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MODEL: 2023 EDITION

Brand: Thomson Reuters

1. Introduction

This manual provides essential information for using the *Michigan SCAO Approved Forms, 2023 Edition*. This comprehensive set is designed to streamline the preparation of Michigan court filings by providing hundreds of commonly required full-size court forms.

The forms included are approved by Michigan's State Court Administrative Office (SCAO) and cover various legal areas, ensuring compliance and ease of use for legal professionals and individuals alike.



Figure 1.1: The *Michigan SCAO Approved Forms, 2023 Edition* set, showing two volumes. These volumes contain hundreds of full-size court forms for various Michigan court filings.

2. Getting Started

The forms in this edition are designed for immediate use. Follow these guidelines to prepare your forms:

- **Perforated Pages:** Each page is perforated for easy and clean removal from the binding. Gently tear along the perforations to detach the desired form.
- **Two-Sided Forms:** For forms printed on both sides, the back of the form is printed upside down. This design facilitates "head-to-toe" reading when the forms are incorporated into court files, allowing for continuous reading without reorienting the document.
- **Copying:** The full-size format and clear printing are optimized for direct copying. Ensure your copier settings are appropriate for the paper size and type to maintain legibility.



Figure 2.1: A single volume of the *Michigan SCAO Approved Forms*. The binding is designed for easy page removal, and the clear printing ensures forms are ready for use and copying.

3. Using the Forms

This edition includes a wide array of SCAO-approved forms for various Michigan court divisions. Users should select the appropriate form based on the specific legal requirement and court jurisdiction.

Key categories of forms provided include:

- District Court forms
- Circuit Court forms
- Michigan Court forms (general)
- Probate Court forms
- Circuit Court Family Division forms
- Juvenile forms
- Friend of the Court forms
- Adoption forms
- Conservator and Guardian forms
- Mental Commitment forms

Always ensure you are using the most current version of the form required for your specific filing. While this edition is current for 2023, legal requirements and forms can be updated periodically by the SCAO.

4. Maintenance and Care

To ensure the longevity and usability of your *Michigan SCAO Approved Forms*, please observe the following care instructions:

- **Storage:** Store the volumes in a cool, dry place away from direct sunlight and excessive humidity to prevent

paper degradation and ink fading.

- **Handling:** Handle pages carefully, especially when detaching them, to avoid accidental tears or damage to the form content.
- **Protection:** Keep the books free from spills and dirt. Consider using a protective cover if the books are frequently handled or transported.

5. Troubleshooting

The *Michigan SCAO Approved Forms* are designed for straightforward use. Most issues can be resolved by ensuring correct form selection and proper handling.

Issue: Form does not appear correct after copying.

- **Solution:** Check your copier settings (e.g., paper size, orientation, darkness). Ensure the original form is placed correctly on the copier glass.

Issue: Difficulty detaching a form.

- **Solution:** Apply gentle, even pressure along the perforation line. Avoid pulling too quickly or at an angle.

Issue: Unsure which form to use.

- **Solution:** Consult legal counsel or refer to the specific court rules and procedures for your case to identify the correct SCAO-approved form. This manual provides the forms but does not offer legal advice on their application.

6. Specifications

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7. Warranty and Support

No specific warranty information is provided for the *Michigan SCAO Approved Forms, 2023 Edition*. As a publication, its primary function is to provide accurate forms as approved by the SCAO at the time of publication.

For questions regarding the content or any potential errata, please contact the publisher, Thomson Reuters, directly. Contact information can typically be found on the publisher's official website or within the introductory pages of the publication itself.

For legal advice on the use of these forms, please consult a qualified legal professional.