

Required Reports from District and Municipal Courts and Judges

The following is an alphabetic list of reports that district and municipal courts and judges must prepare and submit to the State Court Administrative Office. It contains the name of each report, its due date (if one), the form number (if one), who submits the report, and where the report is to be submitted. Included in the list are some orders which must be submitted upon entry. At the end of this list, reports with a specific due date are restated chronologically. Drug court programs have additional reporting requirements and should contact Trial Court Services for further information.

Alphabetic List

<u>Report Name (Form Number)</u>	<u>Submitted By</u>	<u>Send To</u>	<u>Method of Submission</u>	<u>Authority</u>	<u>Due Date</u>
Appointment of Court Officers	District and Municipal Courts	Trial Court Services	Paper	MCR 3.106(B)(2)	As it occurs
Counsel Appointments	District and Municipal Courts	Trial Court Services	MCAP*	MCR 8.123	2/15
Court Costs Imposed and Collected	District and Municipal Courts	Trial Court Services	MCAP*	MCL 769.1k(8)	3/31
Delay in Criminal Proceedings (SCAO 64)	Chief District and Municipal Court Judges	Regional Office	MCAP*	MCR 8.110(C)(5)	1/7, 4/7, 7/7, 10/7
Delay in Matters Submitted to Judge (SCAO 27)	District and Municipal Judges through Chief Judge	Regional Office	MCAP*	MCR 8.107(B)	First business day of January, April, July, and October plus 7 days
District and Municipal Court Caseload (SCAO 18)	District and Municipal Courts	Trial Court Services	MCAP*	MCR 8.103	1/30

*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

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<u>Report Name (Form Number)</u>	<u>Submitted By</u>	<u>Send To</u>	<u>Submission</u>	<u>Authority</u>	<u>Due Date</u>
District and Municipal Court Caseload Verification	District and Municipal Courts	Trial Court Services	MCAP*	MCR 8.103	2/28
Drug and Drunk Driving Case Reimbursement (SCAO 24)	District and Municipal Courts	Finance	Method of MCAP*	MCL 257.323d MCL 257.625h	3/31
Financial Report (SCAO 17)	District and Municipal Judges and Magistrates	Regional Office	Paper	Canon 6c	4/15
Judicial Absence Report (SCAO 25a)	District and Municipal Judges through Chief Judge	Regional Office	Paper	MCR 8.110(D)(6)	Annually
Michigan Trial Court Incident Report	District and Municipal Courts	Regional Office	Paper		As it occurs
Order Limiting Access to Proceedings	District and Municipal Courts	Regional Office	Paper	MCR 8.116(D)(3)	Upon entry of order
Order to Seal Court Records	District and Municipal Judges	Regional Office and Supreme Court Clerk	Paper	MCR 8.119(F)(7)	Upon entry of order
Outstanding Receivables Aging Report	District and Municipal Courts	Trial Court Services	MCAP*		7/30
Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year	District and Municipal Courts	Trial Court Services	MCAP*		7/30

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<u>Report Name (Form Number)</u>	<u>Submitted By</u>	<u>Send To</u>	<u>Method of Submission</u>	<u>Authority</u>	<u>Due Date</u>
Public Satisfaction Survey	District and Municipal Courts	Trial Court Services	Paper		10/31
Report of Jury Fees (SCAO 45)	District and Municipal Courts	Finance	MCAP*	MCL 600.151e	4/30 and 10/31
Summary Report of Outstanding Receivables by Cash Code and Case Type	District and Municipal Courts	Trial Court Services	MCAP*		7/30

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Required Reports from District and Municipal Courts and Judges

Chronological List

<u>Due Date</u>	<u>Report Name</u>
First business day of January + 7 days	Delay in Matters Submitted to Judge*
January 7	Delay in Criminal Proceedings*
January 30	District Court Caseload*
February 1	Judicial Annual Leave
February 15	Counsel Appointments*
February 28	Caseload Verification*
March 31 – first report to be submitted in 2016	Court Costs Imposed and Collected
March 31	Drug and Drunk Driving Case Reimbursement*
First business day of April + 7 days	Delay in Matters Submitted to Judge*
April 7	Delay in Criminal Proceedings*
April 15	Financial Report
April 30	Report of Jury Fees*
First business day of July + 7 days	Delay in Matters Submitted to Judge*

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<u>Due Date</u>	<u>Report Name</u>
July 7	Delay in Criminal Proceedings*
July 30	Outstanding Receivables Aging Report*
July 30	Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year*
July 30	Summary Report of Outstanding Receivables by Cash Code and Case Type*
First business day of October + 7 days	Delay in Matters Submitted to Judge*
October 7	Delay in Criminal Proceedings*
October 31	Report of Jury Fees*
October 31	Public Satisfaction Survey

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