



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
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Thomas P. Boyd
State Court Administrator

MEMORANDUM

DATE: April 8, 2020

TO: Judges
Court Administrators
Probate Registers

CC: Authorized Users of MCAP Applications

FROM: Thomas P. Boyd

RE: Reporting Deadlines - Suspended Until Further Notice

In March, SCAO announced extensions for numerous reporting requirements. At this time, to allow courts to focus on essential services and adapt to holding hearings remotely, we are suspending most of those deadlines until further notice. The deadlines are provided on page 2.

When your court does submit these reports, the time period covered by the report remains unchanged. For example, the Delay in Criminal Proceedings Report that is normally due in April will still cover activity in January-March. Further, if you are able to submit any reports during this suspension, the MCAP applications and SCAO staff are available to receive those.

There are two important exceptions to the suspension of reporting deadlines. The following reports are necessary for SCAO to disburse funds to the courts:

1. **The deadline for the Drug and Drunk Driving Reimbursement report remains April 30.**
2. **The deadline for the Jury Fees report remains May 31.**

If you have any difficulty submitting these two reports, please contact your regional administrator.

Thank you for your dedicated service during these very stressful times.

April 8, 2020

Page Two

Original Deadline	2020 Deadline	Report Name	Applicability	Authority
March 31	Suspended	Court Costs Imposed and Collected (CCIC)*	Circuit & District Cts	MCL 769.1k(8)
March 31	Suspended	Court Security Reporting	All Trial Courts	AO 2019-1
March 31	April 30	Drug & Drunk Driving Reimb. (DADDRS)*	Circuit & District Cts	MCL 257.323d MCL 257.625h
March 31	Suspended	Jury Statistics Report (JSR)*	All Trial Courts	
March 31	Suspended	Permanency Indicators Reports (PIR)*	Circuit Courts**	MCL 712A.22
April 10	Suspended	Delay in Matters Submitted to Judge (DMS)*	All Judges	MCR 8.107(B)
April 7	Suspended	Delay in Criminal Proceedings (DCP)*	Circuit & District Cts	MCR 8.110(C)(6)
April 15	Suspended	Financial Report	All Judges	Canon 6c
April 30	May 31	Report of Jury Fees*	All Trial Courts	MCL 600.151d
April 30	Suspended	PIR Verification*	Circuit Courts	MCL 712A.22

*Submitted through MCAP to SCAO.

**Courts that manage child protective cases using a JIS system are not required to submit a PIR report. See the March 22, 2019 [memo](#) for additional details.