



## Michigan Supreme Court

State Court Administrative Office

**Field Services Division**

Michigan Hall of Justice

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Ryan P. Gamby  
Field Services Director

### MEMORANDUM

DATE: March 17, 2022  
FROM: SCAO Forms Team  
RE: March 2022 Release of MC 97 Forms

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Below is a list of SCAO-approved court forms being released by the SCAO. An explanation of the changes to each form is provided, along with instructions on use of previously released versions and a copy of the form with the changes highlighted.

These forms are to be used in conjunction with the April 1, 2022 implementation date of changes to MCR 1.109 and MCR 8.119 that require the protection of certain personally identifying information. The versions of the forms included in this release must be used beginning April 1, 2022. Please note that some of these forms are **nonpublic**.

If a form is used by the court through a JIS case management system, you will receive a separate notice from JIS regarding the release of the form. Until then, please use the current version posted to the One Court of Justice website.

For suggestions about these court forms, please contact [CourtFormsInfo@courts.mi.gov](mailto:CourtFormsInfo@courts.mi.gov).

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#### **[MC 97, Protected Personal Identifying Information](#)**

**Most recent update:** (9/20) version

**Use of existing paper stock:** (12/21) version of the form cannot be used after 3/31/2022

➤ [Click here to see the form.](#)

The (9/20) version of the form was originally released in June 2021, but was removed from circulation due to the extension of the implementation of the protected PII court rules. The (9/20) version of the form is the official SCAO-approved version that must be used on or after April 1, 2022.

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**[MC 97a, Addendum to Protected Personal Identifying Information](#)**

**Most recent update:** (9/20) version

**Use of existing paper stock:** (12/21) version of the form cannot be used after 3/31/2022

- [Click here to see the form.](#)

The (9/20) version of the form was originally released in June 2021, but was removed from circulation due to the extension of the implementation of the protected PII court rules. The (9/20) version of the form is the official SCAO-approved version that must be used on or after April 1, 2022.

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**[MC 97b, Protected Personal Identifying Information Petition \(Child Protective Proceedings\)](#)**

**Most recent update:** (9/20) version

**Use of existing paper stock:** (12/21) version of the form cannot be used after 3/31/2022

- [Click here to see the form.](#)

The (9/20) version of the form was originally released in June 2021, but was removed from circulation due to the extension of the implementation of the protected PII court rules. The (9/20) version of the form is the official SCAO-approved version that must be used on or after April 1, 2022.

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**[MC 97m, Ex Parte Motion to Protect Personal Identifying Information](#)**

**Most recent update:** (5/21) version

**Use of existing paper stock:** NEW FORM

- [Click here to see the form.](#)

This form was originally released in June 2021, but was removed from circulation due to the extension of the implementation of the protected PII court rules. It is being rereleased with the implementation of the protected PII court rules.

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**[MC 97o, Order Regarding Ex Parte Motion to Protect Personal Identifying Information](#)**

**Most recent update:** (6/21) version

**Use of existing paper stock:** NEW FORM

- [Click here to see the form.](#)

This form was originally released in June 2021, but was removed from circulation due to the extension of the implementation of the protected PII court rules. It is being rereleased with the implementation of the protected PII court rules.

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**[MC 97r, Request for Redaction of Protected Personal Identifying Information](#)**

**Most recent update:** (6/21) version

**Use of existing paper stock:** NEW FORM

- [Click here to see the form.](#)

This form was originally released in June 2021, but was removed from circulation due to the extension of the implementation of the protected PII court rules. It is being rereleased with the implementation of the protected PII court rules.

<b>STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE</b>	<b>PROTECTED PERSONAL IDENTIFYING INFORMATION</b>	<b>CASE NO. and JUDGE</b>
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Court address \_\_\_\_\_ Court telephone no. \_\_\_\_\_

Plaintiff's/Petitioner's name	<b>v</b>	Defendant's/Respondent's name
In the matter of _____		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a defendant, respondent, or decedent. If the person is a plaintiff, petitioner, or other individual, use form MC 97a.

**Instructions:**

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- Provide only the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97 is being filed with: \_\_\_\_\_

Printed name of individual completing form and date \_\_\_\_\_

**Instructions:** Provide the name of the person that the PII applies to, followed by the specific PII that is required to be provided. For Other, specify the type of PII in addition to the PII itself. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. 1" in place of the DOB in the public document.

Ref. No.	Name (required)
1	Date of birth
2	National ID no. / Last 4 digits of SSN XXX-XX-_____
3	Driver's License / State-issued ID no.
4	Passport no.
5	Other

Ref. No.	Instructions: List the name of the financial institution and the account number. List the paragraph that references the account, if needed for clarity. Use reference number (Ref. No.) when necessary to refer to account in public documents.		
6	Financial institution	Account no.	Paragraph no.
7	Financial institution	Account no.	Paragraph no.
8	Financial institution	Account no.	Paragraph no.
9	Financial institution	Account no.	Paragraph no.

<b>STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE</b>	<b>ADDENDUM TO PROTECTED PERSONAL IDENTIFYING INFORMATION</b>	<b>CASE NO. and JUDGE</b>
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Court address \_\_\_\_\_ Court telephone no. \_\_\_\_\_

Plaintiff's/Petitioner's name	<b>v</b>	Defendant's/Respondent's name
In the matter of _____		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a NOT a defendant, respondent, or decedent. If the person is a defendant, respondent, or decedent use form MC 97.

**Instructions:**

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- Provide only the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97a is being filed with: \_\_\_\_\_

Printed name of individual completing form and date \_\_\_\_\_

Ref. No.	Instructions: Provide the name of the person that the PII applies to, followed by the specific PII that is required. For Other, specify the type of PII in addition to the PII itself - for example, Social Security No. XXXX. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. XX" in place of the DOB in the public document.		
<b>10</b>	Name	DOB	Other
<b>11</b>	Name	DOB	Other
<b>12</b>	Name	DOB	Other
<b>13</b>	Name	DOB	Other
<b>14</b>	Name	DOB	Other
<b>15</b>	Name	DOB	Other
<b>16</b>	Name	DOB	Other
<b>17</b>	Name	DOB	Other
<b>18</b>	Name	DOB	Other

<b>STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY PROBATE</b>	<b>PROTECTED PERSONAL IDENTIFYING INFORMATION PETITION (CHILD PROTECTIVE PROCEEDINGS)</b> <input type="checkbox"/> _____ Amended <input type="checkbox"/> _____ Supplemental	<b>CASE NO. and JUDGE</b>
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Court address \_\_\_\_\_

Court telephone no. \_\_\_\_\_

In the matter of \_\_\_\_\_

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form in child protective proceedings along with JC 04b.

**Instructions:**

- Include the protected PII (date of birth) on this form only. Do not include the DOB on JC 04b.
- List the children and parents, guardian, legal custodian, or nearest relative in the same order as on the petition.

Printed name of individual completing form and date \_\_\_\_\_

**1. Children as listed on JC04b.**

a. Name of child	DOB
b. Name of child	DOB
c. Name of child	DOB
d. Name of child	DOB
e. Name of child	DOB
f. Name of child	DOB
g. Name of child	DOB
h. Name of child	DOB

**2. Parents, guardian, legal custodian, or nearest known relative as listed on JC04b.**

a. Father's name	DOB
b. Father's name	DOB
c. Father's name	DOB
d. Father's name	DOB
e. Mother's name	DOB
f. Mother's name	DOB
g. Nonparent adult respondent's name	DOB
h. Guardian/Legal custodian's name	DOB

# NEW FORM

<b>STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY</b>	<b>EX PARTE MOTION TO PROTECT PERSONAL IDENTIFYING INFORMATION</b>	<b>CASE NO. and JUDGE</b>
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Court address

Court telephone no.

Plaintiff's name, address, and telephone no.

Defendant's name, address, and telephone no.

v

Plaintiff's attorney, bar no., address, and telephone no.

Defendant's attorney, bar no., address, and telephone no.

In the matter of \_\_\_\_\_

Nonparty's name, address, and telephone no.

Nonparty's attorney, bar no., address, and telephone no.

**This form is to be used to request protection of personal identifying information that is not protected under MCR 1.109(D)(9)(a). The completed form will be maintained as nonpublic.**

1. I, \_\_\_\_\_, am filing this motion because personal identifying information about me appears in one or more documents in this case, and as indicated below, I want the information to be protected.

2. The document(s) containing personal identifying information is/are listed below. **I REQUEST** that an order be entered directing the clerk to protect my personal information as follows (check only one box per line):

**Instructions:** List the name of the document containing PII, the date the document was filed, the paragraph number(s) (Para. No.) of the document that references the PII (if applicable), the PII you want protected, and how you want the PII protected. You may request that the PII be (1) redacted (2) made nonpublic (only parties to the case and others specified by statute or court rule have access to it), or (3) made confidential (only those individuals or entities specified in statute or court rule have access to it).

Document Name	Date filed	Para. No(s).	PII to be protected	Protection requested
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential

\_\_\_\_\_ Date

\_\_\_\_\_ Moving party's signature

# This is a new form

JIS Code: OXP

<b>STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY</b>	<b>ORDER REGARDING EX PARTE MOTION TO PROTECT PERSONAL IDENTIFYING INFORMATION</b> <input type="checkbox"/> Ex Parte <input type="checkbox"/> After Hearing	<b>CASE NO. and JUDGE</b>
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Court address

Court telephone no.

Plaintiff's name, address, and telephone no.
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant's name, address, and telephone no.
Defendant's attorney, bar no., address, and telephone no.

In the matter of \_\_\_\_\_

Nonparty's name, address, and telephone no.
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Nonparty's attorney, bar no., address, and telephone no.
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1. On \_\_\_\_\_, \_\_\_\_\_ filed an ex parte motion requesting protection of personal identifying information.

**IT IS ORDERED:**

2. The motion is granted     in full.     in part. The clerk must protect the moving party's PII as follows:

**Instructions for the court:** List the name of the document containing PII, the date the document was filed, the paragraph number(s) (Para. No.) of the document that references the PII (if applicable), a description of the PII to be protected (for example: address, telephone number, maiden name, etc.), and how the PII must be protected (select only one option). **Do not list the individual's PII on this form.**

Document Name	Date filed	Para. No(s).	Description of PII	Protection ordered
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
Document name	Date filed	Para. No(s).	Description of PII	Protection ordered
				<input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential



Document Name	Date filed	Para. No(s).	Description of PII	Protection ordered <input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
Document Name	Date filed	Para. No(s).	Description of PII	Protection ordered <input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
Document Name	Date filed	Para. No(s).	Description of PII	Protection ordered <input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
Document Name	Date filed	Para. No(s).	Description of PII	Protection ordered <input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential
Document name	Date filed	Para. No(s).	Description of PII	Protection ordered <input type="checkbox"/> redact <input type="checkbox"/> make nonpublic <input type="checkbox"/> make confidential

Any additional requests in the filer’s motion that are not listed above are denied because the filer’s privacy interest does not outweigh the public’s interest in the information.

3. The motion is denied in full because the filer’s privacy interest does not outweigh the public’s interest in the information.

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\_\_\_\_\_  
 Judge signature and date

# This is a new form

JIS Code: RPI

<b>STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY</b>	<b>REQUEST FOR REDACTION OF PROTECTED PERSONAL IDENTIFYING INFORMATION</b>	<b>CASE NO. and JUDGE</b>
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Court address

Court telephone no.

Plaintiff's name, address, and telephone no.
Plaintiff's attorney, bar no., address, and telephone no.

v

Defendant's name, address, and telephone no.
Defendant's attorney, bar no., address, and telephone no.

In the matter of \_\_\_\_\_

Nonparty's name, address, and telephone no.
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Nonparty's attorney, bar no., address, and telephone no.
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**This form is to be used to request redaction of protected personal identifying information as defined under MCR 1.109(D)(9)(a). There is no fee for this request. The completed form will be maintained as nonpublic. If you need to protect personal identifying information that is not listed under MCR 1.109(D)(9)(a), please file MC 97m.**

1. I, \_\_\_\_\_, am filing this request because my protected  
Name (type or print)  
personal identifying information appears in one or more documents in this case, and as indicated below, I want the information to be redacted.

2. The protected personal identifying information to be redacted includes (complete only the applicable lines):

1	Date of birth	
2	National ID no. / Last 4 digits of SSN XXX-XX-_____	
3	Driver's License / State-issued ID no.	
4	Passport no.	
5	Financial institution	Account no.
6	Financial institution	Account no.

3. The document(s) containing my protected personal identifying information is/are listed below. **I REQUEST** that the PII identified below be redacted.

<b>Instructions:</b> List the name of the document containing PII, the date the document was filed, the paragraph number(s) (Para. No.) of the document that references the PII (if applicable), and the line number of the PII you want redacted from the above chart.			
Document Name	Date filed	Para. No(s).	PII line no.
Document Name	Date filed	Para. No(s).	PII line no.
Document Name	Date filed	Para. No(s).	PII line no.
Document Name	Date filed	Para. No(s).	PII line no.
Document Name	Date filed	Para. No(s).	PII line no.
Document Name	Date filed	Para. No(s).	PII line no.
Document name	Date filed	Para. No(s).	PII line no.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requestor's signature