



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

Steven D. Capps
Director

MEMORANDUM

DATE: November 12, 2009

TO: Chief Judges
cc: Court Administrators
Magistrates
Referees

FROM: Steven D. Capps

RE: SCAO Administrative Memorandum 2009-05
Reporting of Magistrate and Referee Contact Information

In order to comply with [Administrative Order 2009-06](#), chief judges must submit local administrative orders (LAOs) to the State Court Administrative Office (SCAO) to identify individuals appointed as magistrates or referees in their court. LAOs must include the name of the individual, the scope of his or her responsibilities and his or her contact information. These LAOs must be in place by January 1, 2010.

SCAO's Trial Court Services Division has developed the following models to assist courts in complying with AO 2009-06:

[Model LAO 3a -- Appointment of Magistrate](#)
[Model LAO 3b -- Appointment of Attorney Magistrate](#)
[Model LAO 31 -- Appointment of Domestic Relations Referee](#)
[Model LAO 32a -- Appointment of Non-Attorney Juvenile Referee](#)
[Model LAO 32b -- Appointment of Attorney Juvenile Referee](#)

If the court already has a district court magistrate LAO it does not need to rescind the current LAO and submit a new one. Instead, the magistrate should submit his or her contact information to the SCAO using the form for [updating contacting information](#).

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If the court has a referee that handles both domestic relations and juvenile matters the court does not need to submit two LAOs, but may combine language from both the juvenile referee and domestic relations referee models and submit one LAO.

Once the LAO has been approved, responsibility for notifying SCAO of changes in the magistrate's or referee's contact information during the course of the appointment is the responsibility of the magistrate or referee. AO 2009-06.

If you have any questions, please contact our office at 517-373-4835.