

The following is an alphabetic list of reports that probate 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**

<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>
ADA Performance Measure Compliance Form	Probate Courts	Regional Office	Paper		As it occurs
Appointment of Court Officers	Probate Courts	Statistical Research	Paper	MCR 3.106(B)(2)	As it occurs
Counsel Appointments	Probate Courts	Statistical Research	MCAP*	MCR 8.123	February 15
Deficiencies in Guardianship/Conservatorship Administration Report (SCAO 65)	Chief Probate Judges	Regional Office	Paper		January 30 and July 30
Delay in Matters Submitted to Judge (SCAO 27)	Probate Judges through Chief Judge	Regional Office	MCAP*	MCR 8.107(B)	First business day of January, April, July, and October plus 7 days
Financial Report (SCAO 17)	Probate Judges and Referees	Regional Office	Paper	Canon 6c	April 15
Judicial Absence Report (SCAO 25a)	Probate Judges through Chief Judge	Regional Office	Paper	MCR 8.110(D)(6)	Annually
Jury Statistics Report	Probate Courts	Statistical Research	MCAP*		March 31
Michigan Trial Court Incident Report	Probate Courts	Regional Office	Paper		As it occurs

\*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>
Order to Seal Court Records	Probate Judges	Regional Office and Supreme Court Clerk	Paper	MCR 8.119 (I)(7)	Upon entry of order
Probate Court Caseload (SCAO 22)	Probate Courts	Statistical Research	MCAP*	MCR 8.103	January 30
Probate Court Caseload Verification	Probate Courts	Statistical Research	MCAP*	MCR 8.103	February 28
Public Satisfaction Survey	Probate Courts	Statistical Research	Paper		October 31
Report of Decedent Estate Administration Fees (SCAO 67)	Probate Courts	Trial Court Services	Paper	MCL 600.871(4)	March 31
Report of Jury Fees (SCAO 45)	Probate Courts	Finance	MCAP*	MCL 600.151e	April 30 and October 31

\*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 30	Probate Court Caseload (SCAO 22)
January 30	Deficiencies in Guardianship/Conservatorship Administration Report (SCAO 65)
February 1	Judicial Absence Report (SCAO 25a)
February 15	Counsel Appointments
February 28	Probate Court Caseload Verification
March 31	Jury Statistics Report
March 31	Report of Decedent Estate Administration Fees (SCAO 67)
First business day of April + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
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 30	Deficiencies in Guardianship/Conservatorship Administration Report (SCAO 65)
First business day of October + 7 days	Delay in Matters Submitted to Judge (SCAO 27)
October 31	Report of Jury Fees (SCAO 45)
October 31	Public Satisfaction Survey