

Michigan Supreme Court
State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
517-373-0128

Local Administrative Order Procedures – MCR 8.112(B)

Courts submitting local administrative orders to the State Court Administrative Office under MCR 8.112(B) are required to follow these guidelines to ensure the timely review and approval of orders received. The attached style sheet specifies the required format.

1. Orders may govern only internal court management matters unless otherwise required by court rule, administrative order, or statute.
2. There can be only one order on a given subject.
3. Orders for the appointment of referees, magistrates, etc. shall cover the appointment of only one individual for each order.
4. A local administrative order cannot be amended. If an existing order needs to be changed or corrected, the court must issue a new order and add language in the header of the new order that the previous order is rescinded.
5. Orders must be submitted using the format indicated in the attached style sheet. They must include the court name, a title (e.g. Court Holidays), and a blank line for the administrative order number to be assigned by the State Court Administrative Office (SCAO) Regional Office. A “J” after the LAO number indicates that it is a joint order between multiple courts. If the order also rescinds a previous order, the number of the previous order must be included as indicated on the attached style sheet.
6. If the State Court Administrative Office has created a model order, the court must use that model when submitting its order.
7. Before its effective date, an administrative order must be sent to the appropriate SCAO Regional Office. The effective date must state that the order is effective upon approval by the State Court Administrative Office, or provide for a future effective date.
8. Draft orders may be submitted for review prior to submitting the signed, final order for approval.
9. If additional information is needed or questions need to be answered when reviewing an order that has been submitted, the court will be advised that the review period is being extended.
10. Upon approval of a new order, the SCAO Regional Office will e-mail the chief judge and court administrator the approval, including the official administrative order number.
11. If a court wishes to rescind an existing order, the court shall forward a letter or e-mail from the chief judge to the appropriate SCAO Regional Office stating the order number and the title of the order to be rescinded. The SCAO Regional Office will notify the court via e-mail when the LAO has been rescinded.

Additional information, including a list of orders that are required or recommended and model LAOs, can be found at: <http://courts.mi.gov/administration/admin/pol/pages/laos.aspx>

