

Chapter 7: Report Generator

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General Overview

This section contains general information about the Circuit Court System Report Generator and the ADR Report Generator.

How the Generator Works

This section describes how to set up the criteria for reports.

Report Generation Menus

This section provides instructions and field definitions for the Report Generation Menus.

Using the Report Generators

This section contains general information about the reports that can be generated by using the Circuit Court System Report Generator and ADR Report Generator.

GENERAL OVERVIEW

Overview

The CCS Report Generator allows Circuit users to access various unique collections of data in a report form to assist with requests made by organizations including the State Court Administrative Office. This will aid in the ability of the courts to answer statistical analysis and questionnaires.

The ADR Report Generator allows ADR Clerks to access unique collections of data in a report form to assist with statistical requests.

HOW THE GENERATORS WORK

To use the Circuit Court Report Generator or the ADR Report Generator, decide what criteria is desired for the report being requested. Criteria can be set up in three different ways. These ways can be used together to create more flexible reporting. 1) "S" = SELECT, 2) "P" = PRINT, 3) "1-9" = SORT SEQUENCE.

If a field needs to be considered by the report but not printed, select the "S" option. Selecting a field simply tells the generator that the data in this field is important for weeding unwanted cases from the report.

If a field also needs to show on the report, then select the "P" option to print it. Printing tells the generator that the data in this field not only weeds out unwanted cases, but also contains information that the user needs to see.

If it is desirable to have items on the report print out in a particular order, the use of a number from 1 - 9 is required to place each item in that order.

The criteria can be mixed and matched for each field uniquely (see Report Generation Menu section). The generator interprets all criteria as entered and produces a report (see Using the Report Generator).

REPORT GENERATION MENU

Accessing the Screen

The Report Generation Menu appears when the REPORT GENERATION MENU is selected from the Circuit Court Master Menu. This menu gives the choice of selecting option **1** to access the Circuit Court Report Generator or option **2** to access the ADR Report Generator. After selecting the desired option, the corresponding Report Generator lists all fields available for use as criteria for any report requested, and their associated criteria specification fields.

TINA	REPORT GENERATOR MENU	OSMLANS
1. Circuit Court Report Generator		
2. ADR Report Generator		
Option: █		
ENTER=Continue F24=Exit		

Report Generator Selection Menu

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CIRCUIT COURT SYSTEM REPORT GENERATION MENU
ENTER "S"=SELECT  "P"=PRINT  "1-9"=SORT SEQUENCE

- COUNTY NUMBER  ___          - ATTORNEY          _____ TYPE  _
- CASE NUMBER    ___          - CASE TITLE       _____
- CASE TYPE      ___          - PARTY           _____
- JUDGE          _____    - ORIGINAL CHARGE  _____
- PROSECUTOR     _____    - TYPE            _____ TRAFFIC  _
- CASE STATUS    ___          - LESSER CHARGE   _____
- PUBLIC         ___          - TYPE            _____ TRAFFIC  _
- SEX            ___          - OFFENSE DATE    _____ / _____
- RACE           ___          - ACTIVITY EVENT  _____
- PRISON         ___          - ACT. DISPOSITION _____
- FILED DATE     _____ / _____ - ACTIVITY DATE   _____ / _____
- CLOSED DATE    _____ / _____ - ADJUDICATION DATE _____ / _____
- CLOSED CODE    ___          - REOPEN DATE     _____ / _____
- DATE OF BIRTH  _____ / _____ - INCARCERATION DATE _____ / _____
- D-ARGMNT DATE  _____ / _____ - PRELIMINARY DATE _____ / _____
- BOND AMOUNT    _____    - PRELIMINARY CODE _____
- ORDERED        ___ - > _____ - LAST PAYMENT DATE _____ / _____
- PAID           ___ - > _____ - REPORTER/RECORDER _____
- BALANCE        ___ - > _____ - CASELOAD OMIT   -
- BENCH WARRANT  ___          - ACCUMULATE ONLY _____

F23=DISPLAY SUBMITTED JOBS          F24=EXIT

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Report Generator Selection Menu

Field Definitions and
Associated Criteria
Specifications

The Report Generation Menu provides the following field names which may be selected, printed, or sorted for the report, and the associated criteria specification fields which will be explained below. Those with an asterisk indicate use for criminal cases only.

COUNTY	Type a criteria specification like one of the following: Blank = ALL Counties "99" = any valid county number within the circuit
CASE NUMBER	Will consider all cases on system.
CASE TYPE	To select by case type: Blank = ALL case types. "F " = Wild card selection. In this example, all criminal cases will be listed. "CZ" = Specific case type.
JUDGE	To select a certain judge, enter the judge's P-number

PROSECUTOR	To select a certain prosecutor, enter the prosecutor's P-number as entered on the case header screen.
CASE STATUS	To select by case status type one of the following: Blank = ALL cases "O" = Open cases (includes "O", "M", and "U") "M" = ADR Cases "C" = Closed cases (includes D) "D" = Deferred cases
U/A	To select under advisement cases, enter one of the following: "Y" = under advisement cases "N" or leave blank for cases not under advisement
PUBLIC	Type one of the following: "Y" or Blank = Provides a public-only listing, eliminates all "S"(suppressed) and "E"(Expunged) cases. "N" = Lists all cases
SEX	To select by sex code, entered on the case header, type one of the following: Blank = All "M" = Male "F" = Female "U" = Unknown
RACE	To select by race code, entered on the case header, type one of the following: Blank = All "W " = White
NOTE:	<i>Race code is not an edited field and may vary from county to county.</i>
PRISON	To select by prison code, entered on the case header, type: Blank= All cases "Y" = Prison case "N" = Non-prison case list
CASE FILE DATE	To select by file date, type the to/from dates to be included.
CLOSE DATE	To select by case closing date, type the to/from dates to be included. This will include deferred cases.
CLOSED CODE	To select by closing code, select a code from code table 1, section 2, 3, or 4 in Appendix A or leave blank to include all closing codes.
DATE OF BIRTH	To select by date of birth, type the to/from date to be included.

D-ARRAIGNMENT DATE	To select by district court arraignment date, type the to/from dates to be included.
BOND AMOUNT	Bond amount entered on the case header.
ORDERED	Enter specific cash code or leave blank to include all cash codes with ordered amounts.
SELECT	Enter S in this unlabeled field if selecting an amount in the following unlabeled field.
AMOUNT	Enter the greater than amount to be included on the report. For example; A report is needed to show all ordered amounts > \$100. The fields should be filled in as follows: P next to ORDERED field, leave cash code field blank to include ALL cash codes, enter S in the unlabeled SELECT field and enter \$100 in the AMOUNT field.
PAID	Enter specific cash code or leave blank to include all cash codes with paid amounts.
SELECT	Enter S in this unlabeled field if selecting an amount in the following unlabeled field.
AMOUNT	Enter the greater than amount to be included on the report. For example; A report is needed to show all paid amounts > \$100. The fields should be filled in as follows: P next to PAID field, leave cash code field blank to include ALL cash codes, enter S in the unlabeled SELECT field and enter \$100 in the AMOUNT field.
BALANCE	Enter specific cash code or leave blank to request ALL cash codes with balances.
SELECT	Enter S in this unlabeled field if selecting an amount in the following unlabeled field.
AMOUNT	Enter the greater than amount to be included on the report. For example; A report is needed to show all balances > \$100. The fields should be filled in as follows: P next to BALANCE field, leave cash code field blank to include ALL cash codes, enter S in the unlabeled SELECT field and enter \$100 in the AMOUNT field.
BENCH WARRANT	To select all active bench warrants where BWI or BPI has been entered on the clerk screen. Only a BWR and BPR de-activate the bench warrant.

ATTORNEY	The attorney representing a party. The first 22 characters in the attorney's last name, first name are printed. To select by an attorney, type the attorney's P-Number.
ATTORNEY TYPE	The attorney type could be: Blank = All A = Appointed R = Retained
CASE TITLE	The first plaintiff and defendant are listed as the case title. The first 23 characters, in the party's last name, first name are listed for each party.
PARTY	The party name(s) and designation(s) are listed.
ORIGINAL CHARGE	The original PACC code. If selecting by Original Charge type the: Original Charge Prefix (first 3 numbers up to the ".")
	- OR -
	Original Charge Prefix and Suffix (exact PACC code only)
ORIG CHARGE TYPE	The original charge's offense description. If selecting by type enter any combination of the following: "A" = Attempted "S" = Solicit "C" = Conspire
ORIG CHG TRAFFIC	The original charge's traffic code as entered on the case header and/or charge screen, designating a charge related offense to be abstracted to Secretary of State (SOS). If selecting by original charge traffic code, enter "T".
LESSER CHARGE	The lesser PACC code. If selecting by Lesser Charge type the: Lesser Charge Prefix (first 3 numbers up to the ".")
	- OR -
	Lesser Charge Prefix and Suffix (exact PACC code only)
LESSER CHG TYPE	The lesser charge's offense description. If selecting by type enter any combination of the following: "A" = Attempt "S" = Solicit "C" = Conspire

LESSER CHG TRAFFIC	<p>The lesser charge's traffic code as entered on the case header and/or charge screen, designating a charge related offense to be abstracted to Secretary of State (SOS).</p> <p>If selecting by lesser charge traffic code, enter "T".</p>
*OFFENSE DATE	The charge's date of offense. If selecting by date of offense, type the to/from dates to be included.
ACTIVITY EVENT	The event code entered on the clerk screen or the court event entered on the court/disposition screen. If selecting by activity event, type a valid code from code table 1 or code table 3 found in Appendix A.
ACTIVITY DISPO.	The activity disposition code is a code that is used to dispose a party or charge. If selecting by this code, type any DSP type code from table 4 found in Appendix A.
ACTIVITY DATE	The event date entered on the clerk and court/disposition screen. Type the dates to be included.
ADJUDICATION DATE	The date a case was adjudicated or all charges or parties were disposed using a dispositional code.
REOPEN DATE	The latest clerk event date entered with code "REO" or "RMS". Type the to/from dates to be included in selection.
INCARCERATION DATE	The district court date of incarceration entered on the case header screen. Type the to/from dates to be included.
PRELIMINARY DATE	The district court preliminary examination date or the date the prelim was waived. Entered on the case header screen. Type the to/from dates to be included.
PRELIMINARY CODE	<p>Entered with the district court preliminary examination date on the case header specifying if the prelim was waived or held. To select by preliminary code, enter:</p> <p>"WAV" = waived</p> <p>"HLD" = held</p>
LAST PAYMENT DATE	Enter the desired date range of last payment date(s).
REPORTER/RECORDER	To select a certain reporter/recorder, enter the CSR/CER number.
CASELOAD OMIT	To retrieve a list of cases that the caseload omit flag has been set, enter Y in the field. Leave blank or enter N assumes no caseload omit flag on case.

ACCUMULATE ONLY

No detail report, cover page only enter an "S". For detail and cover page, leave blank.

The cover page lists the selection criteria and the number of items found meeting the selection criteria. NOTE: the counter is incremented every time a record is found meeting the selections. For example: if 2 charges (same case) met a charge selection, 2 would be added to the summary count.

USING THE REPORT GENERATOR

Printing the Report

Type an "S", "P", or "1-9" to the left of each field, type the associated inclusive specifications to the right, and press **[ENTER]**. The Report Generation Menu appears. If any data entered was invalid, the Report Generation Menu will return with fields to the left and right highlighted. Make the needed corrections and press **[ENTER]** again.

Report Information

All reports will issue a Cover Page which lists all criteria as selected, printed, or sorted along with the number of items which met the above criteria. If no criteria is met, a cover page will still be generated. The Cover Page is a reminder of what information was entered on the Report Generation Menu.

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C I R C U I T   C O U R T   S Y S T E M

R E P O R T   G E N E R A T O R

SELECTED ITEMS ARE:

PRINTED ITEMS ARE:

SORTED ITEMS(1-9) ARE:
COUNTY           = 99           CASE NUMBER SORTING
CASE TITLE SORTING          JUDGE           = ALL           CASE TYPE           = ALL
                                                                FILED      1/01/09- 4/02/10

TOTAL NUMBER OF ITEMS MEETING ABOVE CRITERIA =    39

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Sample Report

			PLEASANT COUNTY TEST CIRCUIT COURT 123 SUNNY DRIVE ANYWHERE MI 47777-0000		ARLENA CRAVEN DATE: 4/22/10 TIME: 14:50:32 PAGE: 1	
COUNTY JUDGE	CASE NUMBER FILED DATE	CASE TYPE	PLAINTIFF	VS. DEFENDANT		
99 BEACH	09-000101 1/01/09	DC	BEACH,SANDY,	/ JONES,DARWIN,		
99 BEACH	09-000102 1/02/09	DS	DOOGLE,LOLA,	/ DOE,JOHN,		
99 BEACH	09-000103 1/02/09	DM	WHITE,LULU,	/ WHITE,DARWIN,		
99 BEACH	09-000104 1/05/09	DO	DUDE,MAJOR,	/ DUDE,CAROL,		
99 BEACH	09-000105 3/17/09	FP	TUNE,MELODY,	/ PAIN,MAJOR,		
99 BEACH	09-000106 5/01/09	FP	SENIORITA,MARGARITA,	/ GARCIA,JOSE,		
99 BEACH	09-000107 3/17/09	PH	LEPRECHAM,IVAN,	/ TROLL,ICOBOD,		
99 BEACH	09-000108 2/14/09	DO	CUPID,JAMES,	/ CUPID,CINDY,		
99 BEACH	09-000109 1/05/09	CK	ANYTIME CORPORATION,,	/ SUNNY DELIGHT WATERCRAF		
99 BEACH	09-000110 1/12/09	CK	LANDSCAPE DESIGNS,,	/ DIRTLAND USA,,		
99 BEACH	09-000111 1/15/09	CK	CADILLAC PLACE,,	/ HALL OF JUSTICE CARS,,		
99 BEACH	09-000112 1/15/09	CK	STUPID CUPID CORPORATIO	/ NO MATCH.COM,,		
99 BEACH	09-000113 1/16/09	CH	BET ON IT INVESTMENTS,,	/ POOR GUY,,		
99 BEACH	09-000114 2/14/09	CH	SHAKY HOUSING CORP,,	/ SCHMO,JOE,		
99 BEACH	09-000115 1/12/09	CH	TURTLE TOWN HOUSING,,	/ SLOW,JOE,		
99 BEACH	09-000116 1/15/09	CZ	DOE,JOHN,	/ FRIEND,WICKI,		

Sample report

Field Definitions

The Detail Listing provides the following information for all items meeting the criteria on the cover page.

HEADER INFORMATION

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

COLUMN HEADINGS

Any criteria field chosen with a "P" or "1-9" will appear horizontally across the page as a column heading.

DETAIL INFORMATION

Any item meeting all selection criteria will print the specifics for each item in correspondence with the column headings.

HOW THE ADR REPORT GENERATOR WORKS

To use the ADR Report Generator, decide what criteria is desired for the report being requested. Criteria can be set up in three different ways. These ways can be used together to create more flexible reporting. 1) "S" = SELECT, 2) "P" = PRINT, 3) "1-9" = SORT SEQUENCE.

If a field needs to be considered by the report but not printed, select the "S" option. Selecting a field simply tells the generator that the data in this field is important for weeding unwanted cases from the report.

If a field also needs to show on the report, select the "P" option to print it. Printing tells the generator that the data in this field not only weeds out unwanted cases, but also contains information that the user needs to see.

If it is desirable to have items on the report print out in a particular order, the use of a number from 1 - 9 is required to place each item in that order.

The criteria can be mixed and matched for each field uniquely (see Report Generation Menu section). The generator interprets all criteria as entered and produces a report (see Using the Report Generator).

ADR REPORT GENERATION MENU

Accessing the Screen

The Report Generation Menu appears when the REPORT GENERATION MENU is selected from the Circuit Court Master Menu. This menu gives the choice of selecting option 1 to access the Circuit Court Report Generator or option 2 to access the ADR Report Generator. After selecting the desired option, the corresponding Report Generator lists all fields available for use as criteria for any report requested, and their associated criteria specification fields.

```

                ADR REPORT GENERATION MENU
    ENTER "S"=SELECT  "P"=PRINT  "1-9"=SORT SEQUENCE

                CASE DATA SELECTION
    █ COUNTY NUMBER  _ _ _ _ _ CASE NUMBER
    _ CASE TYPE      _ _ _ _ _ CASE TITLE
    _ CASE STATUS    _ _ _ _ _ JUDGE
                ADR CASE DATA SELECTION
    _ ORDERED DATE  _ _ _ _ _ / _ _ _ _ _ ADR CATEGORY  _ _ _ _ _
    _ ADR CLERK     _ _ _ _ _ DISC. DEADLINE  _ _ _ _ _ / _ _ _ _ _
    _ NOTICE DATE  _ _ _ _ _ / _ _ _ _ _ HEARING DATE   _ _ _ _ _ / _ _ _ _ _
    _ HEARING TIME  _ _ _ _ _ HEARING LOCATION _ _ _ _ _
    _ RESULT SERV DATE _ _ _ _ _ / _ _ _ _ _ EVALUATOR      _ _ _ _ _ C/P _
                ADR PARTY DATA SELECTION
    _ PARTY         _ _ _ _ _ ATTORNEY         _ _ _ _ _
    _ ADR FEES      _ _ P/U _ _ _ _ _ ADR LATE FEES  _ _ P _ _
    _ BRIEF DATE    _ _ _ _ _ / _ _ _ _ _ PROOF SERV. DATE _ _ _ _ _ / _ _ _ _ _
    _ ACCEPT/REJECT _ _ _ _ _
                ADR EVENT DATA SELECTION
    _ ADR EVENT     _ _ _ _ _ ADR EVENT DATE  _ _ _ _ _ / _ _ _ _ _

    F23=DISPLAY SUBMITTED JOBS                                F24=EXIT
    
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ADR Report Generator Menu

Field Definitions and Associated Criteria Specifications

The ADR Report Generation menu provides the following field names which may be selected, printed, or sorted for the report, and the associated criteria specification fields which will be explained below.

CASE DATA SELECTION

- COUNTY NUMBER County number as defined in the county file maintenance.
- CASE NUMBER Case number assigned to the case.

CASE TYPE	Two digit case suffix.
CASE TITLE	Primary plaintiff versus primary defendant.
CASE STATUS	To select by case status, type one of the following: “ ” = All Cases “O” = Open Cases “M” = Cases in ADR “C” = Closed cases
JUDGE	To select a certain judge, enter the judge’s P-number.

ADR CASE DATA SELECTION

ORDERED DATE	To select by the date ADR was ordered, type the to/from dates to be included.
ADR CATEGORY	CEV=Case Evaluation MED=Mediation
ADR CLERK	To select by ADR clerk, enter the ADR clerk number as defined in the ADR clerk control maintenance file.
DISC. DEADLINE	This is the discovery completion date
NOTICE DATE	To select by the date the notices were printed, enter the to/from dates to be included.
HEARING DATE	To select by ADR hearing date, enter the ADR dates to be included in the to/from fields.
HEARING TIME	To select by the ADR hearing time
HEARING LOCATION	To select by ADR hearing location, enter the ADR location number as defined in the ADR location maintenance file.
RESULT SERV. DATE	The date that the ADR clerk sends the results to parties.
EVALUATOR	To select by evaluator, enter the evaluator’s P-number.

ADR PARTY DATA SELECTION

PARTY	The party name(s) and designation(s) are listed.
ATTORNEY	To select by attorney, type the attorney’s P-number.
ADR FEES	To request ADR fees paid or unpaid, enter P or U or leave blank for all.

ADR LATE FEES	To request ADR late fees, leave blank or enter P to list late fees that have been paid.
BRIEF DATE	The date the briefs were received.
PROOF SERV DATE	The date the proof of service for the briefs was received.
ACCEPT/REJECT	To select by parties that have accepted or rejected, enter A or R or leave blank for all.

ADR EVENT DATA SELECTION

ADR EVENT	To select by ADR event, enter an ADR event code from Code Table 7.
ADR EVENT DATE	To select by ADR event date, enter the to/from date of the ADR event.