



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

Milton L. Mack, Jr.
State Court Administrator

MEMORANDUM

DATE: February 19, 2020

TO: Business Court Judges
cc: Court Administrators

FROM: Milton L. Mack, Jr.

RE: SCAO Administrative Memorandum 2020-01
Business Court Opinion Standards
Rescinds 2014-02

As a reminder, [MCL 600.8039\(3\)](#) specifies that “All written opinions in business court cases shall be made available on an indexed website.” Further, pursuant to [Administrative Order 2013-6](#), business court opinions shall be transmitted to the State Court Administrative Office (SCAO) *within seven days* after the court enters the opinion. These opinions must meet the following requirements:

- Be submitted to SCAO in searchable PDF format.
- Indicate the judge’s original signature with “/s/” in electronic opinion submitted to SCAO.
- Be named in the following manner: [court number]-[case number] [date of opinion], e.g. C06-2013-134076-NI (Oct 3, 2013).pdf.
- Contain document properties to reflect the title as follows: [case name], [case number], e.g. Deshawn Alexander v Karl Weidle and State Farm, C06 2013-134076-NI.
- Include a completed [SCAO 79 Categories for Business Court Opinions](#) form (fillable PDF format), to Business-Opinions@courts.mi.gov.

The easiest way to make a document searchable in PDF format is to “print to PDF” or “save as Adobe PDF” within your word processing software. Opinions that are printed, signed, stamped, and scanned will not be accepted for publication in the opinion database if they have not been converted to a searchable PDF document. Instructions for saving a document as a PDF or formatting a scanned document to a searchable PDF document follow.

There will also be two updates to the SCAO Business Courts [webpage](#). The number of business court opinions submitted by a circuit court will be indicated next to its county name and circuit number. An additional category titled “Discovery” has been added to the Categories for Business Court Opinions form ([SCAO 79](#)). This category was added because of [changes](#) to the civil discovery rules adopted by the Michigan Supreme Court; those amendments are effective January 1, 2020. Please do not attach any appellate opinions related to the submitted business court opinion.

If you have questions, please contact Sheryl Doud at 517-373-6670 or at Business-Opinions@courts.mi.gov.

Q. How do I create a searchable PDF?

A. Option 1 – Create a searchable PDF directly from Word

1. Open the Word document.
2. Click *File*, then *Save as Adobe PDF*.

Option 2 – Create a searchable PDF from a scanned document (newer version of Adobe)

1. Open the scanned document.
2. Click *Tools, Enhance Scans*.
3. Click *Enhance, Scanned Documents*.
4. Click *Enhance*.
5. Save.

Option 3 – Create a searchable PDF from a scanned document (older versions of Adobe)

1. Open the scanned document.
2. Click *View, Tools, Document Processing*.
3. Click *Optimize Scanned PDF*.
4. Deselect *Apply Adaptive Compression* and select *Mark Searchable (Apply OCR)*.
5. Click *OK*.

Q. How do I edit the document's properties?

- A.
1. Open the PDF.
 2. Click *File, Properties*.
 3. Click the *Description* tab.
 4. Enter the case name, followed by the case number, as indicated above, in the title field.
 5. Click *OK*.

Q. Must the judge's signature appear on the order sent to SCAO or is "/s/" acceptable?

- A. The document sent to SCAO may have "/s/" to indicate that the judge signed the original.