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GOVERNOR

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

STEVEN ARWOOD  
DIRECTOR

March 4, 2013

Dear Tax Tribunal Practitioner:

As indicated by the Tribunal's July 10, 2012 ListServe, the Tribunal will no longer adjourn a Small Claims hearing based on written notification of a settlement (i.e., stipulation) unless a copy of the stipulation signed by all parties is faxed to the Tribunal no later than 4:30 p.m. on the business day immediately preceding the day of the scheduled hearing. More specifically, failure to submit a faxed copy of the signed stipulation by 4:30 p.m. on the preceding business day will **require** the parties to attend the hearing scheduled for the next day even though the case has settled. Further, failure to attend the hearing could result in the dismissal of the case or the conducting of a default hearing. See TTR 111 and 247. See also MCL 205.732.

**More importantly**, the Tribunal will no longer adjourn an Entire Tribunal prehearing conference or hearing based on written notification of a settlement (i.e., stipulation) unless a copy of the stipulation signed by all parties is faxed to the Tribunal no later than 4:30 p.m. on the business day immediately preceding the day of the scheduled prehearing conference or hearing. More specifically, failure to submit a faxed copy of the signed stipulation by 4:30 p.m. on the preceding business day will **require** the parties to attend the prehearing conference or hearing scheduled for the next business day even though the case has settled. Further, failure to attend the prehearing conference or hearing could result in the dismissal of the case or the conducting of a default hearing. See TTR 247. See also MCL 205.732.

Additionally, please note:

- Documentation brought to a prehearing conference or show cause hearing that is to be offered to the presiding Tribunal member or administrative law judge during the prehearing conference or show cause hearing must be submitted to the Tribunal prior to the commencement of the prehearing conference or show cause hearing to be date stamped and docketed (i.e., logged in). If the documentation is not submitted to the Tribunal prior to the

commencement of the prehearing conference or show cause hearing, it will not be accepted by the presiding Tribunal member or administrative law judge.

- Although the Tribunal is in the process of developing an electronic filing system for pleadings and documents, the Tribunal is currently unable to accept pleadings or documents filed electronically (i.e., by email or facsimile). Nevertheless, parties routinely submit pleadings and documents electronically (i.e., motions, exceptions, errata requests, etc.). Those pleadings and documents, however, are not properly filed with the Tribunal and the Tribunal will, *until further notice*, no longer consider or take any action based on the electronic submission of any such pleading or document.

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.