



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, Michigan 48909  
Phone (517) 373-2222

Laura Hutzel  
Statistical Research Director

### MEMORANDUM

DATE: January 26, 2012

TO: Chief Judges  
cc: Court Administrators  
Probate Registers  
County Clerks  
Authorized Users of the Caseload Reporting System  
Case Management System Providers

FROM: Laura Hutzel

RE: New File Formats for Caseload Reporting

---

As you know, Administrative Order 2011-3 established new time guidelines for caseload management. This memo provides case management system providers with updated file formats needed to implement changes to Part 4 of the Caseload Reporting System (CRS).

The 2012 caseload reports, due in early 2013, should conform to these new file formats, therefore, case management systems should be updated this year after the 2011 reports are submitted and verified. If you have any questions about caseload reporting, contact Kimberly Tody by e-mail at [todyk@courts.mi.gov](mailto:todyk@courts.mi.gov) or by phone at 517-373-5538.

As a reminder, each court must update its caseload management plan to conform to the new guidelines. If your court has not yet submitted a new local administrative order, please do so using the updated Model LAO 22 now available at: <http://courts.michigan.gov/scao/resources/other/lao.htm>. If you have any questions about caseload management plans, contact one of the Trial Court Services' analysts:

**Circuit Court**  
Jim Inloes  
[inloesj@courts.mi.gov](mailto:inloesj@courts.mi.gov)  
517-373-7496

**District Court**  
Jill Booth  
[boothj@courts.mi.gov](mailto:boothj@courts.mi.gov)  
517-373-7496

**Probate Court**  
Jennifer Warner  
[warnerj@courts.mi.gov](mailto:warnerj@courts.mi.gov)  
517-373-7496

-or-  
Jennifer Warner  
[warnerj@courts.mi.gov](mailto:warnerj@courts.mi.gov)  
517-373-7496

Attachments