



## REGIONAL *Quick Tip*

STATE COURT ADMINISTRATIVE OFFICE

### Record Requests

If you receive a request for the creation of a new record, you should review your Local Administrative Order's section relating to the creation of new records. The SCAO model LAO for Access, Inspection, Reproduction and Creation of Records can be found on our website at:

<http://courts.mi.gov/Administration/admin/pol/Pages/LAOs.aspx>

The specific language in the model regarding new record creation states:

*Requests for creation of a new record, as defined in MCR 8.119(J)(4), will be granted only if creating the new record will not unreasonably interfere with the discharge of court functions. If granted, the request will be accommodated within a reasonable amount of time dependent upon the availability of sufficient public data within the body of case records (including related databases), and the ease in which those records can be identified and compiled.*

Please note that, as specified in their own orders, courts can get reimbursement for costs related to the creation of a new record. Courts should follow their own LAO carefully and may want to contact their regional office with specific questions.

We welcome your suggestions for future Quick Tips. Please send them to us so that we can share with your colleagues.

Region I:

**Paul Paruk**

(313) 972-3300

[parukp@courts.mi.gov](mailto:parukp@courts.mi.gov)

Region II:

**Jodi Latuszek**

(517) 373-9353

[latuszekj@courts.mi.gov](mailto:latuszekj@courts.mi.gov)

Region III:

**Bruce Kilmer**

(989) 772-5934

[kilmerb@courts.mi.gov](mailto:kilmerb@courts.mi.gov)

Region IV:

**Jerome Kole**

(989) 732-3311

[kolej@courts.mi.gov](mailto:kolej@courts.mi.gov)

Region V:

**Jill Booth**

(517) 373-8679

[boothj@courts.mi.gov](mailto:boothj@courts.mi.gov)

Region VI:

**Jennifer Phillips**

(313) 972-3300

[phillipsj@courts.mi.gov](mailto:phillipsj@courts.mi.gov)

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