



**Michigan Supreme Court**  
**State Court Administrative Office**  
**Trial Court Services Division**  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909  
Phone: (517) 373-4835

DATE: May 15, 2009

TO: Circuit Court Administrators  
County Clerks  
Case Management System Providers

FROM: Amy Byrd

RE: Amendments to Caseload Reporting Form SCAO 31 and Instructions

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Enclosed are revisions to Section E of the Circuit Court Caseload collection instructions. These changes were made to the instructions to clarify that PJ cases are to be reported reopened and disposed a second time under certain conditions. Specifically:

Page 9, Line 3 – last bullet added details about when to report a case reopened.  
Page 28, Lines 30 and Line 33 – added details about when to report after being reopened.

There is no revision to the File Format because the combination of case-type code and activity codes for these already exist.

These changes take effect in 2010 and reporting of any reopened PJ cases to our office will start with the 2010 report submitted in January of 2011. If you have any questions about these changes, please contact me at 517-373-4864.

cc: Trial Court Services  
Regional Offices