



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

John A. Hohman, Jr.
State Court Administrator

MEMORANDUM

DATE: February 27, 2014

TO: Business Court Judges
cc: Court Administrators

FROM: John A. Hohman, Jr.

RE: SCAO Administrative Memorandum 2014-02
Business Court Opinion Standards
Rescinds 2014-01

Pursuant to Administrative Order 2013-6, business court opinions shall be transmitted to the State Court Administrative Office (SCAO) within seven days after the court enters the opinion. The opinions generated as a part of the business court docket must meet the following requirements:

- Opinions submitted to SCAO must be in searchable PDF format.
- Each original opinion must be signed and dated; however, the electronic opinion submitted to SCAO may have “/s/” to indicate the judge signed the original.
- Opinions shall be named in the following manner: [court number]-[case number] [date of opinion], e.g. C06-2013-134076-NI (Oct 3, 2013).pdf.
- The document’s properties should reflect the title as follows: [case name], [case number], e.g. Deshawn Alexander v Karl Weidle and State Farm, C06 2013-134076-NI.
- Each opinion shall be sent, together with a completed [Categories for Business Court Opinions](#) form (fillable PDF format), to Business-Opinions@courts.mi.gov.

If you have questions, please contact Deb Marks at 517-373-7496 or marksd@courts.mi.gov or Jim Inloes at 517-373-0122 or inloesj@courts.mi.gov.

Q. How do I create a searchable PDF?

A. Option 1 – Create a searchable PDF directly from Word

1. Open the Word document.
2. Click *File*, then *Save as Adobe PDF*.

Option 2 – Create a searchable PDF from a scanned document

1. Open the scanned document.
2. Click *View, Tools, Document Processing*.
3. Click *Optimize Scanned PDF*.
4. Deselect *Apply Adaptive Compression* and select *Mark Searchable (Apply OCR)*.
5. Click *OK*.

Q. How do I edit the document's properties?

A. 1. Open the PDF.

1. Click *File, Properties*.
2. Click the *Description* tab.
3. Enter the case name, followed by the case number, as indicated above.
4. Click *OK*.

Q. Must the judge's signature appear on the order sent to SCAO or is "/s/" acceptable?

A. The document sent to SCAO may have "/s/" to indicate that the judge signed the original.