



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Lansing, Michigan 48909

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Director

June 2018 Release of SCAO-Approved Court Forms

Below is a list of SCAO-approved court forms developed and revised by the Michigan Court Forms Committee at its annual spring meetings. An explanation of the changes to each form is provided, along with instructions on use of previously approved versions and a copy of the form with the changes highlighted. Bookmarks for navigating to the highlighted forms are provided for your convenience.

You can access ZIP files of these forms from the [One Court of Justice website](#) or individually by clicking the links below. You can also purchase the forms in other formats from printers, publishers, and software companies. See the [Court Forms Printers and Publishers list](#).

Instructions are provided about using existing paper stock (NCR or carbon-interleaved sets) of previous versions. This does not apply to print-on-demand paper forms generated electronically. Electronic forms must be updated as soon as possible.

For questions, comments, or suggestions about these court forms, contact 517-373-2217 or CourtFormsInfo@courts.mi.gov.

***DELETED* CC 05, Order to Deposit Funds**

Most recent update: DELETED

- Click here to see the changes highlighted.

This form was deleted because it does not appear to be used.

For a detailed discussion of changes, see the [meeting minutes](#).

***DELETED* CC 18, Order to Release Funds**

Most recent update: DELETED

- Click here to see the changes highlighted.

This form was deleted because it does not appear to be used.

For a detailed discussion of changes, see the [meeting minutes](#).

***DELETED* CC 78, Dismissal of Prisoner Civil Action, Frivolous Action**

Most recent update: DELETED

- Click here to see the changes highlighted.

This form was deleted because MCL 600.5529, which indirectly required reporting to the State Court Administrative Office, was repealed and the committee did not think the form should be maintained otherwise.

For a detailed discussion of changes, see the [meeting minutes](#).

CC 79, Claim of Appeal on Application for Concealed Pistol License

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

Item 1c was revised and item 1d was removed to comply with MCR 7.121. A note was added to indicate that appeals must be filed within 21 days after entry of the decision being appealed. The county clerk was added to the certificate of mailing and in the distribution section.

For a detailed discussion of changes, see the [meeting minutes](#).

***NEW FORM* CC 99d, Motion to Set Aside Default (Domestic Relations)**

Most recent update: (6/18) version

Use of existing paper stock: THIS IS A NEW FORM.

- Click here to see the changes highlighted.

This form was created to accommodate MCR 3.210(B).

For a detailed discussion of the form, see the [meeting minutes](#).

***NEW FORM* CC 99e, Order to Set Aside Default (Domestic Relations)**

Most recent update: (6/18) version

Use of existing paper stock: THIS IS A NEW FORM.

- Click here to see the changes highlighted.

This form was created to accommodate MCR 3.210(B).

For a detailed discussion of changes, see the [meeting minutes](#).

CC 243a, Order of Probation

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

Language regarding payment alternatives was added to reflect MCR 6.425(E)(3). Additional changes were made for consistency and standards.

For a detailed discussion of changes, see the [meeting minutes](#).

CIA 03, 14-Day Notice, Civil Infraction

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

Language to accommodate MCR 1.110 and [Trial Court Collections Program Component 2](#) was added to the form.

For a detailed discussion of changes, see the [meeting minutes](#).

DC 53, Appeal Worksheet for Application for Leave to Appeal

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

This form was revised to indicate that appellate filing fees can be waived for indigency.

For a detailed discussion of changes, see the [meeting minutes](#).

DC 54, Appeal Worksheet for Claim of Appeal of Right

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

This form was revised to indicate that appellate filing fees can be waived for indigency.

For a detailed discussion of changes, see the [meeting minutes](#).

DC 85, Judgment, Small Claims

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

The title of the form was changed to “Judgment/Dismissal” to indicate that this form should be used to dismiss small claims actions. The checkbox before item 2 was removed because the committee interpreted the language as non-optional.

For a detailed discussion of changes, see the [meeting minutes](#).

DC 118, Complaint and Summons Regarding Dangerous Animal

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

The first subparagraph in item 2 was updated to more accurately reflect the statutory language in MCL 287.286a(1)(a).

For a detailed discussion of changes, see the [meeting minutes](#).

DC 213, Advice of Rights and Plea Information

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

Translations (for informational use only): [Arabic](#) [Chinese](#) [Hmong](#) [Korean](#)
[Russian](#) [Spanish](#)

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

Item 5d was updated to more accurately reflect the Michigan Model Criminal Jury Instructions 1.9 and 3.2. Item 9 was revised to always require a judge or magistrate to advise the defendant of the name of the offense, minimum jail sentence, if any, and maximum penalty for the offense. This change was made to more fully account for offenses other than 93 day / \$500 fine misdemeanors. Item 10 was revised to include a restatement of MCR 1.110 and language regarding payment alternatives under MCR 6.425(E)(3).

For a detailed discussion of changes, see agenda items 3d and 6 of the [meeting minutes](#).

DC 243, Order of Probation (Misdemeanor)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

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

Language regarding payment alternatives was added to reflect MCR 6.425(E)(3).

For a detailed discussion of changes, see the [meeting minutes](#).

FOC 87, Motion Regarding Custody

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

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

Items 5 and 6 were revised to clarify that this form can be used to establish a custody order in an existing case. A typographical error was corrected in the certificate of mailing section.

For a detailed discussion of changes, see the [meeting minutes](#).

[FOC 106, Notice of Redirection or Abatement of Child Support](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

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

This form was revised to more accurately distinguish between redirected and abated child support, as provided in MCL 552.604d(4). Item 1 was removed and item 3 was revised to include a writing space for the names of the children.

For a detailed discussion of changes, see the [meeting minutes](#).

[FOC 107, Notice of Objection to Proposed Redirection or Abatement of Child Support](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

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

This form was revised for consistency with FOC 106. Item 1, the writing space for children's names, was removed because it was determined to be unnecessary on this form.

For a detailed discussion of changes, see the [meeting minutes](#).

[FOC 112, Order to Remit Prisoner Funds for Child Support](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

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

This form was revised to reflect current Michigan Department of Corrections (MDOC) procedures, addresses, and terminology.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 09, Dismissal

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

A note was added to this form to indicate that form DC 85 should be used for small claims dismissals instead of this form.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 35, Complaint, Claim and Delivery

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

Item 6 of this form was revised for clarification. The item was rephrased to indicate that the litigant should include the total value of the property and damages.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 96, Judgment of Contempt

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

The language “only the fine and some costs may be satisfied by serving time in jail” was removed because the committee concluded that the language should not be included on the form.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 219, Judgment of Sentence/Commitment to Jail

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

Translations (for informational use only): [Arabic](#) [Spanish](#)

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

The language “only the fine and some costs may be satisfied by serving time in jail” was removed because the committee concluded that the language should not be included on the form. Language regarding payment alternatives was added to reflect MCR 6.425(E)(3).

For a detailed discussion of changes, see the [meeting minutes](#).

MC 227, Application to Set Aside Conviction

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

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

Item 2 of the instructions was revised to clarify that the certified copy of the adjudication should be attached to the application. Additional changes were made for consistency with form JC 66 and a typographical error was corrected.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 240, Pretrial Release Order

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

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

The language pertaining to surety/agents in the Acknowledgment of Pretrial Release Conditions was revised to reflect that a surety is only responsible for a defendant’s appearance in accordance with MCR 6.106(I)(2)(b).

For a detailed discussion of changes, see the [meeting minutes](#).

MC 242, Assignment to Youthful Trainee Status

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

The language “only the fine and some costs may be satisfied by serving time in jail” was removed because the committee concluded that there is no clear reason the language should be included on the form. Language regarding payment alternatives was added to reflect MCR 6.425(E)(3). The reference to juvenile in item 7 was replaced with defendant.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 256, Summons, Criminal

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 6/8/2018

- Click here to see the changes highlighted.

Court clerk was removed from the signature line because court clerks do not have legal authority to sign a criminal summons. Additional changes were made for application of standards.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 267, Order for Vehicle Immobilization

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

Item 1 of this form was updated to reflect the statutory language in MCL 257.604d. A new checkbox option was added to account for violations of section 626(3) or (4) as provided in MCL 257.904d(1)(a).

For a detailed discussion of changes, see the [meeting minutes](#).

MC 288, Order to Remit Prisoner Funds for Fines, Costs, and Assessments

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

This form was revised to reflect current Michigan Department of Corrections (MDOC) procedures, addresses, and terminology.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 290, Satisfaction of Financial Obligation

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

This form was revised to reflect current Michigan Department of Corrections (MDOC) procedures, addresses, and terminology.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 294, Order Delaying Sentence

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 12/31/2018

- Click here to see the changes highlighted.

The language “only the fine and some costs may be satisfied by serving time in jail” was removed because the committee concluded that the language should not be included on the form.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 390, Ex Parte Motion and Order to Renew Civil Judgment

Most recent update: (6/18) version

Use of existing paper stock: Can be used until 6/8/2018

- Click here to see the changes highlighted.

This form was revised to comply with the Servicemembers Civil Relief Act, 50 USC 3931.

For a detailed discussion of changes, see the [meeting minutes](#).

[MC 399, Motion to Set Aside Forfeiture and Discharge of Bond and Notice of Hearing](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

“Attorney” was added to the signature line to accommodate a surety corporation represented by counsel.

For a detailed discussion of changes, see the [meeting minutes](#).

[MC 406a, Petition to Discontinue Sex Offender Registration](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

District court was added to the header of this form to accommodate the small number of sex offender registration offenses that are handled at the district court level.

For a detailed discussion of changes, see the [meeting minutes](#).

[MC 406b, Order on Petition to Discontinue Sex Offender Registration](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

District court was added to the header of this form to accommodate the small number of sex offender registration offenses that are handled at the district court level.

For a detailed discussion of changes, see the [meeting minutes](#).

MC 414, Plea Agreement (formerly CC 414)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

This form was formerly CC 414 and used only for felony plea agreements. The form was revised to accommodate usage in misdemeanor cases under MCR 6.610(E)(5).

For a detailed discussion of changes, see the [meeting minutes](#).

***NEW FORM* MC 446, Probation Violation Advice of Rights**

Most recent update: (6/18) version

Use of existing paper stock: THIS IS A NEW FORM.

- Click here to see the changes highlighted.

This form was created to help ensure probationers fully understand their rights and the process under MCR 6.445(B), (C), (D), and (E). Courts must still go on the record under MCR 6.445(F).

For a detailed discussion of changes, see the [meeting minutes](#).

MC 502, Notice of Filing of Transcript and Affidavit of Mailing

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

Item 1 was revised to include a writing space for the date that the transcript was filed. Item 1a was revised to clarify that the court reporter/recorder is filing a portion of the transcript of the total proceedings.

For a detailed discussion of changes, see the [Criminal](#), [Civil](#), and [Domestic Relations](#) meeting minutes.

[PCA 301, Petition for Adoption](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

This form was revised to remove the items relevant to stepparent adoption because of the creation of form PCA 301b, Petition for Stepparent Adoption.

For a detailed discussion of changes, see the [meeting minutes](#).

[*NEW FORM* PCA 301b, Petition for Stepparent Adoption](#)

Most recent update: (6/18) version

Use of existing paper stock: THIS IS A NEW FORM.

- Click here to see the changes highlighted.

This form was created because the committee thought a specific petition for stepparent adoption would be helpful to the legal community and clarify the process.

For a detailed discussion of the form, see the [meeting minutes](#).

[PCA 302, Supplemental Petition and Affidavit to Terminate Parental Rights \(Stepparent Adoption\)](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

A typographical error was corrected.

For a detailed discussion of changes, see the [meeting minutes](#).

[PCA 304, Order Terminating Parental Rights \(Stepparent Adoption\)](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

A typographical error was corrected.

For a detailed discussion of changes, see the [meeting minutes](#).

[PCA 313, Ex Parte Petition to Issue Notice of Intent to Release or Consent](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

The title of this form was changed to more accurately reflect MCL 710.34(1).

For a detailed discussion of changes, see the [meeting minutes](#).

[PCA 318, Order Terminating Parental Rights/Rights of Person in Loco Parentis After Release or Consent](#)

Most recent update: (6/18) version

Use of existing paper stock: Can be used until depleted

- Click here to see the changes highlighted.

The citation MCL 710.55(1) was corrected to MCL 710.51(1).

For a detailed discussion of changes, see the [meeting minutes](#).

**STATE OF MICHIGAN
JUDICIAL CIRCUIT
COUNTY**

ORDER TO DEPOSIT FUNDS

CASE NO.

Court address

Court telephone no.

DELETED

Plaintiff name, address, and telephone no.

Defendant name, address, and telephone no.

v

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

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

IT IS ORDERED:

1. _____ shall pay _____ to the clerk of the court.
Name of payer Amount
2. The clerk shall safekeep this sum in accordance with MCR 8.106 pending final disposition of this case or until further order of the court.
3. State additional conditions if any:

_____ Date

_____ Judge

_____ Bar no.

Approved, SCAO

Original - Court
1st copy - Plaintiff
2nd copy - Defendant

**STATE OF MICHIGAN
JUDICIAL CIRCUIT
COUNTY**

ORDER TO RELEASE FUNDS

CASE NO.

Court address

DELETED

Court telephone no.

Plaintiff name, address, and telephone no.

Defendant name, address, and telephone no.

v

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

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

IT IS ORDERED:

The clerk of the court shall pay _____, now on deposit in this action, to _____.
Amount Name of payer

_____ Date

_____ Judge Bar no.

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	DISMISSAL OF PRISONER CIVIL ACTION, Frivolous Action	CASE NO.
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Court address **DELETED** Court telephone no.

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

v

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

THE COURT FINDS:

1. The plaintiff filed a complaint on _____ concerning prison conditions.
Date
2. The plaintiff was determined indigent and unable to pay the filing fee and costs required by law.
 - The full filing fee of \$ _____ was waived. The partial filing fee of \$ _____ was waived.
 - An attorney was appointed.
3. The plaintiff was determined indigent and shall pay the filing fee and costs as required by MCL 600.2963.
4. Total unpaid fees and costs to date are \$ _____.
5. The complaint or a portion of the complaint is frivolous as follows:

IT IS ORDERED:

6. The civil action is dismissed with prejudice as a frivolous action, and the following unpaid fees and costs shall be paid by the plaintiff in accordance with this order.

Filing Fee	\$ _____
Other Costs (specify)	\$ _____
Attorney Fees	\$ _____
Total	\$ _____

Payments toward the unpaid fees and costs shall be as follows:

7. The good time/disciplinary credits accumulated by the plaintiff as of _____ shall be forfeited in the following amount. All. All up to _____ days. Date

Date _____ Judge _____ Bar no. _____

A copy of this order shall be promptly mailed to the State Court Administrative Office.

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	CLAIM OF APPEAL ON APPLICATION FOR CONCEALED PISTOL LICENSE	CASE NO.
--	--	-----------------

Court address Court telephone no.

Appellant's name, address, and telephone no.

Appellee's name, address, and telephone no.

v

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

Note: This appeal must be filed within 21 days of entry of the decision being appealed.

CLAIM OF APPEAL

1. I appeal the

a. statement of statutory disqualification as provided by the county clerk under MCL 28.425b(11) because:
(Specify the reasons on a separate sheet. Attach supporting documentation.)

b. failure to provide a receipt under

MCL 28.425b(1) by the county clerk.

MCL 28.425b(9) by _____
Name of entity alleged to have failed to provide receipt

MCL 28.425l(3) by the Michigan State Police. county clerk.

c. failure of the county clerk to issue **or reinstate** a license to carry a concealed pistol. _____

2. I am filing this appeal in the circuit court of the county in which I reside.

Date

Appellant/Attorney signature

REQUEST FOR CERTIFIED RECORD

I request that the county clerk send a certified copy of the record to the _____ Circuit Court.
Circuit court number or name of county

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this claim of appeal on all parties **and the county clerk** by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3).

Date

Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	MOTION TO SET ASIDE DEFAULT / DEFAULT JUDGMENT (DOMESTIC RELATIONS)	CASE NO.
--	--	-----------------

Court address Court telephone no.

NEW FORM

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

MOTION

- 1. A default was entered against me on _____ for failure to answer or otherwise defend,
Date
AND
 - a. The court lacks jurisdiction because I was not served with the summons and complaint.
 - b. I have good cause for my failure to answer. I did not answer because: (Attach a separate sheet.)

- 2. A default judgment was entered against me on _____ for failure to answer or otherwise defend,
Date
AND
 - a. The court lacks jurisdiction because I was not served with the summons and complaint.
 - b. The plaintiff failed to serve the notice of default as required by MCR 3.210(B)(2)(b).
 - c. The plaintiff failed to serve the proposed default judgment and notice of hearing for the entry of the judgment as required by MCR 3.210(B)(4).
 - d. This motion was filed within 21 days after the default judgment was entered and I have good cause to set aside the judgment. (Attach explanation on a separate sheet.)

3. I ask the court to set aside the default/default judgment in this case. If required, I agree to appear on the date scheduled by the court to state my reasons for this request.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date Applicant/Attorney signature Bar no.

To be completed by the court. **NOTICE OF HEARING ON MOTION TO SET ASIDE DEFAULT**

A hearing will be held on _____ at _____
Date Time
at _____ before Hon. _____
Location Bar no.

Date Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this motion and notice of hearing on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 3.203.

Date Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	ORDER REGARDING MOTION TO SET ASIDE DEFAULT / DEFAULT JUDGMENT (DOMESTIC RELATIONS)	CASE NO.
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Court address

Court telephone no.

NEW FORM

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.

- After hearing Upon review

THE COURT FINDS:

1. The default default judgment was entered on _____ .
Date
2. More than 21 days have passed since entry of the default judgment.
3. Good cause was was not established.
4. The court is without jurisdiction.
5. The plaintiff failed to serve the notice of default as required by MCR 3.210(B)(2)(b).
6. The plaintiff failed to serve the proposed default judgment and notice of hearing for the entry of the judgment as required by MCR 3.210(B)(4).

IT IS ORDERED:

7. The motion to set aside default is granted and the default/default judgment is set aside.
8. The motion is denied.
9. Other:

Date

Judge

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this order on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 3.203.

Date

Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	ORDER OF PROBATION	CASE NO.
--	---------------------------	-----------------

ORI	Court address	Court telephone no.
MI- Police Report No.		

THE PEOPLE OF The State of Michigan

v

Defendant's name, address, and telephone no.

CTN/TCN	SID	DOB
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Probation officer	Offense and PACC	Term
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Judgment of guilt is deferred* under:

<input type="checkbox"/> MCL 333.7411, Controlled Substance Act	<input type="checkbox"/> MCL 750.350a, Parental Kidnapping Act	<input type="checkbox"/> MCL 762.14, Youthful Trainee Status
<input type="checkbox"/> MCL 600.1070, Drug Treatment Court	<input type="checkbox"/> MCL 600.1095, Mental Health Court	<input type="checkbox"/> MCL 600.1206, Veterans Court

Under 18 USC 922(g)(8), the court found, at a hearing, that the defendant represents a credible threat to the physical safety of one or more persons as defined in 18 USC 922(g)(8) and 18 USC 921(a)(32) and named in item 9. ****Needed for NCIC entry. IT IS ORDERED** that the defendant be placed on probation under the supervision of the probation officer named above for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.

5. Not purchase or possess a firearm. (**Needed for NCIC entry.)

6. Pay the following to the court:

Crime Victim Assessment.... \$ _____	Fines..... \$ _____
Restitution..... \$ _____	Costs..... \$ _____
State Minimum Costs..... \$ _____	Other (including any DNA assessment.. \$ _____
	Total..... \$ _____

a. The due date for payment is _____ .

b. The total amount due shall be paid in installments of \$ _____ per _____ starting on _____ and paid in full by the due date stated in the judgment of sentence or by _____ Date

Fines, costs, and fees not paid within 56 days of the date owed or of any installment payment date are subject to a 20% late penalty on the amount owed.

7. Pay a supervision fee to the Department of Corrections in the amount of \$ _____. The fee is payable immediately.

The total amount due may be paid in installments of \$ _____ per _____ starting on _____ payable to the State of Michigan. Date

8. Comply with the attached wage assignment order.

9. Other: (Use this space for conditions for the protection of one or more named persons - also complete the LEIN order on Part 2 of this form. See back of form for required language when conditions are ordered pursuant to 18 USC 922[g][8].)

Failure to comply with this order may result in a revocation of probation and incarceration. If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3).

Date	Judge	Bar no.
------	-------	---------

I have read or heard the above order of probation and have received a copy. I understand and agree to comply with this order. I also understand that federal and/or state law may prohibit me from possessing or purchasing ammunition or a firearm (including a rifle, pistol, or revolver) if the court found I represent a credible threat to the physical safety of a named person and/or explicitly prohibited (in item 9) the use, attempted use, or threatened use of physical force that would reasonably be expected to cause bodily injury to that named person.

Date	Defendant signature
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If the judgment of guilt is deferred as stated above, the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center of the disposition as required under MCL 769.16a. A case in which judgment of guilt is deferred shall be maintained as a nonpublic record. *If the judgment of guilt is deferred and the defendant is incarcerated, the clerk of the court should also advise the incarcerating agency of nonpublic record status.

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	ORDER OF PROBATION	CASE NO.
--	---------------------------	-----------------

ORI	Court address	Court telephone no.
MI- Police Report No.		

THE PEOPLE OF _____ <input type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	v	Defendant's name, address, and telephone no. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">CTN/TCN</td> <td style="width:33%;">SID</td> <td style="width:33%;">DOB</td> </tr> </table>	CTN/TCN	SID	DOB
CTN/TCN	SID	DOB			

Probation officer	Offense and PACC	Term
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<input type="checkbox"/> Judgment of guilt is deferred* under:		
<input type="checkbox"/> MCL 333.7411, Controlled Substance Act	<input type="checkbox"/> MCL 750.350a, Parental Kidnapping Act	<input type="checkbox"/> MCL 762.14, Youthful Trainee Status
<input type="checkbox"/> MCL 600.1070, Drug Treatment Court	<input type="checkbox"/> MCL 600.1095, Mental Health Court	<input type="checkbox"/> MCL 600.1206, Veterans Court

Under 18 USC 922(g)(8), the court found, at a hearing, that the defendant represents a credible threat to the physical safety of one or more persons as defined in 18 USC 922(g)(8) and 18 USC 921(a)(32) and named in item 9. **Needed for NCIC entry. **IT IS ORDERED** that the defendant be placed on probation under the supervision of the probation officer named above for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.

5. Not purchase or possess a firearm. (**Needed for NCIC entry.)

6. Pay the following to the court:

Crime Victim Assessment.... \$ _____	Fines..... \$ _____
Restitution..... \$ _____	Costs..... \$ _____
State Minimum Costs..... \$ _____	Other (including any DNA assessment.. \$ _____
	Total..... \$ _____

- a. The due date for payment is _____ .
- b. The total amount due shall be paid in installments of \$ _____ per _____ starting on _____ and paid in full by the due date stated in the judgment of sentence or by _____ Date

Fines, costs, and fees not paid within 56 days of the date owed or of any installment payment date are subject to a 20% late penalty on the amount owed.

7. Pay a supervision fee to the Department of Corrections in the amount of \$ _____. The fee is payable immediately.

The total amount due may be paid in installments of \$ _____ per _____ starting on _____ payable to the State of Michigan. Date

8. Comply with the attached wage assignment order.

9. Other: (Use this space for conditions for the protection of one or more named persons - also complete the LEIN order on Part 2 of this form. See back of form for required language when conditions are ordered pursuant to 18 USC 922[g][8].)

Failure to comply with this order may result in a revocation of probation and incarceration. **If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3).**

Date _____	Judge _____	Bar no. _____
------------	-------------	---------------

TO LOCAL LAW ENFORCEMENT: The protective conditions in item 9 and the following identifying information of the defendant must be entered on the LEIN system. The court will notify local law enforcement of any amendments to or revocation of this order.

Height	Weight	Race	Sex	Date of Birth	Hair Color	Eye Color	Other Identifying Information

Effective date of conditions in item 9 _____	Expiration date of order _____
--	--------------------------------

Date _____	Judge/Magistrate _____	Bar no. _____
------------	------------------------	---------------

Required Language When Conditions are Issued Pursuant to 18 USC 922(g)(8):

Use the following language when the conditions involve an intimate partner of the defendant or child of the intimate partner or defendant as defined in 18 USC 922(g)(8) and 18 USC 921(a)(32).

Defendant is restrained from harassing, stalking, or threatening, or engaging in other conduct that would place [insert name(s)] in reasonable fear of bodily injury.

For details about these conditions, see SCAO Administrative Memorandum 2008-02.

STATE OF MICHIGAN JUDICIAL DISTRICT	14-DAY NOTICE Civil Infraction	CASE NO.
--	---	-----------------

Court address _____ Court telephone no. _____

Civil Infraction: _____ Infraction date: _____

The State Twp. City Village of: _____ Statute Ordinance

v _____
 Defendant name, address, and telephone no.

<p align="center">NOTICE OF FAILURE TO COMPLY NOTICE WITH JUDGMENT</p> <p>Amount due: \$ _____</p> <p>*Date of Notice: _____</p>

If you fail to pay the amount due within 14 days of the date of this notice,*

1. the Secretary of State will immediately suspend your driving privileges for most driving offenses.
2. a bench warrant may be issued for your arrest.
3. the cost to compel appearance may be added to the amount of your judgment.
4. your operator's license will not be issued or renewed if this notice is for multiple parking violations or a nontraffic state civil infraction.

Note: Fines, costs, and other financial obligations imposed by the court must be paid at the time of assessment, except when the court allows otherwise, for good cause shown.

STATE OF MICHIGAN JUDICIAL DISTRICT	APPEAL WORKSHEET FOR APPLICATION FOR LEAVE TO APPEAL	CASE NO. CIRCUIT COURT DISTRICT COURT
--	---	--

Date of judgment/order: _____ LAST DATE FOR FILING DATE ACTUALLY FILED

1. a. File signed application for appeal in circuit court..... _____
- b. Pay fee in circuit court **unless waived for indigency (form MC 20)**..... _____
- c. File/order transcript..... _____
 Transcript unavailable - settled statement of facts filed along
with certifying order..... _____
2. Serve appellee copies of:
 - a. Application for appeal..... _____
 - b. Order on application for appeal..... _____
 - c. Statement re: payment of fees..... _____
 - d. Recorder's/reporter's certificate..... _____
3. File proof of service in circuit court..... _____

If leave to appeal is granted, then do the following:

4. a. Set/file bond in district court (if applicable)..... _____
- b. File copy of bond in circuit court (if applicable)..... _____
- c. File proof that money, property, or documents were
delivered/deposited (if applicable)..... _____
- d. Pay district court:
 - Taxable costs..... _____
 - \$25 appeal fee **unless waived for indigency (form MC 20)**..... _____
5. a. **Applies to appellee only:** file appearance with circuit court and
identify individual appellate attorneys..... _____
- b. File cross-appeal..... _____
6. Serve appellee copies of:
 - a. Entire record on appeal..... _____
 - b. Bond or waiver (if applicable)..... _____
7. File proof of service in circuit court..... _____
8. File proof of service in district court..... _____
9. Transcript filed by recorder/reporter..... _____
10. Order settling and transmitting record on appeal..... _____
11. Record transmitted, including transcript and docket entries..... _____

CHECKLIST FOR APPEALS FROM DISTRICT COURT TO CIRCUIT COURT

NOTE: This checklist should not be used for appeals from an administrative agency to the circuit court.

1. Within 21 days or the time allowed by statute after entry of judgment, order, or decision appealed, * appellant must file:
 - a. a signed application for leave to appeal in circuit court. The application must:
 - i) include the date and nature of the judgment, order, or decision appealed.
 - ii) concisely set forth appellant's allegations of error and relief sought.
 - iii) set forth a concise argument supporting appellant's position to each issue that conforms with MCR 7.212(C).
 - iv) if the order appealed is interlocutory, set forth facts showing how appellant would suffer substantial harm by awaiting final judgment before appealing.
 - b. a copy of the judgment, order, or decision appealed and the opinion or findings of the district court.
 - c. a copy of the register of actions.
 - d. unless waived by stipulation of the parties or trial court order, a copy of certain transcripts as follows:
 - i) in an appeal related to an evidentiary hearing in a civil or criminal case, the transcript of the evidentiary hearing, including the opinion or findings of the court that conducted the hearing.
 - ii) in an appeal challenging jury instructions, the transcript of the entire charge to the jury.
 - iii) in an appeal from a criminal judgment entered pursuant to a guilty or nolo contendere plea, the transcripts of the plea and sentence.
 - iv) in an appeal from an order granting or denying a new trial, the portion of the transcript permitting the circuit court to determine whether the district court's decision was for a legally-recognized reason based on arguable support in the record.
 - v) in an appeal raising a sentencing issue, the transcript of the sentencing proceeding and the transcript of any hearing on a motion related to the sentencing.
 - vi) in an appeal raising any other issue, the portion of the transcript substantiating the existence of the issue, objections or lack thereof, arguments of counsel, and any comment or ruling of the district court judge.
 - vii) if the transcript is not yet available, appellant must file a copy of the certificate of the court reporter/recorder or a statement that a transcript has been ordered, in which case the certificate must be filed within 7 days after the transcript is ordered by a party or the court. If nothing is to be transcribed, appellant must file a statement to this effect within 7 days after the transcript is ordered.
 - e. proof that a copy of the application was served on all other parties and that a notice of the filing of the application was filed with the district court. If service cannot reasonably be accomplished, appellant may ask the circuit court to prescribe service under MCR 2.107(E).
 - f. the circuit court's appeal fee, ** **unless waived for indigency (form MC 20)**.
2. If appellant is a criminal defendant who has pled guilty or nolo contendere and requests appointment of an attorney within 21 days after entry of the judgment or sentence, application for leave to appeal must be filed within 21 days after entry of an order appointing or denying the appointment of an attorney or denying a timely-filed motion under MCR 7.105(A)(2).
3. Within 7 days after a transcript is ordered by a party or the court, the court reporter/recorder must provide a certificate that the transcript has been ordered, payment has been made or secured, and that it will be filed as soon as possible or has been filed.
4. Within 21 days of service of the application, any party in the case may file a signed answer that conforms with MCR 7.212(D), along with proof that a copy was served on all parties.
5. Absent good cause, the circuit court must decide the application within 35 days of the filing date. There is no oral argument unless directed by the court. If a decision is required on an application in fewer than 35 days, appellant must file a motion for immediate consideration concisely stating why an immediate decision is required.
6. The circuit court may grant or deny leave to appeal or grant other relief, and must promptly serve a copy of its order on the parties and the district court. Unless otherwise ordered, an appeal is limited to the issues raised in the application.

CHECKLIST FOR APPEALS FROM DISTRICT COURT TO CIRCUIT COURT

7. If the application is granted, MCR 7.104 governs further proceedings, except that the filing of a claim of appeal is not required and appellant must complete the acts required by MCR 7.104(D) and (E) **within 7 days** after entry of the order granting leave. MCR 7.104(D) and (E) require appellant to:
 - a. file a copy of the judgment, order, or decision appealed.
 - b. file a copy of the certificate of the court reporter/recorder or a statement that the transcript has been ordered under MCR 7.109(B)(3)(a). If nothing is to be transcribed, a statement must be filed to this effect. A district judge may order excerpts of the transcript or no transcript, but only on appellant's motion with notice to appellee. When a transcript is unavailable, appellant must file with the district court a settled statement of facts and certifying order under MCR 7.210(B)(2).
 - c. file a copy of the bond, if applicable.
 - d. file proof that money, property, or documents have been delivered or deposited as required by law.
 - e. file a copy of the register of actions, if any.
 - f. file proof that the circuit court appeal fee** has been paid.
 - g. file anything else required by law.
 - h. file proof that a copy of the claim of appeal and other documents required by court rule were served on all parties, the district court, and any other person or officer entitled by law to notice of the appeal.
 - i. if applicable, get bond on appeal set (or denied), approved, and posted in district court.
 - j. pay taxable costs of prevailing party, together with \$25 (unless waived for indigency [form MC 20]) *** to clerk of district court.
 - k. serve on the district court:
 - i) any fee required by law.
 - ii) any bond required by law as a condition for taking the appeal.
 - iii) unless there is nothing to be transcribed, a certificate of the court reporter/recorder or a statement that the transcript was ordered and payment was made or secured. If a statement is filed, the certificate must be filed within 7 days after the transcript is ordered by a party or the court.
8. Within 14 days of being served the order granting leave, appellee must file an appearance in the circuit court identifying the individual appellate attorneys. **An appellee who does not file an appearance is not entitled to notice of further proceedings.** Appellee may file a cross-claim within this 14-day time period. If a cross-claim is filed, the cross-appellant must also file transcript certificates or statements that there is nothing to transcribe within 14 days of an order dismissing the initial appeal if the cross-claim will still be pursued.
9. The court reporter/recorder must file the transcript in the district court within:
 - a. 14 days after the transcript is ordered from an order granting or denying a motion to suppress evidence in a criminal case.
 - b. 28 days after the transcript is ordered in an appeal of a criminal conviction based on a plea of guilty, guilty but mentally ill, or nolo contendere, or an appeal from the dismissal or reduction of a felony charge following a preliminary examination.
 - c. 56 days after the transcript is ordered in all other cases.

The circuit court may extend or shorten these time frames on a motion filed by the court reporter/recorder or a party.
10. Immediately after the transcript is filed in the district court, the court reporter/recorder must notify the circuit court and all parties that it has been filed. The court reporter/recorder must file in the circuit court an affidavit of mailing of notice to the parties.
11. Within 14 days after the transcript has been filed in the district court, appellant must serve a copy of the entire record on each appellee. This includes any transcripts or exhibits in his or her possession (note: offering parties must maintain exhibits in their possession). The record must include the substance of any excluded evidence or the transcript of proceedings in the district court excluding it. Appellant must promptly file proof with the district court and circuit court that the record was served. If the filing of a transcript was excused by MCR 7.109(B), the record must be served within 14 days after the filing of the transcript substitute.

CHECKLIST FOR APPEALS FROM DISTRICT COURT TO CIRCUIT COURT

12. Within 14 days after the complete transcript has been filed or a certified copy of the record has been requested, the district court must promptly send the record to the circuit court, except for those things omitted by written stipulation of the parties. The district court may order removal of exhibits, if any, from the record. Weapons, drugs, or money are not to be sent unless requested by the circuit court. The district court must include a certificate identifying the name of the case, listing the papers with reasonable definiteness, and indicating that the required fees have been paid and any required bond has been filed. The record must include:
- a. the register of actions in the case.
 - b. any exhibits on file.
 - c. all documents and papers from the court file.
 - d. all transcripts.
 - e. all opinions, findings, and orders of the district court.
 - f. the order or judgment appealed.
13. When the record has been filed in the circuit court, the circuit court must immediately send written notice to the parties.

* Judgment (sentence) or denial of timely-filed motion for new trial, a motion for rehearing or reconsideration, or a timely-filed motion for other relief from the judgment, order, or decision

** \$150 beginning October 1, 2003

*** Compare MCL 600.6536 with MCL 600.2528 and MCL 600.2529

STATE OF MICHIGAN JUDICIAL DISTRICT	APPEAL WORKSHEET FOR CLAIM OF APPEAL OF RIGHT	CASE NO. CIRCUIT COURT DISTRICT COURT
--	--	--

	LAST DATE FOR FILING	DATE ACTUALLY FILED
Date of judgment/order: _____		
1. a. File appeal in circuit court.....	_____	_____
b. File copy of claim of appeal in district court.....	_____	_____
c. Pay filing fee in circuit court (MCL 600.2529) unless waived for indigency (form MC 20)	_____	_____
d. Set/file bond in district court (if applicable).....	_____	_____
e. File copy of bond in circuit court (if applicable).....	_____	_____
f. File proof of that money, property, or documents delivered/deposited (if applicable).....	_____	_____
g. File/order transcript.....	_____	_____
<input type="checkbox"/> Transcript unavailable - settled statement of facts filed along with certifying order.....	_____	_____
h. Pay district court:		
Taxable costs.....	_____	_____
\$25 fee (MCL 600.6536) unless waived for indigency (form MC 20) ...	_____	_____
2. Serve appellee copies of:		
a. Entire record on appeal, including transcripts and exhibits in appellant's possession.....	_____	_____
b. Copy of bond or waiver (if applicable).....	_____	_____
c. Statement re: payment of fees.....	_____	_____
d. Recorder's/reporter's certificate.....	_____	_____
3. File proof of service in circuit court.....	_____	_____
4. File proof of service in district court.....	_____	_____
5. a. Applies to appellee only: file appearance with circuit court and identify individual appellate attorneys.....	_____	_____
b. <input type="checkbox"/> File cross appeal.....	_____	_____
6. Transcript filed by recorder/reporter.....	_____	_____
7. Certificate of records transmitted on appeal.....	_____	_____
8. Record Transmitted, including transcript and docket entries.....	_____	_____

CHECKLIST FOR APPEALS FROM DISTRICT COURT TO CIRCUIT COURT

NOTE: This checklist should not be used for appeals from an administrative agency to the circuit court.

1. Within 21 days (or within 10 days in landlord-tenant possessory actions) or time allowed by statute after entry of judgment, order, or decision appealed, judgment (sentence) or denial of timely-filed motion for new trial, a motion for rehearing or reconsideration, or a timely-filed motion for other relief from the judgment, order, or decision, appellant must:
 - a. file a claim of appeal (form MC 55 pursuant to MCR 7.104[B] and [C]) in circuit court. The following documents must be filed with the claim of appeal:
 - i) a copy of the judgment, order, or decision appealed.
 - ii) a copy of the certificate of the court reporter/recorder or a statement that the transcript has been ordered pursuant to MCR 7.109(B)(3)(a). If nothing is to be transcribed, a statement must be filed to this effect. A district judge may order excerpts of transcript or no transcript, but only on appellant's motion with notice to appellee. If a transcript is unavailable, appellant must file with the district court a settled statement of facts and certifying order pursuant to MCR 7.210(B)(2).
 - iii) if appellant has filed a bond, a copy of the bond.
 - iv) proof that money, property, or documents have been delivered or deposited as required by law.
 - v) a copy of the register of actions, if any.
 - vi) proof that the appeal fee has been paid **or waived**.
 - vii) proof that a copy of the claim of appeal and other required documents were served on all parties, the district court, and any other person or officer entitled by law to notice of the appeal.
 - b. pay appeal fee to circuit court clerk **unless waived for indigency (form MC 20)**.
 - c. if applicable, get bond on appeal set (or denied), approved, and posted in district court.
 - d. pay taxable costs of prevailing party, together with \$25 to clerk of district court **(unless waived for indigency [form MC 20])**.
2. Within the time for taking the appeal, appellant must serve on the district court:
 - a. a copy of claim of appeal (showing circuit court file number).
 - b. any fee required by law.
 - c. any bond required by law as a condition for taking appeal.
 - d. unless there is nothing to be transcribed, a certificate of the court reporter/recorder or a statement that the transcript has been ordered and payment has been made or secured. If a statement is filed, the certificate must be filed within 7 days after the transcript is ordered by a party or the court.
3. Within 7 days after a transcript is ordered, the court reporter/recorder must provide a certificate that the transcript has been ordered and payment made or secured, and that it will be filed as soon as possible or has already been filed.
4. The court reporter/recorder must file the transcript with the district court within 28 days after the transcript is ordered for an appeal from the dismissal or reduction of a felony charge following a preliminary examination. In all other cases, the court reporter/recorder must file the transcript within 56 days after the transcript is ordered. Immediately after the transcript is filed, the court reporter/recorder must notify the circuit court and all parties that the transcript has been filed and must file in the circuit court an affidavit of mailing of notice to the parties.
5. Within 14 days after the transcript has been filed, appellant must serve a copy of the entire record on appeal, including transcripts and exhibits in his or her possession, on each appellee. Proof that the record was served must be promptly filed with the district court and circuit court.
6. Within 14 days after being served the claim of appeal, appellee must file an appearance in the circuit court identifying the individual appellate attorneys. **An appellee who does not file an appearance is not entitled to notice of further proceedings.** Appellee may also file a cross claim within this 14-day period. If a cross claim is filed, the cross appellant must also file transcript certificates or statements that there is nothing to transcribe within 14 days of an order dismissing the initial appeal if the cross claim will still be pursued.
7. Within 14 days after the transcript has been filed or a certified copy of the record has been requested, the district court must send the record to the circuit court. The circuit court must immediately send written notice to the parties when the record is filed.

STATE OF MICHIGAN JUDICIAL DISTRICT	JUDGMENT / DISMISSAL Small Claims	CASE NO.
--	--	-----------------

Court address _____ Court telephone no. _____

Plaintiff's name and address

JUDGMENT

For: _____

Against: _____

v Personal service

Defendant's name and address

After trial Consent*
 Nonappearance default**

DISMISSAL

Without prejudice With prejudice

Damages \$ _____

Costs \$ _____

Other (specify) \$ _____

 \$ _____

Judgment \$ _____ This judgment will earn interest at current statutory rates.

**For a defendant on active military duty, default judgment shall not be entered except as provided by the Servicemembers Civil Relief act.

IT IS ORDERED this judgment is granted and:

1. The defendant must pay the judgment to _____ in full
Name (type or print)

installments of \$ _____ weekly biweekly monthly starting _____
Date

until paid in full. No further proceedings to collect the judgment will issue as long as defendant(s) complies with this order.

2. If this judgment is not paid within 30 days from the date of this judgment, or if any installment payment plan is not approved by the court within this time, you must pay the judgment in full or disclose to the court and plaintiff, in writing, your place of employment and the location of your accounts in all banks, savings and loan associations, or credit unions.

3. Other:

Date

Judge/Attorney magistrate

Bar no.

An attorney magistrate's judgment after trial is final unless appealed within 7 days.

NOTICE: If this judgment is not paid as ordered or within 21 days, you may be ordered into court for questioning regarding your assets, your property may be seized, or garnishment may issue after 21 days. When judgment is paid in full, the plaintiff should file a signed satisfaction of judgment with the clerk, or the defendant may file a motion for entry of an order of satisfaction.

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this judgment and the instructions, "Collecting Money for Small Claims Judgment" (form DCI-84), or dismissal on the parties by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3).

Date

Deputy clerk

***Approved:** _____
Date

Defendant's signature

Date

Plaintiff's signature

STATE OF MICHIGAN JUDICIAL DISTRICT	COMPLAINT AND SUMMONS REGARDING DANGEROUS ANIMAL	CASE NO. (GZ Case Type)
--	---	--------------------------------

Court address _____ Court telephone no. _____

IN THE MATTER OF _____, a dangerous animal

COMPLAINT

1. I, _____, am interested in this matter as _____.
2. The animal named above is dangerous because
 - the dog is over 6 months old, was without a license attached to its collar, and ran at large unaccompanied by its owner or engaged in lawful hunting **and was not under the reasonable control of its owner** after January 10 and before June 15 (MCL 287.286a).
 - the dog destroyed property, or habitually caused damage by trespassing on property, of a person not the owner (MCL 287.286a).
 - the dog attacked or bit a person (MCL 287.286a).
 - the dog showed vicious habits or molested a person when that person was lawfully on the public highway (MCL 287.286a).
 - the dog ran at large even though licensed and wearing the license tag (MCL 287.286a).
 - the animal caused serious injury or death to a person or a dog (MCL 287.322).

3. **Facts in support of the above claim(s) are:** Attach separate document if needed.

4. **I request** a summons be issued commanding _____,
Name (type or print)

of _____,
Address City State Zip

the owner of the animal named above, to appear in court to show cause why the animal should not be destroyed.

Complainant signature

Complainant address _____ City _____ State _____ Zip _____ Telephone no. _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Judge/Magistrate/Clerk/Notary

Notary public, State of Michigan, County of _____

SUMMONS

TO: _____

If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

IT IS ORDERED:

5. You are ordered to appear before this court on _____ at _____
Date Time

at _____
 to show cause why the animal identified in the above complaint should not be destroyed. Failure to appear for this hearing may result in a bench warrant being issued for your arrest.

6. The owner shall immediately turn the animal over to _____ to be held at the owner's expense until the hearing is held and a decision is made for the disposition of the animal pursuant to MCL 287.322. The owner shall notify this authority of the complaint and this order.

Date issued	Expiration date <small>(not less than 2 days from hearing date)</small>	Judge/Magistrate	Bar no.
-------------	--	------------------	---------

PROOF OF SERVICE

TO PROCESS SERVER: You must make and file your return with the court clerk no more than 6 days and no less than 2 days before the hearing date. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE

<input type="checkbox"/> OFFICER CERTIFICATE I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party (MCR 2.104[A][2]), and that: (notarization not required)	OR	<input type="checkbox"/> AFFIDAVIT OF PROCESS SERVER Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)
--	-----------	---

- I served by registered or certified mail (copy of return receipt attached) a copy of the complaint and summons on:
 I personally served a copy of the complaint and summons on:

Name(s)	Complete address(es) of service	Day, date, time

- I have personally attempted to serve the complaint and summons on the following person(s) and have been unable to complete service.

Name(s)	Complete address(es) of service	Day, date, time

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature

Name (type or print)

Title

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of this complaint and summons on _____
Day, date, time

on behalf of _____ .

Signature

STATE OF MICHIGAN JUDICIAL DISTRICT	ADVICE OF RIGHTS AND PLEA INFORMATION	CASE NO.
--	--	-----------------

Court address

Court telephone no.

1. If you require special accommodations to use the court because of disabilities or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.
2. You have been brought to court on a misdemeanor charge. You have the following basic rights:
 - a. To plead guilty or not guilty or to stand mute. If you stand mute, a plea of not guilty will be entered. You may plead no contest with the permission of the court.
 - b. To have a trial by jury.
 - c. To have the assistance of an attorney.
3. You have the right to an attorney appointed at public expense if you are indigent (without money to hire an attorney) and if
 - a. the offense charged requires a minimum jail sentence, or
 - b. the court determines that it might sentence you to jail.
4. You may have to repay the expense of a court-appointed attorney.
5. If you have a trial, you have the following rights:
 - a. To call witnesses to speak for you at trial. You may get an order signed by the court to require witnesses to come to court.
 - b. To see, hear, and question all witnesses against you at trial.
 - c. To be a witness for yourself or to remain silent. If you choose not be a witness on your own behalf, the prosecuting official may not comment on your refusal to testify.
 - d. To be presumed innocent **unless** proven guilty beyond a reasonable doubt.
6. If you plead guilty or no contest and your plea is accepted, you will not have a trial of any kind and will give up the rights listed in items 3 and 5 above.
7. You have the right to be released on bond.
8. If you are now on probation or parole and you enter a plea of guilty (or no contest) or a finding of guilt is made by judge or jury, it may result in a violation of your probation or parole.
- 9. You can be sentenced to jail and fines, plus costs. The court will tell you on the record the name of the offense, the mandatory minimum jail sentence, if any, and the maximum possible penalty for the offense (including jail, fines, or both).**
- 10. Fines, costs, and other financial obligations imposed by the court must be paid at the time of assessment, except when the court allows otherwise, for good cause shown. If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3).**
11. An appeal to circuit court may be taken within 21 days from date of sentence or as permitted pursuant to MCR 6.625(B). If the sentence includes incarceration and if you wish to file an appeal but are financially unable to retain a lawyer, the court will appoint a lawyer to represent you on appeal, if the request for a lawyer is made within 14 days after sentencing.
12. Federal law and/or state law may prohibit you from possessing or purchasing ammunition or a firearm (including a rifle, pistol, or revolver) if you are convicted of a misdemeanor crime of violence and you are a current or former spouse, parent, or guardian of the victim; you share a child in common with the victim; you are or were cohabitating with the victim as a spouse, parent, or guardian; or you are or were involved with the victim in another, similar relationship.

Date

Defendant signature

USE NOTES: If defendant is given a foreign-language version of this form to read, the English version and the foreign-language version must be filed in the case.

Defendant name (print)

The consequences for arrests before 10/1/03 are different than for arrests on or after 10/1/03. If defendant is arraigned on a crime for which he or she was arrested before 10/1/03, contact the State Court Administrative Office for the appropriate version of this form.

Address

City, state, zip

Telephone no.

STATE OF MICHIGAN JUDICIAL DISTRICT	ORDER OF PROBATION (Misdemeanor)	CASE NO.
--	---	-----------------

ORI	Court address	Court telephone no.
-----	---------------	---------------------

MI-
Police Report No.

THE PEOPLE OF <input type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____	v	Defendant's name, address, and telephone no. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">CTN/TCN</td> <td style="width:33%;">SID</td> <td style="width:33%;">DOB</td> </tr> </table>	CTN/TCN	SID	DOB
CTN/TCN	SID	DOB			

Probation officer	Offense	Term
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<input type="checkbox"/> Judgment of guilt is deferred* under:		
<input type="checkbox"/> MCL 333.7411, Controlled Substance Act <input type="checkbox"/> MCL 750.451c, Human Trafficking Victim <input type="checkbox"/> MCL 750.430, Practicing under the Influence	<input type="checkbox"/> MCL 769.4a, Spouse Abuse Act <input type="checkbox"/> MCL 762.14, Youthful Trainee Status <input type="checkbox"/> MCL 600.1070, Drug Treatment Court	<input type="checkbox"/> MCL 600.1095, Mental Health Court <input type="checkbox"/> MCL 600.1206, Veterans Court <input type="checkbox"/> MCL 436.1703, Minor in Possession

Under 18 USC 922(g)(8), the court found, at a hearing, that the defendant represents a credible threat to the physical safety of one or more persons as defined in 18 USC 922(g)(8) and 18 USC 921(a)(32) and named in item 8. **Needed for NCIC entry. **IT IS ORDERED** that the defendant be placed on probation under the supervision of the probation officer named above for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.
5. Not purchase or possess a firearm. (**Needed for NCIC entry.)

6. Pay the following to the court:

Crime Victim Assessment... \$ _____	Costs..... \$ _____
Restitution..... \$ _____	Supervision..... \$ _____
State Minimum Costs..... \$ _____	Other (including any DNA assessment)... \$ _____
Fines..... \$ _____	Total..... \$ _____

- a. The due date for payment is _____.
- b. The total amount due shall be paid in installments of \$ _____ per _____ starting on _____ and paid in full by the due date stated in the judgment of sentence or by _____ Date

Fines, costs, and fees not paid within 56 days of the date owed or of any installment payment date are subject to a 20% late penalty on the amount owed.

7. Comply with the attached wage assignment order.
8. Other: (Use this space for conditions for the protection of one or more named persons - also complete the LEIN order on Part 2 of this form. See back of form for required language when conditions are ordered pursuant to 18 USC 922[g](8).)

Failure to comply with this order may result in a revocation of probation and incarceration. **If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3).**

Date	Judge/Magistrate	Bar no.
------	------------------	---------

I have read or heard the above order of probation and have received a copy. I understand and agree to comply with this order. I also understand that federal and/or state law may prohibit me from possessing or purchasing ammunition or a firearm (including a rifle, pistol, or revolver) if the court found I represent a credible threat to the physical safety of a named person and/or explicitly prohibited (in item 8) the use, attempted use, or threatened use of physical force that would reasonably be expected to cause bodily injury to that named person.

Date	Defendant signature
------	---------------------

If the judgment of guilt is deferred as stated above, the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center of the disposition, **except for Minor in Possession**, as required under MCL 769.16a. A case in which judgment of guilt is deferred shall be maintained as a nonpublic record. *If the judgment of guilt is deferred and the defendant is incarcerated, the clerk of the court should also advise the incarcerating agency of nonpublic record status.

STATE OF MICHIGAN JUDICIAL DISTRICT	ORDER OF PROBATION (Misdemeanor)	CASE NO.
--	---	-----------------

ORI _____ Court address _____ Court telephone no. _____

MI-
Police Report No.

THE PEOPLE OF The State of Michigan

v

Defendant's name, address, and telephone no.

CTN/TCN	SID	DOB
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Probation officer	Offense	Term
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Judgment of guilt is deferred* under:

<input type="checkbox"/> MCL 333.7411, Controlled Substance Act	<input type="checkbox"/> MCL 769.4a, Spouse Abuse Act	<input type="checkbox"/> MCL 600.1095, Mental Health Court
<input type="checkbox"/> MCL 750.451c, Human Trafficking Victim	<input type="checkbox"/> MCL 762.14, Youthful Trainee Status	<input type="checkbox"/> MCL 600.1206, Veterans Court
<input type="checkbox"/> MCL 750.430, Practicing under the Influence	<input type="checkbox"/> MCL 600.1070, Drug Treatment Court	<input type="checkbox"/> MCL 436.1703, Minor in Possession

Under 18 USC 922(g)(8), the court found, at a hearing, that the defendant represents a credible threat to the physical safety of one or more persons as defined in 18 USC 922(g)(8) and 18 USC 921(a)(32) and named in item 8. **Needed for NCIC entry. **IT IS ORDERED** that the defendant be placed on probation under the supervision of the probation officer named above for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.
5. Not purchase or possess a firearm. (**Needed for NCIC entry.)

6. Pay the following to the court:

Crime Victim Assessment.... \$ _____	Costs..... \$ _____
Restitution..... \$ _____	Supervision..... \$ _____
State Minimum Costs..... \$ _____	Other (including any DNA assessment)... \$ _____
Fines..... \$ _____	Total..... \$ _____

- a. The due date for payment is _____ .
- b. The total amount due shall be paid in installments of \$ _____ per _____ starting on _____ and paid in full by the due date stated in the judgment of sentence or by _____ Date

Fines, costs, and fees not paid within 56 days of the date owed or of any installment payment date are subject to a 20% late penalty on the amount owed.

7. Comply with the attached wage assignment order.
8. Other: (Use this space for conditions for the protection of one or more named persons - also complete the LEIN order on Part 2 of this form. See back of form for required language when conditions are ordered pursuant to 18 USC 922[g][8].)

Failure to comply with this order may result in a revocation of probation and incarceration. **If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3).**

Date Judge/Magistrate Bar no.

TO LOCAL LAW ENFORCEMENT: The protective conditions in item 8 and the following identifying information of the defendant must be entered on the LEIN system. The court will notify local law enforcement of any amendments to or revocation of this order.

Height	Weight	Race	Sex	Date of birth	Hair Color	Eye Color	Other identifying information
--------	--------	------	-----	---------------	------------	-----------	-------------------------------

Effective date of conditions in item 8 Expiration date of order

Date Judge/Magistrate Bar no.

Required Language When Conditions are Issued Pursuant to 18 USC 922(g)(8):

Use the following language when the conditions involve an intimate partner of the defendant or child of the intimate partner or defendant as defined in 18 USC 922(g)(8) and 18 USC 921(a)(32).

Defendant is restrained from harassing, stalking, or threatening, or engaging in other conduct that would place *[insert name(s)]* in reasonable fear of bodily injury.

For details about these conditions, see SCAO Administrative Memorandum 2008-02.

Form FOC 87

MOTION REGARDING CUSTODY

Use this form if:

- you have a pending case for custody, divorce, separate maintenance, family support or paternity; or
- you are a party who has a custody order through a judgment of custody, divorce, separate maintenance, or family support order, or an order of filiation.

You cannot use this form:

- to start a custody case; or
- if you are a third party and want to intervene to get custody of the child(ren) in a pending case for custody, divorce, separate maintenance, family support, or paternity; or
- to change domicile of the child(ren) to another state or more than 100 miles away. If you want to change custody and domicile, you must use this form and form FOC 115, Motion to Change Domicile.

MOTION CHECKLIST

Use the following checklist to make sure you have done all the steps that are needed.

DID YOU . . .

1. Fill out all requested information on the form? YES
2. Complete and attach MC 416, Uniform Child Custody Jurisdiction Enforcement Act Affidavit? YES
3. Make all necessary copies? YES
4. Pay the fees to the clerk? YES
5. Mail (serve) a copy of the motion and MC 416 on the other party and on any other custodian/guardian after the judge and hearing date were assigned to your case by the clerk? YES
6. Return to the clerk's office after you mailed the motion and notice of hearing and MC 416 to the other party and completed the certificate of mailing? YES
7. Keep one copy of the motion and notice of hearing and MC 416 forms for yourself? YES
8. Give two copies of the completed form to the clerk of the court? YES

If you cannot answer "yes" to all the above steps, a hearing on your motion may be delayed or your motion may be dismissed.

By using this form packet you are representing yourself in a court action regarding custody. In order to receive the action you seek, you must follow the instructions in this packet. If you fail to do even one of the required steps, the order you get from the court may not give you the custody you want.

If you have any questions about any steps in the process, refer to pages 3 through 5 of this booklet for details.

**INSTRUCTIONS FOR USING FORM FOC 87
FILING A MOTION AND SERVING A MOTION**

»» FILING A MOTION

1. Fill out the Motion form.

Use the instructions on page 6. Be careful not to make mistakes.

Before filling out the “Notice of Hearing” part of the form, contact the friend of the court office to find out whom to contact about getting a hearing date. Then contact the person or office as directed by the friend of the court office. Fill in the form with the information you get about the hearing date, location of hearing, and name of the judge or referee who will be hearing the motion.

Make at least five copies of the form after you have filled it out.

2. Fill out MC 416, Uniform Child Custody Jurisdiction Enforcement Act Affidavit.

3. File the Motion form and MC 416 with the county clerk.

Take the original and five copies of the form and MC 416 to the county clerk in the county where your case is located.

You must pay a \$100.00 fee at the time of filing. If you can't afford to pay the fees, ask the county clerk for an Affidavit and Order, Suspension of Fees/Costs (form MC 20 not included in this packet) to fill out.

The county clerk will write the name of the judge assigned to your case on your form. The clerk will keep the original and one copy of the motion, MC 416 and any attachments for the court file and the friend of the court. Then the clerk will return four copies and remaining attachments to you. Do not lose them.

What you should have when you leave the clerk's office:

- One copy of FOC 87 and MC 416 (with any attachments) - for you
- One copy of FOC 87 and MC 416 (with any attachments) - for the other party
- One copy of FOC 87 - for proof of service to the court
- One copy of FOC 87 - for proof of service to the friend of the court

»» SERVING THE MOTION ON THE OTHER PARTY OR PARTIES

1. Serve the Motion, MC 416 and Notice of Hearing on the other party.

The other parent, or other party (if there is a custodian or guardian other than a parent) must be served with (notified of) the motion and hearing date at least 9 days before the hearing date.

NOTE: Serve the papers by mailing them to the other party by first-class mail.

What you need for service:

One copy of FOC 87 and MC 416 (with any attachments) - for the other party

Two copies of FOC 87 - for proof of service

Any additional copies of FOC 87 and MC 416 (with any attachments) - for another custodian or guardian if there is someone other than the other parent who has care or custody of the child(ren).

Mail one copy with attachments and MC 416 to the other party. If there is a custodian or guardian, mail one copy with attachments and MC 416 to them. Then fill out the Certificate of Mailing on the front of the remaining three copies. Keep one copy of the forms and attachments for your own records.

2. Return to the county clerk.

Once you have mailed the motion and notice of hearing and MC 416 and filled out the Certificate of Mailing on the remaining three copies of FOC 87, return to the county clerk's office with two copies. Remember to keep one copy for your own records. The county clerk will deliver one copy to the friend of the court.

3. Response from other party.

If you receive a response to your motion from the other party, make sure you read it before you attend the hearing. Think about what you want to say on your behalf.

4. Attend the hearing.

You must attend the hearing on the motion.

»» INFORMATION ABOUT ATTENDING THE HEARING

Bring the original and five copies of the Order Regarding Custody (form FOC 89) and, as needed, the Uniform Child Support Order (form FOC 10/52) with you to the hearing. Also bring all supporting papers you have and any witnesses who are willing to testify.

1. Because you are representing yourself, you are expected to conduct yourself as an attorney would and to follow the same general rules an attorney would.
2. Make a list of information you think is important for the referee or judge to know. The information should relate to the reasons stated in your motion. You can use this list as a reminder to bring up the points you think are important.
3. If you think you need to order someone to attend this hearing, follow the procedure in Michigan Court Rule 2.506 or consult with an attorney.
4. Go to the judge's courtroom or referee's hearing room on the scheduled day and time. Dress neatly. Arrive 10 or 15 minutes early. Be prepared to spend most of the morning or afternoon in court. Bring any witnesses with you.

5. If you are responsible for preparing the order, bring all copies of your order form.
6. Go into the courtroom or referee hearing room and tell the referee or clerk (sitting near the judge's bench) your name, that you are there for a hearing, and you are representing yourself. Do not interrupt any hearing in progress. Then take a seat in the back of the courtroom and wait for your case to be called.
7. When your case is called, be prepared to state:
 - 1) your name.
 - 2) that you are representing yourself.
 - 3) that you need a custody order or a change in a custody order.
 - 4) the facts or reasons for your request (bring papers such as reports that support your facts or reasons including income information such as pay stubs, W-2 forms, income tax forms, etc.).
 - 5) why you believe this order would be in the best interests of the child(ren).
 - 6) whether you have witnesses in court who are willing to testify.

Answer the judge's or referee's questions clearly and directly. If the judge or referee wants to hear from the other witnesses, ask them to tell the court what they saw or know regarding your situation.

8. If the other party is in court, he or she will have a chance to speak also. When the other party talks, take notes. Do not interrupt the other party. After the other party speaks, you will have another chance to talk. Taking notes will help you with this.
9. After the judge or referee makes a decision, follow the instructions on the packet for FOC 89, "Order Regarding Custody and Parenting Time." As needed, follow the instructions for the packet for FOC 10/52, "Uniform Child Support Order," to complete that part of the order. You are responsible for preparing the order even if you do not get what you are asking for.

NOTE: If your hearing is held before a referee and you do not agree with the referee's decision, you have 21 days from the date of mailing of the referee's recommendation to file an objection and request a de novo hearing before the judge. Use the packet FOC 68, "Objection to Referee's Recommended Order."

INSTRUCTIONS FOR COMPLETING "MOTION REGARDING CUSTODY"

Please print neatly. After filling in the form, you will need to make at least five copies of the form.

Items A through J must be completed before your motion can be filed with the court. Please read the instructions for each item. Then fill in the correct information for that item on the form.

A Before you fill in the Case No., get your court papers for custody, divorce, separate maintenance, family support or paternity and copy the Case No. from those court papers onto this form.

B Also use your court papers to fill in the "Plaintiff" and "Defendant" boxes and, if applicable, the "Third Party" box. Copy the names from these court papers onto this form. For example, if your name is in the box that says "plaintiff," then you should write your name in the "plaintiff" box on this motion form.

You are the "moving party." Once you have written the names where they belong, you must check the box "moving party" in the same box as your name.

C Check only one box. If you have a judgment or order for custody, divorce, separate maintenance, family support, or paternity, read it carefully to find out if there is any information in it about custody. If there is information about custody, check box a. If there is no information about custody, check box b.

D Check this box only if you checked box a. in **C** above. Read your court papers for custody, divorce, separate maintenance, family support, or paternity to find out who was ordered to have custody. Write this information here along with the name(s) of the child(ren).

E State who the child(ren) are living with now, the address or location where the child(ren) are living, and the date the child(ren) started living there even if it is different than what was ordered.

F State the circumstances that require a custody order or a change in custody. Explain in as much detail as possible what has happened. If you need more space, use a separate sheet of paper. Print this information as neatly as you can. You will need four copies of this sheet to attach to four copies of this form.

G State the causes that require a custody order or a change in custody. The judge or referee will review these causes using factors from the Child Custody Act to determine the best interests of the child. Explain in as much detail as possible what the causes are. If you need more space, use a separate sheet of paper. Print this information as neatly as you can. You will need four copies of this sheet to attach to four copies of this form.

H Check this box if you and the other party agree about custody. Explain in as much detail as possible what you agreed to including support and parenting time. If you need more space, use a separate sheet of paper. Print this information as neatly as you can. You will need four copies of this sheet to attach to four copies of this form.

I You need to explain in as much detail as possible what you want the court to order. If you checked **H** above, you only need to write "Same as 7. above." If you need more space, use a separate sheet of paper. You need to include information about support and parenting time as well. Print this information as neatly as you can. You will need four copies of this sheet to attach to four copies of this form.

J Write in today's date and sign your name. Now contact the friend of the court office in your county to find out how to get a hearing date. See page 3 of this booklet for details.

K Once you get a hearing scheduled, fill in the full name of the judge or referee who will be hearing this motion, the date of the hearing, the time of the hearing (include whether it is a.m. or p.m.), and the place of the hearing.

- Now go to the county clerk's office with the original and five copies of this form and the four copies of each separate sheet. The clerk will attach one copy of each separate sheet to four of the copies. The clerk will return four copies to you. Read page 3 of this booklet for details on mailing this form to the other party.

L On the date you mail one copy (and the separate sheets) to the other party, write in the date and sign your name on the remaining three copies.

- Return to the county clerk with two copies. See page 4 of this booklet for details.

You must read this booklet for directions on the legal process.

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	NOTICE OF REDIRECTION OR ABATEMENT OF CHILD SUPPORT	CASE NO.
--	--	-----------------

Friend of the court address Telephone no.

Plaintiff's name, address, and telephone no.

Current support recipient's name and address

Attorney:

v

Defendant's name, address, and telephone no.

Proposed support recipient's name and address

Attorney:

1. The friend of the court will be taking the following action unless a written objection is received from either party within 21 days of the date of mailing of this notice:

Redirection of Support:

The current support ordered for the minor child(ren) will be redirected to _____, the person providing the actual care, support, and maintenance of the minor child(ren).

Abatement of Support:

The current support ordered for the minor child(ren) will be abated because it is reported that the minor child(ren) are residing full-time with the payer of support.

2. This change is effective on _____ Date _____ for the following children: _____

_____ Date

_____ Friend of the court/Authorized representative

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this notice to the parties or their attorneys and the person(s) named above by first-class mail addressed to their last-known addresses as defined in MCR 3.203.

_____ Date

_____ Signature

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	NOTICE OF OBJECTION TO PROPOSED REDIRECTION OR ABATEMENT OF CHILD SUPPORT	CASE NO.
--	--	-----------------

Friend of the court address

Telephone no.

Plaintiff's name, address, and telephone no.

Current support recipient's name and address

Attorney:
v

Defendant's name, address, and telephone no.

Proposed support recipient's name and address

Attorney:



1. An objection to the friend of the court's proposed redirection/abatement of support was timely filed by one of the parties.
2. The friend of the court will not be taking the proposed action stated in the notice of redirection or abatement of support mailed on _____ .
Date
3. The parties are advised of their right to a judicial hearing by filing a motion to modify the support order. The motion may be filed by an attorney or by a party without the help of an attorney. A motion form is available through the friend of the court office.

_____ Date

_____ Friend of the court/Authorized representative

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this notice to the parties or their attorneys and the person with whom the minor child(ren) is/are living by first-class mail addressed to their last-known addresses as defined in MCR 3.203.

_____ Date

_____ Signature

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER TO REMIT PRISONER FUNDS FOR CHILD SUPPORT	CASE NO.
---	--	-----------------

Court address Court telephone no.

Plaintiff's name, address, and telephone no.

v

Defendant's name, address, and telephone no.

RE:	Prisoner name	Prisoner ID	DOB
------------	---------------	-------------	-----

IT IS ORDERED:

1. For payment toward child-support obligations and other associated costs and fees, the Department of Corrections shall collect 50% of all funds received by the prisoner over \$50.00 each month.
2. If the amount withheld at any one time is \$10.00 or less, the Department of Corrections shall continue collecting funds from the prisoner's trust account until the sum of the amounts collected exceeds \$10.00, at which time the Department of Corrections shall remit that amount to the Michigan State Disbursement Unit (MiSDU) at PO Box 30351, Lansing, MI 48909. Payments must identify each prisoner by name, social security number, case number(s), and, if combined with other prisoner's payments, the amount attributable to each.
3. Withdrawal from the prisoner's trust account and remittance shall continue until further notice. If the prisoner transfers to a facility at which a prisoner's trust account is not maintained, or if the prisoner is paroled, discharged, or dies, the Department of Corrections shall remit any withheld funds to MiSDU and notify the friend of the court office accordingly.
4. The total of all funds withheld under this order, and any subsequent order to remit funds for child support owed by this prisoner, shall not exceed 50% of all funds received by the prisoner over \$50.00 each month. The Michigan Title IV-D Program shall allocate and distribute the withdrawn payments between all the prisoner's child-support obligations and fees in the same manner as other withheld income.
5. Any questions or correspondence related to this matter may be directed to the _____ County friend of the court office at:

Date

Judge Bar no.

CERTIFICATE OF MAILING

I certify that on this date I served copies of this order on the Michigan Department of Corrections court order department and on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined in MCR 3.203.

Date

Signature

Send a copy of this order by first-class mail or e-mail to:

┌	ATTN: Court Order Department Michigan Department of Corrections Jackson Business Office 4000 Cooper Street Jackson, MI 49201	└
└	MDOC-CourtOrders@michigan.gov	┌

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	DISMISSAL	CASE NO.
---	------------------	-----------------

Court address Court telephone no.

Plaintiff's name(s) and address(es)

Defendant's name(s) and address(es)

v

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

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

Note: For dismissal of a small claims action, use form DC 85.

NOTICE OF DISMISSAL BY PLAINTIFF

with
 without prejudice as to:

1. Plaintiff/Attorney for plaintiff files this notice of dismissal of this case
 all defendants.
 the following defendant(s): _____

2. I certify, under penalty of contempt, that:
a. This notice is the first dismissal filed by the plaintiff based upon or including the same claim against the defendant.
b. All costs of filing and service have been paid.
c. **No answer or motion has been served upon the plaintiff by the defendant as of the date of this notice.**
d. A copy of this notice has been provided to the appearing defendant/attorney by mail personal service.

Date

Plaintiff/Attorney signature

STIPULATION TO DISMISS

with
 without prejudice as to:

I stipulate to the dismissal of this case
 all parties.
 the following parties: _____

Date

Plaintiff/Attorney signature

Date

Defendant/Attorney signature

ORDER TO DISMISS

with
 without prejudice. Conditions, if any: _____

IT IS ORDERED this case is dismissed.

This order resolves the last pending claim and closes the case.

Date

Judge

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	COMPLAINT Claim and Delivery	CASE NO.
---	---	-----------------

Court address Court telephone no.

Plaintiff(s)

v

Defendant(s)

COMPLAINT

1. The plaintiff is lawfully entitled to possession of the following described property, with an estimated value of \$ _____ .
Describe property.

2. **Property claimed is** an independent piece of property, and/or
 a portion of divisible property of uniform kind, quality, and value.

3. The plaintiff's basis and reason for claim is:

SUPPLEMENTAL COMPLAINT (if applicable)

4. This action is based upon a security agreement debt. The plaintiff claims the balance due of \$ _____ .
A copy of the security agreement is attached.

5. The plaintiff claims the following damages because of the defendant's unlawful taking or detention:

6. The plaintiff claims a judgment for the return of the described property and also for damages. The total value of the property and damages is \$ _____ .

Date

Signature of attorney/plaintiff

Bar no.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	JUDGMENT OF CONTEMPT	CASE NO.
--	-----------------------------	-----------------

Court address _____ Court telephone no. _____

In the matter of _____, contemnor,

Address _____ City _____ State _____ Zip _____

THE COURT FINDS:

1. The contemnor was found guilty of civil criminal contempt on _____
 by plea by summary contempt after hearing for the following:
- failing to pay.
 - failing to serve a sentence as ordered.
 - failing to appear.
 - violating a condition of a bond.
 - failing to complete and return juror qualification questionnaire.
 - failing to complete and return juror personal history questionnaire.
 - failing to appear for jury service.
 - disobeying a subpoena.
 - refusing to testify.
 - failing to comply with investigative subpoena.
 - failing to obey a grand jury summons.
 - taking improper action, as an employer, against a juror.
 - disobeying an injunctive order against a public nuisance.
 - failing to complete an affidavit of judgment debtor.
 - other: _____

2. The contemnor was represented by an attorney. advised of the right to counsel and appointed counsel and knowingly, intelligently, and voluntarily waived that right.

IT IS ORDERED:

3. a. The contemnor is sentenced to jail for criminal contempt as follows: Report at _____ m.

Count	Date Sentence Begins	Sentenced		Credited		To Be Served		Release Authorized for the Following Purpose	Release Period	
		Mos.	Days	Mos.	Days	Mos.	Days		From	To
								<input type="checkbox"/> Upon payment of fine and costs.....		
								<input type="checkbox"/> To work or seek work.....		
								<input type="checkbox"/> For attendance at school.....		
								<input type="checkbox"/> For medical treatment.....		
								<input type="checkbox"/> Other: _____		

- b. The contemnor is committed to the county jail for civil contempt and may be released when:

4. The contemnor is ordered to probation for criminal contempt. (See separate order.)

5. The contemnor shall pay:

State Minimum	Crime Victim	Restitution	Court Costs	Attorney Fees	Fine	Other Costs	Total
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

The due date for payment is _____. Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed.

6. Other:

Date

Judge Bar no.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	JUDGMENT OF SENTENCE <input type="checkbox"/> COMMITMENT TO JAIL	CASE NO.
---	---	-----------------

ORI _____ Court address _____ Court telephone no. _____
MI- _____

Police Report No. _____

THE PEOPLE OF	<input type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ <input type="checkbox"/> _____
---------------	--

v

Defendant's name, address, and telephone no.		
CTN/TCN	SID	DOB

THE COURT FINDS:

1. The defendant was found guilty on _____ of the crime(s) stated below:
Date

Count	CONVICTED BY			DISMISSED BY*	CRIME	CHARGE CODE(S) MCL citation/PACC Code
	Plea*	Court	Jury			

*Insert "G" for guilty pleas, "NC" for nolo contendere, or "MI" for guilty but mentally ill, "D" for dismissed by court, or "NP" for dismissed by prosecutor/plaintiff.

2. The defendant was represented by an attorney: _____ .
 was advised of right to counsel and appointed counsel and knowingly, intelligently, and voluntarily waived that right.

3. Conviction reportable to Secretary of State.** The defendant's driver's license number is _____ .

4. Sanctions are reportable to State Police.** Revoked. Suspended _____ days. Restricted _____ days.

5. HIV testing and sex offender registration are completed. **(see back)

6. The defendant has been fingerprinted according to MCL 28.243.

7. A DNA sample is already on file with the Michigan State Police from a previous case. No assessment is required.

IT IS ORDERED:

8. Probation is revoked.

9. Deferred status is revoked. HYTA status is revoked.

10. The defendant is sentenced to jail as follows: Report at _____ .
Time

Count	Date Sentence Begins	Sentenced		Credited		To Be Served		Release Authorized for the Following Purpose	Release Period	
		Mos.	Days	Mos.	Days	Mos.	Days		From	To
								<input type="checkbox"/> Upon payment of fine and costs..... <input type="checkbox"/> To work or seek work..... <input type="checkbox"/> For attendance at school..... <input type="checkbox"/> For medical treatment..... <input type="checkbox"/> Other: _____		

IT IS ORDERED (continued):

11. Sentence(s) to be served consecutively to (If this item is not checked, the sentence is concurrent.)

each other. case number(s) _____ .

12. The defendant shall pay:

State Minimum	Crime Victim	Restitution	DNA Assess.	Court Costs	Attorney Fees	Fine	Other Costs	Total
\$	\$	\$	\$	\$	\$	\$	\$	\$

The due date for payment is _____. Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed. **If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3).**

The defendant shall serve _____ days in jail for failure to pay on time, as part of a conditional sentence. Prior to enforcement of jail time for failing to pay, the court must determine the defendant's ability to pay.

13. The defendant shall be placed on probation for _____ months and abide by the terms of probation. (See separate order.)

14. The defendant shall complete the following rehabilitative services.

Alcohol Highway Safety Education Treatment (outpatient, inpatient, residential, mental health).
Specify:

15. The vehicle used in the offense shall be immobilized or forfeited. (See separate order.)

16. Other:

Date

Judge/Magistrate

Bar no.

**Currently convictions are reportable to the Secretary of State under:

- MCL 257.625(21)(a)
- MCL 257.732
- MCL 324.80131
- MCL 324.81134(12)
- MCL 324.81135(7)
- MCL 324.82157
- MCL 333.7408a(12)(a)

**Sanctions are reportable to the State Police under:

- MCL 333.7408a(12)(b), including sentences for imprisonment under 90 days
- MCL 257.625(21)(b)

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	APPLICATION TO SET ASIDE CONVICTION	CASE NO.
---	--	-----------------

ORI Court address Court telephone no.

<p>MI- Police Report No.</p> <p>THE PEOPLE OF</p> <p><input type="checkbox"/> The State of Michigan</p> <p><input type="checkbox"/> _____</p>	v	<p>Defendant's name, address, and telephone no.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">CTN/TCN</td> <td style="width:33%;">SID</td> <td style="width:33%;">DOB</td> </tr> </table> <p>Defendant's attorney, bar no., address, and telephone no.</p>	CTN/TCN	SID	DOB
CTN/TCN	SID	DOB			

1. On _____ I was convicted of _____. A certified copy of the conviction is attached.
Date Offense
2. I **request** that the court issue an order to set aside the above conviction as provided by law. I consent to use of the nonpublic record created by MCL 780.623 to the extent authorized by MCL 780.623.
3. No other application has been filed to set aside this conviction. **OR**
 An application was previously filed to set aside this conviction on _____. The application was disposed
Date
of as follows: _____.
4. No other application has been filed to set aside another conviction. **OR**
 An application was previously filed in this court the _____ Court to set aside a
conviction for _____, in addition to the conviction in item 1. The application was disposed
of as follows: _____.
5. At least five years have passed since sentence was imposed or discharge from imprisonment, probation, or parole for this conviction, whichever is later.
6. I have not had any convictions deferred and dismissed. I have had the following conviction(s) deferred and dismissed:
_____.
7. There are no other criminal charges pending against me. There are criminal charges pending against me in the
_____ Court, case number _____.
8. I have not been convicted of more than one felony and two misdemeanors as defined in MCL 780.621.

Applicant Signature

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy clerk/Notary public

Notary public, State of Michigan, County of _____

The hearing cannot be held until the court receives the Michigan State Police report required by MCL 780.621(9).

NOTICE OF HEARING

TO: Michigan Attorney General and _____
Prosecuting official

A hearing will be held on the above application to set aside conviction on _____ at _____
Date Time

at _____ before _____
Location Judge Bar no.

PROOF OF SERVICE

I certify that copies of this application, certified record of conviction, and notice of hearing were served on the

prosecuting official on _____ by first-class mail addressed to the last-known address.
Date

Attorney General on _____ by first-class mail addressed to the last-known address.
Date

I certify that copies of this application, certified record of conviction, and the fingerprint card, accompanied by the required fee, were served on the Michigan State Police on _____ by first-class mail addressed to the last-known address.
Date

Date

Applicant/Attorney signature

INSTRUCTIONS:

For additional instructions and an online interview that will help you create forms, go to michiganlegalhelp.org.

- Determine whether you are eligible to apply to have your conviction set aside according to MCL 780.621. You must complete a separate application for each conviction if you are applying to have more than one conviction set aside.
- Find out the exact date of conviction and the charge from the court. Get a certified copy of the adjudication **and attach it to your application.**
- Swear to the truth of the statements in this application and then sign it in the presence of the court clerk or a notary public.
- Make four copies of all attachments and this application. Take all copies to the court clerk.
- Depending on local practice, the clerk of the court may set a hearing date at the time of filing. If a hearing date is set at the time of filing, the clerk of the court will complete the Notice of Hearing.
- Go to the local law enforcement agency for a fingerprint card and get fingerprinted on the applicant card **(RI-8)**. There may be a fee for fingerprinting. Fill out the card completely.
- Make out a money order or check to the State of Michigan for the application. The application fee is \$50.00. This fee is sent with the application packet to the Michigan State Police for processing.
- Mail a copy of the application packet, application fee, and the fingerprint card to the Michigan State Police by first-class mail to Michigan State Police, Criminal Justice Information Center - Criminal History, PO Box 30266, Lansing, Michigan 48909.
- Mail a copy of the application packet to the Attorney General of the State of Michigan by first-class mail to Office of the Attorney General, Criminal Appellate Division, PO Box 30217, Lansing, Michigan 48909.
- Mail a copy of the application packet to the correct prosecuting official where the conviction occurred (county, city, or township) by first-class mail. See www.michiganprosecutor.org/about-us-menu/prosecutor-directory for the addresses of county prosecutors.
- On both copies of the application, fill in the Proof of Service on the back of the form. After you fill out and sign the Proof of Service, mail or take one of the remaining application packets with the completed Proof of Service to the court. Keep the other copy of the application packet for your records.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	PRETRIAL RELEASE ORDER <input type="checkbox"/> AMENDED CONDITIONS <input type="checkbox"/> AMENDED LEIN EXPIRATION DATE	CASE NO. <input type="checkbox"/> Bound Over from District Court District Case No:
---	---	---

ORI MI-	Court address	Court telephone no.
----------------	----------------------	----------------------------

THE PEOPLE OF <input type="checkbox"/> The State of Michigan _____ <input type="checkbox"/> _____ <input type="checkbox"/> Juvenile In the matter of _____	v	Defendant's name, address, and telephone no. _____ _____ _____ Date of birth _____ CTN/TCN _____
---	----------	--

Date of arrest	Type of offense <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Arresting agency	Agency file no.
Offense(s)		Statute/ordinance citation(s)	
Purpose of next appearance		Time of appearance	Date of appearance
Place of appearance <input type="checkbox"/> At the court address above <input type="checkbox"/> Other:			
TYPE OF BOND: <input type="checkbox"/> Personal recognizance <input type="checkbox"/> Cash/Surety <input type="checkbox"/> Cash/Surety/10% Cash <input type="checkbox"/> Real property* <input type="checkbox"/> *Proof of value and interest in real property is required.		Full bail amount \$	Bond set by Judge/Magistrate

1. a. Release on personal recognizance shall be ordered as required by MCR 6.106(C).
 b. Release on personal recognizance will not reasonably ensure appearance. public safety.
2. Under 18 USC 922(g)(8), the court found, at a hearing, that the defendant/juvenile represents a credible threat to the physical safety of one or more persons as defined in 18 USC 922(g)(8) and 18 USC 921(a)(32) and named in item 4q.
 **Needed for NCIC.

IT IS ORDERED:

3. a. The defendant/juvenile shall post a new bond and comply with the terms and conditions in item 4.
 b. The bond previously ordered is continued, and the defendant/juvenile shall comply with the terms and conditions in item 4.
4. The defendant/juvenile shall comply with the following terms and conditions that are checked:
 - a. Personally appear for any examination, arraignment, trial, sentencing, or at any time and place as directed by this court. If represented by an attorney in this case, any notice to appear may be given to the defendant's attorney instead of the defendant.
 - b. Abide by any judgment entered in this case and surrender to serve any sentence imposed.
 - c. Do not leave the State of Michigan without the permission of this court.
 - d. Do not commit any crime while released.
 - e. Immediately notify this court, in writing, of any change of address or telephone number.
 - f. Make reports to a court agency as specified by this court or the agency.
 - g. Do not use alcohol or any other illegal controlled substance.
 - h. Participate in a substance abuse testing or monitoring program.

(See additional page for more conditions)

IT IS ORDERED (continued):

- i. Participate in a specified treatment program for any physical or mental condition, including substance abuse.
- j. Comply with restrictions on personal association, place of residence, place of employment, or travel.
- k. Surrender driver's license or passport.
- l. Continue to seek employment.
- m. Comply with the following curfew: _____
- n. Continue or begin an educational program.
- o. Remain in the custody of a responsible member of the community. The community member agrees to monitor the defendant/juvenile and report any violation of these release conditions to the court.
- p. Do not possess or purchase a firearm or other dangerous weapon.
- q. Do not harass, intimidate, beat, molest, wound, stalk, threaten, or engage in other conduct that would place any of the following persons or a child of any of the following persons in reasonable fear of bodily injury: spouse, former spouse, individual with whom the defendant has a child in common, resident or former resident of the defendant's household.
- r. Do not assault, harass, intimidate, beat, molest, wound, or threaten the following person(s):

Name(s)

- s. Do not have (or cause any third party to have) any direct or indirect contact with the following person(s):
(Note: This condition also applies while the defendant/juvenile is in custody.)

Name(s)

- t. Do not enter the following specified premises or areas:

Address or other location

- May go to the address once, accompanied by a peace officer, to remove personal belongings.

- u. Other:

- 5. The sheriff _____
Custodial agency/Facility

shall hold the defendant/juvenile named above in its care and custody until bond is posted and the terms and conditions specified in item 4 are acknowledged. The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered. The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile.

- 6. This order shall be entered into LEIN, is effective when signed, and expires on _____ .

(Note: Check when release is subject to conditions necessary to protect 1 or more named persons under MCL 765.6b or for NCIC.)

Height	Weight	Race	Sex	Date of birth	Hair color	Eye color	Other identifying information

Date

Judge/Magistrate

Bar no.

ACKNOWLEDGMENT OF PRETRIAL RELEASE CONDITIONS

I acknowledge and understand the terms and conditions of my release from jail. If I fail to perform all the terms and conditions, I may be subject to arrest without a warrant, jail, contempt of court, and new conditions of release. If my release is revoked and a bond was posted, the full amount of my bond, regardless of who posted it, may be forfeited. If I am arrested for a violation of these terms and conditions in another state, I waive all extradition proceedings and will be immediately returned to this state.

NOTICE OF FIREARMS RESTRICTION: If item 4q is a condition of my release, federal and/or state law may prohibit me from possessing or purchasing ammunition or a firearm (including a rifle, pistol, or revolver).

Date

Defendant/Juvenile's signature

Bond deposited by Defendant: If all the terms and conditions of pretrial release are met, the money deposited (bond) will be used to pay any fine, state minimum costs, restitution, statutory assessments, and other costs imposed. Any balance will be returned to me as authorized by statute and court rule.

Date

Defendant's signature

Bond deposited by **Third Party:** **Surety/Agent:** I understand and agree **that if the defendant fails to appear,** the money deposited (bond) may be forfeited and a judgment entered for the entire amount of the bond. **If the defendant appears as directed,** the full amount of the bond will be returned to me unless I deposited a 10% cash bond. In that instance, the court will return only 90% of **the bond** to me.

Date

Signature of depositor/surety/agent and identification (i.e. DLN)

Name of depositor/surety/agent (type or print)

Address

City, state, zip

Telephone no.

Note: If a third party or surety posted bond for the defendant, the court clerk may provide the third party or surety with a copy of the terms and conditions of release.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	ASSIGNMENT TO YOUTHFUL TRAINEE STATUS	CASE NO.
---	--	-----------------

ORI _____ Court address _____ Court telephone no. _____
MI- _____

Police Report No.

THE PEOPLE OF The State of Michigan

v

Defendant's name, address, and telephone no.

CTN/TCN	SID	DOB
---------	-----	-----

Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code

THE COURT FINDS:

1. The defendant is alleged to have committed a criminal offense, other than one listed in MCL 762.11.
2. The alleged criminal offense was committed on or after the defendant's 17th birthday, but before his/her 24th birthday.
3. The defendant and prosecuting attorney (for ages 21-24) has/have consented to assignment to youthful trainee status.
4. HIV testing and sex offender registration are completed.
5. The defendant has been fingerprinted according to MCL 28.243.

IT IS ORDERED:

6. No judgment of conviction is entered. The defendant is assigned to youthful trainee status and is: (check one option only)
 - a. committed to the department of corrections for custodial supervision and training for a period of _____ in an institutional facility designated by the department for such purposes. The defendant is also placed on probation, to be completed after release from incarceration, for not more than 1 year under the supervision of a department of corrections probation officer. The defendant shall abide by the terms of the attached probation order.
 - b. placed on probation for not more than 3 years under the supervision of a department of corrections probation officer and shall abide by the terms of the attached probation order.
 - c. placed on probation for not more than 2 years under the supervision of a probation officer and shall abide by the terms of the attached probation order.
 - d. committed to the county jail for _____ days beginning _____. Credit is given for _____ days previously served. During this period defendant may be released for the purpose and during the times specified below:
 - seeking work. working at regular employment. attendance at an educational institution.
 Times:
 - The defendant is also placed on probation, to be completed after release from incarceration, for a term not more than 1 year under the supervision of a probation officer. The defendant shall abide by the terms of the attached probation order.
 - e. other:

7. The defendant shall pay:

State Minimum	Crime Victim	Restitution	Court Costs	Attorney Fees	Fine	Other Costs	Total
\$	\$	\$	\$	\$	\$	\$	\$

The due date for payment is _____. Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed. **If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3);**

- The defendant shall serve _____ days in jail for failure to pay on time, as part of a conditional sentence. Prior to enforcement of jail time for failing to pay, the court must determine the **defendant's** ability to pay.

Date

Judge/Magistrate

Bar no.

Under MCL 762.14 the court clerk, the arresting agency, and the Michigan State Police shall maintain this case as a nonpublic record.
 *If the defendant has youthful trainee status and is incarcerated, the court clerk should also advise the incarcerating agency of nonpublic record status.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	SUMMONS Criminal	CASE NO. DISTRICT CIRCUIT
---	-----------------------------	---

ORI MI-	Court address	Court telephone no.
--------------------	----------------------	----------------------------

THE PEOPLE OF <input type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ v Defendant's name and address	Victim or complainant Complainant witness			
Codefendant(s) (if known)	Date: On or about			
City/Twp./Village	County in Michigan	Defendant CTN	Defendant SID	Defendant DOB
Police agency report no.	Charge	Maximum penalty		
Witnesses		Defendant DLN		

STATE OF MICHIGAN, COUNTY OF _____ .

The complaining witness has filed a sworn complaint in this court stating that on the date and the location described, the defendant, contrary to law,

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN _____

TAKE NOTICE: YOU ARE SUMMONED TO APPEAR for arraignment on _____
Day and date

at _____, at the address above _____, Michigan,
Time Location

before the presiding judge. If you fail to appear, a warrant will be issued for your arrest upon the prosecutor's request.

This summons expires on the date of hearing. If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Requested on _____ by: Date
_____ Prosecuting official

Date

Judge/Magistrate

Bar no.

SUMMONS, Criminal

Case No. _____

PROOF OF SERVICE

CERTIFICATE/AFFIDAVIT OF SERVICE/NONSERVICE

OFFICER CERTIFICATE

OR

AFFIDAVIT OF PROCESS SERVER

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notary not required)

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notary required)

- I served personally a copy of the summons,
- I served by registered or certified mail (copy of return receipt attached) a copy of the summons,

together with _____, on: _____
Attachment

Defendant's name	Complete address(es) of service	Day, date, time

I have personally attempted to serve the summons, together with _____
Attachment

_____ on _____
Name

at _____ and have been unable to complete service.
Address

I declare that the statements above are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature _____

Name (type or print) _____

Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the summons, together with _____
Attachment

_____ on _____
Day, date, time

Signature _____ on behalf of _____

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER FOR VEHICLE IMMOBILIZATION	CASE NO.
---	---	-----------------

Court address _____ Court telephone no. _____

The State of Michigan

THE PEOPLE OF _____

v

Defendant's name, address, and telephone no.	
DLN	DOB

- The defendant was convicted on _____ for
Date _____
 - violating section 625(1), (3), (7), or (8) of the Michigan vehicle code or a substantially corresponding local ordinance.
 - violating section 625(4) or (5) of the Michigan vehicle code.
 - violating section 626(3) or (4) of the Michigan vehicle code.
 - driving in violation of a suspension/revocation with at least two or more prior violations of a suspension or revocation.
- The violation occurred while the defendant was driving a vehicle identified as:
Year: _____ Make: _____ License plate no.: _____ VIN: _____

ORDER

IT IS ORDERED:

- The defendant shall have:
 - a. himself/herself and the vehicle immobilized through tether technology.
 - b. the above described vehicle immobilized by use of any available means that locks the ignition, wheels, or steering of the vehicle or otherwise prevents the defendant from operating the vehicle.
 - Unless otherwise ordered, sale of the vehicle to a non-family member, with proof of sale to the court, satisfies the immobilization requirement.
 - This order shall be satisfied at the expense and risk of the owner, co-owner, lessee, or co-lessee for _____ days
starting _____ unless otherwise ordered by the court.
Date
- If the vehicle is not immobilized by the above start date, the vehicle is subject to impoundment by any law enforcement officer in the state until further order of the court.
6. Other:

Date Judge/Magistrate Bar no.

NOTE: It is a 93 day misdemeanor to tamper with, remove, or bypass a device that has been installed on a vehicle by court order for vehicle immobilization or to purchase, lease, or otherwise obtain a motor vehicle during a period of vehicle immobilization.

CERTIFICATION OF IMMOBILIZATION

I certify that on _____, I immobilized the above described vehicle by use of the following means:
Date

Date

Signature Business name Telephone no.

Name (type or print) City, state, zip

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS	CASE NO.
---	--	-----------------

Court address Court telephone no.

THE PEOPLE OF The State of Michigan

v

Prisoner's name		
Prisoner no.	SID	DOB
Institution name and address		

THE COURT FINDS:

1. The prisoner owes a balance of \$ _____, **not including restitution**, which is collected by the Department of Corrections in accordance with MCL 791.220h, for the obligation ordered in the judgment of sentence or other order dated _____ . (A copy of the judgment of sentence or order is attached.)

IT IS ORDERED:

2. For payment toward the obligation, the Department of Corrections shall collect 50 percent of all funds received by the prisoner over \$50.00 each month.
3. If the amount withheld at any one time is \$100.00 or less, the Department of Corrections shall continue collecting funds from the prisoner's trust account until the sum of the amounts collected exceeds \$100.00, at which time the Department of Corrections shall remit that amount to this court to the above address. the following address:
4. Withdrawal from the prisoner's trust account and remittance to this court shall continue until the obligation is paid in full. If the prisoner transfers to a facility at which a prisoner's trust account is not maintained, or if the prisoner is paroled, discharged, or dies, any withheld funds shall be remitted to this court.

Date

Judge Bar no.

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this order on the prisoner
 at sentencing by personal service.
 at the institution/facility by first-class mail addressed to its last-known address as defined by MCR 2.107(C)(3).

Date

Signature

Send a copy of this order by first-class mail or e-mail to:

ATTN: Court Order Department Michigan Department of Corrections Jackson Business Office 4000 Cooper Street Jackson, MI 49201 MDOC-CourtOrders@michigan.gov
--

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	SATISFACTION OF FINANCIAL OBLIGATION	CASE NO.
---	---	-----------------

Court address Court telephone no.

THE PEOPLE OF The State of Michigan

v

Prisoner's name		
Prisoner no.	SID	DOB
Institution name and address		

On _____ this court entered an order to remit prisoner funds for payment toward
Date
an obligation ordered in a judgment of sentence or other order.

That financial obligation has been paid in full to the court as of _____
Date

Date

Court clerk/Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this satisfaction of financial obligation on the **prisoner** at the institution/facility by first-class mail addressed to its last-known address as defined by MCR 2.107(C)(3).

Date

Signature

Send a copy of this form by first-class mail **or e-mail** to:

{	ATTN: Court Order Department Michigan Department of Corrections Jackson Business Office 4000 Cooper Street Jackson, MI 49201	}
L	MDOC-CourtOrders@michigan.gov	J

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER DELAYING SENTENCE	CASE NO.
---	--------------------------------	-----------------

ORI _____ Court address _____ Court telephone no. _____
MI- _____

Police Report No.

THE PEOPLE OF The State of Michigan

v

Defendant' name, address, and telephone no.		
CTN/TCN	SID	DOB

THE COURT FINDS:

1. The defendant was found guilty on _____ of the crime(s) stated below:
Date

Count	CONVICTED BY			DISMISSED BY*	CRIME	CHARGE CODE(S) MCL citation/PACC Code
	Plea*	Court	Jury			

*Insert "G" for guilty plea, "NC" for nolo contendere, or "MI" for guilty but mentally ill, "D" for dismissed by court, or "NP" for dismissed by prosecutor/plaintiff.

2. Defendant represented by an attorney: _____
 advised of right to counsel and appointed counsel and knowingly, intelligently, and voluntarily waived that right.
3. Conviction reportable to Secretary of State**.
4. HIV testing and sex offender registration are completed. Defendant's driver's license number _____
5. The defendant has been fingerprinted according to MCL 28.243.
6. A DNA sample is already on file with the Michigan State Police from a previous case. No assessment is required.

IT IS ORDERED:

7. The sentence is delayed until _____ . The reason for the delay is:
not to exceed one year

8. The defendant is placed under the supervision of _____ .

9. The defendant shall pay:

State Minimum	Crime Victim	Restitution	DNA Assess.	Court Costs	Attorney Fees	Fine	Other Costs	Total
\$	\$	\$	\$	\$	\$	\$	\$	\$

The due date for payment is _____. Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed.

- The defendant shall serve _____ days in jail for failure to pay on time, as part of a conditional sentence. Prior to enforcement of jail time for failing to pay, the court must determine the defendant's ability to pay.
10. The defendant shall complete the following rehabilitative services.
 Alcohol Highway Safety Education Treatment (outpatient inpatient residential mental health)
 Specify:
11. The vehicle used in the offense shall be immobilized or forfeited. (See separate order.)
12. Other:

Date Judge Bar no.

NOTE: This is not a final order. At the conclusion of the delay, a final order must be entered.

**Currently, convictions are reportable to the Secretary of State under MCL 257.625(21)(a), MCL 257.732, MCL 324.80131, MCL 324.81134(12), MCL 324.81135(7), MCL 324.82157, and MCL 333.7408a(12).

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	EX PARTE MOTION AND ORDER TO RENEW CIVIL JUDGMENT	CASE NO.
---	--	-----------------

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.

Judgment for: _____

EX PARTE MOTION

1. The moving party is _____
Name (type or print)(i.e., assignee) Address City State Zip

2. A money judgment was entered in this action on _____ in the amount of \$ _____.

3. A payment in the amount of \$ _____ was received by the plaintiff on _____, which was the last payment received.

No payments have been received on this judgment.

4. a. The defendant is is not in military service. Facts upon which this conclusion is based are: (Specify.)

b. The plaintiff is unable to determine if the defendant is in military service.

5. I REQUEST that the judgment be renewed.

I declare under the penalties of perjury that this motion has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Signature

ORDER

IT IS ORDERED:

Note: If the defendant is in military service, the court may not enter a judgment until after an attorney is appointed to represent the defendant. 50 USC 3931(b).

6. The motion is granted. denied. scheduled for hearing.

Date

Judge Bar no.

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this ex parte motion and order on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3).

Date

Signature

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	MOTION TO SET ASIDE FORFEITURE AND DISCHARGE OF BOND AND NOTICE OF HEARING	CASE NO.
---	---	-----------------

ORI _____ Court address _____ Court telephone no. _____
 MI- _____

THE PEOPLE OF <input type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____ _____	v	Defendant name, address, and telephone no. _____ _____ _____			
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">CTN</td> <td style="width:33%;">SID</td> <td style="width:33%;">DOB</td> </tr> </table>	CTN	SID	DOB
CTN	SID	DOB			
Name and address of surety or other depositor posting bond					

Offense(s) _____			
Amount of bail bond forfeited \$ _____	Date of forfeiture judgment _____	TYPE OF BOND: <input type="checkbox"/> 10% bond <input type="checkbox"/> Cash <input type="checkbox"/> Surety* <input type="checkbox"/> Real property	<input type="checkbox"/> Personal recognizance

MOTION

1. The above bond was forfeited and a judgment of \$ _____ was paid to the court on _____, within 56 days of the entry of the forfeiture judgment. Date
2. The defendant was apprehended by _____ on _____ and _____
 is incarcerated at _____. (Proof of apprehension/incarceration is attached.)
 is not incarcerated.
3. The ends of justice have not been thwarted.
4. I request that the forfeiture order be set aside and that the judgment amount of \$ _____, minus the costs, be returned to _____.
Name of surety or other depositor

 Date Signature of surety/depositor/attorney

NOTICE OF HEARING

A hearing on the above motion will be held on _____ at _____ at _____.
Date Time Location

 Date Signature

If you require special accommodations to use the court because of disabilities or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this motion and notice of hearing on the parties or their attorneys and the surety or other depositor by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3).

 Date Signature

Forms MC 406a and MC 406b

**PETITION TO DISCONTINUE
SEX OFFENDER REGISTRATION
AND ORDER**

Use these forms if you want to ask the court to grant you permission to discontinue the requirement to register with a Sex Offender Registration authority.

PETITION CHECKLIST

Use the following checklist to make sure you have done all the steps that are needed.

DID YOU...

1. Determine your eligibility to have your registration requirement discontinued? See pages 3, 4, and 5. YES
2. Complete the petition form? See page 9 for instructions. YES
3. File the petition with the court? See page 6. YES
4. Mail (serve) a copy of the petition to the prosecuting official? See page 6. YES
5. Complete and file the proof of service with the clerk's office after you mailed the petition? See page 6 YES
6. Keep one copy of the petition packet for yourself? YES

If you cannot answer "yes" to all the above steps, a hearing on your petition may be delayed or your petition may be dismissed.

By using this form packet you are representing yourself in a court action to try to discontinue your requirement to register with a Sex Offender Registration authority. You must follow the instruction in this packet. If you fail to do even one of the required steps, the order you get from the court may not give you what you want.

If you have questions about any steps in the process, refer to pages 3 through 8 of this booklet for details. You may wish to consult an attorney.

**INSTRUCTIONS FOR USING FORM MC 406a
FILING AND SERVING A PETITION**

»»DEFINITION: Discontinuing Sex Offender Registration

An order discontinuing sex offender registration removes the obligation of an individual, who has been convicted or adjudicated of a listed offense as defined in MCL 28.722, to register and update information about himself or herself as required by the Sex Offenders Registration Act. An order discontinuing sex offender registration also deletes that individual's registration information from the Michigan State Police sex offender registry database and the public sex offender website. **An order discontinuing sex offender registry does not remove a conviction from the individual's criminal history record.**

»»FILING A PETITION

1. Do You Qualify to File a Petition?

A person who petitions to discontinue sex offender registration must meet certain conditions. To find out if you qualify to have your registration requirement discontinued, read the following directions. Also, if you already filed a petition to discontinue sex offender registration and it was denied after a court hearing, you cannot file another petition. Michigan law outlines five circumstances describing when an individual is eligible to petition to discontinue sex offender registration:

- If you were convicted as an adult and are a Tier I offender, you may be eligible to petition the court. To determine what Tier you have been classified in, you can look for your name on the Michigan Sex Offender Registry Website, www.mipsor.state.mi.us. The definition of Tier I offender can be found in MCL 28.722(r). If you were convicted as an adult and are a Tier I offender, answer the questions in Box A on page 4.
- If you were adjudicated when you were a juvenile (less than 17 years of age) and are a Tier III offender, you may be eligible to petition the court. To determine what Tier you have been classified in, contact your registering authority. The definition of Tier III offender can be found in MCL 28.722(v). If you were adjudicated as a juvenile and are a Tier III offender, answer the questions in Box B on page 4.
- If you were convicted of an offense listed in MCL 28.722(s), (u), or (w) that was the result of a consensual sexual act between you and the victim, you may be eligible to petition the court. Answer the questions in Box C on page 5.
- If you were registered under the Sex Offenders Registration Act before July 1, 2011 for an offense that required registration but that registration is no longer required on or about July 1, 2011, continue to item 2 on page 5. The Michigan State Police may have made the determination that you are no longer required to register. Before filing a petition with the court to discontinue your registration requirements, contact your registering authority to find out if your sex offender registration requirement was already discontinued.
- If you were adjudicated as a juvenile for an offense listed in MCL 28.722(s), (u), or (w) and you were less than 14 years of age at the time of the offense, continue to item 2 on page 5. The Michigan State Police may have made the determination that you are no longer required to register. Before filing a petition with the court to discontinue your registration requirements, contact your registering authority to find out if your sex offender registration requirement was already discontinued.

A: Convicted as an Adult (If a statement is true, check "Yes." If a statement is not true, check "No.")

It has been 10 or more years since the date of my conviction, or if I was confined, it has been more than 10 years since I was arrested. Yes No

I have not been convicted of any felony since the date of my conviction, or if I was confined, since the date I was released. Yes No

I have not been convicted of any offense listed in MCL 28.722(s), (u), or (w) since the date of my conviction, or if I was confined, since the date I was released. Yes No

I have successfully completed my assigned period of supervised release, probation, or parole without revocation at any time of that supervised release, probation, or parole. Yes No

If ordered, I have successfully completed a sex offender treatment program certified by the United States Attorney General under 42 USC 16915(B)(1) or another appropriate sex offender treatment program. Yes No

If all the above statements are checked **yes**, you may be eligible to have your registration requirement discontinued. Continue to item 3 on page 5. If any box is checked no, you are not eligible to have your registration requirement discontinued under MCL 28.728c(1). However, you may still be eligible if you were convicted of an offense in MCL 28.722(s), (u), or (w) that was the result of a consensual act between you and the victim. If so, continue to Box C on page 5. If you are unsure if you are eligible, you should consult an attorney.

MCL 28.728c(1), (12)

B: Adjudicated as a Juvenile (If a statement is true, check "Yes." If a statement is not true, check "No.")

I was required to register based on an order of disposition that is open to the public under MCL 712A.28 Yes No

It has been 25 or more years since the date of my adjudication, or if I was confined, it has been more than 25 years since I was released. Yes No

I have not been convicted of any felony since the date of my adjudication, or if I was confined, since the date I was released. Yes No

I have not been convicted of any offense listed in MCL 28.722(s), (u), or (w) since the date of my adjudication, or if I was confined, since the date I was released. Yes No

I have successfully completed my assigned period of supervised release, probation, or parole without revocation at any time of that supervised release, probation, or parole. Yes No

If ordered, I have successfully completed a sex offender treatment program certified by the United States Attorney General under 42 USC 16915(B)(1) or another appropriate sex offender treatment program. Yes No

If all the above statements are checked **yes**, you may be eligible to have your registration requirement discontinued. Continue to item 3 on page 5. If any box is checked no, you are not eligible to have your registration requirement discontinued under MCL 28.728c(2). However, you may still be eligible if you were convicted of an offense in MCL 28.722(s), (u), or (w) that was the result of a consensual act between you and the victim. If so, continue to Box C on page 5. If you are unsure if you are eligible, you should consult an attorney.

MCL 28.728c(2), (13)

C: Consensual Sexual Act (If a statement is true, check “Yes.” If a statement is not true, check “No.”)

I was convicted of an offense listed in MCL 28.772(s), (u), or (w) and the offense was the result of a consensual sexual act between me and the victim.

Yes No

If you checked **no**, you are not eligible to have your registration requirement discontinued. If the above statement is checked **yes**, answer the following three questions.

The victim was 13 years of age or older but less than 16 years of age at the time of the offense and I was not more than 4 years older than the victim. Yes No

I was convicted of a violation of MCL 750.158, 750.338, 750.338a, or 750.338b and the victim was 13 years of age or older but less than 16 years of age at the time of the violation and I was not more than 4 years older than the victim. Yes No

I was convicted of a violation of MCL 750.158, 750.338, 750.338a, 750.338b, or 750.520c(1)(i) and the victim was 16 years of age or older and not under my custodial authority at the time of the violation. Yes No

If one of the above three statements is checked **yes**, you may be eligible to have your registration requirement discontinued. Continue to item 3 below. If all boxes are checked no, you are not eligible to have your registration requirement discontinued under MCL 28.728c(3). If you are unsure if you are eligible, you should consult an attorney.

MCL 28.728c(3), (14), (15)

2. Do You Need An Attorney?

In order to ask the court to discontinue your requirement to register with a sex offender registration authority, you must file a petition with the court in which you were convicted or adjudicated. You can either hire an attorney or you can represent yourself. If you can follow all the steps outlined in this packet, you may not need an attorney. However, if after reading this packet you think you need assistance, you should call an attorney.

If you decide to represent yourself, complete the checklist on page 2 to make sure you have done everything that is required.

3. Complete Form MC 406a, Petition to Discontinue Sex Offender Registration

Print form MC 406a, Petition to Discontinue Sex offender Registration, from the website. Use the information from the copy of your conviction or adjudication to fill in the blanks on the petition form. Follow the instructions on page 9.

4. Signing the Petition Under Oath

Now that the petition (form MC 406a) is completed, you must sign your petition under oath in front of a notary public (you can find a notary at a bank) or the clerk of the court. Bring your photo identification with you when you sign the petition.

If you sign your petition in front of a notary public, you can sign one petition form (see item 5a for details) and make three additional copies of your petition after it is notarized. If you go to the court in person, make four copies of your petition beforehand and sign all four copies of the petition form (see items 5b for details). Either way is acceptable; however, it is a good idea to file your petition in person with the court. That way, if you have forgotten something or need to change something, you can take care of it right away. If you decide to sign your petition in front of a notary public, you can still file your petition in person with the court.

5a Signing Before a Notary Public: Take the petition (form MC 406a) that you prepared as directed in item 4 and your photo identification to a notary public. Sign the petition in front of the notary public. There may be a fee for this.

5b Signing Before the Clerk of the Court: Make four copies of the petition (form MC 406a). Take all four copies and your photo identification to the clerk of the court where you were convicted. Sign all four copies of the petition in front of the clerk of the court.

6. Filing the Petition with the Court

You can file your petition (form MC 406a) in person with the court or by mailing it to the court. If you file by mail, you must include a postage-paid envelope in order for the court to return three forms to you after the clerk of the court records the filing of your petition. At the time of filing, the clerk of the court will write the name of the judge assigned to your case on all four copies of your petition.

The clerk of the court will set a hearing date at the time of filing. The clerk of the court will complete the **Notice of Hearing** section on all four copies of your petition (form MC 406a) and return the remaining three copies of the petition to you.

»»SERVING THE PETITION

When you receive the three remaining copies of the petition (form MC 406a) from the court, serve one copy on (mail it to) the prosecuting official by first-class mail no later than 30 days before the hearing date on the petition. Get the address from the clerk or see www.michiganprosecutor.org.

7. Fill Out the Proof of Service and File With the Court

You should have two copies of the petition left. One of these copies is for you to keep for your records. The other copy is for filing proof of service with the court.

On both copies of the petition, fill out the **Certificate of Mailing** at the bottom of the form. Write in the date that you mailed the petition to the prosecuting official. Then date and sign the **Certificate of Mailing**.

After you fill out and sign the **Certificate of Mailing**, mail one of the remaining petitions (form MC 406a) with the completed **Certificate of Mailing** to the court. This shows the court that you mailed a copy to the prosecuting official.

»»INFORMATION ABOUT THE PETITION PROCESS

The prosecuting official will review your petition and also has the opportunity to participate in the hearing and to seek appellate review of any decision on the petition. The prosecuting official may or may not appear at the hearing. In addition, the prosecuting official is required to notify the victim when a petition has been filed to discontinue sex offender registration. The victim has the right to appear at the hearing on the petition and to make a written or an oral statement.

»»PREPARING FOR THE HEARING

On the hearing date, any of the following may happen:

- The prosecuting official may attend the hearing to contest the petition. In that case, the court will hear what the prosecuting official has to say before making its decision.
- If the prosecuting official does not attend the hearing to contest the petition, the court will make its decision based on the court's own records, as well as any response that may have been filed on behalf of the prosecuting official.
- If the victim attends the hearing and/or provides an oral or a written statement, the court will consider that statement before making its decision.
- You will have the opportunity to speak to the court at the hearing. If you do not appear, your petition may be dismissed.

When you go to court for the hearing, take your copy of the petition (form MC 406a) with you.

»»INFORMATION ABOUT ATTENDING THE HEARING

The hearing will usually take place at the court where the petition was filed. It is important for you to arrive at court on time; if you file a petition and are not in court when your case is called, the petition may be dismissed or denied. Bring your petition.

1. If you are representing yourself, you are expected to conduct yourself as an attorney and to follow the same general rules as an attorney.
2. Go to the judge's courtroom on the scheduled day and time. Dress neatly. Arrive 10 or 15 minutes early.
3. Go into the courtroom, take a seat, and wait for your case to be called. Do not interrupt any hearing in progress.
4. The court clerk will call the case and you will have the opportunity to explain your request to the judge.
5. When your case is called by the clerk or the judge, go to the front of the courtroom and clearly state:

- 1) your name.
- 2) that you are representing yourself.
- 3) that you are seeking to have the court discontinue your sex offender registration requirement.
- 4) the facts or reasons for your request.

Answer the judge's questions clearly and directly.

6. The judge will ask the prosecuting official, if present, to state any objections.
7. If the judge determines that your circumstances warrant discontinuing sex offender registration, the court will prepare an order.

»»GETTING YOUR ORDER

The court prepares and signs an order after the hearing. The court will provide you and the Michigan State Police with a copy of the order. After the Michigan State Police receives a copy of the order discontinuing sex offender registration, your registration information will be removed from the department's computerized law enforcement database pursuant to MCL 28.728d and from the public sex offender website pursuant to MCL 28.728(6). If the court denies your request to discontinue registration, your registration will remain public. An order discontinuing sex offender registry does not remove a conviction or adjudication from the individual's criminal history record.

**INSTRUCTIONS FOR COMPLETING
“PETITION TO DISCONTINUE SEX OFFENDER REGISTRATION”**

Please print neatly. After filling in the form, you will need to print four copies of the form.

Items A through F must be completed before your petition can be filed with the court. Please read the instructions for each item. Fill in the correct information for that item on the form.

- Ⓐ Before you fill in the Case No., get the court papers of your conviction and copy the Case No. from those court papers onto this form.
- Ⓑ Use your court papers to write in the ORI Number, if available. You do not need to fill in the court address and telephone number.
- Ⓒ Use your court papers to fill in the boxes for the plaintiff and defendant or for “In the Matter of.” Copy the names from these court papers onto this form.
- Ⓓ Use your court papers to write in the date of your conviction/adjudication and the offense for which you were convicted/adjudicated. If you were not confined for this offense, check the first box. If you were confined for this offense, check the second box and write in the date you were released from confinement.
- Ⓔ Check the box that best describes your situation. Make sure that the statement you check is true.
- Ⓕ **DO NOT SIGN YOUR NAME** until you are standing in front of a notary or the clerk of the court.
- Ⓖ **DO NOT WRITE IN THIS SECTION.** The notary public or clerk of the court will complete this section.
- Ⓗ File your application with the court. The clerk of the court will complete the Notice of Hearing. See page 6 of this packet for details.
- Ⓘ Read page 6 of this packet for details about mailing this form to the prosecuting official. On the date you mail the copies, write in the date and sign your name on the remaining two copies. Mail or take one copy to the clerk of the court.

You must read this booklet for directions on the legal process.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	PETITION TO DISCONTINUE SEX OFFENDER REGISTRATION	CASE NO. A
--	--	--

B ORI _____ Court address _____ Court telephone no. _____
 MI- _____

C THE PEOPLE OF The State of Michigan

v

Defendant's name, address, and telephone no.		
CTN	SID	DOB

In the Matter of _____
 Juvenile name, DOB, alias(es)

- D** 1. On _____ I was convicted of the following offense _____:
 I was not confined for this offense. I completed the term of confinement for this offense on _____.
- E** 2. a. I am a Tier I offender and at least 10 years have passed since I was convicted or since I was released from confinement for the conviction. **OR**
 I am a Tier III offender and at least 25 years have passed since I was adjudicated or since I was released from confinement for the adjudication. **AND**
- 1) I have not been convicted of any felony or any offense listed in MCL 28.722(s), (u), or (w) since the date of my conviction or the date of my release from any confinement for this conviction.
 2) I have successfully completed my assigned period of supervised release, probation, or parole without revocation at any time of that supervised release, probation, or parole.
 3) I was ordered to complete a sex offender treatment program and I successfully completed that program.
- b. I was convicted of an offense listed in MCL 28.722(s), (u), or (w), and the conviction was for an offense that was the result of a consensual sexual act between me and the victim, and the victim was 13 years of age or older but less than 16 years of age at the time of the offense and I was not more than 4 years older than the victim.
 c. I was convicted of a violation of MCL 750.158, 750.338, 750.338a, 750.338b, or 750.520c(1)(i) as a result of a consensual act and the victim was 16 years of age or older and not under my custodial authority at the time of the violation.
 d. I was registered under the Sex Offenders Registration Act before July 1, 2011 for an offense that required registration and the offense no longer requires registration.
 e. I was adjudicated as a juvenile for an offense listed in MCL 28.722(s), (u), or (w), and I was less than 14 years of age at the time of the offense.
3. **I request** that the court issue an order to discontinue sex offender registration as provided by law.

F _____
 Petitioner Signature

G Subscribed and sworn to before me on _____, _____ County, Michigan.
 Date

My commission expires: _____ Date Signature: _____
 Deputy clerk/Notary public

Notary public, State of Michigan, County of _____

NOTICE OF HEARING **NOTE:** If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to fully participate in court proceedings, please contact the court immediately to make arrangements.

H A hearing will be held on the above petition to discontinue registration on _____ at _____
 Date Time

at _____ before _____
 Location Bar no.

NOTE: The victim has the right to attend this hearing and to make a written or an oral statement to the court before any decision regarding this petition is made. The victim is not required to appear at this hearing against his or her will.

CERTIFICATE OF MAILING
 I certify that on this date I served a copy of this petition and notice of hearing on the prosecuting official by first-class mail addressed to his/her last-known address as defined by MCR 2.107(C)(3).

I _____ Date _____
 Petitioner/Attorney signature

Approved, SCAO

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	ORDER ON PETITION TO DISCONTINUE SEX OFFENDER REGISTRATION	CASE NO.
--	---	-----------------

ORI	Court address	Court telephone no.
MI-		

THE PEOPLE OF <input type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____	v	Defendant's name, address, and telephone no. _____ _____ _____
--	----------	---

CTN/TCN	SID	DOB

In the Matter of _____
Juvenile name, DOB, alias(es)

Date of conviction/adjudication	Charge

THE COURT FINDS:

1. a. The defendant is a Tier I offender and at least 10 years have passed since the defendant was convicted or released from confinement for the conviction and:
 - 1) the defendant has not been convicted of any felony or any offense listed in MCL 28.722(s), (u), or (w) since the date of that conviction or the date of release from any confinement for this conviction.
 - 2) the defendant has successfully completed an assigned period of supervised release, probation, or parole without revocation at any time of that supervised release, probation, or parole.
 - 3) the defendant was ordered to complete a sex offender treatment program and successfully completed that program.
 - 4) after considering the defendant's age and level of maturity at the time of the offense, the victim's age and level of maturity at the time of the offense, the nature of the offense, the severity of the offense, the defendant's prior criminal history, the defendant's likelihood to commit further listed offenses, any impact statement from the victim, and other relevant information, the defendant is not a continuing threat to the public.
- b. The defendant is a Tier III offender and at least 25 years have passed since the defendant was adjudicated or released from confinement for the adjudication and:
 - 1) the defendant has not been convicted of any felony or any offense listed in MCL 28.722(s), (u), or (w) since the date of that conviction or the date of release from any confinement for that conviction.
 - 2) the defendant has successfully completed an assigned period of supervised release, probation, or parole without revocation at any time of that supervised release, probation, or parole.
 - 3) the defendant was ordered to complete a sex offender treatment program and successfully completed that program.
 - 4) after considering the defendant's age and level of maturity at the time of the offense, the victim's age and level of maturity at the time of the offense, the nature of the offense, the severity of the offense, the defendant's prior juvenile or criminal history, the defendant's likelihood to commit further listed offenses, any impact statement from the victim, and other relevant information, the defendant is not a continuing threat to the public.
- c. The defendant was convicted of an offense listed in MCL 28.722(s), (u), or (w), and the conviction was for an offense that was the result of a consensual sexual act between the defendant and the victim, and the victim was at least age 13 but less than 16 years of age at the time of the offense and the defendant was not more than 4 years older than the victim.
- d. The defendant was convicted of a violation of MCL 750.158, 750.338, 750.338a, 750.338b, or 750.520c(1)(i) as a result of a consensual act and the victim was 16 years of age or older and not under the defendant's custodial authority at the time of the violation.
- e. The defendant was registered under the Sex Offenders Registration Act before July 1, 2011 for an offense that required registration and the offense no longer requires registration.
- f. The defendant was adjudicated as a juvenile for an offense listed in MCL 28.722(s), (u), or (w), and was less than 14 years of age at the time of the offense.

IT IS ORDERED:

2. The requirement for sex offender registration is discontinued.
3. The petition to discontinue sex offender registration is denied.

Date

Judge

Bar no.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	<input type="checkbox"/> PLEA AGREEMENT <input type="checkbox"/> SENTENCE AGREEMENT	CASE NO.
--	--	-----------------

ORI _____ Court address _____ Court telephone no. _____
MI- _____

The State of Michigan
THE PEOPLE OF _____

v

Defendant's name, address, and telephone no.		
CTN/TCN	SID	DOB

The defendant and the prosecuting attorney agree that:

1. Defendant will plead as follows:

Count	CRIME	Plea	CHARGE CODE(S) MCL citation/PACC Code
		<input type="checkbox"/> Guilty <input type="checkbox"/> NC	
		<input type="checkbox"/> Guilty <input type="checkbox"/> NC	
		<input type="checkbox"/> Guilty <input type="checkbox"/> NC	

2. Defendant also agrees to _____

3. Prosecutor and defendant agree that prosecutor will recommend a sentence of to a sentence agreement of _____

4. Prosecutor agrees to dismiss the following charge(s): _____

5. The estimated sentencing guideline range is as follows: _____

If the judge does not follow a prosecutor's sentence recommendation, the defendant is not entitled to withdraw the defendant's plea. If the defendant commits misconduct after the plea is accepted but before sentencing, the defendant is not entitled to withdraw the plea unless allowed by the court for good cause.

Date

Defendant's signature

Date

Prosecutor's signature

Bar no.

Defendant's attorney signature

Defendant's attorney name (type or print)

Address

City, state, zip

Telephone no.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	PROBATION VIOLATION ADVICE OF RIGHTS	CASE NO.
--	---	-----------------

Court address

Court telephone no.

NEW FORM

1. You are accused of violating one or more of your probation conditions. You have the following basic rights:
 - a. To receive written notice of the alleged probation violation(s).
 - b. To plead guilty or not guilty or to stand mute. If you stand mute, a plea of not guilty will be entered.
 - c. To contest the charge(s) at a hearing.
 - d. To a lawyer's assistance at the hearing and at all subsequent court proceedings.

2. You have the right to a lawyer appointed at public expense if you want a lawyer and you are financially unable to retain one. If you are able to pay part of the cost of a lawyer, the court may require you to contribute to the cost of providing a lawyer and may establish a plan for collecting the contribution. If you choose to proceed without an attorney, you will give up your right to a lawyer's assistance.

3. The court must set a reasonably prompt hearing date or postpone the hearing. If a probationer is being held in custody for an alleged probation violation, the probation violation hearing must be held within 14 days after the arraignment or the court must order the probationer released from that custody pending the hearing. If the alleged violation is based on a criminal offense that is a basis for a separate criminal prosecution, the court may postpone the hearing for the outcome of that prosecution.

4. At a contested violation hearing:
 - a. The evidence against you must be disclosed to you.
 - b. You have the right to be present at the hearing, to present evidence, and to examine and cross-examine witnesses.
 - c. The court may consider only evidence that is relevant to the violation alleged, but it need not apply the rules of evidence except those pertaining to privileges.
 - d. The prosecuting attorney's burden of proving a violation is by a preponderance of the evidence.

5. If you plead guilty and your plea is accepted, you will give up the right to a contested hearing. The court will advise you of the maximum possible jail or prison sentence for the offense.

6. If the court finds that you have violated a condition of probation, or if you plead guilty or no contest to a violation, the court may continue probation, modify the conditions of probation, extend the probation period, or revoke probation and impose a sentence of incarceration.

7. Fines, costs, and other financial obligations imposed by the court must be paid at the time of assessment, except when the court allows otherwise, for good cause shown. If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative. MCR 6.425(E)(3).

Date

Defendant signature

Defendant name (print)

Address

City, state, zip

Telephone no.

Note: If you require special accommodations to use the court because of disabilities or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.

Approved, SCAO

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	NOTICE OF FILING OF TRANSCRIPT AND AFFIDAVIT OF MAILING	CASE NO.
--	--	-----------------

Court address _____ Court telephone no. _____

Plaintiff's/Petitioner's name(s) and address(es) <input type="checkbox"/> Appellant <input type="checkbox"/> Appellee	v	Defendant's/Respondent's name(s) and address(es) <input type="checkbox"/> Appellant <input type="checkbox"/> Appellee
Plaintiff's attorney, bar no., address, and telephone no.		Defendant's attorney, bar no., address, and telephone no.
<input type="checkbox"/> Probate In the matter of _____		

Instruction: Do not duplicate below the attorney names and addresses provided above. Use only when there are more than two attorneys.

[Attorney name and address _____ L]	Representing: _____ _____
[Attorney name and address _____ L]	Representing: _____ _____

NOTE: A separate notice of filing must be completed by each court reporter or recorder who is filing in this case.

- On _____, I filed in the trial court
 a. a portion of the transcript of the total proceedings taken in this case before Hon. _____ Bar no. _____
 on _____
 b. a complete transcript of the proceedings taken in this case.

2. I have notified all parties stated above that the transcript has been filed.

Date	Certification designation and number
Reporter/Recorder signature	Business address
Name (type or print)	City, state, zip Telephone no.

(See other side for an affidavit of mailing.)

(To be printed on the back of the original copy only - for filing in the appellate court.)

AFFIDAVIT OF MAILING

I certify that on this date I served a copy of this notice of filing of transcript upon the following parties, in the manner indicated, and if by mail, addressed to their last-known addresses.

Name (type or print)

- personal service.
- registered mail (receipts attached).
- certified mail (receipts attached).
- first-class mail.

Name (type or print)

- personal service.
- registered mail (receipts attached).
- certified mail (receipts attached).
- first-class mail.

Name (type or print)

- personal service.
- registered mail (receipts attached).
- certified mail (receipts attached).
- first-class mail.

Name (type or print)

- personal service.
- registered mail (receipts attached).
- certified mail (receipts attached).
- first-class mail.

Name (type or print)

- personal service.
- registered mail (receipts attached).
- certified mail (receipts attached).
- first-class mail.

Name (type or print)

- personal service.
- registered mail (receipts attached).
- certified mail (receipts attached).
- first-class mail.

Date

Reporter/Recorder signature

Name (type or print)

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date

Notary public, State of Michigan, County of _____

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	PETITION FOR ADOPTION <input type="checkbox"/> Related Within 5th Degree <input type="checkbox"/> Other (Excluding Direct Adoption)	FILE NO.
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Note: For stepparent adoptions, use form PCA 301b.

In the matter of _____, adoptee
Full name of child

The petitioners are:

Name	Relationship to Adoptee	Address, City, State, Zip	Date and Place of Birth
<input type="checkbox"/> Adopting parent Maiden:			
<input type="checkbox"/> Adopting parent Maiden:			

Each adopting petitioner states:

1. An action within the jurisdiction of the family division of circuit court involving the family or family members of the minor has been previously filed in _____ Court, Case Number _____, was assigned to Judge _____, and remains is no longer pending.

2. I desire to adopt: _____
Full name of child (type or print) Birth date and time

City, county, and state of birth

Current residential address (if known)

3. The adoptee will be my heir at law.

not be changed.

4. The adoptee's name will be changed to _____
First Middle Last

5. The adoptee's property is _____

6. a. The adoptee's parents are

Father's name (type or print)	Birth date	Mother's name and maiden name (type or print)	Birth date
Address		Address	
City, state, zip		City, state, zip	

b. The rights of the parents have been terminated by a court of competent jurisdiction and parental rights are vested in _____
Name and address of court or agency

(See additional pages)

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7. The adoptee's court-appointed guardian and/or conservator is/are (attach copy[ies] of letters of authority)

Name(s) and address(es)

8. The adoptee has been living with the petitioners in their home for _____ months before filing this petition.

9. I have been unable to obtain the required consent to adopt the child from the court, Michigan Department of Health and Human Services or child-placing agency having permanent custody, or from the persons to whom the child was released. A motion alleging that the decision to withhold consent was arbitrary and capricious is attached.

10. I am married but my spouse is not joining me in this petition because: (Attach separate sheet as needed.)

11. The adoptee is an Indian child as defined in MCR 3.002(12). The identity of the tribe is

Name of tribe, if known

I REQUEST:

12. Termination of all existing parental rights inconsistent with the order of adoption, entry of an order approving placement of the child with me, and entry of an order of adoption with the adoptee's name recorded as stated in item 4.

13. The adoption be completed immediately because _____

14. The court to waive the required investigation because the adoptee has been placed in foster care with me for at least 12 months and a foster family study was completed or updated within the last 12 months.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Attorney signature

Date

Attorney name (type or print) Bar no.

Signature of petitioner

Address

Signature of petitioner

City, state, zip Telephone no.

Petitioner telephone no.

Agency Contact Information:

Name of agency representative (type or print)

Address

Agency name

City, state, zip

Telephone no.

E-mail

IT IS ORDERED:

- 15.** _____ is directed to fully investigate and report its findings in writing to this court, within 3 months of this order, in accordance with the provisions of MCL 710.46.
- 16.** The full investigation is waived. The petitioner(s) shall file a copy of the most recent foster family study as updated and supplemented.
- 17.** The petitioner(s) shall give notice of this petition to the persons prescribed in MCR 3.800(B) in accordance with MCR 3.802(A)(3) and MCR 3.807(B), if applicable (use form PCA 352).

Date

Judge

Bar no.

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	PETITION FOR STEPPARENT ADOPTION	FILE NO.
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In the matter of _____, NEW FORM _____, adoptee
Full name of child

The petitioners are:

Name	Relationship to Adoptee	Address, City, State, Zip	Date and Place of Birth
Maiden:			
Maiden:			

1. An action within the jurisdiction of the family division of circuit court involving the family or family members of the minor has been previously filed in _____ Court, Case Number _____, was assigned to Judge _____, and remains is no longer pending.

2. The adoptee is: _____ Birth date and time _____
Full name of child (type or print)

City, county, and state of birth

Current residential address (if known)

3. The adoptee will be my heir at law.

not be changed.

4. The adoptee's name will be changed to _____
First Middle Last

5. The adoptee's property is _____

6. The adoptee's parents are

_____ Birth date _____ <small>Father's name (type or print)</small>	_____ Birth date _____ <small>Mother's name and maiden name (type or print)</small>
_____ <small>Address</small>	_____ <small>Address</small>
_____ <small>City, state, zip</small>	_____ <small>City, state, zip</small>

7. The adoptee's court-appointed guardian and/or conservator is/are (attach copy[ies] of letters of authority) _____
Name(s) and address(es)

8. The other parent has failed to provide support or comply with a support order and failed to visit or contact the adoptee for a period of 2 years or more. (Attach form PCA 302, Supplemental Petition and Affidavit to Terminate Parental Rights of Noncustodial Parent.)

(See additional page)

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9. The adoptee is an Indian child as defined in MCR 3.002(12). The identity of the tribe is

Name of tribe, if known

I REQUEST:

10. Termination of all existing parental rights inconsistent with the order of adoption, entry of an order approving placement of the child with me, and entry of an order of adoption with the adoptee's name recorded as stated in item 4.

11. The adoption be expedited because _____

I declare that the statements above are true to the best of my information, knowledge, and belief.

Attorney signature

Date

Attorney name (type or print) Bar no.

Signature of petitioner

Address

Signature of petitioner

City, state, zip Telephone no.

Petitioner telephone no.

IT IS ORDERED:

12. _____ is directed to fully investigate and
Court agent or employee
report its findings in writing to this court, within 3 months of this order, in accordance with the provisions of MCL 710.46.

13. The full investigation is waived.

14. The petitioner(s) shall give notice of this petition to the persons prescribed in MCR 3.800(B) in accordance with MCR 3.802(A)(3) and MCR 3.807(B), if applicable (use form PCA 352).

Date

Judge Bar no.

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	SUPPLEMENTAL PETITION AND AFFIDAVIT TO TERMINATE PARENTAL RIGHTS (STEPPARENT ADOPTION)	FILE NO.
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In the matter of _____, Full name of child DOB: _____, adoptee
 adoptee is an Indian child

SUPPLEMENTAL PETITION

I, _____, Name of petitioning parent, request that the parental rights of _____, the other parent of the child, be terminated because of lack of support of and parenting time with the child.

Date

Signature of petitioning parent

AFFIDAVIT

1. I have joined in a petition with _____, Name (type or print), whom I married on _____, Date, requesting the adoption of the child named above and the termination of the parental rights of the other parent **named** above.
2. I have custody of the child according to a court order. A copy of all court orders regarding custody are attached.
3. a. A support order has been entered and the other parent has failed to substantially comply with the order for a period of two years or more before the petition for adoption was filed. **Note:** If a support order of \$0.00 was entered, check 3b.
 b. A support order has not been entered and the other parent, having the ability to support the child, has failed or neglected to provide regular and substantial support for two years or more before the petition for adoption was filed.
4. The other parent has had the ability to visit, contact, and communicate with the child and has regularly and substantially failed or neglected to do so for a period of two years or more before the petition for adoption was filed.
5. The last-known address of the other parent is _____

(SEE SECOND PAGE)

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- 6. a. The other parent is living at the above address.
- b. The other parent is not living at the above address, and I have taken the following steps to locate him/her:

Attorney signature

Date

Attorney name (type or print) Bar no.

Signature of petitioning parent

Address

Address

City, state, zip Telephone no.

City, state, zip Telephone no.

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Date Signature: _____
Notary public/Deputy clerk

Notary public, State of Michigan, County of _____

<p align="center">STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY</p>	<p align="center">ORDER TERMINATING PARENTAL RIGHTS (STEPPARENT ADOPTION)</p>	<p>FILE NO.</p>
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In the matter of _____, adoptee
Full name of child Date of birth

1. Date of hearing: _____ Judge: _____
Bar no.

2. A petition has been filed requesting the parental rights of _____
Name to be terminated and that an order of adoption be entered.

3. Notice of this hearing has been given or waived as required by law.

4. The court has received evidence on the petition.

THE COURT FINDS:

5. The other parent waived or was given proper notice of this hearing.

6. _____ has custody of the child according to a court order.
Name

7. On _____, _____ subsequently married the parent with custody.
Date Name

8. The other parent

has failed to substantially comply with a support order for a period of 2 years or more before the filing of the petition.

having the ability to support or assist in supporting the child, has failed or neglected to provide regular and substantial support for the child for a period of 2 years or more before the filing of the petition.

9. The other parent, having the ability to visit, contact, or communicate with the child, has regularly and substantially failed or neglected to do so for a period of 2 years or more before the filing of the petition.

10. The adoptee is an Indian child as defined in MCR 3.002(12) and the court has considered the application of the Indian Child Welfare Act and the Michigan Indian Family Preservation Act in this matter.

IT IS ORDERED:

11. The parental rights of _____ are terminated.
Name

Date

Judge

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STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	EX PARTE PETITION TO ISSUE NOTICE OF INTENT TO RELEASE OR CONSENT	FILE NO.
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In the matter of _____
Petitioner

1. I am pregnant out of wedlock and intend to release the expected child for adoption or to consent to the child's adoption.

2. The approximate date of conception was _____ at the following location:
Date

Location, including city, county, and state

3. The name and address of the putative father of my expected child is * _____
Name (type or print)

Address City State Zip

4. I request the court to notify the putative father about his rights to file a notice of intent to claim paternity by issuing and serving upon him a notice of intent to release or consent.

I declare that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

_____ Attorney signature _____ Attorney name (type or print) Bar no. _____ Address _____ City, state, zip Telephone no.	_____ Date _____ Signature of petitioner _____ Name (type or print) _____ Address _____ City, state, zip Telephone no.
--	---

*The petition may include more than one putative father where circumstances warrant it.

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STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	ORDER TERMINATING PARENTAL RIGHTS/ RIGHTS OF PERSON IN LOCO PARENTIS AFTER RELEASE OR CONSENT	FILE NO.
--	--	-----------------

In the matter of _____ DOB: _____, adoptee
Full name of child

1. Date of hearing: _____ Judge: _____
Bar no.

THE COURT FINDS:

2. A release of the child has been executed according to law by _____
Name(s)

3. The consent to the adoption is genuine and is given by the person(s) having legal authority to sign the consent and the best interests of the adoptee will be served by the adoption.

4. The adoptee is an Indian child as defined in MCR 3.002(12) and the court has considered the application of the Indian Child Welfare Act and the Michigan Indian Family Preservation Act in this matter.

IT IS ORDERED:

5. The rights of the parent(s) or the person in loco parentis _____ are terminated.
Name(s)

Date

Judge

Do not write below this line - For court use only