



## Michigan Supreme Court

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### MEMORANDUM

DATE: January 26, 2012

TO: Chief Judges  
cc: Court Administrators  
Probate Registers  
County Clerks  
Authorized Users of the Caseload Reporting System  
Case Management System Providers

FROM: Laura Hutzel

RE: New File Formats for Caseload Reporting

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As you know, Administrative Order 2011-3 established new time guidelines for caseload management. This memo provides case management system providers with updated file formats needed to implement changes to Part 4 of the Caseload Reporting System (CRS).

The 2012 caseload reports, due in early 2013, should conform to these new file formats, therefore, case management systems should be updated this year after the 2011 reports are submitted and verified. If you have any questions about caseload reporting, contact Kimberly Tody by e-mail at [todyk@courts.mi.gov](mailto:todyk@courts.mi.gov) or by phone at 517-373-5538.

As a reminder, each court must update its caseload management plan to conform to the new guidelines. If your court has not yet submitted a new local administrative order, please do so using the updated Model LAO 22 now available at: <http://courts.michigan.gov/scao/resources/other/lao.htm>. If you have any questions about caseload management plans, contact one of the Trial Court Services' analysts:

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Attachments

# **File Formats for the Submission of Electronic Caseload Data**

## **Caseload Reporting System – Probate Courts**

### **1 Introduction**

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the CRS to understand the data and store it properly.

#### **1.1 Submission Mechanism**

The CRS project has determined requirements for the technique to be used by courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view submitted data using web-based data entry screens.

### **2 Electronic Data File Format**

#### **2.1 General Format**

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field ("") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (Probate court) and the quarter, year, county, court code, as well as the part, section, bar number (Part 4 only), action, and case type combine to refer to a single field on a particular caseload report form. The bar number is required for Part 4; for Parts 1 and 2, the field for the bar number should appear as a value of 0. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

#### **2.2 Record Format**

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","BAR NUMBER","ACTION","CASETYPE","VALUE"

##### **2.2.1 Field Definitions**

"TYPE"	= Data Type: "P" (probate)
"QTR"	= Report Quarter "1", "2", "3", or "4" ("4" indicates full year data)
"YEAR"	= Report Year "2002", "2003", etc.
"COURT"	= Court Number as defined below
"COUNTY"	= County Name that, along with the court number, identifies a specific court jurisdiction
"PART"	= "1", "2", or "4"
"SECTION"	= "A", "B", "C", etc.
"BAR NUMBER"	= A 7 digit code as defined below

"ACTION" = A 2 to 4 digit code as defined below  
 "CASE TYPE" = A 2 digit code as defined below  
 "VALUE" = Null value ("") or whole number value of 0 or greater

Examples:

"P","4","2003","P82","Wayne","1","A","0","BP","DA","0"  
 "P","4","2003","P82","Wayne","2","A","0","GR","DA","1"  
 "P","4","2003","P82","Wayne","4","A","P000000","DP1","DA","1"

The first example is for probate data ("P"), full year ("4"), year 2003, Wayne County Probate ("P82"), Part 1, Section A, 0 (since there is no Bar Number for Part 1), action Beginning Pending ("BP"), case type DA, with a value of zero.

The second example is for probate data ("P"), full year ("4"), year 2003, Wayne County Probate ("P82"), Part 2, Section A, 0 (since there is no Bar Number for Part 2), action Petition Granted ("GR"), case type DA, with a value of 1.

The third example is for probate data ("P"), full year ("4"), year 2003, Wayne County Probate ("P82"), Part 4, Section A, Bar Number (as required for Part 4), contested matter resolved within 182 days ("DP1"), case type DA, with a value of 1.

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the part 1 data listed from section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line.

### 2.2.2 Field Names, Attributes, and Length

Field Name	Attributes	Max Length
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric, -	5
COUNTY	Alphabetic	25
PART	Numeric	1
SECTION	Alphabetic	1
BAR NUMBER	Alphabetic, Numeric	7
ACTION	Alphabetic	4
CASETYPE	Alphabetic	2
VALUE	Numeric	6

### 2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will be appended to the existing values in the database. If a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain

unchanged. Similarly, missing values in subsequent submissions will not affect existing values in the database.

#### 2.2.4 Court Codes and Counties

The following table lists probate court codes and their counties which together create a unique identifier for each jurisdiction. Data must be submitted for the jurisdiction, as listed below.

##### 2.2.4.1 List of Unique Court Code and Location Name Combinations

Code	County	Jurisdiction	Code	County	Jurisdiction
P01	Alcona	Alcona County	P50	Macomb	Macomb County
P03	Allegan	Allegan County	P51	Manistee	Manistee County
P04	Alpena	Alpena County	P52	Marquette	Marquette County
P05	Antrim	Antrim County	P53	Mason	Mason County
P06	Arenac	Arenac County	P55	Menominee	Menominee County
P07	Baraga	Baraga County	P56	Midland	Midland County
P08	Barry	Barry County	P57	Missaukee	Missaukee County
P09	Bay	Bay County	P58	Monroe	Monroe County
P10	Benzie	Benzie County	P59	Montcalm	Montcalm County
P11	Berrien	Berrien County	P60	Montmorency	Montmorency County
P12	Branch	Branch County	P61	Muskegon	Muskegon County
P13	Calhoun	Calhoun County	P62	Newaygo	Newaygo County
P14	Cass	Cass County	P63	Oakland	Oakland County
P16	Cheboygan	Cheboygan County	P64	Oceana	Oceana County
P17	Chippewa	Chippewa County	P65	Ogemaw	Ogemaw County
P19	Clinton	Clinton County	P66	Ontonagon	Ontonagon County
P20	Crawford	Crawford County	P68	Oscoda	Oscoda County
P21	Delta	Delta County	P69	Otsego	Otsego County
P22	Dickinson	Dickinson County	P70	Ottawa	Ottawa County
P23	Eaton	Eaton County	P71	Presque Isle	Presque Isle County
P25	Genesee	Genesee County	P72	Roscommon	Roscommon County
P27	Gogebic	Gogebic County	P73	Saginaw	Saginaw County
P28	Grand Traverse	Grand Traverse County	P74	St. Clair	St. Clair County
P29	Gratiot	Gratiot County	P75	St. Joseph	St. Joseph County
P30	Hillsdale	Hillsdale County	P76	Sanilac	Sanilac County
P31	Houghton	Houghton County	P78	Shiawassee	Shiawassee County
P32	Huron	Huron County	P79	Tuscola	Tuscola County
P33	Ingham	Ingham County	P80	Van Buren	Van Buren County
P34	Ionia	Ionia County	P81	Washtenaw	Washtenaw County
P35	Iosco	Iosco County	P82	Wayne	Wayne County
P36	Iron	Iron County	P83	Wexford	Wexford County
P37	Isabella	Isabella County	PD05	Alger	Alger County
P38	Jackson	Jackson County	PD05	Schoolcraft	Schoolcraft County
P39	Kalamazoo	Kalamazoo County	PD06	Luce	Luce County
P40	Kalkaska	Kalkaska County	PD06	Mackinac	Mackinac County
P41	Kent	Kent County	PD07	Charlevoix	Charlevoix County
P42	Keweenaw	Keweenaw County	PD07	Emmet	Emmet County
P43	Lake	Lake County	PD17	Clare	Clare County
P44	Lapeer	Lapeer County	PD17	Gladwin	Gladwin County
P45	Leelanau	Leelanau County	PD18	Mecosta	Mecosta County
P46	Lenawee	Lenawee County	PD18	Osceola	Osceola County
P47	Livingston	Livingston County			

#### 2.3 Probate Court Specifications

### **2.3.1 Action Code Definitions**

#### **2.3.1.1 Part 1: New Filings, Reopened Cases, and Other Matters**

BP = Beginning Pending  
NF = New Filings  
RE = Reopened  
OP = Number of open estates, testamentary trusts, inter vivos trust, guardianship, and conservatorship cases as of January 1 of each year [This field is submitted only once each year, in the first quarter report]  
WS = number of wills filed for safekeeping  
PSO = Petition for Second Order  
PCO = Petition for Continuing Order  
AP = Applications  
PAO = Petition for Assisted Outpatient Treatment

#### **2.3.1.2 Part 2: Record or Method of Disposition/Record of Closed Cases**

GR = Petition was Granted  
DE = Petition was Denied  
TR = Petition was Transferred  
WD = Petition was Withdrawn or Dismissed  
TC = Case Type Code on the Petition was Changed  
ODT = Order Determining Testacy when associated with DE  
ODH = Order Determining Heirs when associated with DH  
OD = Other Disposition when associated with CZ  
AC = Case was Administratively Closed  
CC = Case was Closed other than Administratively  
OS = The individual who was the subject of the case is no longer in the system  
JV = Jury Verdict  
BV = Bench Verdict  
UDS = Uncontested, Default, Settled  
TR = Transferred  
DP = Dismissed by Party  
DC = Dismissed by Court  
IS = Inactive Status  
DF = Deferred  
SOG = Second Order Granted  
SOD = Second Order Denied  
COG = Continuing Order Granted  
COD = Continuing Order Denied  
AOG = Petition for AOT Granted  
AOD = Petition for AOT Denied

#### **2.3.1.4 Part 4: Case Age**

##### **Section A**

DP1 = Disposed within 182 days  
DP21 = Disposed from 183 to 364 days  
DP4 = Disposed after 364 days  
PE1 = Pending through 182 days

PE21 = Pending from 183 to 364 days  
PE4 = Pending over 364 days

**Section C**

DP5 = Disposed within 364 days  
DP22 = Disposed from 365 to 728 days  
DP8 = Disposed after 728 days  
DP9 = Disposed within 35 days  
DP10 = Disposed after 35 days  
PE5 = Pending through 364 days  
PE22 = Pending from 365 to 728 days  
PE8 = Pending over 728 days  
PE9 = Pending through 35 days  
PE10 = Pending over 35 days

**Section D**

DP11 = Disposed within 182 days  
DP23 = Disposed from 183 to 364 days  
DP14 = Disposed after 364 days  
DP15 = Disposed within 14 days, no demand  
DP16 = Disposed from 15 to 28 days, no demand  
DP17 = Disposed after 28 days, no demand  
DP18 = Disposed within 14 days, demand  
DP19 = Disposed from 15 to 28 days, demand  
DP20 = Disposed after 28 days, demand  
PE11 = Pending through 182 days  
PE23 = Pending from 183 to 364 days  
PE14 = Pending over 364 days  
PE15 = Pending through 14 days, no demand  
PE16 = Pending from 15 to 28 days, no demand  
PE17 = Pending after 28 days, no demand  
PE18 = Pending through 14 days, demand  
PE19 = Pending from 15 to 28 days, demand  
PE20 = Pending over 28 days, demand

**2.3.2 Case Type Code Definitions**

All authorized case type codes are defined in the Case File Management Standards, Component 39. They have been reproduced in this manual.

**2.3.3 Possible Combinations of Action Codes and Case Type Codes**

The following are the possible combinations of action codes and case type codes by Part and Section.

**2.3.3.1 Part 1: New Filings, Reopened Cases, And Other Matters**

**Section A: Estates, Trusts - New Filings, Reopened Cases, and Other Matters**

BPDA	BPPE	NFDA	NFPE	NFTV	REPE	OPTT
BPDE	BPTT	NFDE	NFTR	REDA	OPDA	OPTV
BPDH	BPTV	NFDH	NFTT	REDE	OPDE	

**Section B: Wills - New Filings, Reopened Cases, and Other Matters**

WSWS

**Section C: Civil, Other Matters - New Filings, Reopened Cases, and Other Matters**

BPCZ      BPML      NFBR      NFCZ      NFML      RECZ

**Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments – New Filings, Reopened Cases, and Other Matters**

BPCA      BPGL      BPMI      NFDD      NFJA      REMI      OPGA      PSOMI  
BPCY      BPGM      BPPO      NFGA      NFLG      OPCA      OPGL      PCOMI  
BPDD      BPJA      NFCA      NFGL      NFMI      OPCY      OPGM      APMI  
BPGA      BPLG      NFCY      NFGM      NFPO      OPDD      OPLG      PAOMI

**2.3.3.2 Part 2: Record Or Method Of Disposition And Record Of Closed Cases**

**Section A: Estates, Trusts - Record or Method of Disposition and Record of Closed Cases**

GRDA      ODTDE      DEPE      TRTT      WDPE      ACDA      CCDE  
GRDE      ODHDH      DETT      TRTV      WDTT      ACDE      CCTT  
GRPE      DEDA      DETV      WDDA      WDTV      ACTT      CCTV  
GRTT      DEDE      TRDA      WDDE      TCDA      ACTV      SADA  
GRTV      DEDH      TRDE      WDDH      TCDE      CCDA

**Section C: Civil, Other Matters - Record or Method of Disposition and Record of Closed Cases**

JVCZ      UDSCZ      DPCZ      ISCZ      GRML      TRML  
BVCZ      TRCZ      DCCZ      ODCZ      DEML      WDML

**Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments – Record or Method of Disposition and Record of Closed Cases**

GRCA      GRPO      DELG      TRGM      WDGA      TCCA      TCPO      OSCY  
GRCY      SOGMI      DEMI      TRJA      WDGL      TCCY      ACCA      OSDD  
GRDD      DECA      DEPO      TRLG      WDG M      TCDD      ACCY      OSGA  
GRGA      DECY      SODMI      TRMI      WDJ A      TCGA      ACDD      OSGL  
GRGL      DEDD      TRCA      TRPO      WDLG      TCGL      ACGA      OSGM  
GRGM      DEGA      TRCY      COGMI      WDMI      TCGM      ACGL      OSLG  
GRJA      DEGL      TRDD      WDCA      WDPO      TCJA      ACGM      AOGMI  
GRLG      DEGM      TRGA      WDCY      CODMI      TCLG      ACLG      AODM  
GRMI      DEJA      TRGL      WDDD      DFMI      TCM I      OSCA

**2.3.3.4 Part 4: Case Age**

**Section A: Estates, Trusts – Case Age**

DP1DA      DP1TV      DP21TT      DP4DH      PE1DE      PE21DA      PE21TV      PE4TT  
DP1DE      DP21DA      DP21TV      DP4TT      PE1DH      PE21DE      PE4DA      PE4TV  
DP1DH      DP21DE      DP4DA      DP4TV      PE1TT      PD21DH      PE4DE  
DP1TT      DP21DH      DP4DE      PE1DA      PE1TV      PE21TT      PD4DH

**Section C: Civil, Other Matters – Case Age**

DP5CZ      DP8CZ      DP10ML      PE22CZ      PE9ML  
DP22CZ      DP9ML      PE5CZ      PE8CZ      PE10ML

**Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments – Case Age**

DP11CA      DP11GA      DP11LG      DP23CY      DP23GL      DP23PO      DP14DD      DP14GM  
DP11CY      DP11GL      DP11PO      DP23DD      DP23GM      DP14CA      DP14GA      DP14LG  
DP11DD      DP11GM      DP23CA      DP23GA      DP23LG      DP14CY      DP14GL      DP14PO

DP15MI	DP18MI	PE11CA	PE11LG	PE23GL	PE14DD	PE15MI	PE18MI
DP15JA	DP18JA	PE11CY	PE11PO	PE23GM	PE14GA	PE15JA	PE18JA
DP16MI	DP19MI	PE11DD	PE23CA	PE23LG	PE14GL	PE16MI	PE19MI
DP16JA	DP19JA	PE11GA	PE23CY	PE23PO	PE14GM	PE16JA	PE19JA
DP17MI	DP20MI	PE11GL	PE23DD	PE14CA	PE14LG	PE17MI	PE20MI
DP17JA	DP20JA	PE11GM	PE23GA	PE14CY	PE14PO	PE17JA	PE20JA