

CS% BOND CODE

In the December 2009 release, the bond code CS% description was changed from being “Cash/Surety” to “Cash/Surety/10%”. The change only affected the description not the way the code worked. However, some courts found the new description to cause some unforeseen issues. It has since been decided to change the code description back rather than cause problems with our courts.

BENCH WARRANT CHANGES

In the December 2009 release, the bench warrant codes changed. The codes ‘BPI’ and ‘BPR’ will no longer be available for use. The only bench warrant codes available are ‘BWI’ and ‘BWR’. Bench warrants entered on civil and domestic cases will now be party specific and will no longer be used as dispositional codes. Open civil and domestic cases will no longer go into a ‘Deferred’ status when a bench warrant is filed,

instead the warrant flag will show on the party and the case will remain open and continue to age.

CASELOAD OMIT FIELD

In the December 2008 release, the ‘Caseload Omit’ field was added to the case header screen. This field is made visible by the flashing red arrows in the upper right corner of the case header screen. This field was created to make it possible for the courts to omit certain cases from caseload reporting per SCAO memo dated 12/13/07.

DELETING EVENTS

Receipting events should not be deleted as this doesn’t delete the receipt that was created by the event it only deletes the event from showing on the ROA. This will cause serious balancing problems. In the event that a receipt was entered by mistake, do a negative receipt to remove it.

Previously entered dispositional events should not be deleted or modified as this causes exceptions for case load. Always work forward. Example a closed case, enter a REO event on the clerk screen, this removes all dispositional codes. Re-enter all

IN THIS ISSUE:

- CS% Bond Code
- Bench Warrant Changes
- Caseload Omit
- Deleting Events
- Delayed Sentence
- Help Text
- New Legislation for FOC Fees

dispositional codes, if the events are re-entered the same date as the REO, no time will be added to the case.

DELAYED SENTENCE

To enter a 'Delayed Sentence' all charges are disposed in the court screen. On the clerk screen an event DLS is entered which places the case in deferred status. When the delay is satisfied and no new charges are added, the clerk will enter DIS to dismiss the case. If there are new charges added to the case, the clerk enters REO to re-open the case and the new charge is added to the charge screen. Then in a new court event dated the same day as the re-open, the clerk will adjudicate all charges, either by plea or dismissal. On the clerk screen FOJ is entered and this closes the case. The clerk should not be going back into any of the court events to add a plea or to remove charges that were previously pled to, the system works forward never backward.

HELP TEXT

To find help text for a given field, place your cursor in the field and press the ALT key and the F1 key at the same time. The information received is a brief description of that particular field and the functions required.

FOC DRIVER'S LICENSE FEE

As of December 28, 2009, there is a new 'FOC Driver's License Clearance

Fee' that can be charged for all suspended licenses initiated by Friend of the Court. This fee is to be paid in the clerk's office, \$15 will be sent direct to Secretary of State and \$30 goes to the Friend of the Court. The acceptance of this fee will require the clerk to set up a new cash code in the Financial Menu. However, courts are being instructed not to accept the fee at this time until they are instructed by SOS how to submit the payment. We will send an email with the procedure when we are notified as to what that procedure is.

FOC JUDGMENT FEES

As of January 8, 2010, new legislation passed to change the FOC Judgment fees collected on domestic cases not to include a bench warrant fee any longer. The total \$40/\$80 fee will be all credited to the FOC account only. This requires the clerk to adjust any money already collected out of bench warrant fees account and into the FOC 215 account. The clerk will also need to adjust the cash code FOC fees are collected under to not display the bench warrant account.

Contact Information:

Judicial Information Systems
Circuit Court Team
Michigan Hall of Justice
PO Box 30048
Lansing, MI 48909

Telephone: 888-339-1547 option 3
Fax: 517-373-7451

Website: www.courts.mi.gov/jis
Email: ccshelpdesk@courts.mi.gov