



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

Jennifer Warner
Director

MEMORANDUM

DATE: July 13, 2020

TO: All Judges
All Court Administrators and Probate Registers

FROM: Rebecca A. Schnelz, Forms and Resources Analyst

RE: Revised SCAO 17, Financial Report and
Revised SCAO 25a, Annual Judicial Absence Report

Forms SCAO 17 and SCAO 25a have been revised. A brief explanation of the changes and a copy of the forms with the changes highlighted are provided below.

For questions, comments, or suggestions about court forms, contact 517-373-5626 or CourtFormsInfo@courts.mi.gov.

[SCAO 17, Financial Report](#)

Most recent update: (7/20)

Use of existing stock: Previous versions should not be used.

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

This form was modified to update contact information for the regional administrators.

[SCAO 25a, Annual Judicial Absence Report](#)

Most recent update: (7/20)

Use of existing stock: Previous versions should not be used.

July 13, 2020

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

This form was modified to update contact information for the regional administrators.

If you have reporting questions, please contact your regional administrator. If you have any other questions, please contact Rebecca Schnelz at 517-373-5626 or courtformsinfo@courts.mi.gov.

FINANCIAL REPORT FOR YEAR _____

The deadline for submitting this report is the same date required by the Internal Revenue Service for submission of tax returns.

TO: State Court Administrative Office, c/o Regional Administrator (See instructions for details.)

FROM: Name of chief judge judge magistrate dom. rel. referee juvenile referee Bar no. _____

Court number and name _____

Address _____

City, state, and zip _____ Telephone no. _____

PART 1: COMPENSATION FOR SERVICES (To be completed by judges, magistrates, and referees.) None
 (Do not include judicial/court salary and payment for serving on assignments.)
 Total: \$ _____

Date	Place	Name of Payor	Nature of Services	Amount

PART 2: JUDICIAL CAMPAIGN CONTRIBUTIONS (To be completed by judges, magistrates, and referees.)

A. Received None
 A detailed report of campaign contributions and expenditures filed with the Secretary of State on _____ lists total contributions of.....\$ _____
 Date

B. Disbursed None
 A detailed report of campaign contributions and expenditures filed with the Secretary of State on _____ lists total expenditures of.....\$ _____
 Date

C. Balance After Payment of Expenses
 a. Amount returned to contributors \$ _____ None
 b. Amount donated to the Client Security Fund, State Bar of Michigan \$ _____ Total: \$ _____

PART 3: GIFTS OVER \$375 (To be completed by judges, magistrates, and referees.) None
 Aggregate value of gifts received by a judge or family members in same household from any source that exceeds \$375.....\$ _____

Date Received	Person/Entity from whom Received	Reason for Gift	Amount

- I am a magistrate/referee, and I provided a copy of my completed report to the chief judge of the court in which I am employed.
- I am the chief judge and every magistrate/referee employed in this court provided me a copy of his/her completed financial report.

 Date Judge/Magistrate/Referee signature

FINANCIAL REPORT INSTRUCTIONS

Code of Judicial Conduct, Canon 6(C), Public Reports, effective September 1, 1995, provides:

A judge shall report the date, place, and nature of any activity for which the judge received compensation, and the name of the payor and the amount of compensation so received. The judge's report shall be made at least annually and shall be filed as a public document in the office of the State Court Administrator or other office designated by law.

This report should be made at least annually and shall be filed as a public document in the State Court Administrative Office (SCAO). As defined by MCR 9.201(B), the term "judge" includes magistrates and referees. Therefore, this report shall also be completed and filed with SCAO by every full- and part-time magistrate and every referee and a copy of the report provided to the chief judge.

PART 1: COMPENSATION FOR SERVICES (To be completed by judges, magistrates, and referees.)

INCLUDE:

- a. Extrajudicial or quasi-judicial activities (i.e., adjunct professor, MJJ faculty, etc.) for which compensation is received.
- b. Part-time judges (probate and municipal), part-time magistrates, and part-time referees who practice law must report the income from their law practices. This may be provided as a total amount for January 1 - December 31 (rather than listing each client and fee).

DO NOT INCLUDE:

- a. Judicial/court salary and travel expense reimbursement and payment for serving on assignments.
- b. Payment received under an agreement liquidating interest in a law practice before beginning service on the bench.
- c. Compensation received by newly elected judges not holding office during the report year.

If no compensation for services was received, check "None."

PART 2: JUDICIAL CAMPAIGN CONTRIBUTIONS (To be completed by judges, magistrates, and referees.)

- A. **Received:** Write the date your detailed report of campaign contributions and expenditures was filed with the Secretary of State and list the "total" amount of receipts shown on that detailed report. Do not send this detailed report to the State Court Administrator. If no contributions were received, check "None." NOTE: Do not include in-kind contributions.
- B. **Disbursed:** Write the date your detailed report of campaign contributions and expenditures was filed with the Secretary of State and list the "total" amount of disbursements shown on that detailed report. If no disbursements of campaign contributions were made, check "None."
- C. **Balance After Payment of Expenses:** Campaign contributions remaining after campaign disbursements shall be returned to the contributors or donated to the Client Security Fund of the State Bar of Michigan not later than January 1 following the election. Code of Judicial Conduct, Canon 7(B)(2)(e) and (f). If no campaign funds remain, check "None."

Note: The combined totals of Parts 2B and 2C should equal the total of Part 2A. If they do not, please attach an explanation.

PART 3: GIFTS (To be completed by judges, magistrates, and referees.)

Enter aggregate value of gifts from any source that exceeds \$375. For purposes of this disclosure, include gifts received by the judge or a family member residing in the judge's household. Do not include gifts received from a relative. Any gift with a fair market value of \$150 or less need not be aggregated to determine if the \$375 reporting threshold has been met. Code of Judicial Conduct, Canon 4(E)(4). If there is nothing to report, check "None."

Please send this completed financial report to the appropriate Regional Administrator:

Paul Paruk
SCAO, Region I
PO Box 02984
Detroit, MI 48202
region1-info@courts.mi.gov

Julia Norton
SCAO, Region II
PO Box 30048
Lansing, MI 48909
region2-info@courts.mi.gov

J. Bruce Kilmer
SCAO, Region III
PO Box 750
Mt. Pleasant, MI 48804
region3-info@courts.mi.gov

Jerome M. P. Kole
SCAO, Region IV
PO Box 100
Gaylord, MI 49734
region4-info@courts.mi.gov

Jill Booth
SCAO, Region V
PO Box 30048
Lansing, MI 48909
region5-info@courts.mi.gov

Jennifer Phillips
SCAO, Region VI
PO Box 02984
Detroit, MI 48202
region6-info@courts.mi.gov

ANNUAL JUDICIAL ABSENCE REPORT FOR CALENDAR YEAR

Name of Judge	Court name and number
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Total Leave Days Used

Carryover Days	Enter the total number of days carried over from _____ that were used during _____ .
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Vacation	Enter the total number of days used last year for vacation (do not include carryover days listed above).
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Education	Enter the total number of days used last year for education.
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Medical/Sick	Enter the total number of days used last year for medical or sick leave.
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Are there any unused vacation days authorized for carryover from _____ into _____ ? Yes No

If yes, how many days? _____ (Maximum of 15.)

Date	Chief Judge name	Chief Judge signature
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