UD-040 (10/02)
MEMORANDUM

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE

DATE: January 7, 2015

TO: Criminal Justice Colleagues

FROM: Ms. Nancy Becker Bennett, Division Director, Grants and Community Services Division

SUBJECT: Asset Forfeiture Reporting

*** * IMPORTANT: THE ENCLOSED REPORTING FORM HAS BEEN REVISED * ***

Pursuant to MCL 333.7524a, Michigan law requires each local unit of government to report certain asset forfeiture information by February 1st to the Michigan State Police, Grants and Community Services Division, for analysis and transmittal to the Secretary of the Senate and the Clerk of the House of Representatives.

As in previous years, you will find an asset forfeiture reporting form enclosed. **In the event that your agency did not effectuate any forfeiture proceedings during the last fiscal year, we ask that you still fill out the Identification Section of the form, place a check mark in the box labeled "Our agency has no forfeitures to report for the above referenced fiscal year," and return Page 1 to our office.** Step-by-step instructions have been enclosed to clarify any questions that may arise. A "fill-in enabled" version of the form is also available on the Grants and Community Services Division website, which can be found at www.michigan.gov/CJgrants, click on 2015 Asset Forfeiture Reporting Form. **Use of the fill-in enabled form will allow you to submit your report via e-mail to our office at MSP-CJGrants@michigan.gov.**

Of Special Note to Prosecuting Attorneys:

- If your agency only receives fees for filing forfeitures from police agencies in your jurisdiction, you can submit the form claiming "Our agency has no forfeitures to report for this fiscal year." If your agency is listed as a recipient of forfeiture funds in the order of forfeiture effectuated in circuit court, or a named recipient in a default stipulation, you must complete the entire report.

- If you are not listed as a recipient of funds in the court order or administrative forfeiture action, please check the box "**Our agency has no forfeitures to report for the above referenced fiscal year,**" and return the form to our office. The police agencies who paid fees from forfeiture funds to your office should list those costs in G. Deductions from Gross Proceeds, 1. Administrative Costs Incurred to Close Forfeiture.

Please be advised that the asset forfeiture reporting form MUST be returned to our office no later than **January 26, 2015**. Your prompt submission of the form is appreciated. The information that you submit will be analyzed and included with similar information collected from agencies across the state. The state of Michigan Asset Forfeiture Report will be posted on the Grants and Community Services Division website during the summer of 2015.

Should you have questions or need assistance, please contact Mr. James Rapp at (517) 241-2916 or RappJ@michigan.gov. Thank you.

Enclosures: Asset Forfeiture Reporting Instructions
Asset Forfeiture Report Form