

Required Reports from Probate Courts and Judges

The following is an alphabetic list of reports that probate 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.

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	Probate Courts	Trial Court Services	Paper	MCR 3.106(B)(2)	As it occurs
Counsel Appointments	Probate Courts	Trial Court Services	MCAP*	MCR 8.123	2/15
Delay in Matters Submitted to Judge (SCAO 27)	Probate Judges through Chief Judge	Regional Office	MCAP*	MCR 8.107(B)	First business day of January, April, July, and October plus 7 days
Deficiencies in Guardianship/ Conservatorship Administration Report (SCAO 65)	Chief Probate Judges	Regional Office	Paper		1/30 and 7/30
Financial Report (SCAO 17)	Probate Judges and Referees	Regional Office	Paper	Canon 6c	4/15
Judicial Absence Report (SCAO 25a)	Probate Judges through Chief Judge	Regional Office	Paper	MCR 8.110(D)(6)	Annually
Michigan Trial Court Incident Report	Probate Courts	Regional Office	Paper		As it occurs

*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>Method of Submission</u>	<u>Authority</u>	<u>Due Date</u>
Order for Administrative Closing (PC 671)	Probate Courts	Regional Office	Paper	MCR 5.144(A)(2)	Upon entry of order
Order to Seal Court Records	Probate Judges	Regional Office and Supreme Court Clerk	Paper	MCR 8.119(F)(7)	Upon entry of order
Probate Court Caseload (SCAO 22)	Probate Courts	Trial Court Services	MCAP*	MCR 8.103	1/30
Probate Court Caseload Verification	Probate Courts	Trial Court Services	MCAP*	MCR 8.103	2/28
Public Satisfaction Survey	Probate Courts	Trial Court Services	Paper		10/31
Report of Decedent Estate Administration Fees (SCAO 67)	Probate Courts	Trial Court Services	Paper	MCL 600.871(4)	3/31
Report of Jury Fees (SCAO 45)	Probate Courts	Finance	MCAP*	MCL 600.151e	4/30 and 10/31

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Required Reports from Probate 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 30	Probate Court Caseload*
January 30	Deficiencies in Guardianship/Conservatorship Administration
February 1	Judicial Annual Leave
February 15	Counsel Appointments*
February 28	Caseload Verification*
March 31	Report of Decedent Estate Administration Fees
First business day of April + 7 days	Delay in Matters Submitted to Judge*
April 15	Financial Report
April 30	Report of Jury Fees*
First business day of July + 7 days	Delay in Matters Submitted to Judge*
July 30	Deficiencies in Guardianship/Conservatorship Administration
First business day of October + 7 days	Delay in Matters Submitted to Judge*

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January 6, 2016

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<u>Due Date</u>	<u>Report Name</u>
October 31	Report of Jury Fees*
October 31	Public Satisfaction Survey

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