



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN ADMINISTRATIVE HEARING SYSTEM  
MICHAEL ZIMMER  
EXECUTIVE DIRECTOR

STEVEN ARWOOD  
DIRECTOR

April 24, 2014

Dear Tax Tribunal Practitioner:

As we alerted you a few weeks ago, the Tribunal has now completed its move back to the Ottawa building in downtown Lansing. Although our offices will be located on the 4<sup>th</sup> floor of the Ottawa building, courtrooms for hearings, prehearings, oral arguments, etc. will be the same courtrooms we previously used on the 2<sup>nd</sup> floor of that building. In the past, many of you asked to be included on a "list" maintained by the security guard on the 1<sup>st</sup> floor, which enabled you to proceed to the 2<sup>nd</sup> floor without an escort. If anyone who practices at the Tribunal would like to be included on that "list" please call the main line, at 517-373-4400, and ask to speak with or a leave a message for Jill.

The Tribunal requests that hearing traffic be confined to the 2<sup>nd</sup> floor. If you need to speak with the receptionist, please have the Tribunal escort bring you to the 4<sup>th</sup> floor prior to your hearing or oral argument. If the need to speak with a Tribunal employee arises after this point, please proceed to the 4<sup>th</sup> floor and go directly to the Tribunal's receptionist.

For our updated contact information, please see the "Contact Us" page of our website.

Also, in light of the Tribunal's rule revisions allowing electronic service of documents, the Tribunal has decided to accept notification of settlements and uncontested withdrawals via e-mail. Please adhere to the same timeframes created for notification the same by fax. E-mail notifications may be sent to [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov).

The Tribunal will not accept any other pleadings or documents served to this general e-mail address. All pleadings and documents may either be filed through the Tribunal's e-filing system or by mail.

If you have colleagues or acquaintances that would benefit from keeping up-to-date with Tribunal developments, simply have them send an e-mail message to Cindy Maurer at [maurerc@michigan.gov](mailto:maurerc@michigan.gov) with "SUBSCRIBE" in the subject line. To unsubscribe, simply reply to this e-mail with the word "UNSUBSCRIBE" in the subject line.

LARA is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

MICHIGAN TAX TRIBUNAL  
P.O. BOX 30232 • LANSING, MICHIGAN 48909  
[www.michigan.gov/taxtrib](http://www.michigan.gov/taxtrib) • (517) 636-7551