

SCAO-Approved Court Forms – New and Revised

The following SCAO-Approved court forms were distributed to courts and printers in June 2011. You can purchase copies of these forms from a number of printers or software companies or from publishers such as Thomson/West that contain reproductions of all SCAO-Approved forms (see <http://courts.michigan.gov/scao/courtforms/formprinters.pdf>). Thomson/West publications are supplemented biannually, including advance sheets. You can also obtain copies of these forms at <http://courts.michigan.gov/scao/courtforms>. A complete set of forms is also included in the Institute of Continuing Legal Education Partnership resources at <http://www.icle.org/>.

The following forms contain a revision date of 3/11 unless noted otherwise. Previous versions of these forms can be used until stock is depleted except as noted. Below are the form titles.

District Court Forms

CIA 02, Judgment, Civil Infraction

CIA 07, Default Judgment, Civil Infraction

DC 85, Judgment, Small Claims – CAN USE UNTIL DEPLETED WITH HAND CORRECTION

DC 87, Affidavit of Judgment Debtor – DELETED

DC 90, Petition Regarding Impoundment of Motor Vehicle or Seizure of Motorcycle

DC 102c, Complaint, Termination of Tenancy

DC 103, Complaint for Possession after Land Contract Forfeiture

DC 106, Judgment of Possession after Land Contract Forfeiture

DC 213, Advice of Rights and Plea Information – CANNOT USE EXISTING STOCK IMMEDIATELY UPON DISTRIBUTION OF NEW FORM (DATED 5/11)

Circuit Court Forms

CC 79, Claim of Appeal on Denial of Application for Concealed Weapon License

CC 377, Petition for Personal Protection Order (Nondomestic) – CANNOT USE EXISTING STOCK AFTER 6/1/11

CC 377M, Petition for Personal Protection Order Against a Minor (Nondomestic) – CANNOT USE EXISTING STOCK AFTER 6/1/11

CC 380, Personal Protection Order (Nondomestic) – CANNOT USE EXISTING STOCK AFTER 6/1/11

CC 380M, Personal Protection Order Against a Minor (Nondomestic) – CANNOT USE EXISTING STOCK AFTER 6/1/11

SCAO-Approved Court Forms – New and Revised (continued)

Circuit Court Forms (continued)

CC 382a, Order After Hearing on Show Cause for Violating Valid Personal/Foreign Protection Order

CC 383, Order Denying or Dismissing Petition for Personal Protection Order

CC 386, Proof of Service/Oral Notice Regarding Personal Protection Order

CC 395, Petition for Personal Protection Order (Nondomestic Sexual Assault) – NEW FORM

CC 395M, Petition for Personal Protection Order Against a Minor (Nondomestic Sexual Assault) – NEW FORM

CC 396, Personal Protection Order (Nondomestic Sexual Assault) – NEW FORM

CC 396M, Personal Protection Order Against a Minor (Nondomestic Sexual Assault) – NEW FORM

Michigan Court Forms

MC 61, Order Dismissing Appeal

MC 70, Request for Accommodations – CANNOT USE EXISTING STOCK AFTER 12/31/11

MC 203, Writ of Habeas Corpus

MC 288, Order to Remit Prisoner Funds for Fines, Costs, and Assessments

MC 290, Satisfaction of Financial Obligation

MC 300, Order for Administrative Closing Due to Bankruptcy Stay

MC 303, Motion and Verification for Alternate Service

MC 390, Ex Parte Motion and Order to Renew Civil Judgment

Friend of the Court Forms

FOC 10/52, Uniform Child Support Order – EXISTING STOCK CAN BE USED UNTIL 12/31/11 – REVISED FORM CAN BE USED WHEN APPROVED BY MICHIGAN SUPREME COURT

FOC 10a/52a, Uniform Child Support Order, No Friend of the Court Services – EXISTING STOCK CAN BE USED UNTIL 12/31/11 – REVISED FORM CAN BE USED WHEN APPROVED BY MICHIGAN SUPREME COU

SCAO-Approved Court Forms – New and Revised (continued)

Friend of the Court Forms (continued)

FOC 10b, Uniform Spousal Support Order – EXISTING STOCK CAN BE USED UNTIL 12/31/11 – REVISED FORM CAN BE USED WHEN APPROVED BY MICHIGAN SUPREME COURT

FOC 10c, Uniform Spousal Support Order, No Friend of the Court Services – EXISTING STOCK CAN BE USED UNTIL 12/31/11 – REVISED FORM CAN BE USED WHEN APPROVED BY MICHIGAN SUPREME COURT

FOC 12, Referral Order

FOC 39, Friend of the Court Case Questionnaire

FOC 50, Motion Regarding Support

FOC 51, Response to Motion Regarding Support

FOC 53, Notice of Hearing to Enter Order

FOC 61, Objection to Ex Parte Order and Motion to Rescind or Modify

FOC 62, Order Modifying Ex Parte Order

FOC 65, Motion Regarding Parenting Time

FOC 66, Response to Motion Regarding Parenting Time

FOC 78, Objection to Proposed Order

FOC 87, Motion Regarding Custody

FOC 88, Response to Motion Regarding Custody

FOC 89, Order Regarding Custody and Parenting Time

FOC 91, Notice of Perfection of Lien

FOC 93, Notice of Intent to Levy

FOC 94, Order Correcting Omission in Order

FOC 101, Advice of Rights Regarding Use of Friend of the Court Services

FOC 102, Order Exempting Case from Friend of the Court Services

FOC 109, Motion Regarding Payment Plan/Discharge of Arrears

SCAO-Approved Court Forms – New and Revised (continued)

Friend of the Court Forms (continued)

FOC 115, Motion Regarding Change of Domicile/Legal Residence

FOC 119, Notice to Withhold Income for Fees and Costs – NEW FORM

CHANGES TO DISTRICT COURT FORMS

CIA 02 Judgment, Civil Infraction

Revised language in “TO THE DEFENDANT:” for accuracy, added new field for “Date owed,” changed “this amount” to “the balance due” in item 7, and deleted word “immediately” from item 7.

CIA 07 Default Judgment, Civil Infraction

Revised language in paragraph that begins “Return this notice ...” for accuracy (and to reflect similar language on CIA 02).

DC 85 Judgment, Small Claims

Removed reference to DC 87 in item 2 (DC 87 has been deleted).

DC 87 Affidavit of Judgment Debtor

Deleted.

DC 90 Petition Regarding Impoundment of Motor Vehicle or Seizure of Motorcycle

Revised instructions only – revised item 1, added new item 3, and renumbered all other items accordingly.

DC 102c Complaint, Termination of Tenancy

Revised item 1 to say “any” instead of “the.”

DC 103 Complaint for Possession after Land Contract Forfeiture

Redesigned form (to alleviate confusion).

DC 106 Judgment of Possession after Land Contract Forfeiture

Redesigned form (to alleviate confusion).

CHANGES TO CIRCUIT COURT FORMS

CC 79 Claim of Appeal on Denial of Application for Concealed Weapon License

Revised instructions for clarification and accuracy.

CC 377 Petition for Personal Protection Order (Nondomestic)

Changed citation in item 5 to MCL 600.2950a(1) and added new item 5.b. to allow claim for cyberstalking under MCL 750.411s.

CC 377M Petition for Personal Protection Order Against a Minor (Nondomestic)

Changed citation in item 4 to MCL 600.2050a(1), added new item 4.b. to allow claim for cyberstalking under MCL 750.411s, and added parentheses around (h) in citation at bottom of form.

CC 380 Personal Protection Order (Nondomestic)

Added language in items 2 and 5.b. to allow relief for cyberstalking under MCL 750.411s, inserted MCL before 750.411i in item 2, and corrected spelling, citations, grammar, punctuation, etc.

CC 380M Personal Protection Order Against a Minor (Nondomestic Relationship)

Added language in items 2 and 7.b. to allow relief for cyberstalking under MCL 750.411s and corrected spelling, citations, grammar, punctuation, etc.

CC 382a Order After Hearing on Show Cause for Violating Valid Personal/Foreign Protection Order

Corrected misspelling of “fingerprint” at bottom of form.

CC 383 Order Denying or Dismissing Petition for Personal Protection Order

Revised to include nondomestic sexual assault (new item 2.c).

CC 386 Proof of Service/Oral Notice Regarding Personal Protection Order

Added date field/line in affidavit of service at top and in proof of oral notice at bottom.

CC 395 Petition for Personal Protection Order (Nondomestic Sexual Assault)

New form.

CHANGES TO CIRCUIT COURT FORMS (continued)

CC 395M Petition for Personal Protection Order Against a Minor (Nondomestic Sexual Assault)

New form.

CC 396 Personal Protection Order (Nondomestic Sexual Assault)

New form.

CC 396M Personal Protection Order Against a Minor (Nondomestic Sexual Assault)

New form.

CHANGES TO MICHIGAN COURT FORMS

MC 61 Order Dismissing Appeal

Added “ Appellant” in entitlement boxes at top of form.

MC 70 Request for Accommodations

Form redesigned in conjunction with the Michigan Department of Energy, Labor and Economic Growth’s Division on Deaf and Hard of Hearing.

MC 203 Writ of Habeas Corpus

Form redesigned for clarification and accuracy.

MC 288 Order to Remit Prisoner Funds for Fines, Costs, and Assessments

Redesigned form so preprinted MDOC mailing address fits into window mailing envelope, revised certificate of mailing language to include personal service, and added language to reflect that a copy can be mailed, e-mailed, or faxed.

MC 290 Satisfaction of Financial Obligation

Redesigned form so preprinted MDOC mailing address fits into window mailing envelope, revised masthead at top of form for consistency with MC 288, and added language to reflect that a copy can be mailed, e-mailed, or faxed.

MC 300 Order for Administrative Closing Due to Bankruptcy Stay

Added use note at top of form.

MC 303 Motion and Verification for Alternate Service

Changed caption underneath signature line to “Plaintiff/plaintiff’s attorney signature” and changed caption for “Attorney name (type or print)” to “Name (type or print).”

MC 390 Ex Parte Motion and Order to Renew Civil Judgment

Changed “Plaintiff attorney” and “Defendant attorney” in entitlement boxes to “Plaintiff’s attorney” and “Defendant’s attorney.”

CHANGES TO FRIEND OF THE COURT FORMS

FOC 12 Referral Order

Corrected reference in item 5.

FOC 39 Friend of the Court Case Questionnaire

Changed “alimony” to “spousal support/alimony” in item 43, added new bullet point to “Reminder List” (page 4) regarding overnights, and reinserted verification language at end of form (page 4).

FOC 50 Motion Regarding Support

Revised instructions to comply with other FOC form instructions.

FOC 51 Response to Motion Regarding Support

Revised instructions to comply with other FOC form instructions.

FOC 53 Notice of Hearing to Enter Order

Revised instructions to comply with other FOC form instructions.

FOC 61 Objection to Ex Parte Order and Motion to Rescind or Modify

Revised instructions to comply with other FOC form instructions, and fixed line length above Judge/Referee (in notice of hearing).

FOC 62 Order Modifying Ex Parte Order

Revised instructions to comply with other FOC form instructions, revised item 1, added new item 2, renumbered remaining items accordingly, changed “addresses” at bottom of form (in certificate of mailing) to “addressed,” added missing “d” in word “find” in item 2.a. of instructions, and added “Make sure the Uniform Support Order is completed and attached (form FOC 10/52)” to instructions for D.

FOC 65 Motion Regarding Parenting Time

Added language to instructions regarding new \$80 judgment and order entry fee, and revised instructions to comply with other FOC form instructions.

FOC 66 Response to Motion Regarding Parenting Time

Revised instructions to comply with other FOC form instructions.

CHANGES TO FRIEND OF THE COURT FORMS (continued)

FOC 78 **Objection to Proposed Order**

Revised instructions to comply with other FOC form instructions.

FOC 87 **Motion Regarding Custody**

Revised instructions to comply with other FOC form instructions and corrected grammatical error on title page of instructions.

FOC 88 **Response to Motion Regarding Custody**

Revised instructions to comply with other FOC form instructions.

FOC 89 **Order Regarding Custody and Parenting Time**

Revised item 10 and item 13 for clarification and accuracy, added new check box option 14 regarding USO being incorporated by reference, and revised instructions to comply with other FOC form instructions.

FOC 91 **Notice of Perfection of Lien**

Added citation to MCL 552.625b(4) at bottom of form and removed “FAX no.” from top of form.

FOC 93 **Notice of Intent to Levy**

Corrected inaccurate citation and removed “FAX no.” from top of form.

FOC 94 **Order Correcting Omission in Order**

Deleted provisions pertaining to retroactive modification, surcharge for past due support, liens for past due support, income withholding, change of address, employment status, health insurance, and redirection and abatement because they are already on the Uniform Support Orders, added citations at bottom of form.

FOC 101 **Advice of Rights Regarding Use of Friend of the Court Services**

Redesigned to clarify public assistance parameters (specifically items 1.a., 1.b. and 2), added new item 4 that defines public assistance, and revised for punctuation, grammar, and style.

FOC 102 **Order Exempting Case from Friend of the Court Services**

Redesigned to clarify public assistance parameters (specifically items 4, 5, and 14), removed “FAX no.” from top of form, and revised for punctuation, grammar, and style.

CHANGES TO FRIEND OF THE COURT FORMS (continued)

FOC 109 Motion Regarding Payment Plan/Discharge of Arrears

Revised instructions to comply with other FOC form instructions.

FOC 115 Motion Regarding Change of Domicile/Legal Residence

Revised instructions to comply with other FOC form instructions and added information regarding \$80 judgment and order entry fee in instructions.

FOC 119 Notice to Withhold Income for Fees and Costs

New form.

**CHANGES TO DISTRICT FORMS – ADVICE OF RIGHTS
AND PLEA INFORMATION ***

DC 213 Advice of Rights and Plea Information (English version)

Changed title to properly reflect purpose of form, revised language in item 1.b. for accuracy, added note at bottom (about including both English and foreign-language versions in court file), revised information on back regarding prior convictions, and corrected spelling, citations, grammar, punctuation, etc.

DC 213 Advice of Rights and Plea Information (Foreign-Language Versions)

Changed title to properly reflect purpose of form, revised language in item 1.b. for accuracy, added note at bottom about signing the official English version, revised information on back regarding prior convictions, and corrected spelling, citations, grammar, punctuation, etc.

* Revised DC 213 was distributed on June 3, 2011, and was not included in the regular June 1 distribution of revised/new forms.