



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0130

MEMORANDUM

DATE: November 26, 2008

TO: Court Administrators
Probate Registers

FROM: Laura Hutzell, Statistical Research Manager

RE: Court Employee Compensation Survey

To assist courts in sharing information about employee staffing and compensation, the State Court Administrative Office (SCAO) developed the Court Employee Compensation Survey (CECS). This new web-based application is available on the Michigan Court Application Portal (MCAP) and contains blank surveys, in Microsoft Excel format, related to court staffing and compensation. You have the option to complete a survey regarding your court's staffing and compensation levels and return it by e-mail to SCAO. Once SCAO compiles the surveys, you will be able to access compensation information from other courts on MCAP. To ensure the information on CECS remains current, it is recommended that each court update their survey each time employee compensation levels or staffing levels change.

At this time, CECS is available to court administrators and probate registers. If you wish to submit surveys on behalf of your court, you can log in to MCAP and do so. If you wish to designate someone else to submit surveys on behalf of your court, you can grant him or her access through User Maintenance on MCAP (www.courts.mi.gov/mcap). For assistance with User Maintenance, please contact Kimberly Tody at 517-373-5538 or todyk@courts.mi.gov.

Detailed instructions for completing the surveys and position descriptions are available on CECS. For circuit courts, the survey contains three sections: one for juvenile positions, one for FOC positions, and one for the remaining circuit court positions.

If you have any questions about CECS, please contact your regional office.