

Chapter 4: Reports

January-2011

Generating Reports

This section contains general instructions for generating reports from the Batch Report Selection Menu.

These sections contain an overview, printing instructions, and information presented for each of the Circuit Court System reports:

- Numeric Case List
- Alphabetic Case List
- Courtroom Calendar
- Calendar Summary
- Party Calendar
- Notice to Appear
- Caseload Report
- Delay in Criminal Proceedings
- Delay in Matters
- Case Review List
- Pending Criminal Case List
- Pending Civil Case List
- Case Age Report
- Case Distribution
- Lack of Progress
- Entry Fees Not Paid
- Post-Judgment Report
- Drug Offense Report
- Trial Activity Report
- Speedy Trial Worksheet
- Audit List
- Audit Delete Report
- ADR Calendar
- Case Evaluation Notice
- ADR Review Report
- ADR Statistic Report
- ADR Late Fees List

GENERATING REPORTS

Overview

The Circuit Court System produces a variety of reports, both for use by local circuit court staff and to comply with various state judicial requirements. The data compiled in the reports is based on information entered in the Circuit Case Management System. Most CCS reports can be requested by any CCS user from the Batch Report Selection Menu. Certain reports such as the Case Review List and Audit List purge related system records. These reports should be requested only by the Project Administrator or appointed staff. (Some reports require many system resources and should be run at off hours.)

BATCH REPORT SELECTION MENU				Page 1 of 2
SELECT COUNTY: <u>99</u>				
<u> </u> NUMERIC CASE LIST	PUBLIC: <u> </u>	STATUS: <u> </u>	CASE TYPE: <u> </u>	
	DATE: <u> </u>	- <u> </u>	JUDGE: <u> </u>	
<u> </u> ALPHABETIC CASE LIST	PUBLIC: <u> </u>	STATUS: <u> </u>	CASE TYPE: <u> </u>	
	DATE: <u> </u>	- <u> </u>	JUDGE: <u> </u>	
<u> </u> COURTROOM CALENDAR	DATE: <u> </u>	- <u> </u>	JUDGE: <u> </u>	COPIES: <u> 1</u>
		EVENT: <u> </u>	WORKSHEET (Y/N): <u> </u>	
<u> </u> PARTY CALENDAR	DATE: <u> </u>	- <u> </u>	JUDGE: <u> </u>	
<u> </u> CALENDAR SUMMARY	DATE: <u> </u>	- <u> </u>	JUDGE: <u> </u>	
<u> </u> NOTICE TO APPEAR	DATE: <u> </u>	EVENT: <u> </u>	CASE #: <u> </u> - <u> </u>	
<u> </u> CASELOAD REPORT				
<u> </u> DELAY IN CRIMINAL PROCEEDINGS				
<u> </u> DELAY IN MATTERS				
<u> </u> CASE REVIEW LIST	DATE: <u> </u>		JUDGE: <u> </u>	
<u> </u> PENDING CRIMINAL CASES	DATE: <u> </u>	- <u> </u>	JUDGE: <u> </u>	SEQ (A/N): <u> </u>
<u> </u> PENDING CIVIL CASES	DATE: <u> </u>	- <u> </u>	JUDGE: <u> </u>	
	CASE TYPE: <u> </u>		PARTY (Y/N): <u> </u>	
HELP				
PAGE DOWN=PAGE 2				F22=DISPLAY PRINT-INTER
				F23=DISPLAY SUBMITTED JOBS
				F24=EXIT

Batch Report Selection Menu-Page 1

Batch Report Selection Menu - 2 Screens

The Batch Report Selection Menu appears when the REPORTS menu is selected from the Circuit Court Master Menu. This menu lists the reports that can be generated and includes fields for selection criteria for some of the reports, as well as an option to **[ROLL PAGE]** to the second screen for additional report choices.

Printing Reports

Once the batch report selection menu has been selected, a specific report can be selected. To select specific reports, type "X" in the field preceding each desired report title. Several of the

reports require additional data (e.g., for printing complete or partial lists, for inclusive dates, etc.); these are discussed in the sections dealing with each report. When the data has been typed, press **[ENTER]**; the screen reappears with **S** (which means it has been submitted) next to each report that has been sent to the job queue. These reports will be executed and printed as soon as resources are available on your system. While waiting for job to print, continue working with other areas of CCS.

Users with multi-county access can request any of the reports for the entire circuit or for individual counties within the circuit. To run a report for the entire circuit, enter "00" in the select county field at the top of the Batch Report Selection Menu. To run a report for an individual county, enter the 2 digit county number in the select county field at the top of the Batch Report Selection Menu.

BATCH REPORT SELECTION MENU				Page 2 of 2	
SELECT COUNTY: <u>99</u>					
-	CASE AGE REPORT		JUDGE:	_____	
-	CASE DISTRIBUTION	DATE: _____ - _____	STATUS:	__	AUDIT (Y/N): __
-	LACK OF PROGRESS	DATE: _____	JUDGE:	_____	CASE TYPE: __
-	ENTRY FEES NOT PAID	DATE: _____ - _____	JUDGE:	_____	AUDIT (Y/N): __
-	POST JUDGMENT REPORT	DATE: _____ - _____	JUDGE:	_____	AUDIT (Y/N): __
-	DRUG OFFENSE REPORT	DATE: _____ - _____	JUDGE:	_____	
-	TRIAL ACTIVITY REPORT	DATE: _____ - _____	JUDGE:	_____	
-	SPEEDY TRIAL WORKSHEET	DATE: _____	JUDGE:	_____	
-	AUDIT LIST	DATE: _____ - _____	CASE #:	__ - _____	
			USER:	_____	
-	AUDIT DELETE REPORT	DATE: _____ - _____	USER:	_____	
-	ADR CALENDAR	DATE: _____	COPIES: <u>1</u>	HRG LOC: __	CLERK: __
-	CASE EVALUATION NOTICE	DATE: _____	CASE #:	__ - _____	CLERK: __
-	ADR REVIEW REPORT	DATE: _____ - _____	CATEGORY:	_____	CLERK: __
-	ADR STATISTIC REPORT	DATE: _____ - _____	AUDIT (Y/N):	__	
-	ADR LATE FEES LIST	DATE: _____ - _____	CLERK:	__	
				HELP	
PAGE	UP=PAGE 1	F22 =DISPLAY PRINT-INTER	F23 =DISPLAY SUBMITTED JOBS	F24 =EXIT	

Batch Report Selection Menu - Page 2

The following list are suggestions on how often reports should be printed, by whom they should be printed, and their intended purpose.

REPORTS	FREQUENCY	PURPOSE	PRINT BY
Numeric Case List	Weekly	Reference/Backup	All
Alphabetic Case List	Weekly	Reference/Backup	All
Courtroom Calendar	Daily	Judges Calendar or Clerk Worksheet	All
Notices	Daily	Mailings	All
Caseload Report	Annual/Information	SCAO*	All
Delay in Criminal Proceedings	Quarterly	SCAO*	All
Case Review List	Weekly	Case Follow-up/Action Clears Calendar	P.A.**
Audit List	Information	Audit/Management Clears Audit File	P.A.**
Audit Delete Report	Information	Audit/Management	P.A.**
Pending Criminal Case List	Weekly/Information	Case Follow-up/Action	All/Judges
Pending Civil Case List	Weekly/Information	Case Follow-up/Action	All/Judges
Case Age Report	Information	Case Follow-up/SCAO*	All/Judges
Case Distribution	Information	Case Follow-up	All/Judges
Lack of Progress	Monthly/Information	Case Follow-up/Action	All/Judges
Entry Fees Not Paid	Monthly	SCAO*	Circuit Clerk
Post Judgment Report	Information	Audit/Management	All
Delay in Matters Submitted	Quarterly	SCAO*	All/Judges
Calendar Summary	Weekly	Judges Calendar or Clerk Worksheet	All
Drug Offense Report	Annually/Information	SCAO*	All
Trial Activity Report	Information	Audit/Management	All
Speedy Trial Worksheet	Information	Audit/Management	All
ADR Calendar	Monthly	Reference	ADR Clerk
ADR Notices	Monthly	Mailings	ADR Clerk
ADR Review Report	Weekly	Case Follow-up	ADR Clerk
ADR Statistics Report	Quarterly	Reference	ADR Clerk
ADR Late Fees Report	Weekly	Case Follow-up	ADR Clerk
*State Court Administrative Office			
**Project Administrator			

Report Printing Frequency Suggestions

NUMERIC CASE LIST

Overview

The Numeric Case List is a quick reference index of all cases. This report is generated from the master file and is sorted in ascending sequence of court case number. The list provides a quick evaluation of the status of a particular case as well as general information on all cases in the system. It is recommended that the report be generated weekly, for use as a backup if the system is unavailable.

CASE NUMERIC LIST			PLEASANT COUNTY		ARLENA CRAMER			
FILE DATES :			TEST CIRCUIT COURT		DATE :	3/26/10		
CASE STATUS :	ALL CASES :	PUBLIC	123 SUNNY DRIVE		TIME :	11:27:05		
CASE TYPE :	ALL		ANYWHERE	MI 477770000	PAGE :	2		
JUDGES :	ALL		TELEPHONE :	888/329/1547				
CASE NUMBER	JUDGE NAME	PLAINTIFF	DEFENDANT	CASE FILED	REOPENED DATE	DISPOSED DATE	DISPOSED CODE	
09-000252-FH	BEACH	PEOPLE OF MICH.	BECKUM, ROGER,	10/01/09				
09-000255-CZ	BEACH	TURNER, IKE,	TINA TURNER RECORD INDUSTRY,,	10/01/09				
09-001254-FH	BEACH	PEOPLE OF MICH.	BUCKLEY, RAVEN,	05/04/09	08/18/09			
09-005000-SU	BEACH	SMITH, CARRIE, J	JONES, DARL A, K	10/21/09				
09-005241-DM	RANSOM	SMITH, WESLEY, M, II	SMITH, MANDY, A	11/09/09		11/09/09	DVG	
09-012564-CH	BEACH	PEACH, GEORGIA,	PRIMASERA, PASTA,	01/08/09				
09-055555-DM	BEACH	BARK, TIMOTHY,	BARK, TAMMY,	08/06/09		08/06/09	JTP	
09-052365-CZ	BEACH	WILLIAMS, JONATHAN,	BROWN, DOWNTOWN,	02/01/10				
10-012345-FH	RANSOM	PEOPLE OF MICH.	JOHNSON, JOHNNY,	03/01/10				
TOTAL NUMBER OF CASES ON REPORT =				56				

Sample Case Numeric List

Printing the Report

The Numeric Case List is selected from the Batch Report Selection Menu by typing information in the following fields:

NUMERIC CASE LIST

Type **X** to the left of this field.

PUBLIC

Type one of the following:

"Y" or " " = PUBLIC

"N" = ALL CASES

NOTE:

An asterisk will appear in front of any case which is non-public.

"S" = SUPPRESSED

"E" = EXPUNGED

STATUS

Type one of the following:

" " = ALL CASES

"C" = CLOSED

"D" = DEFERRED

"M" = ADR

"O" = OPEN (includes cases with status of M or O)

TYPE

Type any valid case type, first letter of any valid case types, or leave blank for all case types.

DATE:

Type the inclusive Filed Dates in the Date field (FORMAT = MMDDYYYY). Leave blank for all cases.

JUDGE: Type the P-number of the judge desired. Leave blank for all judges.

After selecting any other desired reports, press **[ENTER]**. The screen reappears with an S preceding NUMERIC CASE LIST.

Report Information

The Numeric Case List provides the following information for all cases in the report:

HEADER INFORMATION

Information at the top of the report includes circuit court name, county address, type of report requested, and date of report.

CASE NUMBER

Case number of each active case in the system, sequenced ascending order. A "P", after the case number denotes a prison case.

JUDGE NAME

The last name of the judge assigned to the case.

PLAINTIFF

Primary plaintiff for the case.

DEFENDANT

Primary defendant for the case.

CASE FILED

Original filing date for the case.

REOPENED DATE

Date (if any) the case was reopened.

DISPOSED DATE

Date (if any) the case was last disposed.

DISPOSED CODE

Highest disposition code for a case which has been closed. (See Code Table 4 in the Appendix for a list of codes.)

ALPHABETIC CASE LIST

Overview

The Alphabetic Case List is a list of all parties involved with active court cases (case header has been entered). The list is alphabetically sequenced by last name and indicates the last and next activity for each party. It is suggested that the list be generated on a weekly basis as a backup in case of system unavailability.

NOTE: This list will not include names that exist in the name index but have no case header.

CASE ALPHABETIC LIST		PLEASANT COUNTY		ARLEN& CRAVEN					
FILE DATES :		TEST CIRCUIT COURT		DATE: 3/26/10					
CASE STATUS: ALL CASES :PUBLIC		123 SUNNY DRIVE		TIME: 12:00:45					
CASE TYPE : ALL		ANYWHERE MI 477770000		PAGE: 1					
JUDGES : ALL		TELEPHONE: 888/339/1547							
PARTY PLAINTIFF/DEFENDANT	TYPE	CASE NUMBER-JG	PARTY OPPOSING PARTY NAME	CASE FILED	LAST DATE	LAST CODE	NEXT DATE	NEXT CODE	ATTORNEY
D 001 ANYBODY,SUZIE,		09-000117-C2-B	P 001 PERFECT CONCEPT,,	1/15/09					
P 001 ANYTIME CORPORATION,,		09-000109-CK-B	D 001 SUNNY DELIGHT WATERC	1/05/09					HARDY
CD001 ANYTIME CORPORATION,,		09-000109-CK-B	CP001 SUNNY DELIGHT WATERC	3/01/09					HARDY
D 001 BARK,TAMMY,		09-055555-DM-B	P 001 BARK,TIMOTHY,	8/06/09	8/06/09	JTP			
P 001 BARK,TIMOTHY,		09-055555-DM-B	D 001 BARK,TAMMY,	8/06/09					BONDARENK
P 001 BEACH,SANDY,		09-000101-DC-B	D 001 JONES,DARWIN,	1/01/09			5/03/10	MED	ZACK
D 001 BECKUM,ROGER,		09-000252-FH-B	STATE OF MICHIGAN	10/01/09					XAGORARIS
D 001 BEECHMAN,MARY,		09-000122-FH-B	STATE OF MICHIGAN	3/01/09					GAISER
P 001 BET ON IT INVESTMENTS,,		09-000113-CH-B	D 001 POOR GUY,,	1/15/09					VAN DYKE
D 001 BOOP,BETTY,		09-000126-FH-B	STATE OF MICHIGAN	3/20/09					SAGE
D 001 BOOTH,JOHN,WILKS		06-004321-FH-*	STATE OF MICHIGAN	10/21/06					R&B&L&S
D 001 BROWN,DOWNTOWN,		09-052365-C2-B	P 001 WILLOWEY, JONATHON,	2/01/10					
D 001 BUCKLEY,RAVEN,		09-001254-FH-B	STATE OF MICHIGAN	5/04/09					VAN DYKE
D 001 BUCKWHEAT,L'WMAN,		09-000123-FH-B	STATE OF MICHIGAN	3/02/09					VAN DYKE
D 001 BUNDY, TED, F		09-000129-FH-B	STATE OF MICHIGAN	1/22/09					HACK
P 001 CADILLAC PLACE,,		09-000111-CK-B	D 001 HALL OF JUSTICE CARES	1/15/09					VAN DYKE
D 001 CANTOR,RUTHANN,,		08-001234-AV-*	P 001 SMITH,MEGAN,	6/30/08	10/30/08	DEN			
P 001 CARTER,RHONDA,		06-002354-PP-R	D 001 CARTER, RONALD,	3/18/06					
D 001 CARTER, RONALD,		06-002354-PP-R	P 001 CARTER, RHONDA,	3/18/06	3/18/06	ORD			
D 001 CLOWN,BOZO,		08-002134-FH-R	STATE OF MICHIGAN	9/25/08					MACDONALD
D 001 CRAWFORD, BENJAMIN,		09-000135-DM-B	P 001 CRAWFORD, CINDY,	2/14/09	7/02/09	JTP			
P 001 CRAWFORD, CINDY,		09-000135-DM-B	D 001 CRAWFORD, BENJAMIN,	2/14/09					
D 001 CUP ID, CINDY,		09-000108-DO-B	P 001 CUP ID, JAMES,	2/14/09					
P 001 CUP ID, JAMES,		09-000108-DO-B	D 001 CUP ID, CINDY,	2/14/09					
D 001 DEWDEY, HOWDEY,		09-000120-FH-B	STATE OF MICHIGAN	2/01/09					HARDY
D 001 DIAZ,CRYSTAL,		07-000521-FH-B	STATE OF MICHIGAN	5/30/07					YACKNESS
D 001 DIRTLAND USA,,		09-000110-CK-B	P 001 LANDSCAPE DESIGNS,,	1/12/09					
P 001 DOE, JANE,		09-000118-C2-B	D 001 POOL, VICTOR,	3/01/09					VAN DYKE
D 001 DOE, JOHN,		09-000102-DS-B	P 001 DOOGLE, LOLA,	1/02/09					
P 001 DOE, JOHN,		09-000116-C2-B	D 001 FRIEND, VICKI,	1/15/09					
D 001 DOE, JOHN,		09-000119-C2-B	P 001 SMITH, JOHN,	1/02/09	6/03/09	JTP			
P 001 DOOGLE, LOLA,		09-000102-DS-B	D 001 DOE, JOHN,	1/02/09					HADLEY
D 001 DROPEAD, FRED,		03-002541-FH-*	STATE OF MICHIGAN	2/05/03					JAAASKELAI
D 001 DUDE, CAROL,		09-000104-DO-B	P 001 DUDE, MAJOR,	1/05/09					
P 001 DUDE, MAJOR,		09-000104-DO-B	D 001 DUDE, CAROL,	1/05/09					
P 001 DUKE, DAISY,		06-003245-DS-*	D 001 MONTGOMERY, CLEATIS,	1/31/06					SAGE
D 001 FRENCH, WILLIAM,		09-000125-FH-B	STATE OF MICHIGAN	3/20/09					AARON
D 001 FRIEND, VICKI,		09-000116-C2-B	P 001 DOE, JOHN,	1/15/09					VAN DYKE
D 001 GARCIA, JOSE,		09-000106-PP-B	P 001 SENIORITA, MARGARITA,	5/01/09	6/03/09	DMO			
D 001 GILOTTA, FRANK,		03-000125-FH-R	STATE OF MICHIGAN	8/01/03					LA BELLA
D 001 HALL OF JUSTICE CARES,,		09-000111-CK-B	P 001 CADILLAC PLACE,,	1/15/09	6/03/09	DSP			PRO PER
D 001 HOFFA, JIMMY,		06-001234-DM-R	P 001 HOFFA, PENNY,	3/18/06					
P 001 HOFFA, PENNY,		06-001234-DM-R	D 001 HOFFA, JIMMY,	3/18/06					G&B&O
D 001 JOHNSON, JOHNNY,		10-012345-FH-R	STATE OF MICHIGAN	3/01/10					ABATE
D 001 JONES, DARLA, K		09-005000-AV-B	P 001 SMITH, CARRIE, J	10/21/09					
D 001 JONES, DARWIN,		09-000101-DC-B	P 001 BEACH, SANDY,	1/01/09			5/03/10	MED	
D 001 JONES, DWAYNE, EARL		01-001235-FH-B	STATE OF MICHIGAN	1/01/01					Z&S

Sample Alphabetic List

Printing the Report

The Alphabetic Case List is selected by typing information in the following fields:

ALPHABETIC CASE LIST

Type **X** to the left of this filed.

PUBLIC

Type one of the following:

"Y" or " " = PUBLIC

"N" = ALL CASES

NOTE: An asterisk will appear in front of any case which is non-public.
"S" = SUPPRESSED
"E" = EXPUNGED

STATUS Type one of the following:
" " = ALL CASES
"C" = CLOSED
"D" = DEFERRED
"M" = ADR
"O" = OPEN (includes cases with status of M, or O)

TYPE Type any valid case type, first letter of any valid case types, or leave blank for all case types.

After selecting any other desired reports, press **[ENTER]**. The screen reappears with an S preceding ALPHABETIC CASE LIST.

DATE Type the inclusive Filed Dates in the date field (FORMAT = MMDDYYYY). Leave blank for all cases.

JUDGE Type the P-number of the judge desired. Leave blank for all judges.

Report Information

The Alphabetic Case List provides the following information for all cases included in the report:

PARTY Code for the party associated with the case.

PLAINTIFF/DEFENDANT Name of the plaintiff or defendant associated with the case. (Any alias names are alphabetically inserted and handled as separate entries).

TYPE System code for alias (alias entries only).

CASE NUMBER-JG Official number of the case with the last name initial of the judge of record. A "P", after the judge initial, denotes a prison case.

PARTY Code for the opposing party associated with the case.

OPPOSING PARTY NAME Name of the party opposing the defendant or plaintiff in each case.

CASE FILED Official filing date of the case.

LAST DATE Last date of any action on the case for this party.

LAST CODE System code for the last action on the case, for this party.

NEXT DATE	Date of next action scheduled for the case.
NEXT CODE	System code for the next event scheduled for the case.
ATTORNEY	Attorney representing the defendant or plaintiff in the case.

COURTROOM CALENDAR

Overview

The Courtroom Calendar is a calendar of events and/or a "worksheet" list of activity to be heard before a particular judge for a certain day, in order by time of day, then type of event. The worksheet contains such information as case numbers, case titles, events that are scheduled, charges, bond information, associated attorneys and guilty or non-disposed charges. It also provides an area for notes and comments recorded by the court clerk. The worksheet can then be used as a transmittal/data entry sheet to enter the information via the court/disposition screen. The calendar is almost the same as the worksheet with the exception of the elimination of the work space and charges.

COURTROOM CALENDAR	PLEASANT COUNTY	ARLENA CRAVEN
SCHEDULED DATES:	TEST CIRCUIT COURT	DATE: 3/26/10
3/25/10 THRU 3/25/10	123 SUNNY DRIVE	TIME: 12:04:35
EVENT: ALL	ANYWHERE MI 47777	PAGE: 1
	TELEPHONE: 888/339/1547	
HONORABLE HARRY A. BEACH		
THURSDAY MARCH 25, 2010		
1:30 PM		
MISCELLANEOUS HEARING		
09-000129-FH	PEOPLE OF MICHIGAN	ROBERT J. HADLEY
BOND POSTED	V TED F BUNDY	CHERYL D. HAACK
	Pv Hearing	

Sample Courtroom Calendar

COURTROOM WORKSHEET	PLEASANT COUNTY	ARLENA CRAVEN
SCHEDULED DATES:	TEST CIRCUIT COURT	DATE: 3/26/10
3/25/10 THRU 3/25/10	123 SUNNY DRIVE	TIME: 12:07:30
EVENT: ALL	ANYWHERE MI 47777	PAGE: 1
	TELEPHONE: 888/339/1547	
HONORABLE HARRY A. BEACH		
THURSDAY MARCH 25, 2010		
1:30 PM		
MISCELLANEOUS HEARING		
09-000129-FH	PEOPLE OF MICHIGAN	ROBERT J. HADLEY
BOND POSTED	V TED F BUNDY	CHERYL D. HAACK
	Pv Hearing	
	1-750.110	B&E BUILDING W/INTENT
NOTES:	VIDEO: TIME STARTED _____	TIME ENDED _____

Sample Calendar Worksheet

Printing the Report

To select the report, type **X** to the left of COURTROOM CALENDAR. After DATE, enter the inclusive dates of the calendar that is desired (format = MMDDYYYY). After JUDGE, enter a valid P-Number. After EVENT, enter specific event code from Code Table 2, a category (i.e. PTH, TRL, or HRG, or leave blank for all scheduled events. After WORKSHEET (Y/N) enter "Y" if space is desired for recording of courtroom notes; enter "N" or leave blank if a calendar only is desired. After selecting any other reports, press **[ENTER]**. The screen reappears with an S preceding COURTROOM CALENDAR indicating the report has been submitted.

- NOTE:** When the calendar is selected to print for county "00" the calendar will print without a break at the county level.. The entire calendar for all counties will be printed together as one continuous calendar. The multi-county circuits can still request the calendar for a specific county when needed.
- NOTE:** EXP, ADR and REV next event codes are not considered for this report, unless selected individually by event.
- NOTE:** The courtroom calendar will also accommodate the multi-county circuits. Select county "00" to print the calendar without a break at the county level. The entire calendar for all counties will be printed together as one large calendar.

Report Information

The Courtroom Calendar provides the following information for each case individually:

HEADER INFORMATION	Information at the top of the report includes county name, date requested for, complete name of judge, attorney, or evaluator whose schedule is printed, and the type of events to be found on this page.
EVENT	The court event description (Table 2).
TIME	This non-labeled field is reserved for the time of each case to follow.
CASE ID#	Official case number for each case.
CASE TITLE	Official title of each case.
PROSECUTOR	The last name of the Prosecuting Attorney for criminal cases.

ATTORNEY	This non-labeled field lists the last name(s) of attorney(s) for each party involved in the case (Twelve is the maximum printed.)
EVENT COMMENTS	This non-labeled field is reserved for all comment lines of the scheduling entry.
BOND POSTED	Indicates whether bond has been posted.
CHARGES	This non-labeled field lists the count number and the short description of guilty or non-disposed charges. (Nine is the maximum printed). (Worksheet only).
VIDEO LOG	This field allows placement of the time started/ended for the video taped logs. (Worksheet only).
RUN DATE	This non-labeled field indicates the date the calendar was requested.

PARTY CALENDAR

Overview

The Party Calendar is an alphabetical calendar by party name for a requested date range and judge.

PARTY CALENDAR FOR HONORABLE HARRY A. BEACH PLEASANT COUNTY		RUN DATE: 5/25/10 RUN TIME: 09:50:55 PAGE: 1		
<u>MONDAY, MAY 31, 2010</u>				
Name	Case No.	Proceeding	Jurist	Time Room
BOOP,BETTY,	09-000126-FH	MOTION HRG	BEACH	10:00A CC01
CRAWFORD,BENJAMIN,	09-000135-D0	MISC HEARING	BEACH	08:00A CC01
CRAWFORD,CINDY,	09-000135-D0	MISC HEARING	BEACH	08:00A CC01

Sample Party Calendar

Printing the report

To select the report, type **X** to the left of PARTY CALENDAR. After DATE, enter the inclusive date or date range of the calendar that is desired. (format=MMDDYYYY). After JUDGE, enter a valid P-Number. After selecting any other reports, press **[ENTER]**.

Report Information

The Party Calendar provides the follow information:

HEADER INFORMATION

Information at the top of the report includes: complete name of judge, attorney or evaluator whose schedule is printed, county name and date or date range requested.

NAME

The party's name.

CASE NO.

The official number assigned to the case.

PROCEEDING

The hearing type scheduled.

JURIST

The last name of the judge, attorney or evaluator assigned to the hearing.

TIME

The time the hearing is scheduled.

ROOM

The court room the in which the hearing is to be held.

CALENDAR SUMMARY

Overview

The Calendar summary is a week at a glance format of the calendar of events to be heard by a particular judge, attorney or evaluator.

Printing Calendar Summary

To select the report, type **X** to the left of CALENDAR SUMMARY. After DATE, enter the inclusive date range of the calendar that is desired. (format=MMDDYYYY). After JUDGE, enter a valid P-Number. After selecting any other reports, press **[ENTER]**. The screen reappears with an 'S' preceding CALENDAR SUMMARY which indicates that the report has been submitted.

CALENDAR SUMMARY		PLEASANT COUNTY				ARLENA CRAVEN	
CALENDAR DATES: 5/01/2010 THRU 5/31/2010		TEST CIRCUIT COURT				DATE: 5/25/10	
JUDGE BEACH		123 SUNNY DRIVE				TIME: 11:36:47	
		ANYWHERE MI 477770000				PAGE: 1	
		TELEPHONE: 888/339/1547					
TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	05/30/2010	05/31/2010	06/01/2010	06/02/2010	06/03/2010	06/04/2010	06/05/2010
8:00A		9000135 DO MSH					
10:00A		9000126 FH MOH					
*****END OF REPORT*****							

Sample Calendar Summary

Report Information

The Calendar Summary provides the following information:

HEADER INFORMATION

Information at the top of the report includes county name, date range requested for, name of judge, attorney or evaluator whose schedule is printed.

TIME

The times hearings are scheduled.

DAY/DATE

The days of the week for calendar of events and corresponding date to the specific day. **NOTE:** Case numbers and hearing types show in the column under the date the hearing is scheduled, in time order.

NOTICE TO APPEAR

Overview

The Circuit Court System Notice to Appear form is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for court actions. The system produces and stores notices on a daily basis. The system also provides an additional notice to be placed in the file and indicates proof of service. All parties served with a computer or manually generated notice will be listed on this final notice. The notice is designed to be mailed in a standard window envelope.

Printing Notices

1. Enter "NOT" in Event field on the Clerk Entry Screen when scheduling ANY event (instead of "SND").
2. On Report Menu, place an **X** next to NOTICE TO APPEAR and enter the File Date previously entered on the Clerk Screen when "NOT" was entered. This will print all notices with "NOT" for given file date (**CAUTION:** File date is changed to the date notices are actually generated, automatically).
3. To print Notices for a SELECTED EVENT (i.e. "JYT", "ARR", etc.) place an **X** next to NOTICE TO APPEAR. Next, in the Date field, enter the file date that was keyed on the Clerk screen when "NOT" was entered. Enter the selected Event Code in the Event field. Valid event codes are found in Code Table 2.
4. To print Notices for a CASE NUMBER place an **X** next to NOTICE TO APPEAR. Then in the Date field, enter the File Date that was keyed on the Clerk Screen when "NOT" was entered. Enter the Case Number.

UPDATE "NOT" TO "NTS"

"NOT" on the clerk screen is changed to "NTS" (Notice Sent) and the computer date replaces the original clerk event date when Notices are run (even if selected by Event, or Case Number). If a re-run of a Case Number or Event is needed the operator may change the "NTS" to "NOT" on the clerk screen and re-run the Notices. The purpose is to allow multiple Notice runs per day without printing previously printed Notices. The Register of actions (Print & Screen display) will display "SEND NOTICE" when "NOT" is the event code, followed by the scheduled event information and "NOTICE SENT" when "NTS".

MULTIPLE EVENTS

Multiple events can print on 1 Notice. To accomplish this on the clerk screen schedule all the events with "NOT" and the same file date. When Notices are selected from the Report Menu for that file date all events will be printed on the same Notice.

ADDITIONAL COMMENTS

Comments can appear after each event on Notices. To do this, when using "NOT" to schedule an event, comments entered on

lines 1 and 2 will be printed as 1 line on the Notice. It will appear after the printing of the event date.

**NOTICES WILL BE
PRINTED FOR:**

1. The attorneys for 'or' pro per plaintiffs, defendants, third parties, cross parties, counter parties, bondsmen, intervening parties, and interested parties.
2. If open cases, civil parties not disposed, only. If closed cases, all civil parties.
3. "PROSECUTOR'S OFFICE" or Prosecuting Attorney (if prosecutor P# entered on Case Initiation screen) and will appear under "This Notice Has Been Sent To:" and Proof of Service.
4. "PROBATION DEPT"- for SEN, PVH, or HYT only.
5. "FRIEND OF THE COURT" for all domestic cases.
6. There is a limit of 800 parties per case that can be printed.

Notice Information

The Notice to Appear form is headed "STATE OF MICHIGAN". The title "NOTICE TO APPEAR" is followed by this information about the case:

CASE NO.	Circuit court number for the case.
COUNTY	The name of the county (venue) of the case.
CIRCUIT	The name of the circuit (venue) of the case.
ADDRESS	The address of the courtroom location.
JUDGE	The name of the judge that will hear the scheduled event.
COURTROOM	The name of the courtroom where the scheduled matter will be heard.
TELEPHONE NO.	The telephone number as entered in the courtroom file for the specified location. If no telephone number exists for the courtroom location, the number will be used from the bar file for the judge hearing the matter. If no telephone numbers exist for the two previous sources, it will be used from the county file.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified.

PLAINTIFF/PEOPLE Name of the primary plaintiff (or "State of Michigan").

DEFENDANT Name of the primary defendant.

The following information is printed under the Heading "YOU ARE DIRECTED TO APPEAR AT":

ON Day of scheduled appearance.
Date of scheduled appearance.
Time of day of scheduled appearance.

FOR Long description for event that indicates what scheduling code from Table 2 was used to get the case on the calendar.

COMMENTS Comment lines of the entry that scheduled the event on the calendar.

THIS NOTICE HAS BEEN SENT TO List of up to 20 other parties to whom notices have been sent.

Proof of Service Notice

The last notice that is generated from the program for a case is the Proof of Service Notice. This notice is to be placed in the court file. It indicates which parties on the case were printed a computer-generated notice. It also indicates those parties that did not receive a notice due to inadequate address information. Whether computer or manually generated, the verification of who checked and sent the notices can be indicated by initialing the field provided and indicating by number as to method of service: 1 = By Ordinary Mail, 2 = Personally, and 3 = By Attorney Mailbox.

DATE Space for date of signature of clerk or other court administrator.

CLERK/ADMINISTRATOR Space for signature of clerk or other court administrator sending the Notice to Appear.

NOTE: Interested parties will receive a copy of the notice indicating "Courtesy Copy"

STATE OF MICHIGAN 48TH JUDICIAL CIRCUIT	PROOF OF SERVICE AND NOTICE TO APPEAR	CASE NO. 09-000128-FH
Mailing Date: 3/26/10		
Court Address PLEASANT COUNTY 309 WASHINGTON SQUARE P.O. BOX 30048 LANSING MI 48909	YOU ARE DIRECTED TO APPEAR AT: The court address above, <u>CIRCUIT COURTROOM NUMBER 1</u> <hr/> HON. HARRY A. BEACH	
Plaintiff PEOPLE OF MICHIGAN	v	Defendant ROCKY B KINGSFORD
FOR THE FOLLOWING PURPOSE:		
1. ON - WEDNESDAY DATE - MARCH 31, 2010 TIME - 1:00PM FOR MISCELLANEOUS HEARING Probation Hearing		EVT I3
CERTIFICATE OF MAILING		
THIS NOTICE HAS BEEN SENT TO: JOAN ZEBRACKI ABDELMOUR, PO BOX 302, STERLING HEIGHTS ROBERT J. HADLEY, 222 E MERRILL ST 101-D, BIRMINGHAM		PARTYS ENT D 001 --- ---

Sample Proof of Service and Notice to Appear

CASELOAD REPORT

Overview

The Caseload Report is generated on request or annually as prescribed by SCAO guidelines. The report may be generated for the entire circuit (county 00), specific county, and/or a specific judge. For multi-county circuits, each county can generate their own report. The court administrator with multi-county access can generate a report for all counties. The report is a summation of information that is derived from file open dates, case types, reopen dates, method of disposition, and adjudication dates.

The report is broken down into three separate parts. Part 1: New Filings and Reopened Cases and Part 2: Method of Disposition. Part 4: Case Aging. There are also a sub sections to Part 4: Part 4%: shows case age by percentage. The system also produces an exception report which lists cases that are not disposed or adjudicated correctly.

Cases adjudicated in 2002 or beyond are counted and reported at the time of adjudication. This is unlike the old report where cases were counted at the time the final order or judgment was filed and the case was closed.

NOTE: For clarification, the following terminology will be used:

Disposed - action or result on a specific charge or party.

Adjudicated - date when ALL parties or charges have been disposed.

Printing Caseload Report

To select CASELOAD REPORT, type **X** in front of CASELOAD REPORT **[ENTER]**. In the pop-up window, enter the quarter and year requesting or date range. ****Note** either the quarter and year can be entered or a date range, but both cannot be used at the same time. After JUDGE, enter the judge's P-Number or leave blank for all judges. After FILE a 'Y' is defaulted, this is to create a file to upload from the AS400 to the PC. After each of the 'Parts' fields enter a 'Y' to request particular part. After JUDGE RPT, enter 'Y' to request a report for individual judges. After

request a list of all cases that are in HOLD is defaulted to 'Y' so that the automatically print, it allows the user to decide appropriate time is to print such a lengthy document. PRINT EXCEPTION REPORT ONLY defaults to a user can print only the exception report to clean outstanding exceptions before running the report and the file. To create the Caseload file, and to run the sure to change the 'Y' in print exception report only

AUDIT-RPT, enter 'Y' to each part's count. reports won't when the 'Y' so that up any creating report be field to 'N'.

```

                                CASELOAD REPORT MENU

QUARTER:  _  YEAR:  ____  -OR-  DATE:  _____  -  _____
  JUDGE:  _____
  FILE:  Y

PART 1:  _  JUDGE-RPT:  _  AUDIT-RPT:  _  HOLD:  Y
PART 2:  _  JUDGE-RPT:  _  AUDIT-RPT:  _  HOLD:  Y
PART 3:  _  JUDGE-RPT:  _  AUDIT-RPT:  _  (Future)
PART 4:  _  JUDGE-RPT:  _  AUDIT-RPT:  _  HOLD:  Y
PART 4%:  _  JUDGE-RPT:  _

PRINT EXCEPTION REPORT ONLY:  Y

F1/F3=EXIT      ENTER=PROCESS                        HELP
```

Sample Caseload Report Menu

RUN DATE/TIME: 03/29/2010 09:37:17											PAGE 1				
CIRCUIT COURT CASELOAD											01/01/2009-12/31/2009		Qtr	YEAR	
Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the period.											end of the reporting				
Preparer's name			Preparer's telephone			Court NO. and designation			County or Location						
						C48			PLEASANT						
PART 1: NEW FILINGS AND REOPENED CASES															
SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS															
CASE TYPE	AA	AE	AP	AR	AU	AH	AL	AS	AW						
BEGINNING															
01 PENDING															
NEW															
02 FILINGS					1										
03 REOPENED															
PART 1: NEW FILINGS AND REOPENED CASES															
SECTION B: CRIMINAL															
CASE TYPE	AX	FC	FH	FJ											
BEGINNING															
01 PENDING		1	3												
NEW															
02 FILINGS			15												
03 REOPENED			12												
PART 1: NEW FILINGS AND REOPENED CASES															
SECTION C: CIVIL															
CASE TYPE	CB	CC	CD	CE	CF	CH	CK	CL	CP	CR	CZ	MD	NF	NH	NI
BEGINNING															
01 PENDING															
NEW															
02 FILINGS						4	4				5				
03 REOPENED															

Sample Caseload Report

Report Information

The SCAO Caseload Report provides the following Caseload Report information:

- JUDGE Will print name of judge for judge's report.
- QTR/YEAR Reporting period includes Quarter 1, 2, 3 or 4 in addition to the year.
- PREPARER'S NAME Not required. This actual report is not submitted to SCAO.

PREPARER'S TELEPHONE Not required. This actual report is not submitted to SCAO.

COURT NUMBER AND DESIGNATION Circuit number will automatically print from the county file.

COUNTY OR LOCATION The county name will automatically print from the county file.

Part 1: New Filings and Reopened Cases

BEGINNING PENDING The number of cases pending (not adjudicated) prior to the reporting period. Applies to when case was uploaded quarterly, no longer valid.

NEW FILINGS The number of cases filed within the reporting period. Case type changes are also counted as new filings.

REOPENED The number of cases that have been reopened but not previously counted adjudicated.

CIRCUIT COURT CASELOAD											01/01/2009-12/31/2009		Qtr	YEAR
Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the period.											end of the reporting			
Preparer's name			Preparer's telephone			Court NO. and designation			County or Location			PLEASANT		
PART 2: METHOD OF DISPOSITION														
SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS														
CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW					
01 ENTERED														
02 DISMISSED														
03 TRANSFER														
04 INACTIVE STATUS						*****		*****	*****					
05 CASE TYPE CHANGED														
PART 2: METHOD OF DISPOSITION														
SECTION B: CRIMINAL														
CASE TYPE	AX	FC	FH	FJ										
01 JURY VERDICT				1										
02 BENCH VERDICT														
03 GUILTY PLEA				18										
04 WOLLE PROSEQUI				1										
05 DISMISSED BY COURT														
06 TRANSFERRED														
07 INACTIVE STATUS				3										
09 CASE TYPE CHANGED														

Sample Caseload Report continued

Part 2: Method of Disposition

There are different methods of disposition based on the Caseload Section. The program will count all dispositions in the proper locations based on court/clerk events and disposition codes used. Please refer to the Caseload Disposition Quick Reference. For Sections E Juvenile and H Miscellaneous Family, hearing and reopen events are also considered when counting the case on Part 2 Method of Disposition.

NOTE: Asterisks print in fields that are blocked on the CRS Web Site. Numbers that appear beneath the asterisks mean there is an error. Determine if proper disposition was entered or call JIS.

ORDER ENTERED	An order other than a dismissal is entered.
DISMISSED	An order of dismissal by the court is entered.
CASE TYPE CHANGE	A case type code is changed after it has already been reported as a new filing under another case type code.
JURY VERDICT	A verdict is returned by jury (guilty or not guilty).
BENCH VERDICT	A verdict is returned by judge (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.
GUILTY PLEA	A guilty plea is offered and accepted including guilty plea under MCL 750.350a (Parental Kidnapping Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.
NOLLE PROSEQUI	A nolle prosequi is filed by the prosecutor and an order is entered.
DISMISSED BY COURT	Dismissed by judge after preliminary examination, during trial or an order of dismissal is entered.
TRANSFERRED	Transferred to another court before adjudication. Do not count cases transferred for purposes of trial only. Count waivers of extradition.
INACTIVE STATUS	A warrant is issued for nonappearance before judgment or when a defendant is committed to the Department of Community Health

	for treatment after a finding of incompetency to stand trial within the time period established by law.
LOCAL DIVERSION	This field is currently not used.
UNCONTESTED/ DEFAULT/SETTLED	Defaulted for no answer, consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; default is entered after a party fails to attend a scheduled ADR proceeding; default judgment is entered after plaintiff offers proofs and defendant has failed to appear; trial is commenced but case is settled before return of verdict; motion for summary disposition is granted; or a settlement agreement is filed.
DISMISSED BY PARTY	Voluntary dismissals filed by plaintiff.
ORDERS ISSUED EX PARTE	An original order results without hearing except when the order dismisses/denies the case; an ex parte order for transport and or temporary detention of ID cases; every personal protection order issued ex parte.
ORDERS ISSUED AFTER HEARING	An original order results from a hearing except when the order dismisses/denies the case. Count every personal protection order issued after hearing in cases where the petitioner did not request an ex parte order in the original petition filed with the court.
DISMISSED/ DENIED EX PARTE	Dismissed/denied by court ex parte; every order denying or dismissing an original petition for an ex parte personal protection order.
DISMISSED/DENIED AFTER HEARING	Dismissed/denied by court after hearing; every personal protection order denying or dismissing an original petition after hearing when the petitioner did not request an ex parte order in the original petition filed with the court and every reopened personal protection case dismissed after hearing.
DISMISSED BY PETITIONER	Voluntary dismissals by petitioner before an order is entered; every petition dismissed by petitioner before the personal protection order is entered.
ORDERS RESCINDED	Although personal protection cases are not reported as reopened when a motion to rescind is filed, count the number of orders rescinded. Clerk event OR MUST be entered when a termination order is filed.

Caseload Audit List

An audit of the caseload report can be generated upon request. It is sorted by judge, action, file date, and case types.

Caseload Data File

A data file can be created to upload to the Caseload Reporting System (CRS).

NOTE: Transferring the file from the AS400 to an internet PC is a local responsibility.

CASE REVIEW LIST

Overview

The Case Review List is used to help manage the flow of cases through the court. Cases and parties on this list may require action by either the party or the court. Situations include "No Next Action - Criminal", "Review Requested", "No Next Action - Civil", "Default on Party Due", "Non-Service Due", and "Under Advisement".

When the Case Review is executed, the program removes from the calendar file those entries that were scheduled on the Court Calendar and have now passed.

Since the Case Review List removes those entries, it should be requested only by the Project Administrator or other designated staff.

Printing the Report

Select the Case Review List by typing information in the following fields:

CASE REVIEW LIST

Type **X** to the left of this field.

DATE

Enter the date you want the system to use for calculating the purge date. The Calendar file will be purged for cases that had past activity more than seven days prior to the specified date.

JUDGE

Enter a P-Number for a judge to generate the report for that judge individually, or leave blank for all judges.

Press the [ENTER] key and the Case Review Selection Menu will appear. Type an X to the left of any or all reports to be selected. Press **[F1]** to exit or **[F2]** to print the report(s).

CASE REVIEW REPORT SELECTION MENU		3/26/10 12:14:00
_	CRIMINAL-NO NEXT ACTION	
_	REVIEW REQUESTED	
_	CIVIL-NO NEXT ACTION	
_	DEFAULT ON PARTY DUE	
_	NON-SERVICE DUE	
_	UNDER ADVISEMENT	
_	DEFERRED STATUS	
F1=EXIT		F2=PRINT

Sample Case Review Selection Menu

Report Information

The heading of the Case Review List identifies the name and address of the judicial circuit, the contact county and telephone number, and the date the list was run. This list is organized by judge. For each judge, all cases requiring follow-up action are listed under a heading identifying review reason.

The Case Review List includes:

The following figures show the seven categories listed with their respective criteria:

Criminal - No Next Action	Open Criminal Cases with no calendar dates.
Review Requested	Cases with a calendar event of "REV" and the date is equal to the run date or within 7 days less than the run date.
Civil - No Next Action	Open civil cases with no calendar date (MOH, REV & EXP are not considered to be valid next action dates). Cases where all defendants have answered ("ANS") or been disposed. The latest answer date and event is listed.
Default on Party Due (No Answer Filed)	Parties that have filed a return of service ("ROS"), but have not filed an answer ("ANS").

	<p>Defendants are given 22 days from the return of service date before appearing under this category. All other parties are given 8 days. Disposed parties will not appear under this category.</p>
Non-Service Due	Parties that have not been served (service/answer code is blank).
(Clerks Dismissal)	<p>Defendants (d xxx) having the same file date as the case file date are given 91 days before appearing under this category, unless summons has been extended. All other parties are given 22 days beyond the expiration of summons, unless summons has been extended. Only defendants, counter-defendants (cdxxx), cross-defendants (xdxxx), and third-party defendants (tdxxx) will be candidates for this category.</p>
Under Advisement	<p>Case flagged with a "U/A" appear on this category. No Next Action.</p>
	<p>NOTE: A case with any type status can be put under advisement.</p>
Deferred Status	Case with a status of "D" appear in this category.

PENDING CRIMINAL CASE LIST

Overview

The Pending Criminal Case List is a list of all criminal cases that have not been closed. The report is generated automatically for each judge, sequenced alphabetically by defendant. Cases are sorted for each defendant in ascending order.

PENDING CRIMINAL CASE LIST			PLEASANT COUNTY				ARLENA CRAVEN			
FILE DATES :			TEST CIRCUIT COURT				DATE: 10/29/10			
JUDGES: ALL			123 SUNNY DRIVE				TIME: 14:20:19			
SORTED BY: CASE NUMBER			ANYWHERE MI 47777-0000				PAGE: 1			
JUDGE: RANSOM			TELEPHONE: 888/329/1547							
D A T E S F O R										
DEFENDANT	CASE NUMBER	BOND POSTED	FILE/REOPEN	INCAR-CERATION	PRELIMINARY EXAM	MENT HLD/NXT	PRETRIAL HLD/NXT	LAST PLEA ADJ DTE	TRIAL HLD/NXT	SENTENCE HLD/NXT
CLOWN,BOZO, ATTORNEY-MACDONALD 754	08-002134-FH	Y	9/25/08	3/20/08	WAY- 9/20/08					
	PROSECUTOR-HADLEY		CHG- 1	287.3231			ANIMALS-DANGEROUS ANIMAL			
JOHNSON, JOHNNY, ATTORNEY-ABATE 242	10-012345-FH	N	3/01/10		-					
	PROSECUTOR-HADLEY		CHG- 1	257.602&2		T	FLEEING/ELUDING 4TH DEG			
TOTAL CASES FOR JUDGE RANSOM	-	2								
=====										
TOTAL NUMBER OF CASES ON REPORT = 14										

Sample Pending Criminal Case List

Printing the Report

To select the report type **X** to the left of PENDING CRIMINAL CASE LIST, After DATE, enter the inclusive dates of the information desired according to file date (format = MMDDYYYY), or leave blank. After JUDGE, enter the P-Number of the judge or leave blank for all judges. **[ENTER]**

Report Information

The Pending Criminal Case List provides the following information for each case individually.

HEADER INFORMATION

Information at the top of the report includes circuit court - name, CCS number, date selection judge's name, and date of the report.

DEFENDANT

Name of defendant associated with the case.

CASE NUMBER

Official number of the case.

BOND POSTED

Indicates whether bond has been posted or not (Y=Yes, N=No).

FILE/REOPEN DATE

Date of original filing or reopening (designated by - "(R)").

INCARCERATION DATE

Date of defendant's incarceration.

PRELIMINARY EXAM	Indicates whether preliminary hearing was held: WAV = waived HLD = held
PRELIMINARY DATE	Date of preliminary hearing, in District Court.
ARRAIGNMENT DATE	Date of arraignment scheduled in Circuit Court, or last arraignment held.
PRETRIAL DATE	Date of last pretrial held or next scheduled. Court event and next action codes selected for this category are determined by a "PTH" appearing in the category field of the code. See code file maintenance for more information.
LAST PLEA DATE	Date of last plea.
TRIAL DATE	Date of last trial held or next scheduled. Court event codes and next action codes selected for this category are determined by a "TRL" appearing in the category field of the code. See code file maintenance for more information.
SENTENCING DATE	Date of last sentencing held or next scheduled.
ATTORNEY	Attorney representing the defendant in the case.
PROSECUTOR	Prosecuting attorney for the case.
CASE AGE	(Unlabeled field) number of days from date filed or reopened to current run date.
ORIGINAL CHARGE	State charge code for original charge (obtained from PACC Warrant File).
ORIGINAL CHG TYPE	(S)olicit, (A)ttempt, (C)onspire.
ORIGINAL CHG TRAFFIC	(T)raffic.
LESSER CHARGE	Charge number designation for lesser charge(s).
LESSER CHG TYPE	(S)olicit, (A)ttempt, (C)onspire.
LESSER CHG TRAFFIC	(T)raffic.
DESCRIPTION	Short charge description located in the PACC Warrant File.

PENDING CIVIL CASE LIST

Overview

The Pending Civil Case List is a list of civil cases that have not been closed. The report is generated automatically for each judge, sequenced by case number within case type.

PENDING CIVIL CASE LIST			PLEASANT COUNTY				ARLENA CRAUEN	
FILE DATES :			TEST CIRCUIT COURT				DATE: 10/29/10	
CASE TYPE: ALL			123 SUNNY DRIVE				TIME: 14:25:00	
JUDGES: ALL			ANYWHERE MI 47777				PAGE: 1	
TELEPHONE: 888/339/1547								
JUDGE: BEACH								
CASE NUMBER	CASE TITLE	CASE FILING	D A T E S			F O R		
			1ST ADJ	2ND DTE	PRETRIALS HELD/NEXT	STATUS CHANGE	HEARINGS HELD/NEXT	TRIALS HELD/NEXT
09-005000-MJ	SMITH, CARRIE, J VS JONES, DARLA, K CASE AGE 373 SCHEDULED TRIALS 0	10/21/09						
09-000113-CH	BET ON IT INVESTMENT VS POOR GUY,, JURY DEMAND CASE AGE 651 SCHEDULED TRIALS 0	1/16/09	4/01/09					
09-000114-CH	SHAKY HOUSING CORP, VS SCHMO, JOE, CASE AGE 622 SCHEDULED TRIALS 0	2/14/09	4/14/09					
09-012564-CH	PEACH, GEORGIA, VS PRIMAVERA, PASTA, CASE AGE 659 SCHEDULED TRIALS 0	1/08/09	3/11/09					
09-000109-CK	ANYTIME CORPORATION, VS SUNNY DELIGHT WATERC CASE AGE 662 SCHEDULED TRIALS 0	1/05/09	3/01/09					
09-000110-CK	LANDSCAPE DESIGNS,, VS DIRTLAND USA,, CASE AGE 655 SCHEDULED TRIALS 0	1/12/09			MED-11/20/09			
09-000112-CK	STUPID CUPID CORPORA VS NO MATCH.COM,, CASE AGE 652 SCHEDULED TRIALS 0	1/15/09						
09-000116-C2	DOE, JOHN, VS FRIEND, VICKI, JURY DEMAND CASE AGE 652 SCHEDULED TRIALS 0	1/15/09	3/01/09					
09-000117-C2	PERFECT CONCEPT,, VS ANYBODY, SUZIE, CASE AGE 652 SCHEDULED TRIALS 0	1/15/09						
09-000118-C2	DOE, JANE, VS POOL, VICTOR, CASE AGE 607 SCHEDULED TRIALS 0	3/01/09						
09-000255-C2	TURNER, IKE, VS TINA TURNER RECORD I CASE AGE 393 SCHEDULED TRIALS 0	10/01/09						
09-052365-C2	WILLOWEY, JONATHAN, VS BROWN, DOWNTOWN, CASE AGE 270 SCHEDULED TRIALS 0	2/01/10						
10-000124-C2	SHAYLYNN WALKER JR, P VS PER REP, WALKER, SHAYL CASE AGE 140 SCHEDULED TRIALS 0	6/11/10						

Pending Civil Case List

Printing the Report

To select the report, type **X** to the left of PENDING CIVIL CASE LIST. After DATE, enter the inclusive dates of the information desired according to file date (format = MMDDYYYY), or leave blank. After JUDGE, enter the P-Number of the judge or leave blank for all judges

Report Information

The Pending Civil Case List provides the following information for all cases included in the report:

HEADER INFORMATION

Information at the top of the report includes circuit court name, Judges' full name, type of report, date of report and date selection.

CASE NUMBER

Official number of the case.

CASE TITLE	Official title of each case.
CASE FILING	Date of original filing or reopening (designated by - "(R)").
FIRST ANSWER	Date of the first answer filed ("ANS" on Clerk screen).
PRETRIAL HELD/NEXT	The latest pretrial that was held appears on line 1, (entered on the Court/disposition screen) while the next pretrial scheduled on the calendar appears on line 2.
NOTE:	A PTH category event code must be entered in the category field of either code table 2 (Calendar events) or 3 (Court events) in order for an event type to be valid for this column (See Appendix A, Tables 2 or 3, for further explanation).
STATUS CHANGE	If the case status is changed (requires entry of "ADR" on Clerk screen), the new status along with the date the event occurred will be printed. When a case is put under advisement (requires entry of "UAD" on court/disposition screen), the UAD flag along with the date the event occurred will be printed.
HEARINGS HELD/NEXT	The latest hearing that was held appears on line 1, (entered on the Court/disposition screen) while the next hearing scheduled on the calendar appears on line 2.
NOTE:	A HRG category event code must be entered in the category field of either code table 2 (Calendar events) or 3 (Court events) in order for an event type to be valid for this column (See Appendix A, Tables 2 or 3, for further explanation)
TRIALS HELD/NEXT	The latest trial that was held appears on line 1, (entered on the Court/disposition screen) while the next trial scheduled on the calendar appears on line 2.
NOTE:	A TRL category event code must be entered in the category field of either code table 2 (Calendar events) or 3 (Court events) in order for an event type to be valid for this column (See Appendix A, Tables 2 or 3, for further explanation).
	The fields below are printed for each case without any column heading for them. Those marked with an asterisk are for cases with additional parties only.
FEES	Displays which fees have been found paid as follows: "JDF" = "JURY DEMAND" "TRL" = "TRIAL FEES PD"

"JDF" and "TRL" = "JDF/TRL FEES"

NOTE: These codes are found in Appendix A Code Table 1, and should be entered on the Clerk Screen.

CASE AGE	The number of days from the case filing date to the run date.
SCHEDULED TRIALS	The number of times the case was scheduled for trial.
PARTY	The party designation for each party involved in the case.
PARTY NAME/ ATTORNEY	The name of each party involved in the case. The name of the attorney representing each party in the case.
SERVICE/ANSWER	The service/answer code and date for each party involved in the case.
DISPOSITION	The disposition code and date for each party involved in the case.

CASE AGE REPORT

Overview

The Case Age Report lists all cases that are open over two years from the original file date. They are listed chronologically by county, judge, case filed date, and case type.

CASE AGE REPORT		PLEASANT COUNTY				ARLENA CRAMER				
JUDGES: ALL		TEST CIRCUIT COURT				DATE: 5/26/10				
		123 SUNNY DRIVE				TIME: 11:44:40				
		ANYWHERE MI 47777-0000				PAGE: 1				
		TELEPHONE: 888/339/1547								
CASE NUMBER	JUDGE NAME	PLAINTIFF	DEFENDANT	CASE FILED	# OF DAYS	REOPENED DATE	DISPOSED DATE	DISPOSED CODE	NEXT DATE	NEXT CODE
01-001235-FH	BEACH	STATE OF MICHIGAN	JONES, DWAYNE, EAR	01/01/01	3432					
06-003421-FH	BEACH	STATE OF MICHIGAN	SMUCKERS, SANDY,	01/25/06	1582					
07-002354-FC	BEACH	STATE OF MICHIGAN	SCAREY, GUY,	01/02/07	1240					
07-000521-FH	BEACH	STATE OF MICHIGAN	DIAZ, CRYSTAL,	05/30/07	208	10/30/09				

Sample Case Age Report

Printing the Report

Select the Case Age Report by typing information in the following fields:

CASE AGE REPORT

Type an **X** to the left of this field.

JUDGE

Enter a P-Number of a judge to generate the report for that judge individually or leave blank for all judges.

Report Information

HEADER INFORMATION

The information at the top of the report includes the complete county name and address, the judge's last name (or "ALL" for all judges and who ran the report on what date and time.

CASE NUMBER

Official number of the case

JUDGE NAME

The judge that is assigned to the case.

PLAINTIFF

The primary plaintiff on the case.

DEFENDANT

The primary defendant on the case.

CASE FILED

The date the case was originally filed.

OF DAYS

The number of days the case has been open from the original filing date or as of the re-open date.

REOPENED DATE

The date the case was reopened.

DISPOSED DATE

The date that all charges were disposed or all parties were adjudicated.

DISPOSITION CODE	The code used to dispose charges or parties.
NEXT DATE	The date of the next scheduled event on the case.
NEXT CODE	The type of event schedule ie. MOH, MSH, etc.

CASE DISTRIBUTION REPORT

Overview

The Case Distribution Report is generated weekly or upon request. The report is broken down into a table of information for judges and various case types for cases on the system.

CASE DISTRIBUTION REPORT			PLEASANT COUNTY				ARLENA CRAIGEN		
FILE DATES : 1/01/2009 THRU 5/25/2010			TEST CIRCUIT COURT				DATE: 5/25/10		
STATUS : ALL CASES			123 SUNNY DRIVE				TIME: 11:58:42		
			ANYWHERE MI 47777				PAGE: 1		
			TELEPHONE: 888/339/1547						
JUDGES			CATEGORIES						
			CRIMINAL	CIVIL	DOMESTIC	APPEAL	TOTAL	* TOTAL LOAD	* TOTAL OVER 1YR
BEACH	-	ALL	15	17	7	1	40	93.0*	
	-	1YR OLD	13	15	6		34		85.0*
	-	2YR OLD							
RANSOM	-	ALL	1	1	1		3	7.0*	
	-	1YR OLD							
	-	2YR OLD							
VISITING JUDGES	-	ALL							
	-	1YR OLD							
	-	2YR OLD							
CATEGORY TOTAL	-	ALL	16	18	8	1	43		
	-	1YR OLD	13	15	6		34		
	-	2YR OLD							
CATEGORY PERCENTAGE	-	ALL	37.2*	41.9*	18.6*	2.3*			
	-	1YR OLD	81.3*	83.3*	75.0*				
	-	2YR OLD							
PERCENT OF FULL COURT CASELOAD OVER 1YR OLD	=		79.0*						
PERCENT OF FULL COURT CASELOAD OVER 2YR OLD	=								
NEW CASES FILED	=		43						
CASES CLOSED	=		18						
DISPOSITION RATE	=		41.9*						

Sample Case Distribution Report

Printing the Report

Select the Case Distribution Report by typing information in the following field:

CASE DISTRIBUTION REPORT

Type **X** to the left of this field.

DATE

Type the inclusive dates desired in the DATE fields (format = MMDDYYYY).

STATUS

Enter **O** in this field if only open cases are desired. Enter **C** in this field if only closed cases are desired. Or leave blank if ALL cases are desired.

AUDIT

Type **Y** in this field if an audit is to be printed. Leave blank if no audit is necessary.

After selecting any other desired reports, press **[ENTER]**. The screen reappears with an S preceding CASE DISTRIBUTION REPORT.

Report Information

The Case Distribution Report provides the following information for all cases by individual judge.

HEADER INFORMATION

Information at the top of the report includes circuit court name, CCS number, date and time report was run, dates entered for selection period, and status requested.

JUDGES

Last name for each judge in the circuit and a column for the visiting judges in total.

CATEGORY

Four main categories represented individually and over 1 year and 2 years old:

-CRIMINAL
FC FH FJ

-CIVIL
CB CC CD CE CF CH CK CL CR CZ
ND NF NH NI NM NO NP NS NZ
PC PD PR PS PZ

-DOMESTIC
DC DM DO DP DS DZ
EM ID PH PJ PP NB NC
UE UF UI UM UN UT UW VP

-APPEAL
AA AE AH AL AP AR AS AV AW AX

TOTAL

Total caseload for each judge, for all cases as well as cases over one and two years old. It also gives the total for all judges combined which is the same as the total for all case types combined.

% TOTAL LOAD

Percentage of the total caseload for each judge.

% TOTAL OVER 1 YR

Percentage of caseload for all cases over one year old for each judge.

% TOTAL OVER 2YRS

Percentage of caseload for all cases over two years old for each judge.

CATEGORY TOTAL

Summation of judges' cases for each category.

CATEGORY PERCENTAGE	Percentage is calculated three ways; first, by dividing the total for each category (all) by the total of all categories combined, second, by dividing the 1-year total within a category by total for all within that category and third, by dividing the 2-year total within a category by total for all within that category.
TOTAL	Total caseload for each judge, for all cases as well as cases over one year and two years old. It also gives the total for all judges combined which is the same as the total for all case types combined.
% TOTAL LOAD	Percentage of the total caseload for each judge as well as the percentage of caseload for all cases over one year and two years old for each judge.
PERCENT OF FULL COURT CASELOAD OVER 1 YEAR OLD	Percentage of the total caseload for all cases over one year old.
PERCENT OF FULL COURT CASELOAD OVER 2 YEARS OLD	Percentage of the total caseload for all cases over two years old.
NEW CASES FILED	Total of all cases filed within the period selected.
NOTE:	Cases filed and reopened within the same period will be counted as a new case on this report.
CASES CLOSED	Total of all cases closed within the period selected.
DISPOSITION RATE	Total cases for period selected divided by all cases opened for the period selected.
<u>Case Distribution Audit List</u>	The final report generated is printed when requesting the audit portion of the CASE DISTRIBUTION REPORT. It is separated by the individual county and sorted by judge. The Case Distribution Audit lists all cases making up the Case Distribution Report.

LACK OF PROGRESS REPORT

Overview

The Lack of Progress Report is a list of civil cases that have not been closed, have had no activity for at least 91 days and have no calendar date (MOH & REV are not considered valid next action dates). The report is generated by judge, sequenced by case number within case type.

NOTE: Domestic with children (case type DM) are reported if there has been no activity for six months from the case filed date plus 91 days and there are no calendar dates scheduled.

LACK OF PROGRESS REPORT		PLEASANT COUNTY		ARLENA CRAVEN				
LACK OF PROGRESS DATE:		TEST CIRCUIT COURT		DATE: 5/26/2010				
5/26/2010		123 SUNNY DRIVE		TIME: 12:01:40				
CASE TYPE: CIVIL -ALL		ANYWHERE HI 47777-0000		PAGE: 1				
JUDGES: ALL		TELEPHONE: 888/339/1547						
JUDGE BEACH								
CASE NUMBER	NAME	PARTY	ROS/AMS	ATTY#	ATTORNEY NAME	LAST ACTION DATE	EVENT	JUDGE
09-000109-CK	ANYTIME CORPORATION,,	F 001		14638	HARDY,THOMAS G.,			
	SUNNY DELIGHT WATERCRAFT,,	D 001	AMS 3/01/09	21744	VAN DYKE,DANIEL,			
	SUNNY DELIGHT WATERCRAFT,,	CP001		21744	VAN DYKE,DANIEL,			
	ANYTIME,CORPORATION,,	CD001		14638	HARDY,THOMAS G.,			
09-000110-CK	LANDSCAPE DESIGNS,,	F 001		14638	HARDY,THOMAS G.,			
	DIRTLAND USA,,	D 001	ROS 2/05/09		PRO PER			
09-000113-CH	BET ON IT INVESTMENTS,,	F 001		21744	VAN DYKE,DANIEL,			
	POOR GUY,,	D 001	AMS 4/01/09	14638	HARDY,THOMAS G.,			
09-000114-CH	SHAKY HOUSING CORP,,	F 001		14638	HARDY,THOMAS G.,			
	SCHMO,JOE,	D 001	AMS 4/14/09	35882	VAGO,DAVID C.,			
	SCHMO,JOE,	CP001		35882	VAGO,DAVID C.,			
	SHAKY HOUSING,,	CD001			PRO PER			
09-000116-C2	DOE,JOHN,	F 001			PRO PER			
	FRIEND,VICKI,	D 001	AMS 3/01/09	21744	VAN DYKE,DANIEL,			
09-000117-C2	PERFECT CONCEPT,,	F 001		14638	HARDY,THOMAS G.,			
	ANYBODY,SUZIE,	D 001	ROS 2/14/09		PRO PER			
09-012564-CH	PEACH,GEORGIA,	F 001			PRO PER			
	PRIMAVERA,PASTA,	D 001	AMS 3/11/09		PRO PER			
	MARINARA,SPAGETTI,	D 002	ROS 2/11/09		PRO PER			

Sample Lack of Progress Report

Printing the Report

Select the Lack of Progress Report by typing information in the following fields:

LACK OF PROGRESS
REPORT

Type **X** to the left of this field.

DATE

Type the date desired for counting back 91 days or leave blank for today's date.

JUDGE

Type the judge's P-number or leave blank for all judges.

CASE TYPE

Type any valid civil case type, first letter of any valid civil case type, or leave blank for all civil case types.

After selecting any other desired reports, press **[ENTER]**.

Report Information

The Lack of Progress Report provides the following information for all cases included in the report:

HEADER INFORMATION	Information at the top of the report includes circuit court name, judges' last name, type of report, and date of report.
CASE NUMBER	Official number of the case.
PLAINTIFF/DEFENDANT	Full name of party as designated on case header.
PARTY DESIG	The party designation for either plaintiff (P 001) or defendant (D 001).
ATTORNEY P-NUMBER	State of Michigan bar number assigned to the attorney.
ATTORNEY NAME	The full name of the attorney representing the party.
LAST ACTION DATE	Date of the last action held.
LAST ACTION EVENT	Last event held.
JUDGE	Judge's P number of the Judge of record.

ENTRY FEES NOT PAID

Overview

The Entry Fees Not Paid Report includes several sections. The first section is a report that contains information about civil cases where an SAC, NSF, or FWV event code had been entered for a requested date range. An Audit will be printed for this section. The second section is a report that contains information about civil cases that were filed for a requested date range in which no beginning event code (SAC, NSF, FWV) had been entered.

NAME OF JUDGE	CASE NUMBER	CASE FILED	PRISON CODE
BEACH	09-000105-PP	3/17/09	
BEACH	09-000106-PP	5/01/09	
BEACH	09-000107-PH	3/17/09	
BEACH	09-000255-CZ	10/01/09	
BEACH	09-005000-AV	10/21/09	
BEACH	09-012564-CH	1/08/09	
BEACH	09-052365-CZ	2/01/10	
RANSOM	09-005241-DM	11/09/09	
RANSOM	10-000501-PP	5/05/10	
TOTAL NUMBER OF CASES WITH NO BEGINNING ENTRY CODE = 9			

Sample Entry Fees Not Paid Report

Printing the Report

Select the Entry Fees Not Paid Report by typing information in the following fields:

ENTRY FEES NOT PAID
REPORT

Type an **X** to the left of this field.

DATE

Type the inclusive filed dates desired in the date fields (format = MMDDYYYY). These dates will be used as event dates for the first section of this report and file dates for the second section of this report. After selecting any other desired reports, press [ENTER]. If the report request is successful, the screen reappears with an S preceding ENTRY FEES NOT PAID report.

Report Information

The Entry Fees Not Paid Report provides the following information for all cases included in the report:

HEADER INFORMATION	Information at the top of the report includes circuit court name, type of report, dates selected, and date of report.
CASES FILED	The number of cases filed during the time period selected.
FEES WAIVED	The number of cases that had no SAC (Summons and Complaint) entered or had an SAC entered with no fees received during the time period selected.
The Entry Fees Waived Audit List includes:	
NO BEGINNING EVENT CODE	None of the three beginning clerk entry codes were used (FWV, NSF, or SAC).
FEES WAIVED	Beginning clerk entry code is FWV.
NOT SUBJECT TO FEES	Beginning clerk entry code is NSF.
FEES TO BE PAID	Beginning clerk entry code SAC.
<u>Audit Information</u>	The Entry Fees Waived Audit List provides the following information for all cases included in the report:
NAME OF JUDGE	Judge of record's last name.
CASE NUMBER	Official number of the case.
CASE FILED	Date case was filed in Circuit Court.
FEES RECEIVED	Amount of fees received for entry of case (SAC).
TOTAL CASES	The total number of cases listed on the Audit Report.
PRISON CODE	Indicates if the case was initiated from prison.

POST-JUDGMENT REPORT

Overview

The Post-Judgment Report is generated for informational purposes. This report provides a listing of all cases in which post-judgment activity has occurred. Post-judgment activity counts when a court event is entered with an event date after the case close date. This list is sequenced in ascending order by judge and case number. A summary of totals by court event and case type can also be generated by entering "Y" in the audit field. Enter "N" or leave blank if the audit is not necessary.

Printing the Report

Select the Post-Judgment Report by typing information in the following fields:

POST JUDGMENT REPORT	Type an X to the left of this field.
DATE	Type the inclusive dates desired in the DATE fields (format = MMDDYYYY).
JUDGE	Type judges P-number or leave blank for all judges.
AUDIT	Type 'Y' in this field if an audit is to be printed. Type 'N' or leave blank if no audit is necessary.

Report Information

The Post-Judgment Report provides the following information for all cases:

HEADER INFORMATION	Information at the top of the report includes circuit court number, judge's name, the dates applicable to the report, and signature lines for those submitting the report.
CASE NUMBER	County number and official number of the case.
FILED DT	The date the case was started.
CLOSED DT	The date the case was closed.
COURT EVENT DATE/ CODE/COMMENT	The date and code of the post-judgment event, together with the result or comment from line 1 of the comment area on the court/disposition screen.

Summary Information

The Post-Judgment Activity by Judge report provides a summary of the information contained in the Post-Judgment Activity Report. This report contains a total of the number of cases with post-judgment activity per court event and case type for each judge.

DELAY IN MATTERS

Overview

The Delay in Matters Report is generated on request or quarterly on the first business day of January, April, July and October of each year as prescribed by SCAO guidelines. The form is broken down by individual judge and county. Part A lists matters that are undecided at the end of the reporting period that have been aged more than 56 days since submission. Part B lists matters that were decided in the reporting period for which the decision was made more than 56 days after submission.

Printing the Report

Select the Delay in Matters Report by typing in the following fields:

STATEMENT OF MATTERS UNDECIDED	Type "X" to the left of this field.
DATE	Type the date desired for counting back 56 days or leave blank for today=s date.
JUDGE	Type the judges P-number or leave blank for all judges.

Report Information

The Delay in Matters provides the following information for all cases:

HEADER INFORMATION name, report was	Information at the top of the report includes circuit court name of circuit judge and P-number and the month the run.
CASE NUMBER	Official number of the case.
CASE TITLE	Official title of each case.
DATE MATTER SUBMITTED Cases with code of	The date in which the case went under advisement. a status of "U/A" appear on this report that have a result "UAD" from the 56 days past the date selected.
NATURE OF MATTER	The court event.
REASON MATTER UNDECIDED	The reason the matter remains undecided. If there are no cases to report, the word "NONE" will appear in this field.

NOTE: To generate this report for multi-county, key in "00" in the county selection field at the top of the Batch Report Selection Menu, date criteria and judge's P-number.

DRUG OFFENSE REPORT

Overview

The Drug Offense Report is a list of drug related cases that have been filed within the requested time period. The report is sequenced by case number.

Printing the Report

To select the report, type X to the left of DRUG OFFENSE REPORT. After DATE, enter the inclusive dates of the information desired according to file date (format = MMDDYYYY), or leave blank.

After selecting any other desired reports, press [ENTER]. If the print request is successful, the screen reappears with an S preceding DRUG OFFENSE REPORT.

Report Information

The Drug Offense Report provides the following information for all cases included in the report:

HEADER INFORMATION

Information at the top of the report includes circuit court name, address, telephone number, run date, run time, name of the report and file dates.

CASE NUMBER

Official number of the case.

DEFENDANT

Name of defendant.

FILED DATE

Date of the original filing of the case.

COUNT

Assigned count number.

CHARGE

State charge code for original charge (obtained from PACC Warrant File).

CHARGE DESCRIPTION

Short charge description located in the PACC Warrant File.

OFFENSE DATE

Date of specified offense.

TRIAL ACTIVITY REPORT

Overview

The Trial Activity Report is generated for informational purposes. This report provides a listing of all cases in which trial activity was **disposed within the quarter**, and reports the trial half-days that occurred. This list is sequenced in an ascending order by the county and the case number.

Printing the Report

Select the Trial Activity Report by typing information in the following fields:

TRIAL ACTIVITY REPORT	Type an X to the left of this field.
DATE	Type the inclusive dates desired in the DATE fields (format = MMDDYYYY). Date range entered must be within a calendar year.
JUDGE	Type the P-number of a judge to generate the report for that judge individually, or leave blank for all judges.

Report Information

The Trial Activity Report provides the following information for all cases:

HEADER INFORMATION	Information at the top of the report includes circuit court name, CCS number, and the dates of the applicable quarter. It also includes the number of residing judges as well as signature lines for those submitting the report.
CASE NUMBER	Official number of the case.
TRIAL TYPE	The kind of trial that takes place. "JTH" or "JTW" = "JURY" "NJH" or "NJW" = "NON-JURY" (the codes above are from code table 3)
DATE OF ORIGINAL FILING OR DATE OF REMAND FROM HIGHER COURT	The original filing date of the case in circuit court or the date the case was reopened (noted by "(R)").
DATE TRIAL BEGAN	The earliest date of a trial half or whole day.
DATE TRIAL ENDED	The last date of a jury trial half or whole day within the quarter.

**NUMBER OF ACTUAL
HALF DAYS OF TRIAL**

The summation of all jury trial half and whole days or all non-jury trial half and whole days.

TRIAL DISPOSITION

All trial events are reviewed to find the disposing code with the highest level of activity based on SCAO caseload instructions. The highest code's short description is printed here. With the exception of a mistrial, "MISTRIAL" will be printed. When **multiple charges/parties are disposed from a single trial, choose the disposition desired for the report and dispose of its charge/party first.**

SPEEDY TRIAL WORKSHEET

Overview

The Speedy Trial Worksheet is a worksheet not a report. It is a tool for the courts to use to determine which defendants are incarcerated. It helps the courts ensure that the incarcerated defendants have been scheduled for trial within 180 of their incarceration date. The worksheet has two parts: Part A is a list of felony cases where the defendant has been incarcerated more than 6 months. Part B is a list of felony cases where there has been a delay of 28 days or more between preliminary examination/waiver and arraignment on information/indictment or 6 months between arraignment on the information/indictment and trial.

Printing the Report

Select the Speedy Trial Worksheet by typing in the following fields:

SPEEDY TRIAL WORKSHEET

Type an **X** to the left of this field.

DATE

Enter the date desired to start counting back 180 days (6 months) or 28 days, leave blank for today's date.

JUDGE

Enter the judge's P-number or leave blank for all judges.

Report Information

HEADER INFORMATION

Information at the top of the page includes, complete name and address of the county, the date used for 180 day count and judge's name or ALL if no specific judge was selected.

WORKSHEET A

Worksheet A shows cases where the defendant has been incarcerated more than 6 months. The criteria are as follows:

- Case is criminal
- Bond posted = N or spaces
- Today's date is 6 months greater than the circuit court file date.
- No disposition

WORKSHEET B

Worksheet B shows cases where there has been a delay of 28 days or more between the district court preliminary examination/waiver and circuit court arraignment on the information/indictment or 6 months between circuit court arraignment on the information/indictment and trial. The criteria are as follows:

Reason code 1 criteria: Case is criminal, No circuit court arraignment date held (ARR event), Report date is 28 days greater than the district court preliminary date.

Reason code 2 criteria: Case is criminal, Circuit court arraignment date has been held, No trial date held, Report date is 6 months greater than the circuit court arraignment.

Reason code 3 criteria: Case is criminal, Circuit court arraignment date is 28 days greater than the preliminary date.

Reason code 4 criteria: Case is criminal, Trial date is 6 months greater than the circuit court arraignment.

NOTE: If circuit court arraignment is waived, ARR court event code entry still must be made on the court/disposition screen with WAV result code.

NOTE: The arraignment date appearing on worksheet B is the arraignment date held in circuit court using the ARR code on the court/disposition screen.

AUDIT LIST

Overview

The Audit List is used by the project administrator to review daily data entry for accuracy. All cases that have had activity (adds, deletions, or modifications) for the specified date appear on the list with a description of the activity. The report is organized by the date in which the activity was entered into the system, followed by the case number and the log of all entries in chronological order.

Printing the Report

Select the Audit List by typing information in the following fields:

AUDIT LIST Type **X** to the left of this field.

DATE Enter the date (format = MMDDYYYY) of the report. It will include all activity entered into the system for the desired date(s). If the date range is **seven** days before the current date, the information may or may not be there depending on when the last purge of files was performed. Leave blank for ALL Audit listing of events that took place more than seven days before the current date. This date range cannot include a future date.

CASE NO Enter the case year and case number.

USERID Enter the users initials that are in the userid.

If all selections for the report are left "BLANK" the report will print everything and will display "ALL" in all the selection fields in the heading of the report, except the "Delete". "N" will appear in this field.

Report Information

The Audit List provides heading information including name and address of the judicial circuit and date the report was run. The report includes the following columns of information under each case number:

SCR Identifies the screen for which an event had taken place for that date and case number.

ACT Identifies the type of action that was performed for that SCR.

COUNT Count that is affected by that event. If blank, the event affects the entire case.

PARTY The party involved in that event.

ACTION DETAIL The Action Detail provides the following information:
Judges P-number, party name(s), PACC code number, offense date, event number, event date, event code, next action, date,

time, code, Judge, result, alias name (if applicable), and drivers license information.

USER The initials of the user that entered the event.

TOTAL RECORDS Total number of records listed in the Audit List Report.

AUDIT DELETE REPORT

Overview

The Audit Delete Report is used to show any case deletions from the system. All cases that have been deleted for a specified date range will appear on the list along with the date and time the case was deleted and the user=s initials who deleted the case. The report is organized by the date in which the case was deleted from the system.

Printing the Report

Select the Audit Delete Report by typing information in the following fields:

AUDIT DELETE REPORT	Type X to the left of this field.
DATE	Enter the date(s) (format=MMDDYYYY) of the report. It will include all deletions from the system for the desired date range.
USER	Enter the users initials that are in the user id or leave blank for all deletions.

Report Information

The Audit Delete Report provides heading information including name and address of the judicial circuit, date range of the report, which user(s) the report is run for, user requesting the report and date and time the report was run. The report includes the following columns of information:

CASE NUMBER	Circuit Court case number.
AUDIT DATE	Date the case was deleted from the system.
AUDIT TIME	The time the case was deleted from the system.
USER	Initial of the user that deleted the case from the system.
FILE DATE	The date the case was filed.
DEFENDANT/NEW CASE	The defendant=s name or the new case number when a case number is entered incorrectly.
ASSESSMENTS	Amount of Assessments on the case, if any.
TOTAL	Total number of cases listed on the Audit Delete Report.

ADR CALENDAR

Overview

The ADR Calendar is generated on request by the ADR clerk to help the calendaring of ADR events as the case flows through the ADR process. The report is organized for each location by hearing date as entered on the Alternative Dispute Resolution Screen. Cases not entered on the Alternative Dispute Resolution Screen will not appear on this report.

Printing the Report

Select the ADR Calendar by typing information in the following field

ADR CALENDAR Type an **X** to the left of this field.

DATE Type the date of the hearings to be printed.

Report Information

The ADR Calendar provides the following information for all cases:

HEADER INFORMATION	Information at the top of the report includes location name, address, ADR location, hearing date, as well as the date the report was requested. This is found in the related ADR location record.
TIME	The time the hearing is scheduled.
CASE NUMBER-JDG	Official number of the case with the last name initial of the judge presiding over that case.
CASE TITLE	Official title of each case.
COUNTY/CLERK	County number/ADR Clerk number.
DATE ORDERED	Date on which the ADR was ordered.
CONDUCT HEARING AFTER DATE	Date after which a hearing can be conducted (usually an SCAO stipulated amount of time after the DATE ORDERED).
NOTICE DATE	Date a notice is officially sent to involved parties.
PARTY	Party designation for each party involved in the case.
PARTY NAME	Name of each party involved in ADR.
ATTORNEY	Last name of the attorney representing each party involved in ADR.
FEES PD	ADR fees paid by each party.

BRIEFS/POS Date ADR briefs or proof of service are filed.

EVALUATOR #1 - #5 Last name for evaluator panel found in the Attorney Bar File.

ADR HEARING NOTICE

Overview

The Circuit Court System ADR Notice to Appear form is mailed to litigants in circuit court ADR cases to inform them of dates, times, and places to appear for an ADR hearing. The system produces and stores notices on a daily basis. The system also provides an additional notice to be placed in the file and indicates proof of service. All attorneys or parties served with a computer or manually generated notice will be listed on this final notice.

Printing Notices

1. On the Alternative Dispute Resolution screen, enter a hearing date and time (must be future). Notice date must be blank.
2. On Report Menu, place an **X** next to ADR Hearing Notice and enter the date to be printed on each notice. This will print all ADR notices without a notice date. As notices are generated, the ADR screen's notice date field is updated with the date selected to be printed on the notices.
3. To print ADR Notices for a CASE NUMBER follow step 1 and 2. Enter the case number in step 2.

UPDATE NOTICE DATE

As notices are generated the notice date field is updated with the date selected to be printed on notices. If a re-run of a case number is needed, the operator may remove the notice date from the ADR screen and re-run the notice.

VARIABLE LOCATION ADDRESS AND COMMENTS

The address printing on the top of each notice and the 12 lines of comments that may print in the body of the notice are determined by the ADR screen's location field ('LOC'). If left blank the court address from the county file will be printed and no comments will print. The location number must correspond with the location number entered on the maintenance menu ADR location option. See utility menu: ADR Location for entering data for ADR location. This allows for flexibility in ADR hearings held at different addresses, room numbers and instructions to the litigants.

NOTICES WILL BE
PRINTED FOR:

1. The evaluators entered on the ADR Screen.
2. The attorneys for or pro per plaintiffs, defendants, third parties, cross and counter parties, intervening parties, and interested parties.
3. Civil parties not disposed.
4. There is a limit of 100 attorneys/parties per case that can be printed.

Notice Information

The notice to appear form is headed "STATE OF MICHIGAN". The title "NOTICE TO APPEAR FOR ADR HEARING" is followed by this information about the case:

COUNTY NO.	This unmarked field denotes the county of record for this case.
CASE NO.	Circuit court number for the case with the judge of record's last name initial.
DATE	Mailing date entered on menu.
LOCATION ADDRESS	Address of the ADR location.
LOCATION TELEPHONE	Telephone number of the ADR clerk.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of the primary defendant.
	The following information is printed under the heading "FOR THE FOLLOWING PRUPOSE"
ON	Day of scheduled appearance. Date of scheduled appearance. Time of day of scheduled appearance.
EVALUATORS ARE:	List of Evaluators assigned to the case with their P-number.
COMMENTS	Comment lines 1 through 12 of the ADR location entered for the case.

THIS NOTICE HAS
BEEN SENT TO

List of other attorneys/parties to whom notices have been sent.
P-numbers are printed for attorneys.

Proof of Service Notice

The last notice that is generated from the program for a case is the Proof of Service ADR Notice. This notice is to be placed in the court file. It indicates which parties on the case were printed on a computer-generated notice. It also indicates those parties that did not receive a notice due to inadequate address information. Whether computer or manually generated, the verification of who checked and sent the notices can be indicated by initialing the field provided. The format follows the notice with the addition of the "Certification of Mailing".

DATE

Space for date of signature of clerk or other court administrator.

CLERK/ADMINISTRATOR

Space for signature of ADR clerk or other court administrator sending the Notice to Appear.

ADR REVIEW REPORT

Overview

The ADR Review Report is generated on request by the ADR clerk to help manage the flow of cases through the court during ADR. The report is organized for each county in order by conduct hearing after date, then case number.

Printing the Report

Select the ADR Review Report by typing information in the following field:

ADR REVIEW
REPORT

Type an **X** to the left of this field.

DATE

Type the inclusive conduct hearing after dates (format = MMDDYYYY), or leave blank for all dates.

Report Information

The ADR Review Report provides the following information for all cases. The following fields marked with an asterisk are replaced with the comment "ADR ORDERED PENDING", if the case has ADR status but no data entered in the ADR screen.

HEADER INFORMATION

Information at the top of the report includes circuit court name, county name, county address, and the date the report was run.

CASE NUMBER-JDG

Official number of the case with the last name initial of the judge presiding over that case.

CASE TITLE

Official title of each case.

*DATE ORDERED

Date on which the ADR was ordered.

*CONDUCT HEARING
AFTER DATE

Date after which a hearing can be conducted (usually an SCAO stipulated amount of time after the DATE ORDERED or after the discovery deadline).

*NOTICE DATE

Date a notice is officially sent to involved parties.

*HEARING DATE

Date of official ADR hearing.

*RESULT SERVICE

Date by which parties were served with the results of the ADR hearing.

TRIAL DATE

Date of trial.

TRIAL EVENT

Type of trial.

The fields below are printed for cases already entered into ADR Case Management:

PARTY	Party designation for each party involved in the case.
PARTY NAME	Name of each party involved in ADR.
ATTORNEY	Last name of the attorney representing each party involved in ADR.
FEES	ADR filing fees that have been paid.
RECEIVED	Date the brief was filed by each party's attorney.
ACC/REJ	Indicates whether each party has accepted (A) or rejected (R) the ADR recommendation.
EVALUATOR #1 - #5	Last name for ADR panel found in the Attorney Bar File.

ADR STATISTICS REPORT

Overview

The ADR Statistics Report contains statistical information regarding cases ordered into ADR. An audit can be requested that will list all of the cases used in the calculations of the ADR Statistics Report.

Printing the Report

Select the ADR Statistics Report by typing information in the following fields:

ADR STATISTIC
REPORT

Type an **X** to the left of this field.

DATE

Type the inclusive ADR hearing dates desired in the DATE fields (format = MMDDYYYY).

AUDIT

Type a **Y** in this field if an audit is to be printed. Type an **N** or leave blank if no audit is necessary.

Report Information

HEADER INFORMATION

Information at the top of the report includes county name, circuit court name, county address, and the date the report was run.

HEARING SCHEDULED

Number of cases ordered into ADR for selected time period.

CASES REMOVED

Number of cases ordered into ADR in error and removed from ADR.

HEARINGS ADJOURNED

Number of adjournments of cases ordered into ADR for selected time period that have not yet been rescheduled.

HEARING HELD

Number of ADR hearings held.

ACCEPTED

Number of cases that accepted the ADR evaluation.

CLOSED BEFORE
HEARING

Number of cases closed before the ADR hearing was held.

REMANDED TO DISTRICT
COURT

Number of ADR cases remanded to district court.

REJECTED

Number of cases that rejected the ADR evaluation.

CLOSED AFTER HEARING

Number of cases closed after ADR hearing was held.

SET FOR TRIAL	Number of ADR cases set for trial after the ADR hearing was held.
PERCENTAGE OF HEARINGS HELD	Percentage of cases ordered into ADR during the selected time period that held an ADR hearing.
PERCENTAGE OF ADR ACCEPTED	Percentage of cases that held an ADR hearing that accepted the ADR evaluation.
PERCENTAGE OF ADR	Percentage of cases that held an ADR hearing that rejected the ADR evaluation.
PERCENTAGE OF CASES CLOSED BEFORE HEARING	Percentage of ADR cases closed before ADR hearing.

ADR Statistics Audit Information

HEADER INFORMATION	Information at the top of the audit includes county name, circuit court name, county address, and the date the report was run.
CASE NUMBER	Number of cases ordered into ADR for requested time period.
ADR ORDERED DATE	Date case was ordered into ADR.
ADR HEARING DATE	Date of ADR hearing for case.
ADR EVALUATION DATE	Date of ADR evaluation.
ADR ACTION	ADR clerk events from code table 7.
CLOSE DATE	Date case was closed.
CLOSE CODE	Code that was used to close the case, found in code table 1.
EVALUATORS	Last names of evaluators on panel.

ADR LATE FEES LIST

Overview

The ADR Late Fee List is generated on request by the ADR clerk to determine those ADR cases which have parties with late fees assessed pursuant to MCR 2.403(I)(2). The report is organized for each county in order by hearing date, then by case number.

Printing the Report

Select the ADR Late Fee List by typing information in the following fields:

ADR LATE FEES LIST	Type "X" to the left of this field.
DATE	Type the ADR date requested. Parties with late fees due with hearing dates equal to or more recent than the date entered will be listed.

Report Information

The ADR Late Fees List provides the following information:

HEADER INFORMATION

Information at the top of the report includes name of report, date requested, ADR clerk, county name, circuit court name, court address, court telephone number, name of person requesting report, date and time report was run.

CASE NUMBER	Official number of the case.
PARTY	Designation of party with late fee assessed.
NAME	Name of party with late fee assessed.
BRIEF/POS DATE	Date in which brief or proof of service was received. If brief or proof of service is not filed, no date will appear.
CLERK	ADR clerk number.
TOTAL	Total number of late fees due.