



## INCARCERATED PARTY

### SPECIAL INSTRUCTIONS: Michigan Court Rule 2.004

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If the other party in your case is incarcerated in a Michigan Department of Corrections facility, you must follow these special rules before the Court can hear your case.

1. Contact the Michigan Department of Correction to confirm the incarceration and the incarcerated party's prisoner number and location.
  - You can do this by contacting the MDOC website at [https://www.michigan.gov/corrections/0,4551,7-119-68886\\_84355---,00.html](https://www.michigan.gov/corrections/0,4551,7-119-68886_84355---,00.html) or by,
  - Telephoning the MDOC Central Office, Records Office at (517) 388-6892 or (517) 388-6897
2. Serve the incarcerated person at their place of incarceration with the Petition or Motion and file proof with the Court that the papers were served (see specific instructions in your Motion packet about how to serve).
3. Indicate on your Petition or Motion that a party is incarcerated and provide the party's prisoner number and prison name. Do not set a hearing date on the Motion. The Court will set the hearing date and notify you when to appear.
4. Do not set a hearing date on the Motion. The Court will set the hearing date and notify you when to appear.