

Civil Infraction Informal Hearing Worksheet

This worksheet may be used as a tool to document testimony related to each element of the offense during an informal hearing. See generally [MCL 257.746](#); [MCL 600.8719](#); [MCL 600.8819](#). Note that the plaintiff has the burden of proof, and the court must find the defendant responsible by a preponderance of the evidence. [MCL 257.6b\(c\)](#); [MCL 600.8719\(4\)](#); [MCL 600.8819\(4\)](#).

Defendant: _____

Plaintiff: _____

Charge: _____

Code: _____

Case Number: _____

State the question that must be answered:

TESTIMONY:

FACTS IN DISPUTE:

FACTS:

LAW:

ELEMENTS OF THE OFFENSE (according to statute or ordinance):

- a.
- b.
- c.
- d.
- e.
- f.

Plaintiff's testimony that supports or disproves the elements:

- a.
- b.
- c.

d.

e.

f.

Defendant's testimony that supports or disproves the elements:

a.

b.

c.

d.

e.

f.

DECISION: _____ Responsible _____ Not Responsible

Why was the defendant responsible/not responsible:

The court finds that [list the findings of fact]

The court finds that the statute requires [list the elements of the offense]

Further the court finds that [apply the facts to the law]

Therefore, the court will enter a finding of _____

