

# Order

Michigan Supreme Court  
Lansing, Michigan

May 21, 2025

Megan K. Cavanagh,  
Chief Justice

ADM File No. 2024-38

Brian K. Zahra  
Richard H. Bernstein  
Elizabeth M. Welch  
Kyra H. Bolden  
Kimberly A. Thomas,  
Justices

Amendment of Administrative  
Order No. 1985-5

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On order of the Court, notice of the proposed changes and an opportunity for comment in writing and at a public hearing having been provided, and consideration having been given to the comments received, the following amendment of Administrative Order No. 1985-5 is adopted, effective September 1, 2025.

[Additions to the text are indicated in underlining and  
deleted text is shown by strikeover.]

Administrative Order No. 1985-5 – Juvenile Court Standards and Administrative Guidelines for the Care of Children

I. Court administrators, supervisory personnel, county juvenile officers, probation officers, caseworkers, and personnel of court-operated child care facilities shall meet the following minimum standards in order to qualify for employment, unless the state court administrator grants an exception under I(G). *Desired standards are those preferred qualifications that extend beyond minimal standards but are not required to perform the job function.*

These standards shall apply only to new staff hired by the juvenile court on or after the effective date of these standards. A court employee who is currently in a position that was approved under regulations that preceded the implementation of these standards shall be deemed qualified for that position. A court-appointed person hired after the effective date of these standards shall meet the minimum qualification of these standards for that position.

A.-B. [Unchanged.]

*C. Direct Services: Probation Officers/Casework Staff*

The professional staff who work directly with children and their families and other relevant individuals and who are primarily responsible for the development, implementation and review of plans for children, youth and their families.

Each county shall provide for a minimum of one delinquency probation officer/casework staff person (but exclusive of clinical staff and detention home personnel) for every 6,000 (or major fraction thereof) children under 19 years of age in the county.

A probation officer/caseworker, at the time of appointment, shall possess the following qualifications:

# 1. Education and Experience

## a. Desired Standards

(1) Bachelor's degree in social work, criminal justice, education, behavioral sciences, or a related field that qualifies the person to manage or supervise the delivery of juvenile services, with two years of casework experience in juvenile court or a related child welfare agency and must complete the Michigan Judicial Institute certification training for juvenile court staff within one~~two~~ years after date of employment.

## b. Minimum Standards

(1) Bachelor's degree in social sciences, education, a related human service field, or a related field that qualifies the person to manage or supervise the delivery of juvenile services and must complete the Michigan Judicial Institute certification training for juvenile court staff within one~~two~~ years after date of employment.

## c. Knowledge, Skills and Abilities

(1)-(5) [Unchanged.]

(6) Knowledge of public education systems and processes.

(7) Knowledge of the use of screening and assessment tools and the ability to utilize those tools effectively.

(6)-(9) [Renumbered (8)-(11) but otherwise unchanged.]

(12) Ability to understand and utilize technology (e.g., computers, internet, video conferencing).

(13) Ability to testify clearly, openly, and appropriately in a court setting.

(14) Ability to maintain appropriate and professional boundaries with youth and families.

(15) Ability to be aware of and be sensitive to various disabilities that youth and families may experience.

(16) Ability to demonstrate awareness and sensitivity to cultural and diversity matters.

D.-H. [Unchanged.]

## II. Contents of Juvenile Court Case Records

A. [Unchanged.]

### *B. Case Record Contents for Youth Under Court Jurisdiction Placed in Their Own Home*

A separate case record shall be maintained for each youth or family under court supervision. Records shall be maintained in a uniform and organized manner and shall be protected against destruction (except as provided by court rule) and damage and shall be stored in a manner that safeguards confidentiality.

1. Records shall be typed or legibly handwritten and shall include as a minimum the following:

a.-b. [Unchanged.]

c. Copies of screening and assessment tools, scoring guides, and results.

c.-j. [Relettered d.-k. but otherwise unchanged.]

C. [Unchanged.]

**Staff Comment (ADM File No. 2024-38):** The amendment of AO 1985-5 shortens the timeframe in which juvenile probation officers and casework staff must complete the Michigan Judicial Institute (MJI) certification training; establishes new employment criteria when hiring juvenile probation officers; and ensures that copies of various tools, guides, and results are incorporated into the case record. These amendments align with recommendations from the Juvenile Justice Task Force and recent legislation.

The staff comment is not an authoritative construction by the Court. In addition,

adoption of a new rule or amendment in no way reflects a substantive determination by this Court.



I, Larry S. Royster, Clerk of the Michigan Supreme Court, certify that the foregoing is a true and complete copy of the order entered at the direction of the Court.

May 21, 2025

A handwritten signature in black ink, appearing to read "Larry S. Royster", is written over a horizontal line.

Clerk