

SCAO-Approved Court Forms and MiFILE

The State Court Administrative Office (SCAO) is revising its entire set of SCAO-approved court forms as part of MiFILE implementation. The following information is designed to aid courts, state agencies, and the legal community with purchasing and planning decisions.

Improving Court Forms for an Electronic Environment

SCAO-approved court forms must comply with recent amendments to Michigan Court Rules and format standards established by the State Court Administrative Office (SCAO). These rules and standards are designed to produce a uniform and consistent experience for electronic viewing and handling of documents, remove outdated paper-based requirements, streamline processing, and remove certain personal identifying information from public documents. Amendments include more white space, one-inch top margins for court stamps, consistent case caption style and placement, language changes to certificates of mailing and proofs of service, and updated notary signature blocks.

Document Format Standards

In addition to SCAO-approved court forms, all documents prepared for filing with the court and prepared by the court for placement in court case files will be required to comply with both Michigan Court Rules and standards established by the SCAO. The standards are available [here](#).

Removing Personal Identifying Information

As MiFILE is implemented, it is important that the body of electronic public documents that will be more readily available to the public be devoid of protected personal identifying information (PII). As such, the Michigan Supreme Court adopted a court rule that prohibits personal identifying information from being included in public court documents, effective April 1, 2022.

In compliance with the court rule, SCAO amended more than 200 court forms that contained fields for protected PII and released memos detailing the changes. Form fields affected are date of birth, social security number (including 4-digit representation), national identification number, driver's license number, state-issued personal identification number, passport number, and financial account numbers. None of this information is required to be in the caption of a document. Whenever the information is required to be provided by filers to the court under statute or court rule, it will be collected on forms MC 97, MC 97a, and MC 97b, and in some cases, as data via screens in MiFILE. Filers are instructed on various pleadings to complete one of these forms whenever required. Additionally, when certain protected PII, such as date of birth, is necessary for the court, law enforcement agencies, or another party to accurately identify an individual, the forms were modified in such a way that allows limited access to the protected PII. Finally, some court-prepared forms, such as orders, will still include

protected PII, and that information will be protected by the court through redacting it before sharing it with a member of the public.

For details on protection of personal identifying information, [see Michigan Court Rule 1.109\(D\)\(9\) and \(10\)](#) as well as a brief video summarizing these court rules and form changes available [here](#). Until the rules are in effect, see the Supreme Court's Administrative Order 2020-26 [here](#). More information is available at courts.mi.gov/PII.

Effective Date of Revised Forms

Instructions regarding the effective date of revised forms filed with the court are [here](#). Instructions regarding the effective date of revised forms prepared or issued by the court are [here](#).

Tentative Schedule of Revisions

The SCAO-approved court forms will be released in multiple waves starting in 2021. Revised forms will be located [here](#) and will appear in SCAO's Biweekly Brief. If you have any questions about the information in this communication, please send them to CourtFormsInfo@courts.mi.gov. Click [here](#) for up-to-date information on the statewide e-Filing project.