

# Orders to Remit Prisoner Funds

Paul R. Tomhave  
Felony Collections Officer

20<sup>th</sup> Circuit Court, Room 303  
414 Washington St.  
Grand Haven, MI 49417

(616) 846-8330

[ptomhave@miottawa.org](mailto:ptomhave@miottawa.org)

## **ORDER TO REMIT PRISONER FUNDS**

### **If sentenced to MDOC by your court:**

- Judgment of Sentence (CC 219b) is signed by the judge and an Order to Remit Prisoner Funds for Fines, Costs, and Assessments (MC 288) is also signed by the judge.
- Only fill in defendant's name, SID (state ID number) and date of birth on MC 288. Leave the institution name and address blank.
- Fill in the balance of all financial assessments ordered, EXCLUDING restitution.
- File the originals of the above documents with the court, and send two certified copies with the MDOC paperwork in one packet, which goes along with defendant to MDOC.

### **If sentenced to MDOC by another court:**

- Complete the Order to Remit Prisoner Funds for Fines, Costs, and Assessments (MC 288) in full. Look up the facility to which the prisoner is assigned on the OTIS website.
- After the judge has signed it, complete the certificate of mailing at the bottom and make two copies. The original goes in the court file, and a copy is mailed separately to the correctional facility itself and also to the defendant at the facility address.
- Effective November 1, 2008, a copy should be mailed to the MDOC's Region III business office and to the prisoner at the facility at which he or she is housed. See memo dated October 2, 2008.

### **When monetary sanctions, including restitution, are satisfied:**

- You should fill out MC 290, Satisfaction of Financial Obligation, which does not need to be signed by the judge. Fill out the certificate of mailing and make two copies.
- The original of MC 290 goes in the court file, and copies are mailed separately to the correctional facility itself and to the defendant at the facility address.
- Effective November 1, 2008, a copy should be mailed to the MDOC's Region III business office and to the prisoner at the facility at which he or she is housed. See memo dated October 2, 2008.

<b>STATE OF MICHIGAN</b> <b>JUDICIAL CIRCUIT</b> <b>JUDICIAL DISTRICT</b>	<b>ORDER TO REMIT PRISONER FUNDS FOR</b> <b>FINES, COSTS, AND ASSESSMENTS</b>	<b>CASE NO.</b>
---------------------------------------------------------------------------------	----------------------------------------------------------------------------------	-----------------

Court address Court telephone no.

TO: Institution name and address

THE PEOPLE OF  The State of Michigan

\_\_\_\_\_

v

Defendant's name	
Prisoner no.	DOB
SID	

**THE COURT FINDS:**

1. The defendant owes a balance of \$ \_\_\_\_\_ , **not including restitution**, which is collected by the Department of Corrections in accordance with MCL 791.220h, for the obligation ordered in the judgment of sentence or other order dated \_\_\_\_\_ . (A copy of the judgment of sentence or order is attached.)

**IT IS ORDERED:**

2. For payment toward the obligation, the Department of Corrections shall collect 50 percent of all funds received by the defendant over \$50.00 each month.
3. If the amount withheld at any one time is \$100.00 or less, the Department of Corrections shall continue collecting funds from the defendant's prisoner account until the sum of the amounts collected exceeds \$100.00, at which time the Department of Corrections shall remit that amount to this court to  the above address.  the following address:
4. Withdrawal from the defendant's prisoner account and remittance to this court shall continue until the obligation is paid in full. If the defendant transfers to a facility at which an institutional account is not maintained, or if the defendant is paroled, discharged, or dies, any withheld funds shall be remitted to this court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judge Bar no.

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this order on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

<b>STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT</b>	<b>SATISFACTION OF FINANCIAL OBLIGATION</b>	<b>CASE NO.</b>
---------------------------------------------------------------------	---------------------------------------------	-----------------

Court address Court telephone no.

THE PEOPLE OF  The State of Michigan

\_\_\_\_\_

v

Defendant's name	
Prisoner no.	DOB
SID	

Institution name and address

On \_\_\_\_\_ this court entered an order to remit prisoner funds for payment toward  
Date an obligation ordered in a judgment of sentence or other order.

That financial obligation has been paid in full to the court as of \_\_\_\_\_ .  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court clerk/Deputy court clerk

**CERTIFICATE OF MAILING**

I certify that on this date I served a copy of this satisfaction of financial obligation on the defendant and the institution/facility by first-class mail addressed to their last-known addresses as defined in MCR 2.107(C)(3).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## 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 2, 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  
Friends of the Court

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

RE: Orders to Remit Prisoner Funds

---

The Michigan Department of Corrections (MDOC) soon will be regionalizing its business office functions. Every Order to Remit Prisoner Funds for Child Support (FOC 112), Order to Remit Prisoner Funds for Fines, Costs, and Assessments (MC 288), and Satisfaction of Financial Obligation (MC 290) will be handled by the MDOC's Region III business office instead of each individual institution processing the forms.

Beginning November 1, 2008, courts should send a copy of forms FOC 112, MC 288, and MC 290 to:

Michigan Department of Corrections  
Regional Business Office  
Court Order Processing  
4000 Cooper Street  
Jackson, MI 49201  
Fax: 517-780-6039

Courts should continue to send a copy of the forms to the prisoner at the facility at which he or she is housed.

If you have any questions, please contact me at 517-373-5895 or [BarberB@courts.mi.gov](mailto:BarberB@courts.mi.gov) or Bill Bartels at 517-373-2468 or [BartelsB@courts.mi.gov](mailto:BartelsB@courts.mi.gov).