

JUDICIAL ASSIGNMENT PROCEDURES



State Court Administrative Office

Revised March 2025



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STATE COURT ADMINISTRATIVE OFFICE

JUDICIAL ASSIGNMENT PROCEDURES

1. **Introduction**

Assignment of sitting judges and former judges are made pursuant to the Michigan Supreme Court's superintending control authority [Const 1963, art 6, §4].

These procedures govern the judicial assignment process and are to be used by judges, court personnel, and the State Court Administrative Office (SCAO) staff. The procedures are subject to change or exception at the direction of the state court administrator. Regional administrators are generally responsible for all judicial assignments within their respective regions (see Map, Appendix A). The deputy state court administrator is generally responsible for all judicial assignments for the Court of Appeals. Assignments of judges to courts other than the court to which they were elected, and assignments of former elected judges, fall into one of the following eight categories:

A. Assist with Docket Assignments

The purpose of an assist with docket assignment is for a judge to assist a court having a heavy caseload or a backlog of cases or to cover when a judge is absent because of illness, vacation, attendance at conference, or for other reasons which require the assistance of an outside judge. The assignment may cover specific days or time periods or may be an assignment to handle a specific case.

B. Disqualification Case Assignments

When all judges of a court are disqualified from hearing a case, SCAO selects and assigns a judge from another jurisdiction to hear the case.

C. Disqualification Motion Assignments

In motions for disqualification, when the challenged judge is the chief judge or a judge of a single-judge court, and when the motion is denied, upon referral by the challenged judge, SCAO selects and assigns a judge to hear the disqualification motion de novo.

D. Request for Review of the Denial of Appointment of a Foreign Language Interpreter or Reimbursement Costs

In a request for review of the denial of an appointment of a foreign language interpreter or reimbursement of interpreter costs, when the denial was issued by a single-judge court or if the denial was issued by a chief judge, the judge shall refer the request for review to the state court administrator for assignment to another judge, who shall decide the request de novo.

E. Request for Review of the Denial of Waiver of Fees for Indigent Persons

In a request for review of the denial of waiver of fees for indigent persons, when the denial was issued by a single-judge court or if the denial was issued by a chief judge, the judge shall refer the request to the state court administrator for assignment to another judge, who shall decide the request de novo.

F. Blanket Disqualification Assignments

In rare instances, if a judge is disqualified from hearing all cases involving an attorney or party (sometimes referred to as a “blanket” disqualification), SCAO will assign a judge or judges to hear these cases on a continuing basis. A blanket disqualification must be firmly founded in an expressed provision of MCR 2.003(C) and not premised on previous actions or decisions taken as a judge.

G. Emergency Coverage and Backup Assignments

Judges may be assigned for a specific period of time to hear matters that cannot be heard because of the temporary absence of a judge.

H. Ceremonial Assignments

These assignments are for the purpose of performing a marriage ceremony or administering an oath.

2. General Assignment Policy

A. Factors Considered by SCAO When Making Assignments

1. Close Proximity
 - a. Judges who reside in the same county or in close proximity to the requesting court will be considered for assignment whenever possible and practical.
2. Other Factors: Caseload, Reports, and Expense
 - a. In making an assignment, SCAO will consider the following factors in relationship to the prospective assigned judge and the judge of the court to which the assignment is to be made: the status of each judge's caseload, whether each judge has filed all required reports with SCAO, and any other factor(s) determined appropriate by the state court administrator.
 - b. Though the expense involved shall not be the principal factor in making a decision to assign a judge, SCAO will consider the cost to the public when making its assignment decision.
3. SCAO shall not ask a judge selected for assignment permission or any type of inquiry as to ability to serve prior to assigning the selected judge to a case. If the

assigned judge disqualifies, he or she shall email the Order of Disqualification to the regional office.

B. Requests of Noncourt Personnel

Assignments of judges are not issued at the request of attorneys, prosecutors, parties of interest, or any other noncourt personnel.

C. District Courts With the Same Numerical Designation

An assignment is required when a judge from a district court with a letter designation sits in a court with the same numerical designation, but a different letter designation (i.e., 45A to 45B or vice versa). No assignment is required for a judge to sit in a different division of the same court (i.e., 52-1 to 52-4).

D. Change of Venue

A judicial assignment does not constitute a change of venue of the matters assigned.

E. Assigned Judge Travels to the Assigned Court

The assigned judge shall travel to the court of jurisdiction, with the following exception:

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1. The court proceedings may be conducted by videoconference as provided by the Michigan Court Rules and statutes, and the judge complies with all court rules and administrative orders concerning presiding by videoconference.

F. Exceptions to Assignments by Regional Administrators

1. Unless specifically authorized in writing by the state court administrator, only the state court administrator, deputy state court administrator, and regional administrators are authorized to assign judges. Regional administrators may act on behalf of each other in the event of the unavailability of a regional administrator normally responsible for making the assignment. In all situations covered by these procedures, the deputy state court administrator may act on behalf of the state court administrator.
2. Regional administrators, and the deputy state court administrator for COA requests, shall refer the following types of requests for assignment to the state court administrator for selection of an assigned judge:
 - a. Actions between a funding unit and a court;
 - b. Actions in which a court is a party;
 - c. Actions in which a judge is a party;
 - d. Actions in which a member of the regional administration office staff or immediate family is a party;
 - e. Actions in which a judge is a witness; or

- f. Any other actions or factors that the regional administrator believes would preclude them from making an assignment.
3. Any assignment processed pursuant to subpart (2) shall be made by blind draw. In creating the pool of eligible judges, the state court administrator shall select judges as near as practical to the originating court. Additionally, the state court administrator shall limit the pool of judges to be assigned to judges who handle the types of cases as the assigned case. If at all possible, the initial pool of judges should not be less than five (5) judges eligible. Regional administrators and the deputy court administrator may assist in the execution of this subrule.

G. Denial of Request for Assignment

A request for assignment may be denied by the state court administrator, deputy state court administrator, or regional administrator:

1. If the assignment would violate any provision of the assignment procedures; or
2. For any reason consistent with the court rules.

H. Termination of Assignments

1. Reasons for Termination of an Assignment:
 - a. Assignments terminate when an assigned judge leaves office.
 - b. An assignment may be terminated by the state court administrator or the regional administrator who issued the assignment when consistent with court rules in the following circumstances:
 - i. Upon written request of the chief judge of the court to which the judge is assigned, which clearly states the reason for the requested termination;
 - ii. Upon written request of the assigned judge, which clearly states the reason for the requested termination;
 - iii. When an assignment was issued in error because facts were not known at the time the assignment was made; or
 - iv. Any reason that the state court administrator or regional administrator who issued the assignment determines justifies the termination.
2. Assignments will not be terminated at the request of a party or parties or their counsel.
3. Method of Terminating Assignments:

- a. Assignments may be terminated by the state court administrator or the appropriate regional administrator, on completion of a termination of assignment (see Appendix B).
 - b. The termination of assignment will be distributed to all parties who received copies of the assignment.
4. If an assigned case is dismissed with or without prejudice and is refiled by any party, any new assignment shall assign the previously assigned judge. This shall not prevent that assigned judge from making an independent determination as to his or her ability to serve in an independent and unbiased manner consistent with MCR 2.003. If that judge is disqualified pursuant to that rule, the court should email the Order of Disqualification to the regional office.

I. Court of Appeals Assignments

1. Unless specifically authorized by the Supreme Court, only current or former justices of the Supreme Court, former judges of the Court of Appeals, current or former judges of a circuit court, and former judges of the Recorder's Court will be assigned to the Court of Appeals.
2. A judge assigned to the Court of Appeals shall not hear or decide a case on appeal in which the judge had previously heard or decided it in another court, nor shall an assigned judge hear a case from the court on which the judge currently sits.

J. Multicounty Grand Jury Assignments

1989 PA 204 [MCL 767.7b et seq.] provides for multicounty grand juries. The act provides that the Michigan Court of Appeals appoint a circuit court judge to preside over a multicounty grand jury. Under direction of the Michigan Supreme Court, if the Court of Appeals convenes a grand jury with jurisdiction over two or more counties, the Court of Appeals shall notify the state court administrator and request the assignment of a circuit court judge to preside over the proceedings. The state court administrator shall act promptly in selecting and assigning a judge and notifying the Court of Appeals of the assignment.

K. Judicial Tenure Commission

A judge against whom a complaint with the Judicial Tenure Commission is pending may be assigned to another court, unless the complaint originated from the state court administrator, or a formal complaint has been filed by the Judicial Tenure Commission.

L. Appointed Judges

1. SCAO will assign sitting judges who have been appointed, but not yet elected.
2. SCAO will not assign former judges who were appointed, but never elected to judicial office.

M. Former Judges

1. "Former judge" means a judge no longer holding office, who was elected and served as a judge.
2. To be eligible for assignment, a former judge must be an active member of the State Bar of Michigan, a resident of the state of Michigan, and not a candidate for elective office other than a judicial officer [See Cont. 1963 art 6 § 21].
3. Assignment is discretionary and no former judge is entitled to assignment.
4. Former judges may be assigned judicial duties in any trial court in the state. A former judge who was defeated in a judicial election will not be assigned to any court that is in or is part of the jurisdiction in which the judge was defeated (except for ceremonial assignments). Jurisdiction means any court in the county or counties of a judicial circuit or probate court and any court in the judicial district, including all election divisions of a district court.
5. Former judges who engage in the practice of law shall not be assigned, except as authorized under Section 2.M.9.
6. A former judge who has been removed from office shall not be assigned.
7. Consideration will be given to a former judge's history with the Judicial Tenure Commission.
8. Except as outlined below, a former judge serving in another branch of government shall not be assigned.
 - a. Former judges serving in another branch of government may be assigned to act as a judge for the purpose of performing a marriage or conducting a hearing for the purpose of admission of an application to the State Bar of Michigan.
9. Practice of Law
 - a. Except as outlined below, no former judge who engages in the practice of law, including "Of Counsel" will be assigned to act as a judge by the SCAO, unless a written waiver is granted by the state court administrator. Any former judge who wishes to be considered for assignment must certify, on a form provided by the SCAO, that the former judge is not practicing law.
 - i. Former judges engaged in the practice of law may be assigned to act as a judge for the purpose of performing a marriage
 - ii. Former judges engaged solely in the practice of acting as mediators or arbitrators, and not otherwise engaged in the practice of law, may be assigned to act as a judge, provided that the former judge discontinues any mediation and arbitration activities on the day(s)

in which the former judge is presiding over cases on assignment, and subject to other limitations provided by law and the Code of Judicial Conduct.

- b. The SCAO may assign a former judge to serve as a visiting judge even if they are listed as interim administrator for a private attorney.
 - i. If the attorney for whom the judge is listed as interim administrator appears on a matter before the visiting judge, the judge must disclose the Rule 21 relationship.
 - ii. If the former judge is activated into service as interim administrator, they must inform the regional administrator that they have been activated as a Rule 21 administrator, and they are no longer assignable for the duration of that service. Any assignments in effect at the time of notification may be, but are not automatically, terminated.

10. Guardians Ad Litem

- a. Former judges who are serving as guardians ad litem in court proceedings are not eligible for assignment.

11. Compensation and Expense Considerations

- a. Whenever possible, a sitting full-time judge will be assigned. The assignments of former judges are limited because of the costs involved.
- b. A former judge will not be assigned without SCAO consulting the local court to determine if funding is available to pay for the costs and per diem expenses of the assigned former judge.
- c. Before a former judge will be assigned, the court requesting the assignment must agree to pay all compensation and expenses of the assigned former judge.

N. Part-Time Judges

No part-time judge who engages in the practice of law will be assigned to act as a judge in any court before which the part-time judge practices. The compensation and expense considerations for part-time judges are the same as that for former judges (see Section 2. M. 11.).

O. Magistrates, Referees, and Friends of the Court

The SCAO does not assign magistrates, referees, or friends of the court.

3. Assist with Docket Assignments

A. Assist with Docket, meaning

An assist with docket assignments is an assignment to a case or cases for specific days or a set period of time (i.e. for a specific half day, a full day, or multiple days).

B. Process for Assist with Docket Assignments

Under normal circumstances, the court needing assistance should locate a judge willing and available to be assigned. The SCAO regional administrators will maintain a list of former judges available and willing to serve. A list will be provided to courts upon request. If a court is unable to locate a judge for assignment, the court shall contact their regional administration office to request assistance with locating a judge. In certain situations, including, but not limited to, vacancies in the office of a judge, an extended illness of a judge, or circumstances where the help needed is extensive, SCAO may select judges and require them to serve on assignment.

C. Compliance with Court Rules

Assist with docket assignments may be conducted by use of remote technology as provided by Court Rules. If remote technology is not being used, the assigned judge will sit in-person in the court where assigned. The court receiving assistance will be responsible for schedule, technology, processing dispositions, updating the case management system, and providing all necessary case-related material to the assigned judge.

4. Emergency Coverage and Backup Assignments

Courts desiring emergency coverage and backup assignments should follow the procedures for requesting an assignment under Section 9.

Judges within the same county or in nearby counties may be cross-assigned, so that when there is a temporary absence or unavailability of a judge, the assigned judge can hear matters and sign orders.

5. Disqualification Assignments

A. Court Rules Regarding Disqualification of a Judge

1. MCR 2.003 - Disqualification of a Judge
2. MCR 8.111(C) - Assignment of Cases

B. SCAO Selects Judges in Disqualification Cases

Courts are prohibited from recommending to the SCAO the name of a judge for a disqualification assignment. If a court suggests a judge for a disqualification assignment, that judge will be eliminated from consideration by SCAO.

C. Orders of Disqualification and Requests for Assignment

1. In cases where all judges of a court are disqualified, the chief judge, or their authorized user, must electronically submit the request for assignment through the

Michigan Court Application Portal (MCAP), which can be found at mcap.courts.michigan.gov/MCAP then either upload to the submitted request or forward to the SCAO regional administration office a copy of the Order of Disqualification (see Appendix C) signed by each judge in the court, and providing their respective reason for disqualification.

2. The original Order of Disqualification shall be placed in the court file.
3. As much information as possible about the disqualification issue associated with the case should be provided to SCAO.

D. Exchange of Benches

In certain situations, such as cases that involve lengthy trials or when the judge or judges of a court have numerous requests for assignment because of disqualifications, the judge who requested the assignment of another judge may be required to exchange benches with the assigned judge.

E. Motions for Disqualification

1. Procedure
 - a. The procedure for motions for disqualification is outlined in MCR 2.003(D). If a motion for disqualification is denied, at the request of a party, the motion is referred to the chief judge who shall decide the motion de novo. In single-judge courts or if the challenged judge is the chief judge, the motion shall be referred to SCAO for the assignment of a judge to hear the motion de novo.
 - b. If the motion for disqualification is referred to SCAO for the assignment, the chief judge, or their authorized user, must electronically submit the request for assignment through the Michigan Court Application Portal (MCAP), which can be found at mcap.courts.michigan.gov/MCAP, then either upload to the submitted request or forward a copy of the judge's order denying the original motion for disqualification to the SCAO regional administration office.
2. Assignment of the Motion for Disqualification Only
 - a. Judges assigned to hear motions for disqualification are authorized to hear the motion only. If the assigned judge grants the motion for disqualification, a new judge will be assigned to hear the case, pursuant to MCR 2.003(D)(4).

6. Request for Review of the Denial of Appointment of a Foreign Language Interpreter or Reimbursement of Costs

A. Procedure

1. The procedure for requesting review of the denial of appointment of a foreign language interpreter or reimbursement of costs is outlined in MCR 1.111(H). If a court denies a request for the appointment of a foreign language interpreter, an LEP individual may request a review of the denial or of an assessment for the reimbursement of interpretation costs. In a single-judge court or if the denial was issued by the chief judge, the judge shall refer the request for review to the SCAO for assignment to another judge, who shall hear the request de novo.
2. If the request for review of a denial of an appointment or assessment for reimbursement of a foreign language interpreter is referred to the SCAO for assignment, the chief judge, or their authorized user, must electronically submit the request for assignment through the Michigan Court Application Portal (MCAP), which can be found at mcap.courts.michigan.gov/MCAP, then either upload to the submitted request or forward a copy of the judge's order denying the appointment of an interpreter (MC 81a) or a copy of the order for reimbursement of costs to the SCAO regional administration office.

7. Request for Review of the Denial of Waiver of Fees for Indigent Persons

A. Procedure

1. The procedure for requesting review of the denial to waive fees for indigent persons is outlined in MCR 2.002(F).
2. A request for de novo review automatically stays the case or preserves the filing date until the review is decided. A de novo review must be held within 14 days of receiving the request.
3. In a single-judge court, or if the order denying waiver was issued by the chief judge, the judge shall refer the request to the state court administrator for assignment to another judge, who shall decide the request de novo.
4. If the request for review of a denial is referred to the SCAO for assignment, the chief judge, or their authorized user, must electronically submit the request for assignment through the Michigan Court Application Portal (MCAP), which can be found at www.courts.mi.gov/mcap/, then either upload to the submitted request or forward a copy of the judge's order denying the request to waive fees (MC 20) to the SCAO regional administration office.

8. Ceremonial Assignments

A. Procedure for Marriage Assignment

1. Judges who do not have statutory authority to perform a marriage ceremony (circuit, court of appeals, supreme court, and former judges - MCL 551.7) may be assigned by SCAO to perform a marriage ceremony.
2. A request for a marriage assignment must be made before the date the marriage is to be performed. Contact your regional administration office to submit a request for a marriage assignment.

3. Requests must include the names of the parties to be married, the date of the marriage, and the county where the ceremony will be performed.
4. To avoid jurisdictional questions, most marriage assignments will be made to probate courts.
5. Judges must file the marriage certificate with the appropriate county clerk and keep a record of each marriage ceremony performed (see MCL 551.104).

B. Marriage Fees

1. Before performing a marriage, judges are to make certain that the parties to be married have paid the statutory marriage fee to the court to which the judge is assigned. Judges are not permitted to accept gratuities for performing marriages (see MCL 600.2513 and MCL 600.2519).
2. For marriages performed by a judge assigned to the probate court, the fee should be paid to, and the receipt obtained from, the probate register (see MCL 600.874).
3. For marriages performed by a judge assigned to the district court, the fee should be paid to, and the receipt obtained from, the clerk of the district court (see MCL 600.8316).

C. Admission to the State Bar of Michigan

1. Judges who do not have statutory authority to admit an applicant to the State Bar of Michigan (probate, district, municipal and former judges - MCL 600.910) and judges who do have such statutory authority, but desire to conduct such a hearing outside their jurisdiction, may be assigned by SCAO to do so.
2. A request for such assignment must be made before the date of the hearing. Contact your regional administration office to request this assignment.
3. Requests must include the name of the applicant, the date of the ceremony, and the county where the ceremony will be performed.
4. Judges admitting an applicant to the State Bar of Michigan are responsible for making certain that all the procedures are followed to ensure that the prospective attorney is admitted to the State Bar of Michigan and included in the Roll of Attorneys maintained by the Clerk of the Supreme Court (see Appendix D).

9. Assignment Procedures

Each chief judge may establish an authorized user(s) for electronically submitting requests for assignment through the Michigan Court Application Portal (MCAP) by submitting a completed MCAP Authorized User Access Request form. The authorized user(s) SCAO will automatically authorize all chief judges.

A. Procedure for Obtaining Judicial Assistance

1. After locating a judge to assist in any nondisqualification matter, the chief judge, or an authorized user, must electronically submit the request for assignment through the Michigan Court Application Portal (MCAP), which can be found at mcap.courts.michigan.gov/MCAP.
 - a. The Court of Appeals must email the deputy state court administrator, following submission of a request into MCAP, to inform the deputy state court administrator that a request has been submitted.
2. In disqualification cases, SCAO will select the judge to be assigned (see Section 5.).

B. Issuance of Assignment

Upon receiving a request for assignment, for a nondisqualification matter, the appropriate SCAO regional administrator, or for a Court of Appeals request the deputy state court administrator, may approve the assignment in MCAP. After approval, the MCAP will email an electronic copy of the approved Assignment form (see Appendix E) to the following individuals:

1. Visiting judge clerk of the requesting court;
2. If the assigned judge is currently sitting, then the visiting judge clerk of the assigned judge's court;
3. Assigned judge, and

C. Emergency Assignments

1. All assignment requests must be made in advance of an assignment date. In emergencies, SCAO will accept a telephone request, with the understanding that the request for assignment will be electronically submitted as soon as possible. SCAO will not backdate assignments.
2. Telephone requests for an emergency assignment should be made as soon as the need for assignment is known. If an emergency need for assignment arises after business hours or on a weekend, telephone your regional administrator at the number your regional administrator has provided for after business hours emergencies.
3. In nonemergency assignments, if a written assignment has not been received by the court from the SCAO regional administration office by the business day before the assigned judge is to be in your court, call the SCAO regional administration office to confirm that the request for assignment has been received and that the assignment has been issued.

D. Filing of Assignment Forms

1. Individually Named Cases

When a specific case is assigned, a copy of the assignment should be placed in the appropriate case file.

2. Disqualification Cases

In disqualification cases, in situations when a specific case is assigned, the assignment (see Appendix F) should be placed in the appropriate case file. When a case is assigned because of a blanket disqualification, a copy of the assignment should be placed in each court file assigned under the blanket assignment.

3. Assist with Docket for Specific Days or Time Periods

When a judge is assigned for specific days or time periods, the assignment should be kept on file by the appropriate clerk or administrator of the assigned court.

10. Reimbursement of Expenses and Compensation of Assigned Judge

All salaries and expenses for visiting judges shall be paid from the local court's budget.

A. Reimbursement and Compensation Statutes

1. MCL 600.225 - Judges of any court
2. MCL 600.225a - Municipal judges
3. Former judges – Compensation for former judges sitting by assignment is set by law. See SCAO guidance memoranda for details.

B. Billings for Expenses and Per Diem

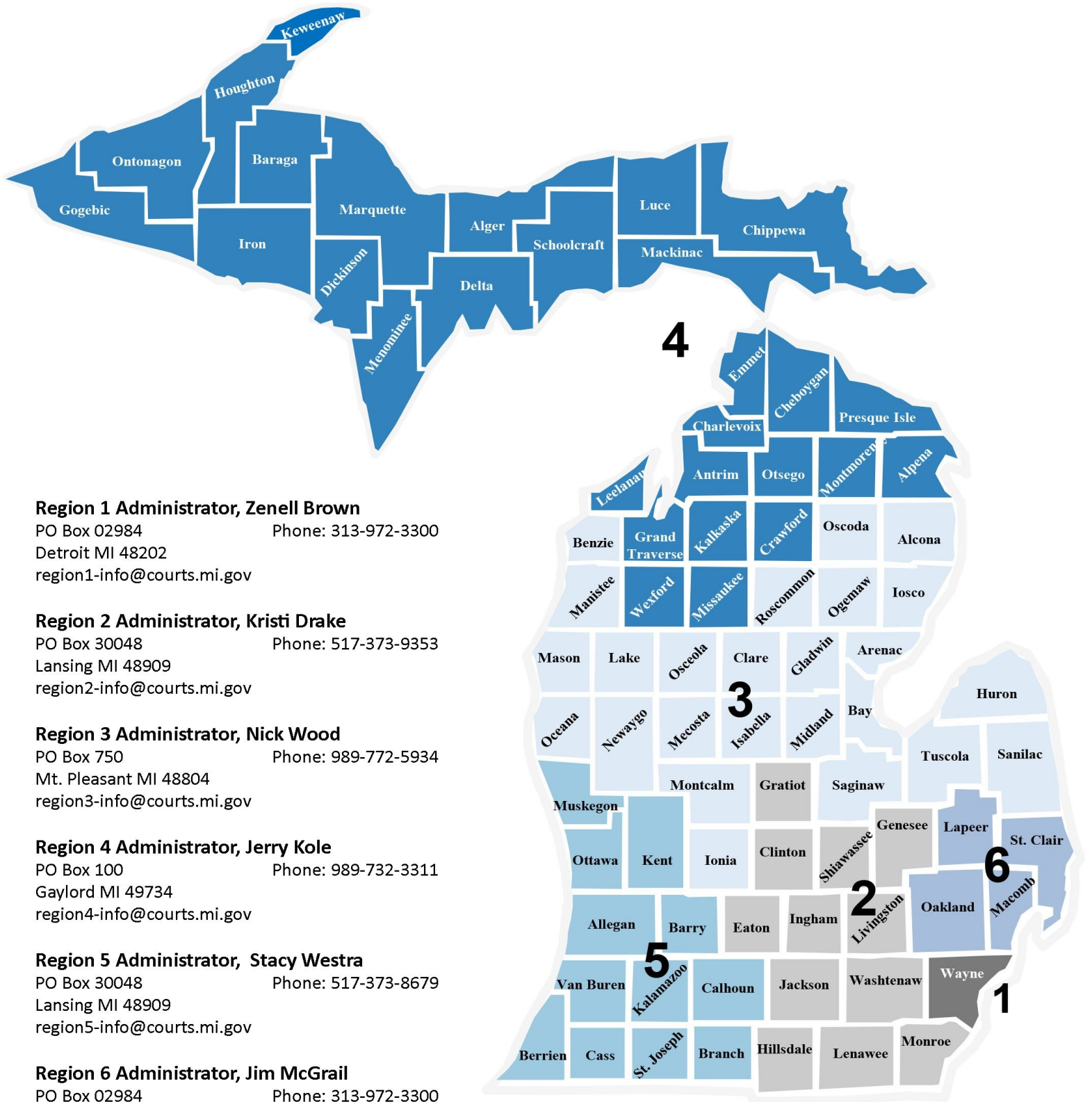
1. Reasonable expenses and per diem billings should be submitted by the assigned judge to the chief judge of the assigned court. All salaries and expenses for visiting judges shall be paid from the local court's budget.
2. Reasonable expenses are governed by the rates established and paid by the state of Michigan to judges serving more than one county. The per diem rate is to be paid for days the assigned judge actively serves as judge of another court.

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State Court Administrative Office Regions

Updated March 29, 2024



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Lansing MI 48909
region2-info@courts.mi.gov

Region 3 Administrator, Nick Wood

PO Box 750 Phone: 989-772-5934
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Region 4 Administrator, Jerry Kole

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Gaylord MI 49734
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Region 5 Administrator, Stacy Westra

PO Box 30048 Phone: 517-373-8679
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Region 6 Administrator, Jim McGrail

PO Box 02984 Phone: 313-972-3300
Detroit MI 48202
region6-info@courts.mi.gov

STATE COURT ADMINISTRATIVE OFFICE
Lansing, Michigan

TERMINATION OF ASSIGNMENT

Assignment No: (Assignment No.)
--

TO: (Judge's Name and Address)

In accordance with the Assignment Procedures produced by SCAO, this terminates the above-numbered assignment that authorized you to serve as judge of the:

(Court's Name)

Region: (Region No.)

Region: (Region No.)

(County

This assignment is terminated on (Date).

Reason for Assignment:

The case of (case name); File No. (file no.)

CC:

APPROVED: _____

(Regional Administrator's name)

Regional Administrator

Authorized: (Date)

ADDITIONAL DISQUALIFICATIONS

NOTE: If there are not enough signature slots, attach additional sheets.

The undersigned judge(s) is/are also disqualified and refer by number to the reason printed on the front of this form.

NOTE: IF REASON 9 IS ENTERED, THE COMMENT SECTION MUST BE COMPLETED.

REASON 1-9	DATE	SIGNATURE	COMMENT

REQUEST FOR REFERRAL TO SCAO

All of the judges of this court have disqualified themselves and have signed this order, indicating their reason for disqualification pursuant to MCR 2.003.

The designated Visiting Judge Clerk shall submit a copy of this order, **ALONG WITH THE REQUEST FOR ASSIGNMENT**, to the appropriate State Court Administrative Office to have another judge assigned to hear this case pursuant to MCR 2.003(D)(4).

Date

Chief Judge

Bar no.

INTERNAL REASSIGNMENT REQUEST

Judge _____ has been chosen by lot or local administrative order from the judges not
Bar no. _____
disqualified in this case. I request that this case be reassigned to this judge.

Date

Court Administrator or Clerk of the Court

Reassignment approved as requested.

Date

Chief Judge

Bar no.

**PROCEDURES TO ADMIT AN APPLICANT TO THE
STATE BAR OF MICHIGAN**

The judge should do the following to assure an appropriate record is made and transmitted to the Supreme Court Clerk for entry in the official Roll of Attorneys.

1. Contact the county clerk in the county to which you are assigned to determine local admission practices. Confirm that the applicant has complied with local requirements.
2. Determine that the required \$25 statutory fee (MCL 600.913) has been paid to the county or will be paid.
3. Confirm that the motion for admission has been made by an active member of the State Bar, the movant is a duly licensed attorney, and the applicant for admission has been certified by the State Board of Law Examiners as possessing the requisite good character and learning in the law.
4. Upon granting the motion, the oath prescribed by State Bar Rule 15, section 3, must be administered to and subscribed by the applicant.
5. The order of admission must be signed as the “acting circuit court judge” and filed with the county clerk, who is responsible for sending a certified copy of the order to the Supreme Court and to the State Bar of Michigan.

STATE COURT ADMINISTRATIVE OFFICE
Lansing, Michigan
A S S I G N M E N T

Assignment No:
(Assignment No.)

TO: (Judge's Name and Address)

Under the provisions of the Michigan Constitution, 1963, Art. 6, Sec. 4, as amended, you are assigned to serve as Judge of the:

(Court's Name)

Region: (Region No.)

Region: (Region No.)
(County's Name)

THIS ASSIGNMENT DOES NOT COVER DISQUALIFICATIONS.

Assignments terminate by an assignment end date, or if none, by an SCAO termination of assignment, or when the assigned judge leaves office.

This assignment commences (Date) and ends (Date).

Reason for Assignment: Assist with Docket

ASSIGNMENT - SAMPLE I

CC:

APPROVED:

Regional Administrator

Authorized: (Date)

STATE COURT ADMINISTRATIVE OFFICE

Lansing, Michigan

A S S I G N M E N T

Assignment No:

(Assignment No.)

TO: (Judge's Name and Address)

Under the provisions of the Michigan Constitution, 1963, Art.
6, Sec. 4, as amended, you are assigned to serve as Judge of
the:

(Court's Name)

Region: (Region No.)

Region: (Region No.)

(County's Name)

Assigned matters cannot be transferred to another judge without SCAO assignment. Assignments terminate by an assignment
end date, or if none, by an SCAO termination of assignment, or when the assigned judge leaves office.

Commencing (Date)

Reason for Assignment: DISQUALIFICATION

(Case Name); (File No.)

ASSIGNMENT - SAMPLE 2

CC:

APPROVED:

Regional Administrator

Authorized: (Date)