

Statute File

This file contains all charge/offense codes for your court, both local ordinances and state statutes. This file also includes the following information:

- Fine/cost information for payable offenses
- Penalty amounts for charges if not paid within a certain time period
- Ordinance or PAAM number for each charge
- SOS code
- 14-Day Notice flag
- Whether offense is drug, drunk driving or crime victim reportable
- Begin and end effective dates for charge

You can view, add, change or delete any record from the Statute File.

To access the Statute File, place an **X** in the *Statute File* field on the Code File Inquiry and Update screen and press **ENTER**.

You can also access the Statute File by pressing **F4-Prompt** from the *Charge* or *Additional Charges:* field of the Case Entry (CAS) screen or from the charge section of the *Added Count* or *Reduce/Amd/Chg* field of the Disposition (DSP) screen.

The screens and options for viewing, modifying, adding or deleting charge codes are different depending on if you access the Statute File through the Code Files or from a prompt window. Information will be provided for each of the screens in the following section.

 **Viewing a Record in the Statute File (From Code Files)**

When the Statute File is first displayed, all fields will be blank. To access a specific record:

- 1) Enter an **L** for Local Ordinance Table or **M** for State Statute Table in the *Table* field.
- 2) Enter the charge code in the *Charge* field.
- 3) Press **ENTER**.

12/30/03 11:07:46

Statute File Inquiry & Update

Table **L** Charge **1810** Fel/Mis/Civ **C** Case Types **01** **SI**
 Ordin. **5.14A** PAAM# **257.626B** SOS **1810**
 Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
 Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=DRV)
 Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
 Short Description **CARELESS DRV**
 Long Description **CARELESS DRIVING**

| Penal Fines | Code | Amount | Default | Combined Ordin. |
|-------------------|-------------|---------------|---------|------------------------------------------------|
| | MYSE | 120.00 | | Fine & Costs Code |
| Penal Costs | MYFE | 60.00 | | MYOR |
| | JSTC | _____ | 40.00 | |
| | / _____ | _____ | | Penalty |
| | _____ | _____ | | Amt Days |
| Other Assessments | / _____ | _____ | | 30 7 |
| | \ _____ | _____ | | |
| | _____ | _____ | | Begin End |
| | \ _____ | _____ | | Effective Date: 100103 |
| | _____ | _____ | | Last Chgd: 12/30/03 By: D1500BKD |
| | \ _____ | _____ | | |

Initial Assessment 220.00

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt
 F23- Delete F24-Previous Menu Page/Roll

Statute File for Careless Driving (Code 1810 in the L table) viewed through the Code File

Viewing a Record in the Statute File (From Prompt Window)

You can access records in the Statute File by pressing **F4-Prompt** from the *Charge* or *Additional Charges*: field of the Case Entry (CAS) screen or from the charge section of the *Added Count* or *Reduce/Amd/Chg* field of the Disposition (DSP) screen. The first screen is a list of all charges that are currently in the Statute File. Charges that are expired are listed with an asterisk (*) in front of the charge; charges that are not yet effective are listed with a caret (^) in front of the charge. There are separate lists for the L Table and the M Table.

If you had a charge code listed in the *Charge* field when you pressed **F4-Prompt**, the list will begin in that table (L or M) with that charge code, and the records will be listed numerically. If you did not have a charge code listed in the *Charge* field when you pressed **F4-Prompt**, the list will start at the beginning of the L Table, and the records will be listed alphabetically by description. Use **F7-Alt Seq** to toggle between the two views.

You can display the list beginning at any point in the list by typing the charge code in the *Position to:* field (if list is displayed numerically) or by typing the beginning of the description in the *Position to:* field (if list is displayed alphabetically) and **L** (Local Ordinance) or **M** (State Statute) in the *Statute Type* field.

| Statute Selection by Description | |
|--------------------------------------|-------------------------------|
| Position to: <u>SPEED</u> | Statute Type: <u>L</u> |
| 1=Select 2=Change 4=Delete 5=Display | |
| ^Future Charge *Expired Charge | |
| Opt Charge | Long Desc... |
| - * L 2001-10 | SPEEDING 1-10 OVER THE LIMIT |
| - ^ L 2001-10 | SPEEDING 1-10 OVER THE LIMIT |
| - L 2001-10 | SPEEDING 1-10 OVER THE LIMIT |
| - L 20001-5 | SPEEDING 1-5- OVER THE LIMIT |
| - L 20011-15 | SPEEDING 11-15 OVER THE LIMIT |
| - L 20016-20 | SPEEDING 16-20 OVER THE LIMIT |
| More.. | |
| Page/Roll | |
| F6-Add | F7-Alt Seq |
| F24-Exit | |

Statute File listed by Description

| Statute Selection by Charge Number | |
|--------------------------------------|------------------------------------------|
| Position to: <u>1800</u> | Statute Type: <u>L</u> |
| 1=Select 2=Change 4=Delete 5=Display | |
| ^Future Charge *Expired Charge | |
| Opt Charge | Long Desc... |
| - L 1800 | RECKLESS DRIVING |
| - * L 1810 | CARELESS DRIVING |
| - L 1810 | CARELESS DRIVING |
| - L 1820 | DRAG RACING |
| - L 1825 | MALICIOUS DESTRUCTION (TURFING) <\$200.0 |
| - L 1830 | MALICIOUS DESTRUCTION (TURFING) |
| More.. | |
| Page/Roll | |
| F6-Add | F7-Alt Seq |
| F24-Exit | |

Statute File listed by Charge Number

Once the charge you want to display has been located in the list, type a 5 in the *Opt* field and press **ENTER**.

```

Statute Selection by Charge Number
Position to: 1800          Statute Type: L
1=Select  2=Change  4=Delete  5=Display
^Future Charge  *Expired Charge
Opt Charge      Long Desc...
-   L 1800      RECKLESS DRIVING
-   * L 1810    CARELESS DRIVING
5   L 1810    CARELESS DRIVING
-   L 1820    DRAG RACING
-   L 1825    MALICIOUS DESTRUCTION (TURFING) <$200.0
-   L 1830    MALICIOUS DESTRUCTION (TURFING)

More..
F6-Add      F7-Alt Seq      F24-Exit      Page/Roll
    
```

You will see:

```

Statute Detail          12/11/06  11:57:33
Table L Charge 1810    Fel/Mis/Civ C Case Types OI SI
Ordin. 54.39          PAAM# 257.626B          SOS 1810
Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh B=Minor BAC M=Marine S=Snow O=ORV)
Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
Short Desc. CARELESS DR
Long Desc. CARELESS DRIVING
-----
Penal Fines  Code Amount Default Combined Ordin.
              MYSE 150.00          Fine & Costs Code
Penal Costs  MYFE 30.00          MYOR
              / JSTC          40.00
              |
              |
Other        /
Assessments \
              |
              |
Notice that you cannot make any
changes from this screen. This
screen is for display purposes only.
Effective Date: 30104
Last Chgd: 04/02/04 By: D1500BKD
-----
Penalty
Amt Days
30 7
-----
BEGIN END
F24-Exit
    
```

Statute File for Careless Driving (Code 1810 in the L table) viewed through a Prompt Window

Adding a Record in the Statute File (From Code Files)

To add a record in the Statute File:

- Display a blank Statute File screen.
- Type information in all applicable fields. Refer to the chart on pages 9-40 and 9-41 for field descriptions.
- Press **F2-Add**.

12/11/06 12:33:52

Statute File Inquiry & Update

Table _ Charge _____ Fel/Mis/Civ _ Case Types __ _
 Ordin. _____ PARM# _____ SOS _____
 Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
 Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
 Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
 Short Description _____
 Long Description _____

| | Code | Amount | Default | | Combined Ordin. | | |
|------------------|-------|--------|---------|--|-------------------|-------|-----------|
| Penal Fines | _____ | _____ | | | Fine & Costs Code | | |
| Penal Costs | _____ | _____ | | | | | |
| | _____ | _____ | | | | | |
| | _____ | _____ | | | Penalty | | |
| | _____ | _____ | | | Amt | Days | |
| Other Assessment | _____ | _____ | | | | | |
| | _____ | _____ | | | Begin | End | |
| | _____ | _____ | | | Effective Date: | _____ | _____ |
| | _____ | _____ | | | Last Chgd: | _____ | By: _____ |

To add a new record to the Statute File, type in all applicable fields and press F2-Add



Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt
 F23- Delete F24-Previous Menu Page/Roll

Adding a Record to Statute File (through Code Files)

The initials of the person who added the charge and the date the charge was added will appear in the *Last Chgd:* field.



Tip: Begin and End dates for charges with the same charge code cannot overlap. See pages 9-36 and 9-37 for information on reusing charge codes.

 **Modifying a Record in the Statute File (From Code Files)**

 **WARNING:** Modifying a record will affect the charge code every time it has been used on the system. You also have the ability to reuse charge codes, by using begin/end dates that do not overlap. More information about reusing charge codes can be found on pages 9-36 and 9-37. Typically, you would only modify a record if you were making minor typographical-type changes that would not affect the processing of a case.

To modify a record in the Statute File:

- Display the record you want to change.
- Type over the information you want to change.
- Press **F3-Update**.

12/11/06 12:18:23

Statute File Inquiry & Update

Table L Charge 1810 Fel/Mis/Civ C Case Types OI SI
 Ordin. 54.39 PAAM# 257.626B SOS 1810
 Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
 Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
 Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
 Short Description CARELESS DR
 Long Description CARELESS DRIVING

| | | | | |
|-------------|---------------|---------------|--------------|-------------------|
| Penal Fines | Code | Amount | Default | Combined Ordin. |
| | <u>MYSF</u> | <u>150.00</u> | | Fine & Costs Code |
| Penal Costs | <u>MYFE</u> | <u>30.00</u> | | <u>MYOR</u> |
| | <u>/ JSTC</u> | | <u>40.00</u> | |

| | | | |
|----------------|---------|-----------|----------|
| Other Assesmer | Penalty | Amt | Days |
| | | <u>30</u> | <u>7</u> |

Type over information to be changed (in this example the Ordinance #) and press F3-Update to make changes to charge code

| | |
|--------------------|-------------------|
| Initial Assessment | 220.00 |
| Enter-Inquiry | F1-Clear Screen |
| F23- Delete | F24-Previous Menu |

Effective Date: 30104 Begin End
 Last Chgd: 04/02/04 By: D1500BKD

F2-Add F3-Update F4-Prompt
 Page/Roll

Modifying a code in the Statute File through the Code Files

The initials of the person who made the change and the date of the change will appear in the *Last Chgd:* field.

Modifying a Record in the Statute File (From Prompt Window)

 **WARNING:** Modifying a record will affect the charge code every time it has been used on the system. You also have the ability to reuse charge codes, by using begin/end dates that do not overlap. More information about reusing charge codes can be found on pages 9-36 and 9-37. Typically, you would only modify a record if you were making minor typographical-type changes that would not affect the processing of a case.

To modify a record in the Statute File:

- Type a **2** in the *Opt* field in front of the charge you want to make changes to.
- Press **ENTER**.

```

Statute Selection by Charge Number
Position to: 1800          Statute Type: L
1=Select  2=Change  4=Delete  5=Display
+-Future charge  *-Expired charge
Opt Charge          Long Desc...
-   L 1800          RECKLESS DRIVING
-   * L 1810        CARELESS DRIVING
2   L 1810        CARELESS DRIVING
-   L 1820          DRAG RACING
-   L 1825          MALICIOUS DESTRUCTION (TURFING) <$200.0
-   L 1830          MALICIOUS DESTRUCTION (TURFING)
More..
F6-Add      F7-Alt Seq    F24-Exit    Page/Roll
    
```

Then,

- Type over the information you want to change.
- Press **ENTER**.

```

Statute Detail          12/11/06  12:25:59
Table L Charge 1810    Fel/Mis/Civ C Case Types OI SI
Ordin. 54.39          PAAM# 257.626B      SOS 1810
Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh B=Minor BAC M=Marine S=Snow O=ORV)
Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
Short Desc. CARELESS DR
Long Desc. CARELESS DRIVING WITHOUT AN ACCIDENT
Code Amount Default Combined Ordin.
Penal Fines MYSF 150.00 Fine & Costs Code
Penal Costs MYFE 30.00 MYOR
           / JSTC 40.00
           |
           | Type over the information you
           | want to change (in this example
           | wording was added to the long
           | description) and press ENTER
           |
Other Assessment:
           |
           |
           | Effective Date: 30104
           | Last Chgd: 04/02/04 By: D1500BKD
           |
ENTER-Modify F4-Prompt F24-Exit
    
```

Modifying a code in the Statute File through a Prompt Window

Reusing Charge Codes in Statute File

You can reuse charge codes by designating Begin and End dates for a charge. Begin/End dates cannot overlap. The system will always look at **date of offense** when deciding which charge to use.

To reuse a charge code, the first step is to add an expiration date to the current charge code.

- 1) Access statute record through Code Files.
- 2) Type date in *End (Effective Date)* field.
- 3) Press **F3-Update** to modify the record.

12/11/06 13:15:51

Statute File Inquiry & Update

Table L Charge 1810 Fel/Mis/Civ C Case Types OI SI
 Ordin. 54.39 PAAM# 257.626B SOS 1810
 Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
 Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
 Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
 Short Description CARELESS DR
 Long Description CARELESS DRIVING

| | | | | | |
|-------------------|---------------|---------------|---------|------------------------------------------------|--|
| | Code | Amount | Default | Combined Ordin. | |
| Penal Fines | <u>MYSF</u> | <u>150.00</u> | | Fine & Costs Code | |
| Penal Costs | <u>MYFE</u> | <u>30.00</u> | | <u>MYOR</u> | |
| | / <u>JSTC</u> | | 40.00 | Penalty | |
| | / | | | Amt Days | |
| Other Assessments | / | | | <u>30</u> <u>7</u> | |
| | \ | | | Begin End | |
| | \ | | | Effective Date: <u>30104</u> <u>123106</u> | |
| | \ | | | Last Chgd: <u>04/02/04</u> By: <u>D1500BKD</u> | |

Add End date; press F3-Update

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt
 F23- Delete F24-Previous Menu Page/Roll

Reusing Charge Codes - Step 1: Add End date to current charge



Tip: It is recommended that you do a print screen so that you can copy the information that will remain the same to the new charge code.

Next, add the information for the new charge code:

- 1) Bring up a blank Statute File screen through Code Files.
- 2) Type information in all applicable fields. Refer to the print screen you have for the expired charge, and the chart on pages 9-40 and 9-41 for field descriptions.
- 3) Be sure to use a Begin date that is after the End date on the current charge.
- 3) Press **F2-Add**.

12/11/06 13:29:38

Statute File Inquiry & Update

Table L Charge 1810 Fel/Mis/Civ C Case Types OI SI
 Ordin. 54.39 PAAM# 257.626B SOS 1810
 Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
 Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
 Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
 Short Description CARELESS DR
 Long Description CARELESS DRIVING

| | Code | Amount | Default | Combined Ordin. | Fine & Costs Code | |
|-------------------|-------------|-----------|---------|-----------------|-------------------|--|
| Penal Fines | <u>MYSF</u> | <u>55</u> | | | | |
| Penal Costs | <u>MYFE</u> | <u>75</u> | | | <u>MYOR</u> | |
| | <u>JSTC</u> | | | | | |
| | | | | | | |
| Other Assessments | | | | Penalty Amt | Days | |
| | | | | <u>30</u> | <u>3</u> | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Type information for new charge, using Begin date that is after End date on current charge; press F2-Add.

Begin _____ End _____
 Effective Date: 010107
 Last Chgd: _____ By: _____

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt
 F23- Delete F24-Previous Menu

Reusing Charge Codes - Step 2: Add new charge using same charge code

Important Reminders when Reusing Charge Codes:

- You cannot use Begin/End dates that overlap.
- The system will always look at **date of offense** when deciding which Charge Code to use.
- It is recommended that you access the Statute File from Code Files when modifying codes or adding new codes.

Deleting a Record from the Statute File (From Code Files)

 **WARNING:** You should **ONLY** delete a code from the Statute File if you are certain that it never has been used. If you want to limit use of the charge in the future, add an end date for the charge, **don't delete it.**

To delete a record in the Statute File:

- Display the charge you want to delete.
- Press **F23-Delete**.
- A message will be displayed asking you to confirm that you want to delete the record.
- Press **F23-Delete** again.

12/11/06 12:49:32

Statute File Inquiry & Update

Table L Charge 2743 Fel/Mis/Civ M Case Types OM SM
 Ordin. 27.43 PAAM# _____ SOS _____
 Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
 Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
 Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
 Short Description NOISE-MISD.
 Long Description NOISE VIOLATION - MISDEMEANOR

| | | | | | |
|-------------------|-------|--------|---------|-----------------|-------------------|
| Penal Fines | Code | Amount | Default | Combined Ordin. | Fine & Costs Code |
| Penal Costs | _____ | _____ | _____ | _____ | _____ |
| | / | _____ | _____ | | |
| | | _____ | _____ | | |
| | | | | Penalty | |
| | | | | Amt | Days |
| Other Assessment: | | | | _____ | _____ |

To delete a record, press F23-Delete. You will receive a message confirming that you want to delete record; press F23-Delete again.

Effective Date: 10100 Begin _____ End _____
 Last Chgd: 01/06/04 By: D1500BKD

Initial Assessment 0.00

Enter Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt
 F23- Delete F24-Previous Menu Page/Roll

Deleting a Record from the Statute File (through Code Files)

| Field Descriptions for Statute File | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name | Description |
| Table | <u>L</u> = Local Ordinance Table OR <u>M</u> = State Statute Table |
| Charge | The charge/offense code number that is assigned by the court for a particular offense. The local ordinance charge is usually set up to resemble the SOS offense codes numbering sequence, but it can be any other number the court designates. |
| Fel/Mis/Civ | <u>F</u> = Felony <u>M</u> = Misdemeanor <u>C</u> = Civil Infraction |
| Case Types | <p>One or two different case types can be used for each charge. For example, Careless Driving can be entered as either an OI or SI case type. Based on which case type is entered on the Case Entry screen, the appropriate fine/costs breakdown information will be assessed to the case. F4-Prompt is available on this field.</p> <p>Valid Case Types are:</p> <p style="padding-left: 40px;"> FYFelony FTFelony traffic FDFelony drunk driving SD, ODMisdemeanor drunk driving SM, OMNon-Traffic misdemeanor ST, OTTraffic misdemeanor SN, ONNon-Traffic civil infractions SI, OITraffic civil infractions SK, OKParking EXExtradition </p> |
| Ordin. | The local ordinance number for the offense, if applicable. |
| PAAM# | The PAAM (Prosecuting Attorneys Association of Michigan) number for the charge, if applicable. <i>This number has a period after the first three digits, e.g. 257.6251-A.</i> |
| SOS | The four-digit Secretary of State code for the offense, if the offense is abstractable or suspendible. |
| Drug Reportable | If this offense is eligible for reimbursement from the Drug Case Information Management Fund (MCL 257.323d), enter an <u>X</u> . If it is not eligible, leave field blank. |
| 14-Day Notice | Only enter an <u>X</u> in this field if the current charge should be eligible for a 14-Day Notice and does not have a 4-digit SOS code. If no 14-Day Notice is necessary, or if there is a 4-digit SOS code, leave this field blank. |
| Drunk Driving Reportable | <p>If the offense is eligible for reimbursement from the Drunk Driving Caseflow Assistance Fund (MCL 257.625h), enter one of the following codes:</p> <p><u>V</u> = Motor Vehicle <u>B</u> = Minor BAC <u>M</u> = Marine <u>S</u> = Snowmobile <u>O</u> = Off Road Vehicle (ORV)</p> |

| Field Descriptions for Statute File (Continued) | |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field Name | Description |
| Crime Victim Reportable | If the offense is eligible for the Crime Victim fee, enter one of the following codes: X = Specified Misdemeanor S = Serious Misdemeanor A = Accident * * NOTE: A specified misdemeanor becomes serious when an accident is involved. |
| Short Description | A short description of the charge up to 12 characters. This short description will appear on many screens and reports throughout the system where there is a space limitation such as the Name Inquiry screen, Calendar, various forms, etc. |
| Long Description | A more complete description of the offense than the short description, up to 72 characters. This description appears on the Register of Actions. |
| Fine/Costs section | |
| Code | A four-letter code that has been assigned to represent a type of fine, costs or fee that is taken on a payable offense. This code must first be set up in the Cash Codes File before it can be entered in the Statute File. For all payable offenses, there should be an assessment for Penal Fines (MYSF) and Penal Costs (MYFE). See Combined Ordin Fine & Costs below. There is room for up to eight additional assessments for each record. |
| Amount | The assessment amount for each code. This field should not be filled in if a default amount has been established in the Cash Code File for the code. |
| Default | You do not fill in this field. If a default amount has been established for the code in the Cash Code File, that amount will be displayed here. |
| Combined Ordin Fine & Costs | If the charge code for a payable offense could be a local ordinance violation, enter <i>MYOR</i> in this field. Then when a local ordinance case type is designated on the Case Entry screen, the amount of money assessed for Penal Fine (MYSF) and Penal Costs (MYFE) will be combined and assessed as Ordinance Fine and Costs (MYOR). |
| Penalty | This is a one time, pre-disposition amount that is assessed if a court/due date is missed. It is typically the amount assessed at the time a default judgment is entered on a civil infraction. Enter the amount of the penalty in the <i>Amt</i> field and the number of days after the missed court/due date when penalty should be assessed in the <i>Days</i> field. |
| Effective Date | Enter the date the charge becomes effective in the begin date and/or the date the charge is no longer valid as the end date. If you are reusing charge codes, the dates cannot overlap. The system will always look at the date of offense when determining which charge to use. See pages 9-36 and 9-37 for more information on reusing charge codes. |
| Last Changed/By | The initials of the person who added or last changed the record and the date of the change. This is added by the system and cannot be changed. |