

## JUDICIAL CORRECTION WORKSHEET

### Return To:

Michigan State Police  
Criminal Justice Information Center  
P.O. Box 30634  
Lansing, Michigan 48909  
Attention: Judicial Corrections  
Fax: 517-241-0866

**Note: This form must only be used when a court is unable to electronically update judicial on Criminal History Records (CHR).**

### I. Requestor Information

Date of Request	Phone Number of Requestor
Name of Requestor	Email Address of Requestor

### II. Entry Information

Court Originating Agency Identifier (ORI) (Mandatory)	Court Case Number (Mandatory)	
Criminal Tracking Number (CTN) or Transaction Control Number (TCN) (Mandatory)	Incident Number (Mandatory when using TCN)	
Name at Arrest (Mandatory)	Date of Birth (Mandatory)	State ID Number (SID) (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.

<b>CHR Judicial Correction (Note Changes)</b> Email to <a href="mailto:msp-crd-judicial@michigan.gov">msp-crd-judicial@michigan.gov</a> .
<b>Add Disposition to CHR</b> Email to <a href="mailto:msp-crd-judicial@michigan.gov">msp-crd-judicial@michigan.gov</a> .
<b>Non Public Case with Added Conviction</b> Email to <a href="mailto:msp-crd-judicial@michigan.gov">msp-crd-judicial@michigan.gov</a> with "NON PUBLIC" in the subject line.
<b>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.</b> Email to <a href="mailto:msp-crd-morpsnics@michigan.gov">msp-crd-morpsnics@michigan.gov</a> with "FINGERPRINTS" in the subject line.
<b>Order on Application to Set Aside Conviction (MC 228)</b> Email to <a href="mailto:msp-crd-csamanual@michigan.gov">msp-crd-csamanual@michigan.gov</a> with "SET ASIDE" in the subject line.
<b>Order on Application to Set Aside Adjudication (JC 66)</b> Email to <a href="mailto:msp-crd-csamanual@michigan.gov">msp-crd-csamanual@michigan.gov</a> with "SET ASIDE" in the subject line.

#### Electronic Court Reject Responses

Copy the complete reject response message and e-mail to [msp-courtrej@michigan.gov](mailto:msp-courtrej@michigan.gov) for a resolution.