







Component 5: Handling Case Papers with Errors

- o Must not change a substantive error
- o May correct clerical errors if verified
- o May correct an incorrect case number & case caption
- o May correct a defective notice to appear
- o Return documents received in error
- o May reject document
 - o If not verified and verification required
 - o If not signed
 - o If minimum filing requirements (component 4) not met
 - o If previous version of SCAO approved form used and court must sign or issue (otherwise, direct individual to remove "SCAO-approved" label)



Component 6: Case File Folder/Jacket

- o Separate file folder for each action (other than cases filed on citation)
- o Avoid folders that holds more than 2"
- o Should place case number on the upper right-hand corner of folder as well as on tab
- o File folders should be 9 x 12



Component 7: Placement of Papers in Case File Folder

- o Chronological order according to date filed
- o Fasten papers in folder (unless using expansion folder) with most recent on top
- o Before placing papers in folder
 - o Check for correct case name and number
 - o Check for file stamp
 - o Note location of case papers and exhibits stored separately on ROA
 - o Update ROA



Component 8: Case Files and Other Documents Maintained Separately

- o Maintenance of separate materials is the clerk's responsibility
- o ROA should note the location of separate materials
- o Mark separate materials with case number
 - o Case evaluations, acceptances, rejections, and awards
 - o Mediation documents
 - o Presentence investigation reports
 - o Social files (for juvenile delinquency or N/A)
 - o Identifying information in parental rights restoration action
 - o Testamentary documents of deceased person



Component 9: Minimum File Contents

- o Pleadings, process, and proofs of service
- o Judgments, findings, written opinions, and orders
- o Transcripts ordered to be filed by the court
- o Orders of disqualification and case specific assignments
- o Other documents if required by the court

Component 14: Register of Actions

- o Permanent and public record of the case
- o All cases, except civil infractions, must have a ROA
- o Each notation in the ROA must have information identifying the person who made the notation
- o The required minimum contents of a ROA are listed in component 14

Case Information	Case Number	Case Title	Case Type	Filing State	Case Date
Party Name	Type	Attorney	Charge	Charge (IC)	Charge (M)
Charge	Charge	Charge	Charge	Charge	Charge

Component 16: Court Calendar and Docket

o A judge's docket should be prepared daily/weekly and distributed to court personnel

o Public calendars should be posted in public corridors outside the courtroom and should include the following:



- o Type of hearing
- o Courtroom No.
- o Scheduled time
- o Party's name or case number

Component 19: Access to Records and Case Folders

o Court records not subject to FOIA

o Original records or case files are not to be removed from the court without specific court order

o Court records = public; unless specifically restricted by law or court order

o Non-public and limited access court records chart

o Protect nonpublic information in indexes/ROA

o Notification to courts, agencies, and court personnel of nonpublic status

o Mark record clearly NONPUBLIC and maintain in a manner that easily permits removal

Component 20: Receipt of Return of Exhibits

o Exhibit log required

o Original exhibit log to be placed in case file

o Acceptance does not change nonpublic status

o Exhibits are not a part of the case file

o May be properly disposed of without notice if not retrieved within 56 days of the trial/hearing

o Includes deposition transcripts, audio or video recording of depositions, interrogatories, answers to interrogatories, and requests to admit

o May be removed from case files and destroyed:

- o By stipulation of the parties
- o Upon 28-day notice given and no objections filed
- o Upon order of the court after notice and hearing

Resources



- o Case File Management Standards
 - o http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf_stds.pdf
- o General Records Retention and Disposal Schedule #16
 - o http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf_schd.pdf
- o Nonpublic and Limited-Access Court Records Chart
 - o http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf_chart.pdf
- o Michigan Court Administration Reference Guide
 - o <http://courts.mi.gov/Administration/SCAO/Resources/Documents/Publications/Manuals/carg/carg.pdf>

Questions

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