



## Michigan Supreme Court

State Court Administrative Office  
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Milton L. Mack, Jr.  
State Court Administrator

### MEMORANDUM

DATE: December 3, 2015

TO: Chief Judges  
cc: Court Administrators/Clerks  
Probate Registers  
County Clerks  
Authorized Users of the Caseload Reporting System  
Case Management System Providers

FROM: Milton L. Mack, Jr.

RE: Reporting 2015 Trial Court Caseload Data to SCAO

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The attached file outlines the steps each trial court must take in January and February of 2016 to submit and verify 2015 caseload data through the Caseload Reporting System (CRS).

Authorized users of CRS must submit 2015 caseload data by **January 31, 2016**, and verify the caseload data as complete and accurate by **February 28, 2016**.

If you have any questions, contact Kimberly Tody, Data Projects Coordinator, at 517-373-5538 or [todyk@courts.mi.gov](mailto:todyk@courts.mi.gov).

Attachment

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Items in italics are features of the Caseload Reporting System.

### **A. Parts of Caseload Reporting**

The Caseload Reporting System (CRS) is organized into three parts: Part 1 includes beginning pending, new filings, and reopened cases; Part 2 includes dispositions; and Part 4 includes case age at disposition and pending case age.

### **B. Important Dates**

Courts shall submit 2015 caseload data by January 31, 2016, and verify it as complete and accurate by February 28, 2016. A request to make corrections to caseload data after February 28 may be granted by SCAO, but the corrections will not be included in The Michigan Supreme Court Annual Report.

During 2015, courts may have entered or uploaded data into CRS for the purpose of generating an output report. This information will be purged by December 15, 2015, and CRS will be unavailable from this date until January 1, 2016.

### **C. Submit Caseload Data**

On or after January 1, 2016, authorized users should login to the Michigan Court Application Portal (MCAP) and select the CRS application.

Manually enter<sup>1</sup> and/or electronically upload caseload data for the full year for Parts 1, 2, and 4. Uploaded files will be added to existing data in CRS; it is not possible to overwrite existing data with an upload file. When data is uploaded to CRS, SCAO will send an e-mail message to the chief judge, court administrator, and authorized users for the court.

Run the *Missing Caseload* report on CRS. This report will show: (1) the part and section for which data are missing in Parts 1 and 2; (2) the name and State Bar membership number (P number) of any judge or attorney-magistrate that is missing from Part 4; and (3) the section in Part 4 for which partial data was reported for any judge or attorney-magistrate.

Enter any missing data for the sections identified on the *Missing Caseload* report. Judges from another court assigned to case(s) in your court may not appear on the *Missing Caseload* report for Part 4; however, their caseload data must be reported in Parts 1, 2, and 4 to ensure complete information and to prevent errors in the *Data Check* reports.

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<sup>1</sup> During manual data entry, if the data just entered does not appear on the screen, change the internet settings for your Internet Explorer web browser as follows: (1) From the menu bar, select Tools, then Internet Options. (2) Under the General tab, click the Settings button. (3) Under 'Check for newer versions of stored pages,' check 'every visit to the page.' If you do not use the Internet Explorer web browser, you may need to request assistance from your information technology support personnel.

**D. Review and Correct Parts 1 and 2 Data**

Run a full-year court caseload detail report from your court's case management system and a full-year *Court Caseload Detail* output report through the *View Reports* menu on CRS. Compare your case management report and the *Court Caseload Detail* report to identify any inconsistencies. Make necessary corrections on the *Caseload Data Entry* screens. Once the corrections have been made, generate the full-year *Court Caseload Detail* output report for Parts 1 and 2 and the full-year court caseload detail report from your case management system and compare the two reports. They should now match.

If the *Court Caseload Detail* output report contains ending pending numbers less than zero, they must be corrected. These will appear as negative numbers in the last row of the report. CRS will not permit you to verify the caseload data if any ending pending numbers are less than zero. After making corrections on the *Caseload Data Entry* screens for Parts 1 and 2, generate the *Court Caseload Detail* output report again to ensure there are no negative ending pending numbers.

**E. Review and Correct Part 4 Data**

Generate the *Ending Pending* and *Dispositions* data check reports on the *Data Check* screen. The number of dispositions reported in Part 4 should match the number of dispositions, excluding inactive status and case type change, reported in Part 2. Additionally, the number of pending cases reported in Part 4 should match the ending pending caseload from Parts 1 and 2. These two data check reports will show when the dispositions and pending caseload reported in Part 4 do not match the dispositions and pending caseload reported in Parts 1 and 2.

These reports contain only certain case types.<sup>2</sup> If the difference on these reports is greater than or equal to two cases and the percent difference is equal to or greater than two percent, the row will be highlighted. Additionally, if the calculated ending pending number is less than zero, the row will be highlighted. All highlighted rows must be corrected. Corrections may need to be made to Parts 1, 2, and/or 4. Once corrections are made on the *Caseload Data Entry* screens, generate the *Ending Pending* and *Dispositions* data check reports on the *Data Check* screen to ensure there are no highlighted rows.

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<sup>2</sup> The data check includes all district court case types. The data check includes CZ and JA case types in probate court. The data check includes the following circuit court case types: Appeals: AA, AE, AP, AR, AV; Administrative Review, Superintending Control, and Extraordinary Writs: AH, AL, AS, AW; Criminal: AX, FC, FH, FJ; Civil Damage Suits: ND, NF, NH, NI, NM, NO, NP, NS, NZ; Other Civil Matters: CB, CC, CD, CE, CF, CH, CK, CL, CP, CR, CZ, PC, PD, PR, PS, PZ; Domestic Relations: DC, DM, DO, DP, DS, DZ, UD, UE; Proceedings under the Juvenile Code: PJ; Proceedings under the Adoption Code: AB, AC, AD, AF, AG, AM, AN, AO, AY; Miscellaneous Proceedings: EM, ID, NB, NC, PH, PP, PW, VF; and Court of Claims: MA, MB, MD, MH, MK, MM, MP, MT, MZ. The data check excludes the following circuit court case types: Proceedings under the Juvenile Code: DJ, DL, NA, TL; Miscellaneous Proceedings: VP; and all ancillary proceedings filed in circuit court.

## Attachment

### **F. Verify Caseload Data**

Once 2015 caseload data in all three parts and in all sections for the entire court have been reviewed and corrected, one person must verify it. In courts in which more than one person is responsible for reporting separate sections of caseload data, the chief judge should delegate the responsibility for verifying to one person. This is particularly important for circuit courts in which caseload data from appeals, civil, criminal, and family division are submitted by various users from both circuit and probate court.

Submit one *Caseload Data Verification* form for the entire court's caseload data through CRS. If your court is missing data or the data check indicates a problem, you may not be able to verify. If this occurs and you are not able to correct the problem, contact your Regional Administrator. When verification is submitted, SCAO will send an e-mail to the chief judge, probate register, court administrator, and authorized users for the court.