Judicial Information Sytems

District Court System

DCS Help Desk Phone
888 - 339 -1547

DCS Help Desk E-mail
dcshelpdesk@courts.mi.gov

Michigan Hall of Justice

JIS Website
courts.mi.gov/jis
(*click on Court Systems to find DCS link*)

Order to Remit Prisoner Funds for Fines, Costs, and Assessments (MC 288) Tracking

March 2009

The purpose of this document is to provide guidance in the JIS District Court System (DCS) for tracking misdemeanor traffic and criminal cases identified by the court where an **ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288)** has been entered and submitted to the Michigan Department of Corrections (MDOC). **REMINDER:** Any time a district court issues an MC 288 to the MDOC and the defendant owes restitution in the case, a copy of the **JUDGMENT OF SENTENCE (MC 219)** should be included with form MC 288. A **JUDGMENT OF SENTENCE** is not sent if restitution is not owed.

Once the reported case no longer has a balance due (either by collected funds received from the MDOC or in some other manner), a **SATISFACTION OF FINANCIAL OBLIGATION (MC 290)**, should be sent to the defendant and the MDOC. *A copy should be sent to the MDOC even if the defendant is no longer in prison*.

Forms MC 288 and MC 290 are not available for immediate generation in the DCS. The forms are available at Michigan's One Court of Justice website below. Each can be completed on-line and printed as needed.

courts.mi.gov/scao/courtforms/generalcriminal/gcrindex.htm

Completed forms MC 288 and MC 290 can be mailed, faxed, or e-mailed to the following addresses:

MAIL: Michigan Department of Corrections
Region III Business Office
Court Order Processing
4000 Cooper Street
Jackson, MI 49201

FAX: 517-780-6039

E-MAIL: MDOC-CourtOrders@michigan.gov

Further information on the process of collecting outstanding financial obligations from criminal defendants sentenced to the MDOC can be found in State Court Administrative Memorandum 2004-09 issued July 16, 2004, or you may contact Lori DeMember, Trial Court Collections Auditor, by phone (517-373-3122) or e-mail (DeMemberL@courts.mi.gov).

If you have questions regarding this document or creating Report Generators, please contact the JIS District Court Help Desk. These instructions are posted on our website.

STEP 1: Create two 4-character codes for the ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288) and SATISFACTION OF FINANCIAL OBLIGATION (MC 290)

- In the Traffic Criminal Subsystem, select option 3 (Code Files Update) and press <ENTER>.
- On the Code File Inquiry & Update screen select Code File and press <ENTER>.
- On a blank Code File Inquiry & Update screen complete the screen as shown below for code C288 and C290 (or whatever 4-character code your court chooses). You may also include a *Begin Effective Date,* but it is not required. Press **F2-Add** to add a code. The message CODE HAS BEEN ADDED will display when the code is successfully entered.
- When issuing either an MC 288 or MC 290, use these 4-character codes on the 4-character fields available on the Disposition (DSP), Scheduling (SCH), Probation Scheduling (PRB) or Action (ACT) screens.

```
                    Code File Inquiry & Update

Code: C288  Code Listing Group: BJ

Short Description: MC288 ENTERD

Long Description:

ORDER TO REMIT PRISONER FUNDS (MC 288) ENTERED
```

Further information on adding or updating a code on the Code File Inquiry & Update screen can be found in Chapter 9 of the 2007 Traffic/Criminal/Probation User Guide.

```
                          Begin    End
Effective Date:          ______   ______
Last Chgd: 03/16/09 By: D9992JLF

F1-Clear Screen  F2-Add  F3-Update  F23-Delete  F24-Prev Menu  Page/Roll  Help
```

Code File Inquiry & Update screen - adding 4-character code C288

```
                    Code File Inquiry & Update

Code: C290  Code Listing Group: BJ

Short Description: MC290 ISSUED

Long Description:

SATISFACTION OF FINANCIAL OBLIGATION (MC 290) ISSUED

                                          Begin    End
                                Effective Date:  ______   ______
                                Last Chgd: 01/23/09 By: D9992JLF

F1-Clear Screen  F2-Add  F3-Update  F23-Delete  F24-Prev Menu  Page/Roll  Hel
```

Code File Inquiry & Update screen - adding 4-character code C290

STEP 2: Create and Request Traffic/Criminal Case Selection Report Generator - PRISONER FUND-CLOSED

- The first Report Generator will be used to capture cases where an **ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288)** has been entered, the case is **closed** within a defined date range, and the balance due is zero.
- The suggested criteria for the Report Generator is shown below. Press <ENTER> after populating fields.

REPORT GENERATOR SELECTION screen one

```
SUNNY SPRINGS          REPORT GENERATION SELECTION
Title ORDER TO REMIT PRISONER FUNDS, NO BALANCE, CLOSED
P Case Number          _________          _ PIN Number      _________
P Name                                    _ Address
_ Case Type            __ __ __ __        _ Victim/Desc     ______________________
S Status               C  _  _  _         _ Offense Date    ______ - ______
_ PO Judge             _____              _ Offense Time    ____ _ - ____ _
_ Judge of Record      _____              _ Issue Date      ______ - ______
_ Venue                __                 P Birthdate       ______ - ______
_ Phone Number         _________          _ Authorize Dt    ______ - ______
                                          _ DLN State       __     _ CDL  _
                                          _ Entry Date      ______ - ______
                                          _ Vehicle Type    __   __   __   __
                                          _ Agency #2       _______
                                          _ Officer #2      _______
                                          _ Plate# /Year    _______  __
                                          _ Plate# State    __
                                          P Current Charge  ____________________
                                          _ Current SOS     ____ ____ ____ ____
                                          _ Current Att/Cons/Sol      _
                                          O Balance Due     _________ - _________
_ Civ/Misd/Fel         _                  _ Filing Date     ______ - ______
_ CCW # _______
 F24-Previous Menu            Page/Roll                  Help
```

Selection Options Used

O = Include cases on the report where the field is blank or zero.

P = Print and Select a given field.

S = Select a field, but do not print a column.

Further information on creating Report Generators can be found in Chapter 11 of the 2007 Traffic/Criminal/Probation User Guide.

REPORT GENERATOR SELECTION screen two

```
SUNNY SPRINGS          REPORT GENERATION SELECTION

_ Disposition          ______ - ______    S Close Date    10109 - 13009
_ Xreference           _________          _ Probation Officer  _____
_ CTN ____________   _ TCN ___________    P SID             _________
_ Warrant Code         __ __ __ __        _ Next Action     ____ ____ ____ ____
_ Warrant Date         ______ - ______    _ Next Date       ______ - ______
_ Recall Date          ______ - ______    _ Next Judge      _____
_ Arraignment          ______ - ______    _ Non-Public      _      _ Delayed
_ Sex _      _ Race _                     _ Deferred        __ __ __ __
_ Disposed Date        ______ - ______    _ Sentence Date   ______ - ______
_ Disposed Code        __ __ __ __        _ FAC Date        ______ - ______
_ Plea Date            ______ - ______    _ Rehab           _  _  _  _
_ Plea Code            __ __ __ __        _ Prob End Date   ______ - ______
_ Suspension           _                  _ Probation Term  ____ - ____
_ Suspension Days      ____ - ____        _ Jail Term       ___ - ____
_ Restriction Days     ___ - ____         _ Optional Jail Term  ___ - ____
_ Community Service    ___ - ____         _ Jail Location   __
_ Service in Lieu      ___ - ____         _ Restitution     _______ - _______
P Event Date           ______ - ______    S Event Code C288 ____ ____ ____
_ Event Term           ___ _              _ Event Clerk     ___
_ Immob Start Date     ______ - ______  _ Immob Days ____ - ____  _ Veh Forfeit _
_ Paper Plate _   _ VIN ________________  _ Vehicle Make ____  _ Veh Year ____
 F24-Previous Menu            Page/Roll                  Help
```

```
SUNNY SPRINGS          T/C Report Generation Selection
                            Select printing order
                           or press enter to continue

__  Case Number
__  Name
__  Current Charge
__  SID
__  Birthdate
__  Event Date
__  Balance Due
```

After pressing <ENTER> on the REPORT GENERATOR SELECTION screen, this screen displays for you to choose the order you want the column headings to appear on the report. Number the columns in the desired order and press <ENTER>. Press <ENTER> again to continue. The suggested column order is shown above. **NOTE:** The *Balance Due* option does appear here, but will not appear as a column on the generated report.

```
F24-Previous Menu                                        Help
```

Column order for the PRISONER FUND-CLOSED report

```
SUNNY SPRINGS

                 Traffic/Criminal Report Generator

        X   Save and Run Report          Report Name  PRISONER FUND-CLOSED
        _   Save Report Without Running

                        2   Number of Spaces

                        X   8 x 11 Paper
                        _   14 x 11 Standard
                        _   11 x 8 Landscape

                        _   Summary Only
```

The suggested *Report Name*, *Number of Spaces* between lines and print format are shaded above. Press <ENTER> to submit the report. Check your out queue in a few minutes for the results. An example of the results is given on the following page. The saved report (PRISONER FUND-CLOSED) can be retrieved to run at regular intervals.

```
F24 Previous Menu                                        Help
```

Saving and running the report

```
RUN DATE: 03/04/09        99-2 DISTRICT COURT                        PAGE:
                          2777 FRANKLIN
                          SUNNY SPRINGS        MI 48034
                ORDER TO REMIT PRISONER FUNDS, NO BALANCE, CLOSED
   STATUS -CLSD           CLOSE DATE- 10109- 13009    BALANCE -= BLANK
EVENT CODE-C288
CASE NO.   NAME                  CUR CHARGE SID        DOB        EVENT DATE
01-1547    THOMAS     RALPH/ROBE RECKLESS D 222878889  10/15/1961 10/15/2008
04-0901B   ADAMS      AKHMED/A   FRAUD LICE 18422324S   9/06/1974 12/12/2008
07ECL15G   ARMSTRONG  LANCE/     RECKLESS D 344498769  12/18/1966  1/05/2009
                   NUMBER OF RECORDS         3
BALANCE:               TOTAL FINES:                 RESTITUTION:
```

NOTE: A case number will be listed multiple times if it has more than one count, all counts have a zero balance, and the case is closed within the date range selected.

```
                                                                  Bottom
F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys
```

Report generator results for PRISONER FUNDS-CLOSED from criteria shown on pages 3 - 4

Cases that appear on the PRISONER FUND-CLOSED report are eligible for a **SATISFACTION OF FINANCIAL OBLIGATION (MC 290)** to be sent to the MDOC. The *EVENT DATE* column is the date the court entered the 4-character *EVENT CODE* **C288** {ORDER TO REMIT PRISONER FUNDS (MC 288) ENTERED}. The date the ORDER was entered (EVENT DATE), date of birth (DOB) and State Identification Number (SID) is some of the information required when completing form MC 290.

STEP 3: Create and Request Traffic/Criminal Case Selection Report Generator - PRISONER FUND-OPEN

- The second Report Generator will be used to capture cases where an **ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288)** has been entered, the case remains **open**, and the balance due is zero. All counts for a case will appear that meet this criteria.
- Cases/counts will continue to appear on this report until the case is closed. Once a case is closed, it would then appear on the first Report Generator (PRISONER FUND-CLOSED) created on pages 3 - 5.
- The suggested criteria for the Report Generator is shown below. Press <ENTER> after populating fields.

REPORT GENERATOR SELECTION screen one

```
SUNNY SPRINGS          REPORT GENERATION SELECTION
Title ORDER TO REMIT PRISONER FUNDS, NO BALANCE, OPEN
P Case Number _________                _ PIN Number _________
P Name                                 _ Address
_ Case Type __ __ __ __                _ Victim/Desc ______________________
_ Status _ _ _ _                       _ Offense Date ______ - ______
_ PO Judge _____                       _ Offense Time ____ _ - ____ _
_ Judge of Record _____                _ Issue Date ______ - ______
_ Venue __                             P Birthdate ______ - ______
_ Phone Number _________               _ Authorize Dt ______ - ______
                                       _ DLN State __      _ CDL _
                                       _ Entry Date ______ - ______
                                       _ Vehicle Type __ __ __ __
                                       _ Agency #2 _______
                                       _ Officer #2 _______
                                       _ Plate# /Year _______ __
                                       _ Plate# State __
                                       P Current Charge ___________________
                                       _ Current SOS ____ ____ ____ ____
                                       _ Current Att/Cons/Sol _
                                       O Balance Due _________ - _________
_ Civ/Misd/Fel _                       _ Filing Date ______ - ______
_ CCW # _______
 F24-Previous Menu          Page/Roll                Help
```

Selection Options Used

O = Include cases on the report where the field is blank or zero.
P = Print and Select a given field.
S = Select a field, but do not print a column.

Further information on creating Report Generators can be found in Chapter 11 of the 2007 Traffic/Criminal/Probation User Guide.

REPORT GENERATOR SELECTION screen two

```
SUNNY SPRINGS          REPORT GENERATION SELECTION

_ Disposition ______ - ______          O Close Date ______ - ______
_ Xreference _________                 _ Probation Officer _____
_ CTN ____________ _ TCN ___________   P SID _________
_ Warrant Code __ __ __ __             _ Next Action ____ ____ ____ ____
_ Warrant Date ______ - ______         _ Next Date ______ - ______
_ Recall Date ______ - ______          _ Next Judge _____
_ Arraignment ______ - ______          _ Non-Public _      _ Delayed
_ Sex _     _ Race _                   _ Deferred __ __ __ __
_ Disposed Date ______ - ______        _ Sentence Date ______ - ______
_ Disposed Code __ __ __ __            _ FAC Date ______ - ______
_ Plea Date ______ - ______            _ Rehab _ _ _ _
_ Plea Code __ __ __ __                _ Prob End Date ______ - ______
_ Suspension _                         _ Probation Term ____ - ____
_ Suspension Days ____ - ____          _ Jail Term ___ - ____
_ Restriction Days ___ - ____          _ Optional Jail Term ___ - ____
_ Community Service ___ - ____         _ Jail Location __
_ Service in Lieu ___ - ____           _ Restitution _______ - _______
_ Event Date ______ - ______           S Event Code C288 ____ ____ ____
_ Event Term ___ _                     _ Event Clerk ___
_ Immob Start Date ______ - ______   _ Immob Days ____ - ____   _ Veh Forfeit _
_ Paper Plate _  _ VIN _________________ _ Vehicle Make ____   _ Veh Year ____
 F24-Previous Menu          Page/Roll                Help
```

```
SUNNY SPRINGS          T/C Report Generation Selection
                            Select printing order
                         or press enter to continue

__   Case Number
__   Name
__   Current Charge
__   SID
__   Birthdate
__   Close Date
__   Balance Due
```

After pressing <ENTER> on the REPORT GENERATOR SELECTION screen, this screen displays for you to choose the order you want the column headings to appear on the report. Number the columns in the desired order and press <ENTER>. Press <ENTER> again to continue. The suggested column order is shown above. **NOTE:** The *Closed Date* and *Balance Due* options do appear here, but will not appear as columns on the generated report.

```
F24-Previous Menu                                        Help
```

Column order for the PRISONER FUND-OPEN report

```
SUNNY SPRINGS

                    Traffic/Criminal Report Generator

        X   Save and Run Report          Report Name  PRISONER FUND-OPEN__
        _   Save Report Without Running

                         2   Number of Spaces

                         X   8 x 11 Paper
                         _   14 x 11 Standard
                         _   11 x 8 Landscape

                         _   Summary Only
```

The suggested *Report Name*, *Number of Spaces* between lines and print format are shaded above. Press <ENTER> to submit the report. Check your out queue in a few minutes for the results. An example of the results is given on the following page. The saved report (PRISONER FUND-OPEN) can be retrieved to run at regular intervals.

```
F24 Previous Menu                                        Help
```

Saving and running the report

```
RUN DATE: 03/12/09        99-2 DISTRICT COURT                          PAGE:
                          2777 FRANKLIN
                          SUNNY SPRINGS        MI 48034
                 ORDER TO REMIT PRISONER FUNDS, NO BALANCE, OPEN
CLOSE DATE-= BLANK          BALANCE -= BLANK        EVENT CODE-C288
CASE NO.   NAME                  CUR CHARGE SID        DOB
00-4322    HANKS      THOMAS/    OUIL       788999233   5/12/1934
00-4322    HANKS      THOMAS/    OTHR ANM V 788999233   5/12/1934
                    NUMBER OF RECORDS         2
BALANCE:               TOTAL FINES:                 RESTITUTION:
```

In the example above, case number 00-4322 is listed more than once in the CASE NO. column because it is a multi-count case, two of the counts (CUR CHARGE) have a zero balance, and the case is still open. The count(s)/charges that still have a balance due will not appear.

```
                                                                    Bottom
F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys
```

Report generator results for PRISONER FUNDS-OPEN from criteria shown on pages 6 - 7

Cases that appear on the PRISONER FUND-OPEN report **may** be eligible for a **SATISFACTION OF FINANCIAL OBLIGATION (MC 290)** to be sent to the MDOC. Each case should be reviewed. There could be instances where the defendant has some other obligation with the court and that is why the case remains OPEN. If there is no balance due, then an MC 290 should be issued. Or, as in the example above, two of the counts/charges have a zero balance, but the final count(s) still have a balance due. Only once all counts are zero is the case eligible for an MC 290 to be issued.

Once the case is closed and there is no balance due, all counts will appear again on the first report (PRISONER FUNDS-CLOSED) described on pages 3 - 5.

STEP 4: Send a SATISFACTION OF FINANCIAL OBLIGATION (MC 290) and update cases

• Review the cases appearing on report generator results. Mail, fax, or e-mail a completed S**ATISFACTION OF FINANCIAL OBLICATION (MC 290)** for each case that qualifies:

MAIL: Michigan Department of Corrections
Region III Business Office
Court Order Processing
4000 Cooper Street
Jackson, MI 49201

FAX: 517-780-6039

E-MAIL: MDOC-CourtOrders@michigan.gov

• Update the cases on the Disposition (DSP), Scheduling (SCH), Probation Scheduling (PRB) or Action (ACT) screen with the 4-character code your court created for the MC 290 form. In our example given on page 2, we created code C290 {SATISFACTION OF FINANCIAL OBLIGATION (MC 290) ISSUED}. An example of a case that has both an MC 288 and MC 290 issued is shown below.

```
 Court 2  Case 01-1547     Pty D01  Charge RECKLESS DRV  Type OT  Status CLSD
Name THOMAS/RALPH/ROBERT                                            [redacted]

10/15/08
   1  MISCELLANEOUS ACTION      RECKLESS DRV                              JLF
      JDG  CROCKETT,GEORGE W.,                                  P-12345   JLF
      ORDER TO REMIT PRISONER FUNDS (MC 288) ENTERED                      JLF
01/26/09
   1  MONETARY TRANSACTION      RECKLESS DRV                              JLF
      PAYMENT REC'D FROM DEFT'S SPOUSE                                    JLF
      PAYMENT                                        $    176.00   D100778  JLF
   1  CASH TENDERED                                                       JLF
      CASE CLOSED                                                         JLF
01/30/09
   1  MISCELLANEOUS ACTION      RECKLESS DRV                              JLF
      SATISFACTION OF FINANCIAL OBLIGATION (MC 290) ISSUED                JLF
             ***** END OF REGISTER OF ACTIONS ***** 03/16/09 09:00


NXT ROA CASE 01-1547___ PTY D01 COUNT 00 INQ ____________________ ST __
 F1-Top F2-Bottom F9-Print F10-View F11-Scan F13-OutQ Page/Roll F3/F24-Prior
```

Traffic/Criminal Register of Actions