



State of Michigan  
State Court Administrative Office

P.O. BOX 30048 • LANSING, MICHIGAN 48909  
(517) 373-0130

STATE COURT ADMINISTRATOR  
JUDGE V. ROBERT PAYANT

R/C  
C/B  
JAN 9

June 29, 1987

Hon. Charles Forster  
13th Circuit Court  
Courthouse  
Traverse City, MI 49684

Re: Administrative Order 1987-1

Dear Judge Forster:

This is to advise that we have reviewed the above referenced Administrative Order and find that it conforms with the requirements of MCR 8.112(B). This order is being accepted and filed until advised by your court of any change.

Yours very truly,

A handwritten signature in black ink, appearing to read "V. Robert Payant".  
V. Robert Payant  
State Court Administrator

VRP/je  
cc: Bruce White

IT IS ORDERED:

**1. Juror Qualifications Questionnaires. MCL 600.1315**

- a. Juror Qualification Questionnaires are confidential and are not public records.
- b. Juror Qualification Questionnaires shall be kept on file by the Jury Board for a period of 3 years from the time they are filled out.
- c. The only persons allowed to examine Juror Qualification Questionnaires are:
  - (1) the Jury Board;
  - (2) the judges of the court;
  - (3) the court clerk and deputy clerks; and
  - (4) persons authorized access by court order.

d. The answers contained on any Juror Qualification Questionnaire shall not be publicly disclosed.

**2. Juror Personal History Questionnaire. MCR 2.510**

- a. Juror Personal History Questionnaires are confidential and are not public records.
- b. Juror Personal History Questionnaires shall be kept on file by the Jury Board/court clerk for a period of 3 years from the time they are filled out.
- c. The only persons allowed to examine Juror Personal History Questionnaires are:
  - (1) the judges of the court;
  - (2) the court clerk and deputy clerks;
  - (3) parties to actions in which the juror is called to serve and their attorneys; and
  - (4) persons authorized access by court rule or by court order.
- d. Attorneys of record and parties in pro per may examine Juror Personal History Questionnaires of jurors anticipated to be called for voir dire by presenting a written, signed request to the Jury Board/court clerk prior to commencement of voir dire. Neither photocopies nor verbatim handwritten copies of Juror Personal History Questionnaires may be made by the person examining the questionnaires. However, summary notes of pertinent information may be recorded.
- e. Examination of Juror Personal History Questionnaires may only be conducted in an area designated by the Jury Board/court clerk except upon order of the chief judge or trial judge in an assigned case.

STATE OF MICHIGAN

CIRCUIT  
DISTRICT  
PROBATE

ACCESS TO JUROR  
QUESTIONNAIRES

ADMINISTRATIVE ORDER

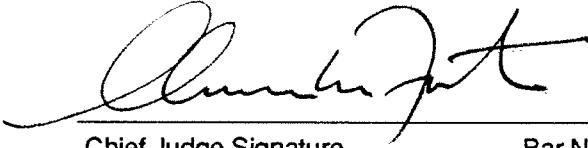
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f. Upon request, attorneys of record shall be provided copies of Juror Personal History Questionnaires for all jurors anticipated to be called for voir dire in a specific case. The request must be in writing to the Jury Board/court clerk and contain the following information:

- (1) The attorney's name and business address;
- (2) The parties' names and the case number;
- (3) The date the trial is scheduled
- (4) Statements including:
  - (a) Agreement to pay the cost of reproduction of the questionnaires requested and necessary postage;
  - (b) That no unauthorized person will be allowed to examine the questionnaires;
  - (c) That the copies of the questionnaires will not be copied; and
  - (d) That the questionnaires will be returned to the court clerk after voir dire.
- (5) The date the request is made.
- (6) The signature of the attorney making the request.

3. Effective Date:

6/26/87

  
Chief Judge Signature

Bar No.

6/26/87  
Date