



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: July 11, 2017

TO: Circuit, Family, District, and Municipal Court Judges
Court Administrators

FROM: Julia Norton, Collections Management Analyst

RE: Collections Program Review

As required by Administrative Order 2010-01, the State Court Administrative Office (SCAO) is reviewing collections programs to ensure that courts are meeting the minimum required collections [components](#) one through seven. Starting this fall, circuit; family; district, and municipal court collections programs will be reviewed either by SCAO staff or as part of the regular audit process by Michigan Supreme Court auditors.

The review process takes one day and involves both verifying collections practices and components and a case file review. As part of the review, the court will have an opportunity to complete a prereview checklist to document the collections components implemented by the court. After the review is complete, the court will receive a report documenting the court's collections program status as either compliant or noncompliant.

Beginning September 2017, SCAO will begin scheduling reviews. The timeframe to conduct the statewide reviews will span multiple years. Due to the number of courts involved in the review process, your court may not be immediately contacted.

For more information on court collections program requirements, components and the collections performance measure, please visit the Trial Court Collections [website](#).

If you have any questions, please do not hesitate to contact trialcourtservices@courts.mi.gov.