



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

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October 13, 2016

SEMINAR ANNOUNCEMENT

Case File Management Standards Training

December 6, 2016

1:00 to 4:00 p.m.

Michigan Hall of Justice
Lansing, Michigan

INTRODUCTION

The Michigan Judicial Institute (MJJI), in collaboration with Trial Court Services (TCS), is pleased to offer a one-half day training designed for clerks on the case file management standards.

DESCRIPTION

The seminar will be held from 1:00 to 4:00 p.m. Participants will be provided with a detailed review of the Michigan Supreme Court's case file management standards. Topics include:

- Active Case File Management
- Transfers, Consolidation, and Group Files
- File Retention and Destruction

ONLINE REGISTRATION REQUIRED

MJJI uses online registration. Please use the following link to register: <http://courts.michigan.gov/MjiOnline>. Use the invitation code: **16A9D3**.

CONFIRMATION

Registrants will be e-mailed a confirmation memo detailing specific on-site registration information.

REFRESHMENTS AND PARKING

Refreshments (coffee, tea, water) and parking will be provided.

ADA ACCOMMODATIONS

The Michigan Hall of Justice accommodates persons with disabilities. If you require special accommodations during the seminar, please indicate your needs when registering.

QUESTIONS

If you have questions concerning the registration process, please contact Anne DeMarco at demarcoa@courts.mi.gov or (517) 373-7349. If you have questions about the content of the training, please contact TCS at TrialCourtServices@courts.mi.gov or (517) 373-4835.

REGISTRATION DEADLINE
Wednesday, November 23, 2016