



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: April 28, 2020
FROM: Rebecca A. Schnelz, Forms and Resources Analyst
RE: Notice of Creation of MC 505, Contact Information

Form MC 505, Contact Information has been created. A brief explanation and a copy of the form is provided below.

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

***NEW FORM* MC 505, Contact Information**

Most recent update: (4/20) version

Use of existing paper stock: THIS IS A NEW FORM

➤ Click here to see the form.

This form was created to assist courts in the collection of contact information for parties to a case.

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	CONTACT INFORMATION <input type="checkbox"/> AMENDED	CASE NO. and JUDGE
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Court address

Court telephone no.

NEW FORM

This form is confidential and not to be served on other parties in this case. Any contact information below that has already been provided or is provided in the future in a public court filing or through the MiFILE system will not be made confidential by this document.

Please provide the following contact information:

1. Your name: _____
First, middle, and last name

2. a. Telephone number where the court can contact me: _____
 This telephone: can cannot receive text messages from the court.
 can cannot receive voice messages from the court.

b. I do not have a telephone number where the court can contact me.

3. a. E-mail address where I can receive e-mails: _____

b. I do not have an e-mail address where I can receive e-mails from the court.

PLEASE READ AND UNDERSTAND THE FOLLOWING:
 Upon signing this form, you are consenting to text, e-mail, and/or phone notifications on your court case. If the case is NON-PUBLIC, it is NOT ELIGIBLE for text or phone notifications.

By signing this form, I authorize the _____ court to notify me of upcoming events in this case.
Name of court

I understand, based on the options chosen above that I will receive text, e-mail, and/or voice notifications to the phone number or e-mail address listed on this form. I also understand that the _____ court is not responsible for any additional fees or charges due to my phone carrier data rates.
Name of court

In the event that my e-mail, or cell or land line phone number changes, I will notify the court to update their records, and if I fail to do so it will result in the termination of this service from the court.

Privacy Disclaimer: Your contact information is necessary to assist the court in providing important information in a timely manner. Your information will not be sold, distributed, or shared with any other entity. You can OPT-OUT of the system at any time. Simply reply OPTOUT to any received message.

 Date

 Signature