SCAO-Approved Forms Overview

- More than 800 SCAO-approved forms
- Covering approximately 35 topics
- Translated forms in 8 languages

Michigan Court Forms Committee

- Consists of 8 advisory workgroups that meet annually:
  - Adoption (Spring meeting)
  - Criminal (Spring meeting)
  - Civil (Spring meeting)
  - Domestic Relations (Spring meeting)
  - Estates and Protected Individuals (Fall meeting)
  - Mental Health (Fall meeting)
  - Child Protective Proceedings (Fall meeting)
  - Delinquency/Designated (Fall meeting)
Forms Revision Process

• Begins with members of the legal community suggesting changes or new forms.
  – Suggestions are derived from court rule or statutory interpretations, style and design preferences, changing practices, and many more reasons.
• Changes may also be required from court rule or statutory amendments.

Forms Revision Process

• After a suggestion is received, it is reviewed and analyzed internally by SCAO analysts.
  – Analysts consider court rules, statutes, case processing, procedural implications, and many other factors.
• Approximately 6 weeks before the workgroup meeting, an agenda is created.

Forms Revision Process

• Each agenda is posted online for 30 days for public comment.
  – Comments received are posted daily
  – Judges, court staff, state agencies, associations, and the legal community are notified of the comment period.
• Comments are integrated into the agenda and the finalized agenda is posted online.
Workgroup Meeting

• At the workgroup meeting, members discuss the agenda items and the affect the proposal would have.
  – Workgroups consist of approximately 20 individuals from various backgrounds, including judges, referees, attorneys, clerks, state agencies, etc.

Workgroup Meeting

• After the meeting, detailed minutes are prepared and posted online.
• The proposed changes to the forms are typeset and distributed to the workgroup.
• The forms then proceed to the approval process.

Approval Process

• The forms are reviewed internally and then approved by the State Court Administrator.
  – MCR 8.103(9) allows the State Court Administrator to approve and publish forms.
Distribution

- After approval, the forms are posted online in December or June for use.
  - Most forms have PDF fill-in fields, which are added prior to distribution.
  - Forms are also packaged in ZIP files for convenience.
- Courts and the public are notified of the release through the SCAO Biweekly Brief.

Contact Information

- If you have a suggestion for a new form or a change to an existing form, e-mail:
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  or contact
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