



**Michigan Supreme Court**  
**State Court Administrative Office**  
**Trial Court Services Division**  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909  
Phone: (517) 373-4835

DATE: August 17, 2006

TO: Circuit, District, and Probate Court Administrators  
District Court Clerks  
Probate Registers  
County Clerks  
Case Management System Providers

FROM: Amy Byrd

RE: Clarification Regarding Caseload Reporting Forms SCAO 18, SCAO 22, and SCAO 31 and Instructions; Change of Venue

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When a case is transferred after an order changing venue has been entered, the pending case age and case age at disposition shall be based on the original filing date. This does not apply to cases that are transferred for purposes of trial only.

The court receiving a case transferred for purposes of venue, other than for trial, must enter this date in its case management system as the filing date. The date the case was received by the receiving court should be entered only as a register of actions entry. In addition, the date of service and date of answer should be entered. The name of the transferring court and the transferring court's case number should be entered on the receiving court's register of actions.

If you have any questions about these changes, please contact either me at 517-373-4864, Dawn Childress at 517-373-3756, or Sandi Hartnell at 517-373-0122.

cc: Trial Court Services  
Regional Offices