



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: May 29, 2018

TO: Circuit and District Court Administrators
Family Division Administrators
Authorized Users – CDS Application

FROM: Julia Norton, Collections Management Analyst

RE: Annual Collections Reporting

Authorized users of the Collections Data System (CDS) may begin submitting annual collections reports (outstanding receivables aging, outstanding receivables by cash code, and payment/adjustment distribution of assessments) on July 1, 2018. The CDS application will be available for data entry, upload, and verification until July 31, 2018. The application will also be available throughout the year to view data, manage cash codes, and generate output reports.

The CDS User Guide provides **tips** for users and **links** to frequently asked questions. Authorized users should review this guide in preparation for submitting the annual collections reports. The guide is available on the [Michigan Court Application Portal](#) (MCAP).

Before submitting annual collections reports, authorized users first should review, edit, and categorize cash codes on the Manage Cash Codes screen. This screen will be populated with the cash codes entered by the court last year. Each court should generate and print the Outstanding Receivables by Cash Code Report and authorized users should compare the cash codes listed on this report to the active cash codes reflected on the Manage Cash Codes screen (cash codes will be defaulted to all capital letters) and ensure that the cash codes are the same. In order for the upload to be successful, all discrepancies must be corrected by editing or activating existing cash codes, adding any missing cash codes, and inactivating any cash codes that are not reflected on the printed Outstanding Receivables by Cash Code Report. Also, users should ensure that all cash code descriptions are entered the way the court would like them to appear on output reports. Further, users should categorize any new cash codes added by selecting the appropriate State Court Administrative Office (SCAO) category for each new cash code.

May 29, 2018

Page 2

The annual collections reports should be generated after the close of business on Friday, June 29, 2018. Beginning July 1, 2018, data can be manually entered on the data screens; however, the SCAO recommends that you upload the reports if your case management system provider has developed that functionality.

As noted above, for further reference, the CDS user guide is posted as a download on MCAP. After logging into MCAP, select the Utilities menu in the upper right hand corner, select Help Desk, select Download User Guides, and select Collections Data System.

If you have any questions, please contact us by phone at 517-373-2219 or by e-mail at Collections@courts.mi.gov.