



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-2222

Laura Hutzel
Statistical Research Manager

MEMORANDUM

DATE: June 4, 2009

TO: Court Administrators
Probate Registers

FROM: Laura Hutzel

RE: Court Employee Compensation Survey

In November of 2008, the State Court Administrative Office (SCAO) developed the Court Employee Compensation Survey (CECS) to assist courts in sharing employee staffing and compensation information. To ensure the information on CECS remains current, SCAO would like to remind courts to update their survey on the Michigan Court Application Portal (MCAP) each time employee compensation levels or staffing levels change. The compensation information submitted by courts completing the survey is available to all authorized users of CECS on MCAP.

Detailed instructions for completing the survey, position descriptions, and blank surveys in Microsoft Excel format, are available on CECS. For circuit courts, the survey contains three sections: one for juvenile positions, one for FOC positions, and one for the remaining circuit court positions. Completed surveys should be returned to SCAO by e-mail.

If you have any questions, please contact your regional office.