



Michigan Supreme Court


State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff
State Court Administrator

MEMORANDUM

DATE: June 24, 2008

TO: Magistrates and Referees
cc: Chief Judges

FROM: Carl L. Gromek 

RE: Magistrate and Referee Financial Reporting

After consulting with representatives from the judicial associations, the State Bar of Michigan, and the Executive Director of the Judicial Tenure Commission, I am left with the inescapable conclusion that because referees and magistrates are subject to the Michigan Code of Judicial Conduct [MCR 9.201(B)(2)], they are also required to file financial reports pursuant to Canons 6C and 5C(4)(c).

Beginning with the 2008 Financial Report (due on or before April 15, 2009), every full-time and part-time magistrate and referee must annually submit a Financial Report form (SCAO 17 - the same form used by the judges) to the State Court Administrative Office with a copy to the chief judge of the court in which the magistrate or referee serves. The Financial Report form has been revised to include magistrates and referees. A copy of the revised form is attached. Chief judges should review the reports for potential conflicts and notify their regional administrator of any problems.

Attachment

FINANCIAL REPORT FOR YEAR _____

**The deadline for submitting this report is the same date required
by the Internal Revenue Service for submission of tax returns**

TO: State Court Administrative Office
c/o Regional Administrator

FROM: _____
Name of judge/magistrate/referee Bar no.

Court number and name

Address

City, state, and zip Telephone no.

PART 1: COMPENSATION FOR SERVICES (To be completed by judges, magistrates, and referees.) None
(Except judicial/court salary and payment for serving on assignments) Total: \$ _____

Date	Place	Name of Payor	Nature of Services	Amount

PART 2: JUDICIAL CAMPAIGN CONTRIBUTIONS

A. Received A detailed report of campaign contributions and expenditures filed with the Secretary of State on _____ lists total contributions of \$ _____ None
Date

B. Disbursed A detailed report of campaign contributions and expenditures filed with the Secretary of State on _____ lists total expenditures of \$ _____ None
Date

C. Balance After Payment of Expenses
a. Amount returned to contributors \$ _____ None
b. Amount donated to the Client Security Fund, State Bar of Michigan \$ _____ Total: \$ _____

PART 3: GIFTS OVER \$100 (To be completed by judges, magistrates, and referees.) None
Amount of all gifts having a value exceeding \$100.00 \$ _____

Date Received	Person/Entity from whom Received	Reason for Gift	Amount

I am a magistrate/referee, and I provided a copy of my completed report to the chief judge of the court in which I am employed.

Date Judge/Magistrate/Referee signature

FINANCIAL REPORT INSTRUCTIONS

Canon 6C, Financial Reports, Michigan Code of Judicial Conduct, effective September 1, 1995, provides:

"A judge shall report the date, place and nature of any activity for which the judge received compensation, and the name of the payor and the amount of compensation so received. The judge's report shall be made at least annually and shall be filed as a public document in the office of the State Court Administrator or other office designated by law."

This report should be made at least annually and shall be filed as a public document in the State Court Administrative Office (SCAO). As defined by MCR 9.201(B), the term "judge" includes magistrates and referees. Therefore, this report shall also be completed and filed with SCAO by every full- and part-time magistrate and every referee and a copy of the report provided to the chief judge.

PART 1: COMPENSATION FOR SERVICES (To be completed by judges, magistrates, and referees.)

INCLUDE:

- a. Extrajudicial or quasi-judicial activities (i.e. adjunct professor, MJI faculty, etc.) for which compensation is received.
- b. Part-time judges (probate and municipal), part-time magistrates, and part-time referees who practice law must report the income from their law practices. This may be in the form of a total amount for January 1 - December 31, rather than a listing of each client and fee.

DO NOT INCLUDE:

- a. Judicial/Court salary and travel expense reimbursement and payment for serving on assignments.
- b. Payment received under an agreement liquidating interest in a law practice before beginning service on the bench.
- c. Compensation received by newly-elected judges not holding office during the report year.

If no compensation for services was received, check "NONE."

PART 2: JUDICIAL CAMPAIGN CONTRIBUTIONS

- a. **Received:** Write the date your detailed report of campaign contributions and expenditures was filed with the Secretary of State and list the "total" amount of receipts shown on that detailed report. Do not send this detailed report to the State Court Administrator. If no contributions were received, check "NONE."
- b. **Disbursed:** Write the date your detailed report of campaign contributions and expenditures was filed with the Secretary of State and list the "total" amount of disbursements shown on that detailed report. If no disbursements of campaign contributions were made, check "NONE."
- c. **Balance After Payment of Expenses:** Campaign contributions remaining after campaign disbursements shall be returned to the contributors or donated to the Client Security Fund of the State Bar of Michigan not later than January 1 following the election. (Canon 7B[2][e] and [f].) If no campaign funds are remaining, check "NONE."

Note: The combined totals of Parts 2b and 2c should equal the total of Part 2a. If they do not, please attach an explanation.

PART 3: GIFTS (To be completed by judges, magistrates, and referees.)

Enter the amount of all gifts having a value exceeding \$100. If no gifts with a value exceeding \$100 were received, check "NONE." Do not include gifts received from a relative. (Canon 5C[4].)