

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

IT IS ORDERED:

This administrative order rescinds and replaces Local Administrative Order 2024-03 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)(8). 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 Records 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(h)(iv) specifically exempts the judiciary from the Freedom of Information Act.
5. In accordance with MCR 8.110(C)(8), the court shall provide litigants with forms approved by the state court administrator at the cost of \$1.00 per form.
 - a) Parties will be limited to a maximum of ten (10) copies per day of 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.
 - d) The circuit court or clerk of the court may not charge a fee for pro se forms for personal protection proceedings or motion forms for criminal post-appeal relief. MCL 600.2950, 600.2950a, MCR 6.502(C).
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 make photographic copies in accordance with MCR 8.115(C)(5)(a) or 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 record/copy request form and must specify a complete case number or party names except as provided under item (b)(iii).
 - ii) Persons who do not have a complete case number or party names may review available online case indexes to identify and select specific cases for inspection. (www.15thdistrictcourt.org)
 - 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 when, 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) Copies

- i) The court will provide copies of case file documents, 20 pages or less, at a cost of one-dollar (\$1.00) per page within one (1) hour of the in-person request for copies, to the greatest extent possible. Payment must be made at the time of the request. Copies of transcripts filed with the court shall not exceed \$0.90 per page pursuant to MCL 600.2543.
- ii) Attorneys, parties, and members of the public may use a portable electronic device to reproduce public court documents in a clerk's office as long as the device leaves no mark or impression on the document and does not unreasonably interfere with the operation of the clerk's office.
- iii) Requests for more than twenty (20) total copies of case file documents 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.
- 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, other than a portable electronic device defined in MCR 8.115(C)(2)(a).

d) New Record Creation

- i) Requests for creation of a new record, as defined in MCR 8.119(J)(5), 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 with 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.

iii) Transcripts may be ordered through written request. Fees for the preparation of transcripts are set by state statute and are payable to the court recorder. Contacts should be made as follows:

- Court Recorder to Judge Moore
PO Box 8650, Ann Arbor, MI 48107-8650
Office: 734.794.6764, extension 47607
Fax: 734.794.6754
- Court Recorder to Judge Perry
PO Box 8650, Ann Arbor, MI 48107-8650
Office: 734.794.6764, extension 47614
Fax: 734.794.6754
- Court Recorder to Judge Valvo
PO Box 8650, Ann Arbor, MI 48107-8650
Office: 734.794.6764, extension 47623
Fax: 734.794.6754
- Court Recorder to Magistrate Garwood
PO Box 8650, Ann Arbor, MI 48107-8650
Clerk's Office: 734.794.6750, option 0
Fax: 734.794.6753

7. Access to court recordings, log notes, jury seating charts, and other media of court proceedings made pursuant to MCR 8.108 is not permitted. Parties to a case or the attorneys of record may request a copy of the court recording under Section 8 of this Local Administrative Order.
8. Copies of court recordings, log notes, jury seating charts, and other media of court proceedings made pursuant to MCR 8.108 shall be granted to parties and attorneys of record within five (5) business days, upon request and payment in full, with the following restrictions:
 - a) Parties and attorneys of record shall pay \$20.00 for each copy of the video or digital audio recording. Requests for copies of court recordings must be submitted on a Request for Electronic Copy of Court Proceeding form.
 - b) Parties and attorneys of record shall pay \$1.00 per page for log notes and jury seating charts, if available only in paper. Requests for copies of log notes or jury seating charts must be made on a Record/Copy Request form.
 - c) The provided copies shall not be further duplicated, altered or copied in any format and the requestor shall not further disseminate or publish any information contained in the copies.
 - d) Refunds shall not be provided for any copies made from the requestor's misidentified proceedings.

e) The provided copies are not to be used as a certified court record of proceedings.

Requests by attorneys not of record or non-parties for copies of court recordings, log notes, jury seating charts and other media of court proceedings pursuant to MCR 8.108 must be filed with the court in a written request 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, including but not limited to, the victims of sex crimes and their families, police informants, undercover agents, and relocated witnesses. Granted requests shall be accommodated within ten (10) business days with the following restrictions:

- a) Attorneys not of record or individuals not a party to the case shall pay \$20.00 for each copy of the video or digital recording prior to a copy being made.
- b) Attorneys not of record or individuals not a party to the case shall pay \$1.00 per page for log notes and jury seating charts if available only in paper, prior to a copy being made.
- c) The provided copies shall not be further duplicated, altered or copied in any format and the requestor shall not further disseminate or publish any information contained in the copies.
- d) Refunds shall not be provided for any copies made from the requestor's misidentified proceedings.
- e) The provided copies are not to be used as a certified court record of proceedings.

9. Certified Copies

- a) The court will provide certified copies at the rate provided by MCL 600.2546. The cost of certification is \$10.00 per group of documents to be certified with a charge of \$1.00 for each page copied as part of the certification.
- b) All requests will require payment prior to certification.
- c) Refunds shall not be provided for any copies made or certified based upon the requestor's misidentification of documents.
- d) Requests shall be accommodated within a reasonable amount of time as determined by the (1) total number of 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.

4.11.25
Date



Karen Q. Valvo, Chief Judge P56974

15TH JUDICIAL DISTRICT COURT
MEMORANDUM

TO: Persons Requesting General Record Checks

FROM: Shryl Samborn, Court Administrator

Please be advised that per 15th Judicial District Court Local Administrative Order 2021-05, 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 the 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 from this 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 court at 734.794.6750.

15TH JUDICIAL DISTRICT COURT RECORD/COPY REQUEST

1. Date of Request: _____
2. Requested by: _____
Name

Address

Phone 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: _____
- Case Type: _ Civil Infractions (tickets) _ Criminal (Misdemeanor or Felony)
_ Civil (Small Claims, General Civil or Landlord-Tenant) _ Other
- Party Name(s): _____ v _____

4. List type of record(s) to be copied:
- Complete case file (except for any nonpublic court records).
- Specific court record. (List documents, i.e. Judgement, Order of Probation, etc. Use an additional page if necessary.)
- _____

NOTE: Access to non-public records is restricted by law. Anyone requesting to review or copy a non-public record will be required to provide ID to the court (e.g. driver's license, state ID card, passport or government issued agency ID). If your request is not being made in-person, a readable copy of your ID must accompany your request. Agencies may be required to provide a written consent form signed by the individual under investigation.

For Court Use Only

Regular copy = \$1.00 per page. Number of pages: _ _ _ _ _

Transcript Copy = \$0.90 per page. Number of pages: _ _ _ _ _

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

Total charged: \$ _ _ _ _ _

Processed by: _____ Date _____
Court Clerk