

**Standard Rejection Reasons and Solutions:** Authorized standard reasons a clerk may have for rejecting documents filed with the court and solutions for avoiding those rejections.

1. Format [MCR 1.109\(D\)\(1\)\(a\)](#)

Rejection Reason	Solution for Filer
➤ Document size/view, font size, margin format, or other format standards not followed	Review standards, correct document as required, and refile - standards include: <ul style="list-style-type: none"> <li>• Page View/Size</li> <li>• Type Face and Font</li> <li>• Line and Paragraph Spacing</li> <li>• Document Volume/Number of Pages</li> <li>• File Format, Quality, Metadata, Orientation</li> <li>• File Size, Multiple Part Documents</li> <li>• File Name</li> <li>• Caption and Title of Documents</li> <li>• Attachments</li> <li>• Hyperlinks</li> </ul>
➤ Appropriate SCAO-approved form required	Check <a href="#">One Court of Justice website</a> and complete appropriate version
➤ Distinct documents cannot be filed together in a single file	Save or convert each document to a separate electronic file
➤ Public document inappropriately marked confidential or sealed	None. The clerk of the court determines what is authorized by law, court rule, or order. The <a href="#">One Court of Justice website</a> offers a chart detailing court rules and laws regarding confidentiality.

2. Legibility [MCR 1.109\(D\)\(1\)\(a\)](#)

Rejection Reason	Solution for Filer
➤ Illegible; not readable (out of focus, previously affixed file stamp obscures necessary language)	Open document to determine readability and remove anything that obscures text; prepare and refile legible document
➤ Not in English language	Prepare documents in English and refile
➤ Corrupted file (cannot be opened or read)	Prepare and refile new electronic document

3. Caption [MCR 1.109\(D\)\(1\)\(b\)](#)

Rejection Reason	Solution for Filer
➤ Caption or case initiation information missing (includes case number and case name)	Add missing information and refile document

➤ Caption inaccurate (includes case number and case name)	Correct information and refile document
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4. Signature [MCR 1.109\(E\)\(3\)](#)

Rejection Reason	Solution for Filer
➤ Signature missing	Sign and refile document

5. Filing, Bond, or Other Fee / Waiver of Fees [MCR 8.119\(C\)](#)

Rejection Reason	Solution for Filer
➤ Appropriate filing fee not paid	Refile document and select appropriate filing type and fee
➤ Waiver of fees not on file	Refile document and pay fee or submit request to waive fees
➤ Separate documents cannot be filed together under a single filing fee	Separate documents into individual files, refile, and select appropriate filing type and fee for each document
➤ Incorrect amount paid/deposited (from what was provided in court order/notice)	Resubmit proper amount

## 6. Other

Rejection Reason	Solution for Filer
➤ Request for garnishment not issued <a href="#">MCR 3.101(D)</a>	Review court rule requirements to determine error and correct if necessary
➤ Request for default entry not granted <a href="#">MCR 2.603(A)</a>	Review court rule requirements to determine error and correct if necessary
➤ Request for default judgment (sum certain) not issued <a href="#">MCR 2.603(B)</a>	Review court rule requirements to determine error and correct if necessary
➤ Proposed judgment/order not signed, scheduled for hearing	Attend hearing

Source: [Michigan Trial Court Records Management Standards](#), Standard 3.3.1.4. Minimum Filing Requirements. Established by the State Court Administrative Office, July 31, 2019.