rules and policies generally follow St. Clair County personnel policies but reflect appropriate reporting relationships found in the judicial branch of government.

No changes or modifications to personnel are anticipated at this time.

3. Budget and Fiscal Management

The Concurrent Jurisdiction Plan does not change any budget or fiscal management functions. Budgets are prepared by Court Administration for approval by the Chief Judge. Upon approval they are submitted to St. Clair County for review and approval by the St. Clair County Board of Commissioners. The Courts along with the other elected officials participate in the development of the budget process annually.

The Circuit Court maintains a funding agreement with St. Clair County relative to the 215 Fund. This agreement is reviewed and updated as necessary annually.

4. Funding Unit

The Concurrent Jurisdiction Plan has been submitted to the St. Clair County Board of Commissioners for review of the financial implications related to funding the court's operation.

5. Records Management

Circuit Court, Friend of Court and District Court records are gradually being moved to electronic media for both long term storage and access by staff and the public. The records of the circuit, probate and district courts will continue to be the responsibility of the county clerk, probate register, and district court clerk respectively as before the plan of concurrent jurisdiction was adopted.

This Concurrent Jurisdiction Plan does not provide for any other changes to the record management process.

6. Information Systems

St. Clair County currently maintains court case records on the Supreme Court's Judicial Information System (JIS). Access is provided to all courts and to other criminal justice agencies (County Clerk, Sheriff, Prosecutor) as needed. It is anticipated that the Courts will migrate to a common upgraded information system as funding and other necessary resources become available in the future.

The Circuit, Probate and District Courts also share a common video court recording platform, maintained by St. Clair County, for all courtrooms/hearing rooms in the Port Huron and Marine City locations. This platform includes video linkage to the St. Clair County Jail for purposes of conducting arraignments and other authorized video hearings without having to transport prisoners for court appearances.

7. Facilities and Infrastructure

Court hours in all locations are standardized.

St. Clair County Courts operate a joint Court Security Program. A Court Security Coordinator assigns bailiffs as needed to the various courts. The Court Security Program also provides building security for both court locations including weapons screening.

The Family Division Plan provides for an agreement between the 31st Circuit Court and St. Clair County wherein the County will manage the Juvenile Detention Center with the Court maintaining administrative and fiscal control/oversight over the operation.

The Concurrent Jurisdiction Plan does not provide for any changes to the facilities and infrastructure.

8. Jury Management

The County Clerk manages a consolidated jury pool for all of the court jurisdictions. The Courts are supportive of efforts by the County Clerk as funding and other necessary resources are available to implement an upgraded jury system to minimize costs and enhance public service.

9. External Relations and Access to Justice

The St. Clair County Courts Concurrent Jurisdiction Plan describes the current utilization of judicial resources and our current court structure. The plan provides a foundation to enhance access to justice and convenient court services for citizens using the St. Clair County Courts.

The St. Clair County Courts Concurrent Jurisdiction Plan was developed in consultation with the Circuit, Probate and District Court Administration, St. Clair County Clerk's Office, and court related agencies affected by the plan.

Court policies are posted on the court web site and published to the local bar. Copies of court policies are available to the public otherwise through Court Administration.

10. Training

Training will be provided to Judges and court staff unfamiliar with the case types to which they have been assigned or may be assigned to in the future. Local resources along with those available through MJI will be utilized for this purpose.

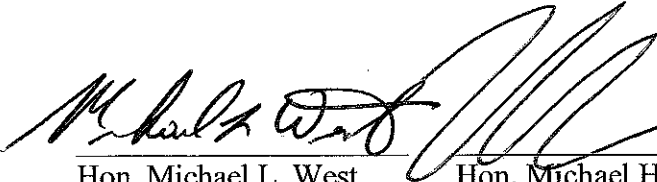
CERTIFICATION OF PLAN APPROVAL

IT IS ORDERED, pursuant to 2012 Public Act 338, by the Chief Judge of the 31st Judicial Circuit Court, 72nd District Court, and the St. Clair County Probate Court, with the concurrence of members of the judiciary as attested here that the St. Clair County Concurrent Jurisdiction Plan described above is adopted by the Circuit, District and Probate Courts subject to and effective upon approval of the State Court Administrative Office.


Dated: July 9, 2013.



Hon. Daniel J. Kelly
Chief Judge



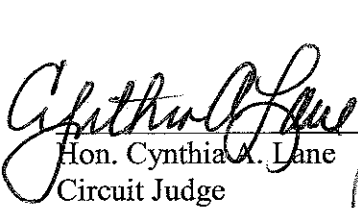
Hon. Michael L. West
Circuit Judge



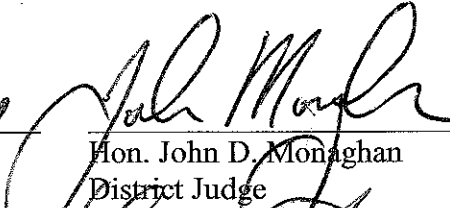
Hon. Michael Hulewicz
District Judge



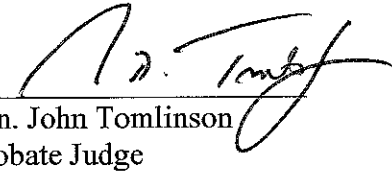
Hon. Elwood Brown
Probate Judge



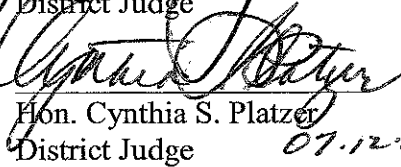
Hon. Cynthia A. Lane
Circuit Judge



Hon. John D. Monaghan
District Judge



Hon. John Tomlinson
Probate Judge



07.12.13

Hon. Cynthia S. Platzer
District Judge

St. Clair County Courts Administrative Order Index

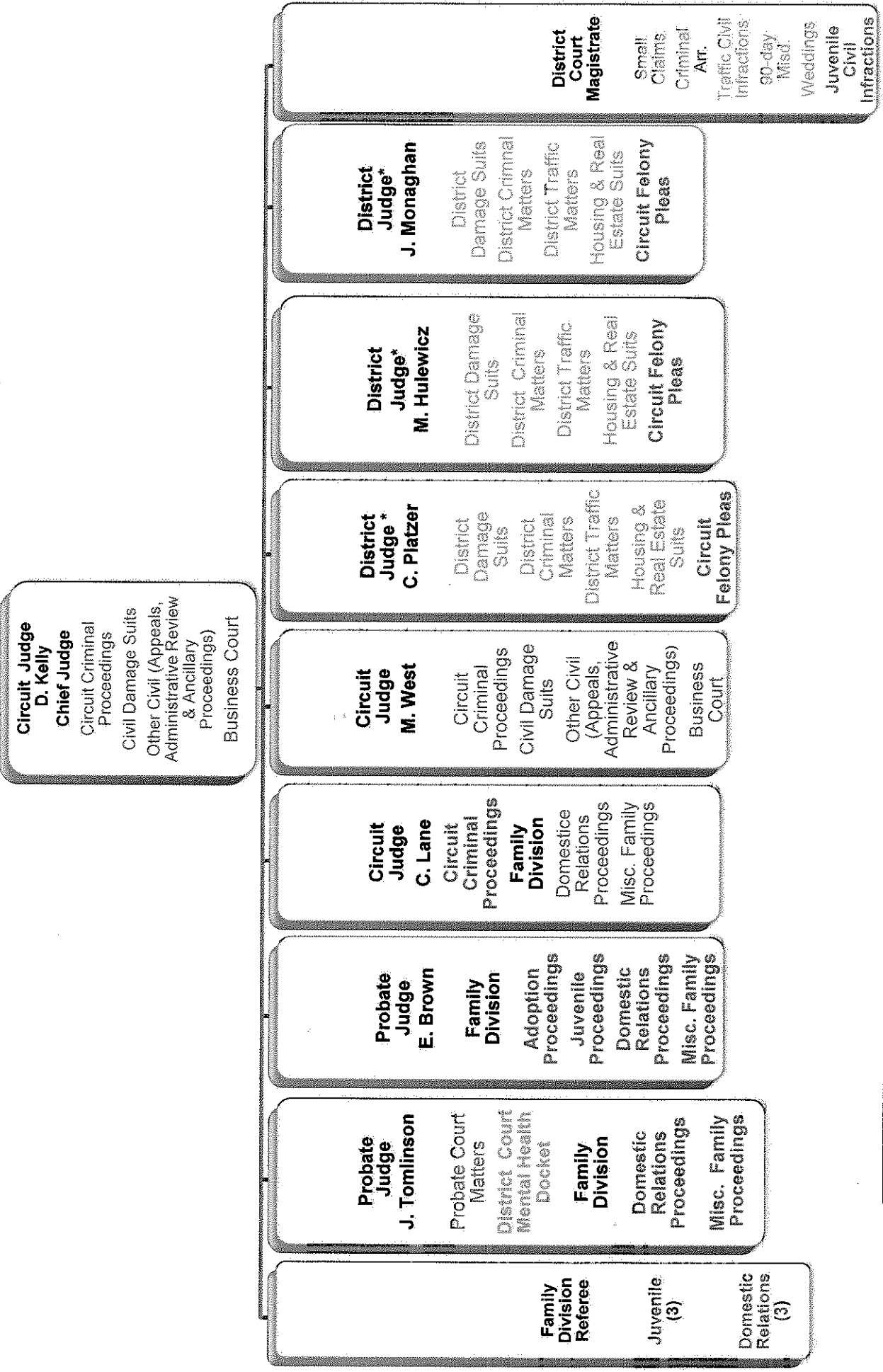
Joint Administrative Orders	SUBJECT
A.O. 1999-1J	Local Intergovernmental Relations Policy
A.O. 1999-4J	Waiver of CI Jurisdiction
A.O. 2000-1J	Media Policy
A.O. 2005-1J	Felony Arraignments in District Court
A.O. 2007-2J	Weapons Screening Policy
A.O. 2008-1J	Accommodations for Persons with Disabilities Policy

31 st Circuit Court Administrative Orders	SUBJECT
A.O. 1987-1	Access to Jury Questionnaires
A.O. 1992-1	Dress Code
A.O. 2003-4	Access to FOC Records
A.O. 2003-5	Plan for Appointment of Counsel
A.O. 2004-1	Plan for Remote Hearings on Support
A.O. 2004-2	Weapons Screening Policy
A.O. 2007-3	Defining Reasonable FOC Health Care Costs
A.O. 2008-3	Case Evaluation Panel Selection & Assignment Plan
A.O. 2009-2	Appointment of Domestic Relations Attorney E. Messing
A.O. 2009-4	Appointment of Juvenile Non-Attorney Referee G. Rutowski
A.O. 2009-5	Appointment of Juvenile Attorney Referee P. Burleigh
A.O. 2009-7	Appointment of Juvenile Attorney Referee K. Strozeski
A.O. 2010-1	Appointment of Domestic Relations Attorney Referee C. Vanderheugel
A.O. 2011-1	Caseflow Management Plan
A.O. 2013-1J	Family Division Plan
A.O. 2013-2	Appointment of Domestic Relations Referee R. Kaski
A.O. 2013-3	Creation of Specialized Business Court Docket
A.O. 2013-4	Case Assignment
A.O. 2013-5J	Concurrent Jurisdiction Plan

72 nd District Court Administrative Orders	SUBJECT
A.O. 2003-1	Appointment of Attorney Magistrate S. K. Bankson
A.O. 2003-4	Plan for Appointment of Counsel
A.O. 2005-2	Alternative Dispute Resolution Plan for the 72 nd District Court
A.O. 2009-1	Order for the Establishment of a Mental Health Treatment Court
A.O. 2011-1	Caseflow Management Plan
A.O. 2011-2	Judicial and Case Assignment Policy
A.O. 2013-1	Appointment of Attorney Magistrate S. Borovich
A.O. 2013-2J	Concurrent Jurisdiction Plan

St. Clair County Probate Court Administrative Orders	SUBJECT
A.O. 2011-1	Caseflow Management Plan
A.O. 2013-1J	Family Division Plan
A.O. 2013-2J	Case Assignment
A.O. 2013-3J	Concurrent Jurisdiction Plan

St. Clair County Courts Judicial Resources



*A District Judge is assigned annually on a rotating basis to the Marine City Court location.

St. Clair County Courts Governance & Administration

