



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: January 5, 2021

TO: All Judges
All Court Administrators and Probate Registers

FROM: Rebecca A. Schnelz, Forms and Resources Analyst

RE: Revised SCAO 27, Delay in Matters Submitted to Judge
Revised SCAO 75, Nepotism Waiver

Forms SCAO 27 and SCAO 75 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 27, Delay in Matters Submitted to Judge

Most recent update: (12/20)

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 75, Nepotism Waiver

Most recent update: (12/20)

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

January 5, 2021

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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.

DELAY IN MATTERS SUBMITTED TO JUDGE

General Reporting Instructions:

- Current judges shall submit this report electronically through the Delay in Matters Submitted (DMS) system located at <http://www.courts.mi.gov/mcap>. Judges who leave the bench during the quarter shall submit their last quarterly report either through DMS or by using this paper form. Former judges who are assigned to at least one case and have at least one matter to report shall use this paper form. Current judges and judges who leave the bench shall submit this report whether or not there is any matter to report.
- Quarterly reports shall be filed with the chief judge on the first business day of January, April, July, and October. The information recorded on these reports shall be submitted to the State Court Administrative Office no later than 7 days after filing with the chief judge. Judges who use this paper form shall submit it to the appropriate Regional Office. (See the bottom of page 2 for details.)
- This is a judicial report, not a court report. Therefore, a report may contain matters from more than one court. Include matters from another court to which the judge has been assigned and all matters under consideration by referees. A “matter” is any issue submitted to a judge requiring a decision, such as a pretrial motion, postjudgment motion, plea under advisement pursuant to MCR 6.302(F) or MCR 3.941(D), postjudgment request for transcripts/records pursuant to MCR 6.433, and requests for appointment of counsel pursuant to MCR 6.425, etc.
- According to MCR 8.107(A), every matter submitted to a judge or judicial officer should be promptly determined. Decisions, when possible, should be made from the bench or within a few days of submission; otherwise a decision should be rendered no later than 35 days after submission. For the purpose of MCR 8.107(A), the time of submission is the time the last argument or presentation in the matter was made, or the expiration of the time allowed for filing the last brief or production of transcripts.
- It is recommended that each decided matter be recorded at the time the decision is rendered.

Quarter	Year	Name of judge	Bar no.
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A. Undecided Matters There is no matter undecided at the end of this reporting period that has aged more than 56 days since submission.
 Report below each matter that remains undecided at the end of the reporting period that has aged more than 56 days since submission.

Case Number	Case-Type Code	Case Name	Date Matter Submitted	Type of Matter	Reason(s) for Delay

See **next page** for Decided Matters.

DELAY IN MATTERS SUBMITTED TO JUDGE (continued)

B. Decided Matters

There was no matter decided in this reporting period for which the decision was made more than 56 days after submission.

Record below each matter that was decided in this reporting period for which the decision was made more than 56 days after submission.

Case Number	Case-Type Code	Case Name	Date Matter Submitted	Date Matter Decided	Type of Matter	Reason(s) for Delay

I certify that on this date I filed a copy of this report with _____
Name of chief judge

Date

Judge signature

Reviewed by Chief Judge: _____
Date

Chief judge signature

Please send this completed report to the appropriate Regional Office:

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
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NEPOTISM WAIVER

Court name and number	Chief judge's name
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1. _____ has been selected for the position of
 Prospective employee's name

 Position name

but is related to the Honorable _____.

2. I state that:

- a. The position named above was announced or advertised to the public in the same manner and for the same duration as other vacancies would within the court.
- b. The judge named above did not participate in the employee selection process in any way.
- c. Other qualified applicants were considered for this position.
- d. The selection of the prospective employee named above was based on merit and qualifications, including evidence that the prospective employee meets the minimum requirements for the position.

3. I waive the prohibition that this prospective employee may not work in the same court with this judge.

Date

Signature

Use note: If the chief judge is related to the prospective employee, the State Court Administrator must sign this waiver.

Please send this completed waiver to the appropriate Regional Administrator:

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 Detroit, MI 48202
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