



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30048 • Lansing, MI 48909
Phone: (517) 373-7171 Fax: (517) 373-7615 Website: mjieducation.mi.gov

November 1, 2016

SEMINAR ANNOUNCEMENT

Case File Management Standards Training

December 7, 2016

1:00 to 4:00 p.m.

Michigan Hall of Justice
Lansing, Michigan

January 5, 2017

1:00 to 4:00 p.m.

47th District Court
Farmington Hills, Michigan

INTRODUCTION

Given the overwhelming response to this training, we have added additional dates to conduct 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. Preference for the December 7, 2016 training will be given to registrants currently on the waiting list for the December 6 training. Preference for the January 5, 2017 training will be given to State Court Administrative Office Region I (Wayne County) and Region VI (Lapeer, Macomb, Oakland, and St. Clair counties).

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

Michigan Judicial Institute utilizes online registration. Please use the following link to register: <http://courts.michigan.gov/MjiOnline>. To register for the December 7 training, use invitation code **96DD76**. To register for the January 5 training, use invitation code **2A2A6E**.

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

Our facilities accommodate 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 FOR THE DECEMBER 7 SESSION:
Wednesday, November 23, 2016**

**REGISTRATION DEADLINE FOR THE JANUARY 5 SESSION:
Friday, December 16, 2016**