



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: December 4, 2020

TO: District Court Judges, Circuit Court Judges, Municipal Court Judges, Court Administrators, County Clerks, Magistrates, Prosecuting Attorneys, City Attorneys, Law Enforcement Officers, Department of Natural Resources, Michigan Municipal League, Michigan Townships Association, Vendors/Printers, and All Persons and Agencies Affected

CC: Department of Attorney General, Department of State, and Department of State Police

FROM: Thomas P. Boyd

RE: Notice of Revisions to Uniform Law Citations, Commercial Law Citation, and Related Court Forms

Revisions to Michigan's Uniform Law Citations,¹ Commercial Law Citation,² and related court forms³ were recently approved by the Director of State Police, Attorney General, Secretary of State, and myself. One of the revisions is required by the settlement agreement in *Fowler v. Johnson*, which states that the following notice language be added to these citations and court forms:

If you are not able to pay due to financial hardship, contact the court immediately to request a payment alternative.

Additionally, the postcard forms⁴ were modified to comply with United States Postal Service guidelines. Also, the social security number field box was removed from the citations to comply with amendments to Rules 1.109 and 8.119 of the Michigan Court Rules regarding protected personal identifying information.

¹ UC 01a, Uniform Law Citation; UC 01b, Uniform Law Citation; UC 02, Municipal Civil Infraction Notice of Violation; and UC 03, Uniform Municipal Civil Infraction Citation.

² CLC 01, Commercial Law Citation.

³ CIA 02, Judgment Civil Infraction; CIA 03, 14-Day Notice Civil Infraction; CIA 03a, 14-Day Notice Civil Infraction (postcard); CIA 07, Default Judgment Civil Infraction (postcard); MC 216, 14-Day Notice Traffic (postcard); and MC 216a, Notice of Noncompliance Drinking/Operating Offense (postcard).

⁴ CIA 03a; CIA 07; MC 216; MC 216a; and MC 06a, Notice to Appear (postcard).

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The settlement agreement indicates that the notice language must appear on these citations and court forms by February 12, 2021. Existing stock cannot be used after February 11, 2021. The vendors/printers have been notified about these revised citations and forms.

***Notice to Judicial Information Services (JIS) Users:** The revised postcard forms cannot be used until programming revisions are in place. The programming revisions will not take effect until February 12, 2021. We recommend that each court review their stock of postcard forms to ensure that they have a sufficient supply until February 11, 2021. Additionally, courts should make sure that the revised versions are on hand and available for use no later than February 12, 2021. JIS will send additional information on the programming revisions at a later date.

If you have any questions, please contact CourtServices@courts.mi.gov.