



Michigan Supreme Court

State Court Administrative Office
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MEMORANDUM

DATE: September 2, 2015

TO: Trial Court Judges
cc: Trial Court Administrators
Family Division Administrators
Probate Registers
Case Management System Providers
DMS Authorized Users

FROM: Laura Hutzel

RE: Delay in Matters Submitted to Judge (DMS) Application Enhancement Schedule

The application for the Delay in Matters Submitted to Judge (DMS) reports is currently offline and being enhanced with a modern architecture. The new application will be more intuitive for users, more compatible with modern web browsers, and responsive for mobile devices. This memo provides details about the testing period, offline periods, and live reporting which will resume October 1.

Starting Tuesday, September 8, DMS authorized users can preview the application, enter test data, and report problems to JIS. During this testing period, please submit any questions or problems to Joe Zimmerman, JIS Programmer Analyst, at autodev@courts.mi.gov. After September 22, JIS will take the application offline again and delete any data that was entered during the testing period. Starting October 1, the application will be available for submitting the third quarter reports.

The new application will not allow you to enter a matter that is not yet delayed. If you were using the DMS application to track matters submitted to the judge, you must find a different tracking method, such as an MS Excel spreadsheet. Starting today, only delayed matters can be entered into the DMS application.

DMS Application Enhancement Schedule

Offline Period – September 2-7

- JIS will take the application offline and it will be unavailable.
- JIS will convert the data from the current application to the new application.
- JIS will set up the new application for testing.

Testing Period - September 8–21

- JIS will make the new application available to DMS authorized users.
- DMS authorized users can login to courts.mi.gov/mcap using current MCAP usernames and passwords to preview and test the new application.
 - During testing, if you click the Verify button, you will see a message stating that an e-mail was sent, however, the application does not send any e-mail messages during the testing period.
- Please send any questions or problems to Joe Zimmerman, JIS Programmer Analyst, at autodev@courts.mi.gov.
 - Use the subject line “DMS Testing – {{description of the problem}}.”
 - In the e-mail message, please provide the steps you took and any errors you experienced, such as:
 - I clicked Data Entry.
 - I selected 2nd period.
 - I selected Judge Smith, John.
 - I clicked the ‘Enter Data’ button.
 - I received an error message, but was expecting to see a data entry screen.

Offline Period - September 22–30

- JIS will take the application offline and it will be unavailable.
- JIS will delete any test data.
- JIS will make any final modifications to the application.

Live Reporting - October 1–9

- JIS will make the application available to DMS authorized users with all historical data.
- DMS authorized users will submit the 3rd quarter reports.

If you have any questions, please contact Joe Zimmerman, JIS Programmer Analyst, at autodev@courts.mi.gov.