



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Jennifer Warner
Director

MEMORANDUM

DATE: May 28, 2015

TO: Circuit Court Administrators
District Court Clerks/Administrators
Probate Registers
Friends of the Court
County Clerks
Court Forms Contacts

FROM: Amy L. Garoushi, Forms and Records Manager

RE: Change in Distribution of SCAO-Approved Court Forms

Effective, June 1, 2015, revised and newly developed SCAO-approved court forms that are released for use will no longer be distributed to a court forms contact person in hard-copy format. Instead, the court administrator, probate register, and friend of the court in each court and each county clerk will be sent an e-mail stating that the forms and indexes are available in Zip files at <http://courts.mi.gov/administration/scao/forms/pages/recent-form-revisions.aspx>.

The SCAO will no longer maintain a list of court forms contact persons. Therefore, the court administrator, probate register, and friend of the court in each court is responsible for distributing notice of the release of revised and newly developed SCAO-approved court forms to appropriate court personnel and ensuring that hard copy or electronic versions of previously approved versions of forms are replaced with the new forms.

If you have questions about this change in policy, please contact me at 517-373-4864 or elgaroushia@courts.mi.gov.