



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Chad C. Schmucker
State Court Administrator

MEMORANDUM

DATE: June 23, 2011

TO: Chief Judges
cc: Court Administrators/Clerks
Probate Registers
County Clerks
SCAO Regional Administrators

FROM: Chad C. Schmucker

RE: SCAO Administrative Memorandum 2011-02
Acceptance of SCAO-Approved Court Forms

We have received some reports of courts refusing to accept SCAO-approved court forms. It has been difficult to determine specifically where this is occurring and whether it is a court policy, a practice of an individual judge, or simple misunderstanding by a court clerk. This memo is intended to clarify what is already the practice of almost all of the courts across the state.

The procedural rules regarding forms are contained in the Case File Management Standards and in MCR 1.109. Case File Management Standards Component 32 states: "Unless specifically required by statute or court rule, the court may not mandate the use of a specific form, whether SCAO-approved or locally developed." MCR 1.109 provides that the court clerk must reject nonconforming papers unless the judge directs otherwise. That same rule states that SCAO-approved forms are conforming papers. Courts may not impose additional procedures beyond those contained in the court rules.¹ Therefore, all courts must accept court forms approved by the Supreme Court or the state court administrator. To mandate the use of a particular local court form, a court must adopt a local court rule for that purpose. The Supreme Court must approve all local court rules.

If you have questions, contact Amy Garoushi at elgaroushia@courts.mi.gov or 517-373-4864, or Traci Gentilozzi at gentilozzit@courts.mi.gov or 517-373-2217.

¹ Credit Acceptance Corporation v 46th District Court, 481 Mich 883 (2008) affirming In Re: Credit Acceptance Corporation, 273 Mich App 594 (2007). MCR 8.112 requires that a court adopt a local court rule approved by the Supreme Court to authorize any practice that is not specifically authorized by the rules.

Court Forms

SCAO-Approved Court Forms

Developing and Revising Court Forms

The Trial Court Services Division of the State Court Administrative Office is responsible for developing, revising, approving, and distributing court forms. Part of this process includes review and recommendation by the Michigan Court Forms Committee. The committee is comprised of ten work groups that include representatives from trial court associations, sections of the State Bar of Michigan, and state departments or agencies. The work groups meet annually to discuss requests for new forms and suggestions to revise existing forms received by the Trial Court Services Division.

Requests for new or revised forms are published on this website for a 30-day comment period. Comments received during this publication period are provided to the Michigan Court Forms Committee for discussion at its meetings. See Proposals for Comment for details.

New forms and changes to existing forms approved by the committee are recommended to the State Court Administrator for final approval. Forms approved by the State Court Administrator are then distributed to trial courts, printers, publishers, and state departments and are posted on this website. See Recently Revised Forms.

For additional details on the forms process, see Section 8-06, State Court Administrative Office Forms, in the Michigan Court Administration Reference Guide.

Revising the Uniform Law Citation

Courts that want to revise the Uniform Law Citation for local purposes must submit a draft to the Trial Court Services Division for review. If the revision is approved by the State Court Administrator, the draft will be forwarded to the Attorney General, Secretary of State, and Director of Michigan State Police for approval as required by Michigan law. [Click here for more information.](#)

COMMENTS AND REQUESTS

Any interested person may request that a new form be developed or an existing form be revised. Comments and requests may be made by mail, telephone, or email.

SCAO-Approved Court Forms
PO Box 30048
Lansing, Michigan 48909
Phone: (517) 373-2217
CourtFormsInfo@courts.mi.gov

Home > Administration > State Court Administrative Office >

Court Forms

- State Court Administrative Office
 - Court Forms**
 - Search for a Court Form
 - Proposals for Comment
 - Recently Revised Forms
 - Offices and Programs
 - Past Communications
 - Recent Communications
 - Judicial Information Systems
 - Trial Court Administration
 - MCAP
 - Employment Opportunities

Print SHARE

SCAO-Approved Court Forms

Developing and Revising Court Forms

The Trial Court Services Division of the State Court Administrative Office is responsible for developing, revising, approving, and distributing court forms. Part of this process includes review and recommendation by the Michigan Court Forms Committee. The committee is comprised of ten works groups that include representatives from trial court associations, sections of the State Bar of Michigan, and state departments or agencies. The work groups meet annually to discuss requests for new forms and suggestions to revise existing forms received by the Trial Court Services Division.

Requests for new or revised forms are published on this website for a 30-day comment period. Comments received during this publication period are provided to the Michigan Court Forms Committee for discussion at its meetings. See [Proposals for Comment](#) for details.

New forms and changes to existing forms approved by the committee are recommended to the State Court Administrator for final approval. Forms approved by the State Court Administrator are then distributed to trial courts, printers, publishers, and state departments and are posted on this website. See [Recently Revised Forms](#).

For additional details on the forms process, see Section 8-06, State Court Administrative Office Forms, in the [Michigan Court Administration Reference Guide](#).

Revising the Uniform Law Citation

Courts that want to revise the Uniform Law Citation for local purposes must submit a draft to the Trial Court Services Division for review. If the revision is approved by the State Court Administrator, the draft will be forwarded to the Attorney General, Secretary of State, and Director of Michigan State Police for approval as required by Michigan law. [Click here for more information.](#)

USE OF SCAO-APPROVED COURT FORMS

All courts must accept court forms approved by the Supreme Court or the state court administrator.

[SCAO ADM Memorandum 2011-02](#)

MICHIGAN COURT FORMS COMMITTEE

[Agendas](#)

[Minutes](#)

[Members](#)

WHERE TO ORDER PAPER FORMS

[Printers and Publishers](#)

[Uniform Law Citation Printers](#)

