

# Plain Language

## Michigan Court Forms: A Topical Index for Circuit and District Court Forms

by Stephen D. Conley and George H. Hathaway

The State Court Administrative Office (SCAO) has developed about 400 standard lawsuit forms for Michigan courts (about 200 forms for circuit and district courts and about 200 forms for probate courts). The forms are all in plain English on 8½-by-11-inch paper. They have been published in two handbooks which have been distributed to the courts —the Circuit and District Court Forms Handbook and the Probate Court Forms Handbook. The forms are also available from legal printers in Michigan. This article discusses only the circuit and district court forms.

The circuit and district court forms are all designated "Approved, SCAO." Only two of these forms — Authorization for Medical Information MCR 2.315 (D)(2)(b) and Juror Questionnaire MCR 2.510 (A) — are mandatory. Use of all the others is optional. The table indicates how many forms have been developed, their

their designation, the SCAO committee that developed them, and where they are used.

Lawyers and legal secretaries are encouraged to use these forms to eliminate unnecessary legalese in Michigan courts. This is the number one way to make Michigan's court system more "user friendly" — one of the primary assignments former Chief Justice Williams gave the Michigan Supreme Court's Citizens' Commission To Improve Michigan Courts.

To make it easier to learn what forms are available, the following topical index has been developed. The forms are arranged in order of their MCR references and grouped by subject (e.g., Motion Package, Discovery Package, Divorce Package). The forms in each subject group are arranged in the sequence they would typically be used.

**TABLE OF COURT FORMS FOR CIRCUIT AND DISTRICT COURTS**

Number	Designation	Developed by	For use in
58	DC (District Ct.)	District Court Forms Comm.	District Court
27	CC (Circuit Ct.)	Circuit Court Forms Comm.	Circuit Court
52	MC (Michigan Ct.)	Circuit Forms Comm.	Circuit and District Ct.
35	FOC (Friend of Ct.)	Friend of the Ct. Forms Comm.	Circuit Ct. and Fr. of Ct. Of.
5	R (Reporter)	Circuit Court Forms Comm.	Circuit Ct. and Ct. of Appeals

**TOPICAL INDEX OF DISTRICT AND CIRCUIT COURT FORMS**

MCR Heading	MCR Cite	Form No.	Form Title
Gen. Prov.	2.002	MC 20	Suspension of Fees and Costs
Pleadings and Motions	2.102	MC 01	Summons and Complaint
		MC 01a	Second Page
		MC 04	Blank
	2.104	DCY215	Affidavit of Incorrect Address
		DCZ 90	Petition Contesting Impoundment of Motor Vehicle
		DC 03	Answer, Civil
		DC 06	Notice to Appear

Alternate Service Package	2.105	MC303	Motion and Verification for Alternate Service	
	2.106	MC307	Order for Alternate Service	
	2.109	MC305	Order for Service by Publication Order for Security for Costs	
Appearance Package	2.117	MC 02 MC306	Appearance Substitution of Attorney	
	Motion Package	2.119	CC325 CC326 CC327 MC302	Request for Hearing Notice of Hearing and Motion Order Proof of Mailing
Venue		2.226	MC316	Order for Change of Venue

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"Plain Language" is a regular feature of the Michigan Bar Journal, edited by George H. Hathaway, Chairperson of the State Bar Plain English Committee. Through this column the Committee hopes to promote the use of plain English in the law. Want to contribute a Plain English article? Contact Mr. Hathaway at The Detroit Edison Co., Room 688 WCB, 2000 Second Ave., Detroit, MI 48226.

Discovery Package	Discovery	2.306		Notice of Deposition	
		2.309		Interrogatories	
		2.310		Request to Produce	
		2.311		Order for Physical/Mental Examination	
		2.312		Request for Admission	
		2.314	MC315	Authorization for Medical Information	
Mediation Package	Pretrial	2.403	MC 30	Mediation Order	
			MC 31	Mediation Notice	
			MC 32	Mediation Evaluation	
Adjournment Dismissal Package	Trial	2.502	MC 09a	Dismissal for Non-Service/No Progress	
		2.503	MC309	Order of Adjournment	
		2.504	MC 09	Voluntary Dismissal	
		2.506	MC 11	Order of Acquittal/Dismissal Subpoena	
		2.510	MC321	Juror Questionnaire	
Judgment Package	Judgment	2.601	DC 10	Judgment, Civil	
		2.603	MC 07	Default Application	
		2.620	MC 17	Satisfaction of Judgment	
Garnishment Package	Debtor	3.101	MC 12	Affidavit and Writ of Garnishment	
			MC 13	Garnishee Disclosure	
			MC 14	Garnishment Order to Pay/Release	
	Creditor	3.104	MC 15	Petition and Order for Installment Payments	
			MC 16	Petition to Set Aside Payment Order	
			MC 19	Execution Against Property	
Claim and Delivery Package		3.105	MC 35	Complaint Claim and Delivery (use with MC 01)	
			MC 36	Motion for Possession Pending Judgment	
			MC 37	Order for Possession Pending Judgment	
			MC 38	Bond, Claim and Delivery Judgment, Claim and Delivery	
			MC 39		
Divorce Package	Complaint	3.200	CC415	Complaint for Divorce (use with MC 01)	
			MC416	Uniform Child Custody Jurisdiction Act Affidavit	
			FOC23	Verified Statement	
	Support			CC417	Custody/Visitation/Support Order
				CC418	Spousal Support Order
	Property			CC419	Motion for Mutual Temporary Restraining Order Conserving Property
				CC420	Mutual Temporary Restraining Order Conserving Property
				CC421	Motion for Domestic Assault Restraining Order (Civil)
	Domestic Assault (Civil)			CC422	Domestic Assault Restraining Order (Civil)
				CC423	Motion/Complaint for Domestic Assault Restraining Order (Criminal)
Domestic Assault (Criminal)			CC424	Domestic Assault Restraining Order (Criminal) Dom. Rel. Act	

			CC425	Complaint for Domestic Assault Restraining Order (Criminal)	
			CC426	Domestic Assault Restraining Order (Criminal) Rev. Jud. Act	
	Judgment		CC427	Judgment for Divorce	
Friend of the Court Package	Information About Support	3.200	FOC30	Notice of Registration of Out-of-State Support Order	
			FOC21	Petition and Order for Disclosure of Income and Health Insurance	
			FOC22	Employer's Disclosure of Income and Health Insurance Information	
			FOC22a	Employer's Disclosure of Income and Health Insurance Information	
			FOC26	Request for Consumer Credit Information and Reply	
			FOC27	Notice to Payer Regarding Request for Credit Information	
			FOC 7	Automatic Enforcement Exemption Notice	
	Not Paying Support			FOC13	Demand for Medical Payment
				FOC 3	Notice of Arrearage
				FOC28	Notice of Arrearage Interstate Income Withholding Act
				FOC 2	Petition and Order to Show Cause for Contempt (Support)
	Modifying Support			FOC14	Bench Warrant
				FOC 4	Cash Bond (Civil Contempt)
FOC 8				Order for Release for Work or to Seek Work	
FOC 5				Order for Income Withholding	
FOC 6				Order	
Custody or Visitation			FOC32	Request for Tax Refund Offsets	
			FOC20	Notice of Income Tax Intercept	
			FOC 9	Petition for Modification of Judgment	
Transfer of Case or Domicile			FOC10	Order Modifying Support	
			FOC11	Notice of Income Withholding Modification	
			FOC16	14-Day Notice to Violator of Custody or Visitation	
Administrative			FOC19	Petition and Order to Show Cause For Contempt (Custody/Visitation) Order	
			FOC12	Order	
			FOC24	Petition/Stipulation for Transferring Case (Post Judgment)	
			FOC25	Order Transferring Case (Post Judgment)	
			FOC31	Petition and Order for Transferring Case (URESAs)	
			FOC29	Order Allowing Change of Domicile	
			FOC 1	Friend of Court Grievance Record	
			SCA028	Friend of Court Grievance Record	
			FOC18	Publication and Notice FOC	
			FOC17	Statutory Review	
				Friend of Court Annual Statutory Review	

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			SCA041	Office of FOC Statistical Report		DCY223	Plea by Mail		
			FOC15	Second Sheet		MC204	Order for Competency Examination		
		3.303	MC203	Writ of Habeas Corpus		MC205	Finding and Order on Competency		
		3.410	CC115	Notice of Foreclosure Sale		MC206	Order for Evaluation		
			CC116	Clerk's Certificate of Sale		MC207	Commitment Order		
			CC117	County Clerk's Report of Sale		MC241	Bail Bond		
		3.606	MC229	Petition and Bench Warrant		DC218	Order Forfeiting Bail Bond		
Traffic Package	Traffic/Civil Infract.	4.101	CIA 1	Notice to Appear		MC264	Order of Disqualification		
			CIA 2	Judgment		MC224	Order and Receipt for Drivers' License		
			CIA 3	10 Day Notice		MC230	Order to Show Cause		
			CIA 4	Motion to Set Aside Default Judgment and Order		MC232	Application and Order to Set Aside Conviction		
			CIA 5	Claim of Appeal of Right		MC235	Order for the Disposition of Fingerprints		
			CIA 6	Order to Show Cause		MC263	Motion/Order of Nolle Prosequi		
	Traffic/Misdemeanor	4.102	DCY216	10-Day Notice		MC262	Order of Acquittal/Dismissal		
			DCY214	Waiver of Privilege Against Disclosure		MC240	Presentence Commitment		
			DCY210	Affidavit and Order for Restricted Driver License		CC219a	Judgment of Sentence, Commitment to Jail		
			DCY211	Order for Evaluation OUIL/OWI Cases		CC219b	Judgment of Sentence, Commitment to Corrections Department		
		DCY212	Report of Substance Abuse Assessment		DCY219	Judgment of Sentence, Commitment to Jail			
Landlord Tenant Package	Landlord/Tenant	4.201	DCH100a	Notice to Quit—Non-Payment of Rent		DCY221	Statement of Service and Order for Payment of Counsel		
			DCH100b	Notice to Quit—Health Hazard		DCY243	Order of Probation		
			DCH100c	Notice to Quit—Termination of Tenancy		DCY244	Petition and Order for Ammendment		
			DCH102a	Complaint—Non-Payment of Rent		DCY245	Petition and Order for Discharge		
			DCH102b	Complaint—Health Hazard		DCY246	Petition and Order, Probation Violation		
			DCC102c	Complaint—Termination of Tenancy					
			DCH104	Summons — Landlord Tenant, Land Contract					
			DCH108	Default Application Affecting Entry—Landlord Tenant					
			DCH105	Judgment—Landlord Tenant					
			DCH107	Writ of Restitution Landlord Tenant-Land Contract					
Land Contract Package	Land Contract Forfeiture	4.202	DCH101	Forfeiture Notice—Land Contract		CC265	Notice of Right to Timely Appeal		
			DCH103	Complaint See DCH104 Summons Land Contract (above)		CC402	Order for Appointment of Appellate Counsel		
			DCH106	Judgment—Land Contract Forfeiture See DCH107 Writ of Restitution-Land Contract (above)		CC400	MAACS Statement of Service		
					CC401	MAACS Statement of Service			
					DC 54	Appeal Worksheet			
					MC 55	Claim of Appeal of Right			
					DCA56	Bond on Appeal			
					DCA57	Order of Transmittal and Record on Appeal			
					CC58	Order to Show Cause Why Appeal Should Not Be Dismissed			
Small Claims Package	Small Claims	4.302	DCS84	Affidavit and Claim—Small Claims		R501	Reporter Certificate Ordering Transcript On Appeal		
			DCS85	Judgment—Small Claims		R503	Motion and Order to Extend Time Applications to Circuit Court		
			DCS86	Petition and Order for Removal—Small Claims		R504	Motion to Extend Time Applications to Ct/Appeals		
					R505	Notice of Hearing to Extend Time			
					R502	Notice of Filing of Transcript and Affidavit of Mailing			
Criminal Package		6.000	DCY231	Affidavit for Search Warrant and Search Warrant					
			DCY231a	Affidavit for Search Warrant					
			MC200	Felony Set					
			MC200a	Felony Set					
			MC220	Warrant Recall					
			DCY225	Complaint and Warrant Misdemeanor					
			DCY226	Warrant, Misdemeanor Traffic/Non-Traffic					
			DC213	Advice of Rights					
			CFY011	Demand for Transcript of Preliminary Examination					
			MC222	Petition and Order for Appointed Attorney					
			CC261	Waiver of Arraignment					
Administrative Package		8.000	DC21	Magistrate's Daily Report					
			DC22	Magistrate's Quarterly Report					
			DCY250	Felony Register of Actions					
			DCY251	Misdemeanor Register of Actions					
			DCY252	Civil Register of Actions					
			DCY253	Traffic Register of Actions					
			DCY201	Witness/Juror Certificate					
			DCY202	Record Authentication Certification of Judge and Clerk					