

STATE OF MICHIGAN  
CIRCUIT  
18th DISTRICT  
PROBATE

ACCESS TO JUROR  
QUESTIONNAIRES

ADMINISTRATIVE ORDER  
198 7 - 8

**RECEIVED**

MAY 19 1987

OFFICE OF COURT ADMINISTRATOR

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.
- f. Attorneys, and parties of record without attorneys, shall be provided with copies of Juror Personal History Questionnaires for all jurors anticipated to be called for voir dire in a specific case for use only during the voir dire. The questionnaires will be returned to the Court Clerk after jury is selected.

3. Effective Date: May 18, 1987

Thomas R. Smith P20712  
Chief Judge Bar No.