



## 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

Jennifer Warner  
Director

### MEMORANDUM

DATE: October 2, 2015

TO: Circuit, Family Division, District and Municipal Court Administrators  
County Clerks  
Juvenile Registers

FROM: Julia Norton, Collections Management Analyst

RE: State Income Tax Garnishment Encryption Requirement

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On October 1, 2015, the Michigan Department of Treasury (Treasury) notified the State Court Administrative Office that the data in electronically submitted state income tax garnishments must be encrypted. This is a new requirement for electronically submitted state income tax garnishments.

Treasury requires that courts encrypt the data it brings or mails to Treasury by using the following:

- Software: 7-Zip or WinZip (or compatible), version 10.0, or earlier version
- Encryption Level: 128 bit encryption (256 preferred)
- Password: Call 517-636-5330 to obtain password (not a public phone number)

Encrypted data submitted with software other than the required software will be returned to the court at the court's cost and a new date of service will be assigned to the court's garnishments.

If there are any questions, please contact Emily Cavanaugh at the Department of Treasury at (517) 636-5330.