



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: Forms Modifications Regarding Personal Identifying Information Under MCR 1.109 and MCR 8.119 for Forms Filed with the Court

Effective July 1, 2021, certain types of personal identifying information (PII) in court filings will be protected pursuant to [amendments to MCR 1.109 and MCR 8.119](#). Specifically, MCR 1.109(D)(9)(a) provides that protected PII “shall not be included in any public document or attachment filed with the court except as provided by these rules.” MCR 1.109(D)(9)(b) states that “[a]ll protected personal identifying information listed in this rule that is required by law or court rule to be filed with the court or that is necessary to the court for purposes of identifying a particular person in a case be provided to the court in the form and manner established by the State Court Administrative Office.”

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.¹ Click [here](#) to see a copy of each form with the changes highlighted.

The forms identified in this memorandum primarily include forms prepared by a filer and filed with the court, such as petitions and motions. **Existing stock for any forms identified below may be used through June 30, 2021.** In order to ensure that parties do not unknowingly submit protected PII on an outdated form, any locations (including courthouses and self-help centers) maintaining stock of these forms should replace existing stock with the new versions as soon as possible.

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

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.

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.²

Additional information about the PII court rules will be released in the near future. Please contact CourtFormsInfo@courts.mi.gov if you have any questions or comments.

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

[CC 257, Motion for Relief from Judgment](#)

[CC 261, Waiver of Arraignment and Election to Stand Mute or Enter Not Guilty Plea](#)

[CC 375, Petition for Personal Protection Order \(Domestic Relationship\)](#)³

[CC 375m, Petition for Personal Protection Order Against a Minor \(Domestic Relationship\)](#)

[CC 377m, Petition for Personal Protection Order Against a Minor \(Nondomestic\)](#)

[CC 382m, Motion to Show Cause for Violating Valid Personal/Foreign Protection Order](#)⁴

[CC 395m, Petitioner for Personal Protection Order Against a Minor \(Nondomestic Sexual Assault\)](#)

[CC 437, Motion to Set Aside Order of Filiation](#)

[FOC 4, Cash Performance Bond \(Civil Contempt\)](#)

[FOC 118, Prisoner Information Addendum](#)

[JC 7, Appearance of Attorney/Guardian Ad Litem/Lawyer-Guardian Ad Litem](#)

[JC 12a, Proof of Service/Nonservice](#)

[JC 12b, Proof of Service/Nonservice](#)

[JC 18, Motion to Waive Jurisdiction and Notice](#)

[JC 23, Waiver of Summons/Notice of Hearing](#)

[JC 29a, Petition to Transfer Case to Tribal Court and Order](#)

[JC 36m, Request to Terminate Court Jurisdiction](#)⁵

[JC 41, Motion and Order to Close Proceedings to Public](#)

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

³ Translated versions of this form will be made available at a later date.

⁴ Former CC 382 was divided into two separate parts: CC 382m and CC 382o. Presently, both parts can be found within the same document.

⁵ Former JC 36 was divided into two separate forms: JC 36m and JC 36o.

[JC 42, Request and Order for Review of Referee Recommendation](#)
[JC 46, Motion for Alternate Service](#)
[JC 52, Motion and Order for Modification or Cancellation of Minimum State Costs Owed](#)
[JC 54, Motion and Order for Modification or Cancellation of Restitution Owed](#)
[JC 82, Affidavit of Service Performed by Lawyer-Guardian Ad Litem](#)
[JC 83, Affidavit of Efforts to Locate Absent Parent](#)
[JC 94, Annual Report of Juvenile Guardian on Condition of Child](#)
[JC 96, Report after Investigation of Juvenile Guardianship](#)
[JC 98m, Petition to Terminate Appointment of Juvenile Guardian⁶](#)
[JC 98n, Notice of Hearing on Petition to Terminate Appointment of Juvenile Guardian](#)
[JC 102, Request and Order for Court-Appointed Attorney](#)

[MC 3, Answer, Civil⁷](#)
[MC 14, Garnishee Disclosure](#)
[MC 19, Request and Order to Seize Property⁸](#)
[MC 63, Motion and Order to Seize Vehicle Subject to Forfeiture](#)
[MC 65, Motion for Return of Vehicle Pending Forfeiture Proceedings](#)
[MC 67, Claim of Interest on Vehicle Seized for Forfeiture](#)
[MC 92, Cash Bond](#)
[MC 221, Statement of Service and Order for Payment of Court-Appointed Representative](#)
[MC 235, Motion for Destruction of Biometric Data and Arrest Record](#)
[MC 246, Request and Summons for Probation Violation](#)
[MC 258, Report of Nonpayment of Restitution](#)
[MC 260, Waiver of Trial by Jury and Election to be Tried without Jury⁹](#)
[MC 399, Motion to Set Aside Forfeiture and Discharge of Bond and Notice of Hearing](#)
[MC 414, Plea Agreement](#)
[MC 443, Motion to Destroy DNA Profile and Sample](#)

[PC 634, Annual Report of Guardian on Condition of Legally Incapacitated Individual](#)
[PC 650, Petition for Appointment of Limited Guardian of Minor¹⁰](#)
[PC 650i, Petition for Appointment of Limited Guardian of Minor Indian Child \(Voluntary Guardianship\)¹¹](#)
[PC 651, Petition for Appointment of Guardian of Minor¹²](#)
[PC 651ia, Petition for Appointment of Guardian of Minor Indian Child \(Voluntary Guardianship\)¹³](#)
[PC 651ib, Petition for Appointment of Guardian of Minor Indian Child \(Involuntary](#)

⁶ Former JC 98 was divided into three separate forms: JC 98m, JC 98n, and JC 98o.

⁷ Translated versions of this form will be made available at a later date.

⁸ Please note that additional changes are anticipated to this form in 2021.

⁹ Translated versions of this form will be made available at a later date.

¹⁰ Protected PII will be provided to the court on PC 670, which is confidential and will not be placed in the public court file.

¹¹ Protected PII will be provided to the court on PC 670, which is confidential and will not be placed in the public court file.

¹² Protected PII will be provided to the court on PC 670, which is confidential and will not be placed in the public court file.

¹³ Protected PII will be provided to the court on PC 670, which is confidential and will not be placed in the public court file.

[Guardianship](#)¹⁴

[PC 654, Annual Report of Guardian on Condition of Minor](#)

[PC 655, Report for Court Review of Minor Guardianship](#)

[PC 663, Report of Guardian on Condition of Individual with Developmental Disability](#)

[PC 669, Proof of Restricted Account and Annual Verification of Funds on Deposit
\(Conservatorship of Minor\)](#)

[PC 675, Petition to Terminate/Modify Guardianship](#)

[PC 676, Petition to Terminate/Modify Conservatorship](#)

[PC 677, Petition to Terminate/Modify Guardian for Developmentally Disabled Individual](#)

[PCM 218, Petition for Second Mental Health Treatment Order](#)

[PCM 230, Notification of Noncompliance and Request for Modified Order](#)

The following forms were modified to allow the filer to use nonpublic forms MC 97, MC 97a, or MC 97b to provide the court with necessary personal identifying information.

[CC 295, Appeal of Suspension, Revocation, or Denial of Driver's License](#)

[CC 296, Petition for Review of Driver's License Denial, Restriction, or Suspension for Arrests
or Actions Before October 1, 1999](#)

[CC 297, Petition for Review of Driver's License Denial, Restriction, or Suspension for Arrests
or Actions on or After October 1, 1999](#)

[CC 435, Complaint/Motion and Affidavit to Revoke Acknowledgment of Parentage](#)

[JC 1, Complaint \(Request for Action, Delinquency Proceedings\)](#)

[JC 4a, Petition \(Delinquency Proceedings\)](#)

[JC 4b, Petition \(Child Protective Proceedings\)](#)

[JC 90, Order Correcting Identifying Information \(Child Protective Proceedings\)](#)

[JC 92, Acceptance of Appointment \(Juvenile Guardian\)](#)

[MC 210a, Affidavit and Order for Restricted Driver's License](#)¹⁵

[MC 256, Summons, Criminal](#)

[PC 51, Petition to Change Name](#)

[PC 100, Petition for Emancipation, Affidavit, and Waiver of Notice](#)

[PC 549, Petition to Establish Death of Accident or Disaster Victim](#)

[PC 553, Petition to Determine Heirs, Separate Proceedings](#)

[PC 558, Application for Informal Probate and/or Appointment of Personal Representative
\(Testate/Intestate\)](#)

[PC 559, Petition for Probate and/or Appointment of Personal Representative \(Testate/Intestate\)](#)

[PC 571, Acceptance of Appointment](#)

¹⁴ Protected PII will be provided to the court on PC 670, which is confidential and will not be placed in the public court file.

¹⁵ Former MC 210 was divided into two separate forms: MC 210a and MC 210o.

[PC 577, Inventory \(Decedent Estate\)](#)
[PC 583, Account of Fiduciary, Short Form](#)
[PC 584, Account of Fiduciary, Long Form](#)
[PC 625, Petition for Appointment of Guardian of Incapacitated Individual](#)
[PC 639, Petition for Appointment of Conservator and/or Protective Order¹⁶](#)
[PC 648m, Minor Conservatorship - Final Account, Waiver and Consent¹⁷](#)
[PC 658, Petition for Appointment of Guardian, Individual with Alleged Developmental Disability¹⁸](#)
[PC 673m, Petition to Use Funds \(Conservatorship\)¹⁹](#)
[PC 674, Inventory \(Conservatorship\)](#)
[PC 683m, Application for Appointment of Out-of-State Conservator²⁰](#)
[PC 684m, Application for Appointment of Out-of-State Guardian of Minor²¹](#)
[PC 685m, Application for Appointment of Out-of-State Guardian of Legally Incapacitated Individual²²](#)

[PCM 201, Petition for Mental Health Treatment](#)
[PCM 224, Petition for Judicial Admission](#)
[PCM 237, Petition for Continued Hospitalization of Minor](#)

The following forms are split into two parts. The personal identifying information is obscured in the second part of the form, which will be maintained in the court file.

[MC 13, Request and Writ for Garnishment \(Nonperiodic\)²³](#)
[MC 244, Petition and Order for Amendment of Order of Probation](#)

Language was added to the following form instructing the filer to redact the decedent's DOB if the form is filed with the court:

[PC 574, Notice to Creditors, Decedent's Estate](#)

¹⁶ The instructions for PC 639 were also updated and can be found [here](#).

¹⁷ Former PC 648 was divided into two separate forms, PC 648m and PC 648o.

¹⁸ The instructions for PC 658 were also updated and can be found [here](#).

¹⁹ Former PC 673 was divided into two separate forms, PC 673m and PC 673o.

²⁰ Former PC 683 was divided into two separate forms, PC 683m and PC 683o.

²¹ Former PC 684 was divided into two separate forms, PC 684m and PC 684o.

²² Former PC 685 was divided into two separate forms, PC 685m and PC 685o.

²³ MC 13 was previously released in a split format; however, additional information is protected in the current version of the form.