



## Michigan Supreme Court

State Court Administrative Office

**Trial Court Services Division**

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone 517-373-4835

Steven D. Capps  
Director

DATE: October 30, 2008

TO: Chief Circuit Court Judges  
Presiding Family Division Judges  
Chief District Court Judges

cc: Circuit Court Administrators  
Family Division Administrators  
District Court Administrators  
County Clerks  
Juvenile Registers

FROM: Elizabeth A. Barber, Trial Court Collections Project Manager

RE: Orders to Remit Prisoner Funds

---

This is a reminder that beginning November 1, 2008, **every** Order to Remit Prisoner Funds for Fines, Costs, and Assessments (MC 288) and Satisfaction of Financial Obligation (MC 290) will be handled by the Michigan Department of Corrections (MDOC) regional business office instead of each individual institution processing the forms.

When a circuit court sentences a defendant to prison, a copy of form MC 288 should be provided to the defendant and to the MDOC's regional business office. Courts should continue to send the judgment of sentence with the defendant/prisoner.

When a district court issues an order to remit funds, or when a circuit court issues an order to remit funds on a case for which the prisoner was not sentenced to prison, a copy of form MC 288 should be provided to the prisoner at the facility at which he or she is housed and to the MDOC's regional business office. If the defendant owes restitution, a copy of the judgment of sentence should be included with form MC 288.

Courts can fax forms MC 288 and MC 290 to the MDOC's regional business office at 517-780-6039 **or** send copies of the forms in PDF format via e-mail to [MDOC-CourtOrders@michigan.gov](mailto:MDOC-CourtOrders@michigan.gov) **or** mail copies of the forms to:

Michigan Department of Corrections  
Regional Business Office  
Court Order Processing  
4000 Cooper Street  
Jackson, MI 49201

If you have any questions, please contact me at 517-373-5895 or [BarberB@courts.mi.gov](mailto:BarberB@courts.mi.gov).