



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
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### MEMORANDUM

DATE: March 11, 2015

TO: Circuit, Family Division, District, and Municipal Court Judges  
cc: 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)

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Beginning in 2016, courts are required to report to SCAO 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.

Courts will report these three numbers to SCAO through the Michigan Court Application Portal (MCAP) during March of each year by manually entering these numbers into the new Court Costs Imposed and Collected (CCIC) application. A prototype data entry screen is attached. Circuit courts will submit two reports – one for criminal cases and one for designated juvenile cases.

For more information, please see the November 6, 2014 [memo](#) from Trial Court Services and the attached frequently asked questions. Part of the November 6 memo instructed courts to immediately create and use new cash code(s) to facilitate reporting. If you have questions about creating new cash code(s), contact your case management system provider.

If you have any questions about the new CCIC application, please contact Kimberly Tody, Data Project Coordinator, at [TodyK@courts.mi.gov](mailto:TodyK@courts.mi.gov) or 517-373-5538.

Attachments

## **Frequently Asked Questions**

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### **What is CCIC?**

The CCIC is the annual Court Costs Imposed and Collected report and application required by MCL 769.1k(1)(b)(iii).

### **When is the first annual report due?**

Courts will submit the 2015 report during March of 2016. The annual reporting deadline is 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?**

Before the end of 2015, anyone who is authorized to use the Collections Data System (CDS) will be authorized to use CCIC. Court administrators will be able to modify access rights by using the User Maintenance application on MCAP. Anyone who is authorized to use CCIC will also be authorized to use CDS, and vice versa.

### **Our court assessed little to nothing in the juvenile cases. Does my court still have to submit a report?**

Yes, the circuit court should submit two reports each year – one for the criminal cases and one for the designated juvenile cases. The juvenile cases will comprise the family division's 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. The new 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.

**My court uses the Judicial Information System (JIS). When will JIS distribute instructions on how to compile the data?**

Some of the JIS applications have already sent instructions to court users and the remaining applications will send instructions later in 2015. For more information, please contact JIS.

**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 person 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 imposed on a case in 2015. How should this be reported?**

The 2015 report remains unchanged and includes the original assessment made in 2015. The 2016 report, however, should include all adjustments made during 2016. In other words, 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.

**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 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.



[Home](#)

### Select Court and Report Date

Court

C01-Hillsdale



Report Date

06/30/2015

### Data Entry

Line 1: Total number of cases in which costs under MCL 769.1k(1)(b)(iii) were imposed.

Line 2: Total amount of costs imposed under MCL 769.1k(1)(b)(iii)

\$

Line 3: Total amount of costs imposed under MCL 769.1k(1)(b)(iii) that were collected.

\$

### Verification

By checking the box below, I certify that:

The information is true, accurate, and complete.

Verify