

## JUDICIAL CORRECTION WORKSHEET

**AUTHORITY:** MCL 28.241, et seq.; MCL 712A.18 and 712A.18e; MCL 769.16-769.18; and MCL 780.621, et seq.;

**COMPLIANCE:** Mandatory; **PENALTY:** None

### Return To:

Michigan State Police  
Criminal Records Division  
P.O. Box 30634  
Lansing, Michigan 48913  
Attention: Judicial Corrections

Fax: (517) 241-0866

E-mail: [mssp-crd-judicial@michigan.gov](mailto:mssp-crd-judicial@michigan.gov)

**Note: This form must only be used when a court is unable to electronically update judicial on CHR.**

### I. Requestor Information

Date of Request	Phone Number of Requestor ( )
Name of Requestor	E-Mail Address of Requestor

### II. Entry Information

Court ORI (Mandatory)	Court Case Number (Mandatory)	
CTN or TCN Number (Mandatory)	Incident Number (Mandatory when using TCN)	
Name at Arrest (Mandatory)	Date of Birth (Mandatory)	SID Number (Mandatory)

### III. Correction Information

Select all the corrections to be made to the judicial segment of CHR and include the court document. At least one correction must be selected prior to submission.

<input type="checkbox"/> <b>CHR Judicial Correction (Note Changes)</b> E-mail to <a href="mailto:mssp-crd-judicial@michigan.gov">mssp-crd-judicial@michigan.gov</a> .
<input type="checkbox"/> <b>Add Disposition to CHR</b> E-mail to <a href="mailto:mssp-crd-judicial@michigan.gov">mssp-crd-judicial@michigan.gov</a> .
<input type="checkbox"/> <b>Non Public Case with Added Conviction</b> E-mail to <a href="mailto:mssp-crd-judicial@michigan.gov">mssp-crd-judicial@michigan.gov</a> with "NON PUBLIC" in the subject line.
<input type="checkbox"/> <b>Motion Order for Destruction of Fingerprints and Arrest Card (MC 235)</b> <b>Note: Include subject's name, date of birth and current address on MC 235.</b> E-mail to <a href="mailto:mssp-crd-judicial@michigan.gov">mssp-crd-judicial@michigan.gov</a> with "FINGERPRINTS" in the subject line.
<input type="checkbox"/> <b>Order on Application to Set Aside Conviction (MC 228)</b> E-mail to <a href="mailto:mssp-crd-judicial@michigan.gov">mssp-crd-judicial@michigan.gov</a> with "SET ASIDE" in the subject line.
<input type="checkbox"/> <b>Order on Application to Set Aside Adjudication (JC 66)</b> E-mail to <a href="mailto:mssp-crd-judicial@michigan.gov">mssp-crd-judicial@michigan.gov</a> with "SET ASIDE" in the subject line.

#### Electronic Court Reject Responses

Copy the complete reject response message and e-mail to [mssp-courtrej@michigan.gov](mailto:mssp-courtrej@michigan.gov) for a resolution.