Chapter 12: Probation Case Management

Circuit Probation Case Management Menu

This section contains general instructions for accessing screens from the Circuit Case Management menu.

These sections contain an overview, detailed instructions and field definitions for each of the Circuit Probation Case Management Menu screens:

-Probation Master Screen
-Probation Events Screen
-Probation Control Screen
-Probation Code Screen
-Probation Agent Screen
-Probation Name Inquiry

-Probation Register of Acitons
-Probation Calendar

Probation Case Management Reports

This section contains general instructions for accessing screens from the Circuit Probation Reports Menu.

These sections contain an overview, detailed accessing instructions and field definitions for each of the Case Management reports:

-Order of Probation
-Petition/Order For Amendment of Order of Probation
-Petition/Order For Discharge From Probation
-Petition and Bench Warrant
-Petition and Order To Show Cause
-Report Generator
-Global Agent Change
-Probation Case Review
-Probation Case Alpha List
-Workload Audit/Summary
-Code Listing
-Projected Discharge Report
-F/C/R Balances
-Court Calendar
-Oversight Paid Inquiry
-Change # of Copies

CIRCUIT PROBATION CASE MANAGEMENT MENU

ACCESSING PROBATION CASE MANAGEMENT SCREENS

Overview

The Circuit Probation Case Management Menu (Figure 148) is used to record initial probationer information and daily events. There are various ways to inquire on this information. Circuit Court Register of Actions and Circuit Judges' Calendars may be accessed from the Circuit Probation Case Management Menu.

```
              CIRCUIT PROBATION CASE MANAGEMENT MENU          Page 1 of 2
                             COUNTY 03
                                     ----TRANSFER FROM-----
         CASE YEAR   NUMBER   TYPE  COUNTY  STATE  CIRCUIT

               EVENT      AGENT#   DATE   TABLE  CODE

                                NAME


PROBATION UPDATE                  CIRCUIT COURT INQUIRY
PROBATION MASTER  F1  (PCH)       NAME INDEX        F16
PROBATION EVENTS  F2  (PEV)       CASE ROA          F17 (SUM)
PROBATION CONTROL F3              CASE ROA(PRINT)   F18 (PRT)
PROBATION CODES   F4              CALENDAR BY JUDGE F19 (CAL)
AGENTS            F5  (PAG)       CALENDAR(PRINT)   F20 (CLP)
                                  ATTORNEYS         F21
PROBATION INQUIRY
NAME INDEX        F10
CASE ROA          F11 (PCS)
PROB ROA(PRINT)   F12 (PSP)
CALENDAR BY AGENT F13 (PCL)       REPORTS MENU      ROLL UP
CALENDAR(PRINT)   F14 (PCP)       DISPLAY PRINT     F23 (D P)
AGENTS            F15             EXIT              F24 (EXT)
```

Figure 148. Sample Circuit Probation Case Management Menu Screen

The Circuit Probation Case Management Menu - Page 1

The Circuit Probation Case Management Menu (Figure 148) appears whenever PROBATION MENU is selected from the CIRCUIT COURT MASTER MENU. The Menu is returned when any of the Probation Screens are exited.

To access any of the Probation Screens, type the required data in the fields at the top of the Menu and press the proper function key as listed on the following chart (Figure 149).

Screen	Action	Required Fields	F Key	Code
PROBATION UPDATE				
Probation Master	add or update	case year, number, type	F1	PCH
Probation Events	add	case year, number	F2	PEV
	update	case year, number, event#	F2	PEV
Probation Control	add, update	county #	F3	--
Probation Codes	add, update	table, code	F4	PCD
Agents	add, update	Agent#	F5	PAG
PROBATION INQUIRY				
Name Index	inquiry	name (last name; can be partial)	F10	---
Case ROA	inquiry	case year, number	F11	PCS
Case ROA (Print)	print	case year, number	F12	PSP
Calendar By Agent	inquiry	Agent#, Date	F13	PCL
Calendar (Print)	print	Agent#, Date	F14	PCP
Agents	inquiry	name (last name; can be partial)	F15	---
CIRCUIT COURT INQUIRY				
Name Index	inquiry	Name (last name; can be partial)	F16	---
Case ROA	inquiry	case year, number	F17	SUM
Case ROA (Print)	print	case year, number	F18	PRT
Calendar By Judge	inquiry	Agent#(P-number of judge), Date	F19	CAL
Calendar (Print)	print	Agent#(P-number of judge), Date	F20	CLP
Attorneys	inquiry	Name (last name; can be partial)	F21	---
Reports Menu			Roll Up	
Display Print	inquiry		F23	D P
Signoff	end		F24	OFF

Figure 149. Required Fields For Probation Screens Table

Field Definitions

The fields on the Circuit Probation Management Menu are defined below:

CASE YEAR — Year the case was initiated in Circuit Court

NUMBER — Circuit Court Case number assigned by the County Clerk's Office.

TYPE — Code designation for the type of case. See Appendix B for a list of codes.

TRANSFER COUNTY	County number of the county transferring the case.
TRANSFER STATE	State abbreviation of state transferring the case.
TRANSFER CIRCUIT	Circuit number of the circuit transferring the case.
EVENT#	Sequential number assigned, by the computer, to each probation event screen as it is added.
AGENT #	Number assigned to a probation agent.
DATE	Date requested for calendar processing: format = MMDDYY.
TABLE	Specific code table to add or update: 1 = Event Code 2 = Supervision Class 3 = Supervision Level 4 = Investigation Type 5 = Next Action Type 6 = Case status
CODE	Specific code to add or update (See Appendix P). Codes are loaded at implementation.
NAME	Last name for the use of name inquiries, agent inquiry, and attorney inquiry.

PROBATION MASTER SCREEN

Overview

Completing the Probation Master screen (Figure 150) is the first step in recording probation case information. Thereafter, the master screen is used for updating general case information. Each case is entered at the time of probation initiation and becomes a permanent entry in probation records. The information entered on the master screen can be viewed on the Probation Register of Actions screen.

```
CASE -PROBATION
CASE# 03 - 97 - 010627 -    - 00 -    - 00     AGENT           606 CARR
                                               PROB. BEGINS  31398

PROBATIONER  ARMSTRONG,JASON,CHARLES,
             (last name,first,middle,suffix)
ADDRESS      3169 - 44TH STREET
CITY         HAMILTON            ST MI  ZIP 49419

DOB                 31679            CTN                   039700321201
SID                 1860590X         GEOGRAPHIC LOCATION   ___
TERMS OF PROBATION  2-5YRS PRI       PROJECTED DISCHARGE   _______

MICROFILM#  ___________
HOME PHONE#   ___  ________            WORK PHONE#  ____ ________
EMPLOYER NAME  ____________________________________
      ADDRESS  ____________________________________
         CITY  ______________________ ST __ ZIP  _______ ________
      CONTACT  ____________________________________

F3=MODIFY        F4=DELETE        F1=EXIT

NEXT     CASE# 97 -  10627 -    CHG/EVT      PTY        JUDGE       DATE
```

Figure 150. Sample Probation Master Screen

Accessing the Screen

The Probation Master screen (Figure 150) can be accessed from either the Probation Case Management menu or the Next Transaction Line of another Probation Case Management screen, by entering the three letter code described in Figure 149 earlier in this chapter.

When accessing the Probation Master screen for a new or existing case, enter the CASE YEAR, CASE NUMBER, and TYPE. If the case is found in the Circuit Court files, data will be displayed on the screen to reduce repetition and keypunching. Once displayed, the Probation Department may change or add to the data. This will not change anything in the Circuit Court files. If not found in Circuit Court files probationer name, address, date of birth, etc. is blank, allowing entry of an out-of-county, state or circuit case or a case not yet entered by the county clerk's office.

Field Definitions

The following fields appear on the Probation Master screen. **Required fields are marked with an asterisk. Fields retrieved from the Circuit Court files are marked with a "CC"**.

*AGENT — The number of the assigned Probation Agent, from the Agent File. When the agent of record is changed, an entry is automatically made to the summary indicating re-assignment.

NOTE: Agent number may be modified here only for cases having no current supervision class or level. Closed cases may not be re-assigned. To re-assign a case with an active supervision level use the "IOT" Probation Clerk event.

*PROBATION BEGINS — Date the defendant was ordered to probation.

*CC PROBATIONER — Probationer's name; format = LAST NAME,FIRST NAME,MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V.) You must type at least two commas, even if the first name and/or middle initial is omitted. If suffix is used, you will type three commas. Spaces immediately preceding or after the commas, and forward slashes (/) are not permitted.

CC ADDRESS — Probationer's address.

CC CITY — Probationer's City.

CC ST — Probationer's State.

CC ZIP-PREFIX — Probationer's zip prefix code for city.

CC ZIP-SUFFIX — Probationer's zip suffix code for city.

CC DOB — Probationer's date of birth; format = MMDDYY.

CC CTN	Criminal Tracking Number.
CC SID	State Identification Number.
GEOGRAPHIC LOCATION	Number relating to the location of probationer.
TERMS OF PROBATION	Terms of Probation.
PROJECTED DISCHARGE	Date probationer is projected to be discharged from probation. 999999 may be entered for lifetime probationers.
HOME PHONE#	Probationer's home telephone number.
WORK PHONE#	Probationer's work telephone number.
EMPLOYER NAME /ADDRESS/CITY	Probationer's place of employment.
CONTACT	Contact person's name at probationer's place of employment.

PROBATION EVENTS SCREEN

Overview

The Events screen is used to record events initiated or recorded by the probation agent or supervisor. All events and comments recorded can be reviewed on the Probation Register of Actions screen or Probation Calendar screen.

```
 PROBATION EVENTS
CASE#  03 - 97 -  10627 - FH - 00 -    - 00  INACTIVE    BEGIN  031398
PROBATIONER  ARMSTRONG,JASON,CHARLES,                    CLASS         LEVEL
AGENT        CARR                                        OSV PAID
               EVT   SUPERVSN  NEW              --------- NEXT ACTION --------
NUM    DATE    CODE  CLS  LVL  AGENT#             DATE  TIME A/P TYPE AGENT#
   2  _______  ____  ____ ___  ______            ______ ____  _  ____ ______
                                                 ____________________________
RECEIPT NO.      AMOUNT    INVESTIGATION         ____________________________
 _________      __________    ___    ___

 COMMENT  ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________
          ______________________________   ______________________________

F2=ADD                                F1=EXIT
NEXT     CASE# 97 -  10627 - FH CHG/EVT      PTY        JUDGE       DATE
```

Figure 151. Sample Probation Events Screen

Accessing the Screen

The Probation Events screen (Figure 151) can be accessed from either the Circuit Probation Case Management menu or the Next Transaction Line of another Probation Case Management screen, by entering the three letter code described in Figure 138.

Field Definitions

The following fields are used for entering information about probation events (Road Book).

*EVENT DATE	Entry date of event.
EVENT CODE	Code for the event entered (from Code Table 1, Appendix P). Required when entering a NEXT ACTION.
SUPERVISION CLASS	Code for supervision class (from Code Table 2, Appendix P). Requires an EVENT CODE with Level Action = ADD, CLO, or BTH.
SUPERVISION LEVEL	Code for supervision level (from Code Table 3, Appendix P). Requires a valid SUPERVISION CLASS.
NOTE:	Event codes used with Supervision Class and Level Codes are used to generate the supervision section of the Workload Audit/Summary Report.
NEW AGENT#	Used for interoffice transfers (event code IOT) the number of the agent being assigned to this case. The IOT code action of both will allow the workload audit report to close supervision on the old agent and add supervision to the new agent. (Supervision class and level must be keyed when using event code IOT.) The case header agent of record will be changed to the new agent, docket re-assignment comment will be added, and all future calendar dates will be re-assigned to the new agent.
NEXT ACTION DATE	Date of scheduled next event; format = MMDDYY.
NEXT ACTION TIME	Time of scheduled next event; format = xxxx.
A/P	Enter **"A"** for a.m. or **"P"** for p.m.
NEXT ACTION TYPE	Type of next event (from Code Table 5, Appendix P).
NEXT ACTION AGENT#	Probation agent number.
NEXT ACTION COMMENT	Comments about the scheduled event. These comments will appear on the agent's calendar ONLY.
RECEIPT NO.	Receipt number issued for cash/fees received.
AMOUNT	Amount of money received and recorded by the probation office; format XXXXXXXX.XX.
NOTE:	Use with event code OSV for entry on over-sight visit display.

INVESTIGATION CLASS	Must be entered if an investigation code has no level action (Code Table 2, Appendix P for valid investigation class codes).
INVESTIGATION	Code identifying type of investigation being noted. (From Table 4, found in Appendix P.)
NOTE:	Investigation code entries are used to generate the investigation section of the Workload Audit/Summary Report.
COMMENTS	Comments about this event. Up to 20 thirty character fields can be entered on this screen.

PROBATION CONTROL SCREEN

Overview

The Probation Control screen (Figure 152) is used to add or update the Probation Office's address and phone number for each county. The information entered on the probation control screen will be printed on the top of all forms and reports.

```
                        PROBATION CONTROL FILE MAINTENANCE
 COUNTY NO.    3

 NAME                      PROBATION & PAROLE OFFICE
 ADDRESS                   1ST FLOOR, COURT HOUSE
 ADDRESS-2
 CITY                      ALLEGAN          ST MI  ZIP  49010
 PHONE                     616 6730360  EXT 3323
 SUPERVISING AGENT          414
 WAIVER LEVEL              ___

 F3=MODIFY        F4=DELETE        F1=EXIT
NEXT     CASE#    -        -    CHG/EVT      PTY        BAR#       DATE
```

Figure 152. Sample Probation Control File Maintenance Screen

Accessing the Screen

The Probation Control screen can be accessed from the Circuit Probation Case Management menu by entering the county number and pressing **[F3]**.

Field Definitions

The following fields are used for entering information for probation controls.

NAME — Official name or title of the Probation Office.

ADDRESS — First line of the Probation Office mailing address.

ADDRESS-2	Second line of the Probation Office mailing address.
CITY	City of the Probation Office.
ST/ZIP	State and ZIP code of the Probation Office.
PHONE/EXT	Probation Office's area code, telephone number, and extension number.
SUPERVISING AGENT	The 5-digit identification number for the supervising probation agent.
WAIVER LEVEL	The waiver level assigned to this office by the State of Michigan Department of Corrections.

PROBATION CODE SCREEN

Overview

The Probation Code screen (Figure 153) is used to add or update the probation code tables. This code file is loaded at software implementation and should be updated as advised by OSM. See Appendix P for current codes and related tables.

```
PROBATION                    CODE FILE MAINTENANCE

CODE TABLE NO.
CODE ENTRY

LONG DESC.    ____________________________________________________________
_______
SHORT DESC.   ____________________
UNITS                        ________
LEVEL:ADD/CLO/BTH            ______
      CRP/PAR/PRO
CASE STATUS: /O/C/I          _




F2=ADD                           F1=EXIT

NEXT     CASE#    -        -    CHG/EVT      PTY        BAR#       DATE
```

Figure 153. Sample Probation Code File Maintenance Screen

Accessing the Screen

The Probation Control screen can be accessed from the Circuit Probation Case Management menu by entering the table number, code and pressing **[F4]**.

Field Definitions

The following fields are used for entering information for probation codes.

CODE TABLE NO.	This field is entered on the Circuit Probation Case Management Menu for the table needing maintenance. Once the Code File Maintenance screen appears, this field is for display only.
CODE ENTRY	This field is entered also, on the menu for the code needing maintenance. Once the Code File Maintenance screen appears, this field is for display only.
LONG DESC.	Long description of the code being entered or updated. Length is 72 characters.
SHORT DESC.	Short description of the code being entered or updated. Length is 12 characters.
UNITS	Official number of units assigned. Valid only for codes entered in table 3 (Supervision Level) and table 4 (Investigation Types) found in Appendix P.
LEVEL:ADD/CLO/BTH CRP/PAR/PRO	Supervision level movement/investigation class. This is used to calculate the probation caseload worksheet. For Code Table 1, Appendix P, only codes with a level of ADD, CLO, or BTH will update the current supervision level. For Code Table 4, Appendix P, codes may be classed as CRP, PAR, or PRO. If this field is left blank for Code Table 4, Appendix P, the investigation class must be entered as the investigation code is entered on the Probation Event Screen.

PROBATION AGENT SCREEN

Overview

The Probation Agent screen (Figure 154) is used to add or update the Probation Agent file. This file should contain the agents that are active in your Circuit Probation Department.

```
                         PROBATION AGENT FILE MAINTENANCE
 AGENT#       123

 LAST NAME ONLY    ______________
 LAST NAME FIRST   ________________________________________
 ADDRESS1          ____________________________________________________
 ADDRESS2          ____________________________________________________
 CITY              ________________  STATE  ___   ZIP  _______
 PHONE NO.         ___  _______ EXTN  ______

 AGENT TYPE       P









 F2=ADD                          F1=EXIT

NEXT     CASE#    -        -    CHG/EVT      PTY        BAR#       DATE
```

Figure 154. Sample Probation Agent File Maintenance Screen

Accessing the Screen

The Probation Agent screen can be accessed from either the Circuit Probation Case Management menu or the Next Transaction Line of another Probation Case Management screen, by entering the agent number and the three letter code described in Figure 149.

Field Definitions

The following fields are used for entering information for each Probation Agent.

AGENT#	This field is entered on the Circuit Probation Case Management Menu for the agent needing maintenance. Once the Agent File Maintenance screen appears, this field is for display only.
LAST NAME ONLY	Agent's last name.
LAST NAME FIRST	Agent's full name in LAST NAME, FIRST NAME, MIDDLE NAME format.
NAME	Official name or title of the Probation Agent.
ADDRESS-1	First line of the Probation Agent mailing address.
ADDRESS-2	Second line of the Probation Agent mailing address.
CITY	City of the Probation Agent.
ST/ZIP	State and ZIP code for Probation Agent.
PHONE/EXT	Probation Agent's area code, telephone number, and extension number.
AGENT TYPE	This field is for display only and will display a "P" for probation agent.

PROBATIONER NAME INQUIRY

Overview

The Probation Name Inquiry screen (Figure 155) is an inquiry-only screen which displays information from the Probation Master file about all probationers entered using the Probation Master screen. The list is maintained alphabetically by last name and includes the county number, circuit court case number, case type, state and circuit where case was transferred from, probation beginning date, and microfilm number. This list is a permanent index and remains after the case information has been purged (see microfilm).

```
                          PROBATIONER NAME INQUIRY                 11091998
 LAST NAME,FIRST,MIDDLE                CASE NUMBER            BEGIN  MICROFILM
                                                              AGENT
 ACOSTA,LUIS,DUENAS                 03-90-008548-FH-00-  -00   02/08/91 INACTIVE
                                                              BUSSCHER
 ADAM,PAUL,B                        03-87-007889-FH-00-  -00   12/04/87 CLOSED
                                                              BUSSCHER
 ADAMS,GORDON,LUTHER,               03-00-001148-FH-00-IN-00   05/22/96 CLOSED
                                                              HARVATICH
 ADAMS,LINDA,                       03-89-014564-FH-70-MI-20   05/21/90 INACTIVE
                                                              BUSSCHER
 ADDAIR,JACK,D                      03-00-190164-  -00-  -00   09/12/91
                                                              KEMPKER
 ADKIN,RANDALL,GARY,                03-90-001385-FH-39-MI-09   05/22/91 INACTIVE
                                                              BUSSCHER
 ADKINS,JAMES,                      03-00-194667-  -82-MI-02   01/17/91 CLOSED
                                                              BUSSCHER
 AGGELER,JOHN,HARVEY                03-96-009993-FH-00-  -00   01/22/97 CLOSED
                                                              ROBBINS,
 AITCHISON,ROY,TERRINGTON JR,       03-97-010609-FH-00-  -00   02/06/98 INACTIVE
                                                              ROBBINS,
 F1=EXIT   F11=TO ROA   F12=TO PRINT    ROLL DOWN=FORWARD   ROLL UP=REVERSE
NEXT     CASE#    -        -    CHG/EVT      PTY        JUDGE       DATE
```

Figure 155. Sample Probationer Name Inquiry Screen

Accessing the Screen

The Probationer Name Inquiry screen can be accessed only from the Circuit Probation Case Management Menu.

To display the Probationer Name Inquiry, the user can:

1) Press **[F10]** to position the display at the beginning of the probation name file

- OR -

2) Type the last name of the probationer on the name field of the Circuit Probation Case Management Menu and press **[F10]**. This will display the name index beginning with the name of the probationer.

To scroll DOWN one full screen, press the roll down key. To scroll UP one full screen, press the roll up key.

The Probationer Name Inquiry screen provides the following information about the name accessed:

NAME Name of the probationer.

CASE# The county number where the case was initiated, or the county number now monitoring the probationer.

Circuit Court Number of the case with which the probationer is associated.

Case type code of circuit court case (from Appendix B).

Transfer from county number.

Transfer from state abbreviation.

BEGIN Probation begin date.

MICROFILM This field will be used to store the microfilm index number for the case once it has been purged from the system. This field is updated from the microfilm number on the Probation Master screen. If the case is closed and no microfilm number has been entered "closed" is displayed.

AGENT The probation agent assigned to the case.

Display or Print a ROA

F11=EXIT TO ROA	Move cursor using arrow keys to the case number to be displayed. Press **[F11]** key. The case register of actions will be displayed.
F12=EXIT TO PRINT	Move the cursor using the arrow keys to the case number to be printed. Press the **[F12]** key. The case register of actions will be printed.

PROBATION CASE FILE REGISTER OF ACTIONS

Overview

The Probation Case File ROA screen (Figure 156) is an inquiry-only screen which displays all up-to-date information about a probationer's case file. The top of the screen lists general information about the probationer as entered on the Probation Master screen. The next section is a chronological listing of all events for the probationer in the case. Since most cases will fill more than one screen with information, by pressing the Roll Keys additional information about the case may be viewed.

All information entered in the Circuit Probation Case Management system is immediately recorded in the probationer's case record files and is accessible through the Probation Case File ROA screen.

```
 CLOSED                    PROBATION CASE FILE ROA        11/09/98   PAGE  1
 03-97-010653-FH-00-  -00            BEGIN 04/03/98    END 05/07/98
                                     SUPERVISION:

 STEVE DONTELL BATES                 DOB: 03/03/79      SID: 1876561M
 3127 CREEK DRIVE, APT. 2C           CTN: 039600320501
 KENTWOOD,            MI 49512       GEOGRAPHIC LOCATION:
 AGENT: CARR                         TERMS: 2 YRS
 OSV PAID:         $.00              PROJECTED DISCHARGE:
    HOME PHONE: (616) 956-6485       WORK PHONE: (000) 000-0000
 EMPLOYER NAME:
       ADDRESS:
          CITY:                      ST:     ZIP:
  CONTACT NAME:

  NUM ORIGINAL CHG              LESSER                     OFFENSE      DSP EVT
 ------------------------------------------------------------------------------
  01  333.74032A5             CNTRL SUB POSSESS <25 GRM    10/30/96     PLG REA

  NUM   DATE   AGENT      CLS/LVL  EVENT DESCRIPTION/COMMENTS                +

    1 04/03/98 CARR        PRO M   PROBATION ORDERED                       KAD


  F1=EXIT      F17=TOP     F18=BOTTOM      ROLLDOWN=FORWARD      ROLLUP=REVERSE
NEXT     CASE# 97 -  10653 -    CHG/EVT      PTY        JUDGE       DATE
```

Figure 156. Sample Probation Case File ROA Screen

Accessing the Screen

The Probation Case File ROA screen can be accessed from either the Circuit Probation Case Management Menu or the Next Transaction Line of another Circuit Probation Case Management screen, by entering the CASE# as described in Figure 156.

Each probation event is assigned a sequential number by the system (1-9999). On the Probation Case File ROA screen, however, all events are displayed chronologically by DATE. The event number designation is used primarily for accessing information that will be updated or deleted.

Printing the ROA

To print a hard copy of the Probation Case File ROA screen from the Circuit Probation Case Management Menu, type the CASE YEAR and NUMBER and press **[F11]**.

To print a hard copy of the Probation Case File ROA screen from the Next Transaction Line of another Probation Case Management screen, type the CASE # and **PSP** in the NEXT field and press **[F1]**.

PROBATION CALENDAR

Overview

The Probation Calendar screen (Figure 157) is an inquiry-only screen which is used to look up Probation Agent events within the Circuit Probation Department that have been scheduled for a particular agent. The Probation Event screen's next action fields are used to enter events for particular dates and times on this calendar.

```
                    PROBATION CALENDAR FOR CHRIS POPE
                              APRIL    19, 1991
*
CASE#                  CASE TITLE
               @  9:00 A.M.
09-88-001283-FH-00-  -00     DAVID M BICKHAM
            EVENT: OVERSIGHT VISIT
            OCCUPATIONAL ATTENDANCE DUE
*
                 @ 10:00 A.M.
09-87-001295-FH-00-  -00     ROBERT M JASKIEWICZ
            EVENT: OVERSIGHT VISIT
            RESUME DUE
            SCHEDULE- 30 DAYS
*
                 @ 11:30 A.M.
09-88-001282-FC-00-  -00     ROBERT E HARNESS
            EVENT: OVERSIGHT VISIT
            EMPLOYMENT RESUME DUE



     F1= EXIT        ROLL DOWN= FORWARD     ROLL UP= REVERSE
NEXT ___ CASE#    -       - __ CHG/EVT      PTY __     BAR#   299 DATE  41991
```

Figure 157. Sample Probation Calendar Screen

Accessing the Screen

The Probation Calendar screen can be accessed from either the Circuit Probation Case Management Menu or the Next Transaction Line of another Probation Case Management screen, by entering the AGENT# and DATE as described in Figure 149. If a date is not specified, the calendar that appears begins with the first future date on which activity is scheduled. If you want the calendar to begin with a particular future date, type the date in the DATE field and press **[F13]** from menu or **[F1]** if using the next transaction line. To scroll DOWN one full screen, press the roll down key. To scroll UP one full screen, press the roll up key.

Printing

To print an agent's calendar for one day, type the agent's number in the AGENT# field and the date on the Circuit Probation Case Management menu and press **[F14]** or if using the Next Transaction Line press **[F1]**. If no date is entered, the system will use today's date as the date for the calendar.

Field Definitions

The Probation Calendar screen displays the following information at the top of the screen:

AGENT	Name of agent whose calendar is being displayed.
DATE	Indicates the first scheduled date of future activity.
	The following information is displayed on the Probation Calendar screen for the schedule of the Probation Agent specified:
CASE#	CCS number(s) for case(s) on the docket for the requested date.
@	Time-of-day indication for case(s) scheduled.
PROBATIONER	Probationer's name (first, middle, last format).
EVENT	Probation event using long description for code entered. See Code Table 5 in Appendix P for a list of these codes. Up to four lines of comments will be displayed on the calendar.

CIRCUIT PROBATION REPORTS MENU

Overview

The reports and immediate forms section of the Circuit Probation Case Management system provides the probation department with the ability to produce many state approved forms for use within the probation system. These forms are produced from the data in the computer along with some information provided by the requestor.

The Circuit Probation Report Menu - Page 2

The Circuit Probation Report Menu (Figure 158) appears whenever the [PAGE UP] Key is pressed from the CIRCUIT PROBATION MANAGEMENT MENU. The menu is also returned when any of the Probation Screens on Page 2 are exited.

```
                    CIRCUIT PROBATION REPORTS MENU            Page 2 of 2
                              COUNTY 03
                                      ----TRANSFER FROM-----
          CASE YEAR   NUMBER   TYPE  COUNTY  STATE  CIRCUIT

                EVENT#     AGENT#   DATE   TABLE  CODE
                             414
                                NAME



ORD OF PROBATION  F1  (ORD)       REVIEW LIST       F10 (REV)
AMENDED ORDER     F2  (AMD)       ALPHA LIST        F11 (ALP)
DISCHARGE ORDER   F3  (DCG)       WORKLOAD AUDIT    F12 (LOD)
PET/BENCH WARRANT F4  (PBW)       CODE LIST         F13 (LPC)
NOTICE TO APPEAR  F5  (NTA)       PROJECTED DISCHRG F14 (PDL)
SHOW CAUSE ORDER  F6  (OSC)       F/C/R BALANCES    F15 (FCR)
                                  COURT CALENDAR    F16 (CCL)
REPORT GENERATOR  F7  (GEN)       OVERSIGHT PAID    F19 (OSV)

GLOBAL AGENT CHNG F9  (GAC)       CHANGE # COPIES   F21
                                  CASE MGT MENU     ROLL DOWN
                                  DISPLAY PRINT     F23 (D P)
                                  EXIT              F24 (EXT)
```

Figure 158. Sample Circuit Probation Reports Menu

To access any of the Probation Screens on Page 2, type the required data in the fields at the top of the menu and press the proper function key as listed on the chart below (Figure 159).

Screen	Action	Required Fields	F Key	Code
Order of Probation	print	case year, number	F1	ORD
Amended Order	print	case year, number	F2	AMD
Discharge Order	print	case year, number	F3	DCG
Pet/Bench Warrant	print	case year, number	F4	PBW
Notice to Appear	option not yet available		F5	NTA
Show Cause Order	print	case year, number	F6	SCO
Report Generator	print		F7	GEN
Global Agent Change	print		F9	GAC
Review List (by agent)	print	Agent#, or blank for all	F10	REV
Alpha List	print	default is ALL	F11	ALP
Work Load	print	date (default is current)	F12	LOD
Work Load By Agent	print	Agent#, Date (default is current)	F12	LOD
Code List	print	---	F13	LPC
Projected Discharge by Agent	print	Agent#, or blank for all	F14	PDL
F/C/R Balances	print	default is ALL	F15	FCR
F/C/R Balances by Agent	print	Agent#	F15	FCR
Court Calendar	print	default is ALL	F16	CCL
Court Calendar by Agent	print	Agent#	F16	CCL
Oversight Paid	display	Name or blank for all	F19	OSV
Change # Copies	for any print	---	F21	
Case Mgt Menu	return to page 1	---		Roll Down
Display Print	print inquiry		F23	D P
Signoff	end		F24	OFF

Figure 159. Required Fields For Probation Screens

ORDER OF PROBATION

Overview

The Order of Probation screen (Figures 160 and 160a) is used to input information not currently recorded on the Circuit Court or Circuit Probation screens. This will generate the SCAO approved Order of Probation form (Figure 161).

```
 MC 243a ORDER OF PROBATION                                    COUNTY     3
CASE# 97 -  10471 - FH  BEACH         CLOSED     FILED  070297 DISPOSED   42498
TITLE PEOPLE OF MICH.    VS ALEGRIA,FRANK,                     REOPENED  121097
                            DEMOTT
  People of         STATE OF MICHIGAN
  Probation Officer ____________________________________    Term  ____________

  Judgment of guilt is deferred under:
      1. MCL 333.7411 MSA 14.15(7411), Controlled Substance Act
      2. MCL 750.350a MSA 25.582(1), Parental Kidnapping Act
      3. MCL 762.11   MSA 28.853, Youthful Trainee Status

 5) Fines          __________  Costs      __1000.00__   Damages    __________
    Restitution    __________             ___________
    Cr Victim      __60.00___  Aty Fees   ___________   Oversight  __________
    Forensic       __________  Other      ___________   Total      __1060.00__
    The total amount due may be in installments of __________ per  _________
        starting on ________

 6) Supervision Fee __________
    The total amount due may be in installments of            per  _______
        starting on _________
F1=EXIT                    (PRESS ENTER TO CONTINUE)
```

Figure 160. Sample Order of Probation Screen

```
 MC 243a ORDER OF PROBATION                                        COUNTY     3
CASE# 97 -  10471 - FH  BEACH         CLOSED     FILED  070297 DISPOSED   42498
TITLE PEOPLE OF MICH.    VS ALEGRIA,FRANK,                      REOPENED  121097
                            DEMOTT

 7)  ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________
     ____________________________________________________________________________

F2=PRINT          F1=EXIT         ROLL UP=PREVIOUS PAGE
NEXT     CASE# 97 -  10471 - FH CHG/EVT      PTY        JUDGE       DATE
```

Figure 160a. Sample Order of Probation Screen - Page 2

Accessing the Screen

The Order of Probation screen can be accessed from either the menu (page 2) or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

Fines/Costs, Restitution, Oversight, Other Fees, and Total are automatically displayed on the screen if the Circuit Court file is found.

Approved, SCAO

Original-Court
1st copy-Probation Department

2nd copy-Defendant
3rd copy-Prosecutor

STATE OF MICHIGAN
18TH JUDICIAL CIRCUIT

ORDER OF PROBATION

CASE NO.
09-88-001281-FH-B

ORI J123456
COURT ADDRESS
1000 LONG BOULEVARD
SUITE 20 LANSING MI 48911

PAGE 1
COURT TELEPHONE NO.
517-3736964

THE PEOPLE OF STATE OF MICHIGAN

V

Defendant
JOHN M DOE
300 MAIN STREET
BAY CITY MI 48708
CTN:098800343801 SID:0862234P DOB: 6/03/58

Probation Officer CHRIS POPE

Term 12 MONTHS

Offense

CONTROLLED SUBSTANCE - POSSESSION (NARCOTIC/COCAINE) 25 TO 5(Attempt)
-Judgment of guilt is deferred under:
-MCL 333.7411, MSA 14.15(7400), Controlled Substance Act
-MCL 750.350a, MSA 25.582(1), Parental Kidnapping Act
-MCL 762.11, MSA 28.853, Youthful Trainee Status

IT IS ORDERED that the defendant be placed on probation under the supervision of the above named probation officer for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.
5. Pay the following:

Fine	$50.00
Costs	50.00
Damages	50.00
Restitution	500.00
Crime Victim	30.00
Attorney Fees	250.00
Oversight	50.00
Forensic	0.00
Other	0.00
TOTAL	$980.00

__ Total amount due may be paid in installments of _____ per _____ starting on _____ and paid in full by the due date on the judgment of sentence unless otherwise ordered.

Fines, costs, and fees not paid within 56 days of the date owed are subject to a 20% late penalty on the amount owed. If a cash bond/bail was personally posted by the defendant, payment toward the total is to first be collected out of that bond/bail and allocated as specified under MCL775.22.

Approved, SCAO	Original-Court 1st copy-Probation Department	2nd copy-Defendant 3rd copy-Prosecutor

---

STATE OF MICHIGAN | ORDER OF PROBATION | CASE NO.
18TH JUDICIAL CIRCUIT | | 09-88-001281-FH-B

ORI J123456 PAGE 2
COURT ADDRESS COURT TELEPHONE
1000 LONG BOULEVARD
SUITE 20 LANSING MI 48911 517-3736964

Defendant
JOHN M DOE
THE PEOPLE OF STATE OF MICHIGAN 300 MAIN STREET
V BAY CITY MI 48708
CTN:098800343801 SID:0862234P DOB: 6/03/58

6.Pay a supervision fee to the Department of Corrections in the amount of $ _________. The fee is payable immediately. This fee also applies to all delayed sentences. A supervision fee **may not be ordered or collected** for defendants whose judgment of guilt has been deferred under MCL750.350a.

__ Total amount due may be paid in installments of ___________ per ___________ starting on ___________ payable to the State of Michigan.

7. Other:

Failure to comply with this order may result in a revocation of probation and incarceration.

Date:________________ Judge:____________________________________ Bar no:_______

= =

I have read or heard the above order of probation and have received a copy. I understand and agree to comply with this order.

Date:________________ Defendant Signature_____________________________________
If the judgment of guilt is deferred as stated above, the clerk of the court shall send a photocopy of this order to the Michigan State Police Central Records Division to create a criminal history record as required under MCL 769.16a.

MCL600.4803,MCL769.1A;MSA28.1073,MCL771.1 et seq;MSA28.1131 et seq; MCL775.22,MSA28.1259,MCL780.826 MSA28.,1287(826),MCR6.445
CC 243a (04/94) ORDER OF PROBATION(Felony)

Figure 161. Sample Order of Probation Form

AMENDED ORDER OF PROBATION

Overview

The Amended Order of Probation screen (Figure 162) is used to input information not currently recorded on the Circuit Court or Circuit Probation screens. This will generate the SCAO approved Petition/Order for Amendment of Order of Probation form (Figure 163).

```
 MC 244  PETITION/ORDER FOR AMENDMENT OF ORDER OF PROBATION    COUNTY     3
CASE# 97 -  10471 - FH  BEACH         CLOSED     FILED  070297 DISPOSED   42498
TITLE PEOPLE OF MICH.    VS ALEGRIA,FRANK,                     REOPENED  121097
                            DEMOTT

   People of   STATE OF MICHIGAN

                                PETITION
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
                         ORDER AMENDING PROBATION
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________

F2=PRINT                        F1=EXIT
```

Figure 162. Sample Amended Order of Probation Screen

Accessing the Screen

The Amended Order of Probation screen can be accessed from either the Menu (page 2) or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

Approved, SCAO   1st copy-Probation Department   Original-Court
2nd copy-Probationer

STATE OF MICHIGAN
18TH JUDICIAL CIRCUIT   PETITION AND ORDER FOR AMENDMENT OF ORDER OF PROBATION   CASE NO. 09-88-001281-FH-B

ORI J123456
PAGE 1
COURT ADDRESS   COURT TELEPHONE NO.
1000 LONG BOULEVARD
SUITE 20   LANSING   MI 48911   517-3736964

THE PEOPLE OF STATE OF MICHIGAN
V
Defendant
JOHN M DOE
300 MAIN STREET
BAY CITY   MI 48708

Date of Probation	Judge	Bar No.
1/05/89	LAWRENCE M BIELAWSKI	10786

Term of Probation	Offense
1 YEAR	CONTROLLED SUBSTANCE - POSSESSION (NARCOTIC/COCAINE) 25 (Attempt)

I petition this court for the following amendments of the probation order previously entered in this cause.

AMEND RESTITUTION FROM $0.00 TO $350.00

Date:_____________   Probation Officer:____

ORDER AMENDING PROBATION

IT IS ORDERED that the probation of the above defendant be amended as set forth in the above petition. All other conditions not inconsistent with this order shall remain in effect.

Date:____________________   Judge:__________________________________   Bar No.:___________

= =

I have received a copy of this order of amendment. I understand and agree to comply with this order.

Date:_____________________   Defendant Signature:____________________________________

MC 244 (8/88) PETITION AND ORDER FOR AMENDMENT OF ORDER OF PROBATION

Figure 163. Sample Petition and Order for Amendment of Order of Probation

DISCHARGE ORDER

Overview

The Discharge Order screen (Figure 164) is used to input information not currently recorded on the Circuit Court or Circuit Probation screens. This will generate the SCAO approved Petition/Order of Discharge from Probation form (Figure 165).

Accessing the Screen

The Order for Discharge from Probation screen can be accessed from either the Menu (page 2) or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

Original-Court 2nd copy-Defendant

```
 MC 245  PETITION/ORDER FOR DISCHARGE FROM PROBATION           COUNTY     3
CASE# 97 -  10471 - FH  BEACH         CLOSED     FILED  070297 DISPOSED   42498
TITLE PEOPLE OF MICH.    VS ALEGRIA,FRANK,                    REOPENED  121097
                            DEMOTT


   People of            STATE OF MICHIGAN

                                PETITION
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

        The plea/status is set aside/terminated under the following
             2. Controlled Substance Act (MCL 333.7411)
             3. Spouse Abuse Act (MCL 769.4a)
             4. Parental Kidnapping Act (MCL 750.350a)
             5. Holmes Youthful Trainee Act (MCL 762.14)

F2=PRINT                           F1=EXIT
NEXT     CASE# 97 -  10471 - FH CHG/EVT      PTY        JUDGE       DATE
```

Figure 164. Sample Petition/Order for Discharge from Probation Screen

Approved, SCAO 1st copy-Probation Department 3rd copy-Prosecutor

---

STATE OF MICHIGAN
18TH JUDICIAL CIRCUIT

PETITION AND ORDER FOR
DISCHARGE FROM PROBATION

CASE NO.
09-88-001281-FH

ORI J123456
COURT ADDRESS
1000 LONG BOULEVARD
SUITE 20 LANSING MI 48911

PAGE 1
COURT TELEPHONE NO.
517-3736964

THE PEOPLE OF THE STATE OF MICHIGAN

V

CTN:098800343801

Defendant
JOHN M DOE
300 MAIN STREET
BAY CITY MI 48708
SID:0862234P DOB: 6/03/58

Date of Probation 1/05/89 Term of Probation 1 YEAR

Offense
CONTROLLED SUBSTANCE - POSSESSION (NARCOTIC/COCAINE) 25 TO 50 GRAMS (Attempt)

I respectfully petition this court to discharge the defendant from probation for the following reasons:

HAS FULFILLED ALL OBLIGATIONS AND CONDITIONS OF THE SENTENCE IMPOSED BY THIS COURT INCLUDING ALL COSTS, FINES, AND RESTITUTION.

Date:_____ Probation Officer:_____

ORDER OF PROBATION DISCHARGE

IT IS ORDERED:

1.Defendant is discharged from probation supervision, and any unfulfilled obligations or conditions of the sentence imposed by this court are suspended, except that collection for unpaid probation oversight fees may be pursued according to law (MCL 771.4).

2.The plea or finding of guilt under the:
Controlled Substance Act (MCL 333.7411)
Spouse Abuse Act (MCL 769.4a)
Parental Kidnapping Act (MCL 750.350a)
is set aside and the case is dismissed. The records of arrest and discharge or dismissal in this case shall be retained as a nonpublic record according to law.

3.The status of Youthful Trainee is terminated under the Holmes Youthful Trainee Act (MCL762.14) and the case is dismissed. The record of arrest and discharge or dismissal in this case shall be retained as a **nonpublic** record.

Approved, SCAO

Original-Court
1st copy-Probation Department

2nd copy-Defendant
3rd copy-Prosecutor

STATE OF MICHIGAN
18TH JUDICIAL CIRCUIT

PETITION AND ORDER FOR
DISCHARGE FROM PROBATION

CASE NO.
09-88-001281-FH

ORI J123456
COURT ADDRESS
1000 LONG BOULEVARD
SUITE 20 LANSING MI 48911

PAGE 2
COURT TELEPHONE NO.
517-3736964

THE PEOPLE OF THE STATE OF MICHIGAN

V

CTN:098800343801

Defendant
JOHN M DOE
300 MAIN STREET
BAY CITY MI 48708
SID:0862234P DOB: 6/03/58

according to law.

Date:_____ Judge:_____ Bar No.:_____

If item 2 or 3 is checked, the clerk of the court shall send a photocopy of this order to the Michigan State Police Central Records Division to create a criminal history record as required under MCL 769.16a.

MC 245 (6/96) PETITION AND ORDER FOR DISCHARGE FROM PROBATION

MCL 771.5, MSA 28.1135

Figure 165. Sample Petition and Order for Discharge from Probation

PETITION AND BENCH WARRANT

Overview

The Petition and Bench Warrant screen (Figure 166) is used to input information not currently recorded on the Circuit Court or Circuit Probation screens. This will generate the SCAO approved Petition and Bench Warrant form (Figure 167).

Accessing the Screen

The Petition and Bench Warrant screen can be accessed from either the Menu (page 2) or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 148.

```
 PETITION AND BENCH WARRANT                                        COUNTY     3
CASE# 97 -  10471 - FH  BEACH         CLOSED     FILED  070297 DISPOSED   42498
TITLE PEOPLE OF MICH.    VS ALEGRIA,FRANK,                      REOPENED  121097
                            DEMOTT

   People of   STATE OF MICHIGAN___________

   ___ held in contempt for failure to appear.
   ___ held in contempt for the following reasons:
   ___ probation revocation proceeding for the following reasons:
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________


     Respondent may be released when a cash or surety bond in the
       amount of $ ___________ is posted for personal appearance.


F2=PRINT                          F1=EXIT
NEXT     CASE# 97 -  10471 - FH CHG/EVT      PTY        JUDGE       DATE
```

Figure 166. Sample Petition and Bench Warrant Screen

Approved, SCAO

Original-Court
1st copy-Probation Department

2nd copy-Defendant
3rd copy-Prosecutor

STATE OF MICHIGAN
18TH JUDICIAL CIRCUIT

PETITION AND
BENCH WARRANT

CASE NO.
09-88-001281-FH

ORI J123456
COURT ADDRESS
1000 LONG BOULEVARD
SUITE 20 LANSING MI 48911

PAGE 1
COURT TELEPHONE NO.
517-3736964

THE PEOPLE OF THE STATE OF MICHIGAN

V

CTN:098800343801

Defendant
JOHN M DOE
300 MAIN STREET
BAY CITY MI 48708
SID:0862234P DOB: 6/03/58

PETITION

Petitioner requests that a bench warrant be issued and JOHN M DOE be arrested and held in contempt of court for violation of the terms of Probation for the following reasons:

WAS IN POSSESSION OF CONTROLLED SUBSTANCE.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date:_____ Petitioner:_____

BENCH WARRANT

Respondent failed to comply with an order of this court.

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

TO ANY PEACE OFFICER OR COURT OFFICER AUTHORIZED TO MAKE ARREST:
I order you to arrest:

JOHN M DOE
800 MAIN STREET
BAY CITY MI 48708

RACE: SEX: M
DLN:

Bring the respondent before the court immediately, or respondent may be released when a cash or surety bond in the amount of $_____ is posted or a personal appearance before the court at its next session.

Approved, SCAO

Original-Court
1st copy-Probation Department

2nd copy-Defendant
3rd copy-Prosecutor

STATE OF MICHIGAN
18TH JUDICIAL CIRCUIT

PETITION AND
BENCH WARRANT

CASE NO.
09-88-001281-FH

ORI J123456
COURT ADDRESS
1000 LONG BOULEVARD
SUITE 20 LANSING MI 48911

PAGE 2
COURT TELEPHONE NO.
517-3736964

THE PEOPLE OF THE STATE OF MICHIGAN

V

CTN:098800343801

Defendant
JOHN M DOE
300 MAIN STREET
BAY CITY MI 48708
SID:0862234P DOB: 6/03/58

(SEAL)

Date:_____ Circuit Judge:_____ Bar No:_____

RETURN

I have, on _____, taken respondent into custody as ordered by this warrant.
(date)

Date:_____ Peace Officer:_____

Figure 167. Sample Petition and Bench Warrant.

PETITION AND ORDER TO SHOW CAUSE

Overview

The Petition and Order to Show Cause screen (Figure 168) is used to input information not currently recorded on the Circuit Court or Circuit Probation screens. This will generate the SCAO approved Petition and Order to Show Cause form (Figure 169).

```
 MC 230  ORDER TO SHOW CAUSE                                    COUNTY     3
CASE# 97 -  10471 - FH  BEACH         CLOSED     FILED  070297 DISPOSED   42498
TITLE PEOPLE             VS ALEGRIA,FRANK,                     REOPENED  121097
      ANDERSON              DEMOTT               Party: D  001
 People of State of  Michigan
 1. I am interested in this matter as ____________________________________________

 2. ______________________________ has not complied with an order dated
    ______ by failing to:

    ____________________________________________________________________________
    ____________________________________________________________________________

 3. I request an order directing  ________________________________ to show why
      a.s/he should not be found in _ civil __ criminal contempt of court.
      b.his/her probation should not be revoked.

 Subscribed and sworn to be before me on  _____  ______________ County,
 Michigan. My commission Expires: ________


F1=EXIT                  (PRESS ENTER TO CONTINUE)
```

Figure 168. Sample Order to Show Cause Screen

Accessing the Prompt Screen

The Petition and Order to Show Cause screen can be accessed from either the Menu (page 2) or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

Approved, SCAO

Original-Court
1st copy-Probation Department

2nd copy-Defendant
3rd copy-Prosecutor

STATE OF MICHIGAN
18TH JUDICIAL CIRCUIT

PETITION AND ORDER TO
SHOW CAUSE

CASE NO.
09-88-001281-FH

ORI J123456
COURT ADDRESS
1000 LONG BOULEVARD
SUITE 20 LANSING MI 48911

PAGE 1
COURT TELEPHONE NO.
517-3736964

THE PEOPLE OF THE STATE OF MICHIGAN V JOHN M DOE

TO: JOHN M DOE
300 MAIN STREET
BAY CITY MI 48708

IT IS ORDERED that:

1. You appear on OCTOBER 14, 1991 at 9:00 A.M.,

at
X the Court located at the ABOVE ADDRESS
X Courtroom number 201
X APPEAR BEFORE JUDGE BROWN

2. You show cause why your probation should not be revoked for the following reasons:

Failure to appear as directed above may result in a bench warrant being issued for your arrest.

Date:_____ Circuit Judge:_____ Bar No._____

Requested by: _____

_____

CERTIFICATION OF PERSONAL SERVICE

I certify that on this date a copy of this order was served on the Defendant at
_____.

Date:_____ Signed:_____

Figure 169. Sample Petition and Order to Show Cause

PROBATION REPORT GENERATOR

GENERAL OVERVIEW

The Probation 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.

HOW THE GENERATOR WORKS

To use the 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, then 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, then 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).

PROBATION REPORT GENERATOR

Accessing the Screen

The Report Generation Menu (Figure 170) appears when you select the REPORT GENERATOR MENU by pressing F7 from the Circuit Probation Report Menu (Page 2). This menu lists all fields available for use as criteria for any report requested, and their associated criteria specification fields.

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

__ COUNTY NUMBER      __              __ AGENT                 _____
__ CASE NUMBER                        __ JUDGE                 _____
__ CASE TYPE          __              __ PROBATIONER
__ TRANSFER COUNTY    __
__ TRANSFER STATE     __              __ ORIGINAL CHARGE  ___._____________________
__ TRANSFER CIRCUIT   __                 TYPE  ___        TRAFFIC  __
                                      __ LESSER CHARGE    ___. _________________
__ CASE STATUS        _                  TYPE  ___        TRAFFIC  __

__ PUBLIC             _               __ OFFENSE DATE         _______ /  _______
__ SEX                _               __ ACTIVITY EVENT       ___
__ RACE               __              __ ACTIVITY DATE        _______ /  _______

__ PROB BEGIN DATE    _____  /  _____ __ SUPERVISION CLASS    ____
__ PROB END DATE      _____  /  _____ __ SUPERVISION LEVEL    __
__ PROJ DISCHRG DATE  _____  /  _____ __ GEOGRAPHIC LOCATION  ____

__ DATE OF BIRTH      _____  /  _____
__ BOND AMOUNT                        __ BENCH WARRANT
__ ACCUMULATE ONLY
                  F23=DISPLAY SUBMITTED JOBS                    F24=EXIT
```

Figure 170. Sample Probation System Report Generation 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.

SELECTIONS (Column 1):

COUNTY — Type a criteria specification like one of the following:
" " = 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:
" " = ALL case types.
"FC" = Specific case type.

TRANSFER COUNTY — To select a cases transferred in from a particular county, enter the county number.

TRANSFER STATE — To select a cases transferred in from a particular state, enter the two character state abbreviation.

TRANSFER CIRCUIT — To select a cases transferred in from a particular circuit, enter the circuit number.

CASE STATUS — To select by case status type one of the following:
" " = ALL cases
"O" = Open cases
"I" = Cases not yet active
"C" = Closed cases

PUBLIC — Type one of the following:
"Y" or **" "** = Provides a public-only listing, eliminating all "S" and "E".
"N" = Lists all cases

SEX — To select by sex code, entered on the case header, type one of the following:
" " = All **"M"** = Male
"F" = Female **"U"** = Unknown

RACE — To select by race code, entered on the case header, type one of the following:
" " = All **"W "** = White

NOTE: Race code is not an edited field and may vary from county to county.

PROB BEGIN DATE — To select by probation begin date, type the to/from dates to be included.

PROB END DATE	To select by probation end date, type the to/from dates to be included.
PROB DISCHRG DATE	To select by probation discharge date, type the to/from dates to be included.
DATE OF BIRTH	To select by date of birth, type the to/from dates to be included.
BOND AMOUNT	Bond amount entered on the case header.
ACCUMULATE ONLY	For no detail and cover page, 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.

SELECTIONS (Column 2):

AGENT	To select a certain agent, enter the agent's P-number
JUDGE	To select a certain judge, enter the judge's P-number
PROBATIONER	The probationer's full name as entered at case initiation.
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 — 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).

If selecting by lesser charge traffic code, enter "T".

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 event screen. If selecting by activity event, type a valid code from code table 1 found in Appendix P.

ACTIVITY DATE — The event date entered on the event screen. Type the dates to be included.

SUPERVISION CLASS — To select by supervision class, enter a valid supervision class code from code table 2 found in Appendix P.

SUPERVISION LEVEL — To select by supervision level, enter a valid supervision level code from code table 3 found in Appendix P.

GEOGRAPHIC LOCATION — To select by geographic location, enter a the geographic location number.

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.

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 (Figure 160) 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.

```
                    PROBATION SYSTEM

                    REPORT GENERATOR

SELECTED ITEMS ARE:

STATUS     =   O          PUBLIC      =    ALL

PRINTED ITEMS ARE:

CASE NUMBER =  ALL          CASE TYPE   =  ALL          AGENT      =   ALL
JUDGE       =  10571        PROBATIONER                 XFER COUNTY =   ALL
XFER STATE  =  ALL          XFER CIRCUIT =  ALL         STATUS     =   O
SUPV CLASS  =  ALL          SUPV LEVEL  =  ALL          PRB BEG 1/01/92-10/14/94
PRJ DIS 1/01/92-10/14/94

SORTED ITEMS (1-9) ARE:


TOTAL NUMBER OF ITEMS MEETING ABOVE CRITERIA  =   3
```

Figure 171. Sample Cover Page for Report Generator

```
                                IOSCO COUNTY                                        DATE  10/14/94
                                23RD JUDICIAL CIRCUIT COURT                         TIME  9:53:27
                                P. O. BOX 658                                       PAGE   1
                                TAWAS CITY        MI   48765-0000

CASE NUMBER    CASE TYPE       AGENT           JUDGE           PROBATIONER
               XFER COUNTY     XFER STATE      XFER CIRCUIT    STATUS
PR BEG DATE    PROJ DISCHARGE  SUPV CLASS      SUPV LEVEL

91-008606      FC              GOOD            BEACH           ROGER B MARTIN
               00                              00              O
 3/18/92        3/18/94        PRO             M

94-000914      FH              MICHAELIS       BEACH           JOHN ROBERT DOE JR
               00                              00              O
10/03/94       10/02/95        PRO             A

94-000968      FH              MICHAELIS       BEACH           ROBERT ALAN JONES
               03              MI              48              O
 8/10/94        8/09/96        PRO             A
```

Figure 172. Sample Detail Listing for Report Generator

Field Definitions

The Detail Listing (Figure 172) provides the following informa-tion 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.

CIRCUIT PROBATION CASE REVIEW

Overview

The Probation Case Review List (Figures 174 - 174b) is used to help probation agents manage probationer follow-up and scheduling. Probationers on this list may require action by the agent of record. Categories listed are "No Next Action", "No Show", and "Review Requested" (tickler).

When this report is executed, the program also removes calendar entries that have now passed. This keeps the calendar file cleaned-up.

Printing the Report

Select the Probation Case Review by pressing **[F10]** from the Circuit Probation Report Menu (Page 2). Enter the date the system should use for calculating the calendar purge date. The calendar file will be purged for cases that had past activity more than 30 days prior to the specified date. If no date is entered, the current date is used. Run the report for just one agent by keying the agent number, also.

Report Information

The heading of the Probation Case Review identifies the name and address of the Probation Department, and the date the report was run. This report is organized by Agent#.

The Probation Case Review includes the categories below with their respective criteria:

18TH CIRCUIT COURT
1000 LONG BOULEVARD
SUITE 20
LANSING MI 48911 0000

PROBATION CASE REVIEW LIST
NO NEXT ACTION

AGENT POPE

CASE NUMBER	PROBATIONER	SUPERVISION CLASS/LEVEL	GEOGRAPH. LOCATION	BEGIN DATE	PROJECTED DISCHARGE
90-000328-FC-00-	-00 CHRIS A POPE	HYT R		01/05/91	01/05/92
91-000319-FH-00-	-00 JANE M DOE		555	04/01/91	04/01/92

Figure 174. Sample Probation Case Review List - No Next Action

NO NEXT ACTION * Open cases with no calendar dates

Figure 174a. Sample Probation Case Review List - No Show

18TH CIRCUIT COURT
1000 LONG BOULEVARD
SUITE 20
LANSING MI 48911 0000

PROBATION CASE REVIEW LIST
NO SHOW

AGENT POPE

CASE NUMBER	SUPERVISION PROBATIONER	GEOGRAPH. CLASS/LEVEL	BEGIN LOCATION	OSV DATE	SET DATE	PROJECTED DISCHARGE
88-001281-FH-00- -00	MARK P LIND	PRO M		01/05/89	04/01/91	05/01/92

NO SHOW * Open cases with a calendar date less than run date
* No "APP" (appearance) entry greater than run date

18TH CIRCUIT COURT
1000 LONG BOULEVARD
SUITE 20
LANSING MI 48911 0000

PROBATION CASE REVIEW LIST
REVIEW REQUESTED

AGENT POPE

CASE NUMBER	PROBATIONER	COMMENTS
88-001283-FH-00- -00	DAVID M BICK	
91-000318-FH-00- -00	JANE M. DOE	REVIEW FINES/COSTS BALANCES FOR POSSIBLE DISCHARGE

Figure 174b. Sample Probation Case Review List - Review Requested

REVIEW REQUEST * calendar event code "REV"
* and calendar date is equal to run date or within 30 days

less than run date
* prints next action comments (2)

PROBATION CASE ALPHA LIST

Overview

The Probation Case Alphabetic List (Figure 176) is a list of all probationers entered in the Circuit Probation System. The list is alphabetically sequenced by last name and indicates the last and next activity. It is suggested that the list be generated on a weekly basis as a backup in case of system unavailability.

Printing the Report

Select the Probation Case Alphabetic List Screen (Figure 175) by pressing **[F11]** from the Circuit Probation Report Menu (Page 2). The entire report can be run or selectively by AGENT# and/or supervision level as follows:

ALL	The report can be requested with no selection criteria and will produce all agent's lists.
AGENT#	The report can be requested for a selected agent by entering the Agent# in the AGENT# field on the menu (page 2).
SUPV CLASS	The report can be requested for a selected supervision class by entering the class code (table 2 in Appendix P) in the CODE field on the menu (page 2).
SUPV LEVEL	The report can be requested for a selected supervision level by entering the level code (table 3 in Appendix P) in the Supervision Level field.
CASE STATUS	The report can be requested for a selected case status by entering the status code (table 6 in Appendix P) in the Case Status field.
GEOGRAPHIC LOCATION	The report can be requested for a specific Geographic Location by entering the location number in the Geographic Location field.

```
PROBATION CASE ALPHA LIST                                          11/09/98
                                                                   15:38:13


                 Probation Agent:

                 Supervision Class:          EMS

                 Supervision Level:

                 Case Status:

                 Geographic Location:





F2=PRINT         ENTER=VERIFY          F1=EXIT
```

Figure 175. Sample Probation Case Alpha List Screen

PROBATION CASE ALPHABETIC LIST
AGENT: 721-POPE, LINCOLN,
CLASS: PAR-PAROLE
ALL CASES

JACKSON CO. CIR/CT PROBATION
312 S.JACKSON--RMS 515-516
JACKSON, MI 49201-0000

DATE: 07/27/93
TIME: 17:02:54
PAGE: 1

PROBATIONER	CASE NUMBER	SUPERVISION CLASS/LEVEL	GEOGRAPH. LOCATION	BEGIN DATE	PROJECTED DISCHARGE	NEXT DATE	NEXT CODE	AGENT
DAVID M BICK	03-00-180454- -00- -00	PAR A		09/26/88	04/19/91			POPE
JANE M DOE	03-00-179447- -00- -00	PAR I		04/01/91	04/01/93			POPE
JOHN L DOE	03-00-182878- -00- -00	PAR I		03/01/91	03/01/93			POPE
ALLEN E HARN	03-00-198974- -00- -00	PAR M		05/13/92	05/13/93			POPE

Figure 176. Sample Probation Case Alphabetic List

PROBATION WORKLOAD AUDIT REPORT

Overview

The Probation Workload Audit Report (Figure 178) can be used to prepare the Michigan Department of Correction's required Workload Report. The Workload Audit report lists supervision activity for a selected to/from date. The report can be selected for all agents or 1 agent. The report is based on Probation Event entries using event action codes (see Probation code table 1, Appendix P) used with the supervision class codes (Probation code table 2, Appendix P) and supervision level codes (Probation code table 3, Appendix P). These entries track movement of supervision for a probationer throughout his/her probation period. The report lists these events sorted by agent, supervision class, and probationer name. Supervision class totals, agent totals, and final totals are printed.

Requesting the Report

Probation Workload Audit Report screen (Figure 177) may be accessed by pressing **[F12]** from the Probation Report Menu or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

To print using the Next Transaction Line, enter "LOD" for NEXT.

A prompt screen will appear. Enter the TO/FROM reporting date. Additional options are as follows:

AGENT#	To run for a selected agent, enter the appropriate P-number in the judge field.

```
PROBATION WORKLOAD AUDIT REPORT                                    11/09/98
                                                                   15:44:13

BEGIN DATE (MMDDYY):    _________
END DATE   (MMDDYY):    _________

AGENT:                  ________    (blank for all agents)


Print Options: (Y/N)
Supervision Units        N  Audit List     Y  Summary
Investigation Units      N  Audit List     Y  Summary
```

Figure 177. Sample Workload Audit Report Screen

```
                          PROBATION & PAROLE OFFICE
                           ROOM 111     COURT HOUSE                    DATE 08/08/91
PROBATION WORKLOAD AUDIT                                                PAGE    5
FOR  5/01/91 THRU  6/30/91          ALLEGAN      MI  49010

AGENT:  BUSSCHER

CLASS:  PRO-PROBATION                                  ---------- SUPERVISION LEVEL ----------
                                                        S   R   E   C   I   A   M   A   M
                                 SUPV                   A   E   L   C   N   V   I   D   A
PROBATIONER/PAROLEE     CASE NUMBER      1ST    DATE    I   S   E   P   T   G   N   M   I

RON L TYSON             03-91-008637-FH-00-  -00        05/23/91  PRO                       +
BRIAN D VENEER          03-90-008552-FH-00-  -00        05/23/91  PRO                 +
LEODARD N VENEY         03-88-008136-FH-00-  -00        05/23/91  PRO                     +
ALVIN N WHITNEY         03-89-008330-FH-00-  -00        06/12/91  PRO                     +
LARRY N WIGGLEY         03-88-008182-FH-00-  -00        05/23/91  PRO                     +
LLOYD L WISHBONE        03-88-008000-FH-00-  -00  PRO A 06/04/91  BWI                     -

                        SUPERVISION CLASS TOTALS                                  9  40   6  19

                        AGENT ACTIVITY COUNT                                      9  41   5  19
                        UNITS                                                   2.0 1.0  .5  .5
                        TOTAL SUPERVISION UNITS                                18.0 41.0 2.5 9.5
```

Figure 178. Sample Probation Workload Audit Report.

PROBATION GLOBAL AGENT CHANGE

Overview

The Probation Global Agent Change program (Figure 179) reassigns all cases from one agent to another. A report is printed listing the cases changed. Next action Calendar events will be reassigned from one agent to the other. Cases having active supervision classes and levels will have an interoffice transfer (IOT) event for the current supervision automatically generated to close supervision on the current agent and add supervision to the new agent.

Requesting the Function

The Global Agent Change function may be requested from either the Probation Report Menu or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

To request using the Next Transaction Line, enter "GAC" for NEXT.

A Prompt screen will be displayed.

```
GLOBAL AGENT CHANGE                                                    10/29/93
                                                                       14:18:03

Current Agent Number:    414     GOOD, JOHN B.,

New Agent Number:        120     HEPSWORTH, JENIFER,


F2= CONTINUE                ENTER= VERIFY              F1= EXIT
```

Figure 179. Sample Global Agent Change Screen

CURRENT AGENT NUMBER — Enter the P-number of the agent currently assigned to the cases.

NEW AGENT NUMBER — Enter the P-number of the agent to be assigned to the cases.

Verify the agent names by pressing the **[ENTER]** key. If the correct P-numbers have been selected, reassign the cases by pressing **[F2]**.

PROBATION PROJECTED DISCHARGE REPORT

Overview

The Probation Projected Discharge Report (Figure 181) is a report of probationers with discharge dates. The report may be run for a single agent or all agents.

Requesting the Report

Probation Projected Discharge Report screen (Figure 180) may be accessed from either the Probation Report Menu or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

To print using the Next Transaction Line, enter "PDL" for NEXT.

Printing the Report

A Prompt screen will be displayed.

```
Probation Discharge Report Selection                          11/09/98
                                                              16:08:42

Begin Date (MMDDYY):
End Date   (MMDDYY):

AGENT:









F2=PRINT                          F1=EXIT
```

Figure 180. Sample Probation Discharge Report Selection

DATE SELECTION — Enter time frame for projected dates needed. These dates will be compared with the projected discharge date entered previously on the Probation Master screen.

To print a list of life-time probationers enter 999999 for the Begin and End dates.

AGENT# To run for a selected agent, enter the appropriate P-number in the agent field or leave blank for all.

PROBATION & PAROLE OFFICE
ROOM 111 COURT HOUSE

DATE 08/08/91
PAGE 2

PROJECTED DISCHARGE REPORT
DISCHARGE DATES 08/01/92 THRU 10/31/92 ALLEGAN M8 49010 0000
ALL AGENTS

AGENT BUSSCHER

CASE NUMBER	PROBATIONER	SUPERVISION CLASS/LEVEL		GEORGAPH LOCATION	BEGIN DATE	PROJECTED DISCHARGE	CASE STATUS
03-88-008054-FC-00- -00	CHARLES D ANDERSON	PRO	A		08/12/88	08/12/91	O
03-90-052419-FH-41-MI-17	TERRANCE O'NEIL	PRO	D		03/06/91	09/06/91	O
03-89-000161- -59-MI-08	JOHN J KENNER	PRO	A		09/22/89	09/22/91	O
03-89-008243-FH-00- -00	RANDY L WITT				09/22/89	09/22/91	I
03/00-199547- -00- -00	LARRY J STANLEY	CRP	C		03/22/90	10/02/91	O
03-89-008197-FH-00- -00	PAMELA D BARCLEY	PRO	A		04/14/89	10/14/91	O
03-86-007701-FH-00- -00	RICHARD L PULLIAM	PRO	I		10/17/86	10/17/91	O
03-86-007698- -00- -00	RONALD L GIMBLE	PRO	A		10/24/86	10/24/91	O

Figure 181. Sample Projected Discharge Report

BALANCES REPORT

Overview

The Balances Report (Figure 182) lists each probationer ordered to pay fines, costs, restitution, etc., and the balances due for each category. Probationers are listed alphabetically by last name for each agent along with a total for each agent.

Printing the Report	Select the Balances Report by rolling to the Circuit Probation Reports Menu.
BALANCES REPORT	Press **[F15]** for all agents.
SELECTION BY AGENT#	Enter agent number in Agent # field, then press **[F15]**.
Report Information	The Balances Report provides the following information for each defendant printed:
HEADER INFORMATION	Information at the top of the report includes probation department name, county name, county address, and the date the report was generated.
AGENT	Agent of record name for each probationer listed.
PROBATIONER	Probationer full name.
CASE NUMBER	Official number of the case.
PROBATION BEGIN DATE	Date case was filed in probation.
DISCHARGE DATE	Date case was discharged from probation.
LAST PAYMENT DATE	Date money was last received from the probationer.
SENTENCE DATE	Date probationer was sentenced.
FINES, COSTS, RESTITUTION, DAMAGES, VICTIM RIGHTS, REPAY FEES, COURT ORDERED	Amount probationer was ordered to pay in each category along with amount probationer has paid to date, and balance due.
TOTAL	Total of all monies ordered, paid to date, and due for this agent.

F/C/R BALANCES REPORT

AGENT POPE

18TH CIRCUIT COURT
1000 LONG BOULEVARD
SUITE 20
LANSING MI 48911-0000

DATE: 4/06/92
PAGE: 3

PROBATIONER	CASE NUMBER	PROB BEG DATE	DISCHARGE DATE	LAST PAYMENT DATE	SENTENCE DATE			
DAVID M BICKHAM	88-001283-FH	05/01/91			09/26/88			
		COSTS	ORDERED:	$1,000.00	PAID:	$.00	DUE:	$1,000.00
THOMAS R BOWEN	88-001287-FH	11/23/88			11/23/88			
		COSTS	ORDERED:	$1,500.00	PAID:	$.00	DUE:	$1,500.00
WILLIAM N DEAN	86-001047-FC	05/01/91	05/01/93	$70.00	PAID:	$.00	DUE:	$75.00
JOHN D. DOE	90-000118-FH	01/15/90	01/15/92	05/02/90	04/02/90			
		RESTITUTION	ORDERED:	$350.00	PAID:	$25.00	DUE:	$325.00
JEFFREY A HALLER	88-001087-FH	01/01/91	01/01/92		06/20/88			
		FINES	ORDERED:	$100.00	PAID:	$.00	DUE:	$100.00
		RESTITUTION	ORDERED:	$593.00	PAID:	$.00	DUE:	$593.00
ROBERT E HARESS	88-001282-FC	09/26/88			09/26/88			
		COSTS	ORDERED:	$1,500.00	PAID:	$.00	DUE:	$1,500.00
ROBERT JASON	87-001295-FH	03/20/87			09/03/87			
		FINES	ORDERED:	$1,000.00	PAID:	$.00	DUE:	$1,000.00
		RESTITUTION	ORDERED:	$3,360.08	PAID:	$.00	DUE:	$3,360.08
BRIAN C PAGE	89-001054-FH	01/01/91			06/02/89			
		FINES	ORDERED:	$1,500.00	PAID:	$.00	DUE:	$1,500.00
		RESTITUTION	ORDERED:	$51.61	PAID:	$.00	DUE:	$51.61
		TOTAL	ORDERED:	$11,024.69	PAID:	$25.00	DUE:	$10,999.69

Figure 182. Sample Balances Report

PROBATION COURTROOM CALENDAR

Overview

The Courtroom Calendar (Figure 185) is a calendar of events and/or a "worksheet" (Figure 184) list of activity to be heard before a particular judge for a certain day, in order by time of day, then type of event.

Printing the Report

Press **[F16]** from the Probation Menu - Page 2 or key "CCL" on any Next Transaction Line. The Courtroom Calendar prompt screen (Figure 183) will appear.

```
Courtroom Calendar by Probation Agent                    12/07/92      10:30:11
Begin Date  (MMDDYY):   120792
End Date    (MMDDYY):   120792

AGENT 414

Optional Selections:
Courtroom Event          SEN
Worksheet  (Y/N)         N

F2= PRINT                    F1= EXIT
```

Figure 183. Sample Courtroom Calendar Prompt

Prompt Screen Field Definitions

BEGIN DATE	Courtroom schedule to begin reporting.
END DATE	Courtroom schedule to end reporting.
AGENT	The agent caseload number to report or blank for all agents.
COURTROOM EVENT	Default is "SEN" for Sentencing. See code table 2 in Appendix A for valid courtroom event codes. The Help Key can be pressed while in this field to list valid codes. **Leave blank for all events.**
WORKSHEET	Default is "N". The worksheet contains additional information such as charge and bond information. The worksheet option prints 3

cases to a page, allowing for notes to be taken while in the courtroom.

Report Information

The Probation Courtroom Calendar provides the following information:

HEADER INFORMATION	Information at the top of the report includes the circuit and county names and date of the event.
CASE NUMBER	Official number of the case along with the Judge's initial.
PROBATIONER	Probationer's full name.
AGENT	Agent's last name.
REPORT TYPE	Agent report required as found on the agent's calendar. (use "SND" event on Probation Event screen along with the court event date and time for the next action date and time and the three character report code for the next event code.)
COMMENT	Calendar comment line 1 as keyed on the Circuit Court Clerk's screen.
ADDITIONAL INFORMATION	If a worksheet is requested each crime is printed as found on the Circuit Court case record.

PROBATION COURTROOM CALENDAR
48TH JUDICIAL CIRCUIT COURT PAGE 1
ALLEGAN COUNTY
JANUARY 15, 1993

MISCELLANEOUS HEARING 8:30

90-008509-FH-Z WRIGHT, BRET, LAVERNE WILLIAMS PSI
1-750.110-A B&E BUILDING W/INTENT
2-750.360 LARCENY BUILDING
2-750.111 B&E W/OUT BREAK W/INTENT

NOTES: VIDEO: TIME STARTED_____TIME ENDED_____

SENTENCING

90-008429-FH-Z BLACK, DEREK, ALLEN, JR GOOD
COMMENT 1 *
1-750.110-A B&E BUILDING W/INTENT
2-750.110-A A B&E BUILDING W/INTENT

NOTES: VIDEO: TIME STARTED_____TIME ENDED_____

90-008432-FH-Z CARVER, WESLEY, JOHN HAMMER NTE
2-333.74012C-A CONT SUB DEL/MF SCH 4

NOTES: VIDEO: TIME STARTED_____TIME ENDED_____

_____ _____ _____
REPORTER CLERK VIDEO TAPE ID 1/15/93

DATE(S) SELECTED: 12/21/92 THRU 01/31/93 RUN DATE: 12/21/92

Figure 184. Sample Probation Courtroom Calendar Worksheet

PROBATION COURTROOM CALENDAR
48TH JUDICIAL CIRCUIT COURT PAGE 1
ALLEGAN COUNTY
JANUARY 15, 1993

MISCELLANEOUS HEARING 8:30

90-008509-FH-Z	WRIGHT, BRET, LAVERNE	WILLIAMS	PSI

SENTENCING

90-008429-FH-Z	BLACK, DEREK, ALLEN, JR COMMENT 1 *	GOOD	
90-008432-FH-Z	CARVER, WESLEY, JOHN	HAMMER	NTE
91-008605-FH-Z	BAILEY, JOHN, GLEN,	GOOD	
91-008613-FC-B	VANRIPER, ANTHONY,	GOOD	

DATE(S) SELECTED: 12/21/92 THRU 01/31/93 RUN DATE: 12/21/92

Figure 185. Sample Probation Courtroom Calendar

PROBATION OVERSIGHT INQUIRY

Overview

The Probation Oversight Inquiry (Figure 186) is a display of probationers that have made an oversight payment within a selected date period. The display may be requested by probationer's last name for a selected to/from date or all. The probation event code "OSP" was used to create the lines displayed.

1. Probation Oversight Inquiry may be accessed by pressing **[F19]** from the Probation Report Menu or the Next Transaction Line of another Probation Case Management screen, using the procedures described in Figure 159.

2. To display using the Next Transaction Line, enter "OSV" for NEXT.

3. A prompt screen will appear. Enter the to/from date selection. The last name may be entered to start the display with a particular probationer and press **[F2]**.

Display Information

The display is headed "Probation Oversight Inquiry". The title will display the requested name (if applicable) and the begin/end dates. The following data will be displayed for each probationer.

NAME	Probationers first, middle name, last name.
DATE	Oversight visit payment date.
AMOUNT	The oversight payment amount.
RECEIPT	The oversight payment receipt number.
CASE NUMBER	The probationer's case file number.

```
PROBATION OVERSIGHT INQUIRY

NAME  BARRETT,DANIEL,FRANKLIN,   BEGIN DATE   10198   END DATE  101098
COUNTY   3

NAME                        DATE        AMOUNT  RECEIPT#     CASE NUMBER

DANIEL FRANKLIN BARRETT    10/01/98      30.00      122     98-008054-  -00-00

                                                                          +

        F1=EXIT         ROLL DOWN=FORWARD     ROLL UP=REVERSE
NEXT    CASE#    -        -    CHG/EVT      PTY        JUDGE       DATE
```

Figure 186. Sample Probation Oversight Inquiry Screen

CHANGE # OF COPIES

Overview

The Change # of Copies option (Figure 187) provides the ability to increase the number of copies generated when an immediate form is requested. It also provides the ability to place the immediate form on hold in the output queue spool file for printing at a later time.

```
 Change Printer Attributes

  Outq:   PRT02
  Copies:  1
  Hold:   N    Y/N
F1=Exit    Enter=Update
```

Figure 187. Sample Change Printer Attributes Prompt

Accessing the Screen

The Change Printer Attributes screen (Figure 187) can be accessed from the Probation Reports Menu by pressing **[F21]**.

Field Definitions

NUMBER OF COPIES TO BE PRINTED

Key the number of copies required. Copies are limited to no less than 1 and no more than 99.

HOLD REPORT IN SPOOL FILE FOR LATER PRINTING

Key "*YES" to hold the Immediate form for printing at a later time. Key "*NO" to print immediately.

Special Considerations

After changing the above fields as required, press **[ENTER]**. The system will return to the Probation Reports Menu. Select the immediate form to be printed from the Probation Reports Menu. As long as further immediate forms are requested using the Next Transaction Line, the number of copies keyed above for each form will remain consistent. To return the system to the defaults of one copy/do not place on hold, simply return to the Probation Reports Menu. To change the system to a different number of copies, etc. press **[F21]** again from the Probation Reports Menu and key the above fields as appropriate.