

DB

ATTORNEY GUIDE
CASE INFORMATION
CONTROL SYSTEM

25864

MICHIGAN SUPREME COURT
SYSTEMS DEPARTMENT
TELEPHONE 313-256-2830

NOTICE TO ATTORNEYS

Please add the following information to the usual face sheet or first page of pleadings which you file with the court. This new format will be required beginning January 1, 1974. This information will be used to establish the statewide automated Case Information Control System (CICS). This system is being installed to furnish uniform and timely information about the workload of all Michigan courts, beginning with the Circuit Courts.

- A. The State Bar number which appears on the left side of your *State Bar membership card*.
- B. The case type code as a suffix to the case number.
- C. The last two digits of the year the case is filed as a prefix to the case number.

Page two is an example of the format. All pleadings should follow this format.

NOTE:

Each attorney will be responsible for providing to the Court Clerk *one extra copy of the face sheet or first part* of each pleading.

Your cooperation in this matter will enable these reports to be prepared in the most timely and economical manner possible.

EXAMPLE

STATE OF MICHIGAN

IN THE CIRCUIT COURT
FOR THE COUNTY OF _____

MARY DOE,

Plaintiff,

v

JOHN H. DOE,

Defendant.

Case No. 74 ^(D) DM
 ↑ ↑
 (B) (C)

JOHN SMITH (012345)
Attorney for Plaintiff

Attorney for Defendant

A. State Bar Number of Attorney—

Defendant attorney number is not normally available for the complaint *but should appear on all subsequent pleadings*. If multiple attorneys for plaintiffs or defendants, at least one attorney name and number must appear for plaintiff attorney and at least one for defendant attorney.

B. Year Case Filed as the Case Number Prefix—

Use the last two digits of the year case was filed for prefix (i.e. 1974 = 74, etc.). Underline area of Case Number to allow Clerk to stamp or write in the file number when assigned to complaint.

C. See Page 3 for new code letters applying to various case types. These code letters for case types will be the case number suffix.

D. Court Clerk fills this out.

NOTE: Type complete case number; the year filed prefix (B), the file number (D), and case type suffix (C) on pleadings filed after complaint.

CASE TYPE CODE LIST FOR CASES FILED AFTER JANUARY 1, 1974

BRACKETED LETTERS ARE CASE CODES. ATTORNEYS WILL USE ONLY ONE CASE TYPE CODE ACCORDING TO THE PRINCIPAL SUBJECT MATTER OF THE SUIT, NOT THE NATURE OF THE PROCEEDINGS.

APPEALS BY LEAVE OR BY RIGHT

Civil Appeals (AV), all civil appeals from a lower court when filed in a higher court.

Criminal Appeals (AR), all criminal appeals from a lower court when filed in a higher court.

ADMINISTRATIVE REVIEW, SUPERINTENDING CONTROL AND EXTRAORDINARY WRITS

Employment Security Commission (AE), all matters regarding Michigan Employment Security Commission actions.

License Restoration (AL), all Secretary of State matters regarding petitions for restoration of driver's license.

Other Agencies (AA), all matters from Administrative Agencies other than review of Michigan Employment Security Commission and Michigan Secretary of State actions.

Superintending Control (AS), all matters involving Superintending or Supervisory Control Powers of the Court.

Habeas Corpus (AH), all Writs of Habeas Corpus except Habeas Corpus to obtain custody of a child.

Other Writs (AW), all Mandamus and Quo Warranto and Other Writs.

Other Extraordinary Law Remedies (AZ), all other Extraordinary Law Remedies.

CIVIL DAMAGE SUITS

Personal Injury, Auto Negligence (NI), all complaints of personal injury or personal injury and property damage, involving the use of an automobile.

Property Damage, Auto Negligence (ND), all complaints of property damage, but not personal injury involving the use of an automobile.

Products Liability (NP), all claims involving products liability.

Malpractice (NM), all claims involving malpractice.

Dram Shop Act (NS), all claims involving liability under the Dram Shop Act.

Other Personal Injury (NO), all other claims involving liability for personal injury.

Other Damage Suits (NZ), all other claims for damages.

DOMESTIC RELATIONS

Divorce, No Children (DO), all divorce complaints when minor children are not involved.

Divorce, Minor Children (DM), all divorce, or divorce and custody, or divorce and custody and support, matters when minor children are involved.

Custody (DC), all Habeas Corpus to Obtain Custody of a Child, Order to Show Cause for custody of a child, or other custody, or custody and support, proceedings if no divorce action has been filed.

URESA (DU), all support enforcement proceedings under the Uniform Reciprocal Enforcement Support Act.

Other Support (DS), all support matters under the Family Support Act of 1967.

Paternities (DP), all questions of paternity, or paternity and custody or paternity and custody and support.

Other Family Matters (DZ), all other matters involving family and domestic relations.

GENERAL CIVIL MATTERS

Business Claims (CB), all claims involving Partnership Termination and other Business Accountings.

Condemnation (CC), all condemnation proceedings.

Labor Relations (CL), all labor-management matters.

Contracts (CK), all other proceedings involving contractual obligations not otherwise coded.

Environment (CE), all environmental matters such as zoning, pollution etc.

Housing and Real Estate (CH), all housing, real estate, foreclosure, land contracts and other property proceedings.

Corporate Receivership (CR), all corporate receivership proceedings.

Consumer Protection (CP), all consumer matters.

Small Claims (CS), all small claims actions.

Other General Civil (CZ), all other civil actions.

ANCILLARY OR OTHER SPECIAL PROCEEDINGS WHICH MAY BE TREATED AS CASES

Garnishment (PG), all garnishment actions which are assigned a new case number.

Attachment (PA), all attachment actions which are assigned a new case number.

Supplementary Proceedings (PS), all supplemental proceedings which are assigned a new case number.

Receivers In Supplemental Proceedings (PR), all proceedings appointing a receiver which are assigned a new case number.

Proceedings to Restore, Establish or Correct Records (PC), all proceedings to restore, establish or correct records which are assigned a new case number.

Claim and Delivery (PD), all complaints to receive personal property which are assigned a new case number.

Other Miscellaneous Proceedings (PZ), all other matters which are assigned a new case number.

CRIMINAL MATTERS

Felonies (FY), all felony cases.

Statute Misdemeanors (SY), all statute misdemeanors other than vehicle or traffic misdemeanors.

Vehicle and Traffic Misdemeanor (MY), all statute vehicle and traffic misdemeanors.

Traffic Ordinance Violations (TY), all local ordinance traffic matters.

Other Ordinance Violations (OY), all other local ordinance matters.

Note: Statute misdemeanors (SY), Vehicle and Traffic Misdemeanors (MY) should be used only to identify "Circuit Court Misdemeanors". Traffic Ordinance Violations (TY), and Other Ordinance Violations (OY) will not be used for Circuit Court cases but are provided primarily for District Court cases.

END

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