

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

Local Administrative Order Guidelines - MCR 8.112(B)

Courts submitting local administrative orders to the State Court Administrative Office under MCR 8.112(B) are requested to follow these guidelines to ensure the timely review and approval of orders received. The attached style sheet specifies the required format.

1. Orders may govern only internal court management matters.
2. There can be only one order on a given subject. Orders for the appointment of clerks, magistrates, friends of the court, etc. shall cover the appointment of only one individual for each order. **Never amend an order. If an existing order must be changed, the court must issue a new order and add language in the first paragraph of the new order that the previous order is rescinded.** If the court submits an order amending a previously approved local administrative order, the court will be contacted and advised that a corrected copy of the order must be filed within 14 working days or the order will be revoked.
3. Orders must be submitted on the Court's letterhead. They must include a title (e.g. Court Holidays) and be numbered sequentially during the calendar year of issuance (e.g. Administrative Order 1990-1). **If the order is rescinding a previous order, the number of the previous order must be included beneath the new number as indicated on the attached style sheet.** If there is a joint order between multiple courts, include a "J" after each court's number and identify the court that the number belongs to (i.e. 2002-02J, 36th Circuit Court).
4. Orders must contain an effective date and be signed by the chief judge. If an order received by the State Court Administrative Office is not signed or dated, the court will be contacted and advised that a signed and dated copy of the order must be filed within 14 working days or the order will be revoked.
5. Orders must be submitted to the appropriate Regional Office of the State Court Administrative Office at least 30 days before the **effective date** to provide adequate time for review and response. Do not submit orders to the Central Office.
6. The State Court Administrative Office will attempt to notify the chief judge in writing within 14 working days of receipt of the order.
7. If an order submitted to the State Court Administrative Office requires an additional period for research, the court will be advised that the review period is being extended (not to exceed 30 days).
8. If a court wants to rescind an order, the preferred practice is to issue an order rescinding the prior order and forward it to the State Court Administrative Office. However, if the court forwards a letter in lieu of an rescission order, the State Court Administrative Office will accept the letter provided it contains sufficient information to identify the order to be rescinded.

Additional information, including a list of orders that are required or recommended, can be found at <http://courts.michigan.gov/scao/resources/other/lao.htm>.

(rev. 9/02)

Style Sheet for Local Administrative Order

[LOCAL COURT LETTERHEAD]

Administrative Order [year] - [number]

insert when applicable Rescinds Administrative Order [year] - [number]

insert TITLE

IT IS ORDERED:

This administrative order is issued in accordance with *insert authority*, effective *insert date*. The purpose of this order is to *insert explanation* upon approval by the State Court Administrative Office. *insert the following rescission language when applicable* [The previous administrative order (*insert year and number*) is rescinded.]

1. *insert contents*

a.

b.

c.

1)

2)

(a)

(b)

2.

Effective Date:

Date:

Chief Judge Signature: