

The following is an alphabetic list of reports that circuit courts and judges must prepare and submit to the State Court Administrative Office. It contains the name of each report, its due date (if one), the form number (if one), who submits the report, and where the report is to be submitted. Included in the list are some orders which must be submitted upon entry. At the end of this list, reports with a specific due date are restated chronologically. Problem-solving courts have additional reporting requirements and should contact Trial Court Services for further information.

Alphabetic List

Report Name (Form Number)	Submitted By	Send To	Method of Submission	Authority	Due Date
Absent Without Legal Permission	Chief Circuit Judges	Child Welfare Services	MCAP*	AO 2002-4	Monthly
ADA Performance Measure Compliance Form	Chief Circuit Judges	Regional Office	Paper		As it occurs
Appointment of Court Officers	Circuit Courts	Statistical Research	Paper	MCR 3.106(B)(2)	As it occurs
Circuit Court Caseload (SCAO 31)	Circuit Courts	Statistical Research	MCAP*	MCR 8.103	January 30
Circuit Court Caseload Verification	Circuit Courts	Statistical Research	MCAP*	MCR 8.103	February 28
Counsel Appointments	Circuit Courts	Statistical Research	MCAP*	MCR 8.123	February 15
Court Costs Imposed and Collected	Circuit Courts	Statistical Research	MCAP*	MCL 769.1k(8)	March 31
Delay in Criminal Proceedings (SCAO 63)	Chief Circuit Judges	Regional Office	MCAP*	MCR 8.110(C)(5)	January 7, April 7, July 7, October 7
Delay in Matters Submitted to Judge (SCAO 27)	Circuit Judges through Chief Judge	Regional Office	MCAP*	MCR 8.107(B)	First business day of January, April, July, and October plus 7 days
Drug and Drunk Driving Case Reimbursement (SCAO 24)	Circuit Courts	Finance	MCAP*	MCL 257.323d MCL 257.625h	March 31

*The Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

Alphabetic List

Report Name (Form Number)	Submitted By	Send To	Method of Submission	Authority	Due Date
Financial Report (SCAO 17)	Circuit Judges and Referees	Regional Office	Paper	Canon 6c	April 15
FOC Grievance Record (SCAO 28)	Chief Circuit Judges	FOCB	Paper	MCL 552.526 MCL 552.519	January 15
FOC Statutory Review (FOC 17)	Chief Circuit Judges	FOCB	Paper	MCL 552.524	August 1
Judicial Absence Report (SCAO 25a)	Circuit Judges through Chief Judge	Regional Office	Paper	MCR 8.110(D)(6)	Annually
Jury Statistics Report	Circuit Courts	Statistical Research	MCAP*		March 31
Michigan Trial Court Incident Report	Circuit Courts	Regional Office	Paper		As it occurs
Order for Administrative Closing (PC 671)	Circuit Court Family Divisions	Regional Office	Paper	MCR 5.144(A)(2)	Upon entry of order
Order Limiting Access to Proceedings	Circuit Courts	Regional Office	Paper	MCR 8.116(D)(3)	Upon entry of order
Order to Seal Court Records	Circuit Judges	Regional Office and Supreme Court Clerk	Paper	MCR 8.119(I)(7)	Upon entry of order
Outstanding Receivables Aging Report	Circuit Courts and Family Divisions	Trial Court Services	MCAP*		July 30
Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year	Circuit Courts and Family Divisions	Trial Court Services	MCAP*		July 30
Permanency Indicators Reports (SCAO66)	Circuit Courts and Family Divisions	Trial Court Services	MCAP*	MCL 712A.22	March 31

*The Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

Alphabetic List

Report Name (Form Number)	Submitted By	Send To	Method of Submission	Authority	Due Date
Permanency Indicators Reports Verification	Circuit Courts and Family Divisions	Trial Court Services	MCAP*	MCL 712A.22	April 30
Public Satisfaction Survey	Circuit Courts	Statistical Research	Paper		October 31
Report of Child Deaths While Under Court Jurisdiction (Child Abuse or Neglect)	Circuit Courts	Child Welfare Services	Paper		As it occurs
Report of Jury Fees (SCAO 45)	Circuit Courts	Finance	MCAP*	MCL 600.151e	April 30 and October 31
Summary Report of Outstanding Receivables by Cash Code and Case Type	Circuit Courts and Family Divisions	Trial Court Services	MCAP*		July 30

*The Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

Chronological List

Due Date	Report Name
First business day of January + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
January 7	Delay in Criminal Proceedings (SCAO 63)
January 15	FOC Grievance Record (SCAO 28)
January 30	Circuit Court Caseload (SCAO 31)
February 1	Judicial Absence Report (SCAO 25a)
February 15	Counsel Appointments
February 28	Circuit Court Caseload Verification
March 31	Court Costs Imposed and Collected
March 31	Drug and Drunk Driving Case Reimbursement (SCAO 24)
March 31	Jury Statistics Report
March 31	Permanency Indicators Reports (SCAO66)
First business day of April + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
April 7	Delay in Criminal Proceedings (SCAO 63)
April 15	Financial Report (SCAO 17)
April 30	Report of Jury Fees (SCAO 45)
April 30	Permanency Indicators Reports Verification
First business day of July + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
July 7	Delay in Criminal Proceedings (SCAO 63)
July 30	Outstanding Receivables Aging Report
July 30	Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year

Chronological List

Due Date	Report Name
July 30	Summary Report of Outstanding Receivables by Cash Code and Case Type
August 1	FOC Statutory Review (FOC 17)
First business day of October + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
October 7	Delay in Criminal Proceedings (SCAO 63)
October 31	Report of Jury Fees (SCAO 45)
October 31	Public Satisfaction Survey