



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: Notice of Creation, MC 97, Protected Personal Identifying Information
Notice of Creation, MC 97a, Addendum to Protected Personal Identifying Information
Notice of Creation, MC 97b, Protected Personal Identifying Information Petition (Child Protective Proceedings)

Forms MC 97, MC 97a, and MC 97b have been created pursuant to [MCR 1.109\(D\)\(9\)\(b\)](#), which becomes effective 7/1/2021. A brief explanation of the forms is provided below.

Please contact CourtFormsInfo@courts.mi.gov if you have any questions or comments.

***NEW FORM* MC 97, Protected Personal Identifying Information**

Most recent version: (9/20) version

Use of existing stock: New form

➤ [Click here to see the form.](#)

This form was created pursuant to MCR 1.109(D)(9)(b) for use in providing the court with protected personal identifying information for the defendant, respondent, or decedent.

***NEW FORM* MC 97a, Addendum to Protected Personal Identifying Information**

Most recent version: (9/20) version

Use of existing stock: New form

➤ [Click here to see the form.](#)

This form was created pursuant to MCR 1.109(D)(9)(b) for use in providing the court with protected personal identifying information for an individual who is not the defendant, respondent, or decedent.

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[*NEW FORM* MC 97b, Protected Personal Identifying Information Petition \(Child Protective Proceedings\)](#)

Most recent version: (9/20) version

Use of existing stock: New form

➤ [Click here to see the form.](#)

This form was created pursuant to MCR 1.109(D)(9)(b) for use in providing the court with protected personal identifying information for individuals identified in JC 04b only.

NEW FORM

JIS Code: PPI

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	PROTECTED PERSONAL IDENTIFYING INFORMATION	CASE NO. and JUDGE
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Court address _____

Court telephone no. _____

Plaintiff's/Petitioner's name	v	Defendant's/Respondent's name
In the matter of _____		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a defendant, respondent, or decedent. If the person is a plaintiff, petitioner, or other individual, use form MC 97a.

Instructions:

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- **Provide only** the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97 is being filed with: _____

Printed name of individual completing form and date _____

Instructions: Provide the name of the person that the PII applies to, followed by the specific PII that is required to be provided. For Other, specify the type of PII in addition to the PII itself. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. 1" in place of the DOB in the public document.

Ref. No.	Name (required)
1	Date of birth
2	National ID no. / Last 4 digits of SSN XXX-XX-_____
3	Driver's License / State-issued ID no.
4	Passport no.
5	Other

Ref. No.	Instructions: List the name of the financial institution and the account number. List the paragraph that references the account, if needed for clarity. Use reference number (Ref. No.) when necessary to refer to account in public documents.		
6	Financial institution	Account no.	Paragraph no.
7	Financial institution	Account no.	Paragraph no.
8	Financial institution	Account no.	Paragraph no.
9	Financial institution	Account no.	Paragraph no.

NEW FORM

JIS Code: API

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	ADDENDUM TO PROTECTED PERSONAL IDENTIFYING INFORMATION	CASE NO. and JUDGE
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Court address _____

Court telephone no. _____

Plaintiff's/Petitioner's name	v	Defendant's/Respondent's name
In the matter of _____		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is a NOT a defendant, respondent, or decedent. If the person is a defendant, respondent, or decedent use form MC 97.

Instructions:

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- **Provide only** the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97a is being filed with: _____

Printed name of individual completing form and date

Ref. No.	Instructions: Provide the name of the person that the PII applies to, followed by the specific PII that is required. For Other, specify the type of PII in addition to the PII itself - for example, Social Security No. XXXX. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. XX" in place of the DOB in the public document.		
10	Name	DOB	Other
11	Name	DOB	Other
12	Name	DOB	Other
13	Name	DOB	Other
14	Name	DOB	Other
15	Name	DOB	Other
16	Name	DOB	Other
17	Name	DOB	Other
18	Name	DOB	Other

NEW FORM

JIS Code: PCP

STATE OF MICHIGAN JUDICIAL CIRCUIT COUNTY	PROTECTED PERSONAL IDENTIFYING INFORMATION PETITION (CHILD PROTECTIVE PROCEEDINGS) <input type="checkbox"/> Amended <input type="checkbox"/> Supplemental	CASE NO. and JUDGE
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Court address

Court telephone no.

In the matter of _____

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form in child protective proceedings along with JC 04b.

Instructions:

- Include the protected PII (date of birth) on this form only. Do not include the DOB on JC 04b.
- List the children and parents, guardian, legal custodian, or nearest relative in the same order as on the petition.

Printed name of individual completing form and date

1. Children as listed on JC04b.

a. Name of child	DOB
b. Name of child	DOB
c. Name of child	DOB
d. Name of child	DOB
e. Name of child	DOB
f. Name of child	DOB
g. Name of child	DOB
h. Name of child	DOB

2. Parents, guardian, legal custodian, or nearest known relative as listed on JC04b.

a. Father's name	DOB
b. Father's name	DOB
c. Father's name	DOB
d. Father's name	DOB
e. Mother's name	DOB
f. Mother's name	DOB
g. Nonparent adult respondent's name	DOB
h. Guardian/Legal custodian's name	DOB