

Chapter 9: Abstract Reporting Menu

1/06

Abstract Reporting

This section contains general instructions for generating abstract reporting information.

These sections contain an overview, reports, reporting procedures, correction handling and information presented for each of the menu options.

- **Adjudication Abstract List**
- **Sentence Abstract List**
- **Create/Update Abstract**
- **Print Abstract File**
- **Abstracts Before Media**
- **Create Abstract Media**
- **Re-Create Abstract Media**
- **Purge Abstracts**
- **Display Abstract Audit**

ABSTRACT REPORTING MENU

Overview

An abstract can be created to update an individual's Secretary of State driving record. Tape processing replaces the printed abstracts and allows more flexibility in updating and correcting errors. Courts are not required by statute to keep printed abstracts on file. There will not be an option available for a printed "hard copy" in this module.

Accessing the Screen

The Abstract Reporting Menu (Figure 194) appears when the option is selected from the Circuit Court Master Menu. The Abstract Reporting Menu can be secured to user access through Security File Maintenance (see Chapter 5).

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                                ABSTRACT REPORTING

_  ADJUDICATION ABSTRACT LIST   DATE: _____ thru _____ JUDGE: _____
_  SENTENCE ABSTRACT LIST      DATE: _____ thru _____ JUDGE: _____

_  CREATE/UPDATE ABSTRACT       CASE #  __ - _____ COUNT _____ (CREATE)
                                SEQ# _____ (UPDATE)
_  PRINT ABSTRACT FILE          DATE: _____ thru _____
_  ABSTRACTS BEFORE MEDIA       DATE: _____ thru _____

                                ABSTRACT MEDIA PROCESSES

_  CREATE ABSTRACT MEDIA
_  RE-CREATE ABSTRACT MEDIA     DATE _____
_  PURGE ABSTRACTS              ___ DAYS (GREATER THAN/EQUAL TO 180)
_  DISPLAY ABSTRACT AUDIT

                                F23=DISPLAY SUBMITTED JOBS
                                F24=EXIT

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Figure 194. Sample Abstract Reporting Menu

To select an option from the Abstract Reporting Menu, type an **"X"** in the field preceding the desired option. Several of the options require additional data (e.g., specific dates, judges, etc.); these are discussed in the section dealing with each option. When the data has been typed, press **[ENTER]**. These reports and options will be executed and/or printed as soon as resources are available on your system.

ADJUDICATION ABSTRACT LIST

Overview

The Adjudication Abstract List is a list of cases with abstractable charges that have been disposed. The list is sorted by defendant name. This report can be used as a tool to determine which cases need to have adjudication abstracts generated.

ABSTRACT LIST - ADJUDICATION		ALLEGAN COUNTY		RUN DATE:	12/06/99	
ADJUDICATION DATES: 9/01/99 THRU 12/08/99		48TH JUDICIAL CIRCUIT COURT		RUN TIME:	14:35:20	
JUDGES: ALL		ALLEGAN COUNTY COURT HOUSE		PAGE :	3	
JUDGE: KOWALSKI		ALLEGAN MI 49010-1234				
		TELEPHONE: 616/673/1234				
<u>DEFENDANT</u>	<u>CASE NUMBER</u>	<u>COUNT NUMBER</u>	<u>CHARGE</u>	<u>CHARGE DESCRIPTION</u>	<u>DISPOSITION CODE</u>	<u>DISPOSITION DATE</u>
DOE,JOHN,M	99-118932-FC	01	257.618	FAIL STOP SCENE PROP	PLG	11/05/99
HOPS,SUE,K	99-118936-FC	01	257.602A	FAIL OFFICER SIGNAL	PLG	11/05/99
MACK,STEVE,	99-118930-FC	01	257.6256D	OPER-OUIL/PER SE 3 RD	PLG	11/05/99
SEQ: 00300 DATE: 11/12/1999 TYPE: A USE:		SOS: 1000 OFFENSE: OPER-OUIL/PER SE 3 RD				
PONTZ,MARK,	99-118929-FC	01	257.602A	FAIL OFFICER SIGNAL	PLG	11/05/99

Adjudication Abstract List

Printing the Report

The Adjudication Abstract List is selected from the Abstract Reporting Menu by typing information in the following fields:

ADJUDICATION
ABSTRACT LIST

Type an "X" in this field.

DATE

Type the inclusive disposition dates in the date field (format = MMDDYYYY). Leave blank for all dates.

JUDGE

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

After selecting the appropriate criteria, press **[ENTER]**.

Report Information

The Adjudication Abstract List provides the following information for the cases listed on 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.
DEFENDANT	Primary defendant for the case.
CASE NUMBER	Case number of each case containing an abstractable charge that was disposed during the requested time period.
COUNT NUMBER	Count number of the abstractable charge.
CHARGE	PACC code number.
CHARGE DESCRIPTION	Short charge description located in the PACC Warrant File.
DISPOSITION CODE	Three letter disposition code located in Appendix A, code table 4.
DISPOSITION DATE	Date of the disposition of the charge.
<u>Added fields</u>	The following fields have been added to provide information on abstracts that have already been created.
SEQ	Sequence number of the abstract if an abstract has already been created.
DATE	Date the abstract was created.
TYPE	Type of abstract created. A=Adjudicated, S=Statistical (or Sentencing), B=Both.
USE	Code that is in the use field when the abstract was created, if one was used, ie: COR, AMD, etc.
SOS	Four digit SOS code.
OFFENSE	Description of offense.

SENTENCE ABSTRACT LIST

Overview

The Abstract List - Sentence Report is a list of abstractable charges that have been sentenced. The list is sorted by defendant name. This report can be used to determine which cases need to have sentencing abstracts generated.

ABSTRACT LIST - SENTENCE		ALLEGAN COUNTY		RUN DATE: 12/06/99		
ADJUDICATION DATES: 9/01/99 THRU 12/08/99		48TH JUDICIAL CIRCUIT COURT		RUN TIME: 14:35:20		
JUDGES: ALL		ALLEGAN COUNTY COURT HOUSE		PAGE : 3		
JUDGE: BEACH		ALLEGAN MI 49010-1234				
		TELEPHONE: 616/673/1234				
<u>DEFENDANT</u>	<u>CASE NUMBER</u>	<u>COUNT NUMBER</u>	<u>CHARGE</u>	<u>CHARGE DESCRIPTION</u>	<u>SENTENCE DATE</u>	<u>SENTENCE JUDGE</u>
DOE, JOHN, M	99-118932-FC	01	257.618	FAIL STOP SCENE PROP	10/10/99	10571
HOPS, SUE, K	99-118936-FC	01	257.6256D	OPER-OUIL/PER SE 3RD	10/06/99	12239
SEQ: 00306 DATE: 7/15/1999 TYPE: A USE: Sos: 1000 OFFENSE: OPER-OUIL/PER SE 3 RD						
MACK, STEVE,	99-118930-FC	01	257.620	ACCD FAILURE TO STOP	10/13/99	12239
PONTZ, MARK,	99-118929-FC	01	257.625	OPER- OUIL PER SE	10/10/99	10571

Sentence Abstract List

Printing the Report

The Sentence Abstract List is selected from the Abstract Reporting menu by typing information in the following fields:

SENTENCE
ABSTRACT LIST

Type an "X" in this field.

DATE

Type the inclusive disposition dates in the date field (Format = MMDDYYYY). Leave blank for all dates.

JUDGE

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

After selecting the appropriate criteria, press **[ENTER]**.

Report Information

The Abstract List - Sentence Report provides the following information for the cases listed on the report.

HEADER INFORMATION	Information at the top of the report includes circuit court name, county address, type of report requested, and the date of the report.
DEFENDANT	Primary defendant for the case.
CASE NUMBER	Case number of each case containing an abstractable charge that had a sentencing during the requested time period.
COUNT NUMBER	Count number of the abstractable charge.
CHARGE	PACC code numbers.
CHARGE DESCRIPTION	Short charge description located in the PACC Warrant File.
SENTENCE DATE	Date of sentence.

CREATE/UPDATE ABSTRACT

Overview

The Create/Update Abstract option (Figure 197) is used to input information not recorded on circuit court/disposition screens and create, modify or delete abstract records. There is ON-LINE HELP for this screen. To access the ON-LINE HELP from any field, you need to position the cursor on the field needing clarification and press the **Scroll/Lock** key if you have a PC keyboard or the **Help** key if you have a terminal keyboard.

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Court  C003                Abstract Update for SOS                11/10/98  11:54:03
Seq#   Drivers Lic        Use   Name                               Birth
00303  J111222333444         ___   JAMES HAROLD JOHNSON                04041944
Court  CD   ViolDate   AdjDate   OffCd   Speed   Nature of Offense
   003C    1161998    5291998         _____   _____   OUIL 3RD OFFENSE NOTICE
Veh  SI/BF  Rev   Susp   Rest   Orig Chg  Trial Judge   Court Finding   Ticket/Case
_____  _____  _____  _____  _____  _____  _____   _____   _____
                                12239                                98010738FH
CDL  Intlck  Prb  Com  Alc  Med  Sch   Plate#   Year   Make   -----VIN-----   Hold
_____  _____  _____  _____  _____  _____  _____  _____  _____  _____  _____
Code   Work Name and Location                Work Hours   Days Allowed
1  _____
2  _____
Driver Address 3798 34TH STREET                HAMILTON    MI  49419
Crt 48th JUDICIAL CIRCUI COURTHOUSE                ALLEGAN     MI  490100000
Cert ARLENA CRAVEN                Cmmt #1 _____
Abstract Date 1182000                Cmmt #2 _____

Sent Judge 12239   Fine _____ Jail _____ Com Srv _____ Alc/Rhb _ Veh Forf _
Immobilization N   Start Date _____ # of days _____

Abstract Type S   Sent Date _____ Sent _ Resend _ Microfilm _____
F1=EXIT  F3=MODIFY  F4=DELETE  F9=PRINT CORDL  F10=PRINT NOA
NEXT ABS   CASE# 98 - 10738   COUNT _____ SEQ# 303

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Figure 197. Sample Abstract Update for Sos Screen

Accessing the Screen

The Abstract Update for SOS screen can be accessed from either the Abstract Reporting menu or the next transaction line of the Abstract Update for SOS screen. To access the screen from the menu, type information in the following fields:

CREATE/UPDATE
ABSTRACT

Type "X" in this field.

COUNT (CREATE)	Type the count number of the charge that an abstract will be created for.
SEQ# (UPDATE)	Type the sequence number of the abstract to be modified or deleted.

Field Definitions

COURT	A four character field, the first two characters are "C0" the last two characters are the county number as entered in the County File.
*SEQUENCE	Each abstract is assigned a sequence number when it is created. A sequence number is necessary to inquire into or correct a particular abstract. The sequence number can be found on the register of actions.
*DRIVERS LIC	The 13 character driver license number as entered on the Circuit Court Case Header Screen. The first character of a Michigan Driver License must be alphabetic and the remaining characters are numeric. Use the Case Header screen if this field needs to be modified.
DRIVER LICENSE STATE	This unlabeled two character state code is used for out-of-state driver licensees. Use the Case Header screen if this field needs to be modified.
USE	<p>The three character special handling code is used for exception processing. Do not use this field unless absolutely necessary. When exceptions are used, the transactions must be processed manually by the Department of State which will delay the update to the driving record and affect the court's reporting timeliness. Leave this field blank or use one of the following three character codes:</p> <p>DLN - an abstract for a Michigan resident not having a driver license number -OR- a defendant with a Michigan address who has an out-of-state license.</p> <p>OSN - an abstract for an out-of-state resident with an out-of-state license number or no license number.</p> <p>NOD - an abstract with a valid license number that was submitted previously to SOS, but was in error due to not having a record</p>

on file (a removal of an abstract not on disk, SOS will then create a header record for the individual).

COR - A corrected abstract, one that was not dropped. Comment information must support the correction.

DUP - An abstract that was submitted previously to SOS, but was in error because it appeared to be a duplicate when it was, in fact, a separate occurrence on the same date to the same offense code.

DEL - Use this code if you want to DELETE an abstract record from a persons driving record once it has been produced on magnetic tape. It is produced if an "X" appears in the produced field on this screen. This feature is in place of writing a letter to SOS to remove an abstract that was sent in error.

*NAME	The name of the defendant in the format of first, middle, last name. This field has 36 characters without multiple spaces or punctuation marks. The name must appear as it does on the defendant's driver license. Corrections to the name must be made on the Circuit Court Case Header screen or Party screen.
*BIRTH	The defendant's date of birth as entered on the Circuit Court Case Header screen. The field must contain six numeric characters with leading zeros (FORMAT = MMDDYYYY).
*COURT CD	A four character field, the first three characters contain a SOS established numeric city code showing the court location. The fourth character will contain the letter "C for Circuit Court (as entered in the County file).
*VIOL DATE	The offense date as entered on the Circuit Court Case Header screen or the Circuit Court Charge screen.
*ADJUDICATE	The date of the disposition of the charge. The violation date must not be greater than the conviction date or the run date.
*OFF CD	A five character field, the first four characters will be an offense code that may be found in the PACC file. The offense code may not be in the PACC file if more than one offense code can be used for one PACC number. The fifth character will be blank or "A" for attempted.

SPEED	<p>For offense codes 2000 and 2100, the first three characters are vehicle speed or speed going at the time of ticket issuance, the last two characters are the posted legal speed limit (e.g. 50 mph in a 40 mph zone = 05040).</p> <p>For offense code 2200, the first three characters are vehicle speed at the time of the ticket issuance; the last two characters are the former energy speed limit.</p> <p>For substance abuse offenses, the first two characters are "IL" for interlock device; the last three characters are left blank.</p> <p>For all other offenses, the speed box must be blank.</p>
*NATURE OF OFFENSE	The short charge description as entered in the PACC Warrant File.
VEH	<p>A two character field with a valid SOS vehicle type. Used on Uniform Traffic Tickets.</p> <p>CY = Cycle GC = Go Cart MD = Medium Duty Trucks (10,001 - 26,000 lbs) MO = Moped OR = Off Road Vehicle PA = Passenger Car, including 2 door, 4 door and station wagon PU = Pickup Truck SM = Snowmobile ST = Small Truck (under 10,000 lbs) VA = Van or Motor Home WC = Water craft (valid as of 3/31/93 for boating offenses only)</p> <p>CDL Vehicle Types</p> <p>AA = Group A Vehicle AH = Group A and Hazardous AL = Group A and Tank and Double/Triple and Hazardous AN = Group A and Tank AT = Group A and Double/Triple AX = Group A and Tank and Hazardous AY = Group A and Tank and Double/Triple AZ = Group A and Double/Triple and Hazardous BB = Group B Vehicle BH = Group B and Hazardous</p>

	BN = Group B and Tank BP = Group B and Passenger BX = Group B and Tank and Hazardous CH = Group C and Hazardous CP = Group C and Passenger CX = Group C and Tank and Hazardous
SI/BF	<p>Type 11 when two offenses are committed on the same day with the same vehicle, but not at the same time.</p> <p>If the above does not apply, the field should be left blank.</p>
REV	<p>Y should be entered in this field if the license is revoked. SOS will determine the correct revocation length based on the driving record of the defendant.</p>
SUSP	<p>The four character field is used to indicate the number of days the driver license is suspended, up to two years.</p>
REST	<p>The first four characters of this field are the number of days of restriction followed by an X.</p>
ORIG CHG	<p>The original offense code for which the driver was originally charged.</p>
*TRIAL	<p>The court event at the time of disposition of the charge.</p> <p>B = Bench Trial J = Jury Trial P = Plea (Case plead without a trial) A = Acquitted M = Merit Dismissal N = Nolle Prosequi S = 77 Day Dismissal</p>
JUDGE	<p>The five-digit bar number for the judge of record. This is the judge at the time of adjudication.</p>
COURT FINDING	<p>The court findings (e.g. guilty as charged, judgment rendered, etc.)</p>
TICKET/CASE	<p>The Circuit Court Case Number.</p>
CDL SANCT	<p>Type X in this field for Commercial Driver License Sanctions.</p>

INTRLCK	Type X in this field if an Interlock Device has been ordered.
DRIVING TO/FROM	Type Y in the fields if the defendant is allowed to drive to and from: Probation Community Service Alcohol Treatment Medical Appointments School
PLATE#	License plate number from the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender. If the paper plate does not have a number or indicates "NONE", leave this field blank.
YEAR	The vehicle year from the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender.
MAKE	The vehicle make code based on the make written on the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender.
VIN	The 17 digit vehicle identification number from the paper plate. Use the Case Header screen if modifications to this field are necessary. This field is required when a paper plate is issued to a repeat offender. IMPORTANT: Be certain to enter the VIN exactly as written on the paper plate. The VIN is required to clear their plate so the vehicle owner can get a new plate. Also, the VIN indicates the vehicle which will be immobilized.
HOLD	This field was established for insurance plate holds. It is currently not being used.
CODE (1 & 2)	One of the following numbers should be used to describe the restriction imposed for driving as it relates to work. 1 = May drive To and From Work only. 2 = May drive to, from and during work. 3 = May drive during work only.

WORK NAME AND LOCATION (1 & 2)	The name and location of the first work place of defendant. Enter with no punctuation marks or imbedded spaces. Valid characters are letters A through Z and numbers 1 through 9. Example: Freds Auto Repair 270 Main Alma
WORK HOURS (1 & 2)	The hours the defendant is to report to work (Format = 0900A/0600P).
DAYS ALLOWED (1 & 2)	The days the defendant is to report to work (Format = SU, M, TU, W, TH, F, SA; examples: M-F, MWF, All).
*DRIVER ADDRESS	The defendant's current street address, city, state and zip code as entered on the case header screen.
*COURT NAME AND ADDRESS	The name and address of the circuit court as entered in the county file.
*CERTIFICATION OF COURT RECORD	The name of the user that created the abstract as it appears in the security file under "User Name".
COMMENT #1 & #2	A line for comments about the abstract. This field is helpful for explanation purposes on a "COR' or "DEL' type abstract.
*ABSTRACT DATE	The date the abstract is created.
*SENTENCE JUDGE	The five-digit bar number for the judge of record at the time of sentencing.
FINE	The total amount of fines, costs, crime victim rights and probation oversight fees.
JAIL	The number of days defendant is ordered to jail or prison. This is a four digit field. Do not include days suspended or postponed. The judge determines if the minimum or maximum days is used. Keep in mind, this reflects on the judges annual statistical audit from the Department of State.
COMMUNITY SERVICE	The number of days defendant is ordered to community service.
ALCOHOL PROGRAM	Type Y in this field if the defendant was ordered to attend an alcohol treatment/rehabilitation program.
VEH FORF	Type Y in this field if a vehicle forfeiture was ordered.

*IMMOBILIZATION	Type Y in this field if the vehicle is to be immobilized. NOTE: If Y is entered, Start Date and # of Days fields are required. Enter N in this field if the vehicle is not to be immobilized.
START DATE	Begin date of immobilization, FORMAT = MMDDYYYY. Start date must be greater than the abstract date.
# OF DAYS	Enter number of days vehicle is to be immobilized.
*ABSTRACT TYPE	Type a one-character code indicating the type of abstract. For NON-ALCOHOL OFFENSES, the type should ALWAYS be "A". For alcohol related offenses the choices are: A = Adjudication Abstract S = Sentencing Abstract B = Both Adjudication and Sentencing occurred at the same time. NOTE: For Sentencing abstracts, Y or N is required in the immobilization field.
SENT DATE	The date the abstract was transferred to magnetic tape.
SENT	An "X" will appear in this field if the record displayed on the screen has been transferred to magnetic tape.
RESEND	Enter Y to resend the abstract to DOS. This allows for correction of errors on the abstract and prepares it to be sent to DOS in the next media run. NOTE: Y in the Resend field will clear the sent flag so the abstract will get sent again. Production date will get updated during the next media run.

Function Keys

[F9] is used to print the CORDL. **[F10]** is used to print the NOA. These function keys will NOT validate or modify the record. **[F3]** to modify MUST be used to update the record.

PRINT ABSTRACT FILE

Overview

The Print Abstract File report (Figure 198) is a list of abstracts that were created for a requested period of time.

LIST OF ABSTRACTS		ALLEGAN COUNTY		RUN DATE:					
ABSTRACT CREATION DATE: 9/18/00 THRU 9/22/00		48TH JUDICIAL CIRCUIT COURT		9/29/00					
		ALLEGAN COUNTY COURT HOUSE		RUN TIME: 14:51:1					
		ALLEGAN MI 49010-1234		PAGE : 1					
		TELEPHONE: 616/555/5555							
NUM	CASE ID	DRIVER LICENSE	NAME	BIRTH DATE	VIOLATION	ADJUDICATION	OFF SPEED	JUDGE SI	VEH
1	00001119FH D654799564204	JOHN DOE		6/01/64	4/20/00	5/08/00	20	12239	
	Fine: 1500 Jail: 90 Comsrv: Rehab: OrgChg:0000 Trial:P Revoke: Susp: Rest: Judge2:								
	Work Location #1: 5MCDONALDS CEDAR STREET LANSING MI					Hours: 0800A/0500P	Days: M-F		
	Driving TO: Prob: Comsrv: Rehab: Y School: LCC LANSING MICHIGAN					Hours: 0800A/0500P	Days: M-F		
2	00001118FH J123453445566	Marshall Jones		6/24/54	4/25/00	6/01/00	20	12239	

Figure 198. Sample List of Abstracts

Printing the Report

The Print Abstract file option is selected from the Abstract Reporting Menu by typing information in the following fields.

PRINT ABSTRACT FILE

Type an "X" in this field. This will only print circuit abstract records for the requested date(s).

DATE

Type the inclusive creation dates in the date field (FORMAT=MMDDYYYY). Leave blank for all dates.

Report Information

The Print Abstract File Report provides the following information for cases listed on the report.

HEADER INFORMATION

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

NUMBER

Sequence number assigned to abstract.

CASE ID

Circuit Court Case Number.

DRIVER LICENSE

Driver License Number of defendant.

NAME	Name of defendant as it appears on driver license.
BIRTH DATE	Defendant's date of birth.
VIOLATION	The offense date.
ADJUDICATE	The date of disposition of charge.
OFF	Offense Code.
SPEED	Speed as defined in CREATE/UPDATE ABSTRACT section of this chapter.
JUDGE	Judge at time of adjudication.
SI	Same Incident Flag.
VEH	SOS vehicle type.
FINE	Amount ordered at time of sentencing.
JAIL	Number of days in jail or prison. Four digits must be used, i.e. 0090 = 90 days. Do not count suspended or postponed time. It is the judges decision whether to use the minimum or the maximum amount of days. Which ever is used, be consistent as this reflects on the judges annual audit report from the Department of State.
COMSRV	Number of days ordered for community service.
REHAB	If alcohol program is ordered.
ORGCHG	The original offense code for which the driver was originally charged.
TRIAL	Court event at time of disposition as entered on the Abstract Update for SOS screen.
REVOKE	License revoked "Y" or " ".
SUSP	Number of days license suspended.
REST	Number of days license restricted.

JUDGE2	Judge at time of sentencing.
WORK LOCATION #1 & #2	Name and address of work location
HOURS 1 & 2	Work Hours.
DAYS 1 & 2	Days to work.
DRIVING TO	Prob: "Y" or " ". Comsrv: "Y" or " ". Rehab: "Y" or " ".
School:	Name of school.

ABSTRACTS BEFORE MEDIA REPORT

Overview

The Abstracts Before Media report (Figure 199) is a list of abstracts that were created, but not yet put to tape, for a requested period of time.

ABSTRACTS BEFORE MEDIA ABSTRACT DATE: 8/25/00 THRU 8/25/00	ALLEGAN COUNTY 48TH JUDICIAL CIRCUIT COURT ALLEGAN COUNTY COURT HOUSE ALLEGAN MI 49010-1234 TELEPHONE: 616/555/5555	RUN DATE: 8/25/00 RUN TIME: 15:04:47 PAGE : 1	
<u>CASE NUMBER</u>	<u>DEFENDANT</u>	<u>SEQ. NO</u>	<u>ABSTRACT DATE</u>
00-787878-FH	AMANDA MAE CURRIE	44	8/25/00
00-787879-FH	LEROY GEORGE BROWN	45	8/25/00
00-999999-FH	DANIEL LEE BARNETTE	46	8/25/00

Figure 199. Sample Abstracts Before Media Report

Printing the Report

The Abstracts Before Media option is selected from the Abstract Reporting Menu by typing information in the following fields.

ABSTRACTS BEFORE
MEDIA

Type an "X" in this field.

DATE

Type the inclusive creation dates in the date field (FORMAT=MMDDYYYY). Leave blank for all dates.

Report Information

The Abstracts Before Media report provides the following information for cases listed on the report.

HEADER INFORMATION

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

CASE NUMBER

Circuit Court Case Number.

DEFENDANT

Name of defendant as it appears on the driver license.

SEQ. NO	Sequence number assigned from the circuit court data base at the time the record is added to the file.
ABSTRACT DATE	The date the abstract record was created.

CREATE ABSTRACT MEDIA

Overview

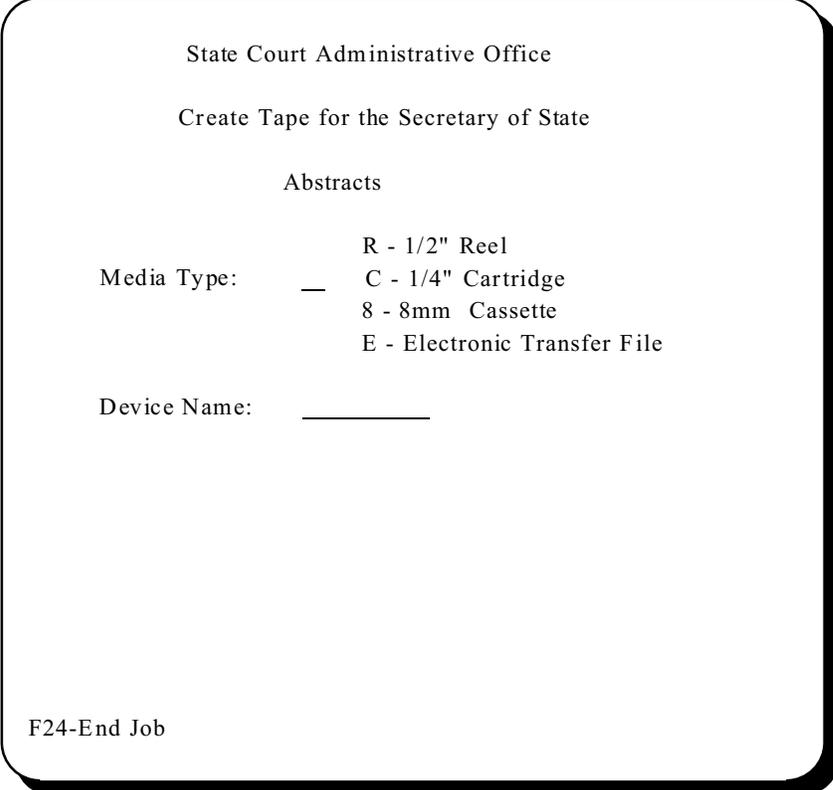
The Create Abstract Media option (Figure 200) is used to create the tape of the abstract file to be sent either to SOS or JIS.

Accessing the Screen

The Create Tape For The Secretary of State screen can be accessed from the Abstract Reporting menu. To access the screen type an "X" in the Create Abstract Media field and press the [ENTER] key.

Abstract Media Processes

The options listed under the Abstract Media Processes portion of the Abstract Reporting Menu will not be available to all users that will create abstracts. The circuit courts of the counties in which a district court utilizes the JIS District Software on the same AS400 will not have access to these options.



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State Court Administrative Office

Create Tape for the Secretary of State

Abstracts

Media Type:  _  R - 1/2" Reel
              C - 1/4" Cartridge
              8 - 8mm Cassette
              E - Electronic Transfer File

Device Name:  _____

F24-End Job

```

Figure 200. Sample Create Tape For Secretary of State Screen

enter information in the following fields:

Field Definitions

MEDIA TYPE The Type of tape that will be used.

R = 1/2" Reel
C = 1/4" Cartridge
8 = 8 mm Cassette
*E = Electronic Transfer File

DEVICE NAME The tape drive name, usually TAP01 or TAP02.

Press the **[ENTER]** key. When the abstract media process is complete, the number of abstracts to be sent will display along with a completion message. The number of abstracts, along with the date, and COMCONV" need to be written on a label and attached to the reel or cartridge tape being sent.

Reel tapes can be sent directly to Secretary of State. Cartridge and Cassette tapes should be sent to:

**Attn: Production Control
Judicial Information Systems
American Center Building
27777 Franklin Road, Ste 1300
Southfield, MI 48034**

*This option can only be used by courts with a dedicated line to JIS in Southfield. Contact the Circuit Court Software Team for implementation.

RE-CREATE ABSTRACT MEDIA

Overview

The Re-Create Abstract Media option is used when it is necessary to retransmit or resend a tape, e.g., if the tape was lost or damaged in transit.

Accessing the Option

RE-CREATE
ABSTRACT MEDIA

Type an "X" in this field.

DATE

Type the production date of the abstract file to be re-created.

Press the enter key. The production code field will be blanked out to prepare the abstract file for another "CREATE ABSTRACT MEDIA" option.

PURGE ABSTRACTS

Overview

The Purge Abstracts option is used to remove abstracts from the abstract file that are 180 days or older. This should only be run when the Abstract Error List from the Secretary of State is caught up.

Accessing the Option

PURGE ABSTRACTS

Type an "X" in this field.

DAYS

Type the number of days of the age of abstracts to be purged. This number must be greater than or equal to 180 days.

Press the enter key. The process takes approximately one minute.

DISPLAY ABSTRACT AUDIT

Overview

The File Sent to JIS Abstract Report (Figure 201) contains information about the activity that occurred to the abstract medial file.

FILES SENT TO JIS ABSTRACT					OSMSOUTH	
FILE TYPE	CREATED DATE	TIME	USERID	#RECORDS	SENT TO JIS DATE	TIME
ABS	10/07/1999	07:09	THOENCDB	0000000009	10/13/1998	10:00
ABS	10/07/1999	07:08	THOENCDB	0000000009	NOT SENT!	PRESS F11
ABS	10/02/1999	08:11	THOENCDB	0000000411	NOT SENT!	PRESS F11
ABS	10/02/1999	08:10	THOENCDB	0000000411	NOT SENT!	PRESS F11
ABS	10/02/1999	08:00	THOENCDB	0000000411	NOT SENT!	PRESS F11
ABS	09/28/1999	08:52	D9990LAM	0000000402	NOT SENT!	PRESS F11
ABS	09/16/1999	07:49	THOENCDB	0000000387		
ABS	09/16/1999	07:48	THOENCDB	0000000387	NOT SENT!	PRESS F11
ABS	09/16/1999	07:46	THOENCDB	0000000387	NOT SENT!	PRESS F11
ABS	09/16/1999	07:44	THOENCDB	0000000011	NOT SENT!	PRESS F11
ABS	09/16/1999	07:39	THOENCDB	0000000011	09/16/1999	07:39
ABS	09/16/1999	07:21	THOENCDB	0000000011	09/16/1999	07:21
ABS	09/16/1999	07:14	THOENCDB	0000000011	09/16/1999	07:14
ABS	09/16/1999	07:12	THOENCDB	0000000011	09/16/1999	07:12
ABS	09/16/1999	07:05	THOENCDB	0000000011	09/16/1999	07:05

More . . .

F24/F3=EXIT F11=NEXT VIEW

Figure 201. Sample Files Sent to JIS - Abstract

Printing the Report

The Files Sent to JIS - Abstract Report is selected from the Abstract Reporting Menu by typing an "X" in the next to this option.

Report Information

The Files Sent to JIS provides the following information for abstracts listed on the report.

FILE TYPE	The name of the file the information was obtained from.
CREATED DATE	The date the record was created.
TIME	The time the record was created.

- USERID** The ID of the user that created the record.
- #RECORDS** The number of records in the file at the time the activity occurred.
- SENT TO JIS DATE** The date the record was sent to JIS.
- TIME** The time the record was sent to JIS.

If the file was not sent, press F11 to see the screen below to determine why the file was not sent.

FILES SENT TO JIS							OSMSOUTH
ABSTRACT							10/14/99
FILE TYPE	CREATED DATE	----- TIME	USERID	NOT SENT TO JIS- DATE	DATA LOST TIME	USERID	COMMENTS
ABS	10/07/1999	07:09	THOENCDB				FILE RETRIEVED-JIS
ABS	10/07/1999	07:08	THOENCDB	10/07/1999	07:09	THOENCDB	THOENCDB DELETED
ABS	10/02/1999	08:11	THOENCDB	10/07/1999	07:08	THOENCDB	THOENCDB DELETED
ABS	10/02/1999	08:10	THOENCDB	10/02/1999	08:11	THOENCDB	THOENCDB DELETED
ABS	10/02/1999	08:00	THOENCDB	10/02/1999	08:05	THOENCDB	THOENCDB DELETED
ABS	09/28/1999	08:52	D9990LAM	10/02/1999	08:00	THOENCDB	THOENCDB DELETED
ABS	09/16/1999	07:49	THOENCDB				AWAITING RETRIEVAL
ABS	09/16/1999	07:48	THOENCDB	09/16/1999	07:49	THOENCDB	THOENCDB DELETED
ABS	09/16/1999	07:46	THOENCDB	09/16/1999	07:47	THOENCDB	THOENCDB DELETED
ABS	09/16/1999	07:44	THOENCDB	09/16/1999	07:45	THOENCDB	THOENCDB DELETED
ABS	09/16/1999	07:39	THOENCDB				FILE SAVED TO TAPE
ABS	09/16/1999	07:21	THOENCDB				FILE SAVED TO TAPE
ABS	09/16/1999	07:14	THOENCDB				FILE SAVED TO TAPE
ABS	09/16/1999	07:12	THOENCDB				FILE SAVED TO TAPE
ABS	09/16/1999	07:05	THOENCDB				FILE SAVED TO TAPE

Figure 202. Sample Files Sent to JIS