

State of Michigan

51st DISTRICT COURT

HON. RICHARD D. KUHN, JR.
CHIEF JUDGE
HON. PHYLLIS C. McMILLEN
CHIEF JUDGE PRO TEMPORE



DENNIS WYNN
COURT ADMINISTRATOR

SANDRA ASPINALL
MAGISTRATE

5100 CIVIC CENTER DRIVE
WATERFORD, MICHIGAN 48329
(248) 674-4655

ADMINISTRATIVE ORDER 51ST DISTRICT COURT 2008-05

THIS ADMINISTRATIVE ORDER RESCINDS ADMINISTRATIVE ORDER 2000-03

TITLE: INSPECTION, REPRODUCTION, AND CREATION OF COURT RECORDS

IT IS ORDERED:

This administrative order is issued in accordance with Michigan Court Rules 8.119(E), effective September 30, 1999 and 8.110(C)(7), effective October 1, 1988. The purpose of this order is to regulate requests for inspection and reproduction of court records and to allow flexibility in providing approved forms or creating new records.

1. Court records are public unless specifically made not public by statute, court rule, case law or court order. Procedures for inspection and reproduction of nonpublic information and records are set forth in Component 19 of the Michigan Trial Court Case File Management Standards, Nonpublic and Limited Access Records Chart, and Administrative Order 1006-2, Privacy Policy and Access to Records.
2. A list of court records not subject to public inspection is contained within the Nonpublic and Limited Access Records.
3. 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.
4. 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 \$ 1.00 per form.

- a. Parties will be limited to a maximum of 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.
 - d. The circuit court or clerk of the court may not charge 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) (15)
5. Any person may inspect any public court file to which access is not restricted by statute, court rule, case law, or court order and may obtain copies subject to the following regulations established in accordance with MCR 8.119(E).
- a. General
 - 1) All requests for files and/or copies must be made on a “file/copy request form” and must specify a complete case number or party names except as provided under item b. 4) below.
 - 2) 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.
 - 3) Files 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 number of files to be reviewed and the length of time necessary to review them.
 - 4) Ensuring the right of immediate access to and public inspection of records shall be a top priority but may be limited by the availability of court staff to supervise the inspection.
 - b. Access to Case Files/Information
 - 1) Requests for access to no more than 5 specific case files will be accommodated within 1 hour unless the files are in storage.

- 2) Requests for access to more than 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.
- 3) Requests for specific case files in storage will be accommodated within 3 working days.
- 4) 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 and will not require a “copy request” form.
- 5) 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 5.a.2.
- 6) Requests for the wholesale review of particular types of cases will only be considered if, in the court’s discretion, the request will not unreasonably interfere with the discharge of court functions. The court is not required to develop special procedures for the convenience or cost/benefit of persons requesting access and 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

- 1) The court will provide a limited number of copies (fewer than 20 total pages) at a cost of \$1.00 per page within 1 hour of the request for copies.
- 2) Requests for more than 20 total copies will be accommodated within a reasonable amount of time as determined by (1) the total number of pages to be copied, (2) the availability of court staff and photocopying equipment and (3) the nature of the request, i.e., the degree to which court staff is required to identify, select, and review documents to be copied.

- 3) 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. New Record Creation

- 1) Requests for creation of a new record or compilation of records pertaining to case files or case-related information which are granted will be accommodated within a reasonable amount of time.
 - a) As determined by the availability of sufficient data already contained in the records or record data base to easily identify those records requested, and
 - b) Only if such compilation will not unreasonably interfere with the discharge of court functions.
- 2) Costs to provide records under this subsection will include direct costs to the court to develop, generate, and validate the accuracy of the record.

Richard D. Kuhn, Jr.
Chief Judge
51st District Court

Effective Date: October 10, 2008

Date: October 10, 2008

51st DISTRICT COURT MEMORANDUM
5100 Civic Center Drive, Waterford Michigan 48329

TO: Persons Requesting General Record Checks

FROM: Dennis Wynn, Court Administrator

Please be advised that per 51st District Court Administrative Order 2008-05, 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 at the 51st District Court to identify and select specific cases for inspection. Please note that this review may only provide information on current or recent 51st District Court 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** contact the:

Michigan State Police
Central Records Bureau
7150 Harris Drive
Lansing MI 48913
Telephone: (517) 322-5531

b. To obtain a **Driving (Traffic) Record** contact the:

Michigan Department of State
Commercial Look-Up Unit
7064 Crowner Drive
Lansing MI 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. **Any information printed and supplied to you by the 51st District Court will cost \$1.00 per page and/or \$12.00 for a Certified Conviction.**

The 51st District Court regrets that it cannot accommodate your request at this time. If you have additional questions please contact the Court at (248) 674-4655.

51st DISTRICT COURT - WATERFORD, MICHIGAN

FILE/COPY REQUEST FORM

1. Date of Request: _____

2. Requested by: NAME: _____

ADDRESS: _____

TELEPHONE: HOME _____ OFFICE _____

3. Please specify the complete party names(s) **and/or** case number below:

CASE NUMBER _____

PARTY NAME(S) _____ vs _____

4. Nature of Request:

_____ Review File

_____ Obtain Copies

5. **IF COPIES ARE REQUESTED, LIST DOCUMENTS TO BE COPIED:**

_____ Complete case file (Except for any non-public court records)

_____ Specific documents (List - Use additional page if necessary)

NOTE:

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

For Court Use Only

Copies _____ x \$1.00 Per Page = Total Charge

Handled by _____ on _____

Court Clerk

Date