

## SCAO-Approved Court Forms and MiFILE

The State Court Administrative Office (SCAO) is revising its entire set of SCAO-approved court forms as part of MiFILE implementation. The following information is designed to aid courts, state agencies, and the legal community with purchasing and planning decisions.

### Improving Court Forms for an Electronic Environment

SCAO-approved court forms must comply with recent amendments to Michigan Court Rules and format standards established by the State Court Administrative Office (SCAO). These rules and standards are designed to produce a uniform and consistent experience for electronic viewing and handling of documents, to remove outdated paper-based requirements, to streamline processing, and to remove certain personal identifying information from public documents. Amendments include more white space, one-inch top margins for court stamps, consistent case caption style and placement, language changes to certificates of mailing and proofs of service, and updating notary signature blocks.

### Document Format Standards

In addition to SCAO-approved court forms, all documents prepared for filing with the court and prepared by the court for placement in court case files will be required to comply with both Michigan Court Rules and standards established by the SCAO. The standards will be available [here](#) in July.

### Removing Personal Identifying Information

As MiFILE is implemented, it is important that the body of electronic public documents that will be more readily available to the public be devoid of specified personal identifying information (PII). As such, the Michigan Supreme Court adopted a court rule that prohibits personal identifying information from being included in public court documents, effective January 1, 2021.

In compliance with the court rule, SCAO is removing all fields from court forms that request this specified personal identifying information. These fields are date of birth, social security number (including 4 digit representation), national identification number, driver's license number, state-issued personal identification number, passport number, and financial account numbers. None of this information is required to be in the caption of a document. Where the information is required to be provided to the court by statute or court rule, it will be collected either on a special form or as data via screens in MiFILE.

For details on protection of personal identifying information, [see the recently published Supreme Court Administrative Order and Michigan Court Rules](#).

### **Effective Date of Revised Forms**

When the revised SCAO-approved forms are distributed, courts using MiFILE should begin using the revised forms as soon as possible. Because many of the revisions are designed to accommodate the e-Filing environment, with limited exceptions, use of previous versions will be permitted through 2020 where e-Filing has not yet been implemented. The exceptions are those instances where changes in case law, statute, or court rule affect the legal sufficiency of a form. Starting January 1, 2021, all SCAO-approved court forms with a revision date preceding 2019 shall not be used.

### **Tentative Schedule of Revisions**

The SCAO-approved court forms will be released in multiple waves starting in September 2019. A list of forms in each wave will precede distribution by about one month. If you have any questions about the information in this communication, please send them to [CourtFormsInfo@courts.mi.gov](mailto:CourtFormsInfo@courts.mi.gov). Click [here](#) for up-to-date information on the statewide e-Filing project.