

## Required Reports from District and Municipal Courts and Judges

June 2018

The following is an alphabetic list of reports that district and municipal 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
ADA Performance Measure Compliance Form	Chief District and Municipal Court Judges	Regional Office	Paper		As it occurs
Appointment of Court Officers	District and Municipal Courts	Statistical Research	Paper	MCR 3.106(B)(2)	As it occurs
Counsel Appointments	District and Municipal Courts	Statistical Research	MCAP*	MCR 8.123	February 15
Court Costs Imposed and Collected	District and Municipal Courts	Statistical Research	MCAP*	MCL 769.1k(8)	March 31
Delay in Criminal Proceedings (SCAO 64)	Chief District and Municipal Court	Regional Office	MCAP*	MCR 8.110(C)(5)	January 7, April 7, July 7, October 7
Delay in Matters Submitted to Judge (SCAO 27)	District and Municipal Judges through Chief Judge	Regional Office	MCAP*	MCR 8.107(B)	First business day of January, April, July, and October plus 7 days
District and Municipal Court Caseload (SCAO 18)	District and Municipal Courts	Statistical Research	MCAP*	MCR 8.103	January 30
District and Municipal Court Caseload Verification	District and Municipal Courts	Statistical Research	MCAP*	MCR 8.103	February 28
Drug and Drunk Driving Case Reimbursement (SCAO 24)	District and Municipal 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**

<b>Report Name (Form Number)</b>	<b>Submitted By</b>	<b>Send To</b>	<b>Method of Submission</b>	<b>Authority</b>	<b>Due Date</b>
Financial Report (SCAO 17)	District and Municipal Judges and Magistrates	Regional Office	Paper	Canon 6c	April 15
Judicial Absence Report (SCAO 25a)	District and Municipal Judges through Chief Judge	Regional Office	Paper	MCR 8.110(D)(6)	Annually
Jury Statistics Report	District and Municipal Courts	Statistical Research	MCAP*		March 31
Michigan Trial Court Incident Report	District and Municipal Courts	Regional Office	Paper		As it occurs
Order Limiting Access to Proceedings	District and Municipal Courts	Regional Office	Paper	MCR 8.116(D)(3)	Upon entry of order
Order to Seal Court Records	District and Municipal Judges	Regional Office and Supreme Court Clerk	Paper	MCR 8.119 (I)(7)	Upon entry of order
Outstanding Receivables Aging Report	District and Municipal Courts	Trial Court Services	MCAP*		July 30
Payment/Adjustment Distribution of Assessments by Case Type and Public Satisfaction Survey	District and Municipal Courts	Trial Court Services	MCAP*		July 30
	District and Municipal Courts	Statistical Research	Paper		October 31
Report of Jury Fees (SCAO 45)	District and Municipal Courts	Finance	MCAP*	MCL 600.151e	April 30 and October 31
Summary Report of Outstanding Receivables by Cash Code and Case Type	District and Municipal Courts	Trial Court Services	MCAP*		July 30

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

**Chronological List**

<b>Due Date</b>	<b>Report Name</b>
First business day of January + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
January 7	Delay in Criminal Proceedings (SCAO 64)
January 30	District and Municipal Court Caseload (SCAO 18)
February 1	Judicial Absence Report (SCAO 25a)
February 15	Counsel Appointments
February 28	District and Municipal 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
First business day of April + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
April 7	Delay in Criminal Proceedings (SCAO 64)
April 15	Financial Report (SCAO 17)
April 30	Report of Jury Fees (SCAO 45)
First business day of July + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
July 7	Delay in Criminal Proceedings (SCAO 64)
July 30	Outstanding Receivables Aging Report
July 30	Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year
July 30	Summary Report of Outstanding Receivables by Cash Code and Case Type
First business day of October + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
October 7	Delay in Criminal Proceedings (SCAO 64)

**Chronological List**

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<b>Due Date</b>	<b>Report Name</b>
October 31	Report of Jury Fees (SCAO 45)
October 31	Public Satisfaction Survey

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