

SCAO Approved Court Forms - New and Revised

The following SCAO Approved court forms were distributed to courts and printers in May of 2007. You can purchase copies of these forms from a number of printers or software companies or from publishers such as Thomson/West or the Institute of Continuing Legal Education (ICLE) (see <http://courts.michigan.gov/scao/courtforms/formprinters.pdf>). Publications are supplemented biannually by both Thomson/West and ICLE; however, Thomson/West also publishes forms in their advance sheets. You can also obtain copies of these forms at <http://courts.michigan.gov/scao/courtforms/scao/courtforms/>.

The following forms contain a revision date of 5/07 unless noted otherwise. Previous versions of these forms can be used until stock is depleted except as noted. Below are the form titles.

Circuit Court Forms

CC 217, DELETED

CC 219b, Judgment of Sentence, Commitment to Department of Corrections

CC 265, Notice of Right to Appellate Review and Request for Appointment of Attorney

CC 268, Order Regarding Driver's License Restoration

CC 269, Order Regarding Driver's License Restoration After Review of Record

CC 293, Affidavit Concerning Financial Status – Leave to Appeal Granted by Supreme Court (new form)

District Court Forms

CIA 04, Motion to Set Aside Default Judgment, Civil Infraction

DC 87, Affidavit of Judgment Debtor

DC 100c, Notice to Quit, Termination of Tenancy, Landlord-Tenant

DC 100e, Demand for Possession, Termination of Tenancy Due to Unlawful Drug Activity on Premises, Landlord-Tenant (new form)

DC 118, Complaint and Summons Regarding Dangerous Animal (new form)

DC 119, Order Regarding Dangerous Animal (new form)

DC 213, Advice of Rights

DC 226, Warrant, Misdemeanor, Traffic/Nontraffic

SCAO Approved Court Forms - New and Revised (continued)

Michigan Court Forms

MC 07, Default Request, Affidavit, and Entry (can use old stock until 12/31/07)

MC 07a, Default Request, Affidavit, Entry, and Judgment (can use old stock until 12/31/07)

MC 10, Judgment, Civil (can use old stock until 12/31/07)

MC 12, Request and Writ for Garnishment (Periodic)

MC 13, Request and Writ for Garnishment (Nonperiodic)

MC 20, Affidavit and Order, Suspension of Fees/Costs

MC 32, Notice of Case Evaluation and Acceptance or Rejection of Award

MC 52, Request and Writ for Garnishment (Income Tax Refund/Credit)

MC 55, Claim of Appeal

MC 62, Affidavit and Notice of Entry of Foreign Judgment

MC 96, Judgment of Contempt

MC 204, Order for Competency Examination

MC 207, Commitment Order, Not Guilty by Reason of Insanity

MC 210, Affidavit and Order for Restricted Driver's License

MC 216a, Notice of Noncompliance, Drinking/Driving Offense

MC 218, Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment

MC 219, Judgment of Sentence/Commitment to Jail

MC 227, Application to Set Aside Conviction

MC 233, Order for Fingerprints

MC 235, Motion and Order for Destruction of Fingerprints and Arrest Card

MC 242, Assignment to Youthful Trainee Status

MC 245, Motion and Order for Discharge from Probation

SCAO Approved Court Forms - New and Revised (continued)

Michigan Court Forms (continued)

MC 256, Summons, Criminal

MC 258, Report of Nonpayment of Restitution

MC 262, Order of Acquittal/Dismissal or Remand

MC 263, Motion/Order of Nolle Prosequi

MC 289, Order for Assignment of Wages

MC 294, Order Delaying Sentence (new form)

Friend of the Court Forms

FOC 6, Enforcement Order

FOC 14, Bench Warrant

FOC 19, Motion and Order to Show Cause for Contempt (Custody/Parenting Time)

FOC 22b, Employment Status Disclosure

FOC 113, Motion to Permit Foreign Travel (new form)

FOC 114, Order Regarding Foreign Travel (new form)

CHANGES TO CIRCUIT COURT FORMS

- CC 217** **Order to Issue Restricted Driver License or Full Driving Privileges**
DELETED
- CC 219b** **Judgment of Sentence, Commitment to Department of Corrections**
Corrected cite in item 2, changed format for item 9, corrected spelling errors, and added a cite to the foot of the form
- CC 265** **Notice of Right to Appellate Review and Request for Appointment of Attorney**
Corrected subtitle to Receipt of Notice of Appeal Rights
- CC 268** **Order Regarding Driver's License Restoration**
Added Certificate of Mailing
- CC 269** **Order Regarding Driver's License Restoration After Review of Record**
Corrected parenthetical in item 1b and added Certificate of Mailing
- CC 293** **Affidavit Concerning Financial Status - Leave to Appeal Granted by Supreme Court**
New form

CHANGES TO DISTRICT COURT FORMS

CIA 04 Motion to Set Aside Default Judgment and Order, Civil Infraction

Removed reference to “informal” from item 2

DC 87 Affidavit of Judgment Debtor

Changed field for social security number to full number, corrected spelling errors, and added cite to the foot of the form

DC 100c Notice to Quit, Termination of Tenancy, Landlord-Tenant

Corrected cites in the NOTE and at the foot of the form

DC 100e Demand for Possession, Termination of Tenancy Due to Unlawful Drug Activity On Premises, Landlord-Tenant

New form

DC 118 Complaint and Summons Regarding Dangerous Animal

New form

DC 119 Order Regarding Dangerous Animal

New form

DC 213 Advice of Rights

Added second sentence to item 11 for use after sentencing

DC 226 Warrant, Misdemeanor, Traffic/Nontraffic

Replaced references to complaint with citation, corrected capitalization, corrected spelling error, and added cite to the foot of the form

CHANGES TO MICHIGAN COURT FORMS

- MC 07** **Default Request, Affidavit, and Entry**
- Changed distribution, removed item 2 and renumbered items, added line in item 3 for indicating basis for conclusion of military status, added use note for district court clerk in Default Entry, and added Certificate of Mailing
- MC 07a** **Default Request, Affidavit, Entry, and Judgment (Sum Certain)**
- Completely revised
- MC 10** **Judgment, Civil**
- Moved and expanded information about interest, applied standard language to Certificate of Mailing, and added cite to foot of form
- MC 12** **Request and Writ for Garnishment (Periodic)**
- Revised item 2, added instruction for item 2, hyphenated first-class mail in item 1 to the Garnishee, added declaration pursuant to MCR 2.107(D), and added line for the name of the process server on the Proof of Service
- MC 13** **Request and Writ for Garnishment (Nonperiodic)**
- Revised item 2, added instruction for item 2, hyphenated first-class mail in item 1 to Garnishee, corrected spelling of nonperiodic, added declaration pursuant to MCR 2.107(D), and added line for the name of the process server on the Proof of Service
- MC 20** **Affidavit and Order, Suspension of Fees/Costs**
- Added item 3, renumbered item 4, and added reference to magistrate in the signature line of the order
- MC 32** **Notice of Case Evaluation and Acceptance or Rejection of Award**
- Added item 3 and applied standard language to Certificate of Mailing
- MC 52** **Request and Writ for Garnishment (Income Tax Refund/Credit)**
- Revised item 2, added instruction for item 2, added declaration pursuant to MCR 2.107(D), and added line for the name of the process server on the Proof of Service
- MC 55** **Claim of Appeal**
- Modified item 1 for use with appeals of district court magistrate decisions in small claims cases and updated the Proof of Service

CHANGES TO MICHIGAN COURT FORMS (continued)

MC 62 Affidavit and Notice of Entry of Foreign Judgment

Changed the notary so that it can be used by an out-of-state notary and applied standard language to Certificate of Mailing

MC 96 Judgment of Contempt

Corrected spelling errors and added item 4, renumbered item 5 and changed the format for item 5

MC 204 Order for Competency Examination

Removed reference to 3rd Circuit Court Clinic in item 1 and removed MSA cites

MC 207 Commitment Order, Not Guilty by Reason of Insanity

Reworded the statement to the defendant at the foot of the form

MC 210 Affidavit and Order for Restricted Driver's License

Changed cite at foot of form and corrected spelling errors

MC 216a Notice of Noncompliance, Drinking/Driving Offense

Changed cite at foot of form and corrected spelling errors

MC 218 Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment

Added option for show cause for the surety and applied standard language to Certificate of Mailing

MC 219 Judgment of Sentence/Commitment to Jail

Changed format for item 9, corrected spelling errors, added a cite to the foot of the form, and corrected cite on back

MC 227 Application to Set Aside Conviction

Updated the Proof of Service and corrected a cite in item 1 of the instructions on the back of the form

MC 233 Order for Fingerprints

Updated the Proof of Service and revised the Certificate of Fingerprinting to reflect the actual practice

CHANGES TO MICHIGAN COURT FORMS (continued)

MC 235 Motion and Order for Destruction of Fingerprints and Arrest Card

Added a use note, deleted item 2, and renumbered the remaining items

MC 242 Assignment to Youthful Trainee Status

Expanded scope of item 1 pursuant to MCL 762.11 and added item 7

MC 245 Motion and Order for Discharge from Probation

Added the last sentence to item 5

MC 256 Summons, Criminal

Added a line to the case entitlement, removed part of the proof of service based on previously approved standard, added declaration pursuant to MCR 2.107(D), and added line for the name of the process server on the Proof of Service

MC 258 Report of Nonpayment of Restitution

Removed reference to the Probate Court from the masthead and applied standard language to Certificate of Mailing

MC 262 Order of Acquittal/Dismissal or Remand

Reworded the statement to the defendant at the foot of the form and corrected a spelling error in item 7

MC 263 Motion/Order of Nolle Prosequi

Reworded the statement to the defendant at the foot of the form and corrected a spelling error in item 5

MC 289 Order for Assignment of Wages

Redesigned to make clear the form does not require the signature of the person whose wages are being assigned, removed reference to voluntary wage assignment and added the last sentence in the NOTE, added options for identifying the place for mailing the withholding in item 1, added a caption to the line in item 4, applied standard language to Certificate of Mailing, and added cites to the foot of the form

MC 294 Order Delaying Sentence

New form

CHANGES TO FRIEND OF THE COURT FORMS

FOC 6 Enforcement Order

Revised item 7 to make clearer the distinction between items 7 and 23

FOC 14 Bench Warrant

Removed field for driver's license number and made minor grammatical corrections

FOC 19 Motion and Order to Show Cause for Contempt (Custody/Parenting Time)

Added item 7, renumbered item 8, and made minor corrections to item 5 and the Certificate of Mailing

FOC 22b Employment Status Disclosure

Revised the last sentence of the first paragraph

FOC 113 Motion to Permit Foreign Travel

New form

FOC 114 Order Regarding Foreign Travel

New form