



**Michigan Supreme Court**  
**State Court Administrative Office**  
**Trial Court Services Division**  
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John D. Ferry, Jr., State Court Administrator

**M E M O R A N D U M**

**DATE:** January 9, 2004

**TO:** District and Municipal Court Judges  
cc: Clerks

**FROM:** Nial Raaen, Director

**SUBJ:** Modifications to the Uniform Law Citation and Other Citations

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MCL 257.727c and 764.9f require the form of a citation and appearance ticket, respectively, to be approved by the Attorney General, Secretary of State, Michigan State Police, and the State Court Administrative Office (SCAO). MCL 600.8705 and 600.8805 require the form of a municipal civil infraction and state civil infraction, respectively, to be approved by the SCAO. As a matter of course, the SCAO sends revisions to the state approved citations to specified printers whenever they occur.

Any modification from the current state approved version must be submitted to the SCAO for approval before it may be used. A local modification would include the elimination of an existing data field or text, the addition of a new data field or text, or a modification in design. A request for approval of the proposed local version should include a description of each addition, deletion, or modification, and the reason(s) for same.

Any courts working with a vendor to automate the electronic filing of citations should be aware that the design of the printed version of the citation must be the current state approved version unless a modification is approved.

Questions about or requests for approval of modifications to a citation may be directed to Amy Byrd, Forms Analyst, 517-373-4864.