



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
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Lansing, Michigan 48909
517-373-0128

Milton L. Mack, Jr.
State Court Administrator

MEMORANDUM

Date: September 17, 2018
To: Trial Courts
From: Milton L. Mack, Jr., State Court Administrator
Subject: Cases Heard on Assignment

The annual caseload reports submitted to the State Court Administrative Office are used for various purposes, including judicial resource allocation. As such, it is critical that these reports provide an accurate count of cases filed in each court. At this time, please review your court's data entry procedures for cases handled on assignment to ensure that these cases are NOT included in the annual caseload reports.

Per caseload reporting instructions, "If courts enter assigned cases to their case management systems, the cases should not be reported." Any case handled on assignment without being transferred should be reported by the originating court.

To ensure that assigned cases are excluded from these caseload reports, courts should take the necessary data entry steps specific to the case management system being used. For JIS courts, please refer to the [Knowledge Base](#).

If you have any questions, please contact your case management system provider or Laura Hutzell, Statistical Research Director, at hutzell@courts.mi.gov or 517-373-0130.