



## Michigan Supreme Court

State Court Administrative Office

**Court Services Division**

Michigan Hall of Justice

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Jennifer Warner  
Director

### MEMORANDUM

DATE: April 29, 2020

TO: Judges  
Court Administrators  
County Clerks  
Probate Registers

FROM: Thomas Myers, Forms and Resources Manager

RE: Administrative Order No. 2020-13, Collection of Contact Information, and Notice of Remote Hearings

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To assist courts with scheduling of remote hearings and to facilitate participation by parties, the Michigan Supreme Court has issued [Administrative Order \(AO\) No. 2020-13](#) and the State Court Administrative Office has created two new forms and a resource with additional guidance.

AO No. 2020-13 states that courts may collect a party's or witness's contact information (including mobile phone numbers and e-mail addresses) to facilitate remote hearings or case processing. To protect privacy and address security concerns, the contact information is confidential. The order is effective until further order of the Court.

Courts may use new form [MC 505](#) to assist with collecting contact information under AO No. 2020-13. The form allows the individual to consent to receiving text messages, voice messages, and e-mails from the court.

Additionally, new form [MC 506](#) helps courts provide notice when a hearing will be held remotely. The form instructs the individual to confirm with the court that they are able to participate remotely; includes the date, time, and method of the remote hearing; and provides guidance for the individual to access and participate in the remote hearing.

For assistance with completing the form, please refer to the "[Guidance for Completing MC 506](#)" resource. The resource contains sample language to join remote hearings (such as Zoom meeting ID numbers) and additional sample instructions that can be added to the form.

If you have questions or comments about the forms, please contact [CourtFormsInfo@courts.mi.gov](mailto:CourtFormsInfo@courts.mi.gov). Please visit the Court's [COVID-19 webpage](#) for more information and additional resources.