



NANCY M. BLOUNT  
CHIEF JUDGE

State of Michigan  
**36th District Court**  
421 Madison Avenue  
Suite 528  
Detroit, Michigan 48226

(313) 965-8736  
FAX: (313) 965-2211  
Nancy.Blount@36thdistrictcourt.org

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LOCAL ADMINISTRATIVE ORDER 2016 -01

STATE OF MICHIGAN  
36<sup>TH</sup> DISTRICT COURT

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Subject: ACCESS, INSPECTION, REPRODUCTION, AND CREATION OF COURT RECORDS

**IT IS ORDERED:**

This Local Administrative Order is issued in accordance with Michigan Court Rules 8.119(H), effective September 30, 1999 and 8.110(C)(7), effective October 1, 1988. 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. Local Administrative Order 2015-01 is hereby rescinded.

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 Local 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 2006-02, 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 \$1.00 per form.
  - a) Parties will be limited to a maximum number of fifty (50) 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 Clerk of the Court may not charge a fee for pro se forms for motion forms for criminal post-appeal relief. MCR 6.502(C) (15).
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 Local Administrative Order and/or for copies of those records must be made on a "Record Request Form", which can be located at <http://www.36thdistrictcourt.org/online-services/forms/request-for-records> and must specify a complete case number or party name except as provided under item b) iii).
    - 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 specific case files will be accommodated within a reasonable amount of time, but the same day as the request, depending on the availability of court staff and unless the files are not in the active file area. Requests for specific case records in storage will be accommodated within two business days.
- ii) Requests for access and inspection to more than five specific case files will be accommodated within a reasonable amount of time, by the next day, 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 and will not require a "Record Request Form".
- 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) Copies

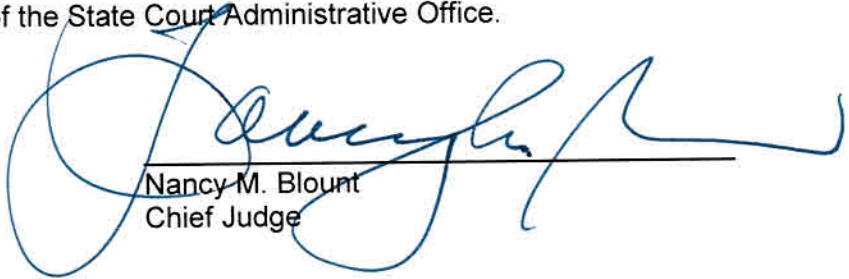
- i) The Court will provide copies of case file documents ten (10) or fewer total pages at a cost of \$1.25 per page within one hour of the request for copies, except that copies of transcripts filed with the court shall not exceed \$.30 per page pursuant to MCL 600.2543.
- ii) Requests for more than twenty-five (25) 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.
- 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) New Record Creation

- i) The court will not create or provide new records, in accordance with and as defined in MCR 8.119 (J) (4), in response to information requests or requests for access and inspection to court records.
- 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.
- 8. Copies of court recordings, log notes, jury seating charts, and other media of court proceedings made pursuant to MCR 8.108 are not available.

**Effective Date:** Upon approval of the State Court Administrative Office.

Dated: 4-6-16



Nancy M. Blount  
Chief Judge

Date Approved by SCAO: 6-2-16

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**36<sup>TH</sup> DISTRICT COURT**  
**MEMORANDUM**

**TO:** Persons Requesting General Record Checks

**FROM:** Kelli Moore Owen, Court Administrator

Please be advised that per 36<sup>th</sup> District Court Administrative Order 2016- 01 a specific case number or the party names are required in order to provide the information you have requested.

1. If you do not have a specific case number or case name, the following options are available:
  - (a) You may conduct a case search by accessing the Court's website at <http://www.36thdistrictcourt.org/online-services/case-inquiry-schedule>
  - (b) You may review available case indexes to identify and select specific Cases for inspection.
  
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](http://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 Crowner 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 36<sup>th</sup> District Court regrets that it cannot reasonably accommodate your request at this time. If you have any additional questions, please contact the Court at 313-965-4153.