

Processing Deferred Disposition Cases

Plea or Trial

On the Disposition screen (DSP), enter the proceeding code, date of the plea or trial, plea code (if required), disposition code, deferral code, judge, term of probation, probation officer and any other miscellaneous information ordered by the court. Common disposition codes and all deferral codes are listed below. **F4-Prompt** is available on both fields.

COMMONLY USED DISPOSITION AND DEFERRAL CODES	
Disposition Codes	Deferral Codes
01 - Found Guilty as Charged	01 - Deferred under 333.7411, Controlled Substance Act
04 - Found Guilty by Jury	02 - Deferred under 762.14, Holmes Youthful Trainee Act
14 - Disposed by Guilty Plea	03 - Deferred under 769.4a, Spouse Abuse Act
	04 - Deferred under 750.430, Practicing Under the Influence
	05 - Deferred under 436.1703, Minor in Possession
	06 - Deferred under 600.1070(1)(C), Drug Treatment Court

March 2013 added deferral code: 07 - Deferred under 600.1206, Veterans Treatment Court

If a defendant has been granted any of the deferred statuses (**except** Practicing Under the Influence and Veterans Treatment Court), enter a Y (Yes) in the *Non-Public* field at the time of disposition.

Successful Discharge of Deferred Status

On the Disposition screen (DSP), enter the proceeding code, date of successful discharge, disposition code **08**, **25** or **26**, judge and any other miscellaneous information needed by the court. Close the case. Update the Non-Public field with a Y (Yes) if it is Practicing Under the Influence or Veterans Treatment Court. All others should already be in Non-Public status. For MIP offenses, request a dismissal abstract by typing an X in the *Audit/Dism Abs* field.

Violation of Deferred Status

On the Disposition screen (DSP), enter the proceeding code (except SH), date of violation, one of the following disposition codes, judge and any other miscellaneous information needed by the court. Verify case status. If the defendant is not deferred under Practicing Under the Influence or Veterans Treatment Court, remove from Non-Public status by entering an **N** (No) in the *Non-Public* field.

- DS01** - Guilty as Charged
- DS02** - Guilty of Added Offense
- DS03** - Guilty of Included Offense
- DS14** - Disposed on Guilty Plea
- DS15** - Disposed on Plea of Nolo Contendere

Note: If PO Code SH is used, the sentencing date for the case will be changed from the original date of sentencing to the date of the violation of deferred sentence.

Change in Procedure effective April 1, 2013.

Processing 771.1 Delayed Sentence Cases

MCL 771.1 - Delayed Sentence: "...the court may delay sentencing the defendant for not more than 1 year to give the defendant an opportunity to prove to the court his or her eligibility for probation or other leniency compatible with the ends of justice and the defendant's rehabilitation..." (Emphasis added). Delayed sentence cases are reported as disposed on the caseload report based upon the method by which the case was adjudicated: plea, jury verdict, bench verdict. Delayed sentence cases are **public records**.

Plea or Trial

On the Disposition screen (DSP), enter the proceeding code, date of the plea or trial, plea code (if required), disposition code and judge. Enter an **X** in the *Delayed* field. Also add term of probation, probation officer and any other miscellaneous information needed by the court.

Sentencing

If the defendant is eventually sentenced to the charge, on the Disposition screen (DSP), enter proceeding code (**SH** for sentencing), date of sentencing, judge and any other miscellaneous information needed by the court.

Nolle Prosequi filed by Prosecutor

If the prosecutor files a Nolle Prosequi after the period of delayed sentence, **the original conviction disposition must be set aside prior to entering the Nolle Prosequi**. Use the Scheduling (SCH) or Disposition (DSP) screen to set aside the current dispositions, being count specific. **NOTE:** If multiple counts are being dismissed, set aside all dispositions **before** entering new dispositions. This will prevent a case from being counted multiple times as a reopened case.

On the Disposition screen (DSP), enter the proceeding code, date of proceeding, judge and disposition code **25**. You may enter a code in the *Dism* field, comments in the *Other Actions* field and/or any other information needed by the court. Close the case.



Tip: A conviction that is delayed is considered a guilty disposition. If a charge is abstractable, the abstract will automatically generate.

Change in Procedure effective May 25, 2010.

 **Processing Local Diversion Cases****Plea, Hearing or Trial**

On the Disposition screen (DSP), enter the proceeding code, date the defendant begins the program, plea code (if required), disposition code **47**, judge or magistrate and any other miscellaneous information needed by the court.

IMPORTANT NOTE: Effective January 1, 2006, DS47 became an invalid disposition code. You will still want to follow the steps below to enter a final disposition on cases that were disposed under local diversion prior to January 1, 2006.

Successful Completion of Diversion Program

On the Disposition screen (DSP), enter the proceeding code, date of successful completion, one of the following disposition codes, judge or magistrate and any other miscellaneous information needed by the court. Close the case.

- DS08** - Dismissed
- DS25** - Nolle Prosequi
- DS26** - Dismissed by Party

Unsuccessful Diversion Program

On the Disposition screen (DSP), enter the proceeding code, date of violation, one of the following disposition codes, **X** the *Set Aside Disposition* field and add any other miscellaneous information needed by the court. You must be count specific on the hop line. Verify case status.

- DS01** - Guilty as Charged
- DS02** - Guilty of Added Offense
- DS03** - Guilty of Included Offense
- DS14** - Disposed on Guilty Plea
- DS15** - Disposed on Plea of Nolo Contendere
- DS23** - Judgment Rendered
- DS40** - Found Responsible at Hearing

Processing Single Count Alcohol Cases (Non-Repeat Offender)

Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

Sentencing (on day other than conviction date)

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc). Do **NOT** enter an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are run, a **B-type** abstract (**Both adjudication and sentencing information**) will be produced.

Dismissal

1. On the Disposition screen (DSP), enter the proceeding type, date, disposition code and judge. Put an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the the Abstract Update screen (ABS).

Processing Single Count Repeat Offender Cases

Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99. After the disposition has been entered, the Notice of Adjudication screen (NOA) will automatically be displayed. Print the form and give a copy to the defendant. The abstract that is received at DOS will also clear the hold on the license plate.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update screen (ABS).

Sentencing (on day other than conviction date)

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc). Do **NOT** enter an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are requested, a **B-type** abstract (**Both adjudication and sentencing information**) will be produced.

Dismissal

1. On the Disposition screen (DSP), enter the proceeding type, date, disposition code and judge. Put an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the the Abstract Update screen (ABS).

Processing Multi-Count Alcohol Cases (Non-Repeat Offender)

Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

Sentencing (on day other than conviction date)

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. The clerk must decide which count needs the Audit Abstract. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc) for ALL counts. **The system will produce a B-type (both adjudication and sentencing) abstract automatically.**

Dismissal

1. On the Disposition screen (DSP), enter disposition information for ALL counts. If all counts have been dismissed, you will need to request a dismissal abstract on the alcohol charge. Type an **X** in the *Audit/Dism Abs* field to request a dismissal abstract. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the Abstract Update Screen (ABS).

Processing Multi-Count Repeat Offender Cases

Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99. After the disposition has been entered on ALL counts, go to the Notice of Adjudication screen (NOA), print the form and give a copy to the defendant. The abstract that is received at DOS will also clear the hold on the license plate.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

Sentencing (on day other than conviction date)

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. The clerk must decide which count needs the Audit Abstract. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc) for ALL counts. Then, choose which count needs the Audit Abstract. **The system will not produce a B-type (both adjudication and sentencing) abstract automatically.** For the charge that needs the Audit Abstract, go back to the Disposition screen and enter an **X** in the *Audit/Dism Abs* field.

Dismissal

1. On the Disposition screen (DSP), enter disposition information for ALL counts. If all counts have been dismissed, you will need to request a dismissal abstract on one of the charges. Type an **X** in the *Audit/Dism Abs* field to request a dismissal abstract. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the Abstract Update Screen (ABS).