



Michigan Supreme Court

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

Thomas P. Boyd
State Court Administrator

MEMORANDUM

DATE: May 12, 2023

TO: Circuit, District, Municipal, and Probate Judges, Court Administrators, and Probate Registers

FROM: Thomas P. Boyd, State Court Administrator

SUBJECT: Automatic Clean Slate Overtime/Temporary Staffing Reimbursement

Thank you for your continued efforts to respond to public record requests during the initial update period of Automatic Clean Slate implementation. Access to accurate public records is a cornerstone of transparency and sustained public trust in the judiciary.

Courts have recently reported delays in processing records requests as a result of clean slate implementation. Under the Michigan Court Rules, each trial court has their own Local Administrative Order (LAO) to govern Access to Records. These LAOs often suggest that records will be made available within a "reasonable amount of time." While some delays are understandable due to the circumstances, the State Court Administrative Office has previously understood a reasonable amount of time as a matter of days, not weeks, and has not understood this language to allow a complete suspension of access.

To facilitate timely processing of records requests with the increased demand and workload due to the implementation of Automatic Clean Slate, courts have reported increased staffing needs. The State Court Administrative Office (SCAO) has listened and heard your concerns.

In an effort to alleviate some of the stress on court staff and internal resources, we have allocated additional funding for trial court Automatic Clean Slate implementation. With these additional funds, courts are able to request reimbursement for overtime or temporary staffing to timely respond to public record requests, removal of bench warrants, and other implementation related work. Each court will have a cap on the funding available for this opportunity, calculated using a universal base amount plus a percentage of total criminal case filings in each court, up to a maximum allocation cap.

The SCAO has developed a process to facilitate the submission of invoices, supporting documentation, progress reports, approvals, and reimbursements for Automatic Clean Slate implementation. Overtime/temp reimbursement will follow the same process, as outlined below.

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Process

- All invoices must contain a description of the work and the costs requested for overtime or temporary staffing and should indicate the project code: OVT. The invoice template is attached as Appendix B.
- Invoices must be sent monthly to CleanSlate.Billing@courts.mi.gov.
- In addition to the invoice, courts must also provide SCAO with supporting documentation including an itemization of actual hours worked. The Excel template is attached as Appendix C.
- Reimbursement will be provided based on the number of actual hours worked on the engagement within the assigned cap for each trial court.
- A confirmation email will be sent by SCAO to the court indicating approval of the reimbursement, or notifying the court of any items that were not approved as reimbursable expenses for this project.
- Once approved, the SCAO Finance Division will process the invoice and remit payment to the court within (30) days.
- If not already registered, the court is required to register to receive payments by EFT at Sigma Vendor Self Service (VSS) (<http://www.Michigan.gov/SIGMAVSS>). Registration instructions are attached as Exhibit D.
- This funding may be utilized for expenditures incurred for overtime and/or temporary workers required to meet the challenges presented by Automatic Clean Slate implementation. Reimbursement may be sought for overtime and/or temporary workers incurred from April 11, 2023, through July 31, 2023. Reimbursement requests may not exceed and will not be reimbursed in excess of the cap provided for each trial court.
- Amounts requested for this project should be reported along with other cost estimates in the court's monthly progress report but should be listed on a separate line and include the OVT code. The process for submitting the progress report is as follows: Beginning thirty (30) days after the court has started performing services, and every thirty (30) days thereafter until project completion, the court must provide SCAO with a report as to the court's progress toward completion of services. The report must include: 1) the date range for the 30-day period of services covered in the report (the reporting period); 2) the estimated percentage of progress made toward completion of the Services during the reporting period (for example, "The Services are 10% complete, with 90% of the Services yet to be provided." etc.); and 3) the estimated percentage of funds expended for Services as it relates to the overall estimated budgeted amount during the reporting period. These progress reports shall also be sent to: CleanSlate.Billing@courts.mi.gov.

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
3	Alcona	Circuit	C23	\$5,335
3	Alcona	District	D81	\$7,237
4	Alger	Circuit	C11	\$5,342
4	Alger	District	D93	\$6,860
5	Allegan	Circuit	C48	\$10,144
5	Allegan	District	D57	\$38,280
4	Alpena	Circuit	C26	\$6,230
4	Alpena	District	D88	\$12,923
4	Antrim	Circuit	C13	\$5,386
4	Antrim	District	D86	\$8,455
3	Arenac	Circuit	C23	\$5,521
3	Arenac	District	D81	\$9,013
4	Baraga	Circuit	C12	\$5,254
4	Baraga	District	D97	\$7,047
5	Barry	Circuit	C05	\$6,792
5	Barry	District	D56B	\$13,711
3	Bay	Circuit	C18	\$8,158
3	Bay	District	D74	\$26,485
3	Benzie	Circuit	C19	\$5,417
3	Benzie	District	D85	\$8,564
5	Berrien	Circuit	C02	\$13,051
5	Berrien	District	D05	\$76,100
5	Branch	Circuit	C15	\$6,782
5	Branch	District	D03A	\$17,171
5	Calhoun	Circuit	C37	\$10,676
5	Calhoun	District	D10	\$50,512
5	Cass	Circuit	C43	\$7,334
5	Cass	District	D04	\$16,903
4	Charlevoix	Circuit	C33	\$5,733
4	Charlevoix	District	D90	\$10,819
4	Cheboygan	Circuit	C53	\$6,228
4	Cheboygan	District	D89	\$11,630
4	Chippewa	Circuit	C50	\$6,887
4	Chippewa	District	D91	\$13,604
3	Clare	Circuit	C55	\$6,668
3	Clare	District	D80	\$12,404
2	Clinton	Circuit	C29	\$6,618
2	Clinton	District	D65A	\$20,349
4	Crawford	Circuit	C46	\$6,057
4	Crawford	District	D87C	\$10,453
4	Delta	Circuit	C47	\$6,444
4	Delta	District	D94	\$13,881
4	Dickinson	Circuit	C41	\$5,900
4	Dickinson	District	D95B	\$11,010
2	Eaton	Circuit	C56	\$7,465

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
2	Eaton	District	D56A	\$24,362
4	Emmet	Circuit	C57	\$6,115
4	Emmet	District	D90	\$13,053
2	Genesee	Circuit	C07	\$16,502
2	Genesee	District	D67-1	\$24,575
2	Genesee	District	D67-2	\$26,777
2	Genesee	District	D67-3	\$21,189
2	Genesee	District	D67-4	\$29,444
2	Genesee	District	D67-5	\$28,049
3	Gladwin	Circuit	C55	\$6,187
3	Gladwin	District	D80	\$11,577
4	Gogebic	Circuit	C32	\$5,491
4	Gogebic	District	D98	\$9,090
4	Grand Traverse	Circuit	C13	\$6,866
4	Grand Traverse	District	D86	\$21,226
2	Gratiot	Circuit	C29	\$6,208
2	Gratiot	District	D65B	\$14,656
2	Hillsdale	Circuit	C01	\$5,793
2	Hillsdale	District	D02B	\$15,818
4	Houghton	Circuit	C12	\$5,432
4	Houghton	District	D97	\$10,253
3	Huron	Circuit	C52	\$5,820
3	Huron	District	D73B	\$10,711
2	Ingham	Circuit	C30	\$16,708
2	Ingham	District	D54A	\$41,788
2	Ingham	District	D54B	\$18,838
2	Ingham	District	D55	\$25,585
3	Ionia	Circuit	C08	\$6,933
3	Ionia	District	D64A	\$17,748
3	Iosco	Circuit	C23	\$6,028
3	Iosco	District	D81	\$11,781
4	Iron	Circuit	C41	\$5,492
4	Iron	District	D95B	\$7,852
3	Isabella	Circuit	C21	\$8,993
3	Isabella	District	D76	\$22,240
2	Jackson	Circuit	C04	\$11,546
2	Jackson	District	D12	\$53,247
5	Kalamazoo	Circuit	C09	\$15,472
5	Kalamazoo	District	D08	\$83,570
4	Kalkaska	Circuit	C46	\$5,844
4	Kalkaska	District	D87B	\$10,096
5	Kent	District	D59	\$15,165
5	Kent	District	D61	\$72,229
5	Kent	District	D62A	\$30,556
5	Kent	District	D62B	\$19,855

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
5	Kent	District	D63	\$38,976
4	Keweenaw	Circuit	C12	\$5,020
4	Keweenaw	District	D97	\$5,287
3	Lake	Circuit	C27	\$5,551
3	Lake	District	D78	\$10,307
6	Lapeer	Circuit	C40	\$7,271
6	Lapeer	District	D71A	\$18,539
4	Leelanau	Circuit	C13	\$5,191
4	Leelanau	District	D86	\$7,124
2	Lenawee	Circuit	C39	\$8,110
2	Lenawee	District	D02A	\$28,292
2	Livingston	Circuit	C44	\$9,137
2	Livingston	District	D53	\$28,277
4	Luce	Circuit	C11	\$5,351
4	Luce	District	D92	\$6,849
4	Mackinac	Circuit	C11	\$5,586
4	Mackinac	District	D92	\$9,135
6	Macomb	Circuit	C16	\$29,949
6	Macomb	District	D37	\$71,176
6	Macomb	District	D38	\$29,948
6	Macomb	District	D39	\$34,541
6	Macomb	District	D40	\$46,931
6	Macomb	District	D41A	\$52,863
6	Macomb	District	D41B	\$35,162
6	Macomb	District	D42-1	\$12,086
6	Macomb	District	D42-2	\$20,638
3	Manistee	Circuit	C19	\$5,704
3	Manistee	District	D85	\$11,614
4	Marquette	Circuit	C25	\$7,683
4	Marquette	District	D96	\$19,533
3	Mason	Circuit	C51	\$6,036
3	Mason	District	D79	\$12,583
3	Mecosta	Circuit	C49	\$6,827
3	Mecosta	District	D77	\$15,520
4	Menominee	Circuit	C41	\$5,639
4	Menominee	District	D95A	\$12,053
3	Midland	Circuit	C42	\$6,884
3	Midland	District	D75	\$16,715
4	Missaukee	Circuit	C28	\$5,546
4	Missaukee	District	D84	\$8,159
2	Monroe	Circuit	C38	\$9,480
2	Monroe	District	D01	\$44,484
3	Montcalm	Circuit	C08	\$6,826
3	Montcalm	District	D64B	\$15,579
4	Montmorency	Circuit	C26	\$5,242

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
4	Montmorency	District	D88	\$7,141
5	Muskegon	Circuit	C14	\$13,378
5	Muskegon	District	D60	\$58,558
3	Newaygo	Circuit	C27	\$6,756
3	Newaygo	District	D78	\$19,309
6	Oakland	Circuit	C06	\$29,123
6	Oakland	District	D43	\$72,722
6	Oakland	District	D44	\$26,402
6	Oakland	District	D45	\$21,675
6	Oakland	District	D46	\$25,836
6	Oakland	District	D47	\$24,122
6	Oakland	District	D48	\$26,175
6	Oakland	District	D50	\$36,524
6	Oakland	District	D51	\$12,862
6	Oakland	District	D52-1	\$31,186
6	Oakland	District	D52-2	\$24,089
6	Oakland	District	D52-3	\$40,579
6	Oakland	District	D52-4	\$24,212
3	Oceana	Circuit	C51	\$5,967
3	Oceana	District	D79	\$12,784
3	Ogemaw	Circuit	C34	\$6,146
3	Ogemaw	District	D82	\$11,931
4	Ontonagon	Circuit	C32	\$5,144
4	Ontonagon	District	D98	\$6,197
3	Osceola	Circuit	C49	\$5,955
3	Osceola	District	D77	\$10,255
3	Oscoda	Circuit	C23	\$5,412
3	Oscoda	District	D81	\$7,365
4	Otsego	Circuit	C46	\$6,234
4	Otsego	District	D87A	\$12,986
5	Ottawa	Circuit	C20	\$10,436
5	Ottawa	District	D58	\$66,548
4	Presque Isle	Circuit	C53	\$5,272
4	Presque Isle	District	D89	\$6,895
3	Roscommon	Circuit	C34	\$6,450
3	Roscommon	District	D82	\$13,074
3	Saginaw	Circuit	C10	\$12,312
3	Saginaw	District	D70	\$65,165
3	Sanilac	Circuit	C24	\$5,895
3	Sanilac	District	D73A	\$12,905
4	Schoolcraft	Circuit	C11	\$5,204
4	Schoolcraft	District	D93	\$7,066
2	Shiawassee	Circuit	C35	\$6,761
2	Shiawassee	District	D66	\$16,119
6	St. Clair	District	D72	\$40,743

Automatic Clean Slate Overtime/Temporary Staffing Reimbursement Allocation Caps

Region	County	Court Type	Court	Allocation Caps
5	St. Joseph	Circuit	C45	\$8,308
5	St. Joseph	District	D03B	\$27,166
3	Tuscola	Circuit	C54	\$7,168
3	Tuscola	District	D71B	\$15,016
5	Van Buren	Circuit	C36	\$8,648
5	Van Buren	District	D07	\$36,694
2	Washtenaw	Circuit	C22	\$10,887
2	Washtenaw	District	D14A	\$53,304
2	Washtenaw	District	D14B	\$19,964
2	Washtenaw	District	D15	\$21,243
1	Wayne	Circuit	C03	\$65,674
1	Wayne	District	D16	\$36,376
1	Wayne	District	D17	\$21,770
1	Wayne	District	D18	\$60,283
1	Wayne	District	D19	\$59,455
1	Wayne	District	D20	\$20,581
1	Wayne	District	D21	\$14,495
1	Wayne	District	D22	\$18,772
1	Wayne	District	D23	\$31,112
1	Wayne	District	D24	\$34,329
1	Wayne	District	D25	\$36,739
1	Wayne	District	D27	\$18,589
1	Wayne	District	D28	\$14,647
1	Wayne	District	D29	\$10,485
1	Wayne	District	D30	\$18,183
1	Wayne	District	D31	\$20,204
1	Wayne	District	D32A	\$14,151
1	Wayne	District	D33	\$23,425
1	Wayne	District	D34	\$44,746
1	Wayne	District	D35	\$37,277
1	Wayne	District	D36	\$100,000
1	Wayne	District	MGP	\$6,290
1	Wayne	District	MGPF	\$16,265
1	Wayne	District	MGPP	\$6,374
1	Wayne	District	MGPW	\$7,512
4	Wexford	Circuit	C28	\$6,487
4	Wexford	District	D84	\$14,511