



Michigan Supreme Court

State Court Administrative Office
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MEMORANDUM

DATE: January 7, 2016

TO: Circuit, Family Division, District, and Municipal Court Administrators
County Clerks
Juvenile Registers
Authorized Users of the Collections Data System (CDS)

FROM: Laura Hutzell

RE: Court Costs Imposed and Collected (CCIC) – Testing Period

As you know, courts are required to submit the first annual report of Court Costs Imposed and Collected in March 2016 through the Michigan Court Application Portal (MCAP). The purpose of this memo is to advise courts that a new reporting application will be available for preview and testing in late January and for submitting the 2015 reports in March. See the attached CCIC Application Roll-Out Schedule.

Any person with access to the Collections Data System (CDS) will have access to the CCIC application, and vice versa. At any time, court administrators can submit requests to modify access levels.

As a reminder, courts will enter the following annual data.

- Total number of cases in which costs under MCL 769.1k(1)(b)(iii) were imposed.
- Total amount of costs imposed under MCL 769.1k(1)(b)(iii).
- Total amount of costs imposed under MCL 769.1k(1)(b)(iii) that were collected.

While district and municipal courts will submit one report, circuit courts will submit two – one for criminal cases and one for designated juvenile cases.

For more information, see the November 6, 2014, [memo](#) from Trial Court Services and the attached frequently asked questions.

Attachments

CCIC Application Roll-Out Schedule

Testing Period – January 28 – February 12, 2016

- The new CCIC application will be available to CDS/CCIC authorized users.
- Authorized users can login to courts.mi.gov/mcap using current MCAP usernames and passwords to preview and test the application.
 - During testing, you may see a message stating that an e-mail was sent. However, be aware that the application does not send any e-mail messages during the testing period.
- Please send any questions or problems to Barry Camp, JIS Programmer Analyst, at autodev@courts.mi.gov.
 - Use the subject line “CCIC 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 my court and entered 2015.
 - I received an error message, but was expecting to see a data entry screen.

Offline Period – February 13 - 29, 2016

- 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 – March 1 - 31, 2016

- JIS will make the application available to CDS/CCIC authorized users.
- Authorized users will submit the 2015 report.

Frequently Asked Questions

What is CCIC?

The CCIC is the Court Costs Imposed and Collected application through which courts submit data required by MCL 769.1k(1)(b)(iii).

When is the annual report due?

The annual report is due March 31.

What should be reported?

Courts will report the following information for the previous calendar year:

- Total number of cases in which costs under MCL 769.1k(1)(b)(iii) were imposed.
- Total amount of costs imposed under MCL 769.1k(1)(b)(iii).
- Total amount of costs imposed under MCL 769.1k(1)(b)(iii) that were collected.

When did SCAO tell courts about this new reporting requirement?

SCAO distributed a [memo](#) on November 6, 2014, shortly after the legislation was enacted.

Who is authorized to use CCIC?

Any person who is authorized to use the Collections Data System (CDS) is also authorized to use CCIC, and vice versa. Access to one application will always result in access to the other application. Court administrators can modify access rights by using the User Maintenance application on MCAP.

How many reports will the circuit court submit each year?

Circuit courts will submit two reports each year – one for criminal cases and one for designated juvenile cases. The juvenile cases will comprise the family division's report. District and municipal courts are required to submit one report.

My circuit court assessed nothing in our juvenile cases. Do I still have to submit a report?

If nothing was imposed or collected, the court must report zeros.

Can the data be uploaded from my case management system?

Due to the simplicity of this report, which requires only three numbers, courts must manually enter the data in the data entry screen. The application will not permit data to be uploaded.

Does my court need to manually track these assessments and collections?

Courts should be using new cash codes in case management systems to track these assessments and collections. If you have any questions about creating or using cash codes for court costs, please contact your case management system provider.

When do these cash codes need to be created?

The cash codes should have been created by January 1, 2015.

If a defendant was assessed three times during the calendar year for the same case, should I count this as three cases?

Each case should be counted only once per year, even if the court assessed the defendant multiple times.

If a defendant was assessed once in 2015 and once in 2016, does this count as two cases?

In this instance, the case would be counted once in 2015 and once in 2016.

In 2016, the judge reduced the amount originally imposed in 2015. How should this negative adjustment be reported?

The 2015 report remains unchanged and includes the original assessments made in 2015. The 2016 report, however, should include all adjustments made during 2016. Case management system providers should use the system date (the date when the assessment, adjustment, void, or collection was entered) to compile the data for the CCIC report.

The defendant failed to pay on time and the judge imposed late penalties. Should I include the penalties imposed or collected for late payments?

The late penalties are not part of MCL 769.1k(1)(b)(iii) and should not be included in the CCIC report.

After three years of reporting, will SCAO continue to require these CCIC reports?

SCAO does not anticipate that this reporting requirement will end after three years.

Our court would like assistance determining how much to impose per case for court costs. Can SCAO help?

Yes. SCAO has a court cost calculator that many courts use to calculate court costs. Courts can contact Trial Court Services – Collections at 517-373-4987 to request this assistance.