

# Chapter 4: Reports

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## Generating Reports

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

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

- Numeric Case List
- Alphabetic Case List
- Courtroom Calendar
- Notice to Appear
- Caseload Report-Old
- Caseload Report-2002
- Case Review List
- Audit List
- Audit Delete Report
- Pending Criminal Case List
- Pending Civil Case List
- Case Age Report
- Case Distribution Report
- Lack of Progress Report
- Entry Fees Not Paid Report
- Post-Judgment Activity Report
- Time Guidelines-Closed
- Time Guidelines-Pending
- Statement Matters Undecided
- Calendar Summary
- Drug Offense Report
- Trial Activity Report
- Speedy Trial Worksheet

- ADR Calendar
- Case Evaluation Notice
- ADR Review Report
- ADR Statistics Report
- Late Fees Report

## GENERATING REPORTS

### Overview

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

BATCH REPORT SELECTION MENU		Page 1 of 2
SELECT COUNTY 09		
_ NUMERIC CASE LIST	PUBLIC: _ STATUS: _ CASE TYPE: _	
	DATE: ____ - ____	JUDGE: ____
_ ALPHABETIC CASE LIST	PUBLIC: _ STATUS: _ CASE TYPE: _	
	DATE: ____ - ____	JUDGE: ____
_ COURTROOM CALENDAR	DATE: ____ - ____	JUDGE: ____
	EVENT: ____	WORKSHEET(Y/N): _
_ NOTICE TO APPEAR	DATE: ____ EVENT: ____	CASE #: _ - ____
_ CASE LOAD REPORT-OLD	DATE: ____ - ____	JUDGE: ____ AUDIT Y/N: _
_ CASELOAD REPORT-2002	QUARTER: _ YEAR: ____	JUDGE: ____ JUDGE-RPT: _
	DATE: ____ - ____	AUDIT Y/N: _ FILE: _
_ CASE REVIEW LIST	DATE: ____	JUDGE: ____
_ AUDIT LIST	DATE: ____ - ____	CASE #: _ - ____
	USER ID: ____	
_ AUDIT DELETE REPORT	DATE: ____ - ____	USER: ____
_ PENDING CRIMINAL CASE LIST	DATE: ____ - ____	JUDGE: ____
_ PENDING CIVIL CASE LIST	DATE: ____ - ____	JUDGE: ____
	CASE TYPE: __	PARTY (Y/N): _
ROLL UP= PAGE 2	F23= DISPLAY SUBMITTED JOBS	F24= EXIT

Figure 72. Batch Report Selection Menu-Page 1

### Batch Report Selection 2 Screens

The Batch Report Selection Menu (Figure 72) appears when Menu - you select REPORTS from the Circuit Court Master Menu. This menu lists the reports that can be generated and includes fields for selection criteria for some of the reports, as well as an option

to **[ROLL PAGE]** to the second screen (Figure 72a) for additional report choices.

### Printing Reports

Once you have accessed one of the batch report selection menus, you can select the report or reports you need. To select specific reports, type "X" in the field preceding each desired report title. Several of the reports require additional data (e.g., for printing complete or partial lists, for inclusive dates, etc.); these are discussed in the sections dealing with each report. When the data has been typed, press **[ENTER]**; the screen reappears with **S** next to each report that has been sent to the job queue. These reports will be executed and printed as soon as resources are available on your system. You may continue working with other areas of CCS.

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

BATCH REPORT SELECTION MENU		Page 2 of 2	
SELECT COUNTY: 09			
_ CASE AGE REPORT		JUDGE: _____	
_ CASE DISTRIBUTION	DATE: _____ - _____	STATUS: ___ AUDIT (Y/N): _	
_ LACK OF PROGRESS	DATE: _____	JUDGE: _____ CASE TYPE: __	
_ ENTRY FEES NOT PAID	DATE: _____ - _____		
_ POST JUDGMENT REPORT	DATE: _____ - _____	JUDGE: _____ AUDIT (Y/N): _	
_ TIME GUIDELINES-CLOSED	DATE: _____ - _____	JUDGE: _____ AUDIT (Y/N): _	
_ TIME GUIDELINES-PEND		JUDGE: _____ AUDIT (Y/N): _	
_ MATTERS UNDECIDED	DATE: _____	JUDGE: _____	
_ CALENDAR SUMMARY	DATE: _____ - _____	JUDGE: _____	
_ DRUG OFFENSE REPORT	DATE: _____ - _____		
_ TRIAL ACTIVITY REPORT	DATE: _____ - _____	JUDGE: _____	
_ SPEEDY TRIAL WORKSHEET	DATE: _____	JUDGE: _____	
_ ADR CALENDAR	DATE: _____		
_ CASE EVALUATION NOTICE	DATE: _____ CASE #: __ - _____	CLERK: _____	
_ ADR REVIEW REPORT	DATE: _____ - _____	CLERK: _____	
_ ADR STATISTIC REPORT	DATE: _____ - _____	AUDIT (Y/N): __	
_ ADR LATE FEES LIST	DATE: _____ - _____	CLERK: _____	
		HELP	
PAGE UP=PAGE 1 F22= DISPLAY PRINT-INTER F23=DISPLAY SUBMITTED JOBS		F24=EXIT	

Figure 72a. Batch Report Selection Menu - Page 2

Table 73 presents suggestions on how often reports should be printed, by whom they should be printed, and their intended purpose.

REPORTS	FREQUENCY	PURPOSE	PRINT BY
Numeric Case List	Weekly	Reference/Backup	All
Alphabetic Case List	Weekly	Reference/Backup	All
Courtroom Calendar	Daily	Judges Calendar or Clerk Worksheet	All
Notices	Daily	Mailings	All
Caseload Report-Old	Quarterly/Information	SCAO*	All
Caseload Report-2002	Quarterly/Information	SCAO*	All
Case Review List	Weekly	Case Follow-up/Action Clears Calendar	P.A.**
Audit List	Weekly	Audit/Management Clears Audit File	P.A.**
Audit Delete Report	Information	Audit/Management	P.A.**
Pending Criminal Case List	Weekly/Information	Case Follow-up/Action	All/Judges
Pending Civil Case List	Weekly/Information	Case Follow-up/Action	All/Judges
Case Age Report	Quarterly/Information	Case Follow-up/SCAO*	All/Judges
Case Distribution Report	Weekly/Information	Case Follow-up	All/Judges
Lack of Progress Report	Monthly/Information	Case Follow-up/Action	All/Judges
Entry Fees Not Paid Report	Monthly	SCAO*	Circuit Clerk
Post Judgment Report	Quarterly/Information	SCAO*	All
Time Guidelines-Closed	Quarterly/Information	SCAO*	All
Time Guidelines-Pending	Quarterly/Information	SCAO*	All
Statement of Matters Undecided	Tri-annual	SCAO*	All/Judges
Calendar Summary	Weekly	Judges Calendar or Clerk Worksheet	All
Drug Offense Report	Annually/Information	SCAO*	All
Trial Activity Report	Information	Audit/Management	All
Speedy Trail Worksheet	Monthly	Case Follow-up/SCAO*	All/Judges
ADR Calendar	Monthly	Reference	ADR Clerk
ADR Notices	Monthly	Mailings	ADR Clerk
ADR Review Report	Weekly	Case Follow-up	ADR Clerk
ADR Statistics Report	Quarterly	Reference	ADR Clerk
ADR Late Fees Report	Weekly	Case Follow-up	ADR Clerk
*State Court Administrative Office			
**Project Administrator			

Table 73. Report Printing Frequency Suggestions

## NUMERIC CASE LIST

### Overview

The Case Numeric List (Figure 74) is a quick reference index of all cases. This report is generated from the master file and is sorted in ascending sequence of court case number. The list provides a quick evaluation of the status of a particular case as well as general information on all cases in the system. It is recommended that you generate the report weekly, for use as a backup if the system is unavailable.

CASE NUMERIC LIST				ALLEGAN COUNTY		ARLENA CRAVEN	
FILE DATES : 6/01/99 THRU 3/01/00				48TH JUDICIAL CIRCUIT COURT		RUN DATE: 4/20/00	
CASE STATUS: OPEN :PUBLIC				ALLEGAN COUNTY COURT HOUSE		RUN TIME: 13:47:02	
CASE TYPE : DOMESTIC-D*				ALLEGAN MI 490100000		PAGE: 1	
JUDGES : ALL							
<u>CASE NUMBER</u>	<u>JUDGE NAME</u>	<u>PLAINTIFF</u>	<u>DEFENDANT</u>	<u>CASE FILED</u>	<u>REOPENED DATE</u>	<u>DISPOSED DATE</u>	<u>DISPOSED CODE</u>
99-617120-DM	SMITH	SPICER, SHERRY	SABBAGH, MICHAEL	08/14/99		10/12/99	DIS
99-617121-DO	SMITH	STAGECOACH INC.,	SUISSE, DONALD,	08/15/99		03/01/00	FOJ
99-617122-DO	SMITH	VISGA, JAMES,	PALAZZOLO, GIUSEPPE,	08/15/99			
99-617123-DM	JONES	TOMASZEWSKI, GLENN,	QUANDT, KATHY,	08/17/99			
99-617125-DI	SMITH	CAMPBELL, BRIAN,	HOLMES, CLAYTON,	08/17/99		12/08/99	FOJ
99-617124-DS	SMITH	PETTEE, GISELE, F	P H & D RAILROAD.,	08/16/99			
00-000001-DZ	SMITH	CRAWFORD, FRANK,	HENDERSON, THOMAS, J	01/01/00		02/01/00	DIS
00-000002-DM	SMITH	JAMES, STELLA	CRAWFORD, FRANCES, F	01/01/00		02/01/00	DIS
00-000001-DI	SMITH	POPLER, JUNE,	BASHORE, KELLY,	01/01/00			
00-000003-DZ	SMITH	TOBER, HELEN	ALBERTSON, JANE,	01/25/00			
00-726080-DO	SMITH	MAHOSKY, JODY,L	MAHOSKY, SUSAN, M	01/13/00		02/06/00	DMO

Figure 74. Sample Numeric Case List

### Printing the Report

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

NUMERIC CASE LIST

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

PUBLIC

Type one of the following:

**"Y"** or **" "** = PUBLIC

**"N"** = ALL CASES

**NOTE:**

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

**"S"** = SUPPRESSED

**"E"** = EXPUNGED

STATUS

Type one of the following:

**" "** = ALL CASES

**"C"** = CLOSED

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

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

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

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

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

### Report Information

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

#### HEADER INFORMATION

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

#### CASE NUMBER

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

#### JUDGE NAME

The last name of the judge assigned to the case.

#### PLAINTIFF

Primary plaintiff for the case.

#### DEFENDANT

Primary defendant for the case.

#### CASE FILED

Original filing date for the case.

#### REOPENED DATE

Date (if any) the case was reopened.

#### DISPOSED DATE

Date (if any) the case was last disposed.

#### DISPOSED CODE

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

### **ALPHABETIC CASE LIST**

### Overview

The Case Alphabetic List (Figure 75) is a list of all parties involved with active court cases (case header has been entered). The list is alphabetically sequenced by last name and indicates the last and next activity for each party. It is suggested that you generate the list on a weekly basis as a backup in case of system unavailability.

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

CASE ALPHABETIC LIST				ALLEGAN COUNTY				ARLENA CRAVEN			
FILE DATES : 6/01/99 THRU 03/01/00				48TH JUDICIAL CIRCUIT COURT				RUN DATE: 4/20/00			
CASE STATUS: ALL CASES :PUBLIC				ALLEGAN COUNTY COURT HOUSE				RUN TIME: 12:47:02			
CASE TYPE : ALL				ALLEGAN MI 490101234				PAGE: 1			
JUDGE: ALL				TELEPHONE: 616/5555555							
PARTY	PLAINTIFF/DEFENDANT	TYPE	CASE NUMBER	PARTY	OPPOSING PARTY NAME	CASE FILED	LAST DATE	LAST CODE	NEXT DATE	NEXT CODE	ATTORNEY
D 001	BOX, HOWARD,		99-000004-DO-S	P 001	TISSUE, THOMAS,	07/01/99					
D 001	DART ASSOC.		99-000001-FC-S	P	STATE OF MICHIGAN	07/05/99	07/18/99	NGT	07/02/99	MSH	
D 001	DAVIES, DON,	AKA	99-000001-DW-S	P 001	PENN, SAMUEL,	08/01/99	09/01/99	DIS			
D 001	DAVIES, EDWARD,		99-000002-FC-S		STATE OF MICHIGAN	09/01/99					GROM
D 001	DAVIES, JOHN,		99-000010-DW-S	P 001	PENN, SAMUEL,	09/01/99	01/01/00	DIS			
								CROCKETT			

Figure 75. Sample Case Alphabetic List

Printing the Report

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

ALPHABETIC CASE LIST

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

PUBLIC

Type one of the following:

"Y" or " " = PUBLIC

"N" = ALL CASES

**NOTE:**

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

"S" = SUPPRESSED

"E" = EXPUNGED

STATUS

Type one of the following:

" " = ALL CASES

"C" = CLOSED

"D" = DEFERRED

"M" = ADR

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

TYPE

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

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

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

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

### Report Information

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

PARTY Code for the party associated with the case.

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

TYPE System code for alias (alias entries only).

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

PARTY Code for the opposing party associated with the case.

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

CASE FILED Official filing date of the case.

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

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

NEXT DATE Date of next action scheduled for the case.

NEXT CODE System code for the next event scheduled for the case.

ATTORNEY Attorney representing the defendant or plaintiff in the case.



COURTROOM CALENDAR SCHEDULED DATES: 5/10/00 THRU 5/14/00 EVENT: MSH	ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-0000 TELEPHONE: 616/55555555	RUN DATE: 5/1/00 RUN TIME: 14:46:47 PAGE : 1
HONORABLE HARRY A BEACH		
ARRAIGNMENT	8:30AM	
00-000708-FH PEOPLE OF MICHIGAN BOND POSTED V JOHN DOE	PRO PER	KATHLEEN H. SVOBODA
MOTION HEARING	1:30PM	
00-000122-DM JANE DOE V JOHN DOE		BARBARA L YOCKEY ANN M JONES

Figure 77. Sample Courtroom Calendar

### Printing the Report

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

**NOTE:** When the calendar is selected to print for county "00" the calendar will print without a break at the county level.. The entire calendar for all counties will be printed together as one continuous calendar. The multi-county circuits can still request the calendar for a specific county when needed.

**NOTE:** EXP, ADR and REV next event codes are not considered for this report, unless selected individually by event.

**NOTE:** The courtroom calendar will also accommodate the multi-county circuits. Select county "00" to print the calendar without a break at the county level. The entire calendar for all counties will be printed together as one large calendar.

### Report Information

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

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HEADER INFORMATION	Information at the top of the report includes county name, date requested for, complete name of judge, attorney, or evaluator whose schedule is printed, and the type of events to be found on this page.
EVENT	The court event description (Table 2).
TIME	This non-labeled field is reserved for the time of each case to follow.
CASE ID#	Official case number for each case.
CASE TITLE	Official title of each case.
PROSECUTOR	The last name of the Prosecuting Attorney for criminal cases.
ATTORNEY	This non-labeled field lists the last name(s) of attorney(s) for each party involved in the case (Twelve is the maximum printed.)
EVENT COMMENTS	This non-labeled field is reserved for all comment lines of the scheduling entry.
BOND POSTED	Indicates whether bond has been posted.
CHARGES	This non-labeled field lists the count number and the short description of guilty or non-disposed charges. (Nine is the maximum printed). (Worksheet only).
VIDEO LOG	This field allows placement of the time started/ended for the video taped logs. (Worksheet only).
RUN DATE	This non-labeled field indicates the date the calendar was requested.

## NOTICE TO APPEAR

### Overview

The Circuit Court System Notice to Appear form (Figure 78) is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for court actions. The system produces and stores notices on a daily basis. The system also provides an additional notice to be placed in the file and indicates proof of service (Figure 79). All parties served with a computer or manually generated notice will be listed on this final notice. The notice is designed to be mailed in a standard window envelope.

### Printing Notices

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

### UPDATE "NOT" TO "NTS"

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

### MULTIPLE EVENTS

Multiple events can print on 1 Notice. To accomplish this on the clerk screen schedule all the events with "NOT" and the same file

date. When Notices are selected from the Report Menu for that file date all events will be printed on the same Notice.

#### ADDITIONAL COMMENTS

Comments can appear after each event on Notices. To do this, when using "NOT" to schedule an event, comments entered on lines 1 and 2 will be printed as 1 line on the Notice. It will appear after the printing of the event date.

#### NOTICES WILL BE PRINTED FOR:

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

#### Notice Information

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

CASE NO.	Circuit court number for the case.
COUNTY	The name of the county (venue) of the case.
CIRCUIT	The name of the circuit (venue) of the case.
ADDRESS	The address of the courtroom location.
JUDGE	The name of the judge that will hear the scheduled event.
COURTROOM	The name of the courtroom where the scheduled matter will be heard.

TELEPHONE NO.	The telephone number as entered in the courtroom file for the specified location. If no telephone number exists for the courtroom location, the number will be used from the bar file for the judge hearing the matter. If no telephone numbers exist for the two previous sources, it will be used from the county file.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified.
PLAINTIFF/PEOPLE	Name of the primary plaintiff (or "State of Michigan").
DEFENDANT	Name of the primary defendant.
	The following information is printed under the Heading "YOU ARE DIRECTED TO APPEAR AT":
ON	Day of scheduled appearance. Date of scheduled appearance. Time of day of scheduled appearance.
FOR	Long description for event that indicates what scheduling code from Table 2 was used to get the case on the calendar.
COMMENTS	Comment lines of the entry that scheduled the event on the calendar.
THIS NOTICE HAS BEEN SENT TO	List of up to 20 other parties to whom notices have been sent.
DATE	Space for date of signature of clerk or other court administrator.
CLERK/ADMINISTRATOR	Space for signature of clerk or other court administrator sending the Notice to Appear.

#### Proof of Service Notice

The last notice that is generated from the program for a case is the Proof of Service Notice (Figure 75). This notice is to be placed in the court file. It indicates which parties on the case were printed a computer-generated notice. It also indicates those parties that did not receive a notice due to inadequate address information. Whether computer or manually generated, the verification of who checked and sent the notices can be indicated by initialing the field provided and indicating by number as to method of service: 1 = By Ordinary Mail, 2 = Personally, and 3 = By Attorney Mailbox.

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

STATE OF MICHIGAN

NOTICE TO APPEAR

CASE NUMBER  
00-013713-CH

MAILING DATE 09/08/00

ALLEGAN COUNTY  
48TH JUDICIAL CIRCUIT COURT  
309 WASHINGTON SQUARE  
P. O. BOX 30048  
LANSING MI 48909  
PHONE # : 517/555/555 EXT. 011

HON. GEORGE R CORSIGLIA  
CIRCUIT COURTROOM NUMBER 2  
123 456 7890 EXT.

MAIL TO: GARY F DEW  
206 N FOREST ST  
PO BOX 697  
STANDISH MI 48658

ROBERT BOYLE

V

SCHAAF LUMBER COMPANY

PLAINTIFF

DEFENDANT

YOU ARE DIRECTED TO APPEAR AT THE COURT ADDRESS ABOVE.

1. ON - WEDNESDAY DATE - OCTOBER 4, 2000 TIME - 8:00A  
FOR JURY TRIAL

THIS NOTICE HAS ALSO BEEN SENT TO:

BONNIE Y SAWUSCH P45409

Figure 78. Sample Notice to Appear

STATE OF MICHIGAN

PROOF OF SERVICE AND  
NOTICE OF HEARING

CASE NUMBER  
00-013713-CH

MAILING DATE 09/08/00

ALLEGAN COUNTY  
48TH JUDICIAL CIRCUIT COURT  
309 WASHINGTON SQUARE  
P. O. BOX 30048  
LANSING MI 48909  
PHONE # : 517/555/5555 EXT. 011

HON. GEORGE R CORSIGLIA  
CIRCUIT COURTROOM NUMBER 2  
123 456 7890 EXT.

ROBERT BOYLE

V

SCHAAF LUMBER COMPANY

PLAINTIFF

DEFENDANT

YOU ARE DIRECTED TO APPEAR AT THE COURT ADDRESS ABOVE.

1. ON - WEDNESDAY                      DATE - OCTOBER    4, 2000                      TIME - 8:00A                      EVT# 48  
FOR JURY TRIAL

\*\*\*\*\*  
\*                      CERTIFICATION OF MAILING                      \*  
\*\*\*\*\*

THIS NOTICE HAS BEEN SENT TO:

<u>ADDRESSED TO</u>	PARTY	SENT
GARY F DEW 206 N FOREST ST, GRAND RAPIDS	P 001	_____
BRENT R BABCOCK, 437 W LAKE ST, PLAINWELL	D 001	_____
BRENT R BABCOCK, 437 W LAKE ST, PLAINWELL	CP001	_____
GARY F DEW, 206 N FOREST ST, GRAND RAPIDS	CD001	_____

I CERTIFY THE ABOVE PARTIES WERE SERVED 1 \_ BY ORDINARY MAIL 2 \_ PERSONALLY 3 \_ BY ATTORNEY MAILBOX.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CLERK/ASSIGNMENT CLERK

Figure 79. Sample Proof of Service

### CASELOAD REPORT-OLD

#### Overview

The Caseload Report-Old (or, by official title, the State of Michigan State Court Administrative Office Circuit Court Caseload Report) (Figure 80) is generated on request or quarterly as prescribed by SCAO guidelines through the reporting period ending December 31, 2001. The report is broken down by individual judge and county activity as well as total activity for the entire circuit during the specified period. For multi-county circuits each county would receive only their data. The court administrator with multi-county access will automatically receive data from all counties. The report is a summation of information that is derived from file open dates, reopen dates, closed dates, disposition codes, and case types.

		STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE CIRCUIT COURT CASELOAD REPORT 04/01/00 THRU 06/30/00													RUN DATE: 07/01/00 PREPARED BY: _____ TELEPHONE: (517)555-5555 APPROVEDBY: _____			
		APPEALS				DOMESTIC RELATIONS					CIVIL				CRIMINAL		TOTAL	
		AR	AV	AL	AZ	DO	DM	DP	DI	DS	DZ	CZ	ND	NZ	PZ	FC	FH	
10	PENDING CASES BEGINNING OF QUARTER (LINE 140 FROM PREVIOUS QUARTER)	4	9	13	6	131	372	81	0	44	33	178	90	144	8	42	172	1331
20	NEW CASES FILED THIS QUARTER	3	2	12	3	54	81	19	0	89	9	43	12	20	2	12	143	484
30	RE-OPENED CASES	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	4
40	TOTAL CASELOAD (ADD LINES 10 THROUGH 30 QUARTER)	7	11	25	9	186	456	100	0	115	42	221	102	166	10	54	315	1819
50	DISPOSITIONS RESULTING FROM: JURY VERDICTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	9	12
60	NON-JURY VERDICTS	0	0	0	0	0	0	0	0	0	1	3	1	0	0	1	0	7
70	GUILTY PLEAS DEFAULTS UNCONTESTED SETTLED	0	0	4	0	35	55	8	0	45	4	20	2	3	4	12	57	249
80	REMOVAL/TRANSFERS	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	3	5
90	NO PROGRESS DISMISSALS (GCR 401.3)	0	0	1	0	2	4	0	0	0	0	2	1	1	0	0	0	11
100	NON-SERVICE DISMISSALS (GCR 102.5)	0	0	1	1	0	12	2	0	12	0	20	10	17	0	7	17	99
110	DISMISSALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
120	OTHER DISPOSITIONS	0	0	1	0	1	1	1	0	0	1	3	0	0	0	0	1	9
130	TOTAL DISPOSITIONS (ADD LINES 50 THROUGH 120)	0	0	7	1	42	76	11	0	59	11	50	16	25	4	23	87	412
140	PENDING CASES AT END OF QUARTER (SUBTRACT LINE 130 FROM LINE 40)	7	11	18	8	143	377	89	0	56	31	171	86	141	6	31	228	1403
150	CASES PENDING OVER TWO YEARS	0	0	0	0	3	17	2	0	0	1	13	5	28	0	0	2	71
**ALL CASES PRESENT ON SYSTEM		7	11	25	9	185	453	100	0	115	42	221	102	166	10	54	315	1815
1815																		

Figure 80. Sample SCAO Caseload Report

Printing the Report

At the appropriate quarterly interval (or any other time you want to print the Caseload Report), type **X** to the left of CASELOAD REPORT. Type the inclusive dates desired in the DATE fields (format = MMDDYYYY). After JUDGE, enter a P-Number of a judge to generate the report for that judge individually or leave blank for all judges. Type a **"Y"** in this field if an audit is to be printed. Type an **"N"** or leave blank if no audit is necessary. After selecting any other desired reports, press **[ENTER]**. The screen reappears with an S preceding CASELOAD REPORT. The audit list is a separate list and may be put on hold and released if needed later.

Report Information

The SCAO Caseload Report provides the following Caseload Report information:

CIRCUIT	Name of the Circuit contained in the system file.
JUDGE/COUNTY	Last name of judge or county name contained in the system file.
FOR THE PERIOD FROM/TO	Inclusive dates of the report.

The report also provides spaces for PREPARED BY and APPROVED BY. Instructions for the preparation of the Circuit Court Caseload Report can be found in the **Circuit Court Caseload and Trial Activity Report Preparer's Manual**, available through the SCAO office in Lansing.

CASELOAD AUDIT LIST  
CASELOAD DATES: 1/01/2000 THRU 3/31/2000  
JUDGES: ALL

ALLEGAN COUNTY  
48TH JUDICIAL COURT HOUSE  
ALLEGAN COUNTY COURT HOUSE  
ALLEGAN MI 49010  
TELEPHONE: 616/555/5555

ARLENA CRAVEN  
RUN DATE: 3/29/00  
RUN TIME: 16:40:11  
PAGE: 1

<u>NAME OF JUDGE</u>	<u>SCAO NUMBER</u>	<u>COLUMN TYPE</u>	<u>CASE NUMBER</u>	<u>CASE STATUS</u>	<u>CASE FILED</u>	<u>REOPENED DATE</u>	<u>DISPOSED DATE</u>	<u>DISPOSED CODE</u>	<u>CLOSED DATE</u>	<u>CLOSED CODE</u>	<u>#OF DAYS</u>
PORTER	20	FH	00-000005-FH	C	01/03/00		2/16/00	PLG	2/16/00	FOJ	44
PORTER	20	FH	00-002000-FH	C	01/03/00		1/03/00	PLG	2/02/00	FOJ	30
PORTER	20	FH	00-012345-FH	O	3/16/00						15
PORTER	20	**	00-002233-PJ	O	3/15/00						16

Figure 81. Sample Caseload Audit List

### Caseload Audit List

The final report generated is printed when requesting the audit portion of the CASELOAD REPORT (Figure 81). It is separated by the individual county and sorted by judge, SCAO line number, column type, and finally, by file date. The Caseload Audit lists all cases making up the Caseload Report. If a case has a disposition, it will be printed with the associated line number. The case will also be printed with a 10, 20, 30, or 150.

Each case is considered in the following order:

- |   |   |
|---|---|
| 30-Reopened Cases<br>this Quarter         | When the re-open date is greater than or equal to beginning window date and less than or equal to the ending window date.   |
| 20-New Cases<br>Filed this Quarter        | When the case file date is greater than or equal to beginning window date and less than or equal to the ending window date.   |
| 10-Pending Cases<br>from Previous Quarter | When the case is not closed or deferred and the case file date is less than the beginning window date; or the case is closed, the case file date is less than the beginning date, and the close date is greater than or equal to the beginning window date. |

### Report Information- Caseload Audit List

The Caseload Audit List provides the following information:

NAME OF JUDGE	Name of circuit judge or presiding visiting judge.
---------------	--

---

SCAO NUMBER	The line number where the case will be counted.
COLUMN TYPE	Case types associated with that column.
CASE NUMBER	Case year, number and case type.
CASE STATUS	Status of the case (Open, Closed, ADR, Deferred).
CASE FILED	Date that was entered on case initiation.
REOPENED DATE	Date that the case was reopened.
DISPOSED DATE	Date of the last disposition activity on the case.
DISPOSED CODE	Code used for the last disposition activity, found in Code Table 4.
CLOSED DATE	Date that the closing order or judgment was entered.
CLOSED CODE	Code that was used to close the case, found in Code Table 1.
# OF DAYS	The number of days the case has been open from the original filing date or as of re-open date to the end of the quarter.

## SUPPLEMENTAL CASELOAD REPORT

### Overview

The Supplemental Circuit Court Caseload Report (Figure 82) is generated at the time the Caseload Report is requested. The report is broken down by individual judge and county activity as well as total activity for the entire circuit during the specified period for all "PH" and "PP" case types.

### Report Information

This report provides the same information provided on the Circuit Court Caseload Report for "PH" and "PP" case types only.

48 <sup>TH</sup> JUDICIAL CIRCUIT COURT	STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE	RUN DATE : 12/31/99
CORSIGLIA	SUPPLEMENTAL CIRCUIT COURT CASELOAD REPORT	PREPARED BY: TELEPHONE: (616) 555-5555
	10/01/99 THRU 12/31/99	

  

		N-OTHER CIVIL	
		PH	PP
10	PENDING CASES BEGINNING OF QUARTER	3	2
20	NEW CASES FILED THIS QTR	1	2
30	RE-OPENED CASES	0	0
40	TOTAL CASELOAD (ADD LINES 10 THRU 30)	4	4
60	NON-JURY VERDICTS	1	0
110	DISMISSALS	1	0
120	OTHER DISPOSITIONS	1	0
130	TOTAL DISPOSITIONS	3	0
140	PENDING CASES AT END OF QUARTER (SUBTRACT LINE 130 FROM 40)	1	4

Figure 82. Sample Supplemental Caseload Report

## CASELOAD REPORT-2002

### Overview

The Caseload Report-2002 is generated on request or quarterly as prescribed by SCAO guidelines starting with the first reporting period beginning January 1, 2002. The report may be generated for the entire circuit (county 00), specific county, and/or a specific judge. For multi-county circuits, each county can generate their own report. The court administrator with multi-county access can generate a report for all counties. The report is a summation of information that is derived from file open dates, case types, reopen dates, method of disposition, and adjudication dates.

The report is broken down into four separate parts. Part 1 New Filings And Reopened Cases and Part 2 Method of Disposition are implemented January, 2002. Part 3 Judicial Events and Part 4 Time Guidelines and Case Age will be implemented at a future time determined by SCAO.

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

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

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

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

RUN DATE/TIME: 10/22/2001 14:05:26

PAGE 1

CIRCUIT COURT CASELOAD			Qtr YEAR
Complete Parts 1 and 2 quarterly and transmit no later than 30 days following the end of the reporting period.   1   2002			
Preparer's name	Preparer's telephone	Court No. and designation C48	County or Location Allegan

PA

RT 1: NEW FILINGS AND REOPENED CASES

SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS

	CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW	AZ				
01	BEGINNING PENDING														
02	NEW FILINGS														
03	REOPENED														

PART 1: NEW FILINGS AND REOPENED CASES

SECTION B: CRIMINAL

	CASE TYPE	AX	FC	FH	FJ										
01	BEGINNING PENDING														
02	NEW FILINGS														
03	REOPENED														

Sample Page 1 of Caseload Report continued

Report Information

The SCAO Caseload Report provides the following Caseload Report information:

**JUDGE** Will print name of judge for judges report.

**QTR/YEAR** Reporting period includes Quarter 1, 2, 3 or 4 in addition to the year.

**PREPARER'S NAME** Not required. This report is not submitted to SCAO.

---

PREPARER'S TELEPHONE	Not required. This report is not submitted to SCAO.
COURT NUMBER AND DESIGNATION	Circuit number will automatically print from the county file.
COUNTY OR LOCATION	The county name will automatically print from the county file.

#### Part 1: New Filings and Reopened Cases

BEGINNING PENDING	The number of cases pending (not adjudicated) prior to the reporting period. The report will always print the beginning pending numbers, however, they are reported only for the first quarter of each year on the Caseload Reporting System (CRS) on the internet.
NEW FILINGS	The number of cases filed within the reporting period. Case type changes are also counted as new filings.
REOPENED	The number of cases that have been reopened but not previously counted adjudicated.

<b>CIRCUIT COURT CASELOAD</b>			Qtr YEAR
Complete Parts 1 and 2 quarterly and transmit no later than 30 days following the end of the reporting period.			1   2002
Preparer's name	Preparer's telephone	Court No. and designation C48	County or Location Allegan

PART 2: METHOD OF DISPOSITION

SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS

CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW	AZ						
01 ORDER ENTERED																
02 DISMISSED																
03 CASE TYPE CHANGE																

PART 2: METHOD OF DISPOSITION

SECTION B: CRIMINAL

CASE TYPE	AX	FC	FH	FJ												
01 JURY VERDICT																
02 BENCH VERDICT																
03 GUILTY PLEA																
04 NOLLE PROSEQUI																
05 DISMISSED BY COURT																
06 TRANSFERRED																
07 INACTIVE STATUS																
08 LOCAL DIVERSION																
09 CASE TYPE CHANGED																

Sample Page 2 of Caseload Report continued

Part 2: Method of Disposition

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

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

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

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

**ORDERS RESCINDED**

Although personal protection cases are not reported as reopened when a motion to rescind is filed, count the number of orders rescinded. Clerk event OR **MUST** be entered when a termination order is filed.

Caseload Audit List

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

Caseload Data File

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

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

## CASE REVIEW LIST

### Overview

The Case Review List (Figures 83 - 83f) is used to help manage the flow of cases through the court. Cases and parties on this list may require action by either the party or the court. Situations include "No Next Action - Criminal", "Review Requested", "No Next Action - Civil", "Default on Party Due", "Non-Service Due", and "Under Advisement".

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

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

### Printing the Report

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

CASE REVIEW LIST	Type <b>X</b> to the left of this field.
DATE	Enter the date you want the system to use for calculating the purge date. The Calendar file will be purged for cases that had past activity more than seven days prior to the specified date.
JUDGE	Enter a P-Number for a judge to generate the report for that judge individually, or leave blank for all judges.

Press the [ENTER] key and the Case Review Selection Menu will appear (Figure 79). Type an X to the left of any or all reports to be selected. Press **[F1]** to exit or **[F2]** to print the report(s).

CASE REVIEW REPORT SELECTION MENU	8/24/00 9:05:55
<input type="checkbox"/> CRIMINAL-NO NEXT ACTION	
<input type="checkbox"/> REVIEW REQUESTED	
<input type="checkbox"/> CIVIL-NO NEXT ACTION	
<input type="checkbox"/> DEFAULT ON PARTY DUE	
<input type="checkbox"/> NON-SERVICE DUE	
<input type="checkbox"/> UNDER ADVISEMENT	
<input type="checkbox"/> DEFERRED STATUS	

Figure 83. Sample Case Review Selection Menu

Report Information

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

The Case Review List includes:

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

CASE REVIEW LIST PURGE DATES: 6/01/00 JUDGES: ALL	ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010 TELEPHONE: 616/555/5555	ARLENA CRAVEN RUN DATE: 7/31/00 RUN TIME: 14:40:28 PAGE: 1
JUDGE BEACH		
CRIMINAL-NO NEXT ACTION		
<u>CASE NUMBER</u> 00-006351-DZ	<u>CASE TITLE</u> JENNER, MARTHA, VS JENNER, GEORGE,	<u>DATE</u> <u>FILED</u> 4/04/00

Figure 83a. Sample Case Review List - Criminal No Next Action

**Criminal - No Next Action**

-Open Criminal Cases with no calendar dates.

CASE REVIEW LIST  
PURGE DATES: 6/01/00  
JUDGES: ALL

JUDGE BEACH  
REVIEW REQUESTED

ALLEGAN COUNTY  
48TH JUDICIAL CIRCUIT COURT  
ALLEGAN COUNTY COURT HOUSE  
ALLEGAN MI 49010  
TELEPHONE: 616/555/5555

ARLENA CRAVEN  
RUN DATE: 7/31/00  
RUN TIME: 14:40:28  
PAGE: 1

<u>CASE NUMBER</u>	<u>CASE TITLE</u>	<u>COMMENT</u>
00-001111-FC	PEOPLE OF MICH. VS WILSON, TOM,	CHECK FOR PROBATIONAL STATUS

Figure 83b. Sample Case Review List - Review Requested

**Review Requested** -Cases with a calendar event of "REV" and the date is equal to the run date or within 7 days less than the run date.

CASE REVIEW LIST  
PURGE DATES: 6/01/00  
JUDGES: ALL

JUDGE BEACH  
CIVIL-NO NEXT ACTION

ALLEGAN COUNTY  
48TH JUDICIAL CIRCUIT COURT  
ALLEGAN COUNTY COURT HOUSE  
ALLEGAN MI 49010  
TELEPHONE: 616/555/5555

ARLENA CRAVEN  
RUN DATE: 7/31/00  
RUN TIME: 16:40:11  
PAGE: 1

<u>CASE NUMBER</u>	<u>CASE TITLE</u>	<u>DATE FILED</u>	<u>SER/ANS</u>
00-0006321-DC	BROWN, JOSEPH VS WILSON, SHERYL,	01/07/00	01/12/00

Figure 83c. Sample Case Review List - Civil No Next Action

**Civil - No Next Action** -Open civil cases with no calendar date (MOH, REV & EXP are not considered as valid next action dates).  
-Cases where all defendants have answered ("ANS") or been disposed. The latest answer date and event is listed.

CASE REVIEW LIST  
PURGE DATES: 6/01/00  
JUDGES: ALL

JUDGE BEACH  
DEFAULT ON PARTY DUE

ALLEGAN COUNTY  
48TH JUDICIAL CIRCUIT COURT  
ALLEGAN COUNTY COURT HOUSE  
ALLEGAN MI 49010  
TELEPHONE: 616/555/5555

ARLENA CRAVEN  
RUN DATE: 7/31/00  
RUN TIME: 16:41:52  
PAGE: 1

<u>CASE NUMBER</u>	<u>CASE TITLE</u>	<u>PARTY</u>	<u>ATTORNEY</u>	<u>DATE FILED</u>	<u>SER/ANS</u>	<u>SERV/ANS CODE</u>
00-006321-DM	JOHNSON, JEREMIAH VS JOHNSON, SHERY,	D 001	PRO PER	4/12/00	4/30/00	ROS

Figure 83d. Sample Case Review List - Default on Party Due

**Default on Party Due (No Answer Filed)**

- Parties that have filed a return of service ("ROS"), but have not filed an answer ("ANS").
- Defendants are given 22 days from the return of service date before appearing under this category.
- All other parties are given 8 days.
- Disposed parties will not appear under this category.

CASE REVIEW LIST PURGE DATES: 6/01/00 JUDGES: ALL  JUDGE BEACH NON-SERVICE DUE		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010 TELEPHONE: 616/555/5555		ARLENA CRAVEN RUN DATE: 7/31/00 RUN TIME: 14:40:28 PAGE: 1	
<u>CASE NUMBER</u>	<u>CASE TITLE</u>	<u>PARTY</u>	<u>ATTORNEY</u>	<u>DATE FILED</u>	

Figure 83e. Sample Case Review List - Non-Service Due

**Non-Service Due (Clerks Dismissal)**

- Parties that have not been served (service/answer code is blank).
- Defendants (d xxx) having the same file date as the case file date are given 91 days before appearing under this category, unless summons has been extended.
- All other parties are given 22 days beyond the expiration of summons, unless summons has been extended.
- Only defendants, counter-defendants (cdxxx), cross-defendants (xdxxx), and third-party defendants (tdxxx) will be candidates for this category.

CASE REVIEW LIST PURGE DATES: 6/01/00 JUDGES: ALL  JUDGE BEACH UNDER ADVISEMENT		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010 TELEPHONE: 616/555/5555		ARLENA CRAVEN RUN DATE: 7/31/00 RUN TIME: 14:50:28 PAGE: 1	
<u>CASE NUMBER</u>	<u>CASE TITLE</u>	<u>DATE TAKEN UNDER ADVISEMENT</u>	<u>COMMENT</u>		
00-006322-DM	POINT, MARVIN, VS POINT, JUDY,	02/17/00	PROPERTY SETTLEMENT APPROVED		

Figure 83f. Case Review List - Under Advisement

**Under Advisement**

- Case flagged with a "U/A" appear on this category.
- No Next Action.

**NOTE:** A case with any type status can be put under advisement.

CASE REVIEW LIST		ALLEGAN COUNTY		ARLENA CRAVEN	
PURGE DATES: 6/01/00		48TH JUDICIAL CIRCUIT COURT		RUN DATE: 7/31/00	
JUDGES: ALL		ALLEGAN COUNTY COURT HOUSE		RUN TIME: 14:40:36	
		ALLEGAN MI 49010		PAGE: 1	
JUDGE BEACH		TELEPHONE: 616/555/5555			
DEFERRED STATUS					
<u>CASE NUMBER</u>	<u>CASE TITLE</u>	<u>DATE DEFERRED</u>	<u>CODE</u>		
00-0006321-DC	PEOPLE OF MICH. VS SALLIS, TIMOTHY,	2/05/00	DPY		

Figure 83g. Case Review List - Deferred Status

Deferred Status -Case with a status of "D" appear in this category.

## AUDIT LIST

### Overview

The Audit List (Figure 84) is used by the project administrator to review daily data entry for accuracy. All cases that have had activity (adds, deletions, or modifications) for the specified date appear on the list with a description of the activity. The report is organized by the date in which the activity was entered into the system, followed by the case number and the log of all entries in chronological order.

CIRCUIT AUDIT LIST				ALLEGAN COUNTY				ARLENA CRAVEN				
REPORT DATES: 09/01/00 THRU 09/30/00				48 <sup>TH</sup> JUDICIAL CIRCUIT COURT				DATE: 10/23/00				
CASE NUMBER : ALL				ALLEGAN COUNTY COURT HOUSE				TIME: 09:52:22				
USER ID : ALL				ALLEGAN MI 49010-1234				PAGE: 1				
DELETE : NO				TELEPHONE: 616/555/5555								
<u>SCR</u>	<u>ACT</u>	<u>COUNT</u>	<u>PARTY</u>	<u>ACTION DETAIL</u>							<u>USE</u>	
												<u>R</u>
** 09/17/00 **												
00-011879-CH												
CLK	ADD	CH-00	000	#44	91700	SND	NXT	110200	900AMSH	10571	R-	ARC
CLK	ADD	CH-	000	#45	91700	SND	NXT	110300	900AMSH	10571	R-	ARC
CLK	MOD	CH-00	000	#44	91700	SND	NXT	110200	900AMSH	12239	R-	ARC

Figure 84. Sample Audit List

### Printing the Report

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

- AUDIT LIST** Type **X** to the left of this field.
- DATE** Enter the date (format = MMDDYYYY) of the report. It will include all activity entered into the system for the desired date(s). If the date range is **seven** days before the current date, the information may or may not be there depending on when the last purge of files was performed. Leave blank for ALL Audit listing of events that took place more than seven days before the current date. This date range cannot include a future date.
- CASE NO** Enter the case year and case number.
- USERID** Enter the users initials that are in the userid.

If all selections for the report are left "BLANK" the report will print everything and will display "ALL" in all the selection fields in the

---

heading of the report, except the "Delete". "N" will appear in this field.

### Report Information

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

SCR	Identifies the screen for which an event had taken place for that date and case number.
ACT	Identifies the type of action that was performed for that SCR.
COUNT	Count that is affected by that event. If blank, the event affects the entire case.
PARTY	The party involved in that event.
ACTION DETAIL	The Action Detail provides the following information: Judges P-number, party name(s), PACCC code number, offense date, event number, event date, event code, next action, date, time, code, Judge, result, alias name (if applicable), and drivers license information.
USER	The initials of the user that entered the event.
TOTAL RECORDS	Total number of records listed in the Audit List Report.

## AUDIT DELETE REPORT

### Overview

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

AUDIT DELETE REPORT		ALLEGAN COUNTY		GLEN HYATT		
10/01/00 THRU 10/15/00		48 <sup>th</sup> JUDICIAL CIRCUIT COURT		DATE: 10/20/00		
USER: ALL		COURTHOUSE		TIME: 9:14:32		
		ALLEGAN MI 49010-0000		PAGE: 1		
<u>CASE NUMBER</u>	<u>AUDIT DATE</u>	<u>AUDIT TIME</u>	<u>USER</u>	<u>FILE DATE</u>	<u>DEFENDANT/NEWCASE</u>	<u>ASSESSMENTS</u>
00-010689-FH	10/01/00	10:23A	ALM	10/01/00	98-010689-FC	
00-009145-DO	10/15/00	3:54 P	GAH	08/01/00	DENISON,FRANK,	
TOTAL: 2						

Sample Audit Delete Report

### Printing the Report

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

AUDIT DELETE REPORT

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

DATE

Enter the date(s) (format=MMDDYYYY) of the report. It will include all deletions from the system for the desired date range.

USER

Enter the users initials that are in the user id or leave blank for all deletions.

### Report Information

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

CASE NUMBER

Circuit Court case number.

AUDIT DATE

Date the case was deleted from the system.

---

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

## ADR CALENDAR

### Overview

The ADR Calendar (Figure 85) is generated on request by the ADR clerk to help the calendaring of ADR events as the case flows through the ADR process. The report is organized for each location by hearing date as entered on the Alternative Dispute Resolution Screen. Cases not entered on the Alternative Dispute Resolution Screen will not appear on this report.

ADR CALENDAR HEARING DATE: 5/01/00 LOCATION: 3	ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY BUILDING ALLEGAN MI 49010000 TELEPHONE: 616/673/8471	ARLENA CRAVEN RUN DATE: 4/27/00 RUN TIME: 14:22:30 PAGE: 1		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><u>CASE NUMBER-JDG</u></td> <td style="width: 67%;"><u>CASE TITLE</u></td> </tr> </table>			<u>CASE NUMBER-JDG</u>	<u>CASE TITLE</u>
<u>CASE NUMBER-JDG</u>	<u>CASE TITLE</u>			
TIME: @10:00A 99-002448-NI-X				
VS BURTRAM, DANIEL C NEWHART, BILL				
03/01	VS	BURTRAM, DANIEL C		
<u>PARTY</u>	<u>PARTY NAME</u>	<u>ATTORNEY</u>		
P 001	NEWHART, BILL	GORTE		
D 001	BURTRAM, DANIEL	BOOG		
EVALUATOR 1 - SHOTWELL,	2 - BURNHAM,	3 - HERRING		
99-001111-CZ-X				
VS WILLIAMS, JACK, E BURKETT, BOB				
03/02	VS	WILLIAMS, JACK, E		
<u>PARTY</u>	<u>NAME</u>	<u>ATTORNEY</u>		
P 001	BURKETT, BOB	CROCKET		
D 001	WILLIAMS, JACK, E	BLANCHARD		
EVALUATOR 1-ADAM,	2-BELL,	3-HALL, 4-BLUE, 5-KNIGHT		

Figure 85. Sample ADR Calendar

### Printing the Report

Select the ADR Calendar by typing information in the following field:

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

DATE                Type the date of the hearings to be printed.

### Report Information

The ADR Calendar provides the following information for all cases:

#### HEADER INFORMATION

Information at the top of the report includes location name, address, ADR location, hearing date, as well as the date the report was requested. This is found in the related ADR location record.

---

TIME	The time the hearing is scheduled.
CASE NUMBER-JDG	Official number of the case with the last name initial of the judge presiding over that case.
CASE TITLE	Official title of each case.
COUNTY/CLERK	County number/ADR Clerk number.
DATE ORDERED	Date on which the ADR was ordered.
CONDUCT HEARING AFTER DATE	Date after which a hearing can be conducted (usually an SCAO stipulated amount of time after the DATE ORDERED).
NOTICE DATE	Date a notice is officially sent to involved parties.
PARTY	Party designation for each party involved in the case.
PARTY NAME	Name of each party involved in ADR.
ATTORNEY	Last name of the attorney representing each party involved in ADR.
FEES PD	ADR fees paid by each party.
BRIEFS/POS	Date ADR briefs or proof of service are filed.
EVALUATOR #1 - #5	Last name for evaluator panel found in the Attorney Bar File.

## ADR HEARING NOTICE

### Overview

The Circuit Court System ADR Notice to Appear form (Figure 86) is mailed to litigants in circuit court ADR cases to inform them of dates, times, and places to appear for a ADR hearing. The system produces and stores notices on a daily basis. The system also provides an additional notice to be placed in the file and indicates proof of service (Figure 87). All attorneys or parties served with a computer or manually generated notice will be listed on this final notice.

### Printing Notices

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

### UPDATE NOTICE DATE

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

### VARIABLE LOCATION ADDRESS AND COMMENTS

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

STATE OF MICHIGAN  
JUDICIAL CIRCUIT

NOTICE TO APPEAR  
FOR ADR HEARING

CASE NUMBER  
35 00-002011-CZ-E

23RD CIRCUIT COURT  
JUDGE'S CHAMBERS  
1020 MAIN STREET, ROOM 501  
TAWAS CITY MI 48764  
PHONE # EXT.

DATE 06/11/00

MAIL TO: THOMAS B HUCK  
314 NEWMAN ST  
EAST TAWAS MI 48730

ROBERT BOYLE

V

SCHAAF LUMBER COMPANY

PLAINTIFF

DEFENDANT

YOU ARE DIRECTED TO APPEAR AT THE ADDRESS ABOVE.

ON - TUESDAY DATE - AUGUST 1, 2000 TIME - 8:00A

EVALUATORS ARE: THOMAS B HUCK  
RALPH H DINSE  
PATRICK R WINTER

-PURSUANT TO MCR 2.403, YOU ARE REQUIRED TO DO THE FOLLOWING:

1. WITHIN 14 DAYS FROM DATE OF MAILING/DELIVERY OF THIS NOTICE, EACH PARTY MUST SEND TO THE ADR CLERK THREE CHECKS IN THE AMOUNT OF \$25 EACH MADE PAYABLE ONE TO EACH EVALUATOR.
2. AT LEAST 14 DAYS BEFORE THE HEARING DATE, EACH PARTY SHALL FILE WITH THE ADR CLERK 3 COPIES OF DOCUMENTS PERTAINING TO THE ISSUES TO BE EVALUATED AND 3 COPIES OF A CONCISE BRIEF SETTING FORTH FACTUAL OR LEGAL POSITION ON ISSUES PRESENTED BY THE ACTION. IN ADDITION, ONE COPY MUST BE SERVED ON EACH ATTORNEY OF RECORD. A COPY OF A PROOF OF SERVICE MUST BE ATTACHED TO THE COPIES FILED WITH THE ADR CLERK. FAILURE TO COMPLY WITH ABOVE BY THE REQUIRED DATE SUBJECTS THE OFFENDING ATTORNEY/PARTY TO A \$150 PENALTY.

THIS NOTICE HAS ALSO BEEN SENT TO:

THOMAS B HUCK (EVALUATOR)  
RALPH H DINSE (EVALUATOR)  
PATRICK R WINTER (EVALUATOR)

Figure 86. Sample ADR Notice to Appear

NOTICES WILL BE  
PRINTED FOR:

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

Notice Information

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

COUNTY NO.	This unmarked field denotes the county of record for this case.
CASE NO.	Circuit court number for the case with the judge of record's last name initial.
DATE	Mailing date entered on menu.
LOCATION ADDRESS	Address of the ADR location.
LOCATION TELEPHONE	Telephone number of the ADR clerk.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of the primary defendant.

The following information is printed under the heading "YOU ARE DIRECTED TO APPEAR AT THE ADDRESS ABOVE":

ON	Day of scheduled appearance. Date of scheduled appearance. Time of day of scheduled appearance.
EVALUATORS ARE:	List of Evaluators assigned to the case with their P-number.
COMMENTS	Comment lines 1 through 12 of the ADR location entered for the case.
THIS NOTICE HAS BEEN SENT TO	List of other attorneys/parties to whom notices have been sent. P-numbers are printed for attorneys.
<u>Proof of Service Notice</u>	The last notice that is generated from the program for a case is the Proof of Service ADR Notice (Figure 76 on the next page). This notice is to be placed in the court file. It indicates which parties on the case were printed on a computer-generated notice. It also indicates those parties that did not receive a notice due to inadequate address information. Whether computer or manually generated, the verification of who checked and sent the notices can be indicated by initialing the field provided. The format follows the notice with the addition of the "Certification of Mailing".
DATE	Space for date of signature of clerk or other court administrator.
CLERK/ADMINISTRATOR	Space for signature of clerk or other court administrator sending the Notice to Appear.



## ADR REVIEW REPORT

### Overview

The ADR Review Report (Figure 88) is generated on request by the ADR clerk to help manage the flow of cases through the court during ADR. The report is organized for each county in order by conduct hearing after date, then case number.

ADR REVIEW REPORT CONDUCT HEARING AFTER DATE: 6/01/99 THRU 03/01/00	ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-0000 TELEPHONE: 616/555/5555	ARLENA CRAVEN RUN DATE: 4/19/00 RUN TIME: 13:08:06 PAGE: 1
HEARING DATE CONDUCT NOTICE HEARING RESULT TRIAL <u>ORDERED DATE DATE DATE SERVICE DATE EVT</u>		
<u>CASE NUMBER-JDG</u> <u>CASE TITLE</u> 99-011099-CK-X    BURTON, JOHN VS TRADES, GEORGE, A	ADR ORDERED-PENDING	
99-011740-NO-Z    BURKETT, BOB VS WILLIAMS, JACK, E <u>PARTY NAME</u> <u>ATTORNEY</u> <u>FEES</u> <u>RECEIVED</u> <u>ACC/REJ</u> P 001    BURKETT, BOB    CROCKET D 001    WILLIAMS, JACK,E    BLANCHARD EVALUATOR#1-BURNHAM    EVALUATOR#2-BURTON    EVALUATOR#3-HEART    EVALUATOR#4-BLOOM    EVALUATOR#5 KNIGHT	06/01/99    6/10/99    12/02/99    12/12/99    1/28/00	
99-013747-DO-Z    NEWHART, BILL VS BURTRAM, DANIEL, C <u>PARTY NAME</u> <u>ATTORNEY</u> <u>FEES</u> <u>RECEIVED</u> <u>ACC/REJ</u> P 001    NEWHART, BILL    GORTE D 001    BURTRAM, DANIEL, C    BOOG EVALUATOR#1-SHOTWELL    EVALUATOR#2-BURNHAM    EVALUATOR#3-HERRING	7/01/99    7/10/99	

Figure 88. Sample ADR Review Report

### Printing the Report

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

ADR REVIEW  
REPORT

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

DATE

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

### Report Information

The ADR Review Report provides the following information for all cases. The following fields marked with an asterisk are replaced with the comment "ADR ORDERED PENDING", if

---

	the case has ADR status but no data entered in the ADR screen.
HEADER INFORMATION	Information at the top of the report includes circuit court name, county name, county address, and the date the report was run.
CASE NUMBER-JDG	Official number of the case with the last name initial of the judge presiding over that case.
CASE TITLE	Official title of each case.
*DATE ORDERED	Date on which the ADR was ordered.
*CONDUCT HEARING AFTER DATE	Date after which a hearing can be conducted (usually an SCAO stipulated amount of time after the DATE ORDERED).
*NOTICE DATE	Date a notice is officially sent to involved parties.
*HEARING DATE	Date of official ADR hearing.
*RESULT SERVICE	Date by which parties were served with the results of the ADR hearing.
TRIAL DATE	Date of trial.
TRIAL EVENT	Type of trial.
	The fields below are printed for cases already entered into ADR Case Management:
PARTY	Party designation for each party involved in the case.
PARTY NAME	Name of each party involved in ADR.
ATTORNEY	Last name of the attorney representing each party involved in ADR.
FEES	ADR filing fees that have been paid.

---

RECEIVED	Date the brief was filed by each party's attorney.
ACC/REJ	Indicates whether each party has accepted (A) or rejected (R) the ADR recommendation.
EVALUATOR #1 - #5	Last name for ADR panel found in the Attorney Bar File.

## ADR STATISTICS REPORT

### Overview

The ADR Statistics Report (Figure 89) contains statistical information regarding cases ordered into ADR. An audit (Figure 90) can be requested that will list all of the cases used in the calculations of the ADR Statistics Report.

ADR STATISTICS		ALLEGAN COUNTY				ARLENA CRAVEN			
ADR HEARING DATE: 1/1/97 THRU 6/01/97		48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE				RUN DATE: 7/18/97 RUN TIME: 14:15:12 PAGE: 1			
<u>HEARINGS SCHEDULED</u>	<u>CASES REMOVED</u>	<u>HEARINGS ADJOURNED</u>	<u>HEARINGS HELD</u>	<u>ACCEPTED</u>	<u>CLOSED BEFORE HEARING</u>	<u>REMANDED TO DISTRICT</u>	<u>REJECTED</u>	<u>CLOSED AFTER HEARING</u>	<u>SET FOR TRIAL</u>
20	1	3	9	4	3	1	4	1	3
					45% HEARING HELD 44% ADR ACCEPTED 44% ADR REJECTED 15% CLOSED BEFORE HEARING				

Figure 89. Sample ADR Statistics Report

ADR STATISTICS AUDIT		48TH JUDICIAL CIRCUIT COURT				ARLENA CRAVEN	
ADR HEARING DATE: 1/01/00 THRU 6/01/00		ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-0000				RUN DATE : 7/18/00 RUN TIME: 14:16:53 PAGE: 1	
<u>CASE NUMBER</u>	<u>ADR ORDERED DATE</u>	<u>ADR HEARING DATE</u>	<u>ADR EVALUATION DATE</u>	<u>ADR ACTION</u>	<u>CLOSE DATE</u>	<u>CLOSE CODE</u>	
00-011099-CK	1/10/00	5/21/00	6/19/00	MA			
	EVALUATORS:	GROH	STROUP DARROW				
00-012685-CZ	3/17/00	5/23/00		4/25/00	FOJ		
	EVALUATORS:	ADAMS	PACE ALAN				
00-000103-CZ	1/03/00			MCS			
	EVALUATORS:						
00-009226-CZ	3/21/00	5/18/00		AR			
	EVALUATORS:	BLATZ	COX BUSH				

Figure 90. Sample ADR Statistic Audit

### Printing the Report

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

ADR STATISTIC  
REPORT

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

DATE

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

AUDIT

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

Report Information

HEADER INFORMATION

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

HEARING SCHEDULED

Number of cases ordered into ADR for selected time period.

CASES REMOVED

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

HEARINGS ADJOURNED

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

HEARING HELD

Number of ADR hearings held.

ACCEPTED

Number of cases that accepted the ADR evaluation.

CLOSED BEFORE  
HEARING

Number of cases closed before the ADR hearing was held.

REMANDED TO DISTRICT  
COURT

Number of ADR cases remanded to district court.

REJECTED

Number of cases that rejected the ADR evaluation.

CLOSED AFTER HEARING

Number of cases closed after ADR hearing was held.

SET FOR TRIAL

Number of ADR cases set for trial after the ADR hearing was held.

PERCENTAGE OF HEARINGS HELD	Percentage of cases ordered into ADR during the selected time period that held a ADR hearing.
PERCENTAGE OF ADR ACCEPTED	Percentage of cases that held a ADR hearing that accepted the ADR evaluation.
PERCENTAGE OF ADR	Percentage of cases that held a ADR hearing that rejected the ADR evaluation.
PERCENTAGE OF CASES CLOSED BEFORE HEARING	Percentage of ADR cases closed before ADR hearing.

#### ADR Statistics Audit Information

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

---

EVALUATORS Last names of evaluators on panel.

## ADR LATE FEES LIST

### Overview

The ADR Late Fee List (Figure 91) is generated on request by the ADR clerk to determine those ADR cases which have parties with late fees assessed pursuant to MCR 2.403(l)(2). The report is organized for each county in order by hearing date, then by case number.

ADR LATE FEES LIST 8/01/00 - 8/31/00 ALL CLERKS		ALLEGAN COUNTY 48 <sup>th</sup> JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 480101234 TELEPHONE: 616/555/5555		ARLENA CRAVEN DATE: 9/03/00 TIME: 08:57:51 PAGE: 1	
HEARING DATE	CASE	PARTY	NAME	ATTORNEY	BRIEF/POS DATE CLERK
08/15/00	00-970122-NI	D 001	SMITH,ALAN,	PRO PER	01
TOTAL NUMBER OF LATE FEES DUE:			1		

Figure 91. Sample Late Fee Report

### Printing the Report

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

ADR LATE FEES LIST

Type "X" to the left of this field.

DATE

Type the ADR date requested. Parties with late fees due with hearing dates equal to or more recent than the date entered will be listed.

### Report Information

The ADR Late Fees List provides the following information:

HEADER INFORMATION

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

CASE NUMBER

Official number of the case.

PARTY

Designation of party with late fee assessed.

NAME

Name of party with late fee assessed.

---

BRIEF/POS DATE	Date in which brief or proof of service was received. If brief or proof of service is not filed, no date will appear.
CLERK	ADR clerk number.
TOTAL	Total number of late fees due.

## CASE AGE REPORT

### Overview

The Case Age Report (Figure 92) lists all cases that are open over two years from the original file date. They are listed chronologically by county, judge, case filed date, and case type.

CASE AGE REPORT		ALLEGAN COUNTY				RUN DATE: 3/20/99				
JUDGES: ALL		48TH JUDICIAL CIRCUIT COURT				RUN TIME: 13:47:02				
		ALLEGAN COUNTY COURT HOUSE				PAGE : 1				
		ALLEGAN ST 48901-1001								
		TELEPHONE: 616/555/5555								
CASE NUMBER	JUDGE NAME	PLAINTIFF	DEFENDANT	CASE FILED	# OF DAYS	REOPENED DATE	DISPOSED DATE	NEXT CODE	DATE	CODE
96-004104-CB	LATREILLE	ERB LUMBER CO.,	SAWYER, TOMMY,	12/10/96	830					
96-001402-FH	LATREILLE	STATE OF MICHIGAN	ROBERTS, JOSEPH,	12/22/96	818				05/01/97	ADR
97-001491-FH	LATREILLE	STATE OF MICHIGAN	HORTON, JORDAN,	01/08/97	801					
97-001538-FH	LATREILLE	STATE OF MICHIGAN	PENDERTON, RON,	02/10/97	768					
97-005251-DM	LATREILLE	HOOSIER, BOB,	HOOSIER, KUM, S	03/12/97	738					
97-000002-DM	LATREILLE	JETSON, JANE,	JETSON, GEORGE,	03/12/97	738					
97-005700-CZ	LATREILLE	WALDRON, KARL,	SOUTH MI HOSP,,	03/19/97	731					

Figure 92. Sample Case Age Report

### Printing the Report

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

CASE AGE REPORT

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

JUDGE

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

### Report Information

# OF DAYS

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

### CASE DISTRIBUTION REPORT

#### Overview

The Case Distribution Report (Figure 93) is generated weekly or upon request. The report is broken down into a table of information for judges and various case types for cases on the system.

JUDGES		CATEGORIES				TOTAL	%TOTAL LOAD	% TOTAL OVER 1 YR	% TOTAL OVER 2 YRS
		CRIMINAL	CIVIL	DOMESTIC	APPEAL				
CASE DISTRIBUTION REPORT		ALLEGAN COUNTY				ARLENA CRAVEN			
FILE DATES : 01/01/1999 THRU 01/01/2000		48TH JUDICIAL CIRCUIT COURT				RUN DATE: 5/15/00			
		ALLEGAN COUNTY COURT HOUSE				RUN TIME: 13:47:02			
		ALLEGAN MI 490100000				PAGE: 1			
		TELEPHONE: 616/555/5555							
CORSIGLIA - ALL		83	150	305	12	550	45.7%		
- 1YR OLD				9		9		1.6%	
- 2YR OLD			144	291	12	447			81.3%
BEACH - ALL		84	152	290	15	541	45.0%		
- 1YR OLD			5	8		13		2.4%	
- 2YR OLD			128	266	15	409			75.6%
KOWALSKI - ALL		2	6	4		12	1.0%		
- 1YR OLD			1	1		2		16.7%	
- 2YR OLD			5	3		8			66.7%
VISITING JUDGES - ALL		78	1	21		100	8.3%		
- 1YR OLD			1	5		6		6.0%	
- 2YR OLD				2		2			2.0%
CATEGORY TOTAL- ALL		247	309	620	27	1,203			
- 1YR OLD			7	23		30			
- 2YR OLD			277	562	27	866			
CATEGORY % - ALL		20.5%	25.7%	51.5%	2.2%				
- 1YR OLD			2.3%	3.7%					
- 2YR OLD			89.6%	90.6%	100.0%				
PERCENT OF FULL COURT CASELOAD OVER 1YR OLD		=	2.4%						
PERCENT OF FULL COURT CASELOAD OVER 2YR OLD		=	71.9%						
NEW CASES FILED		=	230						
CASES CLOSED		=	88						
DISPOSITION RATE		=	38.3%						

Figure 93. Case Distribution Report

Printing the Report

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

CASE DISTRIBUTION  
REPORT

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

DATE

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

STATUS

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

AUDIT

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

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

Report Information

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

HEADER INFORMATION

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

JUDGES

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

CATEGORY

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

-CRIMINAL  
FC FH FJ

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

**-DOMESTIC**

DC DF DH DI DM DO DP DR DS DU DV DW DZ

EM ID PH PJ PP NB NC

TC TI TM TO TP TS TU TZ

UC UD UE UF UI UM UN UO UT UW VP

**-APPEAL**

AA AE AH AL AP AR AS AV AW AX AZ

TOTAL	Total caseload for each judge, for all cases as well as cases over one and two years old. It also gives the total for all judges combined which is the same as the total for all case types combined.
% TOTAL LOAD	Percentage of the total caseload for each judge.
% TOTAL OVER 1 YR	Percentage of caseload for all cases over one year old for each judge.
% TOTAL OVER 2YRS	Percentage of caseload for all cases over two years old for each judge.
CATEGORY TOTAL	Summation of judges' cases for each category.
CATEGORY PERCENTAGE	Percentage is calculated three ways; first, by dividing the total for each category (all) by the total of all categories combined, second, by dividing the 1-year total within a category by total for all within that category and third, by dividing the 2-year total within a category by total for all within that category.
TOTAL	Total caseload for each judge, for all cases as well as cases over one year and two years old. It also gives the total for all judges combined which is the same as the total for all case types combined.
% TOTAL LOAD	Percentage of the total caseload for each judge as well as the percentage of caseload for all cases over one year and two years old for each judge.

---

PERCENT OF FULL COURT CASELOAD OVER 1 YEAR OLD	Percentage of the total caseload for all cases over one year old.
PERCENT OF FULL COURT CASELOAD OVER 2 YEARS OLD	Percentage of the total caseload for all cases over two years old.
NEW CASES FILED	Total of all cases filed within the period selected.
<b>NOTE:</b>	Cases filed and reopened within the same period will be counted as a new case on this report.
CASES CLOSED	Total of all cases closed within the period selected.
DISPOSITION RATE	Total cases for period selected divided by all cases opened for the period selected.

#### Case Distribution Audit List

The final report generated is printed when requesting the audit portion of the CASE DISTRIBUTION REPORT. It is separated by the individual county and sorted by judge. The Case Distribution Audit lists all cases making up the Case Distribution Report.

## PENDING CRIMINAL CASE LIST

### Overview

The Pending Criminal Case List (Figure 94) is a list of all criminal cases that have not been closed. The report is generated automatically for each judge, sequenced alphabetically by defendant. Cases are sorted for each defendant in ascending order.

PENDING CRIMINAL CASE LIST			ALLEGAN COUNTY			ARLENA CRAVEN				
FILE DATES: 1/01/00 THRU 03/01/00			48TH JUDICIAL CIRCUIT COURT			RUN DATE: 4/22/00				
JUDGES: ALL			ALLEGAN COUNTY COURT HOUSE			RUN TIME: 14:46:47				
JUDGE BEACH			ALLEGAN MI 49010-0000			PAGE: 1				
D A T E S F O R										
DEFENDANT	CASE NUMBER	BOND POSTED	FILE/REOPEN	INCAR- CERATION	PRELIMINARY MENT EXAM	ARRAIGN- HLD/NXT	PRETRIAL HLD/NXT	LAST PLEA	TRIAL HLD/NXT	SENT HLD/NXT
DUVALL, FRANK EVERETT, ATTORNEY-BAUER 114	00-008363-FC PROSECUTOR-MALANYN	Y	1/25/00	CHG- 1 750.83 CHG- 2 750.227B-A CHG-98 769.12	ASSAULT W/INTENT MURDER FELONY FIREARMS HABITUAL OFFENDER 4TH CON					
HIBBS, DONALD BROWN, ATTORNEY-FRAWLEY 42	00-008395-FH PROSECUTOR-MALANYN	Y	2/06/00	CHG- 1 750.110-A CHG- 2 750.110-A	B&E BUILDING W/INTENT B&E BUILDING					
TOTAL CASES FOR JUDGE BEACH		-	2							

### Printing the Report

Figure 94. Sample Pending Criminal List  
 To select the report type **X** to the left of PENDING CRIMINAL CASE LIST. After DATE, enter the inclusive dates of the information desired according to file date (format = MMDDYYYY), or leave blank. After JUDGE, enter the P-Number of the judge or leave blank for all judges. If the print request is successful, the screen reappears with an S preceding PENDING CRIMINAL CASE LIST.

### Report Information

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

#### HEADER INFORMATION

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

---

DEFENDANT	Name of defendant associated with the case.
CASE NUMBER	Official number of the case.
BOND POSTED	Indicates whether bond has been posted or not (Y=Yes, N=No).
FILE/REOPEN DATE	Date of original filing or reopening (designated by - "(R)").
INCARCERATION DATE	Date of defendant's incarceration.
PRELIMINARY EXAM	Indicates whether preliminary hearing was held: WAV = waived HLD = held
PRELIMINARY DATE	Date of preliminary hearing, in District Court.
ARRAIGNMENT DATE	Date of arraignment scheduled in Circuit Court, or last arraignment held.
PRETRIAL DATE	Date of last pretrial held or next scheduled. Court event and next action codes selected for this category are determined by a "PTH" appearing in the category field of the code. See code file maintenance for more information.
LAST PLEA DATE	Date of last plea.
TRIAL DATE	Date of last trial held or next scheduled. Court event codes and next action codes selected for this category are determined by a "TRL" appearing in the category field of the code. See code file maintenance for more information.
SENTENCING DATE	Date of last sentencing held or next scheduled.
ATTORNEY	Attorney representing the defendant in the case.
PROSECUTOR	Prosecuting attorney for the case.
CASE AGE	(Unlabeled field) number of days from date filed or reopened to current run date.

---

ORIGINAL CHARGE	State charge code for original charge (obtained from PACC Warrant File).
ORIGINAL CHG TYPE	(S)olicit, (A)ttempt, (C)onspire.
ORIGINAL CHG TRAFFIC	(T)raffic.
LESSER CHARGE	Charge number designation for lesser charge(s).
LESSER CHG TYPE	(S)olicit, (A)ttempt, (C)onspire.
LESSER CHG TRAFFIC	(T)raffic.
DESCRIPTION	Short charge description located in the PACC Warrant File.

## PENDING CIVIL CASE LIST

### Overview

The Pending Civil Case List (Figure 95) is a list of civil cases that have not been closed. The report is generated automatically for each judge, sequenced by case number within case type.

PENDING CIVIL CASE LIST	ALLEGAN COUNTY	ARLENA CRAVEN
FILE DATES : 1/01/00 THRU 3/09/00	48TH JUDICIAL CIRCUIT COURT	RUN DATE: 3/09/00
CASE TYPE: ALL	ALLEGAN COUNTY COURT HOUSE	RUN TIME: 08:48:25
JUDGES: ALL	ALLEGAN MI 490100000	PAGE: 1
	TELEPHONE: 616/555/5555	

  

CASE NUMBER	CASE TITLE	CASE FILING	FIRST ANSWER	D A T E S		F O R		HEARINGS HELD/NEXT	TRIALS HELD/NEXT
				PRETRIAL HELD/NEXT	STATUS CHANGE				
00-000153-CZ	DOE, MARY VS ABC MEDICAL,,	2/25/00							
	JURY DEMAND CASE AGE 12 SCHEDULED TRIALS 0								
	P 001 DOE, JOHN		PRO PER						
	D 001 ABC MEDICAL		PRO PER		EXP 5/25/00				
	D 002 SMITH,JOHN		PRO PER						
00-009226-CZ	SMITH,SAMUEL, VS JONES,ROBERT,	2/25/00							
	CASE AGE 12 SCHEDULED TRIALS 0								
	P 001 SMITH,SAMUEL,		PRO PER						
	D 001 JONES,ROBERT,		PRO PER		EXP 5/01/00				
	D 002 DOE,MARY,		PRO PER		EXP 5/10/00				

Figure 95. Sample Pending Civil Case List

### Printing the Report

To select the report, type **X** to the left of PENDING CIVIL CASE LIST. After DATE, enter the inclusive dates of the information desired according to file date (format = MMDDYYYY), or leave blank. After JUDGE, enter the P-Number of the judge or leave blank for all judges. After CASE TYPE enter any valid civil case type, first letter of any valid civil case type, or leave blank for all civil case types. After PARTY enter "Y" to include all parties or enter "N" or leave blank to include only primary plaintiff and primary defendant and to exclude all other parties.

After selecting any other desired reports, press **[ENTER]**. If the print request is successful, the screen reappears with an S preceding PENDING CIVIL CASE LIST.

Report Information

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

## HEADER INFORMATION

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

## CASE NUMBER

Official number of the case.

## CASE TITLE

Official title of each case.

## CASE FILING

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

## FIRST ANSWER

Date of the first answer filed ("ANS" on Clerk screen).

## PRETRIAL HELD/NEXT

The latest pretrial that was held appears on line 1, (entered on the Court/disposition screen) while the next pretrial scheduled on the calendar appears on line 2.

**NOTE:**

A **PTH** category event code must be entered in the category field of either code table 2 (Calendar events) or 3 (Court events) in order for an event type to be valid for this column (See Appendix A, Tables 2 or 3, for further explanation).

## STATUS CHANGE

If the case status is changed (requires entry of "ADR" on Clerk screen), the new status along with the date the event occurred will be printed. When a case is put under advisement (requires entry of "UAD" on court/disposition screen), the UAD flag along with the date the event occurred will be printed.

## HEARINGS HELD/NEXT

The latest hearing that was held appears on line 1, (entered on the Court/disposition screen) while the next hearing scheduled on the calendar appears on line 2.

**NOTE:**

A **HRG** category event code must be entered in the category field of either code table 2 (Calendar events) or 3 (Court events) in order for an event type to be valid for this column (See Appendix A, Tables 2 or 3, for further explanation).

TRIALS HELD/NEXT	The latest trial that was held appears on line 1, (entered on the Court/disposition screen) while the next trial scheduled on the calendar appears on line 2.
<b>NOTE:</b>	A <b>TRL</b> category event code must be entered in the category field of either code table 2 (Calendar events) or 3 (Court events) in order for an event type to be valid for this column (See Appendix A, Tables 2 or 3, for further explanation).
	The fields below are printed for each case without any column heading for them. Those marked with an asterisk are for cases with additional parties only.
FEES	Displays which fees have been found paid as follows:  "JDF" = "JURY DEMAND" "TRL" = "TRIAL FEES PD" "JDF" and "TRL" = "JDF/TRL FEES"
<b>NOTE:</b>	These codes are found in Appendix A Code Table 1, and should be entered on the Clerk Screen.
CASE AGE	The number of days from the case filing date to the run date.
SCHEDULED TRIALS	The number of times the case was scheduled for trial.
PARTY	The party designation for each party involved in the case.
PARTY NAME/ ATTORNEY	The name of each party involved in the case. The name of the attorney representing each party in the case.
SERVICE/ANSWER	The service/answer code and date for each party involved in the case.
DISPOSITION	The disposition code and date for each party involved in the case.

## LACK OF PROGRESS REPORT

### Overview

The Lack of Progress Report (Figure 96) is a list of civil cases that have not been closed, have had no activity for at least 91 days and have no calendar date (MOH & REV are not considered valid next action dates). The report is generated by judge, sequenced by case number within case type.

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

LACK OF PROGRESS REPORT		ALLEGAN COUNTY		ARLENA CRAVEN				
LACK OF PROGRESS DATE		48 <sup>TH</sup> JUDICIAL CIRCUIT COURT		DATE: 8/22/00				
8/1/00		ALLEGAN COUNTY COURT HOUSE		TIME: 14:14:56				
CASE TYPE: CIVIL -ALL		ALLEGAN MI 49010-1234		PAGE: 1				
JUDGE CORSIGLIA		TELEPHONE: 616/555/5555						
CASE NUMBER	NAME	PARTY	ANSWER	ATTY#	ATTORNEY NAME	LAST ACTION DATE	EVENT	JUDGE
00-010788-NO	MARUNIAK, ADAM, MARUNIAK, LIDIA,	P 001 P 002		24635 24635	SIRLIN, RALPH J., SIRLIN, RALPH J.,	4/15/00	JURY TRIAL	12239

Figure 96. Sample Lack of Progress Report

### Printing the Report

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

LACK OF PROGRESS  
REPORT

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

DATE

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

JUDGE

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

CASE TYPE

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

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

### Report Information

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

---

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

## ENTRY FEES NOT PAID REPORT

### Overview

The Entry Fees Not Paid Report (Figure 97-97d) includes several sections. The first section is a report that contains information about civil cases where an SAC, NSF, or FWV event code had been entered for a requested date range. An Audit will be printed for this section. The second section is a report that contains information about civil cases that were filed for a requested date range in which no beginning event code (SAC, NSF, FWV) had been entered.

ENTRY FEES WAIVED REPORT FILE DATE: 1/01/00 THRU 3/31/00	ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 490100000 TELEPHONE: 616/555/5555	ARLENA CRAVEN RUN DATE: 4/23/00 RUN TIME: 16:33:09 PAGE: 1								
ALLEGAN COUNTY	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">FEES WAIVED</td> <td style="text-align: center; border-bottom: 1px solid black;">NOT SUBJECT TO FEES</td> <td style="text-align: center; border-bottom: 1px solid black;">FEES TO BE PAID</td> <td style="text-align: center; border-bottom: 1px solid black;">CASES FILED</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> </tr> </table>	FEES WAIVED	NOT SUBJECT TO FEES	FEES TO BE PAID	CASES FILED	1	1	2	4	
FEES WAIVED	NOT SUBJECT TO FEES	FEES TO BE PAID	CASES FILED							
1	1	2	4							

Figure 97. Sample Entry Fees Waived Report

### Printing the Report

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

ENTRY FEES NOT PAID  
REPORT

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

DATE

Type the inclusive filed dates desired in the date fields (format = MMDDYYYY). These dates will be used as event dates for the first section of this report and file dates for the second section of this report.

After selecting any other desired reports, press [ENTER]. If the report request is successful, the screen reappears with an S preceding ENTRY FEES NOT PAID report.

### Report Information

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

HEADER INFORMATION

Information at the top of the report includes circuit court name, type of report, dates selected, and date of report.

**CASES FILED**      The number of cases filed during the time period selected.

**FEES WAIVED**      The number of cases that had no SAC (Summons and Complaint) entered or had an SAC entered with no fees received during the time period selected.

The Entry Fees Waived Audit List includes:

ENTRY FEES WAIVED AUDIT LIST FILE DATE: 1/01/00 THRU 3/31/00		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 490100000 TELEPHONE: 616/555/5555	ARLENA CRAVEN RUN DATE: 4:23:00 RUN TIME: 16:33:09 PAGE: 1
<u>NAME OF JUDGE</u>	<u>CASE NUMBER</u>	<u>CASE FILED</u>	<u>FEES RECEIVED</u>
ULRICH	00-010001-CZ	2/11/00	
WASHINGTON	00-00001-CZ	2/14/00	
TOTAL NUMBER OF CASES WITH NO BEGINNING ENTRY CODE = 2			

Figure 97a. Sample Entry Fees Waived Audit List - No Beginning Code

**NO BEGINNING EVENT CODE** - None of the three beginning clerk entry codes were used (FWV, NSF, or SAC).

ENTRY FEES WAIVED AUDIT LIST FILE DATE: 1/01/00 THRU 3/31/00		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 490100000 TELEPHONE: 616/555/5555	ARLENA CRAVEN RUN DATE: 4/23/00 RUN TIME: 16:33:56 PAGE: 1
FEES WAIVED			
<u>NAME OF JUDGE</u>	<u>CASE NUMBER</u>	<u>CASE FILED</u>	<u>FEES RECEIVED</u>
ULRICH	00-020001-CZ	2/11/00	
WASHINGTON	00-200001-CZ	2/14/00	
TOTAL NUMBER OF CASES WITH FEES WAIVED		= 2	

**FEES WAIVED** - Beginning clerk entry code is FWV  
Figure 97b. Sample Entry Fees Waived Audit List - Fees Waived

ENTRY FEES WAIVED AUDIT LIST FILE DATE: 1/01/00 THRU 3/31/00		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 490100000 TELEPHONE: 616/555/5555		ARLENA CRAVEN RUN DATE: 4/23/00 RUN TIME: 16:46:10 PAGE: 1
NOT SUBJECT TO FEES				
<u>NAME OF JUDGE</u>	<u>CASE NUMBER</u>	<u>CASE FILED</u>	<u>FEES RECEIVED</u>	
ULRICH	00-030001-CZ	2/11/00		
WASHINGTON	00-300001-CZ	2/14/00		
TOTAL NUMBER OF CASES NOT SUBJECT TO FEES		=	2	

Figure 97c. Sample Entry Fees Waived Audit List. Not Subject to Fees

NOT SUBJECT TO FEES - Beginning clerk entry code is NSF.

ENTRY FEES WAIVED AUDIT LIST FILE DATE: 1/01/00 THRU 3/31/00		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 490100000 TELEPHONE: 616/555/5555		RUN DATE: 4/23/00 RUN TIME: 16:33:09 PAGE : 1
FEES TO BE PAID				
<u>NAME OF JUDGE</u>	<u>CASE NUMBER</u>	<u>CASE FILED</u>	<u>FEES RECEIVED</u>	
ULRICH	00-040001-CZ	2/11/00		
WASHINGTON	00-400001-CZ	2/14/00		
TOTAL NUMBER OF CASES WITH FEES PAID		=	2	

Figure 97d. Sample Entry Fees Waived Audit List - Fees To Be Paid

FEES TO BE PAID - Beginning clerk entry code SAC.

### Audit Information

The Entry Fees Waived Audit List provides the following information for all cases included in the report:

NAME OF JUDGE	Judge of record's last name.
CASE NUMBER	Official number of the case.

CASE FILED	Date case was filed in Circuit Court.
FEES RECEIVED	Amount of fees received for entry of case (SAC).
TOTAL CASES	The total number of cases listed on the Audit Report.
PRISON CODE	Indicates if the case was initiated from prison.

## POST-JUDGMENT ACTIVITY REPORT

### Overview

The Post-Judgment Activity Report (Figure 98) is generated on a quarterly basis. This report provides a listing of all cases in which post-judgment activity has occurred. Post-judgment activity is a court/disposition screen entry with an event date after the case close date. This list is sequenced in ascending order by judge and case number. A summary (Figure 99) of totals by court event and case type can also be generated by entering "Y" in the audit field. Enter "N" or leave blank if the audit is not necessary.

### Printing the Report

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

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

### Report Information

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

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

Summary Information

The Post-Judgment Activity By Judge report (Figure 92) provides a summary of the information contained in the Post-Judgment Activity Report. This report contains a total of the number of cases with post-judgment activity per court event and case type for each judge.

POST-JUDGMENT AUDIT LIST POST-JUDGMENT ACTIVITY DATES: 6/01/00 THRU 6/30/00 JUDGES ALL JUDGE BEACH		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-0000 TELEPHONE: 616/673/8471		ARLENA CRAVEN RUN DATE: 7/10/00 RUN TIME: 08:53:24 PAGE: 1	
<u>CASE NUMBER</u>	<u>FILE DT</u>	<u>CLOSE DT</u>	<u>COURT EVENT DATE/ CODE/COMMENT</u>		
03-00-001111-FH	1/09/00	3/09/00	6/10/00 PVH FOUND GUILTY		
03-00-003008-FH	3/30/00	6/26/00	6/11/00 SEN		
03-00-001110-FH	1/10/00	4/10/00	6/11/00 SEN DEFENDANT PICK-UP ON BENCH		

Figure 98. Sample Post-Judgment Activity Detail

18TH JUDICIAL CIRCUIT BEACH		STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE POST-JUDGMENT ACTIVITY BY JUDGE 6/01/00 THRU 6/30/00				RUN DATE : 7/10/00 PAGE 1	
		PREPARED BY: _____ TELEPHONE : _____ APPROVED BY: _____					
COURT EVENTS	-----APPEALS----- <u>AZ AV AK AZ</u>	----DOMESTIC RELATIONS---- <u>DO DM DP DI DS DZ</u>	-----CIVIL----- <u>CZ ND NZ PZ</u>	-CRIMINAL- <u>FC FH</u>	<u>TOTAL</u>		
AMD PROB ORD							
ARRAIGNMENT							
COMPTNCY HRG							1
EXTRADITION							
FINAL PRE-TR							
JURY HALF							
JURY WHOLE							
LOP HRG							
MISC ACTION							
MOTION HRG		1					
MISC HEARING			1				
NONJURY HALF							
NONJURY WHOLE							
PRO-CONF HRG							
PRE-TRIAL HG							
PROBATION HG							
REARRAIGN							
SHOW CAUS HG							
SENTENCING							
WALKER HRG							
TOTAL ACTIVITY		1	1			1	3

Figure 99. Sample Post-Judgment Activity By Judge

---

## TIME GUIDELINES REPORT

### Overview

The Time Guidelines Report (or, by official title, the Circuit Court Filing to Disposition Report) (Figures 100 - 100b) is generated on request or quarterly as prescribed by SCAO guidelines. The report is broken down by individual judge and county activity as well as total activity for the entire circuit during the specified period. For multi-county circuits, each county would receive only their data. The court administrator with multi-county access will automatically receive data from all counties. The report is a summation of information that is derived from file open dates, return of service dates, closed dates and case types. A case should flow through the system in a determined amount of time. This report shows where the court stands on timely dispositions.

CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
18TH JUDICIAL CIRCUIT BAY COUNTY PORTER NO. OF RESIDING JUDGES: 3			
STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE CIRCUIT COURT FILING TO DISPOSITION TIME GUIDELINES REPORT 1/01/00 THRU 1/31/00			
RUN DATE : 4/21/00 PREPARED BY: _____ TELEPHONE : (517) 555-5555 APPROVED BY: _____ PAGE : 1			
CIVIL CASES			
ALL CIVIL			
12 MONTHS	14	35%	75%
18 MONTHS	14	70%	95%
24 MONTHS	5	83%	100%
> 24 MONTHS	7	100%	
TOTAL	40	100%	
NF/NH/NM/NO/NP/NS/NZ			
12 MONTHS	1	50%	75%
18 MONTHS		50%	95%
24 MONTHS		50%	100%
> 24 MONTHS	1	100%	
TOTAL	2	100%	
ND/NI			
12 MONTHS		%	75%
18 MONTHS	6	67%	75%
24 MONTHS	1	78%	100%
> 24 MONTHS	2	100%	
TOTAL	9	100%	
CB/CC/CE/CF/CH/CK/CL/CP/CR/CS/CZ			
12 MONTHS	9	38%	75%
18 MONTHS	8	71%	95%
24 MONTHS	3	83%	100%
> 24 MONTHS	4	100%	
TOTAL	24	100%	
PA/PC/PD/PG/PR/PS/PZ			
12 MONTHS	1	100%	75%
18 MONTHS		100%	95%
24 MONTHS		100%	100%
> 24 MONTHS		100%	
TOTAL	1	100%	

Figure 100. Sample Time Guidelines Filing to Disposition Report - Page 1.

CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE CIRCUIT COURT FILING TO DISPOSITION TIME GUIDELINES REPORT 1/01/00 THRU 1/31/00			
RUN DATE : 4/21/00 PREPARED BY: TELEPHONE : (517) 555-5555 APPROVED BY: PAGE : 2			
DOMESTIC RELATIONS CASES			
18TH JUDICIAL CIRCUIT BAY COUNTY PORTER			
DO			
3 MONTHS	4	27%	90%
9 MONTHS	7	73%	98%
12 MONTHS	3	93%	100%
> 12 MONTHS	1	100%	
TOTAL	15	100%	
DM			
8 MONTHS	8	36%	90%
10 MONTHS	2	45%	98%
12 MONTHS	2	55%	100%
> 12 MONTHS	10	100%	
TOTAL	22	100%	
DP			
3 MONTHS		%	90%
6 MONTHS	2	18%	98%
12 MONTHS	4	55%	100%
> 12 MONTHS	5	100%	
TOTAL	11	100%	
DI			
0-24 MONTHS		%	100%
>24 MONTHS		%	
DS			
8 MONTHS	22	96%	90%
10 MONTHS	1	100%	98%
12 MONTHS		100%	100%
> 12 MONTHS		100%	
TOTAL	23	100%	
DC			
3 MONTHS		%	100%
> 3 MONTHS		%	
TOTAL		100%	
DR/DU/DZ/TC-TR			
3 MONTHS	1	25%	90%
6 MONTHS		25%	98%
12 MONTHS		25%	100%
> 12 MONTHS	3	100%	
TOTAL	4	100%	

Figure 100a. Sample Time Guidelines Filing to Disposition Report - Page 2.

18TH JUDICIAL CIRCUIT  
BAY COUNTY  
PORTER

STATE OF MICHIGAN  
STATE COURT ADMINISTRATIVE OFFICE  
CIRCUIT COURT FILING TO DISPOSITION  
TIME GUIDELINES REPORT  
1/01/00 THRU 1/31/00

RUN DATE : 4/21/00  
PREPARED BY:  
TELEPHONE :(517) 555-5555  
APPROVED BY:  
PAGE: 3

CRIMINAL CASES

CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
FC/FH			
3 MONTHS	15	33%	90%
5 MONTHS	21	80%	98%
10 MONTHS	8	98%	100%
> 10 MONTHS	1	100%	
TOTAL	45	100%	

APPEALS

CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
<u>FROM LIMITED JURISDICTION COURTS</u>			
AR/AV			
154 DAYS		%	100%
> 154 DAYS	1	100%	
TOTAL	1	100%	

FROM ADMINISTRATIVE AGENCIES

AA/AE/AL/AP			
154 DAYS	6	100%	100%
> 154 DAYS		100%	
TOTAL	6	100%	

EXTRAORDINARY WRITS

AH/AS/AW/AX/AZ			
35 DAYS	1	50%	98%
91 DAYS		50%	100%
> 91 DAYS	1	100%	
TOTAL	2	100%	

Figure 100b. Sample Time Guidelines Filing to Disposition Report - Page 3.

Printing the Report

At the appropriate quarterly interval (or any other time you want to print the Filing to Disposition Report), type **X** to the left of Time Guidelines -Closed. Type the inclusive dates desired in the DATE fields (format = MMDDYYYY). Enter a P-Number of a judge to generate the report for that judge individually or leave blank for all judges. Type **"Y"** in the audit field if an audit is to be printed. Type **"N"** or leave blank if no audit is necessary. After selecting any other desired reports, press **[ENTER]**. The screen reappears with an S preceding Time Guidelines -Closed.

Report Information  
information:

The Time Guidelines Report provides the following

CIRCUIT	Name of the Circuit contained in the system file.
JUDGE/COUNTY	Last name of judge or county name contained in the system file.
FOR THE PERIOD TO/FROM	Inclusive dates of the report.

Time Guidelines-Closed  
Audit List

The second report that can be generated is the Time Guidelines-Closed Audit List (Figure 100). Type **"Y"** in the audit field when an audit is to be printed. Type **"N"** or leave blank if no audit is necessary. It is separated by the individual county and sorted by judge, case category (i.e., civil, divorce with children, criminal, etc), number of days, and case number. The Audit lists all cases making up the Filing to Time Guidelines-Closed Report.

Report Information-  
Time Guidelines-Closed  
Audit List Filing

The Time Guidelines-Closed Audit List provides the following information:

NAME OF JUDGE	Name of circuit judge or presiding visiting judge.
CASE NUMBER	Case year, number and case type.

---

CASE STATUS	Status of the case (Open, Closed, Deferred, ADR).
CASE FILED	Date that was entered on case initiation.
ROS DATE	Date of Return of Service for primary defendant (D 001). Used as case filing date for paternity cases.
REOPENED DATE	Date that the case was reopened.
DISPOSED DATE	Date of the last disposition activity on the case.
DISPOSED CODE	Code used for the last disposition activity, found in Code Table 4.
CLOSED DATE	Date that the closing order of judgment was entered.
CLOSED CODE	Code that was used to close the case, found in Code Table 1.
# OF DAYS	The number of days the case has been open from the original filing date to the closed date.
TOTAL	Total number of cases on report.

TIME GUIDELINES - CLOSED AUDIT LIST				ALLEGAN COUNTY				ARLENA CRAVEN			
TIME GUIDELINES DATE: 6/01/99 THRU 3/01/00				48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE TELEPHONE: 616/555/5555				RUN DATE: 5/03/00 RUN TIME: 14:49:00 PAGE: 1			
JUDGES: ALL											
NAME OF JUDGE	CASE NUMBER	CASE STATUS	CASE FILED	ROS DATE	REOPENED DATE	DISPOSED DATE	DISPOSED CODE	CLOSED DATE	CLOSED CODE	# OF DAYS	
BIELAWSKI	99-003555-NO	C	6/29/99					8/05/99	BWI	37	
BIELAWSKI	99-007293-CB	C	6/26/99					8/05/99	BWI	40	
BIELAWSKI	99-007708-NO	C	7/22/99			9/09/99	SET	9/09/99	CJO	49	
BIELAWSKI	99-007576-CZ	C	7/22/99			9/16/99	JTP	9/16/99	FOJ	56	
BIELAWSKI	99-001292-DM	C	9/28/99			2/26/00		2/26/00	BWI	151	
CAPRATHE	99-003504-DM	D	5/03/99			7/05/99		8/05/99	BWI	95	
CAPRATHE	99-003632-DM	D	4/17/99			11/11/99		2/05/00	BWI	277	
CAPRATHE	99-003110-DM	C	10/22/99			2/23/00		2/23/00	DMO	124	
CAPRATHE	00-001438-DP	C	2/16/00			2/19/00	FOJ	2/19/00	FOJ	3	
CAPRATHE	99-003395-DS	D	11/09/99			2/05/00	PLG	2/05/00	BWI	88	
CLULO	99-001302-FH	D	1/10/99			5/10/99		11/10/99	FOJ	304	
PENZIEN	00-003387-FH	D	2/19/00			2/19/00	PLG	2/19/00	DPY	1	
PENZIEN	00-007420-FH	C	1/22/00			2/12/00		2/22/00	DPY	31	
PENZIEN	99-007647-FH	C	6/18/99			8/05/99		8/05/99	BWI	48	
PENZIEN	99-001384-FH	D	6/18/99			8/05/99		8/05/99	DPK	48	
PENZIEN	99-003541-FH	C	3/13/99			6/10/99		8/05/99	DLS	145	
THEILER	99-003599-FC	C	2/27/99			8/02/99		8/05/99	DLS	159	
THEILER	99-003247-FH	D	2/21/99			7/17/99		8/05/99	DLS	165	
THEILER	99-001534-FH	D	2/20/99			6/18/99		8/05/99	DLS	166	
THEILER	99-001133-FH	D	2/20/99			7/31/99		8/05/99	DLS	166	
WASHINGTON	99-003548-FH	D	2/20/99			8/05/99		8/05/99	DLS	166	
WASHINGTON	99-007032-FH	D	2/14/99			6/11/99		8/05/99	BWI	172	
WASHINGTON	99-007329-FH	D	2/14/99			7/10/99		8/05/99	BWI	172	
WASHINGTON	99-007710-FH	D	2/07/99			6/01/99		8/05/99	BWI	179	
TOTAL NUMBER OF CASES ON REPORT = 24											

Figure 101. Sample Time Guidelines Filing to Disposition Audit List

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## TIME GUIDELINES PENDING REPORT

### Overview

The Time Guidelines Pending Report (or, by official title, the Circuit Court Pending Case-Age Report) (Figure 102 - 102b) is generated on request. The report is broken down by individual judge and county activity as well as total activity for the entire circuit. For multi-county circuits each would receive only their data. The court administrator with multi-county access will automatically receive data from all counties. The report is a summation of information that is derived from file open dates, return of service dates and case types. In this report, the system takes all of the pending cases and calculates them as if they were closed as of the run date. It then shows where the court stands on timely dispositions if all the cases had actually been closed.

CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
18TH JUDICIAL CIRCUIT BAY COUNTY PORTER			
STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE CIRCUIT COURT PENDING CASE-AGE TIME GUIDELINES REPORT			
RUN DATE : 4/21/00 PREPARED BY: TELEPHONE : (517) 555-5555 APPROVED BY: PAGE : 1			
CIVIL CASES			
ALL CIVIL			
0-12 MONTHS	6	1%	75%
13-18 MONTHS	3	2%	95%
19-24 MONTHS	3	3%	100%
>24 MONTHS	407	100%	
TOTAL PENDING	419	100%	
NF/NH/NM/NO/NP/NS/NZ			
0-12 MONTHS		%	75%
13-18 MONTHS		%	95%
19-24 MONTHS	1	1%	100%
>24 MONTHS	137	100%	
TOTAL PENDING	138	100%	
ND/NI			
0-12 MONTHS		%	75%
13-18 MONTHS		%	95%
19-24 MONTHS		%	100%
>24 MONTHS	87	100%	
TOTAL PENDING	87	100%	
CB/CC/CE/CF/CH/CK/CL/CP/CR/CS/CZ			
0-12 MONTHS	6	4%	75%
13-18 MONTHS	3	6%	95%
19-24 MONTHS	2	7%	100%
>24 MONTHS	136	100%	
TOTAL PENDING	147	100%	
PA/PC/PD/PG/PR/PS/PZ			
0-12 MONTHS		%	75%
13-18 MONTHS		%	95%
19-24 MONTHS		%	100%
>24 MONTHS	12	100%	
TOTAL PENDING	12	100%	

Figure 102. Sample Time Guidelines - Pending Case Age Report - Page 1

CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE CIRCUIT COURT PENDING CASE-AGE TIME GUIDELINES REPORT DOMESTIC RELATIONS CASES			
18TH JUDICIAL CIRCUIT			RUN DATE : 4/21/00
BAY COUNTY			PREPARED BY:
NO. OF RESIDING JUDGES: 3			TELEPHONE : (517) 555-555
PORTER			PAGE : 2
DO			
0 - 3 MONTHS		%	90%
4 - 9 MONTHS		%	98%
10 -12 MONTHS		%	100%
>12 MONTHS	132	100%	
TOTAL PENDING	132	100%	
DM			
0 - 8 MONTHS	6	2%	90%
9 -10 MONTHS	3	2%	98%
11 -12 MONTHS	2	3%	100%
>12 MONTHS	358	100%	
TOTAL PENDING	369	100%	
DP			
0 - 3 MONTHS		%	90%
4 - 6 MONTHS		%	98%
7 -12 MONTHS		%	100%
>12 MONTHS	81	100%	
DI			
0 -24 MONTHS		%	100%
>24 MONTHS		%	
TOTAL PENDING		100%	
DS			
0 - 8 MONTHS		%	90%
9 -10 MONTHS		%	98%
11 -12 MONTHS		%	100%
>12 MONTHS	56	100%	
DC			
0 - 3 MONTHS		%	100%
> 3 MONTHS	14	100%	
TOTAL PENDING	14	100%	
DR/DU/DZ/TC-TR			
0 - 3 MONTHS		%	90%
4 - 6 MONTHS		%	98%
7 -12 MONTHS		%	100%
>12 MONTHS	11	100%	
TOTAL PENDING	11	100%	

Figure 102a. Sample Time Guidelines Pending Case Age Report - Page 2

CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
STATE OF MICHIGAN STATE COURT ADMINISTRATIVE OFFICE CIRCUIT COURT PENDING CASE-AGE TIME GUIDELINES REPORT			
18TH JUDICIAL CIRCUIT BAY COUNTY NO. OF RESIDING JUDGES: 3 PORTER		RUN DATE : 4/21/00 PREPARED BY: TELEPHONE : (517) 555-5555 APPROVED BY: PAGE : 3	
CRIMINAL CASES			
FC/FH			
0 - 3 MONTHS	1	%	90%
4 - 5 MONTHS	2	1%	98%
6 - 10 MONTHS	6	3%	100%
>10 MONTHS	294	100%	
TOTAL PENDING	303	100%	
APPEALS			
CASE-TYPE CODE	NUMBER DISPOSED	% IN CATEGORY	TG
<u>FROM LIMITED JURISDICTION COURTS</u>			
AR/AV			
0-154 DAYS		%	100%
>154 DAYS	6	100%	
TOTAL PENDING	6	100%	
<u>FROM ADMINISTRATIVE AGENCIES</u>			
AA/AE/AL/AP			
0-154 DAYS		%	100%
>154 DAYS	24	100%	
TOTAL PENDING	24	100%	
<u>EXTRAORDINARY WRITS</u>			
AH/AS/AW/AX/AZ			
0-35 DAYS		%	98%
36-91 DAYS		%	100%
>91 DAYS	3	100%	
TOTAL PENDING	3	100%	

Figure 102b. Sample Time Guidelines Pending Case Age Report - Page 3

<u>Printing the Report</u>	Type <b>X</b> to the left of Time Guidelines - Pending. Enter a P-Number of a judge to generate the report for that judge individually or leave blank for all judges. Type "Y" in this field if an audit is to be printed. Type "N" or leave blank if no audit is necessary. After selecting any other desired reports, press <b>[ENTER]</b> . The screen reappears with an S preceding Time Guidelines - Pending.
<u>Report Information - Report</u>	The Time Guidelines Pending Case Age Report provides the following information:
CIRCUIT	Name of the circuit contained in the system file.
JUDGE/COUNTY	Last name of judge or county name contained in the system file.
<u>Pending Case Age Audit List</u>	The second report that can be generated is the Pending Case Age Audit List (Figure 96). Type "Y" in the audit field when requesting the audit. Type "N" or leave blank when the audit is not necessary. It is separated by the individual county and sorted by judge, case category (i.e. civil, divorce with children, criminal, etc), number of days, case number. The Pending Case Age Audit lists all cases making up the Pending Case Age Report.
<u>Report Information- Pending Case-Age Audit List</u>	The Pending Case-age Audit List provides the following information:
NAME OF JUDGE	Name of circuit judge or presiding visiting judge.
CASE NUMBER	Case year, number and case type.
CASE STATUS	Status of the case (open, closed, deferred, ADR).
CASE FILED	Date that was entered on case initiation.
ROS DATE	Return of service date for primary defendant (D 001). Used as case filing date for paternity cases.
REOPENED DATE	Date that the case was reopened.

<b>DISPOSED DATE</b>	The last disposition activity date on the case.
<b>DISPOSED CODE</b>	Code used for the last disposition activity, found in Code Table 4.
<b># OF DAYS</b>	The number of days the case has been open from the original filing date to the run date of the report.

TIME GUIDELINES - PENDING AUDIT LIST JUDGES: ALL		ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-0000 TELEPHONE: 616/555/5555			ARLENA CRAVEN RUN DATE: 5/03/00 RUN TIME: 16:33:56 PAGE: 1			
<u>NAME OF JUDGE</u>	<u>CASE NUMBER</u>	<u>CASE STATUS</u>	<u>CASE FILED</u>	<u>ROS DATE</u>	<u>REOPENED DATE</u>	<u>DISPOSED DATE</u>	<u>DISPOSED CODE</u>	<u>#OF DAYS</u>
BIELAWSKI	99-003603-AL	O	4/30/99					368
BIELAWSKI	99-003552-AZ	O	3/04/99					395
BIELAWSKI	99-003452-AW	O	2/08/99					419
BIELAWSKI	98-003388-AW	O	12/17/98			4/10/00		503
BIELAWSKI	98-003175-AW	O	10/02/98			6/05/99		579
BIELAWSKI	98-003130-AS	O	8/03/98					639
BIELAWSKI	98-003125-CK	O	3/02/98					793
BIELAWSKI	98-003227-CZ	O	5/24/98					710
BIELAWSKI	99-003478-DM	O	9/24/99					191
BIELAWSKI	99-003174-DM	O	4/09/99					389
BIELAWSKI	00-003007-FC	O	4/28/00					5
BIELAWSKI	00-003138-FC	O	3/19/00					45
BIELAWSKI	00-003249-FH	O	1/05/00					118

Figure 103. Sample Time Guidelines Pending Case Age Audit List

**STATEMENT OF MATTERS UNDECIDED (MCR 8.107)**

Overview

The Statement of Matters Undecided Report (Figure 104)(or by official title, MCR Rule 8.107 Statement by Trial Judge as to matters Undecided) is generated on request or on the first business day of January, May and September of each year as prescribed by SCAO guidelines. The form is broken down by individual judge and county. It contains information on cases submitted to the judge for decision more than 4 months earlier which remain undecided. This form will be sorted by county and date.

MAY STATEMENT OF MATTERS UNDECIDED (MCR 8.107)		ARLENA CRAVEN DATE: 5/21/00 TIME: 14:28:45 PAGE: 1
Note: This report is due on the first business day of January, May, and September of each year, and should include any matters heard by you.		
TO: State Court Administrator, c/o Regional Administrator		Copy to: Chief Judge
Court number and name or county 48th JUDICIAL CIRCUIT COURT, ALLEGAN COUNTY	Name of judge and bar no. GEORGE R. CORSIGLIA 12239	
In accordance with the provisions of MCR 8.107, I certify that the following is a statement containing full information on all matters submitted to me for decision more than 4 months prior to 5/01/00 and the reasons they remain undecided.		
For the purpose of the rule, the time of submission is the time the last argument or presentation in the matter was made or the expiration of the time allowed for filing the last brief.		
Case Number	Title of Case	Date Matter Submitted
99-002810-FH	PEOPLE OF MICH. VS SMITH,PAUL,	12/03/99
		Nature of Matter pretrial motion, final decision post judgment motion, etc.
		MOTION HEARING
		REASON Matter Undecided If no such matters, show 'NONE'
		TIME IS SET FOR TRIAL. TESTIMONY & ARGUMENT HEARD
I certify that a copy of this report was provided to the chief judge of this court.		
Date		Judge Signature
SCAO27 (4/96) STATEMENT OF MATTERS UNDECIDED		MCR8.107

Figure 104. Sample Statement of Matters Undecided Report

Printing the Report

Select the Statement of Matters Undecided Form by typing in the following fields:

STATEMENT OF MATTERS  
UNDECIDED      Type "X" to the left of this field.

DATE      Type the date desired for counting back 120 days (4 months) or  
leave blank for today's date.

JUDGE      Type the judges P-number or leave blank for all judges.

Report Information

The Statement of Matters Undecided provides the following  
information for all cases:

HEADER INFORMATION      Information at the top of the report includes circuit court name,  
name of circuit judge and P-number and the month the report was  
run.

CASE NUMBER      Official number of the case.

CASE TITLE      Official title of each case.

DATE MATTER SUBMITTED      The date in which the case went under advisement. Cases with  
a status of "U" appear on this report that have a result code of  
"UAD" from the 120 days past the date selected.

NATURE OF MATTER      The court event.

REASON MATTER  
UNDECIDED      The reason the matter remains undecided. If there are no cases  
to report, the word "NONE" will appear in this field.

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

## CALENDAR SUMMARY

### Overview

The Calendar Summary (Figure 105) is a week at a glance format of the calendar of events to be heard before a particular judge or attorney.

TIME	SUNDAY 6/04/00	MONDAY 6/05/00	TUESDAY 6/06/00	WEDNESDAY 6/07/00	THURSDAY 6/08/00	FRIDAY 6/09/00	SATURDAY 6/10/00
8:30A						00057753 DM MOH 00059883 DP MOH	
9:00A			990774321 NI NJT				
9:30A			99013692-DM PCH				
1:00P		00013674-DP NJT					

Figure 105. Sample Calendar Summary

### Printing the Report

To select the report type **X** to the left of CALENDAR SUMMARY. After DATE, enter the inclusive dates of the calendar desired (format = MMDDYYYY). After JUDGE, enter the P-Number of the judge. After selecting any other reports, press **[ENTER]**. The screen reappears with an S preceding CALENDAR SUMMARY.

### Report Information

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

#### HEADER INFORMATION

Information at the top of the report includes county name, complete name of judge whose schedule is printed, and the type of events to be found on this page.

**NOTE:** Saturday and Sunday events are considered for this report.

## DRUG OFFENSE REPORT

### Overview

The Drug Offense Report (Figure 107) is a list of drug related cases that have been filed within the requested time period. The report is sequenced by case number.

DRUG OFFENSE REPORT		ALLEGAN COUNTY		RUN DATE: 1/20/00		
FILE DATES : 1/01/99 THRU 12/31/99		48TH JUDICIAL CIRCUIT COURT		RUN TIME: 11:13:31		
		ALLEGAN COUNTY COURT HOUSE		PAGE : 1		
		ALLEGAN MI 490100000				
		TELEPHONE: 616/555-5555				
CASE NUMBER	DEFENDANT	FILED DATE	COUNT	CHARGE	CHARGE DESCRIPTION	OFFENSE DATE
99-000141-FH	SMITH, JOHN	05/21/99	2	333.74042A	USE OF COCAINE	05/01/99
99-000142-FH	DOE, JANE	05/22/99	1	333.74042A	USE OF COCAINE	05/05/99
99-000236-FH	JONES, KENNETH	08/21/99	1	333.74012A1	CNTR SUB DEL/MANF 650 GR	07/15/99
99-000304-FH	ALLAN, MARY	10/30/99	4	333.74012A4	CONTR SUB DEL LESS 50 GRAM	10/09/99
99-001103-FH	BROWN, MICHAEL	11/03/99	3	333.74012C-A	CONT SUB DEL/MF SCH 4	10/15/99
			4	333.74032D	CNTR SUB PSS MARIHUANA	10/15/99
99-001104-FC	CONNOR, ALLAN	12/01/99	1	333.74012C-A	CONT SUB DEL/MF SCH 4	11/15/99
			3	333.74032D	CNTR SUB PSS MARIHUANA	11/15/99

Figure 107. Sample Drug Offense Report

### Printing the Report

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

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

### Report Information

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

#### HEADER INFORMATION

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

#### CASE NUMBER

Official number of the case.

#### DEFENDANT

Name of defendant.

---

FILED DATE	Date of the original filing of the case.
COUNT	Assigned count number.
CHARGE	State charge code for original charge (obtained from PACC Warrant File).
CHARGE DESCRIPTION	Short charge description located in the PACC Warrant File.
OFFENSE DATE	Date of specified offense.

## TRIAL ACTIVITY REPORT

### Overview

The Trial Activity Report (Figure 108) is generated for informational purposes. This report provides a listing of all cases in which trial activity was **disposed within the quarter**, and reports the trial half-days that occurred. This list is sequenced in an ascending order by the county and the case number.

TRIAL ACTIVITY REPORT		LIVINGSTON COUNTY 44TH JUDICIAL CIRCUIT COURT COUNTY BUILDING HOWELL MI 48843-0000 REPORT PERIOD:1/01/00 THRU 3/31/00			PAGE 1 PREPARED BY: _____ TELEPHONE : _____ APPROVED BY: _____ CHIEF JUDGE/ADMINISTRATOR	
CASE NUMBER	TRIAL TYPE	DATE OF ORIGINAL FILING OR DATE OF REMAND FROM HIGHER COURT	DATE TRIAL BEGAN	DATE TRIAL ENDED	NUMBERS OF ACTUAL HALF DAYS OF TRIAL	DISPOSITION
99-005359-NM	JURY	7/08/99	3/03/00	3/31/00	3	DISMISSED
99-005623-FC	NON-JURY	1/19/00(R)	2/19/00	2/28/00	5	JUDGMT PLNT
99-001760-FH	NON-JURY	12/30/99	1/05/00	2/01/00	2	GUILTY
00-001760-FH	NON-JURY	2/30/00	2/15/00	3/05/00	2	MISTRIAL
99-001880-DC	JURY	3/28/99	2/02/00	2/03/00	4	NOT GUILTY
99-123456-DO	JURY	1/01/99	1/05/00	1/30/00	3	DIV. GRANTED
99-234567-FH	NON-JURY	2/04/99	1/20/00	1/20/00	2	PLEAD GUILTY
99-345678-DM	NON-JURY	8/06/99	1/15/00	1/15/00	1	SETTLED
99-456789-CR	JURY	3/12/99	3/05/00	3/05/00	1	JUDGMT PLNT

Figure 108. Sample Trial Activity Report

### Printing the Report

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

TRIAL ACTIVITY  
REPORT

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

DATE

Type the inclusive dates desired in the DATE fields (format = MMDDYYYY). Date span entered must be within a calendar year.

JUDGE

Type the P-number of a judge to generate the report for that judge individually, or leave blank for all judges.

### Report Information

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

HEADER INFORMATION	Information at the top of the report includes circuit court name, CCS number, and the dates of the applicable quarter. It also includes the number of residing judges as well as signature lines for those submitting the report.
CASE NUMBER	Official number of the case.
TRIAL TYPE	The kind of trial that takes place. "JTH" or "JTW" = "JURY" "NJH" or "NJW" = "NON-JURY" (the codes above are from code table 3)
DATE OF ORIGINAL FILING OR DATE OF REMAND FROM HIGHER COURT	The original filing date of the case in circuit court or the date the case was reopened (noted by "(R)").
DATE TRIAL BEGAN	The earliest date of a trial half or whole day.
DATE TRIAL ENDED	The last date of a jury trial half or whole day within the quarter.
NUMBER OF ACTUAL HALF DAYS OF TRIAL	The summation of all jury trial half and whole days or all non-jury trial half and whole days.
TRIAL DISPOSITION	<p>All trial events are reviewed to find the disposing code with the highest level of activity based on it's SCAO line number. The highest code's short description is printed here. With the exception of a mistrial, "MISTRIAL" will be printed. When <b>multiple charges/parties are disposed from a single trial, choose the disposition desired for the report and dispose of its charge/party first.</b></p> <p>The report also provides spaces for PREPARED BY and APPROVED BY. Instructions for the preparation of the Trial Activity Report can be found in the <b>Circuit Court Caseload and Trial Activity Report Preparer's Manual</b>, available through the SCAO office in Lansing.</p>

## SPEEDY TRIAL WORKSHEET

### Overview

The Speedy Trial Worksheet includes two sections, Worksheet A and Worksheet B (Figures 109 and 110), described on the following pages. These reports are sorted by county and case number.

### Printing the Report

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

SPEEDY TRIAL  
WORKSHEET

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

DATE

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

JUDGE

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

### Report Information

Speedy Trial Worksheet A

Worksheet A (Figure 109) shows cases where the defendant has been incarcerated more than six months. The selection criteria are as follows:

- Case is criminal
- Bond posted = N or spaces (See Bond Action codes CodeTable 1)
- today's date is six months greater than the circuit court file date.
- No disposition

**NOTE:**

The circuit court file date is used versus the district court arraignment date as prescribed by the SCAO Guidelines. The arraignment date showing on Worksheet A is the date from the case header (district court arraignment).

SPEEDY TRIAL WORKSHEET		ALLEGAN COUNTY		ARLENA CRAVEN	
DATE: 6/01/00		48TH JUDICIAL CIRCUIT COURT		RUN DATE: 6/01/00	
JUDGES: ALL		ALLEGAN COUNTY COURT HOUSE		RUN TIME: 14:44:04	
		ALLEGAN MI 490100000		PAGE: 1	
		TELEPHONE: 616/555/5555			
A) FELONY CASES WHERE DEFENDANT HAS BEEN INCARCERATED MORE THAN SIX MONTHS					
CASE NO.	DEFENDANT	JUDGE	DISTRICT ARRGN DATE	REASONS FOR DELAY	
99-001757	BOSWORTH, ERIC,	ERNST			
99-001854	DOBSON, CARL,	ERNST			
99-001861	BARNES, JAMES,	ERNST			
99-001921	ALLEN, THOMAS,	ERNST			

Figure 109. Sample Speedy Trial Worksheet A

SPEEDY TRIAL WORKSHEET		ALLEGAN COUNTY		ARLENA CRAVEN	
DATE: 6/01/00		48TH JUDICIAL CIRCUIT COURT		RUN DATE: 6/01/00	
JUDGES: ALL		ALLEGAN COUNTY COURT HOUSE		RUN TIME: 14:52:20	
		ALLEGAN MI 490100000		PAGE: 1	
		TELEPHONE: 616/555/5555			
B) FELONY CASES WHERE THERE HAS BEEN A DELAY OF 28 DAYS OR MORE BETWEEN PRELIMINARY EXAMINATION/WAIVER AND ARRAIGNMENT ON THE INFORMATION/INDICTMENT OR 6 MONTHS BETWEEN INFORMATION/INDICTMENT & TRIAL					
CASE NO	DEFENDANT	JUDGE	CIRCUIT ARRGN DATE	DISTRICT PRELIM DATE	REASONS FOR DELAY
00-001402	BOSTON, TRICIA,	ERNST		02/13/00	1
00-001790	DONALDSON, CAROL,	ERNST		02/13/00	1
00-001848	BAROWS, JAMIE,	ERNST		03/13/00	1

Figure 110. Sample Speedy Trial Worksheet B

### Speedy Trial Worksheet B

Worksheet B (Figure 110) shows cases where there has been a delay of 28 days or more between district court preliminary examination/ waiver and circuit court arraignment on the information/indictment or six months between circuit court arraignment on the information/indictment and trial.

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

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WAV result code (see Code Table 4, Appendix A). The selection criteria are as follows:

1. -Case is criminal  
-No circuit court arraignment date held (ARR court event)  
-Report date is 28 days greater than the district court preliminary date.

This is referenced in section B of the Speedy Trial Report.

-OR-

2. -Case is criminal  
-Circuit court arraignment date has been held  
-No trial date held  
-Report date is six months greater than the circuit court arraignment date.

This is referenced in section C of the Speedy Trial Report.

-OR-

3. -Case is criminal  
-Circuit court arraignment date is 28 days greater than the preliminary date.

This is referenced in section B of the Speedy Trial Report.

-OR-

4. -Case is criminal  
-Trial date is six months greater than the circuit court arraignment date.

This is referenced in section C of the Speedy Trial Report.

**NOTE:** The arraignment date appearing on Worksheet B is the arraignment date held in Circuit Court (Using code "ARR" on the court/disposition screen).