



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Phone (517) 373-4835

Steven D. Capps
Director

MEMORANDUM

DATE: March 11, 2010

TO: Circuit Court Clerks
cc: Friends of the Court
Chief Circuit Judges
Presiding Family Division Judges
Circuit Court Administrators
Family Division Administrators

FROM: William J. Bartels, Sr. Management Analyst

RE: Driver's License Clearance Fee for FOC Suspensions

[MCL 257.321c](#) requires that circuit court clerks collect a \$45 driver's license clearance fee from licensees seeking to remove friend of the court (FOC)-related driver's license suspensions.¹ From each fee collected, MCL 552.321c(6) requires clerks to transmit \$30 to the county treasurer for deposit into the Friend of the Court (215) Fund and \$15 to the Secretary of State on a monthly basis. This fee is **not** remitted through the transmittal process on the State of Michigan Transmittal for Circuit and Probate Courts (form 57).

Due to recent inquiries, the State Court Administrative Office (SCAO) contacted the Michigan Secretary of State's office (SOS) to determine how court clerks should remit these payments to the state. To assure proper credit, SCAO suggests that clerks send checks made payable to the *State of Michigan to Michigan Department of State - Cashier Unit, 7064 Crowner Dr., Lansing, MI 48918*, and include the following information:

- Each monthly remittance must specify the reporting period (month/year) and revenue type (e.g., March 2010 - FOC - License Clearance Fees), as well as include the

¹ Given immediate effect, 2009 PA 194 took effect on December 28, 2009. Information about the new fee was included in the [Circuit Court Fee Schedule](#) released in January and in a [February 11, 2010 memo](#) announcing significant FOC legislative changes.

appropriate four-digit code listed in [SCAO Administrative Memorandum 1999-09](#) and the office name (e.g. 6232 – Grand Traverse County Friend of the Court Office).

- To properly account for each collection and permit reconciliation of fees to reinstatement records, payments must include information that identifies each \$15 collection remitted. At a minimum, identify each collection by including the receipt date, the licensee's name, and the court case number.

If the clerk's office or court staff have any questions, or would like additional information or clarification regarding this memorandum, please contact me at bartelsb@courts.mi.gov or (517) 373-5975.