

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: Voluntary; **PENALTY:** None

Return To:

Michigan State Police
Criminal Justice Information Center
P.O. Box 30634
Lansing, Michigan 48909
Attention: Judicial Corrections

Fax: 517-241-0866

Email: 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	Email 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.

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