



## Michigan Supreme Court

State Court Administrative Office

**Court Services Division**

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

### MEMORANDUM

DATE: June 3, 2021

FROM: SCAO Forms Team

RE: Form Modifications Regarding Personal Identifying Information Under MCR 1.109 and MCR 8.119 for Forms Prepared or Issued by the Court

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Effective July 1, 2021, certain types of personal identifying information (PII) in court filings are protected pursuant to [amendments to MCR 1.109 and MCR 8.119](#). Additional information about the PII court rules will be released in the near future.

SCAO has collaborated with various stakeholders about implementing the rules, which includes revisions of more than 200 court forms to meet the requirements of the court rules. Revisions to the forms identified below generally include ways to protect PII, formatting changes to accommodate the MiFILE system, revisions based on the law, and other changes to improve formatting, design, logic, layout, etc. One of the changes to accommodate the MiFILE system involved dividing a single document that served more than one purpose into separate forms — for example, a motion and an order within the same document was divided into a separate motion and separate order.<sup>1</sup> Click [here](#) to see a copy of each form with the changes highlighted.

The forms identified in this memorandum primarily include court forms that the court prepares or issues, such as orders and notices. **Unless otherwise indicated, existing stock for any forms identified below may be used through September 30, 2021, as long as the court redacts any protected PII according to the court rules before the completed form is provided to the public.**

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

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<sup>1</sup> Please note that this is an ongoing project and some of the documents listed below have not yet undergone this separation process.

A brief explanation of the changes made to the forms regarding PII is provided below. Please note that the current version date can be found on each form and may not reflect the date the form was published for use due to volume and complexity of the changes that were processed. Additional forms will be released as they become available.<sup>2</sup>

Please contact [CourtFormsInfo@courts.mi.gov](mailto:CourtFormsInfo@courts.mi.gov) if you have any questions or comments.

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The fields for personal identifying information were removed from each of the forms identified below. Where appropriate, “age” replaced the requirement for a date of birth.

[CC 382o, Order to Show Cause for Violating Valid Personal/Foreign Protection Order](#)<sup>3</sup>

[CC 402, Order Regarding Appointment of Appellate Counsel and Transcript](#)

[CC 403, Claim of Appeal and Order Appointing Counsel](#)

[CC 434, Order for Genetic Testing \(Revocation of Paternity Act\)](#)

[DC 255, Notice to Prosecuting Official \(Victim’s Rights Act\)](#)

[FOC 93, Notice of Intent to Levy](#)

[JC 3, Order Appointing Attorney/Guardian Ad Litem/Lawyer-Guardian Ad Litem](#)

[JC 17a, Order of Disposition, Child In-Home \(Child Protective Proceedings\)](#)

[JC 20, Summons: Order to Appear \(Delinquency Proceedings\)/\(Personal Protection Proceedings\)](#)

[JC 21, Summons: Order to Appear \(Child Protective Proceedings\)](#)

[JC 29, Order to Transfer Case](#)

[JC 31, Authorization for Return of Bond](#)

[JC 36o, Order to Terminate Court Jurisdiction](#)<sup>4</sup>

[JC 38, Order for Reimbursement](#)

[JC 40, Order for Contempt of Court](#)

[JC 45, Notice of Hearing](#)

[JC 47, Order for Alternate Service](#)

[JC 56, Notice of Diversion Conference](#)

[JC 63, Order Following Hearing to Terminate Parental Rights](#)

[JC 67, Notice of Hearing \(Designated Case\)](#)

[JC 68, Order After Designation Hearing](#)

[JC 69, Order after Preliminary Examination \(Designated Case\)](#)

[JC 70, Judgment of Conviction \(Designated Case\)](#)

[JC 74, Order of Probation \(Designated Case\)](#)

[JC 75, Order After Removal Hearing \(Child Protective Proceedings\)](#)

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<sup>2</sup> These include, but are not limited to: MC 200w, DC 225w, PC 556, PCM 240, and other forms still in final approval stages.

<sup>3</sup> Former CC 382 was divided into two separate parts: CC 382m and CC 382o. Presently, both parts can be found within the same document. Existing stock of CC 382 can be used through June 30, 2021.

<sup>4</sup> Former JC 36 was divided into two separate forms: JC 36m and JC 36o. Existing stock of JC 36 can be used through June 30, 2021.

[JC 80, Notice of Hearing on Probation Violation](#)

[JC 86, Order after First-Phase Hearing to Waive Jurisdiction \(Delinquency Proceedings\)](#)

[JC 87, Order after Second-Phase Hearing to Waive Jurisdiction \(Delinquency Proceedings\)](#)

[JC 89, Order Transferring Petition to Consent Calendar \(Delinquency Proceedings\)](#)

[JC 91, Order Appointing Juvenile Guardian](#)

[JC 93, Letters of Juvenile Guardianship](#)

[JC 95, Order Appointing Person to Investigate Juvenile Guardianship](#)

[JC 97, Order Following Investigation and Report on Juvenile Guardianship](#)

[JC 98o, Order for Investigation Re Petition to Terminate Appointment of Juvenile Guardian<sup>5</sup>](#)

[JC 100, Order Following Hearing on Petition to Terminate Appointment of Juvenile Guardian](#)

[JC 101, Order Regarding Revocation of Juvenile Guardianship](#)

[JC 106, Findings Following Putative Father Hearing](#)

[JC 107, Order for Competency Evaluation \(Delinquency Proceedings\)](#)

[JC 108, Order After Hearing on Competency \(Delinquency Proceedings\)](#)

[JC 109, Ex Parte Renewal of Restoration Order \(Delinquency Proceedings\)](#)

[JC 110, Order Following Report on Restoration \(Delinquency Proceedings\)](#)

[MC 64, Notice of Intent to Forfeit Vehicle](#)

[MC 66, Order on Motion for Return of Vehicle Pending Forfeiture Proceedings](#)

[MC 68, Order on Claim of Interest on Vehicle Seized for Forfeiture](#)

[MC 69, Order to Return/Forfeit Vehicle after Sentencing](#)

[MC 201, Witness/Juror Certificate](#)

[MC 204, Order for Competency Examination](#)

[MC 206, Order for Evaluation Relative to Criminal Responsibility](#)

[MC 218, Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment](#)

[MC 238, Judgment after Bond Forfeiture](#)

[MC 254, Order for Vehicle Impoundment](#)

[MC 267, Order for Vehicle Immobilization](#)

[MC 308, Summons Regarding Bond Violation](#)

[MC 394, Order Transferring Supervision to Drug/Mental Health/Veterans Treatment Court Program](#)

[MC 394a, Order of Discharge from Drug/Mental Health/Veterans Treatment Court Program](#)

[MC 399a, Order on Motion to Set Aside Forfeiture and Discharge of Bond](#)

[PC 648o, Order Re Final Account, Minor Conservatorship<sup>6</sup>](#)

[PC 653i, Order Regarding Appointment of Guardian/Limited Guardian of a Minor Indian Child](#)

[PC 673o, Order to Use Funds \(Conservatorship\)<sup>7</sup>](#)

[PC 683o, Order for Appointment of Out-of-State Conservator<sup>8</sup>](#)

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<sup>5</sup> Former JC 98 was divided into three separate forms: JC 98m, JC 98n, and JC 98o. Existing stock of JC 98 can be used through June 30, 2021.

<sup>6</sup> Former PC 648 was divided into two separate forms, PC 648m and PC 648o. Existing stock of PC 648 can be used through June 30, 2021.

<sup>7</sup> Former PC 673 was divided into two separate forms, PC 673m and PC 673o. Existing stock of PC 673 can be used through June 30, 2021.

<sup>8</sup> Former PC 683 was divided into two separate forms, PC 683m and PC 683o. Existing stock of PC 683 can be used

[PC 684o, Order for Appointment of Out-of-State Guardian of Minor](#)<sup>9</sup>

[PC 685o, Order for Appointment of Out-of-State Guardian of Legally Incapacitated Individual](#)<sup>10</sup>

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The following forms were split into two-part forms, where the PII is obscured in the second part of the form. In general, law enforcement, petitioners, employers, or other third parties may require the PII in order to achieve the purpose of the order and will receive the part of the form containing the PII. The court will retain the part of the form where the PII is obscured. The distribution list on the form identifies the recipients of each part.

[CC 268, Order Regarding Driver's License Restoration](#)<sup>11</sup>

[CC 269, Order Regarding Driver's License Restoration after Review of the Record](#)<sup>12</sup>

[FOC 46, Lein Order](#)

[FOC 48, Order to Release Lein](#)

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

[JC 39, Order for Assignment of Wages](#)

[JC 48, Notice of Proceedings Concerning An Indian Child](#)<sup>13</sup>

[JC 53, Notice to Putative Father](#)

[JC 60, Notice of Intent to Intercept State Income Tax](#)

[JC 61, Order to Intercept State Income Tax](#)

[JC 62, Order to Cancel State Income Tax Intercept](#)

[MC 210o, Order for Restricted Driver's License](#)<sup>14</sup>

[MC 289, Wage Assignment](#)

[MC 391, Order Canceling Assignment of Wages](#)

[MC 393, Certification to Department of State \(Interlock Program\)](#)

[PC 52, Order Following Hearing on Petition to Change Name](#)

[PC 101, Order Following Hearing on Petition for Emancipation](#)

[PC 550, Order Establishing Death of Accident or Disaster Victim](#)

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through June 30, 2021.

<sup>9</sup> Former PC 684 was divided into two separate forms, PC 684m and PC 684o. Existing stock of PC 684 can be used through June 30, 2021.

<sup>10</sup> Former PC 685 was divided into two separate forms, PC 685m and PC 685o. Existing stock of PC 685 can be used through June 30, 2021.

<sup>11</sup> Please note that additional changes are anticipated to this form in 2021.

<sup>12</sup> Please note that additional changes are anticipated to this form in 2021.

<sup>13</sup> It may also be necessary for information to be added to form MC 97a in cases where the grandparent's date of birth is necessary.

<sup>14</sup> Former MC 210 was divided into two separate forms: MC 210a and MC 210o. Existing stock of MC 210 can be used through June 30, 2021.