

Case File Management Standards (rev. 12/15)

6.1: Case-Type Codes

Component 39	Phases of File Management Where Used
Case-Type Codes	Case initiation, maintenance, disposition to closing, postadjudication

(A) **Circuit Court Case-Type Code List.** The following case-type code list must be used in circuit court as provided in Component 1. The bracketed letters are the case-type codes.

(1) *Appeals.*

- (a) Agencies [AA]. All matters from administrative agencies other than the Michigan Employment Security Commission and the Michigan Secretary of State. Includes appeal of any county clerk action taken under MCL 28.421 *et seq.*
- (b) Employment Security Commission [AE]. All matters regarding Michigan Employment Security Commission actions.
- (c) Parole Board Decisions [AP]. Appeals in parole board decisions.
- (d) Criminal Appeals [AR]. All criminal appeals from a lower court when filed in a higher court.
- (e) Civil Appeals [AV]. All civil appeals from a lower court when filed in a higher court.

(2) *Administrative Review, Superintending Control, Extraordinary Writs.*

- (a) Habeas Corpus [AH]. All writs of habeas corpus governed by MCR 3.303 and MCR 3.304 except habeas corpus to obtain custody of a child.
- (b) Licensing and Vehicles [AL]. All matters regarding Secretary of State actions.
- (c) Superintending Control [AS]. All matters involving superintending control or supervisory control powers of the court.
- (d) Writs [AW]. All actions for mandamus not filed in the Court of Claims and all quo warranto and other writs.

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(3) *Criminal.*

- (a) Extradition/Detainer [AX]. All extradition and detainer matters initiated by Michigan to other states.
- (b) Capital Felonies [FC]. Capital felony cases in which life sentence is possible and a larger number of peremptory jury challenges is provided.
- (c) Noncapital Felonies [FH].
- (d) Juvenile Felonies [FJ]. Juvenile offenses committed by juveniles and waived to the criminal division of the circuit court under MCR 3.950. Includes life offenses committed by juveniles in which the prosecuting attorney has authorized the filing of a criminal complaint and warrant under MCR 6.907 instead of proceeding in the family division of the circuit court.

(4) *Civil Damage Suits.*

- (a) Property Damage, Auto Negligence [ND]. All complaints of property damage , but not personal injury, involving the use of a motor vehicle.
- (b) No-Fault Automobile Insurance [NF]. All claims for first-party personal protection benefits and first-party property protection benefits under the no-fault automobile insurance act.
- (c) Medical Malpractice [NH]. All claims involving health-care provider malpractice.
- (d) Personal Injury, Auto Negligence [NI]. All complaints of personal injury, or personal injury and property damage, involving the use of a motor vehicle.
- (e) Other Professional Malpractice [NM]. All claims involving professional malpractice other than health-care provider malpractice.

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- (f) Other Personal Injury [NO]. All other claims involving liability for personal injury not otherwise coded.
 - (g) Products Liability [NP]. All claims involving products liability.
 - (h) Liquor Control [NS]. All claims involving liability under the liquor control code.
 - (i) Other Damage Suits [NZ]. All other claims for damages.
- (5) *Other Civil Matters.*
- (a) Business Claims [CB]. All claims in which all or part of the action includes a business or commercial dispute under MCL 600.8035.
 - (b) Condemnation [CC]. All condemnation proceedings.
 - (c) Employment Discrimination [CD]. All complaints of employment discrimination.
 - (d) Environment [CE]. All environmental matters such as zoning, pollution, etc.
 - (e) Forfeiture Claims [CF]. All claims of interest in property seized under the Controlled Substance that may be subject to forfeiture.
 - (f) Housing and Real Estate [CH]. All housing, real estate, foreclosure, land contracts, and other property proceedings (except landlord-tenant and land contract summary proceedings).
 - (g) Contracts [CK]. All proceedings involving contractual obligations not otherwise coded.
 - (h) Labor Relations [CL]. All labor-management matters except employment discrimination.

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- (i) Antitrust, Franchising, and Trade Regulation [CP]. All complaints regarding unlawful trade practices including but not limited to pricing and advertising of consumer items, regulation of watercraft, restraint of trade and monopolies, Consumer Protection Act, Farm and Utility Equipment Franchise Act, franchise investment law, motor vehicle dealer agreements, and the Motor Fuel Distribution Act.
 - (j) Corporate Receivership [CR]. All corporate receivership proceedings.
 - (k) General Civil [CZ]. All other civil actions not otherwise coded.
 - (l) Proceedings to Restore, Establish, or Correct Records [PC]. All proceedings to restore, establish, or correct records that are assigned a new case number (not brought under an existing case).
 - (m) Claim and Delivery [PD]. All complaints to recover personal property that are assigned a new case number (not brought under an existing case).
 - (n) Receivers in Supplemental Proceedings [PR]. All proceedings appointing a receiver that are assigned a new case number (not brought under an existing case).
 - (o) Supplemental Proceedings [PS]. All supplemental proceedings that are assigned a new case number (not brought under an existing case).
 - (p) Miscellaneous Proceedings [PZ]. All other matters assigned a new case number (not brought under an existing case), including the following matters: grand jury and multicounty grand jury, and applications for restoration of firearms rights under MCL 28.424.
- (6) *Family Division - Domestic Relations.*
- (a) Custody [DC]. All habeas corpus to obtain custody of a child; order to show cause for custody of a child; other custody, or custody and support proceedings when no divorce action has been filed; or actions under the Uniform Child Custody Jurisdiction Enforcement Act. Also used for intrastate transfers of postjudgment custody or custody and support proceedings where no divorce action has been filed.

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- (b) Divorce, Minor Children [DM]. All complaints for divorce, separate maintenance, or annulment when minor children are involved. Also used for intrastate transfers of postjudgment divorce; divorce and custody; or divorce, custody, and support complaints when minor children are involved.
- (c) Divorce, No Children [DO]. All complaints for divorce, separate maintenance, or annulment when no minor children are involved. Also used for intrastate transfers of postjudgment divorce complaints when no minor children are involved.
- (d) Paternity [DP]. All questions of paternity; paternity and custody; or paternity, custody, and support. Also used for intrastate transfers of postjudgment paternity; paternity and custody; or paternity, custody, and support complaints.
- (e) Other Support [DS]. All support matters under the Family Support Act. Also used for intrastate transfers of postjudgment support matters under the Family Support Act.
- (f) Other Domestic Relations Matters [DZ]. All other prejudgment matters involving domestic relations proceedings not otherwise coded. Also used for intrastate transfers of other postjudgment matters involving domestic relations proceedings not otherwise coded.
- (g) Assist with Discovery [UD]. All proceedings to assist with discovery or to compel a response to a discovery order issued by another state’s tribunal.
- (h) UIFSA Establishment [UE]. All support and paternity establishment proceedings incoming from another state.
- (i) UIFSA Filing [UF]. All outgoing requests to another state or country initiating enforcement, modification, income withholding, or redirection of support orders not issued in this state.
- (j) UIFSA Initiation [UI]. All support and paternity establishment proceedings outgoing to another state.

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- (k) UIFSA Registration of Orders for Modification [UM]. All incoming registrations of another state’s orders for the specific purpose of modification.
 - (l) UIFSA Registration of Orders for Enforcement [UN]. All incoming registrations of another state’s orders for the specific purpose of enforcement.
 - (m) Transfer UIFSA [UT]. All intrastate transfers of postjudgment support enforcement proceedings incoming from another state or outgoing to another state.
 - (n) Registration of Income Withholding Orders [UW]. All incoming registrations of another state’s orders for the specific purpose of income withholding.
- (7) *Family Division - Proceedings under Juvenile Code.*
- (a) Designated Juvenile Offenses [DJ]. All juvenile offenses designated by the prosecutor or court to be heard in the family division of circuit court in the same manner as an adult criminal case is heard in the criminal division of the circuit court.
 - (b) Delinquency Proceedings [DL]. All delinquency proceedings initiated by petition under the juvenile code or initiated by Uniform Law Citation for various minor offenses not in the Motor Vehicle Code.
 - (c) Juvenile Guardianship [JG]. All juvenile guardianships created by order under the juvenile code, MCL 712A.19a and MCL 712A.19c
 - (d) Child Protective Proceedings [NA]. All child protective proceedings initiated by petition under the juvenile code.
 - (e) Personal Protection Actions Brought Under the Juvenile Code [PJ]. All petitions seeking a personal protection order against a respondent under the age of 18. Includes proceedings conducted for violation of personal protection orders issued under the juvenile code when heard by a county other than the county that issued the personal protection order.

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- (f) Traffic and Local Ordinance [TL]. All traffic and local ordinance issued on a Uniform Law Citation under the Motor Vehicle Code or local corresponding ordinance.
- (8) *Family Division - Proceedings under Adoption Code.*
 - (a) Adult Adoptions [AB]. All adult adoptions.
 - (b) Agency International Adoptions [AC]. All foreign children adoptions.
 - (c) Direct Placement Adoptions [AD]. All direct placement adoptions including temporary placements prior to filing of petition for direct placement.
 - (d) Relative Adoptions [AF]. All adoptions by relatives including relative guardians, but not including stepparent adoptions.
 - (e) Safe Delivery of Newborn Adoptions [AG]. All adoptions resulting from safe delivery of newborn proceedings.
 - (f) Permanent Ward Adoptions (state ward or court ward) [AM]. All state or court ward adoptions resulting from child protective proceedings.
 - (g) Nonrelative Adoptions [AN]. All adoptions by guardians who are not relatives.
 - (h) Agency Other Adoptions [AO]. All other private or public agency adoptions not otherwise designated.
 - (i) Adoption Miscellaneous [AU]. Releases for adoption (including those executed out-of-court), ex parte petitions to issue notice of intent to release for adoption, and notices of intent to claim paternity.
 - (j) Stepparent Adoptions [AY]. All adoptions by stepparents.
- (9) *Family Division - Miscellaneous Proceedings.*
 - (a) Emancipation of Minor [EM]. All emancipation proceedings initiated under the Status of Minors and Emancipation Act.
 - (b) Infectious Disease [ID]. All proceedings under the public health code for treatment of infectious disease or testing for infectious disease.

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- (c) Safe Delivery of Newborn Child [NB]. All proceedings involving a newborn child surrendered under MCL 712.1 *et seq.*
 - (d) Name Change [NC]. All name change proceedings.
 - (e) Personal Protection Against Stalking [PH]. All personal protection proceedings under MCL 600.2950a when there is no domestic relationship between the parties and the respondent is not under the age of 18.
 - (f) Personal Protection in Domestic Relationships [PP]. All personal protection proceedings under MCL 600.2950 and/or MCL 600.2950a when there is a domestic relationship between the parties and the respondent is not under the age of 18.
 - (g) Waiver of Parental Consent to Obtain Abortion [PW]. All waiver of parental consent proceedings under the Parental Rights Restoration Act.
 - (h) Young Adult Voluntary Foster Care Act [VF]. All petitions filed under MCL 400.655.
 - (i) Violation Proceedings on Out-of-County Personal Protection Order - Revised Judicature Act [VP]. All proceedings conducted for violation of personal protection orders issued under MCL 600.2950 or MCL 600.2950a when heard by a county other than the county that issued the personal protection order. This case is filed as “In the Matter of.”
- (10) *Family Division - Ancillary Proceedings.* Use case-type codes listed in (C) for matters filed in the probate court that may alternatively be filed in the family division of circuit court as an ancillary proceeding.
- (11) *Court of Claims.*
- (a) Habeas Corpus [MA]. All writs of habeas corpus not governed by MCR 3.303 and MCR 3.304.
 - (b) Mandamus [MB]. All actions for mandamus against state officials and departments.

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- (c) Highway Defect [MD]. All claims involving highway defects.
- (d) Medical Malpractice [MH]. All claims involving health-care provider malpractice.
- (e) Contracts [MK]. All other proceedings involving contractual obligations not otherwise coded.
- (f) Constitutional Claims [MM]. All claims for money damages brought under the Michigan Constitution.
- (g) Prisoner Litigation [MP]. All claims for money damages against the State of Michigan filed by state prisoners.
- (h) Tax-Related Suits [MT]. All claims involving liability for state taxes.
- (i) Other Damage Suits [MZ]. All other claims not otherwise coded.

(B) **District Court Case-Type Code List.** The following case-type code list must be used in district court as provided in Component 1. The bracketed letters are the case-type codes.

- (1) *Criminal.*
 - (a) Extradition/Detainer [EX]. All extradition and detainer matters initiated by Michigan to other states.
 - (b) Felony Criminal [FY]. All felony nontraffic cases. Includes life offenses committed by juveniles in which the prosecuting attorney has authorized the filing of a criminal complaint and warrant under MCR 6.907 instead of proceeding in the family division of the circuit court, and specified offenses committed by juveniles and waived to the criminal division of the circuit court under MCR 3.950.
 - (c) Ordinance Misdemeanor Criminal [OM]. All nontraffic misdemeanor offenses issued under ordinance.

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- (d) Statute Misdemeanor Criminal [SM]. All nontraffic misdemeanor offenses issued under statute.
- (2) *Traffic.*
- (a) Felony Drunk Driving [FD]. All felony drunk-driving cases.
 - (b) Felony Traffic [FT]. All felony traffic cases except drunk driving.
 - (c) Ordinance Misdemeanor Drunk Driving [OD]. All drunk-driving misdemeanor offenses issued under ordinance.
 - (d) Ordinance Civil Infraction Traffic [OI]. All traffic civil infraction offenses issued under ordinance.
 - (e) Ordinance Misdemeanor Traffic [OT]. All traffic misdemeanor offenses issued under ordinance except drunk driving.
 - (f) Statute Misdemeanor Drunk Driving [SD]. All drunk-driving misdemeanor offenses issued under statute.
 - (g) Statute Civil Infraction Traffic [SI]. All traffic civil infraction offenses issued under statute.
 - (h) Statute Misdemeanor Traffic [ST]. All traffic misdemeanor offenses issued under statute except drunk driving.
- (3) *Nontraffic Civil Infraction and Parking.*
- (a) Ordinance Parking [OK]. All parking offenses issued under ordinance.
 - (b) Ordinance Civil Infraction Nontraffic [ON]. All nontraffic civil infraction offenses issued under ordinance.
 - (c) Statute Parking [SK]. All parking offenses issued under statute.

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- (d) Statute Civil Infraction Nontraffic [SN]. All nontraffic civil infraction offenses issued under statute.
- (4) *Civil Damage Suits.*
 - (a) General Civil [GC]. All civil cases for money damages except small claims, landlord-tenant, and land contract.
 - (b) Miscellaneous Civil [GZ]. All nonmonetary claims including coroner’s inquests, claim and delivery without money judgment, drug forfeitures, other summary proceedings not relating to landlord-tenant and land contract, and proceedings under the public health code for testing for infectious disease.
 - (c) Small Claims [SC]. All civil claims for the recovery of money that does not exceed the jurisdictional limit in MCL 600.8401.
- (5) *Housing and Real Estate Suits.*
 - (a) Landlord-Tenant Summary Proceedings [LT].
 - (b) Land Contract Summary Proceedings [SP].
- (C) **Probate Court Case-Type Code List.** The following case-type code list must be used in probate court as provided in Component 1. The bracketed letters are the case-type codes.
 - (1) *Estates, Trusts, Wills.*
 - (a) Decedent Estates, Supervised Administration [DA]. All matters involving decedent estates in which administration is supervised.
 - (b) Decedent Estates, Unsupervised Administration and Nonadministered Estates [DE]. All matters involving decedent estates in which either administration is unsupervised or the estate is not administered.
 - (c) Determination of Heirs (separate proceeding) [DH]. All matters to determine heirs as a separate proceeding.

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- (d) Small Estates [PE]. All assignments of estates where gross estate assets do not exceed \$15,000 (as adjusted for inflation).
 - (e) Trust Registration [TR]. All requests to register trusts.
 - (f) Trust, Testamentary [TT]. All trusts that take effect on the death of the settlor.
 - (g) Trust Inter Vivos [TV]. All trusts which are operative during the lifetime of the settlor.
- (2) *Guardianships and Conservatorships.*
- These case types may also be filed in the family division of circuit court as an ancillary proceeding.
- (a) Adult Conservatorship [CA]. All matters involving conservatorship of adults.
 - (b) Minor Conservatorship [CY]. All matters involving conservatorship of minors.
 - (c) Developmental Disability Guardianship [DD]. All matters involving guardianship of individuals with developmental disability, both adults and minors.
 - (d) Adult Guardianship [GA]. All matters involving full guardianship of incapacitated individuals.
 - (e) Limited Guardianship of Adult [GL]. All matters involving limited guardianship of incapacitated individuals.
 - (f) Minor Guardianship [GM]. All matters involving full guardianship of minors.
 - (g) Limited Guardianship of Minor [LG]. All matters involving limited guardianship of minors.
 - (h) Protective Orders [PO]. All protective orders requested under the estates and protected individuals code except when filed in conjunction with a petition for conservatorship. All petitions filed under MCL 333.5682 regarding POST forms except when filed in conjunction with a petition for guardianship.

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(3) *Mental Illness Proceedings and Judicial Admission.*

These case types may also be filed in the family division of circuit court as an ancillary proceeding.

- (a) Judicial Admission [JA]. All matters involving judicial admission of individuals with developmental disability.
- (b) Mental Illness Proceedings [MI]. All mental illness proceedings brought under the mental health code.

(4) *Civil and Miscellaneous Proceedings.*

- (a) Delayed Registration of Birth [BR]. All petitions and orders on denial of application for delayed registration of birth pursuant to MCL 333.2828 and petitions and orders for delayed registration of foreign birth pursuant to MCL 333.2830.
- (b) Civil [CZ]. All civil matters commenced under MCR 5.101(C).
- (c) Miscellaneous Matters [ML]. All other matters filed with the probate court for judicial or administrative action including but not limited to: appeal of land owner on an assessment made by the county road commissioner or state highway commissioner under Chapter 247; appeal of a determination made by the department of treasury under the Michigan Estate Tax Act; appeal by an adoptee, the adoptee’s guardian, or the adoptive parent or parents of a determination made by the department of health and human services under the Social Welfare Act; appeal of a determination made by the drain commission under the Drain Code of 1956; appeal of a redetermination of ability to pay for mental health services made under the mental health code; condemnation proceedings; death by accident or disaster; filing of letters by foreign personal representative; kidney transplants; lost instruments; opening of safe deposit box; support of poor persons; treatment of substance use disorder; and uniform gifts to minors act.