

*This document is one of a number of Toolkit items designed to help courts in their planning to return to full capacity while continuing to mitigate risk to protect the public and staff. While every effort has been made by SCAO staff to compile as much helpful and accurate guidance as possible, we understand that during the months ahead courts will be responding to their individual situations with creativity and innovation. Moreover, we know that advice from outside authorities continues to change to reflect analysis of additional data. Anticipating occasional updates to these documents as new information becomes available, the SCAO welcomes ongoing input on these documents, and in particular, sharing insights and experiences that can be added so that other courts can benefit from each other's work. Comments can be sent to [CourtServices@courts.mi.gov](mailto:CourtServices@courts.mi.gov).*

## Information Concerning Mail Opening Services

If a court has difficulty processing paperwork because of lack of access to the location where the mail is delivered, the court may want to consider using a vendor to receive mail at a forwarding address. The vendor could then image the mail and upload it to a location where court employees working remotely can process the mail.

A list of vendors that offer the service appears below. Their inclusion is informational only and does not constitute an exhaustive list of vendors, nor an endorsement of any vendor.

**HTC Global Services** is a Michigan firm that has done numerous projects in both private and public sector for imaging/OCR and mailroom processing: <https://www.htcinc.com/>

3270 West Big Beaver Road  
Troy, MI 48084  
248-786-2500

**Graphic Sciences, Inc.** is a Michigan firm that has a contract with the state of Michigan to process mail with the Bridges system: <http://www.scanittoday.com/>

1551 East Lincoln  
Madison Heights, Mi. 48071  
800-397-6620

**Brightkey, Inc.** is a Maryland firm that does work for the federal Department of Justice. Attached is a brochure explaining the type of work it can do opening mail and providing a file workers can access remotely: <http://www.brightkey.net/>

9050 Junction Drive  
Annapolis Junction, MD 20701-1150  
301-604-3305

These businesses have a description of how they receive and process mail on their websites:

**Exela Technologies, Inc.** <https://exela.digitalnow.com>

**Virtual Post Mail** <https://www.virtualpostmail.com>

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