



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: August 10, 2023
FROM: SCAO Forms Team
RE: Release of new forms for use under ADM 2020-15

Below is a list of new SCAO-approved court forms created by SCAO. An explanation of each form is provided, along with a copy of the form.

If a form is used by the court through a JIS case management system, you will receive a separate notice from JIS regarding the release of the form. Until then, please use the current version posted to the One Court of Justice website.

For suggestions about these court forms, please contact CourtFormsInfo@courts.mi.gov.

[*NEW FORM* CC 529, Ex Parte Petition for Appointment of Interim Administrator](#)

Most recent update: (9/23) version

Use of existing paper stock: This is a new form that will be effective September 1, 2023

➤ Click here to see the form.

This form was created for use under the Interim Administrator Program enacted by ADM 2020-15.

[*NEW FORM* CC 530, Order Appointing Interim Administrator](#)

Most recent update: (9/23) version

Use of existing paper stock: This is a new form that will be effective September 1, 2023

➤ Click here to see the form.

This form was created for use under the Interim Administrator Program enacted by ADM 2020-15.

[*NEW FORM* CC 531, Notice of Appointment of Interim Administrator](#)

Most recent update: (9/23) version

Use of existing paper stock: This is a new form that will be effective September 1, 2023

- [Click here to see the form.](#)

This form was created for use under the Interim Administrator Program enacted by ADM 2020-15.

[*NEW FORM* CC 532, Objection to the Appointment of Interim Administrator](#)

Most recent update: (9/23) version

Use of existing paper stock: This is a new form that will be effective September 1, 2023

- [Click here to see the form.](#)

This form was created for use under the Interim Administrator Program enacted by ADM 2020-15.

[*NEW FORM* CC 533, Inventory of Interim Administrator](#)

Most recent update: (9/23) version

Use of existing paper stock: This is a new form that will be effective September 1, 2023

- [Click here to see the form.](#)

This form was created for use under the Interim Administrator Program enacted by ADM 2020-15.

[*NEW FORM* CC 534, Motion for Compensation/Reimbursement of Interim Administrator](#)

Most recent update: (9/23) version

Use of existing paper stock: This is a new form that will be effective September 1, 2023

- [Click here to see the form.](#)

This form was created for use under the Interim Administrator Program enacted by ADM 2020-15.

[*NEW FORM* CC 535, Judgment Regarding Compensation/Reimbursement of Interim Administrator](#)

Most recent update: (9/23) version

Use of existing paper stock: This is a new form that will be effective September 1, 2023

- [Click here to see the form.](#)

This form was created for use under the Interim Administrator Program enacted by ADM 2020-15.

NEW FORM

STATE OF MICHIGAN CIRCUIT COURT	EX PARTE PETITION FOR APPOINTMENT OF INTERIM ADMINISTRATOR	CASE NO. and JUDGE
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Court address _____ Court telephone no. _____

In the matter of _____
First, middle, and last name

Petitioner's name, bar no., address and telephone no.

Affected Attorney's name, bar no., address, and telephone no.

1. _____ is temporarily permanently unable to practice law
Affected Attorney's name

- because the attorney has (Attach any supporting documents.)
- resigned.
 - been disbarred or suspended.
 - disappeared.
 - been imprisoned.
 - abandoned the practice of law.
 - become temporarily or permanently disabled or incapacitated.
 - been transferred to disability inactive status pursuant to MCR 9.121.
 - died.

2. _____ was designated by the Affected Attorney to manage their practice as
Attorney or Law Firm name
a Designated Interim Administrator if the attorney were to become unexpectedly unable to practice law as set forth in MCR 9.301.

_____ is listed in the State Bar of Michigan's list of attorneys willing to serve
Attorney name
as Interim Administrators and has been matched to serve as an Interim Administrator on behalf of the Affected Attorney.

The State Bar of Michigan's staff has been identified to serve as Interim Administrator under attorney supervision on behalf of the Affected Attorney.

3. The appointment of an Interim Administrator is necessary to protect the interests of the Affected Attorney's clients or the interests of the Affected Attorney because:

4. _____ is qualified to serve as Interim Administrator under MCR 9.305 because:
Attorney name, Law Firm name, or State Bar of Michigan

5. Venue is proper in this county because the Affected Attorney lives, last lived, or maintains or last maintained an office for the practice of law in this county.

I REQUEST:

Appointment of _____ as Interim Administrator to serve on behalf of the Affected Attorney.
Attorney name, Law Firm name, or State Bar of Michigan

Date

Petitioner signature

Note: This petition must be accompanied by the verification below, or an affidavit or declaration under penalty of perjury of a person having personal knowledge of the facts.

VERIFICATION OF FACTS

I declare under the penalties of perjury that this ex parte petition for appointment of Interim Administrator has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Petitioner signature

NEW FORM

STATE OF MICHIGAN CIRCUIT COURT	ORDER APPOINTING INTERIM ADMINISTRATOR	CASE NO. and JUDGE
Court address _____		Court telephone no. _____

In the matter of _____
First, middle, and last name

THE COURT FINDS:

1. A petition has been filed with this court for the appointment of an Interim Administrator.
2. It appears by a preponderance of the evidence that _____ is an Affected
Affected Attorney name Bar no.
Attorney as defined in MCR 9.301(A), and the appointment of an Interim Administrator is necessary to protect the interests of the Affected Attorney's clients or the interests of the Affected Attorney.
3. Good cause exists to appoint a different Interim Administrator than petitioner.
4. Good cause exists to appoint an additional Interim Administrator.

IT IS ORDERED:

5. _____ is appointed Interim Administrator to serve on
Attorney name, Law Firm name, or State Bar of Michigan
behalf of the Affected Attorney.
6. _____ is appointed as an additional Interim Administrator
Attorney name, Law Firm name, or State Bar of Michigan
to serve on behalf of the Affected Attorney.
7. The Interim Administrator is authorized to:
- take custody of and act as signatory on any bank or investment accounts, safe deposit boxes, and other depositories maintained by the Affected Attorney in connection with the Law Firm, including all lawyer trust accounts, escrow accounts, payroll accounts, operating accounts, and special accounts;
 - disburse funds to clients of the Affected Attorney or others entitled thereto; and
 - take all appropriate actions with respect to the accounts.
8. This order takes effect upon entry. on _____ .
9. The Interim Administrator must submit the following to the court:
- interim account annually. quarterly. monthly. other: _____ .
Specific date
- final accounting by _____ . _____ .
Specific date Other
- report(s) as follows: _____

10. The petition is denied because _____

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Judge signature and date

NEW FORM

STATE OF MICHIGAN CIRCUIT COURT	NOTICE OF APPOINTMENT OF INTERIM ADMINISTRATOR	CASE NO. and JUDGE
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Court address _____ Court telephone no. _____

In the matter of _____
First, middle, and last name

1. On _____, _____ was appointed
Date Interim Administrator

Interim Administrator to serve on behalf of:

Affected Attorney name Bar no.

Address

City, state, zip Telephone no.

Date of notice

Interim Administrator signature

Name (type or print) Bar no.

Business address

City, state, zip Telephone no.

Note: See MCR 9.305(C) for information on service of this notice.

NEW FORM

STATE OF MICHIGAN CIRCUIT COURT	OBJECTION TO THE APPOINTMENT OF INTERIM ADMINISTRATOR	CASE NO. and JUDGE
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Court address _____ Court telephone no. _____

In the matter of _____
First, middle, and last name

Objecting person's name, address and telephone no.

Objecting person's attorney, bar no., address, and telephone no.

1. I am an interested person in this matter as _____ .
State your interest/relationship
2. I object to the appointment of _____ as Interim Administrator for the
Name of appointed Interim Administrator
following reasons:

Date

Objecting person signature

Date

Attorney signature

NEW FORM

STATE OF MICHIGAN CIRCUIT COURT	INVENTORY OF INTERIM ADMINISTRATOR <input type="checkbox"/> AMENDED	CASE NO. and JUDGE
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Court address

Court telephone no.

In the matter of _____
First, middle, and last name

Interim Administrator's name, bar no., address, and telephone no.

Affected Attorney's name, bar no., address, and telephone no.

_____ submits the following as a complete and accurate inventory of all
Interim Administrator
interest-bearing trust accounts for deposit of client and third-party funds of _____
Affected Attorney
as of _____. (Attach separate sheet if necessary.)
Date of inventory

Do not put financial account numbers on this form. If an account number is necessary to distinguish between accounts, put it on form MC 97.

Description of account	
Description of account	
Description of account	
Description of account	
Description of account	
Description of account	
Description of account	
Description of account	
Description of account	
Description of account	

I declare under the penalties of perjury that this inventory has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

_____ Date

_____ Interim Administrator signature

_____ Name (type or print)

NEW FORM

STATE OF MICHIGAN JUDICIAL CIRCUIT	MOTION FOR COMPENSATION/ REIMBURSEMENT OF INTERIM ADMINISTRATOR	CASE NO. and JUDGE
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Court address

Court telephone no.

In the matter of _____
First, middle, and last name

1. _____ was appointed Interim Administrator on behalf of
Interim Administrator
- _____ .
Affected Attorney's name Bar no.
2. _____ requests a judgment in the amount of \$ _____
Interim Administrator
- for compensation reimbursement of expenses for services as Interim Administrator. An itemized statement accompanies this motion.
3. This request covers the period from _____ to _____ .
Month, day, year Month, day, year
4. The administration on behalf of the Affected Attorney is complete. This is a final request.

_____ .
Date

_____ .
Interim Administrator signature

_____ .
Name (type or print)

_____ .
Address

_____ .
City, state, zip Telephone no.

NEW FORM

STATE OF MICHIGAN JUDICIAL CIRCUIT	JUDGMENT REGARDING COMPENSATION/REIMBURSEMENT OF INTERIM ADMINISTRATOR	CASE NO. and JUDGE
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Court address

Court telephone no.

In the matter of _____
First, middle, and last name

1. _____ is awarded \$ _____ as compensation for
Interim Administrator amount
services as Interim Administrator.

2. _____ is awarded \$ _____ as reimbursement for
Interim Administrator amount
actual and reasonable costs incurred in connection with the performance of Interim Administrator duties.

3. This judgment is entered against the Law Firm.
 the Affected Attorney.
 other: _____

4. Pursuant to MCR 9.313, this judgment serves as a lien upon all property of any applicable Law Firm or Affected Attorney retroactive to the date of filing of the petition for the appointment of an Interim Administrator. The judgment lien is subordinate to possessory liens and to non-possessory liens and security interests created prior to it taking effect and may be foreclosed upon in the manner prescribed by law.

5. The request for a judgment for compensation reimbursement of expenses as Interim Administrator
on behalf of _____ is denied in whole. in part, as follows:
Affected Attorney Bar no.

Judge signature and date