



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner  
Director

### MEMORANDUM

DATE: August 2, 2018

TO: Circuit, Family Division, and Probate Court Judges  
Circuit, Family Division, and Probate Court Administrators  
Probate and Juvenile Registers  
County Clerks  
Case Management System Providers

FROM: Noah A. Bradow, Court Analyst Manager

RE: New Case-Type Code for Adoption-Related Matters

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Effective January 1, 2019, a new case-type code (AU) will be available for handling certain adoption-related filings that precede the filing of a petition for adoption and for which a petition for adoption might not be subsequently filed. However, continue to use the AD case-type code for a filing involving temporary placement that precedes filing of a petition for adoption.

#### Case-Type Code AU

Adoption Miscellaneous [AU]. Releases for adoption (including those executed out-of-court), ex parte petitions to issue notice of intent to release for adoption, and notices of intent to claim paternity.

The addition of this case-type code may require a programming adjustment to your case-management system. Files opened using the AU case-type code are opened and disposed/closed with each document filed and are not reported on caseload. If a petition for adoption is subsequently filed, open a new adoption case in the case-management system and enter a cross-reference to the adoption case number in the AU file. Consolidate the AU file into the new adoption case file. All AU case files must be maintained confidentially in the same manner as other adoption records.

For the complete listing of approved case-type codes, see Component 39, Case-Type Codes at [http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf\\_casetypecodes.pdf](http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf_casetypecodes.pdf).

Contact me with questions at [trialcourtservices@courts.mi.gov](mailto:trialcourtservices@courts.mi.gov) or 517-373-2451.