

Michigan State Police & Secretary of State

Training on Abstracting & Criminal History Reporting

April 22, 2016 OR May 12, 2016

9 a.m. – 4 p.m.

Hall of Justice, Lansing, Michigan

INTRODUCTION

The Michigan State Police and Secretary of State are pleased to announce a one-day training/workshop on Abstracting & Criminal History Reporting. In order to ensure the greatest opportunity for participation in the seminar, the program will be held on two different dates: April 22 and May 12. **Seating is limited, so please register now.**

DESCRIPTION

The Michigan State Police and Secretary of State will provide training on topics, such as:

| Michigan State Police | | Secretary of State |
|---|--|------------------------------------|
| Criminal History Overview | | General Abstract Information |
| CHR Process Flow | | Modes of Transmission |
| Review of Arrest Data Processing | | Minor in Possession |
| Review of Charge Data Processing | | Alcohol/Drugged Driving Violations |
| Review of Court Disposition Processing | | Michigan Drunk Driving Audit |
| Matching Court Disposition to Arrests (submitting court data electronically) | | Drug Violations |
| Review of Incomplete Records Training | | Felony Convictions |
| Criminal History Overview | | Exception Codes |
| Open Case iChat | | Error Messages |
| iChat | | Masking CDL Convictions |
| | | Offense Code Index |

These sessions have been offered separately in the past, but this collaboration will provide a more thorough look into some very important court processing. JIS and TCS staff will also be available to answer questions.

PARTICIPANTS

All circuit, district, probate, and juvenile court personnel responsible for data entry of Abstracts & Criminal History Reports should attend. Please distribute this announcement to the appropriate personnel in your court. **Training is open to all courts in Michigan, so reserve your seat soon.**

SCHEDULE

Friday, April 22, 2016

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| 8:30 – 9:00 a.m. | Registration |
| 9:00 – 11:30 a.m. | Secretary of State – Abstracting |
| 11:30 – 12:30 p.m. | Lunch |
| 12:30 – 1:15 p.m. | Breakout Sessions |
| 1:15 – 4:00 p.m. | Michigan State Police – Criminal History Reporting Breakout Sessions |

OR

Thursday, May 12, 2016

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|--------------------|--|
| 8:30 – 9:00 a.m. | Registration |
| 9:00 – 11:15 a.m. | Michigan State Police – Criminal History Reporting |
| 11:15 – 12:00 p.m. | Breakout Sessions |
| 12:00 – 1:00 p.m. | Lunch |
| 1:00 – 4:00 p.m. | Secretary of State – Abstracting |

REGISTRATION

We are pleased to offer online registration. Please click on the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **9DC95C**. Please use **Internet Explorer** as your browser when registering for this seminar.

CONFIRMATION

Applicants will receive an e-mail confirmation with specific seminar information. If you have not received confirmation by April 19 for the April 22 training, or May 9 for the May 12 training, then please contact Londa Wilkes at (517) 373-4458 or WilkesL@courts.mi.gov.

LODGING AND MEALS

All participants will receive lunch and coffee service during the seminar. A cafeteria is on-site and available to all building visitors. In addition, participants will receive a parking pass for the HOJ visitor lot. All other incidentals, including breakfast, dinner, mileage, entertainment, phone calls, etc., are the responsibility of each individual or his/her funding unit.

All lodging accommodations must be coordinated by your administrator.

If you require special accommodations during the training, please indicate your needs when registering.

QUESTIONS

If you have any questions regarding registration, contact Londa Wilkes at (517) 373-4458 or WilkesL@courts.mi.gov.

REGISTRATION DEADLINES

April 19 for the April 22 Training
May 9 for the May 12 Training