

**Michigan Supreme Court**  
State Court Administrative Office  
309 N. Washington Square, P. O. Box 30048  
Lansing, Michigan 48909  
(517) 373-4835  
John D. Ferry, Jr., State Court Administrator

**M E M O R A N D U M**

**DATE:** April 26, 2002

**TO:** Chief Circuit and District Court Judges  
**cc:** Judges, Court Administrators, and Clerks of Court

**FROM:** John D. Ferry, Jr.

**SUBJ:** SCAO Administrative Memorandum 2002-04  
Appointment of Court Officers

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MCR 3.106; Procedures Regarding Orders for the Seizure of Property and Orders of Eviction, provides that the State Court Administrative Office (SCAO) shall develop a procedure for the appointment and supervision of court officers. Below are links to the appointment procedures for both court employee and independent contractor court officers, including application forms, a model independent contractor agreement, an order for appointment, and a sample identification card.

The new appointment procedures apply to appointments that occur on or after May 1, 2002. Court officers may be appointed by the court for a term not to exceed two years. Courts must post, in a public place at the court, a list of persons who are serving as court officers or bailiffs (MCR 3.106(B)(2)). Further, courts must provide a copy of the list to the SCAO. Any changes to the list must also be provided to the SCAO. Lists and changes should be directed to: SCAO, Attn: Court Officers, P.O. Box 30048, Lansing, MI 48909.

Questions can be directed to Trial Court Services at 517-373-4835 or [TrialCourtServices@courts.mi.gov](mailto:TrialCourtServices@courts.mi.gov).

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