



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: April 12, 2021

TO: Judges and Court Administrators

FROM: Thomas Myers, Forms and Records Manager

RE: Revised CC 404, Notice to Prisoner on Application for Leave to Appeal Decision of Parole Board

Form CC 404 has been revised. A brief explanation of the changes and a copy of the forms with the changes highlighted are provided below.

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.

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

[CC 404, Notice to Prisoner on Application for Leave to Appeal Decision of Parole Board](#)

Most recent update: (4/21)

Use of existing stock: Existing stock cannot be used.

- Click here to see the highlighted changes.

This form was revised per MCR 7.118(D)(3)(b)(i) and to accommodate MiFILE.

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	NOTICE TO PRISONER ON APPLICATION FOR LEAVE TO APPEAL DECISION OF PAROLE BOARD	CIRCUIT CASE NO: APPEAL CASE NO: JUDGE:
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Court address Court telephone no.

THE PEOPLE OF Appellant <input type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	v	Prisoner's name, address, and inmate no. (if known) Appellee
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NOTE: This form is required under MCR 7.118(D)(3)(b).

TO THE PRISONER:

1. An application for leave to appeal a decision to grant parole is being filed with the circuit court. (Copy attached.)
2. You are not required to respond to the attached application. If you wish to respond to the application for leave to appeal, you may respond yourself, hire an attorney to respond for you, or request a court-appointed attorney if you are financially unable to hire one.
3. If an order of parole is issued under MCL 791.236 before the appellate proceedings are completed, a stay may be granted in the manner provided by MCR 7.118(F), except that no bond is required.

TO THE PRISON/FACILITY: You are required to personally serve this notice, the application for leave to appeal, and any supporting documents on the prisoner named above. After service on the prisoner, you must complete the proof of service on the prisoner and file it with the clerk of the court.

PROOF OF SERVICE

I declare under the penalties of perjury that on this date I served copies of this notice, the application for leave to appeal and any supporting documents by registered or certified mail, return receipt requested on the parole board, the prosecutor (if filed by victim), the victim (when appropriate), and on the facility where the prisoner is incarcerated.

 Date Signature of applicant/attorney

Note: Attach copies of the return receipts from the parole board and the prosecutor (when filed by the victim) and from the victim (when appropriate), and file a copy of this proof of service with the clerk of the court.

PROOF OF SERVICE ON PRISONER

I declare under the penalties of perjury that on this date I personally served this notice, the application for leave to appeal, and any supporting documents on the prisoner named above.

 Date Signature of prison official