



THIRD JUDICIAL CIRCUIT
OF MICHIGAN

701 COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE
DETROIT, MICHIGAN 48226-3413

VIRGIL C. SMITH
CHIEF JUDGE

(313) 224-5430

DOCKET DIRECTIVE 2010 – 17

STATE OF MICHIGAN
THIRD JUDICIAL CIRCUIT

**SUBJECT: PROCEDURES FOR ASSESSMENT AND DISTRIBUTION OF
RESTITUTION TO VICTIMS IN THE CRIMINAL DIVISION OF THE
THIRD CIRCUIT COURT**

This Docket Directive applies to the assessment and distribution of restitution to the victim(s) where the judge has ordered restitution on criminal cases. This Docket Directive is necessary for the purpose of administrative efficiency and to allow prompt distribution of restitution payments to all victims when ordered by the Court.

IT IS ORDERED:

This procedure applies to criminal cases at the time of sentencing and is effective January 4, 2011:

1. The Restitution Contact Information Form will be completed by the Prosecutor's Office with the victim's most recent contact information including the restitution amount and brought to Court on the sentencing day on all cases in which restitution is due to be assessed.
2. The Judge shall order that the Restitution Contact Information Form is filed with the Courtroom Clerk by the Assistant Prosecuting Attorney and verification of the filing shall be placed on the record during the sentencing proceeding.
3. The Courtroom Clerk will attach the Restitution Contact Information Form to a copy of the Judgment of Sentence/Commitment to the Department of Corrections, Judgment of Sentence/Commitment to Jail, or the Order of Probation. **THE RESTITUTION CONTACT INFORMATION FORM SHALL NOT BE PLACED IN THE COURT FILE.**

4. The Courtroom Clerk will deliver the Restitution Contact Information Form and the attached Order to the Wayne County Clerk Department Administrator's Office on the ninth floor daily. The Department Administrator will ensure that the Financial Services Unit of the Wayne County Clerk's Office receives all Forms with attached Orders daily.
5. The Michigan Department of Corrections (MDOC) shall continue to seek the necessary information in those instances in which the restitution amount has not been determined and/or the victim's contact information has not been obtained by the Prosecutor's Office on the sentencing date.
6. An Amended Order along with the completed Victim's Information Form shall be submitted by MDOC to the sentencing Judge. Once the Amended Order is signed by the Judge, the Courtroom Clerk and the Wayne County Clerk representative will process the Amended Order and Form in the same manner as indicated in #3 and #4 of this procedure.

The Wayne County Prosecutor's Office, the Wayne County Clerk's Office, the Third Circuit Court, and the Michigan Department of Corrections are directed to follow this procedure to accomplish this Directive.

Dated: December 20, 2010



Virgil C. Smith, Chief Judge
Third Judicial Circuit