


**SCAO-Approved
Forms**

Revision Process



**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:

courtformsinfo@courts.mi.gov

or contact
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