



STATE OF MICHIGAN
KENT COUNTY PROBATE COURT

DAVID M. MURKOWSKI
CHIEF JUDGE

SUITE 9500 C
180 OTTAWA AVENUE NW
GRAND RAPIDS, MICHIGAN 49503-2751

Local Administrative
Order 2015 - 01

ACCESS, INSPECTION, REPRODUCTION, AND CREATION OF COURT RECORDS

Rescinds Local Administrative Order 2013-03

IT IS ORDERED:

This administrative order is issued in accordance with Michigan Court Rules 8.119(H) and 8.110(C)(7). 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 Case File Management Standards, chart of Nonpublic and Limited-Access Court Records, Local Administrative Order 1 (friend of the court records), and Administrative Order 2006-2, 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(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 of 10 (ten) 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.
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 administrative order and/or for copies of those records must be made in person at the public counter via a "Record/Copy Request Form".
 - 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 10 (ten) specific case files will be accommodated within 24 hours unless the files are not in the active file area. Requests for specific case records in storage will be accommodated within 5 (five) business days.
 - ii) Requests for access and inspection to more than 10 (ten) 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 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 (25 or fewer total pages) at a cost of \$2.00 within 3 hours 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 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

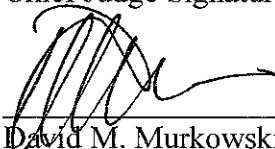
- i) Requests for creation of a new record, as defined in MCR 8.119(J)(4), will be granted only if creating the new record will not unreasonably interfere with the discharge of court functions. If granted, the request will be accommodated within a reasonable amount of time dependent upon the availability of sufficient public data within the body of case records (including related databases), and the ease in 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.
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: April 15, 2015

Date:

April 9, '15

Chief Judge Signature:



 David M. Murkowski

KENT COUNTY PROBATE COURT RECORD/COPY REQUEST

1. Date of Request: _____

2. Requested by: _____

Name

Address

Home telephone no. _____ Business telephone no. _____

3. Specify the complete case number and/or party name(s):

Case Number: _____

Party Name(s): _____ v _____

4. Nature of Request:

Review Record (Specify the type of record, such as case file, recording, etc.)

Obtain Copies

5. If copies are requested, list type of record to be copied:

Complete case file (except for any nonpublic court records).

Specific court record. (List documents, recordings, etc. Use an additional page if necessary.)

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.

For Court Use Only

_____ copies x per record/page charge of \$ _____

Total charged: \$ _____

Processed by: _____
Court Clerk Date

KENT COUNTY PROBATE COURT
MEMORANDUM

TO: Persons Requesting General Record Checks

FROM: Susan B. Flakne, Probate Register and Court Administrator

Please be advised that per Kent County Probate Court Local Administrative Order 2013-03, 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 Kent County Probate Court to identify and select specific cases for inspection. Please note that this review may only provide information on current or recent probate court cases from this court.

The Probate Court regrets that it cannot reasonably accommodate your request at this time. If you have any additional questions, please contact the Court Administrator at (616) 632-5422.