

## **Links to References Within the Michigan Court Administration Reference Guide**

The following are reference materials referred to throughout the *Michigan Court Administration Reference Guide* and their associated links. Some of these materials are referred to in more than one section and, therefore, they are listed more than once.

### **Section 1 - Management Overview**

Organization chart of the Michigan court system

<http://courts.michigan.gov/scao/resources/other/OrgChart.pdf>

Guidelines for local court rules and administrative orders

[http://courts.michigan.gov/scao/resources/standards/lcr\\_guidelines.pdf](http://courts.michigan.gov/scao/resources/standards/lcr_guidelines.pdf)

[http://courts.michigan.gov/scao/resources/standards/lao\\_guidelines.pdf](http://courts.michigan.gov/scao/resources/standards/lao_guidelines.pdf)

Information on model local administrative orders and plans

<http://courts.michigan.gov/scao/resources/other/lao.htm>

### **Section 3 - State Court Administrative Office**

Map of the court administrative regions

[http://courts.michigan.gov/scao/services/ct\\_admin\\_regions\\_map.pdf](http://courts.michigan.gov/scao/services/ct_admin_regions_map.pdf)

State Court Administrative Office organization chart

<http://courts.michigan.gov/supremecourt/Directory.html>

Overall organization and a public list of functions of the State Court Administrative Office

<http://www.courts.michigan.gov/scao/index.htm>

Information on Foster Care Review Board

<http://courts.michigan.gov/scao//services/fcrb/fcrb.htm>

List of manuals prepared and distributed by the State Court Administrative Office

<http://courts.michigan.gov/scao/resources/publications/manuals/index.htm>

Publications of the Michigan Judicial Institute and Judicial Information Systems

<http://courts.michigan.gov/scao/resources/publications/index.htm>

Circuit court reporting requirements

<http://courts.michigan.gov/scao/courtforms/scao/circuitreports.pdf>

District and municipal court reporting requirements

<http://courts.michigan.gov/scao/courtforms/scao/districtreports.pdf>

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

Probate court reporting requirements

<http://courts.michigan.gov/scao/courtforms/scao/probatereports.pdf>

Friend of the court and citizen advisory committee reporting requirements

<http://courts.michigan.gov/scao/courtforms/scao/focreports.pdf>

General information on reporting requirements

<http://courts.michigan.gov/scao/resources/publications/reports/requirements.htm>

List of reporting requirements to state agencies

<http://courts.michigan.gov/scao/courtforms/scao/agencyreports.pdf>

List of administrative memoranda published by the State Court Administrative Office

<http://courts.michigan.gov/scao/resources/other/proc.htm>

List of standards and guidelines published by the State Court Administrative Office

<http://courts.michigan.gov/scao/resources/standards/index.htm>

### **Section 4 – Trial Court Services and Attendant Departments**

*Michigan Trial Court Case File Management Standards*

[http://courts.michigan.gov/scao/resources/standards/cf\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cf_stds.pdf)

Model local administrative orders for attorney and nonattorney magistrates

<http://courts.michigan.gov/scao/resources/other/lao.htm#mdc>

*Traffic Benchbook* (published by the Michigan Judicial Institute)

<http://courts.michigan.gov/mji/resources/traffic/traffic.htm>

*Juvenile Traffic Benchbook* (published by the Michigan Judicial Institute)

[http://courts.michigan.gov/mji/resources/traffic/juv\\_traffic.htm](http://courts.michigan.gov/mji/resources/traffic/juv_traffic.htm)

Administrative Order 1988-3, Juvenile Court Standards and Administrative Guidelines for the Care of Children

<http://coa.courts.mi.gov/rules/documents/3AdministrativeOrders.pdf>

*Manual for Court Reporters and Recorders*

<http://courts.michigan.gov/scao/resources/publications/manuals/crr.htm>

All Michigan Judicial Institute publications

<http://courts.michigan.gov/mji/resources/publications.htm>

## Links to References Within the Michigan Court Administration Reference Guide (continued)

### Section 5 - Personnel Management

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

<http://www.dol.gov/oasam/regs/statutes/2000e-16.htm>

Civil Rights Act of 1991, amended Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act of 1967

<http://www.eeoc.gov/policy/cra91.html>

Equal Pay Act of 1963

<http://www.eeoc.gov/policy/epa.html>

Vietnam-Era Veterans Readjustment Assistance Act of 1974

<http://www.dol.gov/compliance/laws/comp-vevraa.htm>

Age Discrimination in Employment Act of 1967

<http://www.eeoc.gov/types/age.html>

Americans with Disabilities Act of 1990

<http://www.ada.gov/pubs/ada.htm>

Family and Medical Leave Act of 1993

<http://www.dol.gov/esa/whd/regs/statutes/fmla.htm>

Immigration Reform and Control Act (act and general information)

<https://www.oig.lsc.gov/legis/irca86.htm>

<http://www.uscis.gov/portal/site/uscis>

Administrative Order 1998-5, Chief Judge Responsibilities; Local Intergovernmental Relations

<http://courtofappeals.mijud.net/rules/documents/3AdministrativeOrders.pdf>

*Manual for Court Reporters and Recordors*

<http://courts.michigan.gov/scao/resources/publications/manuals/crr.htm>

Administrative Order 1996-11

<http://coa.courts.mi.gov/rules/documents/3AdministrativeOrders.pdf>

Model code of conduct for court employees (published by the Michigan Judicial Institute)

<http://courts.michigan.gov/mji/resources/ModelCodeOfConduct.pdf>

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

State Bar of Michigan ethics resources, including codes, opinions, and bibliography of other ethics resources (under the “opinions, research, and links” tab)

<http://www.michbar.org>

Employer’s Supplemental Tax Guide, publication 15-A

<http://www.irs.gov/pub/irs-pdf/p15a.pdf>

### **Section 6 - Fiscal Management**

Court fee and service of process schedules

<http://courts.michigan.gov/scao/resources/other/ffc.htm>

Interest rates for civil judgments

<http://courts.michigan.gov/scao/resources/other/ffc.htm>

Civil fines and costs schedule for first-civil infractions

<http://courts.michigan.gov/scao/resources/other/ffc.htm>

Administrative Order 1998-5

<http://coa.courts.mi.gov/rules/documents/3AdministrativeOrders.pdf>.

Standards regarding check registers

[http://courts.michigan.gov/scao/resources/standards/ck\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/ck_stds.pdf)

Seizure of suspected counterfeit money

<http://courts.michigan.gov/scao/courtforms/otherscao/supctfin-cm.pdf>

Department of Treasury letters and Department of Treasury transmittal advice forms and instructions

[http://www.michigan.gov/treasury/0,1607,7-121-1751\\_2164---,00.html](http://www.michigan.gov/treasury/0,1607,7-121-1751_2164---,00.html)

Distribution of fines and costs table for civil infractions and misdemeanors

<http://courts.michigan.gov/scao/resources/other/disttbl.pdf>

*Foundation Directory* (available from the Foundation Center in New York)

<http://fconline.fdncenter.org/>

*Children’s Foster Care Manual* (available through DHS)

<http://www.mfia.state.mi.us/olmweb/ex/cff/cff.pdf>

*Child-Care Handbook* (available through DHS)

[http://www.michigan.gov/dhs/0,1607,7-124-5453\\_5529---,00.html](http://www.michigan.gov/dhs/0,1607,7-124-5453_5529---,00.html)

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

Information on various funds

<http://courts.michigan.gov/scao/services/finance/fiscal.htm>

### **Section 7 - Caseflow Management**

Administrative Order 2003-7

<http://courtofappeals.mijud.net/rules/documents/3AdministrativeOrders.pdf>.

Information on caseflow management

<http://courts.michigan.gov/scao/resources/other/caseflow.htm>

Reporting materials

<http://courts.michigan.gov/scao/resources/publications/reports/materials.htm>

Delay in matters submitted to judge

<http://courts.michigan.gov/scao/resources/publications/reports/materials.htm#matters>

Deficiencies in guardianship/conservatorship administration

<http://courts.michigan.gov/scao/resources/publications/reports/materials.htm#deficiencies>

Caseload of Michigan trial court reporting forms and instructions for circuit court; caseload of Michigan trial court reporting forms and instructions for district court; caseload of Michigan trial court reporting forms and instructions for probate court

<http://courts.mi.gov/mcap/>

*Caseflow Management Guide*

<http://courts.michigan.gov/scao/resources/publications/manuals/cfmg.pdf>

Judicial assignment procedures

<http://courts.michigan.gov/scao/resources/standards/AssignProcedures.pdf>

General information on alternative dispute resolution

<http://courts.michigan.gov/scao/dispute/odr.htm>

Guidelines for completing local ADR plans

<http://courts.michigan.gov/scao/resources/standards/odr/ADRplngls.pdf>

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

SCAO Administrative Memorandum 2001-01, Interim Mediation Training Standards and Procedures; Standards of Conduct for Mediators

<http://courts.michigan.gov/scao/resources/other/scaoadm/2001/2001-01.pdf>

Guidelines for preparing local administrative orders for selecting case evaluators and case evaluation panels

[http://courts.michigan.gov/scao/resources/standards/adrlao\\_guidelines.pdf](http://courts.michigan.gov/scao/resources/standards/adrlao_guidelines.pdf)

Mediator training standards and procedures (domestic relations cases)

<http://courts.michigan.gov/scao/resources/standards/odr/TrainingStandards2005.pdf>.

List of community dispute resolution program centers

<http://courts.michigan.gov/scao/dispute/index.htm>

### **Section 8 - Records Management**

Administrative Order 1999-4, Establishment of Michigan Trial Court Case File Management Standards

<http://coa.courts.mi.gov/rules/documents/3AdministrativeOrders.pdf>

*Michigan Trial Court Case File Management Standards*

[http://courts.michigan.gov/scao/resources/standards/cf\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cf_stds.pdf)

Information on basic records management workshops for local governments (published by the Department of History, Arts and Libraries, Records Management Services)

[http://www.michigan.gov/hal/0,1607,7-160-17445\\_19273\\_21738-185361--,00.html](http://www.michigan.gov/hal/0,1607,7-160-17445_19273_21738-185361--,00.html)

*A Guide to Court Records Management* (published by the National Center for State Courts)

<http://www.ncsconline.org/wc/CourTopics/ResourceGuide.asp?topic=DocMan#210>

*Caseflow Management Guide*

<http://courts.michigan.gov/scao/resources/publications/manuals/cfmg.pdf>

Model order for inspection, reproduction, and creation of new records (LAO 8)

<http://courts.michigan.gov/scao/resources/other/lao.htm#pacr>

Model order for access to friend of the court records (LAO 1)

<http://courts.michigan.gov/scao/resources/other/lao.htm#afoc>

Administrative Order 2006-2, Privacy Policy and Access to Court Records

<http://coa.courts.mi.gov/rules/documents/3AdministrativeOrders.pdf>

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

Chart of nonpublic and limited-access court records

[http://courts.michigan.gov/scao/resources/standards/cf\\_chart.pdf](http://courts.michigan.gov/scao/resources/standards/cf_chart.pdf)

SCAO Administrative Memorandum 2006-04, Privacy Policy and Access to Records

<http://courts.michigan.gov/scao/resources/other/scaoadm/2006/2006-04.pdf>

General Schedule 16 - Records retention and disposal schedule for Michigan trial courts

[http://courts.michigan.gov/scao/resources/standards/cf\\_schd.pdf](http://courts.michigan.gov/scao/resources/standards/cf_schd.pdf)

Standards for regulating the use of microfilm and digital imaging technologies

[http://www.michigan.gov/hal/0,1607,7-160-17445\\_19273\\_21738---,00.html](http://www.michigan.gov/hal/0,1607,7-160-17445_19273_21738---,00.html)

Best practices for reproducing public records

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_bp\\_for\\_reproduction\\_125530\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_bp_for_reproduction_125530_7.pdf)

Records Reproduction Act (MCL 24.401 - 24.406) (effective January 2005)

[http://www.legislature.mi.gov/\(S\(y4xss5553fwah1eequiw1bz3\)\)/documents/mcl/pdf/mcl-act-116-of-1992.pdf](http://www.legislature.mi.gov/(S(y4xss5553fwah1eequiw1bz3))/documents/mcl/pdf/mcl-act-116-of-1992.pdf)

Best practices for the capture of digital images from paper or microfilm

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_bp\\_for\\_digitizing\\_125527\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_bp_for_digitizing_125527_7.pdf)

Standards for capturing digital images from paper or microfilm (effective August 15, 2005)

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_st\\_for\\_digitizing\\_125531\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_st_for_digitizing_125531_7.pdf)

Best practices for the microfilming of paper records

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_bp\\_for\\_film\\_from\\_paper\\_125529\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_bp_for_film_from_paper_125529_7.pdf)

Standards for capturing microfilm from paper (effective August 15, 2005)

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_st\\_for\\_film\\_from\\_paper\\_125533\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_st_for_film_from_paper_125533_7.pdf)

Best practices for the capture of microfilm from digital images

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_bp\\_for\\_film\\_from\\_digital\\_125528\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_bp_for_film_from_digital_125528_7.pdf)

Standards for capturing microfilm from digital images (effective August 15, 2005)

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_st\\_for\\_film\\_from\\_digital\\_125532\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_st_for_film_from_digital_125532_7.pdf)

Guide to e-mail retention (published by the Department of History, Arts and Libraries, Records Management Services)

[http://www.michigan.gov/hal/0,1607,7-160-17445\\_19273\\_21738-96210--,00.html](http://www.michigan.gov/hal/0,1607,7-160-17445_19273_21738-96210--,00.html)

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

Guide to help local governments select a record storage vendor (published by the Department of History, Arts and Libraries, Records Management Services)

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_storage\\_vendors\\_171510\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_storage_vendors_171510_7.pdf)

Web-based resources to help government agencies plan for and respond to records disasters (published by the Department of History, Arts and Libraries, Records Management Services)

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_disaster\\_156284\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_disaster_156284_7.pdf)

### **Section 9 - Technology**

Information on interactive video technology

[http://courts.michigan.gov/scao/resources/standards/ivt\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/ivt_stds.pdf)

<http://courts.michigan.gov/scao/resources/other/lao.htm#ivt>

<http://courts.michigan.gov/scao/services/tcs/tech.htm>

Information on facsimile communication equipment

<http://courts.michigan.gov/scao/resources/other/lao.htm>,

<http://courts.michigan.gov/supremecourt/Resources/Administrative/2005-43-10-03-06.pdf>

<http://courts.michigan.gov/scao/resources/other/scaoadm/2003/2003-13.pdf>

*Video Record System Implementation Manual*

<http://courts.michigan.gov/scao/resources/publications/manuals/Video-02-mnl.pdf>

Standards for digital audio recording systems

[http://courts.michigan.gov/scao/resources/standards/da\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/da_stds.pdf)

Standards for digital video recording systems

[http://courts.michigan.gov/scao/resources/standards/dv\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/dv_stds.pdf)

Component 24, *Michigan Trial Court Case File Management Standards*

[http://courts.michigan.gov/scao/resources/standards/cf\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cf_stds.pdf)

SCAO Administrative Memorandum 2000-07, Trial Court Communications Policies and Procedures

<http://courts.michigan.gov/scao/resources/other/proc.htm#2000>

Model policy for the operation of computer network, Internet access, e-mail, phone service, and other communication equipment and programs utilized by the court

<http://courts.michigan.gov/scao/resources/other/scaoadm/2000/2000-07Policy.pdf>

Computer hardware and software options for judicial e-mail and internet autonomy

<http://courts.michigan.gov/scao/resources/other/scaoadm/2000/2000-07.pdf>

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

Standards for court operations of communication equipment and programs  
[http://courts.michigan.gov/scao/resources/standards/cm\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cm_stds.pdf)

### **Section 10 - Facility Management**

Facility standards  
<http://courts.michigan.gov/scao/resources/standards/#facility>

Administrative Order 1983-2  
<http://courtofappeals.mijud.net/rules/documents/3AdministrativeOrders.pdf>

Minimum standards for county law library  
[http://courts.michigan.gov/scao/resources/standards/cllib\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cllib_stds.pdf)

### **Section 11 - Public Relations Management**

Administrative Order 1989-1, Film or Electronic Media Coverage of Court Proceedings  
<http://courts.michigan.gov/supremecourt/Press/mediainfo.pdf>

*Model Friend of the Court Handbook*  
[http://courts.michigan.gov/scao/resources/publications/manuals/focb/focb\\_hbk.pdf](http://courts.michigan.gov/scao/resources/publications/manuals/focb/focb_hbk.pdf)

*The Pundit* (SCAO quarterly newsletter)  
<http://courts.michigan.gov/scao/resources/publications/focbnewsletters/focbnews.htm>

Domestic relations brochures, pamphlets, and other resources  
<http://courts.michigan.gov/scao/resources/publications/pamphlets/>  
<http://courts.michigan.gov/scao/services/focb/focb.htm>

*Michigan Child Support Formula Manual*  
<http://courts.michigan.gov/scao/services/focb/mcsf.htm>

Pro se forms  
<http://courts.michigan.gov/scao/courtforms/index.htm>

SCAO self-help center  
<http://courts.michigan.gov/scao/selfhelp/selfhelphome.htm>

Information on access, gender, racial, and ethnic issues in the courts  
<http://courts.michigan.gov/scao/selfhelp/intro/questions.htm>

## **Links to References Within the Michigan Court Administration Reference Guide (continued)**

*Developing Comprehensive Public Information Programs for Courts* (published by the National Association for Court Management)

<http://www.nacmnet.org/miniguide.html>

### **Section 12 – Jury Management**

Model procedures for providing attorneys and parties reasonable access to juror questionnaires

<http://courts.michigan.gov/scao/resources/other/lao/lao2a-model.pdf>

### **Section 13 - Risk Management**

Guidelines for securing attorney general representation for courts

[http://courts.michigan.gov/scao/resources/standards/ag\\_std.pdf](http://courts.michigan.gov/scao/resources/standards/ag_std.pdf)

### **Section 14 - Court Security**

*Michigan Court Security Manual*

<http://courts.michigan.gov/scao/resources/standards/index.htm#sec>

### **Section 15 – Miscellaneous Administrative Duties**

General Schedule 16 - Records retention and disposal schedule for Michigan trial courts

[http://courts.michigan.gov/scao/resources/standards/cf\\_schd.pdf](http://courts.michigan.gov/scao/resources/standards/cf_schd.pdf)