

SCAO-Approved Court Forms – New and Revised

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| <u>Form Number</u> | <u>Current Date</u> | <u>Use of Existing Stock</u> | <u>Revision Date</u> |
|--|---------------------|---------------------------------|----------------------|
| CC Forms | | | |
| CC 79, Claim of Appeal On Application for Concealed Weapon License and Request For Certified Record | 7/12 | can use with hand correction | 3/15 |
| CC 291, Advice of Rights (Circuit Court Plea) | 1/06 | can use until depletes | 3/15 |
| CC 434, Order for Genetic Testing (Revocation of Paternity Act) | N/A | new form | 3/15 |
| CC 435, Complaint/Motion and Affidavit to Revoke Acknowledgment Of Parentage | N/A | new form | 3/15 |
| CC 436, Order Regarding Request To Revoke Acknowledgment of Parentage | N/A | new form | 3/15 |
| CC 437, Motion to Set Aside Order of Filiation | N/A | new form | 3/15 |
| CC 438, Order on Motion to Set Aside Order of Filiation | N/A | new form | 3/15 |

| <u>Form Number</u> | <u>Current Date</u> | <u>Use of Existing Stock</u> | <u>Revision Date</u> |
|---|---------------------|------------------------------|----------------------|
| CCFD Forms | | | |
| CCFD 01, Petition for Placement Order of Surrendered Newborn Child | 1/01 | can use until depleted | 2/15 |
| DC/CIA Forms | | | |
| CIA 03, 14-Day Notice Civil Infraction | 3/09 | can use until depleted | 3/15 |
| CIA 04, Motion to Set Aside Default Judgment and Order Civil Infraction | 3/09 | can use until depleted | 3/15 |
| CIA 07, Default Judgment, Civil Infraction | 3/11 | can use until depleted | 3/15 |
| DC 40, Notice of Seizure of Personal Property Subject to Forfeiture Without Process | 3/09 | cannot use after 6/30/15 | 3/15 |
| DC 42, Application and Ex Parte Order to File Lien on Real Property Subject to Forfeiture | 3/09 | cannot use after 6/30/15 | 3/15 |
| DC 43, Notice of Seizure and Intent To Forfeit and Dispose of Property | 3/09 | can use with hand correction | 3/15 |
| DC 44, Order for Return of Property Or Discharge of Lien in Forfeiture Proceedings | 3/09 | can use with hand correction | 3/15 |
| DC 45, Notice of Intent to Forfeit and Dispose of Property | 3/09 | can use with hand correction | 3/15 |
| DC 46, Order Following Forfeiture Proceedings | 3/09 | cannot use after 6/30/15 | 3/15 |
| DC 53, Appeal Worksheet | 5/12 | can use until depleted | 3/15 |
| DC 85, Judgment (Small Claims) | 1/12 | can use until depleted | 3/15 |

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|--|---------------------|------------------------------|----------------------|
| DC 86, Demand and Order for Removal (Small Claims) | 1/12 | can use until depleted | 3/15 |
| DC 99b, Motion to Set Aside Default Possession Judgment (Landlord/Tenant) | 8/12 | cannot use after 6/30/15 | 3/15 |
| DC 99c, Motion and Affidavit to Set Aside Default Money Judgment (Landlord/Tenant) | N/A | new form | 3/15 |
| DC 100c, Notice to Quit to Recover Possession of Property | 9/12 | can use until depleted | 3/15 |
| DC 105, Judgment, Landlord-Tenant | 1/12 | cannot use after 12/31/15 | 3/15 |
| DC 105a, Judgment, Termination of Tenancy, Mobile Home Park - Mobile Home Owner (Just-Cause Termination) | 1/12 | can use until depleted | 3/15 |
| DC 107, Application and Order of Eviction (Landlord-Tenant/ Land Contract) | 1/12 | can use until depleted | 3/15 |
| DC 111b, Answer, Damage/Health Hazard to Property | 1/12 | can use until depleted | 3/15 |
| DC 111d, Answer, Termination of Tenancy, Mobile Home Park- Mobile Home Owner (Just-Cause Termination) | 1/12 | can use until depleted | 3/15 |
| DC 243, Order of Probation (Misdemeanor) | 3/13 | can use until depleted | 3/15 |
| FOC Forms | | | |
| FOC 4, Cash Performance Bond (Civil Contempt) | 3/08 | can use until depleted | 3/15 |
| FOC 6, Support Enforcement Order | 3/13 | cannot use after 6/30/15 | 3/15 |

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| FOC 14, Bench Warrant | 5/07 | can use until depleted | 3/15 |
| FOC 22, Employer's disclosure Of Health Insurance and/or Income Information | 3/13 | can use until depleted | 3/15 |
| FOC 29, Order Regarding Change Of Domicile/Legal Residence | 5/10 | cannot use after 6/30/15 | 3/15 |
| FOC 56, Referee Findings and Recommendation for Order After Hearing on Bench Warrant/Show Cause (Support) | 3/12 | can use until depleted | 3/15 |
| FOC 58, Order After Hearing on Alleged Custody/Parenting Time Violation | 3/12 | can use until depleted | 3/15 |
| FOC 71, Notice of Child Support Review | 3/14 | can use until depleted | 3/15 |
| FOC 81, Motion to Suspend License | 5/10 | can use until depleted | 3/15 |
| FOC 82, Order Regarding Payment Of Arrearage (License Suspension) | 3/09 | can use until depleted | 3/15 |
| FOC 83, Notice Following Order for Payment of Arrearage | 3/09 | can use until depleted | 3/15 |
| FOC 84, Order Suspending License | 5/10 | can use until depleted | 3/15 |
| FOC 102, Order Exempting Case From Friend of the Court Services | 3/13 | can use until depleted | 3/15 |
| MC Forms | | | |
| MC 06, Notice to Appear | 3/13 | can use until depleted | 3/15 |
| MC 11, Subpoena, Order To Appear and/or Produce | 4/14 | can use until depleted | 3/15 |

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| MC 13, Request and Writ for Garnishment (Nonperiodic) | 4/14 | can use until depleted | 3/15 |
| MC 20a, Order Regarding Suspension Of Prisoner Fees/Costs (Formerly CC 20a) | 3/08 | cannot use after 6/30/15 | 3/15 |
| MC 229, Motion, Affidavit, and Bench Warrant | 3/10 | can use until depleted | 3/15 |
| MC 245, Motion and Order for Discharge from Probation | 3/14 | can use until depleted | 3/15 |
| MC 306, Substitution of Attorney | 6/97 | can use until depleted | 3/15 |
| MC 327, Order | 6/05 | can use until depleted | 3/15 |
| MC 393, Certification to Department Of State (Interlock Program) | 12/10 | cannot use after 6/30/15 | 3/15 |
| MC 394, Order Transferring Supervision to Drug/Mental Health/Veterans Treatment Court Program | 5/15 | can use until depleted | 1/13 |
| MC 394a, Order of Discharge from Drug/Mental Health/Veterans Treatment Court Program | 5/15 | can use until depleted | 1/13 |
| PCA Forms | | | |
| PCA 301, Petition for Adoption | 2/13 | can use until depleted | 2/15 |
| PCA 301a, Petition for Direct Placement Adoption | 6/13 | can use until depleted | 2/15 |
| PCA 302, Supplemental Petition and Affidavit to Terminate Parental Rights of Noncustodial Parent | 3/10 | can use until depleted | 2/15 |
| PCA 303, Notice of Hearing, Termination of Parental Rights | 3/10 | can use until depleted | 2/15 |
| PCA 304, Order Terminating Rights | 7/13 | can use until depleted | 2/15 |

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| Of Noncustodial Parent | | | |
| PCA 305, Release of Child by Parent | 9/10 | cannot use after 12/31/15 | 2/15 |
| PCA 305-I, Release of Indian Child by Parent | N/A | new form | 2/15 |
| PCA 305a, Release of Child by Guardian | 9/07 | cannot use after 12/31/15 | 2/15 |
| PCA 307, Consent to Adoption by Adoptee | 9/07 | cannot use after 12/31/15 | 2/15 |
| PCA 308, Consent to Adoption by Parent | 9/10 | cannot use after 12/31/15 | 2/15 |
| PCA 308-I, Consent to Adoption by Parent of Indian Child | N/A | new form | 2/15 |
| PCA 308a, Consent to Adoption by Guardian | 9/07 | cannot use after 12/31/15 | 2/15 |
| PCA 309, Consent to Adoption by Agency/Court | 9/12 | can use until depleted | 2/15 |
| PCA 310, Petition for Hearing to Identify Father and Determine or Terminate his Rights | 3/10 | can use until depleted | 2/15 |
| PCA 311, Notice of Hearing to Identify Father and Determine or Terminate His Rights | 3/10 | can use until depleted | 2/15 |
| PCA 312, Order Terminating Rights of Father Without Release or Consent | 5/10 | can use until depleted | 2/15 |
| PCA 315, Declaration of Inability To Identify/Locate Father | 9/07 | can use until depleted | 2/15 |
| PCA 316, Notice to Putative Father and Custody Statement | 9/06 | can use until depleted | 2/15 |

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| PCA 318, Order Terminating Parental Rights/Rights of Person In Loco Parentis After Release or Consent | 3/10 | can use until depleted | 2/15 |
| PCA 320, Order Placing Child After Consent | 2/13 | can use until depleted | 2/15 |
| PCA 322, Order Committing Child to Agency/Department of Human Services | 3/10 | can use until depleted | 2/15 |
| PCA 323, Advice of Rights After Order Terminating Parental Rights (Adoption Code) | 9/08 | cannot use after 12/31/15 | 2/15 |
| PCA 323-I, Advice of Rights After Order Terminating Parental Rights To Indian Child (Adoption Code) | N/A | new form | 2/15 |
| PCA 325, Notice to Adopting Parents On Pending or Potential Appeal/Rehearing | 9/07 | can use until depleted | 2/15 |
| PCA 327, Petition for Adoption Information and Order | 9/07 | can use until depleted | 2/15 |
| PCA 328, Certificate of Adoptive Information | 9/97 | can use until depleted | 2/15 |
| PCA 329, Statement of Parent/Guardian Authorizing Temporary Placement of Child for Adoption | 9/07 | can use until depleted | 2/15 |
| PCA 330, Statement of Parent/Guardian Transferring Physical Custody of Child For Adoption | 9/06 | can use until depleted | 2/15 |
| PCA 331, Statement of Child-Placing Agency Transferring Physical Custody of Child for Adoption | 9/06 | can use until depleted | 2/15 |
| PCA 332, Statement of Prospective Adoptive Parent Transferring | 9/06 | can use until depleted | 2/15 |

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| Physical Custody of Child for Adoption | | | |
| PCA 332a, Statement of Nonresident Prospective Adoptive Parent Transferring Physical Custody of Child for Adoption | 2/13 | can use until depleted | 2/15 |
| PCA 333, Follow-up Report After Temporary Placement of Child for Adoption | 9/06 | can use until depleted | 2/15 |
| PCA 335, Petition to Determine Custody of Child Temporarily Placed for Adoption | 9/07 | can use until depleted | 2/15 |
| PCA 337, Petition by Parent/Guardian For Return of Child and Ex Parte Order | 9/07 | can use until depleted | 2/15 |
| PCA 338, Statement to Accompany Release | 9/07 | can use until depleted | 2/15 |
| PCA 339, Statement to Accompany Consent in Direct Placement | 9/07 | can use until depleted | 2/15 |
| PCA 342, Petition and Order to Appoint Confidential Intermediary | 9/07 | can use until depleted | 2/15 |
| PCA 343, Petition and Order for Approval of Confidential Intermediary Fee | 9/07 | can use until depleted | 2/15 |
| PCA 344, Petition and Order Regarding Release of Information From Confidential Intermediary and Court | 9/09 | can use until depleted | 2/15 |
| PCA 347, Petitioner's Verified Accounting Before Formal Placement For Adoption | 9/11 | cannot use after 12/31/15 | 2/15 |
| PCA 347a, Petitioner's Verified | N/A | new form | 2/15 |

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| Accounting Before Final Order Of Adoption | | | |
| PCA 348, Parent's or Guardian's Verified Accounting for Adoption Release or Direct Placement Consent | 9/07 | can use until depleted | 2/15 |
| PCA 349, Petition for Rescission of Adoption and Order | 9/07 | can use until depleted | 2/15 |
| PCA 350, Petition and Order for Delayed Registration of Foreign Birth | 9/07 | can use until depleted | 2/15 |
| PCA 352, Notice of Adoption Proceedings Concerning an Indian Child | 7/11 | can use until depleted | 2/15 |
| PCA 354, Out-of-court Release of Child by Parent | N/A | new form | 2/15 |
| PCA 355, Out-of-court Consent to Direct Placement Adoption by Parent | N/A | new form | 2/15 |

Explanation of Changes Civil Infractions, Other Civil, and Summary Proceedings Forms

1. CIA 03, 14-day Notice, Civil Infraction

Due to a variance in both the methods of payment and the acceptable forms of payment, information relating to this was removed from the form. Instead, the bold portion at the top was modified to read: “If you fail to comply with the judgment and pay the amount due on or before _____,”

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

The language in item 6, when granting the motion, was modified to add to the end “, and a hearing on the complaint shall take place.” This was modified to make it consistent with MCR 4.101(D)(2)(a).

On the lines referencing the judge a “/magistrate” was added, as 2014 PA 384 amended MCL 600.8512 to allow magistrates to hear and preside over motions to set aside a default.

For grammatical reasons, the word “the” was inserted after “answer” in item 2 after the first checkbox.

3. CIA 07, Default Judgment, Civil Infraction

Consistent with the language removed from CIA 03 relating to payment methods, this information was replaced with the word “payment” on this form.

For consistency with the language used in MCR 4.101, the term fine was made plural.

4. DC 53, Appeal Worksheet for Application for Leave to Appeal

On the third page of the form the parentheticals that said “(NOTE: Filed with application)” were removed because they were found to be confusing. This applies to 7.a., 7.e. and 7.k.iii.

For grammatical reasons the word “were” was inserted in item 4.c. after the word “documents.”

For stylistic reasons, the words “cross-appeal” and “cross-claim” were hyphenated. Additionally, the words “pursuant to” was replaced with “under.”

5. DC 85, Judgment (Small Claims)

The note on the form that indicated a note or other written evidence of indebtedness was filed with the clerk was removed from this form. MCR 2.603(B)(2), following the 2008 amendment of the court rule, no longer requires it.

For stylistic reasons, the defendant/plaintiff signature lines were made into possessives. Additionally, the word “comply” in item 1 was made into “complies.”

6. **DC 86, Demand and Order for Removal**

In order to allow space for an attorney appearing in a small claims removal, which is the only time they are allowed to appear, to provide their information a box was added to the middle of this form.

7. **DC 99b, Motion to Set Aside Default Possession Judgment (Landlord/Tenant)**

Due to the changes made to MCR 4.201(M)(3), effective May 1, 2015, the motion to set aside a default judgment form was split into two forms. The original form was modified so it is only for use to set aside a default possession judgment. The title was changed to add the word “possession” before “judgment.”

A subheading of “Date” was added below the blank line in item 1 for purposes of consistency in style.

Item 2 was modified to only reference a possession judgment. Language indicating that the motion must be filed within 10 days of the default judgment was added to the end of item 2. Subpart a and b of item 2 were removed.

References on the instruction page to the judgment were modified to say “possession judgment.” Text in item 2 that pertained to money judgments was removed. Item 8 was modified to direct individuals to Michigan Legal Help and not our self-help page.

8. **DC 99c, Motion and Affidavit to Set Aside Default Money Judgment (Landlord/Tenant)**

This is a new form modeled after DC 99c and incorporates the modified standard for default money judgments that was clarified with the amendment to MCR 4.201(M)(3), effective May 1, 2015.

9. **DC 100c, Notice to Quit to Recover Possession of Property**

Item 1 on the checklist was deleted, as this directed the user to the our self-help center and the form is being changed to direct the user to Michigan Legal Help.

The reference to the self-help center on page 2 was changed to www.michiganlegalhelp.org. A similar change was made on page 4 and on the tenant’s copy of the notice.

References on page 3 to the “demand” were changed to “notice” since the form is a notice and not a demand. Similarly, the reference to eviction was replace with “to recover possession” in item 2 on this page, as that is the appropriate legal terminology.

The specific references to exceptions to one rental period were removed from the form, as there was not agreement about the list that should be on the form and it was confusing some litigants. Instead, the note was modified to begin “Unless otherwise allowed by law ...”

The citation on the form to Public Law No. 111-22 was removed, because the relevant portion applicable to landlord-tenant cases in the Dodd-Frank Act has expired and was not renewed.

10. **DC 105, Judgment, Landlord-Tenant**

Item 2 was modified to add to the end “and other money due under the lease.” This was added to make the form more consistent with MCL 600.5741 and MCL 600.5716, which allows for a judgment of possession to include “any money due under a tenancy.” For the same reason, a new item b. was added to allow for the possession judgment to indicate “other money due.” Item b. and c. became c. and d. due to the new item b. The cross-reference to item 2.c. was modified to 2.d. in item 6.

“TO THE DEFENDANT” was removed as a heading and instead “IT IS ORDERED” was added, consistent with form style design and because it is more accurate, as not all items are solely for the defendant. In item 10 the words “THE COURT” were added to the beginning.

11. **DC 105a, Judgment, Termination of Tenancy**

“TO THE DEFENDANT” was removed as a heading and instead “IT IS ORDERED” was added, consistent with form style design and because it is more accurate, as not all items are solely for the defendant.

In item 10 the words “THE COURT” were added to the beginning.

12. **DC 107, Application and Order of Eviction, Landlord-Tenant/Land Contract**

The word “served” in the note at the bottom of the form was modified to “executed” to be consistent with the language in MCR 4.201(L)(4)(b).

13. **DC 111b, Answer, Damage/Health Hazard to Property**

The reference to the self-help center on page 2 was changed to www.michiganlegalhelp.org.

The link to the self-help center on page 5 was updated.

The reference in item 3 was changed from notice to quit to demand for possession, as the demand is what would be used in relation to the damage/health hazard.

For stylistic reasons the words “pursuant to” were replaced with “under.”

The words “Michigan Court Rules” were replaced with “MCR.”

The letter “J” at the top of page 6 was changed to reference the correct end of the range, which is “K.”

14. **DC 111d, Answer, Termination of Tenancy, Mobile Home Park-Mobile Home Owner (Just-Cause Termination)**

The reference to the self-help center on page 2 was changed to www.michiganlegalhelp.org.

The link to the self-help center on page 5 was updated.

The reference in item 3 was changed from notice to quit to demand for possession, as the demand is what would be used in relation to the claim for just-cause termination from a mobile home.

For stylistic reasons the words “pursuant to” were replaced with “under.”

The words “Michigan Court Rules” were replaced with “MCR.”

Criminal Forms Explanation of Changes

1. **CC 291, Advice of Rights (Circuit Court Plea)**

Lines for the address and telephone number of the defendant were added to the form. This is consistent with the general style on the district court advice of rights form, DC 213.

Similarly, a use note indicating “If defendant is given a foreign-language version of this form to read, the English version and the foreign-language version must be filed in the case.” This is identical to the use note on DC 213 and was added to this form for purposes of consistency now that CC 291 has been translated as well.

2. **DC 40, Notice of Seizure of Personal Property Subject to Forfeiture Without Process and Order**

Item 1 was realigned into a horizontal alignment, instead of vertical checkboxes, for purposes of space.

The following changes were made consistent with changes made to the underlying statutes by 2014 PA 333. Item 5.a. had the phrase “substituted proceeds of a crime”

added, consistent with changes made to MCL 600.4703(2). Similarly, item 5.e. was changed to add “substituted proceeds of a crime” for the same reason.

3. **DC 42, Application and Ex Parte Order to File Lien on Real Property Subject to Forfeiture**

Item 1 was realigned into a horizontal alignment, instead of vertical checkboxes, for purposes of space.

The following changes were made consistent with changes made to the underlying statutes by 2014 PA 333. A new item 2.c. was added that says “instrumentality of a crime” consistent with MCL 600.4703(3) and MCL 600.4702(1)(b). Similarly, for the same reason, the phrase “instrumentality of a crime” was added to item 3.

4. **DC 43, Notice of Seizure and Intent to Forfeit and Dispose of Property**

On page 2 the time frame for serving the notice was changed from 7 to 28 consistent with changes made to MCL 600.4706(1)(a) by 2014 PA 333.

5. **DC 44, Order for Return of Property or Discharge of Lien in Forfeiture Proceedings**

In item 1 the time frame referenced was changed from 7 to 28 in two places consistent with changes made to MCL 600.4704(1) by 2014 PA 333.

6. **DC 45, Notice of Intent to Forfeit and Dispose of Property**

In items 2 and 5 the time frame referenced was changed from 7 to 28 consistent with changes made to MCL 600.4707(1) by 2014 PA 333.

7. **DC 46, Order Following Forfeiture Proceedings**

Due to changes to MCL 600.4707, item 2.b. was deleted and the reference to “personal” before “property” in item 2.a. was deleted. This change was made because the statute now provides for the same standard for both personal and real property in terms of what type (i.e. proceeds of a crime). What was item 2.c. was renumbered to 2.b.

A new 2.c. was added to cover the new circumstances under MCL 600.4707(7), as amended by 2014 PA 333.

For purposes of clarify the words “from the date of this order” were added to the end of item 5.

8. **DC 243, Order of Probation (Misdemeanor)**

A new option referencing “MCL 750.451c, Human trafficking victim” was added to allow reference to such deferrals, which are now allowed under MCL 750.451c.

9. **MC 06, Notice to Appear**

A new option for “probable cause conference” was added to the top of the list on the right side of the form. This is to allow reference to the new type of purpose consistent with MCL 766.4 and MCR 6.108.

In order to make space for this on the chart, the note relating to special accommodations was condensed to be only on the left half of the page, but is otherwise unchanged.

10. **MC 229, Motion, Affidavit, and Bench Warrant**

There is not requirement that this form be issued under seal, therefore the “(seal)” was removed. See Case File Management Standards, Component 10.

11. **MC 245, Motion and Order for Discharge from Probation**

A new option referencing “Penal Code; Human trafficking victim (MCL 750.451c),” was added to allow reference to such deferrals, which are now allowed under MCL 750.451c.

12. **MC 393, Certification to Department of State (Interlock Program)**

A semicolon was added to item 1 for grammatical purposes.

The phrase “, or both,” was added after “owned or operated” to make the language consistent with MCL 600.1084(5).

Items 3 and 4 were rewritten to be more consistent with MCL 600.1084.

Beginning January 1, 2015, pursuant to MCL 600.1084(1), the DWI/Sobriety Court interlock project is no longer a pilot project and is now a program. The references on the form to it being a pilot project were removed and replaced with program.

Domestic Relations Forms Explanation of Changes

1. **CC 434, Order for Genetic Testing (Revocation of Paternity Act)**

This is a new form for use under the Revocation of Paternity Act, MCL 722.1431 *et seq.*

2. **CC 435, Complaint/Motion and Affidavit to Revoke Acknowledgment of Parentage**

This is a new form for use under the Revocation of Paternity Act, MCL 722.1431 *et seq.*

3. **CC 436, Order Regarding Request to Revoke Acknowledgement of Parentage**

This is a new form for use under the Revocation of Paternity Act, MCL 722.1431 *et seq.*

4. **CC 437, Motion to Set Aside Order of Filiation**

This is a new form for use under the Revocation of Paternity Act, MCL 722.1431 *et seq.*

5. **CC 438, Order on Motion to Set Aside Order of Filiation**

This is a new form for use under the Revocation of Paternity Act, MCL 722.1431 *et seq.*

6. **FOC 4, Cash Performance Bond (Civil Contempt)**

At the top of the form where it says “date of arrest” an “/appearance” was added, as MCL 552.632(7) now allows for the individual to appear at the friend of the court office and get a receipt for a cash bond.

The wording at the beginning of the receipt was modified for purposes of clarity. Instead of “received from” it now says “received on behalf of.”

Based on changes made to the terminology in the statutes by 2014 PA 378, references to show cause proceedings were modified to contempt proceedings in the receipt portion of the form.

In item 2 under terms and conditions “and the friend of the court” was added because the individual must notify both the court and the friend of the court of changes.

Additionally, in the sentence after item 2 in the terms and conditions the phrase “to me” was removed because the bond may be returned to someone else who paid on the individual’s behalf.

The word “a” was added to item 16 for grammatical reasons. The word “The” was added at the beginning of item 18 for the same reason.

The signature identifiers were made possessive for stylistic reasons.

7. **FOC 6, Support Enforcement Order**

A new item 7.g. was added (making the “other” item h), which says, “failure to satisfy the conditions of the commitment order.” This is necessary to allow the court to use this order where an individual has already been ordered to satisfy certain conditions and fails to do so.

Item 25 was moved to item 9, requiring subsequent items to be renumbered.

An option under item 10 that tracks the new language added by MCL 552.631(5) was added which says: “A law enforcement agency is authorized to render any vehicle owned by the payer temporarily inoperable, by booting or another similar method, subject to release on deposit of the cash-performance bond described above.”

In what is now item 20, the last sentence, which said, “a bench warrant for arrest may be issued for failure to comply” was removed because it is no longer necessary.

In light of changes made by 2014 PA 378, what is now item 25 was completely rewritten to read: The respondent shall be committed to _____ days in the county jail. The respondent may be released upon payment of \$ _____ to the county sheriff, friend of the court, or clerk of the court as appropriate. The sum shall be applied as directed by the friend of the court.

The respondent may be released as provided in the attached commitment order. Commitment is stayed according to the terms of the commitment order.

Due to the changes made to this form, it was expanded to three pages. Extra space was added to areas that are fillable.

8. **FOC 14, Bench Warrant**

A citation to MCL 552.632 was added to the foot of the form because this pertains to the cash-performance bond referenced in the body of the form.

9. **FOC 22, Employer’s Disclosure of Health Insurance and/or Income Information**

The lengthy quote from MCL 552.518 was removed from the top of the form as it was causing confusion. Instead, the following was added: “Under Michigan law, you are required to provide information according to MCL 552.518.” Additional lines were added to item 13 due to the additional space. Additionally, a citation to MCL 552.518 was added to the foot of the form.

In order to provide space specifically for other types of insurance, a new item 11 for “other insurance” was added. This resulted in the renumbering of all subsequent items.

A new item 27 was added to the form to allow for the reporting of retirement contributions, which can be a factor in calculating child support obligations.

The words “year-to-date” were hyphenated for grammatical reasons.

10. **FOC 29, Order Regarding Change of Domicile/Legal Residence**

In order to allow the order to reflect the necessary possible consideration of the established custodial environment, a new item 5 was added to the form that provides:

“The requested change of domicile □ will □ will not change the child(ren)’s established custodial environment.” Subsequent items were renumbered. This change was necessary to allow for all possible findings that may be needed when changing domicile, see *Rains v Rains*, 301 Mich App 313, 325; 836 NW2d 709 (2013).

Item references on page 6 of the instructions were updated consistent with the renumbering on the body of the form.

The word “them” on page 4 was replaced with “him/her” for grammatical reasons.

11. **FOC 56, Referee Findings and Recommendation for Order After Hearing on Bench Warrant/Show Cause (Support)**

Because FOC 56, Referee Findings and Recommendation For Order After Hearing On Bench Warrant/Show Cause (Support) is used to make findings that may lead to the issuance of an FOC 6, a new item 11 was added to FOC 56 as follows: “11. Payer has failed to satisfy the conditions of the commitment order.” This correlates to the possible finding added to FOC 6, as noted above. Subsequent items on FOC 56 were renumbered.

At the bottom of the second page the words “Based on” were replaced with “On the basis of” for grammatical reasons.

12. **FOC 58, Order After Hearing on Alleged Custody/Parenting Time Violation**

A new subpart of was added to item 6, consistent with the new language of MCL 552.644(9) and provides: “A law enforcement agency is authorized to render any vehicle owned by the payer temporarily inoperable, by booting or another similar method, subject to release on deposit of the cash-performance bond described above.”

The signature identifiers were made possessive for stylistic reasons.

13. **FOC 71, Notice of Child Support Review**

In order for the form, in item 2, to sound more forceful, the word “please” was replaced with “You must.” Additionally, to warn of potential consequences, the phrase “or court action may be taken without your input” was added to the end of item 2.

The signature identifiers were made possessive for stylistic reasons.

14. **FOC 81, Motion to Suspend License**

The citation to MCL 552.635(4) at the bottom of the form was removed because section 635 was repealed by 2014 PA 378.

15. **FOC 82, Order Regarding Payment of Arrearage (License Suspension)**

The citation to MCL 552.635(2)(b) at the bottom of the form was removed because section 635 was repealed by 2014 PA 378.

16. **FOC 83, Notice Following Order for Payment of Arrearage (License Suspension)**

The citation to MCL 552.635(4) at the bottom of the form was removed because section 635 was repealed by 2014 PA 378.

MCL 552.629 was added to the bottom of the form, because MCL 552.633(2) authorizes, among other things, an order applying “any other enforcement remedy authorized under this act or the friend of the court act for the nonpayment of support.” This includes license suspension, as provided in MCL 552.629.

17. **FOC 84, Order Suspending License**

The citation to MCL 552.635(4) at the bottom of the form was removed because section 635 was repealed by 2014 PA 378.

The words “pursuant to” were replaced with “under” for stylistic reasons.

18. **FOC 102, Order Exempting Case From Friend of the Court Services**

A court use only section was added to the form to allow for an area on the first page where the local friend of the court, where required locally, can sign off on the order exempting services. This is similar to the change made to other FOC forms in this regard, such as FOC 10.

The word “to” in item 1 at the end was replaced with “in” for grammatical reasons.

19. **MC 306, Substitution of Attorney**

A new line was added to require the individual filing the form to state the date of the next scheduled hearing. This was added to help judge’s determine whether to allow the withdraw based on the date of the next hearing.

Additionally, the consent heading was removed, as it was causing confusion as to who should sign the form and how it would be used. To further clarify the area formerly under this heading, the first signature line had “client” added in front of it and the second signature line had “withdrawing.”

Additionally, because the order stemming from the use of this form is generally entered without a hearing, the phrase “ex parte” was added before the word order.

The signature identifiers were made possessive for stylistic reasons.

1. **CC 79, Claim of Appeal on Application for Concealed Weapon License and Request for Certified Record**

To avoid confusion as to the proper appeal period, item 1 of the instructions was reworded to say: “Complete this form (a) after the licensing board has failed to issue a timely decision or (b) within 21 days of the application being denied.

For consistency with citation rules, the word Michigan was removed from item 3 before Const.

For stylistic reasons the words “pursuant to” were replaced with “under.”

2. **MC 11, Subpoena, Order to Appear and/or Produce**

The court address item was moved to the far left of the form for purposes of design consistency and to avoid confusion.

This change required the police report number line to be moved down.

The word “TO” was added to the bold heading “YOU ARE ORDERED” to make the following sentences make more sense grammatically.

Item 6 was reworded so it is something be ordered, not just a note for purposes of stylistic consistency.

The word “which” was replaced with “that” in the affidavit for stylistic reasons.

3. **MC 13, Request and Writ for Garnishment (Nonperiodic)**

Item 2.d. on the form, which pertained to objections based on an installment payment agreement, was removed. It was found to be too confusing to explain the basis for objecting, given that MCL 600.6231 only precludes a writ of garnishment relating to installment payments where it is for money due for personal labor.

A reference to Michigan Legal Help was added to the top of the instruction form.

4. **MC 20a, Order Regarding Suspension of Prisoner Fees/Costs**

The form was modified so that it can be used in any court, consistent with MCL 600.2963, and was changed from a CC form to an MC form. This also required a change in the upper left listing the court it may be used in.

The language in item 6, in the subpart with the checkbox in front, was modified to require monthly payments “equal to 50% of the deposits made to the prisoner’s account” instead of a specific amount. This more closely tracks the language of MCL 600.2963(5).

A new item 9 was added that says, “If the prisoner fails to pay any fees and costs required by this order, the prisoner shall not commence a new civil action or appeal until the outstanding fees and costs have been paid.” This language is consistent with that found in MCL 600.2963(8).

The beginning of item 3 was reworded from “Based on” to “On the basis of” for grammatical reasons.

5. **MC 327, Order**

A new item 3 was added to indicate who heard the matter and on what date. This replaced the more complicated and unnecessary item 3 with similar information.

A new checkbox was added as item 4 that says, “For the reasons stated on the record,” to allow this to be checked when an order is entered without handwriting it in because this is a common statement in orders.

The lead in to whether the motion is granted or denied was modified to “THE COURT ORDERS.”

A new section was added to the bottom of the form to allow the court to further order things. This was done to increase the flexibility in using this generic order.

MC 394, Order Transferring Supervision to Treatment Court Program and MC 394a, Order of Discharge From Treatment Court Program

Both of these forms are being modified in order to accommodate multiple types of treatment programs. Currently, MC 394/394a are only set up for use in drug treatment court programs. However, now that there is statutory authority for the veterans treatment courts, MCL 600.1200 *et seq.*, and mental health courts, MCL 600.1090 *et seq.*, it is recommended that the form be changed so that it can be used in all three programs. The specific changes to each form are below.

MC 394: Order Transferring Supervision to Treatment Court Program

The form title was modified to be more generic. Instead of the title specifying which program the form is being used under, checkboxes were added to indicate which program was using the form. A CTN/SID/DOB line was added to the form. The box for indicating the type of offense (adult/juvenile/family/DWI) was removed, as it was deemed unnecessary on the combined form. The references to specific statutory provisions and to the “drug” treatment court have been removed. Instead, the form references “treatment” court. The specific statutory citation at the end of item 5.c. was replaced by “as allowed by law.”

Citations at the bottom of the form were added to MCL 600.1090 *et seq.* and MCL 600.1200 *et seq.* and the reference to the SCAO Administrative Memorandum was updated to correspond to the current version of the memorandum, which is 2015-01.

Two additional checkboxes were added to item 2 which say: no contest (for adult defendant in mental health court only) and conviction (for adult defendant in mental health court only). This is because MCL 600.1094, which applies to mental health courts, allows an individual who pleads no contest or is convicted to participate. In contrast, neither veterans treatment courts (MCL 600.1205), nor drug treatment courts (MCL 600.1068), allow for an individual to be admitted if they plead no contest or are found guilty.

MC 394a: Order of Discharge From Treatment Court Program

The form title was modified to be more generic. Instead of the title specifying which program the form is being used under, checkboxes were added to indicate which program was using the form. A CTN/SID/DOB line was added to the form. The box for indicating the type of offense (adult/juvenile/family/DWI) was removed, as it was deemed unnecessary on the combined form. The references to the “drug” treatment program were removed. Instead the form references “treatment” court.

Item 3 was removed from the form, which previously had indicated, “All records created in this case by the drug treatment program shall be retained as a nonpublic record according to law.” This provision was confusing some courts and is not necessary. The statutes dictate when information is nonpublic. It is not necessary on the order of discharge.

Citations at the bottom of the form were added to MCL 600.1090 *et seq.* and MCL 600.1200 *et seq.* and the reference to the SCAO Administrative Memorandum was updated to correspond to the current version of the memorandum, which is 2015-01.

Adoption Forms Explanation of Changes

1. CCFD 01, Petition for Placement Order of Surrendered Newborn Child

The words “above named” were removed from before the word “newborn” in item 1. Instead, the words “named above” were added to the end of the same sentence. Further, to make it clear that the date listed in item 1 is the date the child was surrendered, the words “The child was surrendered on” were added before the date line.

A checkbox was added in front of item 5.c. for purposes of consistency.

The term “see other side” at the bottom of page 1 was change to “see second page” for purposes of stylistic consistency.

An agency contact information block was added to the bottom of the form.

The line at the top of the second page reading “I request the court to authorize the:” was modified to read “I request that the court authorize the:” for stylistic reasons.

2. **PCA 301, Petition for Adoption**

A use note was added to the bottom of the form to make it clear which individual lists his/her name on the first line and which individual puts his/her name in the box for the adopting mother/father. Further, to clarify this issue, the adopting mother/father identifiers were moved inside the box and a checkbox was put in front to make it clear that both may not always apply (i.e. in stepparent adoptions).

The parenthetical “(type or print)” was added below certain name lines to make clear it should not be a signature.

Further, under the blank line in item 11 the following was added, “Attach separate sheet as needed.”

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. These changes were made in items 10 and 16.

The word “to” was removed from item 14 for stylistic reasons.

3. **PCA 301a, Petition for Direct Placement Adoption**

To clarify the use of the adopting father/mother portion of the form the adopting mother/father identifiers were moved inside the box and a checkbox was put in front to make it clear that both may not always apply.

The phrases “The petitioners are:” and “Each adopting petitioner states:” were bolded on the form.

The parenthetical “type or print” was added to each of the lines for listing a name in item 8 to make it clear that these should not be signed.

A parenthetical was added under the blank line in item 13 stating “Attach separate sheet if needed” to make clear that an additional explanatory sheet may be attached.

Checkboxes were added in front of items 18.a. and 18.b. because the court would not be able to order both and without checkboxes it appears both are being ordered if item 18 is checked.

4. **PCA 302, Supplemental Petition and Affidavit to Terminate Parental Rights of Noncustodial Parent**

The references to custodial parent on this form were changed to “sole legal custody” in light of the interpretation of MCL 710.51(6) in *In re AJR*, 496 Mich 346, 852 NW2d 760 (2014), which found that the term “custodial parent” in the statute meant the parent with sole legal custody. Further, a citation to *In re AJR* was added to the form.

A citation to MCL 712B.9(1) was added to the bottom of the form in order to reference a relevant portion of the Michigan Indian Family Preservation Act (MIFPA).

5. **PCA 303, Notice of Hearing, Termination of Parental Rights**

A citation to MCL 712B.9 was added to the form, as this is the statutory provision relating to notice in the MIFPA.

A subheading for name and title were added in the notice portion of the forms under the blank lines. These had inadvertently been dropped off the form some years ago and are being put back on.

6. **PCA 304, Order Terminating Rights of Noncustodial Parent**

The references to custodial parent on this form were changed to “sole legal custody” in light of the interpretation of MCL 710.51(6) in *In re AJR*, 496 Mich 346, 852 NW2d 760 (2014), which found that the term “custodial parent” in the statute meant the parent with sole legal custody. Further, a citation to *In re AJR* was added to the form.

Item 8 was reorganized to make it flow better.

The citation in item 11 to MCR 3.002(5) was updated to MCR 3.002(12), as that is where the definition of an Indian child is now found in the court rules.

7. **PCA 305, Release of Child by Parent**

A use note was added to the top of this form to reference the newly created PCA 305-I. The note says, “If the child is an Indian use form PCA 305-I.

Item 6 was removed from the form, as it related to a release involving an Indian child. If the release involves an Indian child, PCA 305-I would be used and both parents must consent.

At the top of the second page of the form a new note was added which says, “Before taking the release, the court shall obtain from the parent(s) all the nonidentifying information required by MCL 710.27.” This was added to help ensure that the requirements of MCL 710.27 are fulfilled.

A line was added under where the parent would sign for the parent to type or print his/her name.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made to item 5.

8. **PCA 305-I, Release of Indian Child by Parent Under MCL 712B.13**

This is a new form, based on PCA 305, for use under MIFPA where the child is an Indian child.

9. **PCA 305a, Release of Child by Guardian**

In item 3.b. the wording was modified to read “voluntarily and permanently give up” instead of “voluntarily give up permanently.” Similar changes to the language were made in item 6.a., 6.b., as well as both items a. and b. under the certification by the judge section of the form.

Item 7 was removed from the form, as there does not appear to be authority in MIFPA for a guardian to release rights to an Indian child. For this reason, the citation on the form to 25 USC 1913(a), an Indian Child Welfare Act (ICWA) reference was removed.

At the top of the second page of the form a new note was added which says, “Before taking the release, the court shall obtain from the parent(s) all the nonidentifying information required by MCL 710.27.” This was added to help ensure that the requirements of MCL 710.27 are fulfilled.

A line was added under where the guardian would sign for the guardian to type or print his/her name.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made to item 6.

10. **PCA 307, Consent to Adoption by Adoptee**

A new line was added under item 5 so that there is now a line for a signature and a printed or typed name, so as to avoid confusion as to whether the form was to be signed. A date line was also added, for purposes of consistency with other signature lines.

The paragraph at the bottom of the form was reworded slightly for purposes of clarity.

11. **PCA 308, Consent to Adoption by Parent**

A use note was added to this form to reference the newly created PCA 308-I. The note says, "If the child is an Indian child, use form PCA 308-I."

Item 6 was removed because it was for use when the matter involved an Indian child. With the creation of PCA 308-I, this item is no longer needed.

In item 2 the wording was modified to read "voluntarily and permanently give up" instead of "voluntarily give up permanently." Similar changes to the language were made in the certification section by the judge on the second page of the form.

At the top of the second page of the form a new note was added which says, "Before taking the release, the court shall obtain from the parent(s) all the nonidentifying information required by MCL 710.27." This was added to help ensure that the requirements of MCL 710.27 are fulfilled.

A line was added under where the parent would sign for the parent to type or print his/her name.

Additionally, it was determined the language for the parent/guardian/guardian ad litem allowing an unemancipated minor to proceed should be changed to track the way it appears on the PCA 305. Both MCL 710.28 and MCL 710.43 require that if the parent is an unemancipated minor, the consent or release is not valid unless "a parent, guardian, or guardian ad litem of that minor parent" has also "executed" either the release or consent. Therefore, the language was changed to say "I join with the minor parent in signing this consent" similar to how the language currently appears on the release.

12. **PCA 308-I, Consent by Parent to Adoption of Indian Child Under MCL 712B.13**

This is a new form, based on PCA 308, for use under MIFPA where the child is an Indian child.

13. **PCA 308a, Consent to Adoption by Guardian**

In item 3.b. the wording was modified to read "voluntarily and permanently give up" instead of "voluntarily give up permanently." Similar changes to the language were made in item 6.a., 6.b., as well as both items a. and b. under the certification by the judge section of the form.

Item 7 was removed from the form, as there does not appear to be authority in MIFPA for a guardian to consent to the adoption of an Indian child. For this reason, the citation on the form to 25 USC 1913(a), an Indian Child Welfare Act (ICWA) reference was removed.

The citation to MCL 700.431(1)(c), which was repealed, was removed. It was replaced with a citation to MCL 700.5215(e), which contains comparable language.

A line was added under where the guardian would sign for the guardian to type or print his/her name.

The citation in the note on the second page was corrected to MCL 710.44(1).

14. **PCA 309, Consent to Adoption by Agency/Court**

A parenthetical was added after item 2 at the bottom of the form, noting that if the circuit court has custody of the child and the court is consenting, the form need not be notarized. This is consistent with MCL 710.44.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made to items 1 and 3 in the list at the bottom of the form.

15. **PCA 310, Petition for Hearing to Identify Father and Determine or Terminate His Rights**

Item 6 was redesigned to provide more space. Each of the things previously asked for in one long sentence were broken out into 4 lines to make the form easier to use.

A citation to MIFPA generally, MCL 712B.1 *et seq.*, was added to the bottom of the form. Similarly, a general citation to the Indian Child Welfare Act (ICWA), 25 USC 1901 *et seq.*, was added to bottom of the form.

The citation in item 5 to MCR 3.002(5) was updated to MCR 3.002(12), which is where the definition of an Indian child is now found.

An agency contact block was added to this form.

A certification by a parent/guardian of an unemancipated minor parent was added to this form.

Due to the changes noted above, this form is now 2 pages.

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

The beginning of item 8 was changed from “I request the court to hold a hearing...” to “I request that the court hold a hearing...” for stylistic reasons.

16. **PCA 311, Notice of Hearing to Identify Father and Determine or Terminate His Rights**

The word “relinquishing” was removed from the first checkbox option under the notice. Instead, the words “giving up” were added after the word permanently for purposes of clarity.

The attorney name/address lines were moved down so as to separate them visually from the line for the deputy clerk to use.

Citations to MIFPA were added to the form, specifically MCL 712B.9 and MCL 712B.13(1)(b).

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made to the signature line at the bottom of the form.

17. **PCA 312, Order Terminating Rights of Father Without Release or Consent**

For style reasons, the case name line was changed to match current style, which includes “DOB:” followed by a blank line on certain forms.

The citation in item 5 to MCR 3.002(5) was updated to MCR 3.002(12), which is where the definition of an Indian child is now found.

A new option g. was added to item 6 to allow the court to find that the father is deceased.

A citation to MIFPA generally, MCL 712B.1 *et seq.*, was added to the bottom of the form. Similarly, a general citation to the ICWA, 25 USC 1901 *et seq.*, was added to bottom of the form.

18. **PCA 315, Declaration of Inability to Identify/Locate Father**

The checkbox options under item 3 were removed. Neither MCL 710.37(2)(a) or MCR 3.802(B) specify what constitutes reasonable efforts at finding the father. Therefore, the checkbox options suggesting methods of finding the father were removed, as they go beyond the language of the statute and court rule.

The citations to MCR 5.751 and MCR 5.752(B) on the bottom of the form are outdated. Comparable provisions are now found at MCR 3.801 and MCR 3.802(B) and the citations were updated accordingly.

19. **PCA 316, Notice to Putative Father and Custody Statement**

Item 1 was structured to align the checkboxes differently for style reasons.

The line in item 3 was extended to the margin to allow for more space to provide information. Further, the portion of the line in line with the text was removed and the subheading was moved.

20. **PCA 318, Order Terminating Parental Rights/Rights of Person in Loco Parentis After Release or Consent**

In light of the fact that someone other than a parent, a reference to a person acting *in loco parentis* was added to the form, both in the title and in item 5.

A citation to the MIFPA generally, MCL 712B.1 *et seq.*, was added to the bottom of the form. Similarly, a general citation to the ICWA, 25 USC 1901 *et seq.*, was added to bottom of the form.

The citation in item 4 to MCR 3.002(5) was updated to MCR 3.002(12), because that is where the definition of “Indian child” is now found.

The citation in the note of the bottom of the form was made specific to the exact section quoted, which is MCL 712B.23(1).

21. **PCA 320, Order Placing Child After Consent**

Item 5 was modified to allow for circumstances where there might be only one parent. Therefore, the reference to “both parents” was removed and replaced with the phrase “the parent(s).”

Item 8 was modified to add the following language to the end, “until the order of adoption is entered.” This helps clarify that the reporting duty of the entity or individual named in item 8 ends when the order of adoption has been entered.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made to item 8.

22. **PCA 322, Order Committing Child to Agency/Department of Health and Human Services**

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made to the title of the form and item 4.

A reference in item 2 to a person acting “in loco parentis” was added.

Two relevant citations to the MIFPA were added to the form, specifically to MCL 712B.13 and MCL 712B.23.

23. **PCA 323, Advice of Rights After Order Terminating Parental Rights (Adoption Code)**

A new use note was added to the top of the form indicating, “If the child is an Indian child, use form PCA 323-I.”

The case name line was modified to be consistent with current style guidelines by adding a subheading for “full name of child,” a “DOB:” line and adding “adoptee” to the end.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made to item 3.a. in two places.

24. **PCA 323-I, Advice of Rights After Order Terminating Parental Rights to Indian Child (Adoption Code)**

This is a new form, based on PCA 323, for use under MIFPA where the child is an Indian child.

25. **PCA 325, Notice to Adopting Parents on Pending or Potential Appeal/Rehearing**

The “To” line was removed from this form because it was determined to be both unnecessary and confusing.

To better track the language of MCL 710.41(2), the word “agent” under the signature line was replaced with the word “agency.”

The slash under the last blank line for listing the name of the signor was replaced with an “or.”

The “/court” was removed from the form. If the court is signing the form, it need not identify itself the way an agency needs to.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made in both the signature line and the line for printing the name of the agency or department.

26. **PCA 328, Certificate of Adoptive Information**

The case name line was modified to be consistent with current style guidelines by adding a subheading for “full name of child,” a “DOB:” line and adding “adoptee” to the end.

The word “natural” preceding father/mother on this form was changed to “biological” to track 25 USC 1951.

Further, to indicate who is being asked to sign the form, the phrase “of court representative” was added after the word “signature” at the bottom of the form.

A line for the signor to type or print his/her name was also added to the form.

In order to be consistent with other adoption forms, the reference to “case no.” in the upper right was changed to “file no.”

27. **PCA 330, Statement of Parent/Guardian Transferring Physical Custody of Child for Adoption**

In the case name line the words “the child” were removed for purposes of stylistic consistency.

Item 2.b. was clarified so that it is clear the only thing being stated is that the “full identifying” information was not being exchanged. This allows the form to account for situations where some information is exchanged, but not the full identifying information. The same change was made the reference to identifying information under the report to the court at the bottom of the second page.

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

After the checkbox subparts of item 6, a description of which parent’s parent or guardian (i.e. minor mother’s) was added for purposes of clarity.

The word “are” at the end of the first sentence at the top of second page was changed to “is” for grammatical reasons.

The word “a” was added before child under the report on the second page for grammatical reasons.

A “(es)” was added to the end of the word address in the report on the second page for consistency in style.

28. **PCA 333, Follow-Up Report After Temporary Placement of Child For Adoption**

The word “adoptee” was added to the end of the case name line, consistent with other forms.

Item 1 was modified to replace “above named child” with “child named above” for purposes of stylistic consistency.

Under the address line in item 2, a subheading for “state” was added.

Item 4.b. was reworked for purposes of simplicity to read, “the child was returned to _____ (name)” followed by the already existing checkboxes.

Item 4.c. was removed because the committee agreed it should never be used.

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

29. **PCA 338, Statement to Accompany Release**

The word “adoptee” was added to the end of the case name line, consistent with other forms.

The term “schedule” in item 5 was replaced with “verified accounting” to help avoid confusion and for consistency in how the verified accounting is referred to.

The word “parent” was changed to “parent(s)” in item 6 to account for situations where there are two adoptive parents.

A certification by the parent/guardian of an unemancipated minor parent was added to the bottom of the form. To allow for this to fit on the form, the spacing of items 1-8 was condensed.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made in items 7 and 8.

30. **PCA 339, Statement to Accompany Consent in Direct Placement**

The word “adoptee” was added to the end of the case name line, consistent with other forms.

The term “schedule” in item 5 was replaced with “verified accounting” to help avoid confusion and for consistency in how the verified accounting is referred to.

The word “parent” was changed to “parent(s)” in item 6 to account for situations where there are two adoptive parents.

A certification by the parent/guardian of an unemancipated minor parent was added to the bottom of the form. To allow for this to fit on the form, the spacing of items 1-8 was condensed.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made in items 7 and 8.

31. **PCA 344, Petition and Order Regarding Release of Information From Confidential Intermediary and Court**

Item 7 was reworked for purposes of clarity. To this end, the statement regarding the release of information was moved from the beginning of the item to the end.

A new item 8 was added to allow the petition to be denied.

The title of the form was modified from “Petition and Order for Release of Information from Confidential Intermediary and Court” to “Petition and Order Regarding Release of Information from Confidential Intermediary and Court.”

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

The words “that the court issue” were added after “I REQUEST” in item 3 for stylistic reasons.

32. **PCA 347, Petitioner’s Verified Accounting Before Formal Placement for Adoption**

This form was modified to remove all references to the 21-day accounting. This change was made due to significant confusion in the use of the form between the 7-day accounting and the 21-day accounting, both of which were combined into one form. Instead, PCA 347 will now be used for the 7-day accounting. The 21-day accounting will use a new form, PCA 347a.

Additionally, to avoid confusion about which category the birth certificate fee should be listed on, language was added to item 1 to clarify that is where the fee should be reported.

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made in item 2.

On the second page, after Type 4, the word “is” was changed to “are for grammatical reasons.

The wording of the request at the bottom was changed to “I request that the court approve these payments and disbursements” for stylistic reasons.

33. **PCA 347a, Petitioner’s Verified Accounting**

This is a new form that is based on PCA 347. However, instead of references to the 7-day accounting, this form is used for the 21-day accounting before the final order of adoption.

34. **PCA 348, Supplement to Petitioner’s Verified Accounting**

The word “adoptee” was added to the end of the case name line, consistent with other forms.

A certification by the parent/guardian of an unemancipated minor parent was added to the bottom of the form. To allow for this to fit on the form, the spacing of items 1-8 was condensed.

The citation at the bottom of the form to MCL 710.29(5) was updated to MCL 710.29(6).

Both uses of the word “which” in the first sentence at the top of the form were changed to “that” for grammatical reasons.

The request line was modified to read “I REQUEST that the court approve these payments and promises” for stylistic reasons.

35. **PCA 349, Petition for Rescission of Adoption and Order**

A new item 4 was added as an optional item. This item will allow the user of the form to attach a copy of the new live birth certificate. It is required by MCL 710.66(3) that such a certificate be filed either with the petition or before the hearing if such a certificate was issued.

Due to the new item 4, subsequent items were renumbered.

Additionally, due to the additional item, the form became two pages.

Item 8 was broken into two sentences for purposes of clarity.

The lead in to item 7 was change to say “I request that the court conduct . . .” for stylistic reasons.

36. **PCA 350, Petition and Order for Delayed Registration of Foreign Birth**

The references in the title of the form and elsewhere on the form to it being a motion were changed to petition, because this is the form that would initiate a case.

To avoid confusion in the use of the name line on the form, the subheading was changed to add the word “current” before the words “full name of child.”

The language in item 1 indicating “my spouse and I,” which assumed the form was always used by a married couple, was removed because there may be circumstances where the form is used by a single individual.

The word “adoptee” in the body of the form was replaced with the word “child.” This is because MCL 710.22(a) defines an adoptee as an individual to be adopted and this form is used after the adoption is finalized.

To clarify what name is put in item 4, the word “new” was added before “name of the child.”

References to the “Department of Human Services” changed to “Department of Health and Human Services” consistent with Executive Order No. 2015-4, which changed the name of the department. This change was made in item 6.

37. **PCA 352, Notice of Adoption Proceedings Concerning an Indian Child**

A reference to the MIFPA was added to the end of item 6. Additionally, citations to MIFPA were added to the bottom of the form, specifically to MCL 712B.9 and MCL 712B.27.

The word “tribal” was uncapitalized.

Adoption Forms Explanation of Changes – Internal Changes

1. **PCA 327, Petition for Adoption Information and Order**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

However, because MCL 710.67(1) requires this to be a “sworn petition” a notary block was added.

2. **PCA 329, Statement of Parent/Guardian Authorizing Temporary Placement of Child for Adoption**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

For purposes of consistency in style the words “the child” was removed from after “In the matter of.” Additionally, for the same reason the word “adoptee” was added to the end of the case name line.

For grammatical reasons, the word “a” was replaced with “the” under item 2.a., additionally, under the same item the word “which” was replaced with “that.”

3. **PCA 331, Statement of Child-Placing Agency Transferring Physical Custody of Child for Adoption**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

For purposes of consistency in style the words “the child” was removed from after “In the matter of.” Additionally, for the same reason the word “adoptee” was added to the end of the case name line.

The words “child placing” was hyphenated throughout for style and consistency reasons, including in the title of the form.

A reference to “Please See Other Side” at the bottom of the first page was changed to “See Second Page” for stylistic reasons.

For grammatical reasons, item 5 was modified to replace “a” with “the” before the words “preplacement assessment” and to replace “which” with “that.”

After the checkbox subparts of item 6, a description of which parent’s parent or guardian (i.e. minor mother’s) was added for purposes of clarity.

On the second page, at the end of the first sentence, the word “are” was changed to “is” for grammatical reasons.

4. **PCA 332, Statement of Prospective Adoptive Parent Transferring Physical Custody of Child for Adoption**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

For purposes of consistency in style the words “the child” was removed from after “In the matter of.”

5. **PCA 332a, Statement of Nonresident Prospective Adoptive Parent Transferring Physical Custody of Child for Adoption**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

For purposes of consistency in style the words “the child” was removed from after “In the matter of.”

6. **PCA 335, Petition to Determine Custody of Child Temporarily Placed for Adoption**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

A reference to “Please See Other Side” at the bottom of the first page was changed to “See Second Page” for stylistic reasons.

After the checkbox subparts of item 4, a description of which parent’s parent or guardian (i.e. minor mother’s) was added for purposes of clarity.

The request in item 7 was reworded for stylistic purposes to say, “I request that the court determine the custody of the child.”

7. **PCA 337, Petition by Parent/Guardian For Return of Child and Ex Parte Order**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

A reference to “Please See Other Side” at the bottom of the first page was changed to “See Second Page” for stylistic reasons.

Additionally, for ease of use and consistency, lines to print or type the name of the individuals signing the document were added.

8. **PCA 342, Petition and Order to Appoint Confidential Intermediary**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

For stylistic reasons the word “to” in both item 1 and 2, in the request section, was removed. Instead, the word “that” was added after “I REQUEST.”

9. **PCA 343, Petition and Order for Approval of Confidential Intermediary Fee**

The verification language, “I declare that the statements above are true to the best of my information, knowledge and belief” was removed. This language should only be on forms where it is expressly required. See *Wyskowski v Wyskowski*, 211 Mich App 699, 701-702; 536 NW2d 603 (1995) (“MCR 2.114(A)(1) expressly states that verification or accompaniment by an affidavit is not required unless specifically provided by rule or statute. This form is not one expressly required to be verified.”).

For stylistic reasons, the request in item 5 was reworded to say, “I REQUEST that the court allow the fee.”