

**DELAY IN MATTERS SUBMITTED TO JUDGE**

**General Reporting Instructions:**

- Current judges shall submit this report electronically through the Delay in Matters Submitted (DMS) system located at <http://www.courts.mi.gov/mcap>. Judges who leave the bench during the quarter shall submit their last quarterly report either through DMS or by using this paper form. Former judges who are assigned to at least one case and have at least one matter to report shall use this paper form. Current judges and judges who leave the bench shall submit this report whether or not there is any matter to report.
- Quarterly reports shall be filed with the chief judge on the first business day of January, April, July, and October. The information recorded on these reports shall be submitted to the State Court Administrative Office no later than 7 days after filing with the chief judge. Judges who use this paper form shall submit it to the appropriate Regional Office. (See the bottom of page 2 for details.)
- This is a judicial report, not a court report. Therefore, a report may contain matters from more than one court. Include matters from another court to which the judge has been assigned and all matters under consideration by referees. A “matter” is any issue submitted to a judge requiring a decision, such as a pretrial motion, postjudgment motion, plea under advisement pursuant to MCR 6.302(F) or MCR 3.941(D), postjudgment request for transcripts/records pursuant to MCR 6.433, and requests for appointment of counsel pursuant to MCR 6.425, etc.
- According to MCR 8.107(A), every matter submitted to a judge or judicial officer should be promptly determined. Decisions, when possible, should be made from the bench or within a few days of submission; otherwise a decision should be rendered no later than 35 days after submission. For the purpose of MCR 8.107(A), the time of submission is the time the last argument or presentation in the matter was made, or the expiration of the time allowed for filing the last brief or production of transcripts.
- It is recommended that each decided matter be recorded at the time the decision is rendered.

Quarter	Year	Name of judge	Bar no.
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**A. Undecided Matters**       There is no matter undecided at the end of this reporting period that has aged more than 56 days since submission.

Report below each matter that remains undecided at the end of the reporting period that has aged more than 56 days since submission.

Case Number	Case-Type Code	Case Name	Date Matter Submitted	Type of Matter	Reason(s) for Delay

**See other side for Decided Matters.**

**DELAY IN MATTERS SUBMITTED TO JUDGE (continued)**

**B. Decided Matters**       There was no matter decided in this reporting period for which the decision was made more than 56 days after submission.  
 Record below each matter that was decided in this reporting period for which the decision was made more than 56 days after submission.

Case Number	Case-Type Code	Case Name	Date Matter Submitted	Date Matter Decided	Type of Matter	Reason(s) for Delay

I certify that on this date I filed a copy of this report with \_\_\_\_\_  
Name of chief judge

\_\_\_\_\_ Date

\_\_\_\_\_ Judge signature

Reviewed by Chief Judge: \_\_\_\_\_  
Date

\_\_\_\_\_ Chief judge signature

Please send this completed report to the appropriate Regional Office:

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