

THE CODE OF CRIMINAL PROCEDURE (EXCERPT)
Act 175 of 1927

774.2 Docket; contents; form; filing.

Sec. 2. (1) Each judge of a municipal court shall keep a loose-leaf docket made up of printed docket sheets numbered consecutively by the printer, in which the judge shall enter all completed criminal cases. The docket shall contain the following information:

- (a) Name and address of the defendant.
- (b) Operator or chauffeur license and vehicle registration or vessel number, if available, for motor vehicle or vessel violations.
- (c) Date and place of offense, and offense.
- (d) Date of complaint and name of complainant.
- (e) Date and warrant returned and by whom, or if a voluntary appearance, the date of the voluntary appearance.
- (f) Plea of defendant.
- (g) If trial, the date of the trial and whether the trial was by court or a jury, and the verdict of the court or a jury.
- (h) Sentence of the court and the date of the sentence.
- (i) Date of all adjournments and the date adjourned to.
- (j) Name of the prosecuting attorney or assistant prosecuting attorney, and name of the attorney who appeared for the defendant in the case, if any.
- (k) Names of witnesses sworn for the people and for the defendant.
- (l) If a trial by jury, the names of the jurors.
- (m) Date of appeal and date return was made in circuit court, if any.

(2) Dockets shall be in a form that allows exact carbon copies to be made. A true copy of the docket shall be filed on or before the last day of the month following the month in which the case was completed, with each of the following:

- (a) The prosecuting attorney of the county.
- (b) The board of auditors, or the county board of commissioners if a board of auditors does not exist.
- (c) The secretary of state and the county clerk for all motor vehicle or traffic cases involving moving violations, and the director of the department of natural resources for all violations involving a vessel. The county clerk, secretary of state, and the director of the department of natural resources shall receive copies of dockets only if the defendant was convicted. The copy filed with the county clerk shall be a certificate of conviction, and the copy filed with the secretary of state or the director of the department of natural resources shall be an abstract of the court and record of conviction. The copy for the secretary of state or the director of the department of natural resources need contain only the information required by the secretary of state or the director of the department of natural resources. The form shall be approved by the secretary of state, except that for a violation involving a vessel, the form shall be approved by the director of the department of natural resources.

(3) The copies of the docket shall be filed in all cases regardless of the disposition of the case. If examination is held by the municipal judge instead of a trial, the docket shall also contain information pertaining to whether or not probable cause was found by the municipal judge and the date the return on examination was filed in circuit court. The municipal judge may enter any other information in the docket that the municipal judge considers necessary.

History: 1927, Act 175, Eff. Sept. 5, 1927;—CL 1929, 17427;—CL 1948, 774.2;—Am. 1957, Act 274, Eff. Sept. 27, 1957;—Am. 1965, Act 324, Eff. Mar. 31, 1966;—Am. 1967, Act 287, Imd. Eff. Aug. 1, 1967;—Am. 1980, Act 506, Imd. Eff. Jan. 22, 1981.

Former law: See section 1 of Act 212 of 1879, being How., § 7134; CL 1897, § 1059; and CL 1915, § 15809.