

Effective date: Upon Approval of the State Court Administrative office.

IT IS ORDERED:

This order rescinds and replaces Local Administrative Order 2011-02 (Inspection, Reproduction and Creation of Court Records) and supersedes any and all previous policies that may address the same matter.

This administrative order is issued in accordance with Michigan Court Rules 8.119(H) and 8.110(C)(7). The purpose of this order is to regulate requests for access, inspection, and reproduction of public court case records and to allow flexibility in providing approved court forms or creating new case records.

The clerk may not permit any case record to be taken from the court without the order of the court. The court may provide access to the public information in a register of actions through a publicly accessible website; however, all other public information in its case records may be provided through electronic means only upon request.

1. Court records addressed by this administrative order include:
 - a) Records kept by the Clerk of the Court. This includes case files, registers of action, numerical and alphabetical indexes, and calendars. MCR 8.119(D).
 - b) Court recordings, log notes, jury seating charts, and other media. This includes video/audio/digital court recordings, notes, tapes, logs, backup tapes, discs, and any other medium used or created in the making of a record of proceedings and kept pursuant to MCR 8.108. MCR 8.119(F).
2. Procedures for accessing, inspecting, and reproducing nonpublic information and records are set forth in Component 19 of the Michigan Trial Court Case File Management Standards, chart of Nonpublic and Limited-Access Court Records, Local Administrative Order 1 (friend of the court records), and Administrative Order 2006-2, Privacy Policy and Access to Records.
3. A list of court records, including those defined in MCR 8.119(E), that are not subject to public access and inspection is contained in the chart of Nonpublic and Limited-Access Court Records.
4. Court records are not subject to Freedom of Information Act requests. MCL 15.232(d)(v) specifically exempts the judiciary from the Freedom of Information Act.
5. In accordance with MCR 8.110(C)(7), the court shall provide litigants with forms approved by the state court administrator at the cost of twenty-five cents (\$0.25) per form.
 - a) Parties will be limited to a maximum of ten (10) copies per each type of form requested.

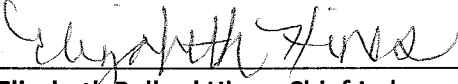
- b) There will be no charge for forms requested by court-appointed attorneys on cases to which they have been appointed or for indigent parties.
 - c) There will be no charge for forms prepared by the court.
6. Any person may access and inspect, at no charge, any case record or information contained in those records, regardless of means of access and record format, unless access is restricted by statute, court rule, or a court order entered pursuant to MCR 8.119(I) and may also obtain copies subject to the following regulations established in accordance with MCR 8.119(J).
- a) General
 - i) All requests to access and inspect case records identified in this administrative order and/or for copies of those records must be made on a "Case File Copy Request Form" and must specify a complete case number or party names except as provided under item (b)(iii) below.
 - ii) Persons who do not have a complete case number or party names may review available case indexes to identify and select specific cases for inspection.
 - iii) Case records shall be reviewed at the public counter unless, in the discretion of court supervisory personnel, approval is granted to review records in the clerk's office based on available space, the type and number of records to be reviewed, and the length of time necessary to review them.
 - iv) Ensuring the right of immediate access to and public inspection of court records shall be a top priority, but may be limited by the availability of court staff to supervise the inspection.
 - b) Access
 - i) Except for online public case indexes and registers of case action, requests for access and inspection to no more than five (5) specific case files will be accommodated within one (1) hour unless the files are not in the active file area. Requests for specific case records in storage will be accommodated within five (5) business days.
 - ii) Requests for access and inspection to more than five (5) specific case files will be accommodated within a reasonable amount of time, depending on the total number of case files requested and the availability of court staff.
 - iii) Case information requests from other courts that lack specific case numbers or party names shall be researched by this court. Requested information will be provided at no charge.
 - iv) Requests to perform general traffic or criminal record checks that do not have specific case numbers or party names will not be researched by the court. They will be referred to the appropriate state agencies to obtain this information or to the available indexes referred to under subsection 6(a)(ii).

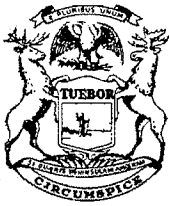
- v) Requests for the wholesale review of particular types of case records will only be considered if, in the court's discretion, the request will not unreasonably interfere with the discharge of court functions. With these types of requests, the court may specify the date, time, and manner in which access is to be granted. It will be the responsibility of those persons requesting access to make prior, acceptable arrangements with the court.
- c) Regular Copies
- i) The court will provide copies of active case file documents (20 or fewer pages) at a cost of twenty-five cents (\$0.25) per page within one (1) hour of the request for copies.
 - ii) Requests for more than twenty (20) total copies of active case file documents, or copies of case file documents in storage, will be accommodated within a reasonable amount of time as determined by the (1) total number of pages to be copied, (2) availability of court staff and photocopying equipment, and (3) nature of the request, such as the degree to which court staff is required to identify, select, and review documents to be copied.
 - iii) In order to preserve and maintain the integrity of court records and to prevent unreasonable interference with the discharge of court functions, persons will not be permitted to copy or otherwise duplicate court records using their own equipment.
- d) Certified Copies
- i) The court will provide certified copies at the rate provided by MCL 600.2546. The cost of certification is ten dollars (\$10.00) per group of documents to be certified plus an additional charge of one dollar (\$1.00) per page copied as part of the certification.
 - ii) All requests will require payment prior to certification. All law enforcement agencies, prosecuting attorneys, court appointed attorneys, probation departments, courts and any branches of the Military are exempt from payment.
 - iii) Requests will be accommodated within a reasonable amount of time as determined by the total number of files/pages to be certified, (2) availability of court staff and equipment, and (3) nature of the request, such as the degree to which court staff is required to identify, select, and review documents to be certified.
 - iv) In order to preserve and maintain the integrity of court records and to prevent unreasonable interference with the discharge of court functions, persons will not be permitted to copy or otherwise duplicate court records using their own equipment.
- e) New Record Creation
- i) Requests for creation of a new record, as defined in MCR 8.119(J)(4), will be granted only if creating the new record will not unreasonably interfere with the discharge of court functions. If granted, the request will be accommodated within a reasonable amount of time dependent upon the availability of sufficient public data within the body of case records (including related databases), and the ease in which those records can be identified

and compiled.

- ii) Costs to provide a new record may not exceed the actual cost of labor and supplies and the actual use of the system to develop, generate, and validate the accuracy of the record.
7. Onsite review of court proceedings pursuant to MCR 8.108 is not permitted, except by court order.
8. Copies of court recordings, log notes, jury seating charts, and other media of court proceedings made pursuant to MCR 8.108 are available as provided by this order for \$15 per DVD for recordings and other media in electronic format and twenty five cents (\$0.25) per page for log notes and jury seating charts, if available, only in paper.
- a) Requests for copies of court recordings must be submitted on a "Request for Electronic Copy of Court Proceeding" form whereas requests for copies of log notes or jury seating charts must be made on a "Case File Copy Request" form.
 - b) A request from a party and/or an attorney of record for a copy of court proceedings pursuant to MCR 8.108 will be accommodated within five (5) business days.
 - c) A request by a nonparty, including the media, for a copy of court proceedings pursuant to MCR 8.108 must be filed with the court in a written motion pursuant to MCR 2.119. Requests shall not be accommodated except by an order of the court. The judge has the sole discretion to approve or deny copies of court proceedings in total or to exclude from the copies testimony of certain witnesses. Upon approval, granted requests will be accommodated within five (5) business days.
 - d) A request to obtain a copy at no cost based upon indigence will be considered upon written request to the judge assigned to the case. Upon approval, granted requests will be accommodated within five (5) business days.
 - e) Copies of court recordings, log notes, jury seating charts, and other media of court proceedings under this section shall not be duplicated and/or made available for public inspection without the expressed written consent of the court.

1-20-15
Date


Elizabeth Pollard Hines, Chief Judge P27711



STATE OF MICHIGAN

FIFTEENTH JUDICIAL DISTRICT COURT

301 E. Huron St., P.O. Box 8650, Ann Arbor, MI 48107-8650

15th JUDICIAL DISTRICT COURT MEMORANDUM

TO: Persons Requesting General Record Checks

FROM: Shryl Samborn, Court Administrator

Please be advised that per Local Administrative Order [2015-01], a specific case number or the party names are required in order to provide the information you have requested.

If you do not have a specific case number or case name, the following options are available:

1. You may review available case indexes online at www.15thdistrictcourt.org to identify and select specific cases for inspection. Please note that this review may only provide information on current or recent cases filed in this District Court.
2. A more complete record check may be requested by writing the appropriate state agency. Both the Michigan State Police and Department of State maintain computer information expressly for this purpose.
 - (a) To obtain a Criminal Record Check either contact the Michigan State Police, Central Records Division at (517) 241-0606 or go to the Michigan State Police Website at www.michigan.gov/ichat to obtain information on how to use the Internet Criminal History Access Tool (ICHAT).
 - (b) To obtain a Driving (Traffic) Record contact the:

Michigan Department of State
Commercial Look-up Unit
7064 Crouner Drive
Lansing, Michigan 48918
Telephone: (517) 322-1624

Once you receive complete record checks, you will be able to contact the appropriate police agency or court listed on the records to obtain case specific information.

The 15th Judicial District Court regrets that it cannot reasonably accommodate your request at this time. If you have any additional questions, please contact the Traffic/Criminal Division at (734) 794-6750 or the Civil Division at (734) 794-6752.

**15TH JUDICIAL DISTRICT COURT
CASE FILE COPY REQUEST FORM**

1. Request Date: _____

2. Requested by:

Name

Address

City, State, Zip Code

Telephone no.

NOTE: Michigan law does not require that you place your name and address on this form. This information is requested to facilitate the processing of your request.

3. Specify the complete case number and/or party name(s):

Case Number: _____

Party Name(s): _____ v _____

Type of Case: __ Civil Infraction __ Criminal (Felony or Misdemeanor)

 __ Civil (Small Claims, General Civil, Landlord/Tenant, etc.) __ Other

If the case is a civil infraction or a criminal matter, the defendant's date of birth is needed to verify the record. Date of Birth: _____

4. Type of record to be copied:

Complete case file

Specific court record. (List documents i.e. Order of Probation, Judgment, Satisfaction of Judgment, etc.)

NOTE: Access to non-public records is limited to those persons or agencies identified by Michigan statute. You will be required to provide I.D. to the court (e.g. driver's license, state ID card, passport or government issued agency identification). If your request is not being made in-person, a readable copy of your ID must accompany your request. Agencies may also be required to provide a written consent form signed by the individual under investigation.

For Court Use Only

Regular copy = \$0.25 per page. Number of pages: _____

Certified copy = \$10.00 for certification + \$1.00 per page. Number of pages: _____

Processed by: _____ Date: _____ Total Charged: _____

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT	REQUEST FOR ELECTRONIC COPY OF COURT PROCEEDING	CASE NO. _____
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15th Judicial District Court, 301 E. Huron St., PO Box 8650, Ann Arbor, MI 48107-8650

(734) 794-6750

Plaintiff name(s)
Plaintiff's attorney, bar no., address and phone no.

Defendant name(s)
Defendant's attorney, bar no., address and phone no.

COPIES WILL ONLY BE PROVIDED TO PARTIES OR ATTORNEYS OF RECORD UNLESS AN ORDER OF THE COURT DIRECTS OTHERWISE. Government issued I.D. will be requested to verify your identity. Once submitted, no cancellation of this request will be accepted. The completed form and \$15 payment should be returned to the 15th District Court Clerks Office.

Judge	Courtroom number	Date of Proceeding	Time of Proceeding
Type of Proceeding			
Special Instructions			

By signing below, I acknowledge that I understand that the copy of this court proceeding record is not to be duplicated, altered, published, or disseminated without the written permission of the assigned judge.

Signature

Date

Amount Paid

Name (typed or printed)

Date received

Address

City, State, Zip

Phone

A copy of the court proceeding record was provided as requested on _____.
Date

Court Recorder/Judicial Coordinator/Court Clerk