



**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: February, 2009

TO: Circuit, District, Municipal, and Probate Judges  
Circuit, Family Division, District, Municipal, and Probate Court Administrators/Clerks  
County Clerks  
Probate and Juvenile Registers

FROM: Traci R. Gentilozzi, Forms and Manuals Analyst

RE: 2009 Update, *Michigan Court Administration Reference Guide*

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The 2009 update to the *Michigan Court Administration Reference Guide* has been posted to the State Court Administrative Office (SCAO) website at:

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

If you have previously downloaded this publication from our website, please replace the prior version with the *entire* 2009 update (all pages are dated 2/09).

The publication has been extensively updated. The following is an overview of the revisions.

- Section 1 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 2 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 3 – Corrected punctuation, style, and grammar; updated website links; updated information in general.
- Section 4 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 5 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 6 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.

February 12, 2009

2009 Update, *Michigan Court Administration Reference Guide*

Page 2

particularly sections on Trial Court Financial Management Guidelines (6-05) and Cooperative Reimbursement Program (6-09); added section on Friend of the Court Office Funds (6-15).

- Section 7 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 8 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 9 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 10 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 11 – Corrected punctuation, style, and grammar; added new section on Media Relations (11-02); updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 12 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 13 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Section 14 – Corrected punctuation, style, and grammar; updated information in general.
- Section 15 – Corrected punctuation, style, and grammar; updated statutes, court rules, and other legal authority; updated website links; updated information in general.
- Links to References – Updated website links and added new links.

An index of all references to documents maintained outside the guide and their associated links is also available on the website. It is recommended that you do not maintain these materials in a paper version because they can become outdated quickly.

If you have any questions, please contact me at 517-373-2217.