

### **CASH ID's**

Many of the clerks that use the CCS have cashier id's. These id's are 3 characters in length and can consist of letters, numbers, or a combination of both. We have learned that many of the clerks are using their initials as their cashier id. If you are one that your cashier id is your initials, please have it changed to something other than your initials. Initials are an obvious guess to a person's password.

### **Out with the Ledger Books and Save Money**

Several JIS circuit courts have been on the system for many years and may not remember those early days of implementation. However, this message is for all CCS courts. Prior to JIS, the clerk's office would enter case information in ledger books.

Upon implementation, cases are entered into the computer where all of that same information is stored electronically, rather than manually. The CCS provides a listing of every case entered, just by simply requesting it from the Reports Menu. It is called the Numeric Case List. The courts are instructed that once a JIS court goes "live" and the balances are brought forward on the system,

there is no need to track the case information in the ledger books any longer. In this day of economical hardship, this is one great way to save money, as those ledger books are very expensive.

### **State Fee Transmittal**

The State Fee Transmittal form 57 was revised 11/11 to include the FOC Driver License Fee. This fee should be reported on line 2, Department of State (FAC/FCJ Clearances). The fee no longer needs to be submitted separately. This should not be confused with Line 6b, Juror Compensation Reimbursement Fund – Driver License Clearance Fee. The current State Fee Transmittal form can be found at the following link:

<http://Michigan.gov/documents/57f30117.pdf>

### **Bench Warrants**

Recently, we have had several calls on bench warrants not deferring a case. Approximately three years ago, the process was changed in the way bench warrants affect Caseload, per Caseload instructions. Bench warrants on civil cases do not defer a case and the case will continue to age. However, when a bench warrant is entered on a

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criminal case where charges have not been disposed, the BWI 99 clerk event will defer the case and stop the aging. Please refer to Caseload instructions if you have any questions.

## **Help Text**

Help text is available on any screen where 'Help' is displayed in the bottom right corner. To find help text for a given field, place the cursor in the field and press ALT + F1. The information received is a brief description of that particular field and the functions required.

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