

Judicial Information Systems

District Court System

Civil User Guide

2007

(Includes software updates through Release 2006/2)

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This edition of the User Guide includes notes and references to Release Announcements concerning software updates from 2007 through December 2010. Any referenced Release Announcements or Memos can be found on the website, courts.mi.gov/jis

JIS Civil User Guide

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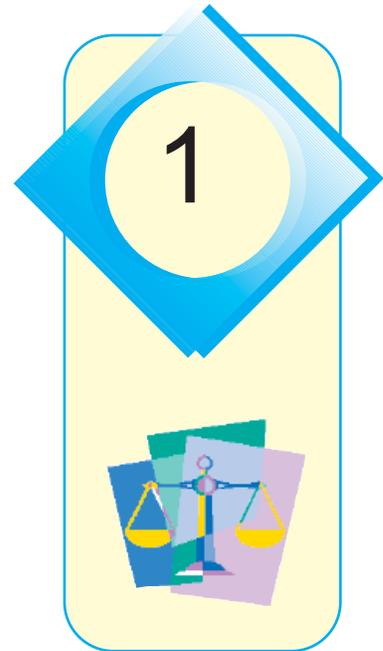
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This space is reserved for your notes.

Getting Started



In this chapter you are introduced to JIS and the Civil Module.

What is JIS?

Judicial Information Systems (JIS) is a division of the Michigan Supreme Court - State Court Administrative Office. We provide software for District, Circuit (Family), and Probate/Juvenile Courts.

What will the JIS system do for you?

Our programs are designed to reduce the amount of paperwork needed to maintain records, provide for easy access to information, and save time preparing forms. Other features of the system include immediate posting of cash receipts, chronological case histories, calendars, and reports.

Components

The system contains Civil, Cash, Traffic/Criminal and Probation modules. There is a central name index available to inquire of JIS District, Circuit, and Probate systems when all of the systems reside on the same AS/400. Security is available to limit access to screens, reports, code file maintenance, and audit reports.

Software Enhancements

You will receive enhancements to the software semi-annually, unless there are unusual circumstances. These enhancements include changes to accommodate new or changed legislation that impact the District Court, new forms, and improved functionality in all modules.

Please use the JIS Enhancement Request Form provided in Appendix I should you have any suggestions for enhancements to the software. An Executive Committee comprised of District Court representatives from across the state will review your request and provide direction to JIS as to which enhancements are ultimately added to the software.

AS/400 Sign On

Michigan Supreme Court		Sign On		System : OSMSOUTH	
State Court Administrative Office				Subsystem : QINTER	
Judicial Information Systems				Display : KARENA	
User		█			
Password					

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At the AS/400 Sign On screen:

- 1) type in your user name and password.
- 2) press **ENTER**.

After pressing the **ENTER** key, the next screen may be a menu customized by your court or IS department. If so, enter the option listed for the District Court software. Menu options and verbiage will differ from court to court. If no menu exists, the next screen will be the District Selection and Operator Menu.

District Selection and Operator Menu

```
SUNNY SPRINGS      District Selection and Operator Menu      2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: PRT01

3. Start Printer Writer
4. Work with Printer Writer
5. Work with Output Queue

6. Display Messages
7. Work with Submitted Jobs
8. Work with All Spooled Files

9. Reports Archives

 1 Enter Option

F24-Sign Off System
```

To move further into the JIS system, type a 1 in the *Enter Option* field and press ENTER.

Court location is helpful for those courts with multi-locations. It is displayed in the upper left-hand corner of the screen. In this example, the court location is Sunny Springs.

The software release version is found in the upper right-hand corner of this screen. In the screen above, 2006/2 DCS represents the second release of 2006 of the District Court Software. If you need to contact the Help Desk for assistance, you may be asked to furnish the release version to support staff.

The District Court System

SUNNY SPRINGS State Court Administrative Office

District Court System

Select one of the following Subsystems:

1. Traffic/Criminal
2. Civil
3. Cash
4. Probation
5. SOS/LEIN

Option: 2

F24-Previous Menu

Type a 2 in the *Option* field for the Civil Subsystem and press ENTER.

The District Court System contains four modules. The fifth option on this screen provides access to SOS/LEIN. User Guides are available for all modules. Traffic/Criminal and Probation are combined.

Please note that the Civil module contains only names associated with civil cases. The Traffic/Criminal module contains only names of defendants associated with traffic or criminal cases, including cases in probation status. Central Name Inquiry (CNI) is an option you can use to display all names, regardless of the type of case. Detailed information about CNI can be found in Chapter 4-Inquiry Screens.

Civil Subsystem

SUNNY SPRINGS State Court Administrative Office

Civil Subsystem

Select one of the following:

1. Civil Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Report Generator

Option: 1

F24-Previous Menu

At the Civil Subsystem, type a 1 in the *Option* field for Civil Online and press ENTER.

The Civil Subsystem contains the following options.

Civil Subsystem		
Options / Name	Why Go There?	
1	Civil Online	Enter cases, inquire about cases and calendars, and print <u>immediate</u> forms.
2	Reports	Request <u>batch</u> reports and forms for printing.
3	Code Files Update	Maintain utility files, e.g. holiday, bar, and code files.
4	Code Files Print	Print the above utility files.
5	Calendar	View or print a court calendar.
6	Report Generator	Create reports where YOU define the criteria.

Civil Online Selection

SUNNY SPRINGS		C I V I L O N L I N E S E L E C T I O N	
Court	2		
Case Entry	(CAS)	Bond/Trust Update	(BND)
Action	(ACT)	Bond Alpha Inq	(BDI)
Partial Name	(NAM)	Trust Alpha Inq	(TRI)
		Bond/Trust Alpha Inq	(AAI)
Party Status	(STS)		
Transfer	(TRN)	Garnishment	(GAR)
Delete	(DEL)	Garnishment Summary	(GAQ)
Party Hist Inqry	(PHI)	Party Hist Update	(PHU)
Soundex	(SDX)	Financial ROA	(FIN)
ROA Online	(ROA)	Calendar	(CAL)
ROA Print	(RAP)	Central Name Inqry	(CNI)
Report Requests	(RPT)	Combined Calendar	(CCL)
NXT ___ CASE _____ PTY ___ GAR# ___ NAME _____			
F24-Previous Menu Page/Roll-Additional Options			

The Civil Online Selection Menu lists all entry, update and inquiry screens. Use the three-letter code listed in parenthesis after the screen name to hop to that screen.

RAP is the only code that doesn't hop anywhere. It is a quick way to print a Register of Actions. When you type RAP in the *NXT* field, the case number in the *CASE* field, and press **ENTER**, a complete Register of Actions for that case will be immediately sent to your designated printer.

Screens listed on this menu are arranged with those most frequently used at the top.

Page down to get to the Immediate Forms Menu. Forms are listed in alphabetical order as shown on the next page.

```

SUNNY SPRINGS
Court      C I V I L   O N L I N E   S E L E C T I O N
  2                IMMEDIATE FORMS MENU

Default Notice      (DFN)   Notice Intent/Dismiss (NOI)
Dismissal           (DIS)   Notice to Appear      (NTA)
Judgment Civil      (JDG)   Notice to Dismiss     (NTD)

Judgment Land Cont Forf (JLC)   Order to Show Cause   (SCS)
Judgment Landld-Tenant (JLT)   Petition Bench Warrant (PBW)
Judgment Small Claims  (JSC)   Subpoena              (SUB)
                                   Warrant Recall        (WAR)

NXT ___ CASE _____ PTY ___ GAR# ___ NAME _____
F24-Previous Menu Page/Roll-Additional Options

```

Throughout this User Guide you will find references to charts and tables in the Appendices, including a Master List of Field Descriptions which lists data entry fields used in the Civil module, what screen(s) they are found on, and how to format the data that go into those fields.

Please keep in mind that the procedures established in your court for data entry may vary from the examples given in this User Guide. In most instances, our examples show a minimum amount of data entry necessary to update the system.

Moving Around The System

There are three ways to move around the system. These features eliminate the need to “back out” to a menu each time you want to change to a different screen.

Enter Option Field

SUNNY SPRINGSDistrict Selection and Operator Menu2006/2 DCS

1. District Selection Menu

- Printer Writer/Output Queue: PRT14

3. Start Printer Writer
4. Work with Printer Writer
5. Work with Output Queue

6. Display Messages
7. Work with Submitted Jobs
8. Work with All Spooled Files

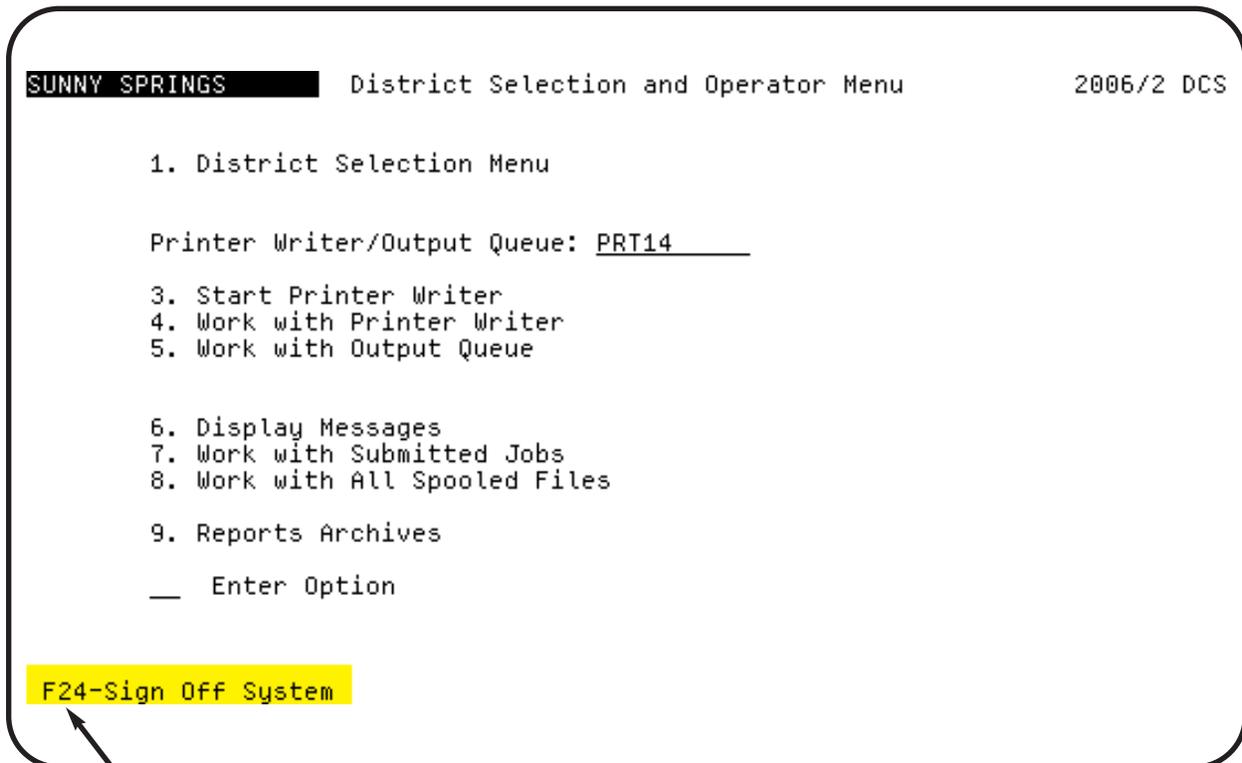
9. Reports Archives

— Enter Option

F24-Sign Off System

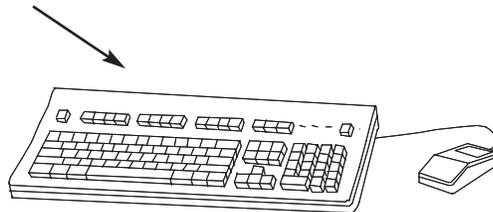
The *Enter Option* or *Option* field is used by identifying which of the numbered options on the screen you need to access. On this screen, options 3-9 work with print options, messages, and submitted jobs. These options are covered in Chapter 10-Printing.

Function Keys



On this screen, use the function key F-24 to sign off the system.

At the bottom of each screen we indicate which function keys are valid for that screen. Function keys are located across the top of the keyboard. They are usually identified as **F1** through **F12** on a single row of keys, and as **F1** through **F12** and **F13** through **F24** of a double row keyboard. If you have a single row of function keys, hold down the shift key while pressing **F1** through **F12** for **F13** through **F24**.



Yes, you can use your mouse to position your cursor on the screens!

A complete list of the function keys used in the Civil module can be found in Appendix G.

 **Hop Line**

SUNNY SPRINGS		CIVIL ONLINE SELECTION	
Court	2		
Case Entry	(CAS)	Bond/Trust Update	(BND)
Action	(ACT)	Bond Alpha Inq	(BDI)
Partial Name	(NAM)	Trust Alpha Inq	(TRI)
		Bond/Trust Alpha Inq	(AAI)
Party Status	(STS)		
Transfer	(TRN)	Garnishment	(GAR)
Delete	(DEL)	Garnishment Summary	(GAQ)
Party Hist Inqry	(PHI)	Party Hist Update	(PHU)
Soundex	(SDX)	Financial ROA	(FIN)
ROA Online	(ROA)	Calendar	(CAL)
ROA Print	(RAP)	Central Name Inqry	(CNI)
Report Requests	(RPT)	Combined Calendar	(CCL)
NXT ___ CASE _____ PTY ___ GAR# ___ NAME _____ F24-Previous Menu Page/Roll-Additional Options			

Use the hop line to inquire by name or case number.

The “Next Transaction Line” (aka hop line) appears at the bottom of all inquiry and update screens and the Civil Selection Menu. It is used to specify the next screen you want to access by entering a 3-letter hop code. A complete list of hop codes can be found in Appendix D. Inquiry can be made by name or case number as shown below. More detail about the inquiry screens can be found in Chapter 4.

Inquiry by Name

Type NAM in the *NXT* field and tab over to the *NAME* field. Type the last name/first name (or initial) as shown in the example below. The name you enter will stay in the *NAME* field until you change it, and it will not interfere with subsequent inquiries or updates that are accessed by case number. Press **ENTER** to hop to the Name Inquiry screen.

NXT	<u>NAM</u>	CASE	_____	PTY	___	GAR#	___	NAME	<u>PARKER/ELLIOTT</u>
-----	------------	------	-------	-----	-----	------	-----	------	-----------------------

Inquiry by Case Number

Type the 3-letter code that represents the screen name you want to access in the *NXT* field, enter the case number in the *CASE* field, and press **ENTER**. The case number does not need to be erased from the *CASE* field when you are doing inquiries by Name.

```
NXT CAS CASE 06-1017A PTY ___ GAR# ___ NAME _____
```

Where to Get Help

On-Screen Help

SUNNY SPRINGS		CIVIL ONLINE CASE ENTRY			PEND	
Court 2	Case 06-1017A	Case type GZ	File Date 20106	Judge 20230	Roa	_
Party	P01	PEND	File Date 20106	Attorney	23432	Lbl _
Name	ANDREWS/ROBERT/			Phone no	___	___
Alt-Name	_____			Name-code	___	___
Street	_____					
City	_____	State	___	Zip	_____	
Party	D01	PEND	File Date 20106	Attorney	_____	Lbl _
Name	JOHNSON/RON/			Phone no	___	___
Alt-Name	_____			Name-code	___	___
Street	90 PINE DRIVE					
City	PORT HURON	State MI	Zip 48603			
Party	___	___	File Date	Attorney	_____	Lbl _
Name	_____			Phone no	___	___
Alt-Name	_____			Name-code	___	___
Street	_____					
City	_____	State	___	Zip	_____	
NXT	___	CASE 06-1017A	PTY	___	GAR#	___
F1-Clear		F4-Prompt		F6-Same P01		F24-Previous Menu Page/Roll Help

For on-screen help, press Alt+F1 on a PC, or the HELP key on a terminal keyboard. It is available whenever the word Help appears at the bottom of the screen.

Help Text has now been updated on many screens throughout the system. The new Help Text is field specific and more descriptive. To view Help Text for a specific field on a screen, place your cursor in that field and press Alt+F1. For more information, refer to the Fall 2008 Announcement.

 **User Guide**

This User Guide is designed to answer many of your questions. Other JIS User Guides available are: Traffic/Criminal/Probation, Cash, Administrative, and SOS/LEIN.

 **Training**

Training is offered by JIS Technical Services Representatives at the Michigan Hall of Justice in Lansing. Requests for training are submitted using the Request for Training form found in Appendix J of this User Guide.

 **Help Desk**

Software questions or problems can be directed to our Help Desk by phone, fax, or email. Hardware questions, e.g. printer problems, SOS/LEIN slow or down, installing releases, performing system backups, and user profile questions, are handled by our Operations Department at the 888 # listed below.

Phone:	888-339-1547
Monday - Friday 9:00 A.M.-4:00 P.M.	Option 1 - Software questions
Monday - Friday 8:00 A.M.-5:00 P.M.	Option 5 - Operations Depart.
Fax Help Sheet (Appendix H)	517-373-7451
Email	DCSHelpdesk@courts.mi.gov

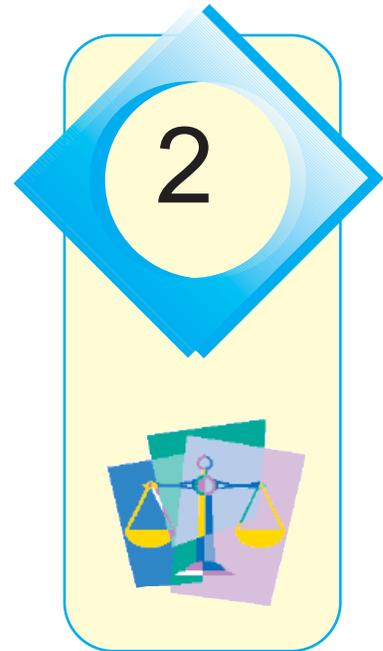
 **JIS Website**

Manuals, software release documentation, memos, and training webcasts are available at courts.mi.gov/jis.

Turn to Chapter 2 to learn how to enter and update cases.

Case Entry & Update

In this chapter you will learn how to add, delete, and update files.



This chapter shows you how to:

- Add a case
- Update a case history
- Schedule events
- Enter dispositions (judgments, orders)
- Enter post-judgment activity
- Delete and transfer cases
- Enter and update garnishments
- Add party history information from a “card” index

Screens covered in this chapter include:

- Case Entry (CAS)
- Actions Update (ACT)
- Garnishment (GAR)
- Case Transfer (TRN)
- Case Delete (DEL)
- Party History (PHU)

Case Entry Screen (CAS)

The Case Entry (CAS) screen is used to add and modify case or party information. Once entered, the information is also contained in the Register of Actions.

Adding a Case

You will need the following information to add a case:

- Assigned case number and case type (numbers are not automatically assigned by the system).
- Assigned judge (judge or magistrate for SC).
- Filed Summons & Complaint or Affidavit & Claim.

On the hop line:

1. Type **CAS** in the *NXT* field.
2. Type the assigned case number in the *CASE* field.
3. Press **ENTER**.

NXT CAS CASE 06-1017A PTY ___ GAR# ___ NAME _____
 F24-Previous Menu Page/Roll-Additional Options

Required fields are:

- *Case type.*
- *File Date - will default to current date if no date is filled in.*
- *Judge.*
- *Name of primary plaintiff (P01) and primary defendant (D01).*
- *If Alt-Name is used, Name-code is required.*

To enter a case:

1. Type information in required fields.
2. Add remaining information and parties.
3. Order labels and/or Register of Actions in batch processing (optional).
4. Press **ENTER** to record the case.

*The case is not recorded if any field is highlighted after pressing **ENTER**. Fill in or correct the highlighted field(s) and press **ENTER** again. The case is recorded successfully when the cursor moves to the hop line after **ENTER** is pressed and no fields are highlighted.*

Court Location

Case Status

SUNNY SPRINGS CIVIL ONLINE CASE ENTRY **PEND**

Court 2 Case 06-1017A Case type GZ File Date 20106 Judge 20230 Roa _

Party P01 PEND File Date 20106 Attorney 23432 Lbl _
 Name ANDREWS/ROBERT/ Phone no _____
 Alt-Name _____ Name-code _____
 Street _____
 City _____ State _ Zip _____

Party D01 PEND File Date 20106 Attorney _____ Lbl _
 Name JOHNSON/RON/ Phone no _____
 Alt-Name _____ Name-code _____
 Street 90 PINE DRIVE
 City PORT HURON State MI Zip 48603

Party _____ File Date _____ Attorney _____ Lbl _
 Name _____ Phone no _____
 Alt-Name _____ Name-code _____
 Street _____
 City _____ State _ Zip _____

NXT _ CASE 06-1017A PTY _ GAR# _ NAME _____
 F1-Clear F4-Prompt F6-Same P01 F24-Previous Menu Page/Roll Help

Court location and current case status are found on most screens.

The file date at the top of the screen is for the case. When **ENTER** is pressed, it will fill in the file date for each of the initial parties.

SUNNY SPRINGS CIVIL ONLINE CASE ENTRY **PEND**

Court 2 Case 06-10101 Case type GC File Date 112006 Judge 12345 Roa X

Party P01 _____ File Date _____ Attorney 23123 Lbl E
 Name ANDREWS/MATTHEW/JOHN Phone no 517 3335555
 Alt-Name ANDREWS MECHANICAL// Name-code AGI
 Street 123 MAIN STREET
 City LANSING State MI Zip 48911

Party D01 _____ File Date _____ Attorney _____ Lbl _
 Name STOCKTON/TIMOTHY/ Phone no 517 4446666
 Alt-Name _____ Name-code _____
 Street 875 TURNER
 City LANSING State MI Zip 48933

In this example, the Plaintiff, Matthew John Andrews, is an Agent for Andrews Mechanical. Note the name format for an individual and a business. Two slashes are **always** required in a name. When an *Alt-Name* is entered, a *Name-code* is required. All *Alt-Name/Name-Codes* can be found on page 2-5.

Ninety-nine parties can be entered - three per screen. Press **ENTER** after the first three parties are completed to get an additional screen.

```

SUNNY SPRINGS          CIVIL ONLINE CASE ENTRY          PEND
Court 2 Case 06-10101 Case type GC File Date 112006 Judge 12345 Roa X
Party P01 File Date _____
Name ANDREWS/MATTHEW/JOHN
Alt-Name ANDREWS MECHANICAL//
Street 123 MAIN STREET
City LANSING State MI Zip 48911
Party D01 File Date _____ Attorney _____ Lbl _
Name STOCKTON/TIMOTHY/ Phone no 517 4446666
Alt-Name _____ Name-code _____
Street 875 TURNER
City LANSING State MI Zip 48933
    
```

Order batch processing of ROAs and labels here.

You have the option of batch printing ROAs and labels. The printing process is described in Chapter 6-Forms, Labels & Mailers. To order these forms for printing:

- Type an **A** or an **X** in the *Lbl* field to order an address label
- Type an **F** in the *Lbl* field to order a file label. For multiple labels, type the number you want to print, **1** through **9**
- Type an **X** in the *Roa* field to order batch printing of the Register of Actions (ROA) on 8x11 paper, or an **F** for printing on SCAO approved form DCY252. You can also print an immediate ROA - in that case, leave this field blank

```

Party D02 File Date _____ Attorney _____ Lbl _
Name ALEXANDERS/STEVE/M Phone no 517 2415555
Alt-Name _____ Name-code _____
Street 726 SOUTH AVENUE
City LANSING State MI Zip 48911
Assessments have already been applied to this case
NXT __ CASE 06-11175 PTY __ GAR# __ NAME _____
F1-Clear F4-Prompt F6-Same P01 F24-Previous Menu Page/Roll Help
    
```

This flashing message appears on the CAS screen when adding a new case if the filing fee has been rung through the Cash module before the case is entered.

Adding Parties After Case Initiation

1. Add the appropriate party code. See table below.
2. Add the file date for each of the parties.
3. Add additional information (bar #, addresses, label requests).
4. Press **ENTER**. Update remaining actions or events on the Actions Update (ACT) screen.

SUNNY SPRINGS						CIVIL ONLINE CASE ENTRY		PEND			
Court	2	Case	06-11175	Case type	GC	File Date	112006	Judge	12345	Roa	_
Party	<u>Q01</u>	<u>PEND</u>		File Date	<u>112006</u>	Attorney	_____			Lbl	_
Name	<u>STEEN/MARSHALL/</u>				Phone no	_____					
Alt-Name	_____				Name-code	_____					
Street	<u>825 SEVENTH AVENUE</u>										
City	<u>LANSING</u>	State	<u>MI</u>	Zip	<u>48911</u>						
Party	<u>E01</u>			File Date	<u>112006</u>	Attorney	_____			Lbl	_
Name	<u>NEVERS/MICHELLE/</u>				Phone no	_____					
Alt-Name	_____				Name-code	_____					
Street	<u>482 25 MILE ROAD</u>										
City	<u>OKEMOS</u>	State	<u>MI</u>	Zip	<u>48864</u>						

Each party must have a corresponding opposing party. In this example, D01 and D02 are also Cross Party Plaintiff (Q01) and Cross Party Defendant (E01)

Party Codes		Alt Name / Name Codes			
Plaintiffs	Defendants	Code	Description	Code	Description
P - Plaintiff	D - Defendant	AGT	Agent	FKA	Formerly known as
Q - Cross Party Plaintiff	E - Cross Party Defendant	AKA	Also known as	GAL	Guardian ad litem
R - Counter Party Plaintiff	F - Counter Party Defendant	ASN	Assignee	MSC	Miscellaneous
S - Third Party Plaintiff	G - Third Party Defendant	DBA	Doing business as	NXF	Next of Friend
When defendant is <u>H</u> or <u>I</u> , Plaintiff must be a <u>P</u>	H - Defendant by Intervention	DIV	Division of	REP	Personal Rep.
	I - Garnishee Defendant	FDB	Formerly DBA	SBG	Subrogee

Changing Case Information

Use the CAS screen to:

- change a file date.
- change an address or phone number.
- correct a party name.
- reassign a case to a new judge or magistrate.
- change an incorrect case type.

Changes or additions to an existing party on the Case Entry (CAS) screen will write comments to the Register of Actions (ROA) showing the previous information, the date the change was made and the clerk who modified the case. See Fall 2009 Release Announcement for details.

On a hop line:

1. Type **CAS** in the *NXT* field.
2. Type the case number to be changed in the *CASE* field; press **ENTER** to display the case.
3. Type over any information you wish to change, or add missing information.
5. Press **ENTER** to record your change.

Changes to the judge, file date, party address, and case type fields are automatically recorded in the Register of Actions and Actions Update screens. The date of the change and the initials of the clerk are reflected on the ROA. The text actions would look like this:

11/14/06	JM/CHGD FROM: 20230 SERVAAS, STEVEN R TO: 12345 CROCKETT, GEORGE	KJS KJS
----------	---	------------

Judge or Magistrate changed

11/14/06	CASE FILE DATE CHANGED FROM: 8/14/06 TO: 11/09/06	KJS
----------	---	-----

File date changed

11/14/06	D01 PREV. 1443 PINE ADDRESS : SOUTHFIELD MI 48034	KJS KJS
----------	--	------------

Address changed

11/14/06	P01 ACTION TO CHANGE CASE TYPE FILED CASE TYPE CHANGED FROM: GC TO: GZ	KJS KJS
----------	---	------------

Case type changed

Case Screen Shortcuts

Using F6-Same P01

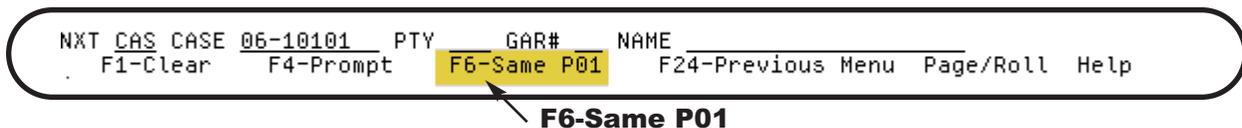
Here's a great time saver for multiple filings by the same Plaintiff. **F6-Same P01** can be used to copy the following information from one case to the next:

- plaintiff name
- alt-name
- name code
- address
- phone number
- attorney bar number
- ROA and Lbl requests
- case type*
- file date*
- judge*

**These fields are copied only with the first method described below.*

Choose one of the two ways to use the **F6-Same P01** feature:

1. After completing the Case Entry screen for the first case:
 - Type **CAS** on the hop line and the next case number to be entered - do NOT press ENTER.
 - Press **F6-Same P01** to copy the plaintiff/case information from the previous case.



2. After completing the Case Entry screen for the first case:
 - Type **CAS** on the hop line with the next case number to be entered.
 - Press **ENTER**.
 - Press **F6-Same P01**.

The second method does not duplicate the case type, file date, or judge.

This duplication feature can be used even if you leave the Case Entry screen after the first case is entered. When you are ready to use the feature, retrieve the Case screen that you wish to copy from and proceed with either of the above options.

Using F4-Prompt

On the CAS screen, **F4-Prompt** gives you access to the Attorney File without leaving the screen. **On the JIS system, prompting is available wherever a field name is highlighted.** You may want access to the Attorney File to:

- Add a new attorney.
- Look up the bar # of an attorney.
- Change an attorney address or phone number.
- Identify a visiting judge (*Type J*).

SUNNY SPRINGS		CIVIL ONLINE CASE ENTRY			PENDING						
Court	2	Case	06-11175	Case type	GC	File Date	112006	Judge	12345	Roa	_
Party Name	P01	PENDING	File Date	112006	Attorney	28123	Lbl	_			
Alt-Name	NEVERS/MICHELLE/			Phone no	517 4875555	Name-code					
Street	722 EIGHTH AVENUE										
City	LANSING	State	MI	Zip	48911						
Party Name	D01	PENDING	File Date	112006	Attorney		Lbl	_			
Alt-Name	STEEN/MARSHALL/			Phone no	517 7728945	Name-code					
Street	482 95TH BLVD.										
City	LANSING	State	MI	Zip	48933						

SUNNY SPRINGS		CIVIL ONLINE CASE ENTRY			PENDING						
Court	2	Case	06-11175	Case type	GC	File Date	112006	Judge	12345	Roa	X
Party Name	P0	If you prompt from a blank field, the attorney file appears in alpha order; if there is a bar number in the field when F4-Prompt is pressed, the attorney selection begins with that attorney and continues in numerical order.			Attorney	28123	Lbl	E			
Alt-Name	NE			Phone no		Name-code					
Street											
City											
Party Name	D0				Attorney		Lbl	_			
Alt-Name	STEEN/MARSHALL/			Phone no		Name-code					
Street											
City		State		Zip							

SUNNY SPRINGS		CIVIL ONLINE CASE ENTRY			PEND																																														
Court	2	Case	06-11175	Case type	GC	File Date	112006	Judge	12345	Roa	_																																								
Party Name	P01	PEND	File Date	112006	Attorney	28123	Lbl	_																																											
Alt-Nam	NEVERS/MICHELLE/			Phone no	ode																																														
Street																																																			
City																																																			
<div style="border: 2px solid black; padding: 5px;"> <p style="text-align: center;">Professionals Selection by Bar#</p> <p>Position to: _____</p> <p>1=Select 2=Change 4=Delete 5=Display</p> <table border="1"> <thead> <tr> <th>Opt</th> <th>Bar#</th> <th>Name</th> <th>ey</th> <th>Lbl</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>28123</td> <td>ACKER, LAWRENCE J.,</td> <td>no</td> <td></td> </tr> <tr> <td>-</td> <td>28124</td> <td>PRIDMORE, MARY LOUISE,</td> <td>ode</td> <td></td> </tr> <tr> <td>-</td> <td>28125</td> <td>ANDERSON, DAVID CARL,</td> <td></td> <td></td> </tr> <tr> <td>-</td> <td>28126</td> <td>ARNONE, ANTHONY G.,</td> <td></td> <td></td> </tr> <tr> <td>-</td> <td>28127</td> <td>BEAN, PATRICIA D.,</td> <td></td> <td></td> </tr> <tr> <td>-</td> <td>28128</td> <td>BOZIMOWSKI, WALTER A.,</td> <td>ey</td> <td></td> </tr> <tr> <td>-</td> <td>28129</td> <td>CASPAR, BERNARD J.,</td> <td>no</td> <td>517 2415555</td> </tr> </tbody> </table> <p style="text-align: right;">More..</p> <p>F3=Exit F6=Add F7=Alt Seq Roll/Page</p> </div>												Opt	Bar#	Name	ey	Lbl	-	28123	ACKER, LAWRENCE J.,	no		-	28124	PRIDMORE, MARY LOUISE,	ode		-	28125	ANDERSON, DAVID CARL,			-	28126	ARNONE, ANTHONY G.,			-	28127	BEAN, PATRICIA D.,			-	28128	BOZIMOWSKI, WALTER A.,	ey		-	28129	CASPAR, BERNARD J.,	no	517 2415555
Opt	Bar#	Name	ey	Lbl																																															
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NXT	___	CASE	06-11175	PTY	___	GAR#	___	NAME	_____																																										
	F1	-Clear	F4	-Prompt	F6	-Same P01	F24	-Previous Menu	Page/Roll	Help																																									

Use **F7=Alt Seq** to toggle back and forth between the two types of inquiries: Professionals Selection by Name, or by Bar #. **F6=Add** appears on the screen when the user is authorized through the Security File to add an attorney. See Administrative User Guide for security options.

Depending on the type of inquiry, enter the attorney name (last name first) or the bar # in the *Position to:* field and press **ENTER**. Once the attorney or judge has been located, the following options are available in the **Opt** field:

- | | |
|------------------|--|
| 1= Select | Select the bar # or name for data entry. |
| 2= Change | Change the attorney address, telephone number, etc. (if authorized). |
| 4=Delete | Delete the attorney (see warning below). |
| 5=Display | Display the name, address, firm name, phone number, fax, e-mail address and mail code (used by Circuit Court). |

See Chapter 9-Code Files for more information about the Attorney File.



Warning! Do not delete a bar number from the Attorney File unless that number has never been used in the JIS system. The Attorney File is shared by Circuit, Probate and District Courts when all use the same AS/400. Any additions, changes, or deletions will affect all cases/courts.

 **Troubleshooting - Case Entry**

Pressing **F24-Previous Menu** instead of **ENTER** will result in the case not being recorded. **F24-Previous Menu** takes you to a previous menu without updating anything.

If you think you entered the case correctly but have trouble finding it by case number, try doing a name inquiry before entering it again to see if the case was added with an incorrect number.

When entering a new case you will notice that the party types **P01** and **D01** are pre-filled on the screen. It is possible to mistakingly clear those fields using **F1-Clear** before you enter the case screen information. You should **NEVER** have to type **P01** or **D01** on the screen. If you discover these fields are blank, start over by clearing the screen with **F1-Clear**, typing **CAS** in the *NXT* field and pressing **ENTER**.

The message: ***Assessments have already been applied to this case*** will appear at the bottom of the screen when you add a new case *only* if the filing fee receipt is created through the cash module before the case is entered. If the message does not appear and you know a receipt was created, check the case number used on the receipt to be sure that it matches the case number assigned. Either the receipt will need to be voided and a re-ring performed for the correct number, or the case number you are attempting to enter is not correct and you should start over on the case entry.

The case number and party type are protected fields after the case is entered. Data entry errors in these fields require action on the Delete or Transfer screen.

Understanding Civil Codes

The codes used in the Civil program are listed in Appendices B and C. A civil code always consists of at least 3 letters, but it can also have a 2-character modifier attached.

The first two letters of the code are **Description** codes. They describe what you are documenting:

Summons & Complaint = SC
 Answer = AN
 Order = OR

The third letter of the code is an **Action** code. It describes what happened to the description code:

Filed = F
 Served = S
 Entered = E

The following codes are created automatically when you enter a case, based on the case type used:

GC, GZ, SP, LT = SCF Summons & Complaint Filed, or
 SC= ALF Affidavit & Claim Filed

A **Modifier** can be alphabetical, numerical, or a combination of both, and clarifies the description code. You can say that a motion is filed by using the code MOF. To clarify what type of motion was filed, a modifier may be added to the code. To record that a Motion to Dismiss was filed, it would be MOF44 (44=to dismiss) and appears on the ROA as MOTION TO DISMISS FILED. See Appendix C or prompt in the *Code* field on the Actions Update (ACT) screen for a complete list of modifiers.

Trigger Codes are listed in Appendix B. Whenever adding **anything** to the Actions Update screen it is important to use a trigger code to describe what you are documenting. If there is not a trigger code available, you can use Appendix C to create an appropriate code, or you can update the document or event as a comment.

Trigger codes are very important! Trigger codes:

- update the system by showing key documents filed, events scheduled, and orders entered.
- count a case for caseload purposes.
- trigger the system to produce default entries, intents to dismiss or dismissals.
- extend the no progress time line by 91 days

Reissuing the Summons/Extending Time for Service

Extend the Summons by updating the Actions Update (ACT) screen with a defendant-type party code using one of the following methods:

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE										PEND	
Court 2		Case 06-11178				- Type GC		File Date 60606		Judge 12345											
P01		HENSON/JAMES/MARTIN						D01		MATTHEWS/JOHN/ANDREW											
Option												Amount				--		Nxt Court		--	
v	Pty	Gar#	Date	Code	\$\$\$\$\$\$\$.cc	Misc.	Bar #	Date	Time	A/P											
-	P01	-	60606	SCF	7654.20		45433														
-	D01	-	60606	SCI		ATTY															
-	D01	-	90606	SCQ																	

Enter SCQ - Summons and Complaint Reissued - to extend the summons for 91 days.

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE										PEND	
Court 2		Case 06-11178				- Type GC		File Date 60606		Judge 12345											
P01		HENSON/JAMES/MARTIN						D01		MATTHEWS/JOHN/ANDREW											
Option												Amount				--		Nxt Court		--	
v	Pty	Gar#	Date	Code	\$\$\$\$\$\$\$.cc	Misc.	Bar #	Date	Time	A/P											
-	P01	-	60606	SCF	7654.20		45433														
-	D01	-	60606	SCI		ATTY															
-	D01	-	90506	ORE47								33007									
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			

Enter ORE47 - Order to Extend Time for Service - and type the expiration date in the Next Court Date field to extend the summons until the date you specify, up to one year.



It is important to use the defendant party code when entering the extension. A complete listing of Party Codes can be found on page 2-5.

 **Updating Proof of Service Returned - Unserved**

When service has been extended and subsequently a proof of service is returned to the court unserved, if you want the system to generate a dismissal based on the original filing date you can enter **SCR96** or **ALR96** for the defendant party code(s) that apply.

SUNNY SPRINGS		CIVIL ONLINE ACTIONS UPDATE				PEND			
Court	2	Case	06-11178	Type	GC	File Date	60606	Judge	12345
P01	HENSON/JAMES/MARTIN			D01	MATTHEWS/JOHN/ANDREW				
Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court	
-	P01		60606	SCF					--
-	D01		60606	SCI					--
-	D01		90506	SCQ					--
-	D01		101706	SCR96					--
-									--
-									--
-									--

In the example above, a non-service dismissal would be calculated as follows:

		<u>Summons Expires</u>
06/06/06	Summons & Complaint Filed	09/05/06
09/05/06	Summons & Complaint Reissued	12/05/06
10/17/06	Summons & Complaint Returned Unserved	09/05/06

To get a pre-list of cases that qualify for a no service dismissal, see Chapter 7-Reports.

 **Extending Time to Answer**

Update the Actions Update (ACT) screen when the defendant has been given an extension of time to file an Answer. The system will recalculate the Answer due date and the new no progress date. You can check the Status (STS) screen to see the recalculated dates.

- Extend the Answer due date for 28 days by entering the trigger code ORE39 for the defendant-type party.

SUNNY SPRINGS **CIVIL ONLINE ACTIONS UPDATE** **PEND**

Court 2 Case 06-11178 - Type GC File Date 60606 Judge 12345

P01 HENSON/JAMES/MARTIN D01 MATTHEWS/JOHN/ANDREW

Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court	
v					\$\$\$\$\$\$\$.cc			Date	Time A/P
	P01		60606	SCF	7654.20		45433		
	D01		60606	SCI		ATTY			
	D01		61106	SCS93	7.50				
	D01		62606	APF					
	D01		62606	ORE39					

With the ORE39 extension entered on 6/26/06, this defendant would not qualify for a default until after 7/24/06. This can be verified on the Status (STS) screen.

091 Days From 112706 is 022607

BGN _____ At end -- No More Actions

NXT CASE 06-11178 PTY _____ GAR# _____ NAME _____

F1-Clear F4-Prompt F9-Print ROA F13-OutQ F24-Previous Menu Page/Roll Help

- Extend the Answer due date for more than 28 days by entering the trigger code **ORE39** for the defendant-type party **and** the expiration date in the *Next Court Date* field.

SUNNY SPRINGS **CIVIL ONLINE ACTIONS UPDATE** **PEND**

Court 2 Case 06-11178 - Type GC File Date 60606 Judge 12345

P01 HENSON/JAMES/MARTIN D01 MATTHEWS/JOHN/ANDREW

Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court	
v					\$\$\$\$\$\$\$.cc			Date	Time A/P
	P01		60606	SCF	7654.20		45433		
	D01		60606	SCI		ATTY			
	D01		61106	SCS93	7.50				
	D01		62606	APF					
	D01		62606	ORE39				82206	

With the ORE39 extension AND a date in the Next Court Date field, this defendant would not qualify for a default until after 8/22/06. This can be verified on the Status (STS) screen.

091 Days From 112706 is 022607

BGN _____ At end -- No More Actions

NXT CASE 06-11178 PTY _____ GAR# _____ NAME _____

F1-Clear F4-Prompt F9-Print ROA F13-OutQ F24-Previous Menu Page/Roll Help

Adding Other Pleadings

To update the system to show answers, cross-claims, counter-claims or third-party complaints, use the Actions Update (ACT) screen to identify the party who filed it, the date it was filed in the court and the code used to describe the pleading. Codes can be found in the Appendices of this User Guide or put your cursor in a blank *Code* field and press **F4-Prompt**.

Appearances, motions, affidavits and other correspondence are entered in the same manner as the pleadings described above. Attorney appearances are entered in the *Bar #* field. See below.

SUNNY SPRINGS		CIVIL ONLINE ACTIONS UPDATE				PEND			
Court	2	Case	06-11102	Type	GC	File Date	72406	Judge	12345
P01	MCCARTHY/MICHELLE/M			D01	JAMES/ERIC/				
Option	Pty	Gar#	Date	Code	Amount \$\$\$\$\$\$\$.cc	Misc.	Bar #		
v	P01		72406	SCF	9580.72		45233		
-	D01		72406	SCI		ATTY			
-	D01		80106	SCS93	12.75				
-	D01		80806	APF			44221		
-	D01		80806	ANF					
Appearance filed on behalf of D01 by attorney Douglas Barker, Bar #44221.									

Bar #45233 is the attorney for the Plaintiff. This was entered on the CAS screen when the case was filed.

Small Claims Removed to General Civil

To remove a Small Claims case to General Civil, first enter the Order for Removal (ORE25) on the Actions Update (ACT) screen. Then go to the Transfer screen to transfer the case. See page 2-44.

NOTE: ORE25 must be the last trigger code entered on the Actions Update (ACT) screen on the Small Claims case or it will not transfer to General Civil on the Transfer (TRN) screen.

SUNNY SPRINGS		CIVIL ONLINE ACTIONS UPDATE				CLSD			
Court	2	Case	06-11108	Type	SC	File Date	72406	Judge	12345
P01	MCNAMARA/JOSEPH/			D01	SIMMONS/RALPH/				
Option	Pty	Gar#	Date	Code	Amount \$\$\$\$\$\$\$.cc	Misc.	Bar #	Nxt Court	
v	P01		72406	ALF	727.00			Date	Time A/P
-	D01		72406	ALI					
-	ALL		72406	HRCSC				81006	830 A
-	D01		72806	DMF25					
-	ALL		73106	ORE25					

The ORE25 changes the status to closed and counts the case disposed as a SC case. The closure also removes any future calendar dates.

Scheduling Events

Scheduling an event for a civil party is done on the Actions Update (ACT) screen. Once entered, the event is placed on the court calendar, the Register of Actions is updated, and the Notice to Appear form will retrieve the scheduled events when you are ready to print.

To schedule an event for the judge assigned to the case:

1. Identify who is to appear in the *Pty* field. If all parties are to appear, use the word **ALL**.
2. Leave the *Date* field blank to default to today's date, or type in the date that someone took action to set the date.
3. Select and enter a code from Appendix B or C, or use **F4-Prompt**. Scheduling codes must have the letter **C** (as in calendar) in the third position or it will not be put on the calendar, e.g. **PTC** for Pre-Trial Scheduled, **MOC** for Motion Scheduled, or **HRC** for Hearing Scheduled. Type this in the *Code* field.
4. Type in the *Date* and *Time* set for the event, including the **A** for AM or **P** for PM.

Option		Pty		Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court	
v							\$\$\$\$\$\$\$.cc			Date	Time A/P
-	P01				80706	SCF70			34306		
-	D01				80706	SCI					
-	ALL				80706	HRC70				82806	830 A
Hearing Scheduled for Non Payment of Rent											

You have the ability to schedule a case for a “next judge” who is not the judge assigned to the case. Using this feature does not reassign the case, it simply puts it on the calendar for the “next judge” and prints that judge on the Notice to Appear and/or Certified Mailer.

To schedule a case for a “next judge” follow the steps above but include the bar number of the “next judge” in the *Bar #* field.

Option		Pty		Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court	
v							\$\$\$\$\$\$\$.cc			Date	Time A/P
-	ALL				101806	PTC			20230	110106	830 A

See Chapter 6-Forms, Labels & Mailers for more information about printing a Notice to Appear. See Chapter 5-Calendar for information on viewing scheduled events.

Adjourning / Rescheduling Events

Adjourning a future event removes it from the court calendar and updates the Register of Actions.

To adjourn a scheduled event you need to add a new entry on the Actions Update (ACT) screen as follows:

1. Use the same description as the event, but change the action code of **C** (scheduled) to **J** (adjourned). In the example below, **MOC** to **MOJ**.
2. Repeat the calendar date and time in the *Nxt Court Date* field.

Option		Pty		Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court	
v							\$\$\$\$\$\$\$.cc			Date	Time A/P
	D01				070706	MOC44					
	ALL				070706	MOC44				071406	830 A
	P01				071206	STF		TO ADJ.			
	ALL				071306	MOJ44				071406	830 A
091 Days From 112706 is 022607											

BGN _____
 NXT _____ CASE 06-11178 PTY _____ GAR# _____ NAME _____
 F1-Clear F4-Prompt F9-Print ROA F13-OutQ F24-Previous Menu Page/Roll Help

When a modifier is used to further explain the type of event scheduled, the modifier must also be entered for the adjournment. Repeat the calendar date and time.

Example: Code used to **schedule** Motion to Dismiss: MOC44
 Code used to **adjourn** Motion to Dismiss: MOJ44

When a “next judge” has been entered on the scheduling line, you must include that judge’s bar # on the adjourned line to remove it from the calendar.

Entering Dispositions

The following codes are used to enter dispositions on the Actions Update (ACT) screen. The party must be a defendant-type party, e.g. D, E, F, G, H or I. See Appendix E. Do not enter the party code of ALL.

Jury Verdicts:

JGE65 Judgment by Jury Entered
DSE65 Dismissal by Jury Entered

Bench Verdicts:

JGE66 Judgment by Judge/Magistrate Entered
DSE66 Dismissal by Judge/Magistrate Entered

Uncontested Cases, Defaults, Settlements:

JGE Judgment Entered - use any modifier to further explain the type of Judgment entered except 65, 66 and XF
SEE Settlement Agreement Entered
SDG Summary Disposition Granted

Transferred Cases:

ORE25 Order for Removal to General Civil Entered
ORE07 Order for Change of Venue Entered
ORE34 Order (Transmit to Circuit Court) Entered

Dismissals by Party:

DSE Dismissal Entered - use any modifier except 14, 20, 65, 66, 74
ARL Arbitration Ordered

Dismissal by Court:

DSE14 Dismissal for Lack of Progress Entered
DSE20 Dismissal for Lack of Service Entered
DSE74 Dismissal for No Cause of Action Entered

Stay of Proceedings:

ORR56 Order for Bankruptcy Stay Received
OREZ2 Order for Stay of Proceedings Entered

Other Dispositions:

DIE Administratively Closed
JGEXF Judgment (Foreign) Entered

Setting Aside Judgments, Agreements & Dismissals

There are three options to set aside judgments. Choose the most appropriate code for your situation. Setting aside a judgment will change the status of the party/case from CLSD to PEND.

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE										PEND	
Court 2 Case 06-10103										- Type GC File Date 90406 Judge 12345											
P01 KEYSTONE/JAMES/										D01 BAKER/SONIA/S											
Option					Amount																
v	Pty	Gar#	Date	Code	\$\$\$\$\$\$\$.c¢	Misc.	Bar #	Date	Time	A/P											
-	P01		90406	SCF	4750.00																
-	D01		90406	SCI		ATTY															
-	D01		91106	SCS93	11.25																
-	D01		101606	JGE67	4761.25																
-	ALL		101606	JGM																	
-	D01		102006	MOC51				103006	200	P											
-	D01		103006	ORE51																	

ORE51 - Order to Set Aside Default Judgment

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE										PEND	
Court 2 Case 06-48888										- Type GC File Date 81506 Judge 35687											
P01 MEYERS/LINDA/										D01 APPLETON/JAMES/											
Option					Amount																
v	Pty	Gar#	Date	Code	\$\$\$\$\$\$\$.c¢	Misc.	Bar #	Date	Time	A/P											
-	ALL		110206	TRC			12345	111506	100	P											
-	ALL		111506	TRH																	
-	D01		111506	JGE66	550.00																
-	D01		112006	APF			36552														
-	ALL		112006	MOC69				120406	900	A											
-	D01		120406	ORE69																	
-																					
-			111506	TRIAL HELD ON RECORD. COURT RECORDER AMY																	
-			111506	SUTHERLAND #4321																	

ORE69 - Order to Set Aside Judgment

If neither of the above examples apply, use code **ACF76** - Action to Reopen Case Filed.

 **Orders for New Trial or Appeal**

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE			PEND			
Court 2 Case 06-10104										- Type GC			File Date 70606		Judge 12345	
P01 KRSTAL/JEAN/A										D01			SIMS/ARTHUR/			
Option	v	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court							
		ALL		073006	TRC				082106	900	A					
		ALL		082106	TRH											
		D01		082106	JGE66	7000.00										
		D01		082206	APF			40404								
		ALL		082206	MOC19				090406	900	A					
		D01		090406	ORE19											

ORE19 - Order Entered for New Trial - use for GC, GZ, LT and SP case types

In the example above, the judgment entered 8/21/06 closed this case; the Order for New Trial on 9/4/06 changed the status to PEND and counted it as reopened for caseload purposes.

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE			PEND			
Court 2 Case 06-11108										- Type SC			File Date 72406		Judge 12345	
P01 MCNAMARA/JOSEPH/										D01			SIMMONS/RALPH/			
Option	v	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court							
		P01		72406	ALF	727.00										
		D01		72406	ALI											
		ALL		72406	HRC38				80706	900	A					
		D01		80706	JGE66	727.00										
		D01		81406	ORE40											

ORE40 - Order Entered to Appeal Decision

ORE40 can be used for any case type, but only reopens a Small Claims case type. Entering an ORE40 on any case type puts the party on the Appeal List. See Chapter 7-Reports.

If an appeal is withdrawn on a Small Claims case, delete the ORE40 from the code section of the screen and enter it as a comment. The status will revert to CLSD and the original judgment and date will stand.

Actions Update (ACT) Screen Shortcuts

The following features are designed to save you time!

Copy Feature

When you need to update the same information for more than one party, you can enter it once and then copy it for the party(s) you designate.

1. Type a **C** in the *Option* field to copy the information from the line above.
2. In the *Pty* field indicate the party for whom you wish to copy the information.

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE										PEND	
Court 2 Case 06-11111										- Type GC File Date 71006 Judge 12345											
P01 STOCKTON/ANDREW/										D01 SANDERSON/JEFFERY/											
Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court													
v	P01		71006	SCF	8032.75		34306														
-	D01		071006	SCI		SMITH															
C	D02																				
-																					
-																					

In this example, after pressing **ENTER** the *Option* field will be blank and the date, code, amount and miscellaneous comment will be copied for D02.

Remember that it will copy everything from the line above. If you do not want all of the information, you may not want to use the copy feature.

SUNNY SPRINGS										CIVIL ONLINE ACTIONS UPDATE										PEND	
Court 2 Case 06-11111										- Type GC File Date 71006 Judge 12345											
P01 STOCKTON/ANDREW/										D01 SANDERSON/JEFFERY/											
Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court													
v	P01		71006	SCF	8032.75		34306														
-	D01		71006	SCI		SMITH															
-	D02		71006	SCI		SMITH															
-																					
-																					
-																					

More *Option* examples can be found on the following page.

It is easy to delete and copy at the same time, as in the example below. Here the service information was entered twice for D01, but should have been entered for D01 and D02. Type a **D** in the *Option* field to delete the second entry for D01 and a **C** on the following line to copy the same information for D02.

SUNNY SPRINGS		CIVIL ONLINE ACTIONS UPDATE					PEND	
Court 2 Case 06-11111		- Type GC		File Date 71006	Judge 12345			
P01 STOCKTON/ANDREW/				D01 SANDERSON/JEFFERY/				
Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court
v					\$\$\$\$\$\$\$.cc			Date Time A/P
-	P01		71006	SCF	8032.75		34306	
-	D01		71006	SCI		SMITH		
-	D02		71006	SCI		SMITH		
-	D01		71506	SCS93	17.50			
D	D01		71506	SCS93	17.50			
C	D02							

After pressing **ENTER** . . .

SUNNY SPRINGS		CIVIL ONLINE ACTIONS UPDATE					PEND	
Court 2 Case 06-11111		- Type GC		File Date 71006	Judge 12345			
P01 STOCKTON/ANDREW/				D01 SANDERSON/JEFFERY/				
Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Court
v					\$\$\$\$\$\$\$.cc			Date Time A/P
-	P01		71006	SCF	8032.75		34306	
-	D01		71006	SCI		SMITH		
-	D02		71006	SCI		SMITH		
-	D01		71506	SCS93	17.50			
-	D02		71506	SCS93	17.50			
-								

See Appendix A for other *Option* codes.

Date Calculator

When the Actions Update screen is accessed with a valid case number on the hop line, 91 days from the current date is initially calculated and displayed on the screen.

This feature is most helpful when a deadline or date is needed and it is expressed in terms of “x” number of days, rather than an actual date. For example, the judge, on June 2, 2006, orders that discovery is to be completed in 120 days and wants the file for review when that period has expired.

The number of *Days* can be changed at any time to calculate and display a new date. The *From* date can also be changed - independently or in combination with a change in the *Days* field.

When the number of *Days* or *From* date is changed, a new future date is displayed after pressing **ENTER**.

Option	v	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	--	Nxt Court	--
		P01		71006	SCF	8032.75		34306			
		D01		71006	SCI		SMITH				
		D02		71006	SCI		SMITH				
		D01		71506	SCS93	17.50					
		D02		71506	SCS93	17.50					

Date calculator

091 Days From 112706 is 022607

BGN _____ At end -- No More Actions

NXT _____ CASE 06-11111 PTY _____ GAR# _____ NAME BAKER

F1-Clear F4-Prompt F9-Print ROA F13-OutQ F24-Previous Menu Page/Roll Help

Change 091 to 120 and change the current date to the date of the judge's order. Press ENTER.

The date the judge wants to see the file is 9/30/06. The case can be scheduled for review (RVC) for that date.

120 Days From 060206 is 093006

BGN _____

NXT _____ CASE 06-11111 PTY _____ GAR# _____ NAME BAKER

F1-Clear F4-Prompt F9-Print ROA F13-OutQ F24-Previous Menu Page/Roll Help

Using the calculator does not update the case in any way, so use it whenever you need to calculate a date!

 **BGN Field**

Another shortcut is the use of the *BGN* (begin) field. As updates occur on the Actions Update screen, more and more screens of information are stored. To see the last information entered, or to go to a specific date of an order or event, you can easily move forward by entering the date you want to access in the *BGN* field.

SUNNY SPRINGS **CIVIL ONLINE ACTIONS UPDATE** **PEND**

Court 2 Case 06-11178 - Type GC File Date 60606 Judge 12345
 P01 HENSON/JAMES/MARTIN D01 MATTHEWS/JOHN/ANDREW

Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Date	Court Time	A/P
v	D01		71206	MOF44						
-	ALL		71206	MOC44				72806	900	A
-	ALL		72806	MOD						
-	ALL		72806	PTC				81606	230	P

091 Days From 112706 is 022607

BGN 060606 At end -- No More Actions

NXT CASE 06-11178 PTY GAR# NAME BAKER

F1-Clear F4-Prompt F9-Print ROA F13-OutQ F24-Previous Menu Page/Roll Help

↑ → **Type in a beginning date and press ENTER**

SUNNY SPRINGS **CIVIL ONLINE ACTIONS UPDATE** **PEND**

Court 2 Case 06-11178 - Type GC File Date 60606 Judge 12345
 P01 HENSON/JAMES/MARTIN D01 MATTHEWS/JOHN/ANDREW

Option	Pty	Gar#	Date	Code	Amount	Misc.	Bar #	Nxt Date	Court Time	A/P
v	P01		60606	SCF	7654.20		45433			
-	D01		60606	SCI		ATTY				
-	D01		61106	SCS93	7.50					
-	D01		62606	APF						
-	D01		62606	ORE39				82206		
-	D01		71206	ANF						

091 Days From 112706 is 022607

BGN

NXT CASE 06-11178 PTY GAR# NAME BAKER

F1-Clear F4-Prompt F9-Print ROA F13-OutQ F24-Previous Menu Page/Roll Help

Screen now displays events starting with 6/6/06


```

SUNNY SPRINGS          CIVIL ONLINE ACTIONS UPDATE          PEND
Court 2 Case 06-11175   - Type GC File Date 112006 Judge 12345
P01 NEVERS/MICHELLE/   D01 STEEN/MARSHALL/

Option
v  Pty Gar# Date   Code  Amount  Misc.  Bar #  --  Nxt Court  --
  P01  _  112006  SCF   10000.00  _      40404  _  _  _
  D01  _  112006  SCI   _        ATTY   _      _  _  _
  D02  _  112006  SCI   _        ATTY   _      _  _  _
  D01  _  111406  SCS93  7.50    _      _  _  _  _
  D01  _  111406  SCS93  7.50    _      _  _  _  _
  D02  _  111506  ANF    _        _      _  _  _  _
  ALL  _  _        _      _        _      _  _  _  _

  102306  FILING FEE PAID          $25.00  RCPT # D100462
  102306  CASH TENDERED

  _
  _
  _
  _
  _

          091 Days From 112706 is 022607
BGN  _ _ _ _ _ At end -- No More Actions
NXT  _ _ _ _ _ CASE 06-11175  PTY  _ _ _ GAR#  _ _ _ NAME  _ _ _ _ _
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
    
```

With your cursor in a blank Code field, press F4-Prompt

```

SUNNY SPRINGS          CIVIL ONLINE ACTIONS UPDATE          PEND
Court 2 Case 06-11175   - Type GC File Date 112006 Judge 12345
P01 NEVERS/MICHELLE/   D01 STEEN/MARSHALL/

Opt  Trigger Code Selection by Code
v  Position to:  _____ Building Code: DVC
  1=Select

  Opt Code  Description
  -  DFE  DEFAULT ENTERED
  -  DFI  DEFAULT ISSUED
  -  DIE  ADMIN DISP. ENTERED
  -  DSE  DISMISSAL ENTERED
  1  DVC  DISCOVERY SCHEDULED
  ↑  FLR  FILE RECEIVED
  -  HRC  HEARING SCHEDULED
  -  HRH  HEARING HELD
  -  IPR  INSTALLMENT RECEIVED
  -  JGE  JUDGMENT ENTERED

  More..
  F7-Alt Seq  F9-Descriptions  F10-Actions  F11-Modifiers
  F24-Exit  Roll/Page

BGN
NXT
    
```

First screen displays Trigger Codes (by description or F7-Alt Seq to access by code). Use F9 for Description codes, F10 for Action codes and F11 for Modifiers

```

SUNNY SPRINGS          CIVIL ONLINE ACTIONS UPDATE          PEND
Court 2 Case 06-11175  - Type GC File Date 112006 Judge 12345
P01 NEVERS/MICHELLE/          D01 STEEN/MARSHALL/

Opt  Modifier Code Selection by Code
v   Position to: _____ Building Code: DVC02
-   1=Select
-   ^Future Code  *Expired Code
-   Opt Code Description
-   - ^ Z2 TO CLOSE CASE
-   - Z1 CASE TYPE CHANGE
-   - Z2 TO STAY PROCEEDINGS
-   - Z3 TO REMOVE FROM APPEAL
-   - 01 BY DEFENDANT
-   - 1 02 BY PLAINTIFF ←
-   - 03 DAMAGES
-   - 04 FOR DISCOVERY SANCTIONS
-   - 05 FOR APPT OF G.A.L.
-
-   More..
-   F7-Alt Seq  F9-Triggers  F10-Descriptions  F11-Actions
-   F24-Exit  Roll/Page
BGN
NXT
    
```

Press F11-Modifiers - locate the modifier by description or code and type a 1 in the Opt field to select it; press ENTER. The Building Code field now shows DVC02 - Discovery by Plaintiff Scheduled. When F24-Exit is pressed to return to the Actions Update screen, the new code is transferred to the Code field. See below.

```

SUNNY SPRINGS          CIVIL ONLINE ACTIONS UPDATE          PEND
Court 2 Case 06-11175  - Type GC File Date 112006 Judge 12345
P01 NEVERS/MICHELLE/          D01 STEEN/MARSHALL/

Option
v   Pty Gar# Date Code Amount Misc. Bar # Date Time A/P
-   P01  ___ 112006 SCF 10000.00  ___ 40404  ___  ___  ___
-   D01  ___ 112006 SCI  ___  ATTY  ___  ___  ___
-   D02  ___ 112006 SCI  ___  ATTY  ___  ___  ___
-   D01  ___ 111406 SCS93 7.50  ___  ___  ___  ___  ___
-   D01  ___ 111406 SCS93 7.50  ___  ___  ___  ___  ___
-   D02  ___ 111506 ANF  ___  ___  ___  ___  ___
-   ALL  ___ 111506 DVC02  ___  ___  ___  ___  ___
    
```

All prompt windows function in basically the same way. The Bar # field prompt was described earlier in this chapter beginning on page 2-8. It accesses the Attorney File. Complete details about the Attorney File can be found in Chapter 9-Code Files.

Garnishment Update Screen (GAR)

The Garnishment Update (GAR) screen is used to add or update **post-judgment** garnishments against Defendants, Cross Party Defendants, Counter Party Defendants, Third Party Defendants, Defendants by Intervention, and Garnishee Defendants.

To access the screen:

- Type **GAR** in the *Nxt* field.
- Type the case number in the *Case* field.
- Type the party type and number in the *Pty* field.
- Type the garnishment number for the party in the *Gar #* field; press **ENTER**.

Scroll forward and backward through the garnishment screens when multiple garnishments exist for the specific party. Adding a specific garnishment number on the hop line turns off paging for that transaction.

Entries to add, change or delete information generate corresponding text entries on the Actions Update (ACT) screen. After a garnishment is added, it can only be deleted through the Delete (DEL) screen.

Criteria

The following criteria must be met to enter a garnishment:

- Defendant must be closed with a judgment code (JGE*) or an administrative closure (DIE) on the Actions Update screen.
- The garnishment issue date must be at least 21 days after the judgment date.
- A Satisfaction of Judgment (SJF or JGZ) has not been entered.
- An Order for Bankruptcy Stay (ORR56) is not in effect.
- For periodic garnishments, a motion for installment payments has not been filed, scheduled or granted.

See page 2-41 for more details.

If there was a settlement agreement, it must be set aside and a judgment entered before a garnishment is allowed.

Entering a Garnishment

Required fields: *Garnishment No.*, *Garnishee No.*, *Name*, *Garn Type*, and *Issue Date*. Add any additional fields of information and press **ENTER**. The case status will change to **GARN**. See Appendix A-Master List of Field Descriptions.

SUNNY SPRINGS		CIVIL	ONLINE	GARNISHMENT	UPDATE	GARN
Court <u>2</u>	Case <u>06-10101</u>	- GC	File Date <u>100606</u>	Judge <u>12345</u>		
P01 <u>ANDREWS/MATTHEW/JOHN</u>		D01 <u>STOCKTON/TIMOTHY/</u>				
Garnishment No. <u>1</u>	of <u>2</u>	Defend. <u>D01</u>	<u>STOCKTON/TIMOTHY/</u>			
Garnishee No. <u>1</u>	<u>D01</u>		SS# _____			
Name <u>WAL-MART//</u>	Phone No (<u> </u>) _____					
Addr <u>245 LOCHER STREET</u>	City <u>LANSING</u>		ST <u>MI</u>	Zip <u>48933</u>		
Garn Type <u>P</u>	Judgment Due <u>6250.00</u>	Receipt# _____		Fees _____		
Issue Date <u>111406</u>	Exp Date <u>21307</u>	_____		_____		
Service Date <u>111406</u>	_____		_____		_____	
Initial Disclosure Date <u>111706</u>	Amount <u>150.00</u>	Def Serve Date <u>111406</u>	_____			
Not Indebted _ Reason _____	Pre-empted Date _____					
Comment: _____						
Close Date _____	Reason _____					
Final Statement Date _____	Amount _____					
NXT ___ CASE <u>06-10101</u> PTY <u>D01</u> GAR# <u>1</u> NAME _____						
F1-Clear Screen F2-Periodic Detl F4-Prompt F6-Mod F24-Prev Menu Page/Roll Help						

Expiration Date is filled in for you after pressing ENTER.

In this example of a periodic garnishment, service and disclosure have also been updated.

Garnishment numbers are assigned by the user, beginning with the number 1, and are numbered consecutively for each Defendant on the case.

SUNNY SPRINGS		CIVIL	ONLINE	GARNISHMENT	UPDATE	GARN
Court <u>2</u>	Case <u>06-10101</u>	- GC	File Date <u>100606</u>	Judge <u>12345</u>		
P01 <u>ANDREWS/MATTHEW/JOHN</u>		D01 <u>STOCKTON/TIMOTHY/</u>				
Garnishment No. <u>2</u>	of <u>2</u>	Defend. <u>D01</u>	<u>STOCKTON/TIMOTHY/</u>			
Garnishee No. <u>2</u>	<u>D01</u>		SS# _____			
Name <u>NATIONAL CITY BANK//</u>	Phone No (<u> </u>) _____					
Addr <u>222 W. MICHIGAN AVE.</u>	City <u>LANSING</u>		ST <u>MI</u>	Zip <u>48933</u>		
Garn Type <u>N</u>	Judgment Due <u>6250.00</u>	Receipt# _____		Fees _____		
Issue Date <u>111406</u>	Exp Date <u>21307</u>	_____		_____		
Service Date <u>111406</u>	_____		_____		_____	
Initial Disclosure Date <u>111706</u>	Amount <u>2250.00</u>	Def Serve Date <u>111406</u>	_____			
Not Indebted _ Reason _____	_____					

The *Garnishee No.*, assigned by the user, associates a garnishee with a defendant for the specified case. The number should begin with 1 and be numbered consecutively for each garnishee, i.e., #1 is Wal-Mart, the defendant's employer; #2 is National City Bank, the defendant's bank, etc. Once assigned, the number cannot be modified. After the number has been established for this defendant/case, prompt and select it for all future garnishments for that garnishee defendant rather than typing it every time.

With your cursor in the *Garnishee No.* field, press **F4-Prompt** to display all garnishees associated with this defendant. You may select, change, delete or add garnishees. See Appendix A-Master List of Field Descriptions for additional information.

```

SUNNY SPRINGS CIVIL ONLINE GARNISHMENT UPDATE GARN
Court 2 Case 06-10101 - GC File Date 100606 Judge 12345
P0
Garnishees for this Defendant
Ga Position to: __
Ga 1=Select 2=Change 4=Delete
Na Opt Name
Ad - 1 WAL-MART//
Ad 245 LOCHER STREET
Ga
Is LANSING MI 48933
Se - 2 NATIONAL CITY BANK//
In 222 W. MICHIGAN AVE.
No
Co LANSING MI 48933
CL
Fi Bottom
NXT F6-Add F24-Exit
F1 /Roll Help
    
```

If you believe the garnishee defendant is already in your court's system, place your cursor on the *Name* field and press **F4-Prompt**. The master list of garnishee defendants will appear. When you find the garnishee defendant for your case, select 1 in the *Opt* field and press **ENTER**. Garnishee defendant's name, address and telephone number fields will populate. If the garnishee defendant is not found, enter the garnishee defendant's name, address, telephone number, garnishment type and amount of judgment. When you press enter, the garnishee defendant will then be added to the master list of garnishee defendants. **The name must contain two slashes (//).**

```

Garnishee No. 1 D01 SS#
Name WAL-MART// Phone No ( )
Addr 245 LOCHER STREET
Addr City LANSING ST MI Zip 48933
Garn Type P Judgment Due 6250.00 Receipt# Fees
    
```

Add the name, address and Garn Type: P-Periodic, N-Non-Periodic, I-Income Tax


```

SUNNY SPRINGS CIVIL ONLINE GARNISHMENT UPDATE GARN
Court 2 Case 06-10101 - GC File Date 100606 Judge 12345
P01 ANDREWS/MATTHEW/JOHN D01 STOCKTON/TIMOTHY/

Garnishment No. 2 of 2 Defend. D01 STOCKTON/TIMOTHY/
Garnishee No. 2 D01 SS#
Name NATIONAL CITY BANK// Phone No ( )
Addr 222 W. MICHIGAN AVE.
Addr City LANSING ST MI Zip 48933
Garn Type N Judgment Due 6250.00 Receipt# Fees
Issue Date 111406 Exp Date 21307 15.00
Service Date 111406 6.00
Initial Disclosure Date 111706 Amount 2250.00 Def Serve Date 111406
Not Indebted Reason
Comment:
Non Periodic & Income Tax:
Proceeds Date Amt Receipt #
Disburse Date Ck #
Close Date Reason
NXT CASE 06-10101 PTY D01 GAR# 2 NAME
F1-Clear Screen F4-Prompt F6-Mod F24-Previous Menu Page/Roll Help
    
```

The Garnishment Update screen for Non-Periodic and Income Tax garnishments provides for the receipt and disbursement of proceeds. See Appendix A-Master List of Field Descriptions.

```

Garnishment No. 2 of 2 Defend. D01 STOCKTON/TIMOTHY/
Garnishee No. 2 D01 SS#
Name NATIONAL CITY BANK// Phone No ( )
Addr
Addr
Garn 48933
Issue Fees
Serv 15.00
Initi 6.00
Not I 11406
Comme
Non P
Pr
Di
Close
1=Select
Opt Type Description
- 1 Judgment Paid
- 2 Judgment Overpaid
- 3 Expired
- 4 Released from Liability
- 5 Not Indebted
- 6 Proceeds Disbursed
F24-Exit
NXT CASE 06-10101 PTY D01 GAR# 2 NAME
F1-Clear Screen F4-Prompt F6-Mod F24-Previous Menu Page/Roll Help
    
```

F4-Prompt on Reason field. These are the reasons for closure of a garnishment.

Enter a reason for the closure of a garnishment. The garnishment program will insert the following close reasons for you:

- When the *Not Indebted* field is marked with an **X** and the amount field is blank: **5-Not Indebted**.
- When proceeds *Disbursed Date* and *Amount* is entered on a non-periodic or income tax garnishment: **6-Proceeds Disbursed**.
- When Date Generated Notices are requested regularly and the user maintains the garnishment screens, the system will determine and update the following condition: **3-Expired**.

To reopen a garnishment that was closed with reasons 1, 2, 3 or 4:

- Erase the *Close Date*, *Reason* code; press **ENTER**.

To reopen a garnishment that was closed with reason 5:

- Erase the *Close Date*, *Reason* code, the **X** in *Non-Indebted*; press **ENTER**.

To reopen a garnishment that was closed with reason 6:

- Erase the *Close Date*, *Reason*, *Disburse Date* and *Ck #*; press **ENTER**.

In all cases, a comment will be written to the Actions Update screen and Register of Actions that the garnishment has been reopened.

Garnishment Warning Messages

When one of the following codes have been entered on the Actions Update screen, warning messages are displayed on the Garnishment (GAR) and Garnishment Summary (GAQ) screens:

Code(s)	Screen Message
MOF12, MOC12, PEF12, PEC12	Motion for Installment Payments is Filed/Scheduled Petition for Installment Payments is Filed/Scheduled
ORE12	Order for Installment Payments is in effect for PERIODIC garnishments
ORR56	Order for Bankruptcy Stay Received
JGZ or SJF	Satisfaction of Judgment Filed

To remove installment payment messages, enter one of the following codes on the Actions Update screen for the appropriate defendant:

Code(s)	Description
MOD12	Motion for Installment Payments Denied
PED12	Petition for Installment Payments Denied
ORD12	Order for Installment Payments Denied
ORE54	Order to Set Aside Payment Order Entered

To remove a bankruptcy stay warning message enter:

Code(s)	Description
ACF76	Action to Reopen Case Filed (if ORR56 was entered PRIOR to entry of judgment)
ACFY1	Action to Remove Bankruptcy Filed (if ORR56 was entered AFTER the judgment)

“Party not eligible: Judgment not Entered, < 21 days, or Party Dismissed” is displayed on the screen and users are prevented from adding a garnishment when:

- no judgment has been entered on the Actions Update screen for that defendant
- it has been less than 21 days since the judgment was entered
- the closing code is not valid for garnishment proceedings

Case Transfer Screen (TRN)

The Case Transfer (TRN) screen is used to transfer a Small Claims case to General Civil Division, transfer cases from one court to another in a multi-court district, or change case numbers. A transfer of a Small Claims case to General Civil and to another court cannot be performed at the same time. Access the screen by typing **TRN** in the *NXT* field and the assigned case number in the *CASE* field; press **ENTER**.

Existing report requests for the case (labels, forms, etc.) will transfer when the case is transferred or case number changed. Cases with cash receipts will transfer or change, but receipts stay with the case number for which they were originally produced. The receipt detail will remain on the Register of Actions. The following message displays when doing a transfer or change:

**WARNING: Receipt records exist on transfer case
Receipts will NOT be transferred**

If you need to transfer receipt information, you must void and re-ring the receipt.

SUNNY SPRINGS CIVIL ONLINE CASE/TRANSFER **GARN**
 Court 2 Case 06-10101 - Type GC File Date 100606 Judge 12345
 P01 ANDREWS/MATTHEW/JOHN D01 STOCKTON/TIMOTHY/

Case 06-10101 Case type GC

Change Location: New Court Location:
 Change Case No.: New Case Number:
 Transfer SC to GC: New Case Number:

NXT CASE 06-10101 PTY GAR# NAME
F1-Clear Screen F24-Previous Menu Help

Case Transfer

To change court location, type an **X** in the *Change Location* field and the location number in the *New Court Location* field; press **ENTER**. Messages and text action updates are similar to the examples for case number changes and transfers from Small Claims to General Civil found on the following pages.

SUNNY SPRINGS	CIVIL ONLINE CASE/TRANSFER	PEND
Court 2 Case <u>06-10101</u>	- Type <u>GC</u> File Date <u>60606</u> Judge <u>12345</u>	
P01 <u>ANDREWS/MATTHEW/JOHN</u>	D01 <u>STOCKTON/TIMOTHY/</u>	
Case <u>06-10101</u> Case type <u>GC</u>		
Change Location: <u> </u>	New Court Location: <u> </u>	
Change Case No.: <u>X</u>	New Case Number: <u>06-10106</u>	
Transfer SC to GC: <u> </u>	New Case Number: <u> </u>	
Press Enter to Process Request // F1 or F24 to cancel request		
NXT <u> </u> CASE <u>06-10101</u> PTY <u> </u> GAR# <u> </u> NAME <u> </u>		
F1-Clear Screen F24-Previous Menu Help		

Changing case number on Transfer screen

To change a case number:

- Type an **X** in the *Change Case No.* field.
- Type the correct case number in the *New Case Number* field.
- Press **ENTER**.

A message will display: *Press Enter to Process Request // F1 or F24 to cancel request.* This gives you an opportunity to review your screen for accuracy before the transfer occurs.

SUNNY SPRINGS	CIVIL ONLINE CASE/TRANSFER	PEND
Court 2 Case <u>06-10101</u>	- Type <u>GC</u> File Date <u>60606</u> Judge <u>12345</u>	
P01 <u>ANDREWS/MATTHEW/JOHN</u>	D01 <u>STOCKTON/TIMOTHY/</u>	
Case <u>06-10101</u> Case type <u>GC</u>		
After the transfer, applicable record counts are displayed.		
	<u> </u> 2 Parties Transferred	
	<u> </u> 3 Actions Transferred	
	<u> </u> Garnishments Transferred	
	<u> </u> Dockets Transferred	
Change Location: <u> </u>	New Court Location: <u> </u>	
Change Case No.: <u>X</u>	New Case Number: <u>06-10106</u>	
Transfer SC to GC: <u> </u>	New Case Number: <u> </u>	
CHANGE CASE SUCCESSFUL		
NXT <u> </u> CASE <u>06-10101</u> PTY <u> </u> GAR# <u> </u> NAME <u> </u>		
F1-Clear Screen F24-Previous Menu Help		

```

SUNNY SPRINGS          CIVIL ONLINE ACTIONS UPDATE          GARN
Court 2 Case 06-10105  - Type GC File Date 100606 Judge 12345
P01 ANDREWS/MATTHEW/JOHN          D01 STOCKTON/TIMOTHY/

Option
v  Pty Gar# Date   Code  $$$$$$.cc  Misc.  Bar #  --  Nxt Court  --
-  D01  1  111406  WRSX1    6.00          -          -          -
-  D01  2  111406  WRIX2   15.00          -          -          -
-  D01  2  111506  WRSX1    6.00          -          -          -
-  D01  1  111706  DCF62   150.00 PERIODC  -          -          -
-  D01  2  111706  DCF62  2250.00          -          -          -
-  -   -   -   -   -   -   -   -   -   -
-  -   -   -   -   -   -   -   -   -   -
-  -   -   -   -   -   -   -   -   -   -
- 112806  CHANGED FROM CASE # 06-10101
    
```

Text actions are written to the Actions Update screen and Register of Actions to correspond with the type of transfer made.

When a case number is changed on the Case Transfer screen, the entries from the original case are transferred to the new case number and the old case is deleted. For this reason, transfer information will also appear on the Civil Delete Audit Report described in Chapter 7-Reports.

```

SUNNY SPRINGS          CIVIL ONLINE CASE/TRANSFER          CLSD
Court 2 Case 06-48881  - Type SC File Date 80306 Judge 35687
P01 MEYERS/LINDA/          D01 APPLETON/JAMES/

Case 06-48881 Case type SC

WARNING: Receipt Records Exist on Transfer Case
Receipts Will NOT Be Transferred

Change Location: _ New Court Location: _
Change Case No.: _ New Case Number: _
Transfer SC to GC: X New Case Number: 06-48888

Press Enter to Process Request // F1 or F24 to cancel request

NXT CASE 06-48881 PTY GAR# NAME
F1-Clear Screen F24-Previous Menu Help
    
```

If the Judge field is not filled in, enter the bar # for the judge assigned to the case. The case will not transfer to GC until a judge is assigned.

New Case Number must be different from SC case number.

Transfer from Small Claims to General Civil. Before using this screen you must enter the Order for Removal to General Civil (ORE25) on the Actions Update screen.

```

Case 06-48881 Case type SC

  2 Parties Transferred
  7 Actions Transferred
  Garnishments Transferred
  Dockets Transferred

Change Location: _ New Court Location: _
Change Case No.: _ New Case Number: _
Transfer SC to GC: X New Case Number: 06-48888

TRANSFER CASE SUCCESSFUL
    
```

After pressing ENTER, record counts and “successful” message appear.

```

SUNNY SPRINGS CIVIL ONLINE ACTIONS UPDATE CLSD
Court 2 Case 06-48881 - Type SC File Date 80306 Judge 35687
P01 MEYERS/LINDA/ D01 APPLETON/JAMES/

Option
v Pty Gar# Date Code Amount Misc. Bar # -- Nxt Court --
  P01 80306 ALF 550.00
  D01 80306 ALI
  ALL 80306 HRCSC 81506 830 A
  D01 80706 DMF25
  ALL 81506 ORE25

  102306 FILING FEE PAID $25.00 RCPT # D100465
  102306 CHECK TENDERED 4389
  112806 TRANSFERRED TO CASE # 06-48888
    
```

After the transfer occurs, a text action is written to the Small Claims case indicating the new case number.

```

SUNNY SPRINGS CIVIL ONLINE ACTIONS UPDATE PEND
Court 2 Case 06-48888 - Type GC File Date 81506 Judge 35687
P01 MEYERS/LINDA/ D01 APPLETON/JAMES/

Option
v Pty Gar# Date Code Amount Misc. Bar # -- Nxt Court --
  P01 80306 ALF 550.00
  D01 80306 ALI
  ALL 80306 HRCSC 81506 830 A
  D01 80706 DMF25
  ALL 81506 ORE25

  102306 FILING FEE PAID $25.00 RCPT # D100465
  102306 CHECK TENDERED 4389
  112806 TRANSFERRED FROM CASE # 06-48881
    
```

A text action is also written to new General Civil case indicating previous case number. Note that all other actions entered in the Small Claims case have also transferred.

Delete Screen (DEL)

The Delete screen is used to delete a garnishment, a party (except P01 and D01), or an entire case. Access the screen by typing **DEL** in the *NXT* field and the case number in the *CASE* field. See specific information below for the type of deletion you wish to perform.

Cases with existing cash receipts will delete, but the receipts and Financial ROA (**FIN**) stay with the case number for which they were originally produced unless voided and re-rung to the new case. A warning is given:

**WARNING: Receipt Records Exist on Case
Receipts Will NOT Be Deleted**

SUNNY SPRINGS	CIVIL ONLINE DELETES	PEND
Court <u>2</u> Case <u>06-11175</u>	- Type <u>GC</u> File Date <u>112006</u> Judge <u>12345</u>	
P01 <u>NEVERS/MICHELLE/</u>	D01 <u>STEEN/MARSHALL/</u>	
Case <u>06-11175</u> Case type <u>GC</u> Party <u> </u> Garnish # <u> </u> Comment: _____		
WARNING: Receipt Records Exist on Case Receipts Will NOT Be Deleted		
NXT <u> </u> CASE <u>06-11175</u> PTY <u> </u> GAR# <u> </u> NAME _____ F1-Clear Screen F24-Previous Menu Help		

To delete a case: *PTY* field on hop line must be blank.

To delete a party: Indicate party type and number in the *PTY* field on hop line. Deletion of P01 and D01 is not allowed -- the entire case must be deleted.

To delete a garnishment: In addition to the *PTY* field, enter the garnishment number to be deleted in the *GAR#* field.

For any type of deletion, a comment is required. The deletion and comments will write to the ROA. All deleted cases are reported on the Civil Delete Audit Report described in Chapter 7-Reports.

SUNNY SPRINGS CIVIL ONLINE DELETES **PEND**
 Court 2 Case 06-11175 - Type GC File Date 112006 Judge 12345
 P01 NEVERS/MICHELLE/ D01 STEEN/MARSHALL/

Case 06-11175 Case type GC
 Party _____ Garnish # _____
 Comment: **INSUFFICIENT FILING FEE**

Press Enter to Process Request // F1 or F24 to cancel request

NXT ___ CASE 06-11175 PTY ___ GAR# ___ NAME _____
 F1-Clear Screen F24-Previous Menu Help

To delete the case, type in the reason in the **Comment** field and press **ENTER**.
A confirmation message will appear.

SUNNY SPRINGS CIVIL ONLINE DELETES **DELETED**
 Court 2 Case 06-11175 - Type GC File Date 112006 Judge 12345
 P01 NEVERS/MICHELLE/ D01 STEEN/MARSHALL/

Case 06-11175 Case type GC
 Party _____ Garnish # _____
 Comment: **INSUFFICIENT FILING FEE**

___ 5 Partys Deleted
 ___ 5 Actions Deleted
 ___ Garnishments Deleted
 ___ Docket Records Deleted

**After the deletion,
 applicable record
 counts are displayed.**

SUCCESSFUL DELETE

NXT ___ CASE 06-11175 PTY ___ GAR# ___ NAME _____
 F1-Clear Screen F24-Previous Menu Help

To delete a purged case history party, indicate the party code in the *Party* field; press **F23-Delete** to delete.

```

SUNNY SPRINGS Civil Party History Update 2/06/04 14:54:08
Court 2 Case 99-1015 Case type GC File Date 30399 Purge Date 123103
Judge/Magistrate 12345

Party P01 File Date 30399 Attorney 33433
Name JONES/MARTIN/
Alt Name Alt Name Code

Disposed Date Disposed Code
Last Trigger Date Last Trigger Code
Judgment Satisfied Bankruptcy Stay in Effect

Party D01 File Date 30399 Attorney
Name GOODSON/ANGIE/
Alt Name Alt Name Code

Disposed Date 50199 Disposed Code JGE67
Last Trigger Date 50199 Last Trigger Code JGE67
Judgment Satisfied X Bankruptcy Stay in Effect

NXT CASE 99-1015 PTY GAR# NAME
F1-Clear Screen F23-Delete F24-Prev Menu Roll-Page Help
    
```

To delete the entire purged case history, leave the *Party* field blank and press **F23-Delete** to delete.

When multiple purge dates exist for a case number, indicate the purge date for the record you wish to delete.

```

SUNNY SPRINGS Civil Party History Update 2/06/04 14:56:25
Court 2 Case 99-1015 Case type GC File Date 30399 Purge Date 123103
Judge/Magistrate 12345

Party Name Case/Party Delete Screen
Alt Na Case: 99-1015
Party:
Purge Date: 123103 ( Valid Purge Dates 123103 )

Party Name F23-Delete F24-Exit HELP
Alt Na

Disposed Date 50199 Disposed Code JGE67
Last Trigger Date 50199 Last Trigger Code JGE67
Judgment Satisfied X Bankruptcy Stay in Effect

NXT CASE 99-1015 PTY GAR# NAME
F1-Clear Screen F23-Delete F24-Prev Menu Roll-Page Help
    
```

This space is reserved for your notes.

3

Bond & Trust

In this chapter you will learn how to add, update, inquire about, and delete bond and trust records.



The following screens are covered in this chapter:

Update screen:

- Bond/Rest/Trust/T-A Update (BND), aka the Bond screen

Inquiry screens:

- Bond Alpha Inquiry (BDI)
- Restitution Alpha Inquiry (RSI)
- Trust Alpha Inquiry (TRI)
- All Alpha Inquiry (Bond, Trust, Restitution and T&A Inquiry (AAI))

For purposes of this chapter, the word *bond* shall mean bond, restitution, trust or any trust and agency record, unless otherwise specified.

Bond & Trust Update Screen (BND) aka Bond Screen

The Bond (BND) screen is used to add, modify, close and delete bond, restitution, trust and trust & agency information. Bond and Trust & Agency cash codes entered through the cash receipt process automatically update this file. Access the screen by typing **BND** in the *Nxt* field and press **ENTER**.

Posting a Bond

A bond receipt created through the JIS Cash Module automatically creates a bond record. See Cash User Guide for more details. Receipts created from a different system can be added using the Bond screen. To add bonds, restitution or trust payments that were not receipted through the JIS Cash Module, the following fields are required:

- *Receipt number*
- *Receipt date*
- *Type (if left blank, it will default to 01-Bond)*
- *Post code - See chart below*
- *Division (T=Traffic, C=Civil, or M=Misc)*
- *Bond amount*
- *Name*
- *Depositor (Name of the person posting the bond)*

Optional fields when adding a bond posting are:

- *Case number*
- *Party*
- *Count (valid only for Traffic/Criminal)*

Type	Post Code(s)
01 - Bond	BT01 Cash Bond BT02 10% Bond BT06 Interim Bond BT08 Security Deposit BT09 Combination Bond
02 - Restitution	MYRS
03 - Trust	MYTR
04-99 Trust & Agency	Defined by court

To create a bond record, type in the required fields and press **ENTER**. In addition to creating the record, the information will also appear in the Bond History of the Register of Actions.

When added via the Bond Screen, the “entry date” on bond reports is the current system date regardless of the receipt date entered; when added via Cash, it is the date you are opened for cash transactions. See more information about bond reports in the Cash User Guide.

- Use F7-Bond Inquiry From Line

SUNNY SPRINGS BOND NAME INQUIRY

Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
PARKER//	06-1115	P01	BT01	01	11/15/06	D200097	100.00	OPEN
PARKER/KIM/	06-1115A	D01	BT01	01	11/15/06	D200098	200.00	OPEN
PARKER/KIM/	06-1115A	D01	BT01	01	12/01/06	D200102	100.00	OPEN
PORTER/MARCIA/	02-0901A	D01	BT01	01	09/03/02	D100150	500.00	OPEN
POWELL/REXFORD/	00-3601	D01	BT01	01	06/01/00	D100050	1000.00	OPEN
POWERS/RONALD/	00-1005A	D01	BT01	01	02/01/05	D127626	100.00	OPEN
SIMMONS/DARLENE/					0/99	D331122	500.00	CLSD
SIMMONS/DARLENE/					4/00	D514231	100.00	CLSD
SIMMONS/DARLENE/					3/00	D443343	500.00	OPEN
SMITH/JOHANNA/					3/04	D123456	5000.00	CLSD
SMITH/KAREN/MARIE					4/01	D100116	125.00	CLSD
STANLEY/JAMES/DAF					9/04	D100219	500.00	CLSD
STEVENS/MARY/	05-0811A	D01	BT01	01	08/11/05	D100297	500.00	OPEN
STREVEL/KAREN/	00-1000	P01	BT01	01	09/12/00	D100080	100.00	OPEN
STREVEL/KAREN/JEAN	00-0073	D01	BT01	01	09/13/00	D100084	500.00	CLSD
STREVEL/KARLA/	99-8900	D01	BT01	01	03/01/00	D194583	500.00	CLSD
STREVEL/KEVIN/GENE	00-0512	D01	BT01	01	05/11/99	D930239	500.00	CLSD

NXT BDI CASE _____ PTY ___ GARN# 00 NAME PARKER

Page/Roll **F7-Bond Inquiry From Line** F24-Previous Menu MORE CASES

SUNNY SPRINGS BOND/REST/TRUST/T&A INQUIRY/UPDATE OPEN 12/01/06
 Court 2 10:13:31
 Rcpt D200102 Date 120106 Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

Post Code BT01 Div C Bond Amount 100.00
 Case 06-1115A Party D01 Count
 Name PARKER/KIM/
 Depositor PARKER/KIM/

Paydown Update/Delete

Del 'D'	Pay Code	Date	Check No	Amount	Payee
Paydown Total:					Bond Balance: <u>100.00</u>

NXT ___ CASE _____ PTY ___ GARN# ___ NAME _____
 F1-Clear Screen F5-Mod Case Info F23-Delete Record F24-Previous Menu Help

After pressing F7-Bond Inquiry From Line, you are taken to the BND screen for the name and bond you selected.

Bond Paydowns (Closings)

Bond paydowns are usually made in the Cash module. If the closure does not happen through Cash, you can use the BND screen. Restitution and trust payments are always paid down on the BND screen.

- Enter the code for the corresponding bond type in the *Pay Code* field (see chart below).
- Type in the check *Date*, *Check No.*, and *Amount*.
- If the payee is the same as the depositor, you may leave that field blank and it will copy the depositor name to the payee field; otherwise, type in the payee name.
- Press **ENTER** - *Bond/Rest/Trust/T-A Updated* will appear at the bottom of the screen.

When a bond is closed on the BND Screen, the close date is the current system date, not necessarily the check/transaction date; when closed through Cash, it is the date the register is opened for cash transactions.

Type	Pay Code(s)
01 - Bond	BD03 Bond Refunded BD04 Bond Forfeited BD31 Bond Transferred to Circuit Court BD36 Bond Costs BD37 Bond Applied to Fine & Costs BD39 Bond Transferred to Another Court BD98 Bond Escheated
02 - Restitution	XXRP Restitution Paid
03 - Trust	XXTP Trust Paid
04-99 Trust & Agency	Defined by court. See Code Files Update, Trust & Agency, in the Cash User Guide.

```

SUNNY SPRINGS      BOND/REST/TRUST/T&A INQUIRY/UPDATE  CLOSED      12/04/06
Court 2             120406      10:06:54
Rcpt D200098  Date 111506  Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

Post Code BT01  Div C      Bond Amount 200.00
Case 06-1115A  Party D01  Count 0
Name PARKER/KIM/
Depositor PARKER/KIM/

Del  Pay      Paydown Update/Delete
'D' Code Date  Check No  Amount  Payee
-- --
BD03 120106 3324      200.00  PARKER/KIM/
-- --
-- --
-- --
-- --
-- --
Paydown Total: 200.00

NXT CASE PTY GAR# NAME
F1-Clear Screen F5-Mod Case Info F23-Delete Record F24-Previous Menu Help
    
```

Status is CLOSED after a refund of the bond. Since the closure occurred on the BND screen, the close date is the date the screen was updated, not the date of the check.

The **Bond Balance** field no longer appears when the balance reaches zero. Notice in this example that **Bond Amount** now equals **Paydown Total**.

The example above shows the paydown of a bond. If the posting were restitution, the *Pay Code* would be **XXRP** (restitution paid); if it were a trust posting, the *Pay Code* would be **XXTP** (trust paid).

Only the payee field can be modified once the paydown has been entered. Corresponding changes are reflected on the Check Register and Bond/Rest/Trust/T-A Reports. See Cash User Guide for a detailed explanation of these reports.

 **Deleting a Bond**

Bond records can be deleted by voiding the bond posting receipt or by pressing **F23-Delete Record** on the BND screen. Either of these methods will create an audit trail on the Deleted Bonds Report which is created when Traffic/Criminal Daily Date Generated Notices are requested.

To delete a bond record on the BND screen:

- Retrieve the record.
- Press **F23-Delete Record**. You will get a message:
CONFIRMING - F23 to DELETE Entire RECORD.
If you pressed **F23** in error, pressing **ENTER** will discontinue your attempt to delete the bond posting.
- Press **F23** again to confirm the delete and receive the message:
T/A Record Has Been Deleted.

SUNNY SPRINGS BOND/REST/TRUST/T&A INQUIRY/UPDATE **OPEN** 12/01/06
 Court 2 11:06:31
 Rcpt D200102 Date 120106 Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

Post Code BT01 Div C Bond Amount 100.00
 Case 06-1115A Party D01 Count
 Name PARKER/KIM/
 Depositor PARKER/ANDREW/

Paydown Update/Delete

Del 'D'	Pay Code	Date	Check No	Amount	Payee
Paydown Total:					Bond Balance: <u>100.00</u>

CONFIRMING - F23 to DELETE Entire RECORD

NXT CASE 06-1115A PTY GAR# NAME
 F1-Clear Screen F23-Delete Record F24-Previous Menu

Deleting a Bond Paydown

Bond paydowns can be deleted by voiding the bond paydown receipt through the Cash module or through the BND screen. To delete a paydown using the BND screen:

- Type a **D** in the *Del* field.
- Press **ENTER**. A message will display:
CONFIRMING PAYDOWN DELETE - Enter to Proceed.
- Press **ENTER** to delete the paydown. A new message will display:
Payment Deleted.

Bond paydown deletes are maintained on the BND screen and noted on bond reports, such as the All Activity Report and Open Bond List.

SUNNY SPRINGS BOND/REST/TRUST/T&A INQUIRY/UPDATE OPEN 12/01/06
 Court 2 11:17:38
 Rcpt D200102 Date 120106 Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

Post Code BT01 Div C Bond Amount 100.00
 Case 06-1115A Party D01 Count
 Name PARKER/KIM/
 Depositor PARKER/ANDREW/

Paydown Update/Delete

Del 'D'	Pay Code	Date	Check No	Amount	Payee	
-	<u>BD03</u>	<u>120106</u>	<u>4071</u>	<u>100.00</u>	<u>PARKER/ANDREW/</u>	<u>PAYMENT DELETED</u>
-						
-						
-						
-						
-						
Paydown Total:					Bond Balance:	<u>100.00</u>



NXT CASE 06-1115A PTY GAR# NAME
 F1-Clear Screen F5-Mod Case Info F23-Delete Record F24-Previous Menu Help



Warning! Deleting a bond paydown that closed a bond will change the status to open. This has an impact on the open and closed bond lists. Bonds that were once closed will appear as though they were always open. See the JIS Cash User Guide for more details.

Bond Inquiries

Access to the bonds, restitution, trust, and trust & agency records can be specific to the type of record posted or include all types posted. All of the inquiries have a similar screen format. The only difference is in the column for *Type* and *Code*.

Bond Alpha Inquiry (BDI)

This inquiry displays all cases that have bond records attached to a defendant or civil party, and is sorted by last name. Only bond records (Type 01) are included in this inquiry.

- Type **BDI** on the hop line.
- Type a name or partial name in the *Name* field.
- Press **ENTER**.

SUNNY SPRINGS		BOND NAME INQUIRY							
Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status	
BONNER/BOBBIE/N	05-0912A	D01	BT01	01	09/12/05	D298943	50.00	OPEN	
BRISTOL/CAROL/LYNN	05-0807	D01	BT01	01	01/15/05	D359389	500.00	OPEN	
		01	BT01	01	01/01/00	D100023	500.00	CLSD	
		01	BT01	01	10/23/06	D100461	500.00	OPEN	
		01	BT02	01	02/10/00	D919199	250.00	CLSD	
		01	BT01	01	08/11/05	D100298	250.00	CLSD	
		01	BT01	01	08/11/05	D100299	500.00	OPEN	
		01	BT01	01	07/10/01	D100125	500.00	OPEN	
		01	BT02	01	07/10/01	D100133	500.00	CLSD	
		01	BT01	01	12/01/01	D394892	20.00	OPEN	
		01	BT02	01	09/24/03	D100175	500.00	CLSD	
		01	BT01	01	09/24/03	D100176	500.00	OPEN	
GALBRAITH/VIVIAN/ALI	06-0417C	D01	BT01	01	04/17/06	D311223	500.00	OPEN	
GARRISON/ELIZABETH/	06-1030A	D01	BT01	01	10/10/06	D342893	500.00	OPEN	
GARRISON/RICHARD/PAU	06-0404	D01	BT01	01	04/10/06	D999991	500.00	OPEN	
GILBERT/GARY/R	00-0601	D01	BT01	01	07/10/01	D100131	200.00	CLSD	
GILLIS/ANTHONY/JAMES	04-02156	D01	BT01	01	08/02/04	D525645	500.00	CLSD	

All BDI inquiries have a Code of BT01, BT02, etc., and a Type of 01

NXT **BDI** CASE _____ PTY ___ GARN# 00 NAME **BONNER**

Page/Roll F7-Bond Inquiry From Line F24-Previous Menu MORE CASES

The result of this inquiry shows the first bond record found where the last name started with Bonner.

Restitution Alpha Inquiry (RSI)

This inquiry displays all cases that have restitution records attached to a defendant or civil party, and is sorted by last name. Only restitution records (Type 02) are included in this inquiry.

- Type **RSI** on the hop line.
- Type a name or partial name in the *Name* field.
- Press **ENTER**.

SUNNY SPRINGS RESTITUTION NAME INQUIRY

Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
GABBY/MICHAEL/J	06-1102A	D01	MYRS	02	12/13/06	D100491	75.00	OPEN
GALBRAITH/VIVIAN/ALI	06-0417C	D01	MYRS	02	04/17/06	D311224	110.00	OPEN
GARRISON/ELIZABETH/	06-1030A	D01	MYRS	02	12/13/06	D100493	125.00	OPEN
GARRISON/GEORGE/ARNO	06-9002	D01	MYRS	02	12/13/06	D100492	200.00	OPEN
GARRISON/RICHARD/PAU	06-0400	D01	MYRS	02	04/20/06	D100376	450.00	OPEN
JOHNSON/ERIC/	01-0001	D01	MYRS	02	03/05/04	D100192	150.00	CLSD
LOOPER/WITTICHT/	04-000	D01	MYRS	02	12/12/94	D199898	189.56	OPEN
POINTE/D		D01	MYRS	02	01/14/00	12	500.00	OPEN
SMITH/JO		D01	MYRS	02	06/28/04	D200008	75.00	OPEN
SMOTHERS		D01	MYRS	02	09/16/04	D100266	535.25	OPEN
THOMAS/J		D01	MYRS	02	12/13/06	D100494	175.00	OPEN

All RSI inquiries have a Code of MYRS and a Type of 02

NXT RSI CASE _____ PTY ___ COUNT 00 INQ GABBY _____ ST ___

Page/Roll F7-Restitution Inquiry From Line F24-Previous Menu

The result of this inquiry shows the first restitution record found where the last name started with Gabby.

Trust Alpha Inquiry (TRI)

This inquiry displays all cases that have trust records attached to a defendant or civil party, and is sorted by last name. Only trust records (Type 03) are included in this inquiry.

- Type **TRI** on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

SUNNY SPRINGS TRUST NAME INQUIRY

Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
GARRISON/RICHARD/PAU	06-0401	D01	MYTR	03	12/13/06	D100498	750.00	OPEN
GILBERT/BENNY/J	06-4005	D01	MYTR	03	12/13/06	D100496	500.00	OPEN
JOHNSON/MARIE/	05-0818	P01	MYTR	03	07/25/06	D100407	100.00	OPEN
JONES/MARTIN/R JR	06-0100	D01	MYTR	03	12/13/06	D100497	350.00	OPEN



All TRI inquiries have a Code of MYTR and a Type of 03

NXT TRI CASE _____ PTY D01 COUNT 00 INQ GARRISON ST ___

Page/Roll F7-Trust Inquiry From Line F24-Previous Menu

The result of this inquiry shows the first trust record found where the last name started with Garrison.

 **All Alpha Inquiry (AAI)**

This inquiry displays cases that have all types of trust records attached to a defendant or civil party, and is sorted by last name.

- Type **AAI** on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

SUNNY SPRINGS		TOTAL ALPHA INQUIRY							
Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status	
GABBY/MICHAEL/J	06-1102A	D01	MYRS	02	12/13/06	D100491	75.00	OPEN	
GALBRAITH/VIVIAN/ALI	06-0417C	D01	BT01	01	04/17/06	D311223	500.00	OPEN	
GALBRAITH/VIVIAN/ALI	06-0417C	D01	MYRS	02	04/17/06	D311224	110.00	OPEN	
GARRISON/ELIZABETH/	06-1030A	D01	BT01	01	10/10/06	D342893	500.00	OPEN	
GARRISON/ELIZABETH/	06-1030A	D01	MYRS	02	12/13/06	D100493	125.00	OPEN	
GARRISON/GEORGE/ARNO	06-9002	D01	MYRS	02	12/13/06	D100492	200.00	OPEN	
GARRISON/RIC		D01	BT01	01	04/10/06	D999991	500.00	OPEN	
GARRISON/RIC		D01	MYRS	02	04/20/06	D100376	450.00	OPEN	
GARRISON/RIC		D01	MYTR	03	12/13/06	D100498	750.00	OPEN	
GILBERT/BENN		D01	MYTR	03	12/13/06	D100496	500.00	OPEN	
GILBERT/GARY		D01	BT01	01	07/10/01	D100131	200.00	CLSD	
GILLIS/ANTHO		D01	BT01	01	08/02/04	D525645	500.00	CLSD	
GILLIS/ANTHO		D01	BT01	01	08/30/04	D188777	200.00	OPEN	
GILLIS/ANTHO		D01	BT01	01	08/30/04	D188899	500.00	CLSD	
GREEN/DEBORA		D01	BT01	01	05/26/00	D100040	10000.00	CLSD	
GREEN/DEBORA		D01	BT01	01	05/26/00	D100041	240.00	OPEN	
HALL/JOHN/	04-0301A	D01	BT01	01	06/28/04	D200006	500.00	OPEN	

AAI inquiries include all Trust and Agency Code Types

NXT AAI CASE _____ PTY ___ COUNT 00 INQ GABBY _____ ST ___

Page/Roll F7-Inquiry From Line F24-Previous Menu MORE CASES

The result of this inquiry shows the first trust & agency record found where the last name started with Gabby.

4

Inquiry Screens

The inquiry screens discussed in this chapter are “display only” and have no data input ability. They summarize or contain information added via the cash or civil update screens.



There are two ways to do inquiries:

Inquiry by Name:

- Partial Name (NAM)
- Soundex (SDX)
- Central Name Index (CNI)
- Party History Inquiry (PHI)

Inquiry by Case Number:

- Register of Actions (ROA)
- Financial Register of Actions (FIN)
- Parties Status (STS)
- Garnishment Summary (GAQ)

Note: Bond, Trust and Restitution Inquiries are described in Chapter 3-Bond & Trust

Inquiry by Name

Each of the inquiries are described in full on the following pages.

Screen Name	Hop Code	Information required for <i>Name</i> field	Function
Partial Name	NAM	All or part of a full name	A name inquiry screen for all or part of a defendant's name.
Soundex (Sound alike)	SDX	Last name that sounds like the name you are looking for	A name inquiry screen for last names that sound alike.
Central Name Index	CNI	All or part of a full name	A name inquiry screen for all or part of a defendant's name. Access includes traffic/criminal and civil modules and all JIS courts on the same AS/400, i.e. Circuit, Probate/Juv, and District.
Party History Inquiry	PHI	All or part of a full name	History of all cases for the name specified. This search includes active and purged case information.

Partial Name/Name Inquiry (NAM)

Use this inquiry to access limited information about a case when you have all or part of the defendant's last name. You can begin a search with as few as one character in the *Name* field.

1. Type **NAM** in the *NXT* field on the hop line.
2. Type the last name or portion of the last name in the *Name* field (remember to use slashes when including more than the last name).
3. Press **ENTER**.

SUNNY SPRINGS		CIVIL ONLINE NAME INQUIRY				
Court 2						
Case	Type	Pty	Name	Opposing Party	Sts	
1 03-0416B	GC	P02	BANKS/BETTY/	CUNNINGHAM/DORIS/	PEND	
2 06-0320	SC	P01	BAXTER/TED/	COOK/JAMES/	PEND	
3 06-0320X	GC	P01	BAXTER/TED/	COOK/JAMES/	PEND	
4 040117LT	LT	D01	BENNING/ROGER/JR	SANDPEDDLER APARTMENTS	CLSD	
5 00-0079			BENSON/CHERYL/	SEALED		
6 05-1125	SC	P01	BENTLEY/KATHRYN/	BETCHER/HENRY/	CLSD	
7 03-9112	GC	D02	BERRY/CATHERINE/	VROOMAN/JOHN/A	PEND	
8 00-953	LT	D01	BEST/ANITA/	INGELS/PAUL/	PEND	
9 05-1110	LT	D01	BEST/VIVIAN/	MAPLEBROOK APARTMENTS/	PEND	
10 05-1125	SC	D01	BETCHER/HENRY/	BENTLEY/KATHRYN/	WRNT	
11 04-0411	GC	P01	BETTS/EDWARD/JAMES JR	CONROY/TIMOTHY/RONALD	PEND	
12 04-3556GC1	GC	P01 DBA	BETTY'S BOUTIQUE//	BLACK/DONNA/	PEND	
13 04-3556SC1	SC	P01 DBA	BETTY'S BOUTIQUE//	BLACK/DONNA/	CLSD	
14 05-1111	LT	D01	BILLINGS/THOMAS/	MAPLEBROOK APARTMENTS/	PEND	
15 05-0012	GC	D02	BILLS/PAUL/JR	ROCKPORT/THOMAS/GLEN	CLSD	

NXT ___ CASE 06-1020 PTY ___ GAR# ___ NAME BANKS/BETTY
 Page/Roll F7-ROA From Line F24-Previous Menu Help

Name inquiry for Betty Banks.

To save time, the line numbers on the left side of the screen (1-15) can be substituted in place of the case number in the *Case* field on the hop line when you hop to another inquiry or update screen.

Case number, case type and party are displayed for each case listed. All civil case types are included. The name displayed in the *Name* column corresponds to the party type listed. You will see the *Opposing Party* in the next column.

04-3556GC1 GC P01 DBA BETTY'S BOUTIQUE// BLACK/DONNA/

**When an alternate name has been entered on the Case screen, the Alt-Code will appear in the space before the name on the Name Inquiry screen.
 DBA=doing business as**

This inquiry is also available at a public access terminal. For that reason, sealed cases only display a name and case number.

The *Sts* (status) column will contain one of the following:

PEND	Not all defendants have a disposition
CLSD	All defendants have a disposition
GARN	A garnishment is filed against one or more defendants
DISP	A closed case with a future scheduled event
WRNT	A warrant is filed against one or more defendants

SUNNY SPRINGS CIVIL ONLINE NAME INQUIRY
Court 2

Case	Type	Pty	Name	Opposing Party	Sts
1 03-0416B	GC	P02	BANKS/BETTY/	CUNNINGHAM/DORIS/	PEND
2 06-0320	SC	P01	BAXTER/TED/	COOK/JAMES/	PEND
3 06-0320X	GC	P01	BAXTER/TED/	COOK/JAMES/	PEND
4 040117LT	LT	D01	BENNING/ROGER/JR	SANDPEDDLER APARTMENTS	CLSD
5 00-0079	GC	P01	BENSON/CHERYL/	SEAL	CLSD
6 05-1125	SC	P01	BENTLEY/HENRY/	BENTLEY/KATHRYN/	CLSD
7 03-9112	GC	D02	BERRY/CATHERINE/	VROOMAN/JOHN/A	PEND
8 00-953	LT	D01	BILLS/PAUL/JR	ROCKPORT/THOMAS/GLEN	PEND
9 05-1110	LT	D01	BENTLEY/HENRY/	BENTLEY/KATHRYN/	PEND
10 05-1125	SC	D01	BETCHER/HENRY/	BENTLEY/KATHRYN/	WRNT
11 04-0411	GC	P01	BETTS/EDWARD/JAMES JR	CONROY/TIMOTHY/RONALD	PEND
12 04-3556GC1	GC	P01	DBA BETTY'S BOUTIQUE//	BLACK/DONNA/	PEND
13 04-3556SC1	SC	P01	DBA BETTY'S BOUTIQUE//	BLACK/DONNA/	CLSD
14 05-1111	LT	D01	BILLINGS/THOMAS/	MAPLEBROOK APARTMENTS/	PEND
15 05-0012	GC	D02	BILLS/PAUL/JR	ROCKPORT/THOMAS/GLEN	CLSD

To quickly move to the ROA for a case on this screen, position your cursor anywhere on the line and press F7-ROA from Line.

NXT CASE 06-1020 PTY GAR# NAME BANKS/BETTY
Page/Roll F7-ROA From Line F24-Previous Menu Help

-OR-

SUNNY SPRINGS CIVIL ONLINE NAME INQUIRY
Court 2

Case	Type	Pty	Name	Opposing Party	Sts
1 03-0416B	GC	P02	BANKS/BETTY/	CUNNINGHAM/DORIS/	PEND
2 06-0320	SC	P01	BAXTER/TED/	COOK/JAMES/	PEND
3 06-0320X	GC	P01	BAXTER/TED/	COOK/JAMES/	PEND
4 040117LT	LT	D01	BENNING/ROGER/JR	SANDPEDDLER APARTMENTS	CLSD
5 00-0079	GC	P01	BENSON/CHERYL/	SEAL	CLSD
6 05-1125	SC	P01	BENTLEY/HENRY/	BENTLEY/KATHRYN/	CLSD
7 03-9112	GC	D02	BERRY/CATHERINE/	VROOMAN/JOHN/A	PEND
8 00-953	LT	D01	BILLS/PAUL/JR	ROCKPORT/THOMAS/GLEN	PEND
9 05-1110	LT	D01	BENTLEY/HENRY/	BENTLEY/KATHRYN/	PEND
10 05-1125	SC	D01	BETCHER/HENRY/	BENTLEY/KATHRYN/	WRNT
11 04-0411	GC	P01	BETTS/EDWARD/JAMES JR	CONROY/TIMOTHY/RONALD	PEND
12 04-3556GC1	GC	P01	DBA BETTY'S BOUTIQUE//	BLACK/DONNA/	PEND
13 04-3556SC1	SC	P01	DBA BETTY'S BOUTIQUE//	BLACK/DONNA/	CLSD
14 05-1111	LT	D01	BILLINGS/THOMAS/	MAPLEBROOK APARTMENTS/	PEND
15 05-0012	GC	D02	BILLS/PAUL/JR	ROCKPORT/THOMAS/GLEN	CLSD

Type ROA in the Nxt field and the line number in the Case field; press ENTER. This works for any screen you want to hop to - just use the appropriate 3-letter hop code.

NXT ROA CASE 06-1020 PTY GAR# NAME BANKS/BETTY
Page/Roll F7-ROA From Line F24-Previous Menu Help

Page down to scroll to the end of the alphabet and page up to the point of your original request.

In this example, to find a name that would appear before Banks, type **NAM** in the *Nxt* field and the last name in the *Name* field; press **ENTER**.

Soundex Inquiry (SDX)

Use this inquiry to search for last names that *sound* alike.

1. Type **SDX** in the *NXT* field on the hop line.
2. Type the last name how it sounds in the *Name* field.
3. Press **ENTER**.

SUNNY SPRINGS		CIVIL ONLINE SOUNDEX INQUIRY			
Court 2					
Case	Type	Pty	Name	Opposing Party	Sts
1 04-9119	GC	P01	KLEIN/DENNIS/J	TAYLOR/ROGER/PAUL JR	PEND
2 06-12321	SP	D01	KLYNE/DAVID/	PORTER/RALPH/	PEND
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

NXT CASE 05-1125 PTY GAR# NAME KLINE

Page/Roll F7-ROA From Line F24-Previous Menu Help

This inquiry displays all cases with a last name that “sounds like” Kline.

Party History Inquiry (PHI)

Key information is maintained in this file even after a case has been purged from the system.

1. Type **PHI** in the *NXT* field on the hop line.
2. Type the name in the *Name* field.
3. Press **ENTER**.

SUNNY SPRINGS PARTY HISTORY INQUIRY 12/07/06 09:30:10

NAME: ROBERTS/JOHN CASE TYPE:

SELECTION:

REC	ALT				PURGE
NUM	TYPE	PTY	NAM	NAME	DATE
1	GC	P01		ROBERTS/JOHN/	FREDRICKS/JEFFERY/
2	GC	P01		ROBERTS/JOHN/	CARLTON/STEPHEN/
3	GC	P01		ROBERTS/JOHN/	MCCARTHY/AMY/
4	LT	P01		ROBERTS/JOHN/S	MARKAM/RICHARD/S
5	SC	P01		ROBERTS/JOHN/S	SAMUALS/PETER/J
6	SC	P01		ROBERTS/JOHN/S	SIMPSON/ARTHUR/J
7	GC	P01		ROBERTS/JOHNATHAN/	JAMES/FREDRICK/

NXT CASE PTY GAR# NAME ROBERTS/JOHN

F1-Clear Screen F5-Name list-match on Case Type F6-History all
 F9-Print History F24-Previous Menu HELP

Here are all of the cases where John Roberts is a party.

SUNNY SPRINGS 12/07/06 09:32:24

NAME: ROBERTS/JOHN/S  To narrow the list to cases involving John S. Roberts, change the name in the Name field and press ENTER.

SELECTION:

REC	ALT				PURGE
NUM	TYPE	PTY	NAM	NAME	DATE
1	LT	P01		ROBERTS/JOHN/S	MARKAM/RICHARD/S
2	SC	P01		ROBERTS/JOHN/S	SAMUALS/PETER/J
3	SC	P01		ROBERTS/JOHN/S	SIMPSON/ARTHUR/J

NXT CASE PTY GAR# NAME ROBERTS/JOHN

F1-Clear Screen F5-Name list-match on Case Type F6-History all
 F9-Print History F24-Previous Menu HELP

Now only cases involving John S. Roberts are displayed.

At this point, you can get a history of all cases by pressing **F6-History all**, or you can narrow your search even more by specifying a case type and pressing **F5-Name list-match on Case Type**.

```

SUNNY SPRINGS          PARTY HISTORY INQUIRY          12/07/06
                                                           09:48:52
NAME: ROBERTS/JOHN/S          CASE TYPE: SC
SELECTION:
REC          ALT
NUM TYPE PTY NAM NAME          OPPOSING PARTY          PURGE
  1  SC  P01  ROBERTS/JOHN/S          SAMUALS/PETER/J          DATE
  2  SC  P01  ROBERTS/JOHN/S          SIMPSON/ARTHUR/J
    
```

Two more options are available:

- Identify the Rec Num (record number) of the case history you want to view in the *Selection* field; press **ENTER**.

```

SUNNY SPRINGS          In the Selection field, type in the record
                           number of the case you wish to view.
                           Press ENTER.
NAME: ROBERTS/JOHN/S          : SC          12/07/06
SELECTION: 2          09:48:52
REC          ALT
NUM TYPE PTY NAM NAME          OPPOSING PARTY          PURGE
  1  SC  P01  ROBERTS/JOHN/S          SAMUALS/PETER/J          DATE
  2  SC  P01  ROBERTS/JOHN/S          SIMPSON/ARTHUR/J
    
```

```

SUNNY SPRINGS          PARTY HISTORY INQUIRY          PEND
NAME: ROBERTS/JOHN/S          CASE NO.: 06-13753 SC
Judge: GEORGE W. CROCKETT III          Bar No: 12345
          FILE          DISPO          LAST-TRIGGER
PTY NAME          ATTY          DATE          CODE          DATE          CODE
P01 ROBERTS/JOHN/S          30306          30306 ALF
D01 SIMPSON/ARTHUR/J          30306          30306 ALF
    
```

After pressing ENTER, the party history is displayed for the record number selected. This option gives you a history of all parties on the case.

- The second option is to leave the *Selection* field blank and press **F6-History all**.

SUNNY SPRINGS PARTY HISTORY INQUIRY 12/07/06
10:09:10

NAME: ROBERTS/JOHN

SELECTION:

RECORD NUMBER	CASE NUMBER	PTY	TYPE	JUDGE	ATTY	FILE DATE	DISPO DATE	DISPO CODE	LAST-TRIGGER DATE	LAST-TRIGGER CODE	
<u>1</u>	<u>06-010742</u>	<u>P01</u>	<u>GC</u>	<u>12345</u>	<u> </u>	<u>71406</u>	<u>72006</u>	<u>DSE</u>	<u>72006</u>	<u>DSE</u>	<u>P</u>
<u>2</u>	<u>06-070106</u>	<u>P01</u>	<u>GC</u>	<u>12345</u>	<u> </u>	<u>70306</u>	<u> </u>	<u> </u>	<u>70306</u>	<u>SCF</u>	<u>-</u>
<u>3</u>	<u>06-14898</u>	<u>P01</u>	<u>GC</u>	<u>12345</u>	<u> </u>	<u>60506</u>	<u> </u>	<u> </u>	<u>61206</u>	<u>HRC</u>	<u>-</u>
<u>4</u>	<u>06-10222</u>	<u>P01</u>	<u>LT</u>	<u>12345</u>	<u> </u>	<u>30606</u>	<u> </u>	<u> </u>	<u>30606</u>	<u>SCF</u>	<u>C</u>
<u>5</u>	<u>06-13752</u>	<u>P01</u>	<u>SC</u>	<u>12345</u>	<u> </u>	<u>30306</u>	<u>30706</u>	<u>DSE</u>	<u>30706</u>	<u>DSE</u>	<u>C</u>
<u>6</u>	<u>06-13753</u>	<u>P01</u>	<u>SC</u>	<u>12345</u>	<u> </u>	<u>30306</u>	<u> </u>	<u> </u>	<u>30306</u>	<u>ALF</u>	<u>-</u>
<u>7</u>	<u>06-7722</u>	<u>P01</u>	<u>GC</u>	<u>12345</u>	<u> </u>	<u>20606</u>	<u> </u>	<u> </u>	<u>20606</u>	<u>SCF</u>	<u>-</u>

↑

C-case closed
P-case purged
A blank means the case is open.

NXT CASE 06-14898 PTY GAR# 00 NAME ROBERTS/JOHN

F1-Clear Screen **F9**-Print History **F24**-Previous Menu **HELP**

Once the history is display for the named party, you can use the *Selection* field on this screen to identify a record number for further inquiry.

SUNNY SPRINGS PARTY HISTORY INQUIRY **CLSD**

NAME: ROBERTS/JOHN CASE NO.: 06-14898 GC

Judge: GEORGE W. CROCKETT III Bar No: 12345

PTY	NAME	ATTY	FILE DATE	DISPO DATE	DISPO CODE	LAST-TRIGGER DATE	LAST-TRIGGER CODE		
<u>P01</u>	<u>ROBERTS/JOHN/</u>	<u> </u>	<u>60506</u>	<u> </u>	<u> </u>	<u>80206</u>	<u>MOC51</u>	<u>-</u>	<u>C</u>
<u>D01</u>	<u>MCCARTHY/AMY/</u>	<u> </u>	<u>60506</u>	<u>72006</u>	<u>JGE11</u>	<u>103106</u>	<u>JGZ</u>	<u>S</u>	<u>C</u>
<u>D02</u>	<u>MCCARTHY/NATHAN/</u>	<u> </u>	<u>72006</u>	<u>80106</u>	<u>ORR56</u>	<u>80106</u>	<u>ORR56</u>	<u>B</u>	<u>C</u>

↑

This column is party specific.
S-judgment satisfied
B-bankruptcy stay

The history can be printed by pressing **F9-Print History**.

 **Central Name Index (CNI)**

This inquiry will provide information and ROA access for all Traffic, Criminal, Probation and Civil cases.

You can also access information from other courts who share your AS/400 and use JIS software, including other District Courts, Circuit and/or Probate Courts.

To access the Central Name Index screen:

- 1) Type **CNI** in the *NXT* field on the hop line.
- 2) Press **ENTER**.

CENTRAL NAME INDEX

The Central Name Index contains the names of persons associated with cases that have been entered on the computer.

To locate a particular name, type in the person's LAST NAME in the space below. Then press the ENTER key.

A list of names will be displayed beginning with the name that most closely matches the one you selected.

Enter Surname Here: _____

Press the ENTER key to continue

F1=HELP F3=Exit

First Screen of Central Name Index (CNI)

To locate a particular name in the index:

1. Type the last name or full name (last/first/middle) in the *Enter Surname Here:* field.
2. Press **ENTER**.

You will see a screen like this:

CENTRAL NAME INDEX

Type in an option. Press ENTER.
 Options: 1=Display Case Summary 2=Print Case Summary to OUTQ PRT04
 Position to Name: _____

Opt	Name	Attorney	Date	Party	Court ID	Case No	Petition	Type	Sts
CTN									Pub
---	WILLIAMS AND SONOMA//		A---	P01	D9990	980012		GC	C
---	WILLIAMS DISTRIBUTING CO		A---	P 001	C4803	89-011		CZ	C
---	WILLIAMS//		A---	D01	D9990	99-010		LT	C
---	WILLIAMS//		A---	SE	P44	00017103		SE	C
---	WILLIAMS//		---NA---	SUT	P44	00017103		SE	C
---	WILLIAMS//		---NA---	GD	P44	00016848		GD	C
---	WILLIAMS/ADA/B		---NA---	LIP	P44	00016848		GD	C
---	WILLIAMS/ADA/B		---NA---	WSK	P44	91028664		TR	O
---	WILLIAMS/ADAM/		---NA---	P01	D9992	03-0401C		GC	C
---	WILLIAMS/ALBERT/		---NA---	SE	P44	00006552		SE	C
---	WILLIAMS/ALICE/E		---NA---	SE	P44	00009951		SE	C
---	WILLIAMS/ALICE/E		---NA---	SUI	P44	00009951		SE	C

More...

F1=HELP F3=Exit F5=Work w/Output F11=Alternate View Pageup/down=More Names

Central Name Index beginning with Williams

To obtain help on any field on this screen, place your cursor on the field and press **F1-Help**.

Inquiry by Case Number

Each of the inquiries are described in full on the following pages.

Screen Name	Hop Code	Information required for Inquiry	Function
Register of Actions	ROA	Case number	A complete case history in chronological order.
Financial Register of Actions	FIN	Case number	A complete record of financial receipts.
Party Status	STS	Case number	Key elements of the case - trigger codes, status, critical dates, projected dates, caseload code and disposition date.
Garnishment Summary	GAQ	Case and Pty (party) number	Garnishment history of a specific case for a specific party.

Register of Actions (ROA) Register of Actions Print (RAP)

The Register of Actions is a case history which contains the entire history of the case and starts when the case is initially entered on the system. All actions are displayed in chronological order under *Actions*, *Judgments*, *Case Notes*. Where the Actions Update screen uses a series of codes to update the system, the ROA “spells out” those codes in abbreviated statements.

In addition to the case history, the ROA displays the status of the case in the top right corner of the screen/page. Individual party status is reflected in the body of the ROA. The current date and time is displayed/printed at the end of the register. Each item of information added to the ROA reflects the initials of the clerk who updated the information. Bond and/or Trust actions are also displayed.

To view a Register of Actions:

1. Type **ROA** in the *NXT* field on the hop line.
2. Type the case number in the *Case* field.
3. Press **ENTER**.

To print a Register of Actions without viewing it:

1. Type **RAP** in the *NXT* field on the hop line.
2. Type the case number in the *Case* field.
3. Press **ENTER**.

Court 2 Case 06-1115A Type GC File Date 111506 Judge CROCKETT,GEORGE W. P01 MAPLEBROOK//		D01 PARKER/KIM/		PEND
STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT	REGISTER OF ACTIONS	CASE NO: 06-1115A STATUS: PEND	GC	
Court Address 27777 FRANKLIN SUNNY SPRINGS MI 48034		Court Telephone (810) 555-9999		
JUDGE: CROCKETT,GEORGE W.,III		P-12345		
P01 PLAINTIFF MAPLEBROOK// 476 SEVENTEENTH AVENUE LANSING MI 48911	(PEND)	Attorney P-34306 AARDEMA,ROBERT B., 5360 CASCADE RD SE GRAND RAPIDS MI 49546 (616) 575-2060		
NXT █ CASE 06-1115A PTY ___ GAR# ___ NAME _____ F1-Top F2-Bottom F3/F24-Previous Menu F9-Print F13-OutQ Roll-Page Help				

First screen/page of ROA. Use F2-Bottom to quickly move to the last page of actions added to the Register.

Court 2 Case 06-1115A Type GC File Date 111506 Judge CROCKETT,GEORGE W. P01 MAPLEBROOK//		D01 PARKER/KIM/		PEND
D01 DEFENDANT PARKER/KIM/ 125 WEST WOOD AVE. LANSING MI 48911	(PEND)	P-40404 GANI,G. SAL, 1005 S WASHINGTON AVE LANSING MI 48910 (517) 372-8944		
D02 DEFENDANT PARKER/MATTHEW/ 125 WEST WOOD AVE. LANSING MI 48911	(CLSD)	← Individual party status		
BOND HISTORY: PTY RCPT DT NO.		← Bond History will show on next screen		
NXT █ CASE 06-1115A PTY ___ GAR# ___ NAME _____ F1-Top F2-Bottom F3/F24-Previous Menu F9-Print F13-OutQ Roll-Page Help				

As you page down, more party information is displayed.

Bond History

PEND

Court 2 Case 06-1115A Type GC File Date 111506 Judge CROCKETT,GEORGE W.
 P01 MAPLEBROOK// D01 PARKER/KIM/
 D01 12/01/06 D200102 12/01/06 \$\$ CASH BOND 100.00 OPEN SLS
 3RD PTY DEPOSITOR: PARKER/ANDREW/

DATE	ACTIONS, JUDGMENTS, CASE NOTES	INITIALS
11/15/06		
P01	SUMM & COMPL FILED	\$2,500.00 D1
D01	SUMM & COMPL ISSUED (JONES)	SLS
11/17/06		
D01	SUMM & COMPL PERSONALLY SERVED	\$17.25 SLS
11/20/06		
ALL	PRE-TRIAL SET 12/01/06 08:30A	SLS
11/30/06		
D02	DISMISSAL BY PLAINTIFF ENTERED	SLS
12/04/06		
P01	APPEARANCE FILED AARDEMA,ROBERT P-34306	SLS

NXT CASE 06-1115A PTY GAR# NAME
 F1-Top F2-Bottom F3/F24-Previous Menu F9-Print F13-OutQ Roll-Page Help

Actions, Judgments and Case Notes follow in chronological order.

PEND

Court 2 Case 06-1115A Type GC File Date 111506 Judge CROCKETT,GEORGE W.
 P01 MAPLEBROOK// D01 PARKER/KIM/
 ALL PRE-TRIAL HELD SLS
 PRETRIAL CONFERENCE ON RECORD, COURT RECORDER SLS
 #4321 SUTHERLAND SLS
 12/04/06
 D01 APPEARANCE FILED GANI,G. SAL, P-40404 SLS

*** END OF REGISTER *** 12/06/06 09:22 DCY 252 (6/82) CIVIL REGISTER OF ACTIONS

NXT CASE 06-1115A PTY GAR# NAME
 F1-Top F2-Bottom F3/F24-Previous Menu F9-Print F13-OutQ Roll-Page Help

Quickly move back to the first page of the ROA by using F1-Top.

Print options and more examples of the Register of Actions can be found in Chapter 6-Forms, Labels & Mailers.

Parties Status (STS)

The Parties Status screen displays key pieces of information at a glance. It can be used:

- when making conference calls - all phone numbers are displayed in one place.
- to answer inquiries like: Is the defendant served yet? When can I file a default judgment? How long before the case is dismissed for no progress?
- to see how the case was counted for caseload purposes.
- to view the current status of the case and/or a specific party.
- to reveal deleted actions and/or determine entry date of actions.

In addition to displaying actions and events, it also calculates future dates based on trigger codes entered on the Actions Update screen. Those dates include:

- Summons expiration date (based on filing date and extensions granted).
- Answer due date or Default Entry date (based on service).
- No progress date (based on date of last trigger code entered).

To access the status screen:

1. Type **STS** in the *NXT* field on the hop line.
2. Type the case number in the *Case* field.
3. Press **ENTER**.

SUNNY SPRINGS	CIVIL PARTIES STATUS	PEND
Court 2 Case 06-15890	Type GC File Date 12/14/06 Judge 12345	
	Caseload Disp Date: _____ Code: _____	
P01 SMITH/NANCY/ Att: HAADSMAN, JAMES T., Last Trigger Code: PTC 121906 Next Trigger Code: PTC 122906 900 A	Phone : 517 487-1234 Phone : 269 968-2215 Srv : Ans :	Filed : 121406 Sum/Exp: Ans/Due: NoPrg :
Disposed: Status: PEND		
D01 STRAUSS/ANDREW/ Att: NEUMANN, JENNIFER L., Last Trigger Code: PTC 121906 Next Trigger Code: PTC 122906 900 A	Phone : Phone : 313 234-7142 Srv : 121506 Ans : 121806	Filed : 121406 Sum/Exp: 31507 Ans/Due: 10507 NoPrg : 33007
Disposed: Status: PEND		
Att: Last Trigger Code: Next Trigger Code: Disposed: Status:	HNS :	
NXT ___ CASE 06-15890 PTY ___ GAR# ___ NAME _____		
F6-Detail Actions F8-Caseload Actions F24-Previous		

Srv - Service Date
Ans - Answer Date

Sum/Exp - Summons
Expiration Date

Ans/Due - Answer due
date based on type of
service

NoPrg - No progress date
based on last Trigger
code entered

```

SUNNY SPRINGS          CIVIL PARTIES STATUS          PEND
Court 2 Case 06-15890    Type GC File Date 12/14/06 Judge 12345
                        Caseload Disp Date: _____ Code: _____
P01 SMITH/NANCY/        Phone : 517 487-1234 Filed : 121406
Att: HAADSM, JAMES T., Phone : 269 968-2215 Sum/Exp:
Last Trigger Code: PTC 121906 Srv : Ans/Due:
Next Trigger Code: PTC 122906 900 A Ans : NoPrg :
                        Disposed:
                        Status: PEND
    
```

Caseload Disp Date and Code is displayed when all defendants have a disposition entered. See Chapter 7 for District Court Caseload information. The status of the case is also displayed in the upper right corner.

```

D01 PETERSON/JEFFREY/   Phone :           Filed : 60606
Att: PEBLEY, DONALD C., Phone : 616 774-8181 Sum/Exp: 90506
Last Trigger Code: PTH 62106 Srv : 61006 Ans/Due: 70106
Next Trigger Code: PTC 62106 830 A Ans : 61306 NoPrg : 92006
                        Disposed:
                        Status: PEND
    
```

The Last and Next Trigger Codes and Dates are displayed for each party, as well as the party's status.

```

NXT ___ CASE 06-111555 PTY ___ GAR# ___ NAME _____
F6-Detail Actions F8-Caseload Actions F24-Previous Menu Page/Roll Help
    
```

Press F6-Detail Actions to reveal deleted information and entry dates. See example below.

```

SUNNY SPRINGS          CIVIL ACTIONS in Action Date Sequence
CASE 06-15890 TOTAL RECORDS 7
PTY DATE CODE NUM CLERK ENTRY DATE ENTRY TIME DELETE DT
P01 12/14/2006 SCF 1 SLS 12/14/2006 13:39:41:86
D01 12/14/2006 SCI 2 SLS 12/14/2006 13:40:19:19
D01 12/15/2006 SCS93 1 SLS 12/15/2006 10:04:02:68
D01 12/18/2006 APF 1 SLS 12/18/2006 10:10:06:09
D01 12/18/2006 ANF 2 SLS 12/18/2006 10:10:06:09
ALL 12/18/2006 PTC 3 SLS 12/19/2006 7:40:17:49 12/19/2006
ALL 12/19/2006 PTC 1 SLS 12/19/2006 7:40:46:87
    
```

New option: F7-Alt Seq will list actions in ENTRY DATE sequence. The current case status now appears in the upper right corner.

Dates appear in chronological order as it does on the Actions Update screen.

Shows date and time clerk entered the information.

Shows date clerk deleted an action. When a delete occurs, the original Clerk, Entry Date and Entry Time are replaced to show who performed the delete and when.

F24-Prior F9-Print F13-Outq Page/Roll

Garnishment Summary (GAQ)

Use the Garnishment Summary inquiry to display garnishment history on a specific case for a specified party. You may page backward and forward through the display when there is more than one screen of information.

To access this screen:

1. Type **GAQ** in the *NXT* field on the hop line
2. Type the case number in the *Case* field **AND** the party type and number in the *Pty* field
3. Press **ENTER**

SUNNY SPRINGS		CIVIL ONLINE GARNISHMENT SUMMARY				GARN	
Court 2 Case 06-10106		- Type GC		File Date 60606	Judge 12345		
P01 SMITH/ANDREW/M				D01 MIKADO/JAMES/A			
Garnishment Total: 3		Defendant: D01 MIKADO/JAMES/A					
Gar #	Issue Date	Service Date	Disclosure Date / Amount	Proceeds Recv Date / Amount	Disbursement Date / Check #		
1	8/18/06 PERIODIC	8/20/06	8/24/06 75.00 GARN-DEFN# 01 KROGER//		(XP: 11/17/06)		
2	8/18/06 NON-PER 8/26/06	8/21/06 CLOSED	8/26/06 2475.00 GARN-DEFN# 02 NATIONAL CITY BANK// Proceeds Disbursed	8/26/06 2475.00	8/26/06 4456 (XP: 11/17/06)		
3	8/18/06 INC TAX	8/21/06	GARN-DEFN# 03 MICHIGAN DEPT OF TREASURY//		(XP: 10/31/06)		
NXT ___ CASE 06-10106 _ PTY D01 GAR# _3 NAME _____ F24-Previous Menu Roll-Page Help							

Each garnishment is listed showing the issue date, service date, disclosure date and amount, proceeds received date and amount, and disbursement date and check number. Also included is the type of garnishment, the garnishee defendant number and name, and the date the garnishment expires.

This is much easier to use than the ROA when you need information about a garnishment because it only shows garnishment activity.

5



Calendar

The calendar program offers a variety of ways to view and print calendar (docket) entries. The features are available by individual judge, magistrate, probation officer, special assignment for an individual or department, or for cases that are unassigned.

Calendar Type	Features
Month at a Glance	<ul style="list-style-type: none"> • Court holidays - full or partial days • Judge/Magistrate availability - full or partial days • Highlights days with events already scheduled • Can be displayed and/or updated
Courtroom Calendar	<ul style="list-style-type: none"> • Case number, case type, name, attorney or officer, type of proceeding and charge listed by time for specified day • Non-case related matters, e.g. marriages, meetings • Can be displayed and/or printed
Calendar Summary	<ul style="list-style-type: none"> • Display and/or print a summary of each proceeding type scheduled for the day or date range specified
Party Calendar	<ul style="list-style-type: none"> • Prints an alphabetical case listing of people scheduled to appear in court for the day or date range specified
Central Calendar/Combined Calendar	<ul style="list-style-type: none"> • Display and/or print calendar for one date or date range for judge, including all cases set for all courts on the same AS/400
Various Print Options	<ul style="list-style-type: none"> • Week at a Glance • Party Calendar by day or date range • Courtroom Calendar by day or date range • Print Traffic/Criminal cases only • Print Civil cases only • Print all cases by day or date range

Month at a Glance Calendar

The Month at a Glance calendar is used to view days the judge or magistrate is available to schedule events, days that events are already scheduled and court holidays or days the court is closed.

To access the Month at a Glance calendar:

- 1) Type **CAL** in the *NXT* field on the hop line
- 2) Press **ENTER**.

The first screen that will be displayed will be the Month at a Glance calendar for *No Specific Judge* (no judge assigned).

2 SUNNY SPRINGS		Month at a Glance NO SPECIFIC JUDGE NOVEMBER 2006						Bar#:
		Mon	Tue	Wed	Thu	Fri	Sat	GO TO: <u>11</u> <u>06</u> MM DD YY
				- 1	- 2	- 3		Enter bar number or hot key here to access calendar for specific judge.
	6	- 7	- 8	- 9	- 10			
X 12	- 13	- 14	- 15	- 16	- 17			
X 19	- 20	- 21	- 22	X 23	X 24	X 25		
X 26	- 27	- 28	- 29	- 30				

X=Court Closed All Day /=Bar# Out All Day *=Court/Bar# Out Partial Day

NXT ___ CASE _____ PTY ___ GAR# ___ NAME _____

F1-Clear F2-Bar# F4-Prompt F5-Detail F6-Summary F7-PrevBar F8-NextBar
F9-Print Week F10-Print Options F11-Block Hrs/Date F13-OutQ F24-Prev Menu
Page/Roll Help

Month at a Glance calendar for No Specific Judge.

To view a calendar for a specific judge:

- 1) Type the hotkey or bar number in the *Bar #* field
(You may prompt on the *Bar #* field to display the Attorney File)
- 2) Press **ENTER -OR-**

Press **F8-Next Bar**

You can quickly move your cursor to the *Bar #* field by pressing **F2-Bar #**.

2 **SUNNY SPRINGS** Month at a Glance
JUDGE GEORGE W. CROCKETT III
DECEMBER 2006

Bar#: 12345
GO TO: 12 06
MM DD YY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	X 2
X 3	4	5	6	7	8	X 9
X 10	11	12	* 13	14	15	X 16
X 17	18	19	20	21	22	X 23
X 24	X 25	X 26	/ 27	28	29	X 30
X 31						

X=Court Closed All Day /=Bar# Out All Day *=Court/Bar# Out

NXT CASE PTY GAR# NAME

F1-Clear F2-Bar# F4-Prompt F5-Detail F6-Summary F7-PrevBar F8-NextBar
F9-Print Week F10-Print Options F11-Block Hrs/Date F13-OutQ F24-Prev Menu
Page/Roll Help

The GO TO field will default to display the current month and year, but the dates can be changed by typing over them.

Month at a Glance calendar for Judge Crockett for December 2006.

- If you enter the month and year (without specific day) in the GO TO: field and press **ENTER**, the *Month at a Glance* calendar will be displayed for the bar number specified.
- If you enter the month, day and year in the GO TO: field and press **ENTER**, the *Courtroom Calendar* will be displayed for the bar number specified.

Reading the Month at a Glance Calendar

A highlighted day indicates something is scheduled for that day. In the example above, events are scheduled for December 1, 12, 15, 18, 22, 28 and 29.

Key	Description
X	The entire court is closed all day, e.g. court holidays.
/	The judge, magistrate or probation officer designated in the <i>Bar #</i> field is unavailable all day.
*	The entire court, or the judge, magistrate or probation officer designated in the <i>Bar #</i> field is unavailable for part of the day.

In the example above, either the entire court or Judge Crockett is not available part of the day on December 13; the court is closed on December 25 and 26; Judge Crockett is out all day on December 27.

Using the Month at a Glance Calendar

When the Month at a Glance calendar is displayed, the cursor will be placed on the current date. You may tab or arrow to any day of the month to inquire on or print that day. When the inquiry is not the current month, the cursor will be placed on the first date that something is scheduled for that month.

Function Keys Used to Access Other Screens	
Function Key	Description/Format
F4 Prompt	With your cursor in the <i>Bar #</i> field, will display attorney file.
F5 Detail	With your cursor positioned on any day of the month, will display Courtroom Calendar for the bar number specified. If no events are scheduled for the date you request, the next date that has scheduled events will be displayed.
F6 Summary	Will display the Calendar Summary, which gives you total number of each type of event that is scheduled.
F7 PrevBar	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next lower bar number.
F8 NextBar	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next higher bar number.
F9 Prt Week	With your cursor positioned on any day of the week, will print the Week at a Glance calendar for the bar number specified. If the cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.
F10 Prt Options	Will display the District Court Calendar screen, which lists print options.
F11 Block Hrs/Date	Will display the Days/Times Blocked Off screen. More information about this feature can be found on the following two pages.

Days/Times Blocked Off Screen

This screen is used to designate court holidays and to block off times for individual judges, magistrates and probation officers.

You can also access the Days/Times Blocked Off screen from the Holiday File.

2 **SUNNY SPRINGS** Days/Times Blocked Off Position to Date: _____
 FOR COURT & ALL BAR NUMBERS Bar No. View: _____

Opt	Bar No.	Date	Block Off (OR) All Day	From Time	To Time	Description	Clrk
-		11507	X			MLK JR HOLIDAY	JLF
-	12345	11607	-	800 A	1200 P	BUDGET MEETING	SLS
-		21907	X			PRESIDENTS' DAY	JLF
-	12345	22007	X			VACATION	SLS
-	12345	22107	X			VACATION	SLS
-	12345	22207	X			VACATION	SLS
-	12345	22307	X			VACATION	SLS
-		52807	X			MEMORIAL DAY	JLF
-		70407	X			INDEPENDANCE DAY	JLF
-		90307	X			LABOR DAY	JLF
-		111207	X			VETERANS DAY	JLF
-		112207	X			THANKSGIVING	JLF
-		112307	X			POST-THANKSGIVING	JLF
-		122407	X			CHRISTMAS EVE	JLF
-		122507	X			CHRISTMAS DAY	JLF

NXT ___ CASE ___ PTY ___ COUNT ___ INQ ___ ST ___
 F1-Clear F2-Date F4-Prompt F7-Court Records F24-Prev Menu Page/Roll Help

The court is open, but Judge Crockett has a budget meeting from 8:00-12:00.

When the whole court is closed, the Bar No. field is left blank.

Press F2-Date to move cursor to the *Position to Date* field at top of screen.

Press F7-Court Records to toggle between two views:
 1) Court and ALL bar #s and
 2) Court and one specific bar #

See following page for field descriptions used on this screen.

Field Descriptions for Days/Times Blocked Off screen	
Field Name	Description/Format
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing the court location number.
Position to Date	If a date is entered into this field and ENTER is pressed, the first page that contains that date will be displayed. Valid for today's date or a future date.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a D to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: 011904)
All Day	Mark with an X when the entire day should be blocked off.
From Time to Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: 0100 P 0500 P). Entry is not valid if there is an X in the All Day field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed. If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

Printing the Week at a Glance Calendar

The Week at a Glance calendar is requested from the Month at a Glance calendar.

The Week at a Glance calendar prints:

- Dates and times that events are scheduled from Monday through Friday, listing the case number, case type and type of proceeding.
- The total number of events scheduled (without detail) when events are scheduled on Saturdays and Sundays.
- Supplemental entries designated with an asterisk (*) in the Case # column.
- Court holidays and blocked off days and times for the designated judge, magistrate, probation officer or other professional.

From the Month at a Glance calendar screen, position your cursor on any day of the week and press **F9-Print Week**. The week will print from Monday through Sunday.

99-2 DISTRICT COURT 27777 FRANKLIN SUNNY SPRINGS MI 48034							PAGE 1
COURTROOM CALENDAR FOR GEORGE W. CROCKETT III							
TIME	MONDAY 01/01/07	TUESDAY 01/02/07	WEDNESDAY 01/03/07	THURSDAY 01/04/07	FRIDAY 01/05/07	SAT/ SUN 06-07	
	X NEW YEARS HOLIDAY	X NEW YEARS HOLIDAY					
08:00A			TEL. CONF. W/ JIS THRU 10:00AM		STAFF MEETING THRU 09:00AM		
09:00A				05-0701E OD PRE-TRIAL 06-12321 SF MOTION 06-14872 GC PRE-TRIAL	05-2223 SD MINI CONF 06-010742 GC MOTION 06-1030B GC PRE-TRIAL		
10:30A			06-10101 GC MOTION 06-1017A GE HEARING				
11:00A			06-1020 GC MOTION				
12:00P					JUDGE'S CONF. THRU 05:00PM		
01:00P			06-0002T LT HEARING 06-01432 SC HEARING 06-1017B SC HEARING	06-111555 GC TRIAL 06-48888 GC TRIAL			
04:30P			*WEDDING				

Week at a Glance Calendar

If your cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.

District Court Calendar

The District Court Calendar is used to:

- View Courtroom Calendar
- Print Courtroom Calendar
- Access Supplemental Calendar

There are three ways to access the District Court Calendar:

- 1) From the Civil Subsystem Menu, enter *Option 5-Calendar* and press **ENTER -OR-**
- 2) From the Month at a Glance Calendar, press **F10-Print**

SUNNY SPRINGS		District Court Calendar	
Date	_____	through	_____
Time	___ _	through	___ _
Judge	_____	(Bar#, Hot Key, ALL, or leave blank for no specific judge)	
<input checked="" type="checkbox"/>	Type of Calendar (X=All, T=T/C, C=Civ, P=Party)		
<input checked="" type="checkbox"/>	Include Supplemental Entries (not valid for Party Calendar)		
Paper Size	—	X=8x11, B=14x11	
Spaces	<u>1</u>	(up to 9)	
Copies	<u>1</u>		
Print Sequence	<u>A</u>	A=Alpha, N=Numeric	
Print Summary	—	X=Calendar & Summary, 0=Summary	
Flag Non-Public	—	X=Non-Public, N=Nothing, or leave blank to display charge	
Print CTN# instead of XREF#	—	(14x11 only)	
Court location	<u>2</u>		
NXT	___	CASE	_____
	___	PTY	___
	___	GAR#	___
	___	NAME	_____
Enter-View Calendar	<u>F1</u>	Clear Screen	<u>F5</u> -Supplemental Entries
<u>F13</u> -OutQ	<u>F24</u> -Previous Menu	Help	<u>F9</u> -Print

District Court Calendar

The District Court Calendar screen is divided into two parts:

The top half of the screen is used to indicate the date(s), time(s), judge(s), and types of calendar you wish to view or print. Press **ENTER** if you want to view the calendar instead of or before printing it.

The bottom half of the screen is used to indicate print options.

See chart on the next page for field descriptions for this screen.

Field Descriptions for District Court Calendar screen	
Field Name	Description/Format
Date	Enter the date range to view or print the calendar. You may access up to 90 days of calendars prior to the current date. If left blank, the system will automatically use the current date for viewing. If printing, range cannot exceed 14 days.
Time	Enter the time range to view or print using the following format: 0800 A. Use "A" for a.m. or "P" for p.m. Leave the time field blank if you want to see all cases for the entire day.
Judge	Enter the five-digit bar number or hotkey of the judge, magistrate, probation officer, special calendar or court clerk whose calendar you want to view or print. Leave field blank to get all cases that do not have a judge assigned. Enter the word ALL in the judge field to display or print all judges, magistrates and probation officer's calendars. When using ALL , the date range must not exceed 14 days.
Type of Calendar	X - will display or print traffic/criminal and civil cases. T - will display or print traffic/criminal cases only. C - will display or print civil cases only. P - will print the Party Calendar.
Include Supplemental Entries	This field defaults to X (include supplemental entries on the calendar). Remove the X to omit the entries. This option is not valid with the Party Calendar.
Paper Size	X - Print calendar on 8X11 paper. B - Print calendar on 11X14 (*STD) paper (or landscaped on a laser printer). This option includes attorneys, officers, and X-Ref #s.
Spaces	Choose the number of blank spaces you want between cases when you print the calendar; valid choices are 1-9 . If this field is left blank, you will have no blank spaces between cases when the calendar is printed.
Copies	Indicate how many copies you want to print; valid choices are 1-9 .
Print Summary	X - Print the Courtroom Calendar and the Calendar Summary. O - Print the Calendar Summary only. Further detail about the Calendar Summary is found later in this chapter.
Flag Non-Public	These selections affect only cases that are in Non-Public status. X - Print the word "Non-Public" in the charge field N - Print nothing in the charge field. If field is left blank, the charge will be printed in the charge field.
Print CTN# instead of XREF#	X - Print CTN instead of X-Ref #. If field is left blank, X-Ref # will be printed. This option is only available when option B is selected for paper size.
Court location	Used in multiple-court settings. It may be changed to any location defined in the court's system file.

Courtroom Calendar

This calendar is used to view all Traffic/Criminal, Civil and supplemental events scheduled. Details such as case number, case type, name, attorney or officer name, type of proceeding, time scheduled and charge will be displayed.

The Courtroom Calendar displays and prints all events scheduled for the specified date and bar number in time sequence. It will print:

- Numerically or alphabetically for traffic/criminal cases
- Numerically for civil cases
- Case #, Case Type, Party, Defendant Name, Attorney or Officer, Proceeding Type, Short Description of Charge for the 8x11 version
- Case #, Case Type, Party, Defendant Name, Attorney or Officer, Proceeding Type, Short Description of Charge, Department # and Officer Name for Officer #1 and Officer #2, X-Reference # or CTN # for the 11x14 (*STD) version.

Accessing the Courtroom Calendar

You can access the Courtroom Calendar from either the Month at a Glance calendar screen or from the District Court Calendar screen.

- From the Month at a Glance calendar, position your cursor on a day and press **F5-Detail** or type a specific date in the *GO TO:* field and press **ENTER**.
- From the District Court Calendar screen, enter the date you want to view or print in the *Date* field and press **ENTER**.

COURTROOM CALENDAR FOR GEORGE W. CROCKETT III WEDNESDAY - JANUARY 3, 2007							
SEQ	CASE#	TYP	PTY	NAME	ATTY/OFF	PROCEEDING	CHARGE
AT 10:30 A.M.							
1	06-10103	GC	P01	KEYSTONE/JAMES/	BROADDUS	MOTION	S/ASID D JGT
2	06-1017A	GZ	P01	ANDREWS/ROBERT/E	YEAGER	HEARING	
			D01	JOHNSON/RON/	NELSON		
AT 1:00 P.M.							
3	06-0002T	LT	P01	MAPLEBROOK//	REACH	HEARING	FOR NON-PYMT
			D01	ADAMS/JOHN/			
4	06-01432	SC	P01	JOHNSON/RUTH/		HEARING	SMALL CLAIMS
			D01	BORIS/DENNIS/			
AT 2:00 P.M.							
5	06-1122A	OM	D01	BRANCH/PAUL/WILLIAM	LYNCH	SENTENCE	POSS MARIJ A & B
AT 2:30 P.M.							
6	06-1102A	SD	D01	GABBY/MICHAEL/J	GANI	REVIEW	OPER. INTOX. DWLS

NXT ___ CASE _____ PTY ___ GAR# ___ NAME _____
 F5-Back F7-ROA From Line F9-Print F10-Sum F13-OutQ F24-Prev Page/Roll Help

Courtroom Calendar for Judge Crockett on 8X11 paper

COURTROOM CALENDAR FOR GEORGE W. CROCKETT III WEDNESDAY - JANUARY 3, 2007										PAGE 1	
CASE#	TYP	XREF#	PTY	NAME	ATTORNEY	PROCEEDING	CHARGE	DEPT	OFFICER #1	DEPT	OFFICER #2
AT 10:30 A.M.											
06-10103	GC		P01	KEYSTONE/JAMES/	BROADDUS, DREW	MOTION	S/ASID D JGT				
06-1017A	GZ		P01	ANDREWS/ROBERT/E	YEAGER, LYN A.	HEARING					
			D01	JOHNSON/RON/	NELSON, FAYE A.						
AT 1:00 P.M.											
06-0002T	LT		P01	MAPLEBROCK//	REACH, CYNTHIA	HEARING	FOR NON-PYMT				
			D01	ADAMS/JOHN/							
06-01432	SC		P01	JOHNSON/RUTH/		HEARING	SMALL CLAIMS				
			D01	BORIS/DENNIS/							
AT 2:00 P.M.											
06-1122A	OM	9189389212	D01	BRANCH/PAUL/WILLIAM II	LYNCH, CYRELL E	SENTENCE	POSS MARIJ A & B	1	OPC	LENAHA	
AT 2:30 P.M.											
06-1102A	SD	39393	D01	GABBY/MICHAEL/J	GANI, G. SAL	REVIEW	OPER. INTOX. DWLS				
AT 4:30 P.M.											
*				AMY AND JOHN ARTHUR		WEDDING					

Courtroom Calendar for Judge Crockett on 11 X 14 (*STD) paper

Use your Page Down or your Shift+Roll keys to scroll through the calendar. Only days that have events scheduled will be displayed.

Supplemental Entries

Most entries to the calendar are made through the Actions Update screen. However, sometimes you need to add matters to the calendar that are not associated with a case that is on the system (i.e. marriages, meetings). Non-case entries are added through the District Court Calendar Supplemental Entries screen.

To access the Supplemental Entries screen:

- 1) From the District Court Calendar screen, enter a bar number in the *Judge* field
- 2) Press **F5-Supplemental Entries**

(To access the District Court Calendar screen from the Month at a Glance calendar, press **F10-Print Options**.)

SUNNY SPRINGS		District Court Calendar Supplemental Entries			
		12345 GEORGE W. CROCKETT III			
Del 'D'	Date	Time	Activity	Party(s) or Comment(s)	
-	121506	430 P	WEDDING	SMITH, JOHN AND CAROL/ST. GERARDS	
-	121806	600 P	CONFERENCE	JUDGE'S CONFERENCE/GRAND RAPIDS	
-	10307	430 P	WEDDING	AMY AND JOHN ARTHUR	
-	11507	600 P	CITY COUNCIL	BUDGET DISCUSSION	
-	11907	1200 P	LUNCH	OFFICE LUNCH	
-					
-					
BGN	UPD	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Enter the date here that you want to begin your search </div>			
NXT	CASE	PTY	GAR#	NAME	
Enter-Update F1-Clear Screen F5-Page Back F24-Previous Menu Page/Roll Help					

Supplemental Calendar for Judge Crockett beginning December 15, 2006

Required fields are *Date*, *Time* and *Activity*. After filling in required fields, press **ENTER** to update. Note there are two lines available for party names or comments.

Unlike the other courtroom calendars, events scheduled through the Supplemental Entries screen are not restricted by the dates and times stored in the Holiday File.

Supplemental entries appear on the calendar with an asterisk (*) in the *Case #* column, the activity in the *Proceeding* column and the comments in the *Name* column.

COURTROOM CALENDAR FOR GEORGE W. CROCKETT III						
THURSDAY - JANUARY 4, 2007						
SEQ	CASE#	TYP	PTY	NAME	ATTY/OFF	PROCEEDING CHARGE
					AT 9:00 A.M.	
1	05-0701E	DD	D01	ABBA/ABDULLAH/N	BADDER, WILL	PRE-TRIAL OPER. INTOX.
2	06-12321	SP	P01	PORTER/RALPH/ D01 KLYNE/DAVID/		MOTION 4 DEFIN STMT
3	06-14872	GC	P01	ROBERTS/JONATHAN/F D01 ANDREWS/MICHAEL/M		PRE-TRIAL
					AT 12:00 P.M.	
				OFFICE LUNCH		LUNCH
					AT 1:00 P.M.	
4	06-111555	GC	P01	JAMES/MELLISSA/ D01 PETERSON/JEFFREY/	ABBOTT PEBLEY	TRIAL
5	06-48888	GC	P01	MEYERS/LINDA/ D01 APPLETON/JAMES/		TRIAL

* This non-case entry was made as a Supplemental Calendar Entry

NXT ___ CASE _____ PTY ___ GAR# ___ NAME _____
 F5-Back F7-ROA From Line F9-Print F10-Sum F13-OutQ F24-Prev Page/Roll Help

Courtroom Calendar for Judge Crockett, showing the office lunch scheduled for 12:00 p.m. through the Supplemental Entries screen

To delete an entry from the Supplemental Entries calendar, type a **D** in the *Del* column in front of the event you want deleted.

You can scroll forward and backward through the Supplemental Entries screens using your Page/Roll key. You can also enter a date in the *BGN* field to begin your inquiry on that screen.

Removing Calendar Entries

Matters that were placed on the calendar through the Actions Update screen must be removed on that screen. See *Adjourning / Rescheduling Events*, Page 2-20.

Non-case entries that were placed on the calendar through the Supplemental Entries screen must be removed through the Supplemental Entries screen.

- Type a **D** in the *DEL* column in front of the entry to be deleted
- Press **ENTER**.

Viewing a Register of Actions from the Calendar

If you want to view the ROA for any case listed on the calendar:

- Position your cursor anywhere on the line for the case you want to view and press **F7-ROA From Line**

-OR-

- Type **ROA** in the *Nxt* field and the line number (SEQ#) or case number in the *CASE* field and press **ENTER**

Calendar Summary

You can view a summary of the types of events scheduled for the day you are viewing. This is a helpful tool to use when setting trials, pre-trials, etc.

You can access the Calendar Summary two ways:

- 1) From the Month at a Glance calendar screen, press **F6-Summary** -OR-
- 2) From the Courtroom Calendar screen, press **F10-Sum**.

CALENDAR SUMMARY FOR GEORGE W. CROCKETT III		
THURSDAY - JANUARY 4, 2007		
NUMBER	TYPE	DESCRIPTION
1	T/C	PRE-TRIAL
1	CIV	MOTION
1	CIV	PRE-TRIAL
2	CIV	TRIAL
1	SUPP	SUPPLEMENTAL

Calendar Summary for Judge Crockett for January 4, 2007

Printing the Calendar Summary

To print the Calendar Summary:

- 1) Press **F9-Print** from the Calendar Summary screen -OR-
- 2) Use one of the following options in the *Print Summary* field on the District Court Calendar screen:
 - X - Print calendar and summary
 - O - Print summary only

Party Calendar

This calendar will print an alphabetical list of everyone scheduled to appear on a specific date. Excluded from the list are Traffic/Criminal cases that have been given certain due dates (scheduled for AJ10, 15, 16, 22, 23 or 30).

99-2 DISTRICT COURT PARTY CALENDAR THURSDAY - JANUARY 4, 2007						PAGE 1
NAME	CASE NO.	TYPE	PROCEEDING	JUDGE	TIME	
ABBA/ABDULLAH/N	05-0701E	OD	PRE-TRIAL	CROCKETT	9:00A	
ANDREWS/MICHAEL/M	06-14872	GC	PRE-TRIAL	CROCKETT	9:00A	
APPLETON/JAMES/ JAMES/MELLISSA/	06-48888	GC	TRIAL	CROCKETT	1:00P	
KLYNE/DAVID/ MEYERS/LINDA/	06-111555	GC	TRIAL	CROCKETT	1:00P	
PETERSON/JEFFREY/ PORTER/RALPH/ ROBERTS/JONATHAN/F	06-12321	SP	MOTION	CROCKETT	9:00A	
	06-48888	GC	TRIAL	CROCKETT	1:00P	
	06-111555	GC	TRIAL	CROCKETT	1:00P	
	06-12321	SP	MOTION	CROCKETT	9:00A	
	06-14872	GC	PRE-TRIAL	CROCKETT	9:00A	

Party Calendar for January 4, 2007

You can print the Party Calendar in one of two ways:

- Immediately - from the District Court Calendar screen. Enter a **P** in the *Type of Calendar* field.

Using this method you may request a specific date or range of dates. A separate calendar will print for each day when selecting a date range.

- Overnight - when Traffic/Criminal Daily Date Generated Notices are generated. **Do not use this method if the only purpose is for the printing of a Party Calendar!**

Using this method the calendar will include proceedings scheduled for the next court business day. A range of dates is not available.

Central/Combined Calendar (CCL)

The Central Calendar has been developed to assist courts that share their AS/400 with one or more courts. By entering the bar number of the jurist (judge or magistrate), you will be able to view or print calendar entries for one date or for a date range, regardless of the court for which the event was scheduled.

The Central Calendar can be accessed by typing **CCL** on the hop line.

Displayed below is the first Central Calendar Request screen.

```
          CENTRAL CALENDAR REQUEST
          JURIST # _____ OR COURTROOM # _____
          P = PRINT or D = DISPLAY D
```

From this screen:

- Type the jurist (judge or magistrate) bar number
- Indicate whether you wish to **Print (P)** or **Display (D)** the calendar
- Press **ENTER**

Note: The Courtroom # option is not available for District Court at this time.

The full Central Calendar Request screen is displayed on the next page.

```

          CENTRAL CALENDAR REQUEST
    JURIST # 12345      OR COURTROOM #       
    P = PRINT or D = DISPLAY D
    BEGIN DATE          121806
    END DATE            122906
    CIRCUIT COUNTIES   3               
    DISTRICT COURTS    9990 9991 9992       
    PROBATE/JUV COURT  44               
    SPACING BETWEEN CASES 1 (PRINT ONLY)
    PAGE BREAK BY DATE Y/N Y (PRINT ONLY)

    F3 = EXIT
                                     PRESS ENTER TO CONTINUE
  
```

- The Begin/End date and the Court ID will be retrieved from the last Central Calendar request. You may change the information by typing over it.
- The date range cannot exceed fourteen days
- Type the court numbers for Circuit Counties, District Courts and/or Probate/Juv Courts
- Indicate spacing preferences between cases, **1-9**, and if you want a page break between dates, **Y**=yes or **N**=no
- Press **ENTER**

The example below shows a calendar that has District Court, Circuit Court and Probate/Juvenile Court cases scheduled for the same judge.

				HON. CLAYTON E. PREISEL			
Court	Jud/Rm	Case#	Typ	Title	Atty/Off		
				MONDAY	12/18/06	RUN DATE: 12/27/06	
C1149	CCRM	2005-0000002880-FH		AT 9:00 a.m.			
	HEARING			D01 DOE, JOHN,	SPENCER		
				BREAK & ENTER W/INTENT			
				MOTOR VEH UNLAW DRIVEAWAY			
				REC&CON PROP LESS \$200			
				MT VH-UNLAWFUL USE			
				AT 10:00 a.m.			
9990		06-3227-OT		D01 DUBENDORF/HARVEY/JOHN	SANDBERG		
	SENTENCE	DWLS					
				AT 11:00 a.m.			
9990		06-3104-SD		D01 HINKLE/SUSAN/PAULETTE			
	ARRAIGN	OPER. INTOX.					
				AT 1:30 p.m.			
C1149	CCRA	2005- 000005969-PP		P01 SMITH,CHRISTINA M,	PRO PER		
	MOTION HRG			D01 SMITH,MICHAEL,	PRO PER		
				All parties are required to be present			
				AT 2:00 p.m.			
P49	PCRM	2005-0000007252-ML		HDR JONES, JAMES, RUSSELL	PRO PER		
					More...		

F3 = EXIT

Central Calendar for Judge Preisel for December 18, 2006

This space is reserved for your notes.



Forms, Labels & Mailers

In this chapter you will learn how to generate forms to be printed on SCAO approved pre-printed forms in a batch environment, or immediate forms on 8x11 plain paper. Labels and mailers will also be covered in this chapter.

Forms can be produced in a batch environment or printed immediately.

The table below lists the forms in the Civil module. Some are available in *Advance Function Printing (AFP)* or *Host Print Transform (HPT)* format on most laser printers. This feature produces forms that more closely resemble the camera-ready version in the SCAO Forms Book. For more information about these printers see the JIS Administrative User Guide.

Forms					
Form Name	SCAO Form #	Immediate Process		Batch Process	Page
		=====	=====		
		AFP	8x11		
Default Application, Entry, Affidavit	MC07	Y	Y	Y	6-6
Dismissal	MC09	Y	Y		6-10
Dismissal Non Service/No Progress	MC09a		Y	Y	6-12
Judgment Civil	MC10	Y	Y		6-16
Judgment Landlord Tenant	DC105	Y	Y		6-18
Judgment of Possession after Land Contract Forf.	MC106	Y	Y		6-20
Judgment Small Claims	DC85	Y	Y	Y	6-22
Motion, Affidavit, and Bench Warrant	MC229	Y	Y		6-26
Motion and Order to Show Cause	MC230	Y	Y		6-30
Notice of Intent to Dismiss for No Progress	MC26		Y	Y	6-32
Notice to Appear	MC06	Y	Y	Y	6-36
Recall of Warrant/Order to Apprehend	MC220	Y	Y		6-40
Register of Actions	DCY252		Y	Y	6-42
Subpoena, Order to Appear and/or Produce	MC11	Y	Y		6-46

Requests are listed in numerical order by case number. When adding a request for a Notice to Appear or a Certified Mailer, the *Date*, *Court Time* and *Code* are also required if the event has not been scheduled yet on the Actions Update screen.

```

SUNNY SPRINGS CIVIL ONLINE REPORT/REQUESTS
Court 2
ROA NTA JSC DFN NOI NTD LBL FLB MLR
Del Case Pty Rpt Cnt Clk Party Name -- Court --
"D" Date Time Code
- 06-01432 ALL ROA 1 SLS ALL PARTIES
- 06-10103 ALL NTA 1 SLS ALL PARTIES 121806 1000 A HRC38
- 06-10105 ALL NTA 1 SLS ALL PARTIES 121806 900 A MOC44
- 06-10105 ALL ROA 1 SLS ALL PARTIES
- 06-10105 D01 FLB 1 SLS STOCKTON/TIMOTHY/
- 06-14872 D01 LBL 1 SLS ANDREWS/MICHAEL/M
-
- To add a request, type in the case number,
- party and 3-letter code for the report. Press
- ENTER.
- To delete a request, type a D in the Del field.
- Press ENTER.
-
At End of Report Requests
NXT CASE PTY GAR# NAME
F1-Clear F24-Previous Menu Roll-Page Help
    
```

To print the reports, go to the Civil Subsystem and choose Option 2-Reports.

```

SUNNY SPRINGS State Court Administrative Office
Civil Subsystem
Select one of the following:
1. Civil Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Report Generator
Option: 2
F24-Previous Menu
    
```

This chapter will cover the forms highlighted on the screen below. See Chapter 7- Reports for the other options on this screen.

We recommend that *Reports Requested - via Online* be requested every day. Each court should determine how often the other reports are needed.

```

SUNNY SPRINGS      State Court Administrative Office  12/12/06  10:12:13
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:  _ ALL Users or _ SLS
                  _ All Reports

_ FLB  _ LBL  _ MLR  _ ROA  _ JSC  _ DFN  _ NOI  _ NTD  _ NTA

                   Reports Requested - (via batch)
                   _ Date Generated Notices
                   _ Default App,Entry,Aff      _ Pre-list
                   _ Intent/Notice Dismiss     _ Pre-list
                   _ Bench Warrant List

Alp Num          Num
  _ Alphabetical Index      _ Attorney Case List
  _ Appeal List             _ Caseage Report
  _ Numeric Index
  _ Caseload Report  Qtr _ Year ____      Date Range
  _ Case Age Report (Caseload Part 4)     ____ - ____

F24-Previous Menu                                     Help
    
```

The layout of this screen has been changed. Please refer to the Spring 2007 Release Announcement for details.

```

SUNNY SPRINGS      State Court Administrative Office  12/18/06  10:07:18
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:  _ ALL Users or _ SLS
                  _ All Reports

_ FLB  _ LBL  _ MLR  _ ROA  _ JSC  _ DFN  _ NOI  _ NTD  _ NTA

                   Reports Requested - (via batch)
                   _ Date Generated Notices
                   _ Default App,Entry,Aff      _ Pre-list
                   _ Intent/Notice Dismiss     _ Pre-list
                   _ Bench Warrant List

Alp Num          Num
  _ Alphabetical Index      _ Attorney Case List
  _ Appeal List             _ Caseage Report
  _ Numeric Index
  _ Caseload Report  Qtr _ Year ____      Date Range
  _ Case Age Report (Caseload Part 4)     _ Merge Files ____ - ____

F24-Previous Menu                                     Help
    
```

Merge Files, to merge caseload records in a multi-location court, only appears on the Civil Reports screen if user has been given authority

The Civil Reports screen is divided into two segments:

1) **Reports Requested - (via online)**

To print any of the Reports Requested - (via online) you must indicate whether you want the forms ordered by everyone in the civil division, or just the ones you have ordered, **and** whether you want all forms (reports) ordered, or only specific ones.

Reports for User:

- **All Users** Type an **X** in front of *All Users* to print the forms that have been requested throughout the day by all civil users.

-or-

Type an **X** in front of your initials (SLS in example on page 6-4) to print only the forms requested by SLS. You may change the initials displayed on the screen to any civil user's initials.

- **All Reports** Type an **X** in front of *All Reports* to print all forms

-or-

Type an **X** in front of a specific report (i.e. X FLB, X LBL) to produce only that form; press **ENTER**.

2) **Reports Requested - (via batch):**

- Type an **X** in front of the report, list, or indices you wish to print. The request for Caseload requires an **X** in either Alpha (Alp) or Numeric (Num) **plus** a *Qtr (1,2,3 or 4) /Year* designation or *Date Range*. See Chapter 7-Reports for complete details on caseload requests, including Merge Files options.

Forms, Labels & Mailers

Default Application, Entry, Affidavit (DFN)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **DFN** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	CIVIL DEFAULT NOTICE	MC07	PEND
Court 2 Case 06-0002T	Type LT File Date 4/04/06	Judge CROCKETT, GEORGE W.	
P01 MAPLEBROOK//	D01 ADAMS/JOHN/		
<hr/>			
<u>Plaintiff</u> P01	File Date 4/04/06	Atty: 55903 REACH, CYNTHIA L.,	
Name	MAPLEBROOK//		
Alt-Name			
Street	4725 WEST 9TH STREET	Phone no	269 - 384-5555
City	KALAMAZOO	State	MI
		Zip code	49006
<u>Defendant</u> D01	File Date 4/04/06	Atty:	
Name	ADAMS/JOHN/		
Alt-Name			
Street	123 NORTH MAIN STREET	Phone no	-
City	KALAMAZOO	State	MI
		Zip code	49006
NXT	CASE 06-0002T	PTY D01	GAR# NAME
F1-Clear Screen	F9-Print	F13-OutQ	F24-Previous Menu Help

All of the information needed for this form is pulled from the database. The system will check for eligibility and note on the bottom of the screen *Party Not eligible for Default when:*

- there is no service on the designated party.
- the required number of days have not elapsed since the service date.

The required number of days are calculated as follows:

- 28 days after a Summons & Complaint was served (SCS).
- 21 days after a Summons & Complaint was personally served (SCS93).
- 14 days from the general civil filing date on an Order for Removal from Small Claims (ORE25).

Press **F9-Print** to print. When the form is printed, the party is updated on the Actions Update screen with the code DFI (Default Issued).

Approved, SCAO

Original - Court
1st copy - Applicant
Copies - All appearing parties

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT	DEFAULT REQUEST, AFFIDAVIT, AND ENTRY	CASE NO. 06-0002T LT
Court address 27777 FRANKLIN SUNNY SPRINGS, MI 48034		Court telephone no. (810) 555-9999

Plaintiff name(s), address(es), telephone no(s). (269) 384-5555 MAPLEBROOK// 4725 WEST 9TH STREET KALAMAZOO MI 49006	V	Defendant name(s), address(es), telephone no(s). ADAMS/JOHN/ 123 NORTH MAIN STREET KALAMAZOO MI 49006
Plaintiff attorney, bar no., address, telephone no. (734) 994-1400 P-55903 REACH, CYNTHIA L., 121 W WASHINGTON ST STE 400 ANN ARBOR MI 48104		Defendant attorney, bar no., address, telephone no.

Party in default: ADAMS/JOHN/

REQUEST AND AFFIDAVIT

1. In accordance with court rule, I request the clerk to enter the default of the party named above for failure to plead or otherwise defend as provided by law.

2. The claim against the defaulted party is for a sum certain or for a sum which by computation can be made certain, and the plaintiff requests judgment of the amount due from the above party. The amount due and costs are: *Attach bill of costs (When more than one interest rate applies, provide the total interest, the rate, and the dates on a separate sheet of paper.)

Damages	Post-filing interest	from (date)	to (date)	Rate	Costs	Other*	Total
\$	\$				\$	\$	\$

3. The defaulted party is not an infant or incompetent person.

4. It is unknown whether the defaulted party is in the military service. The defaulted party is not in the military service. The defaulted party is in the military but there has been notice of pendency of the action and adequate time and opportunity to appear and defend (attached, as appropriate, is a waiver of rights and protections provided under the Servicemembers Civil Relief Act).

5. The claim is is not based on a note or other written evidence of indebtedness. If so, the evidence is attached for filing and for cancellation by the court clerk.

Applicant/Attorney signature Bar no.

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Date Signature: _____
Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

DEFAULT ENTRY

The default of the party named above for failure to plead or otherwise defend is entered.

Date Court clerk

Batch Printing of Default Application, Entry, Affidavit - preprinted forms

- Ensure that all Answers have been entered before requesting these forms.
- **When allowing the system to determine eligibility, you may want to first print and review a Pre-List to make sure all of the cases qualify.** The Pre-List is explained in Chapter 7-Reports.
- To let the system determine qualified defendants:
 - Type an **X** in front of *Default App, Entry, Aff*
 - Press **ENTER**

```

SUNNY SPRINGS      State Court Administrative Office   12/13/06   14:09:31
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:  _ ALL Users or  _ SLS
                  _ All Reports

_ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                   Reports Requested - (via batch)
                   _ Date Generated Notices
                   _ Default App,Entry,Aff           _ Pre-list
                   _ Intent/Notice Dismiss         _ Pre-list
                   _ Bench Warrant List

Alp Num          Num
_ Alphabetical Index          _ Attorney Case List
_ Appeal List                 _ Caseage Report
_ Numeric Index
_ Caseload Report  Qtr _ Year  _ Merge Files      Date Range
_ Case Age Report (Caseload Part 4)  _ Merge Files      _ - _

F24-Previous Menu                                     Help

```

The layout of this screen has been changed. Please refer to the Spring 2007 Release Announcement for details.

- If you want to specify which Defendants qualify for defaults, first type **DFN** in the *Rpt* column on the RPT screen for each case
- To process requests made through the RPT screen, on the Civil Reports menu:
 - Type an **X** in front of *All Users* **-OR-** *your initials*
 - Type an **X** in front of *DFN* **-OR-** type an **X** in front of *All Reports*
 - Press **ENTER**

```

SUNNY SPRINGS      State Court Administrative Office  12/13/06  14:09:31
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:  _ ALL Users or X SLS
                  _ All Reports

_ FLB   _ LBL   _ MLR   _ ROA   _ JSC   X DFN   _ NOI   _ NTD   _ NTA

                   Reports Requested - (via batch)
                   _ Date Generated Notices
                   _ Default App,Entry,Aff       _ Pre-list
                   _ Intent/Notice Dismiss      _ Pre-list
                   _ Bench Warrant List

```

The batch Default Application, Entry, Affidavit has the same fields filled in as the immediate form. See page 6-7.

The layout of this screen has been changed. Please refer to the Spring 2007 Release Announcement for details.

Dismissal (DIS)

Options: Immediate Printing - 8 x 11 plain paper only

- Type **DIS** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	DISMISSAL	MC 09	CLSD
Court 2 Case 06-1020	Type GC File Date 060606		
P01 FREDERICKS/TIMOTHY/	D01 MCNAMARA/SAMUEL/		
_ NOTICE OF DISMISSAL BY PLAINTIFF Copy by <input checked="" type="checkbox"/> mail _ personal service <input checked="" type="checkbox"/> STIPULATION TO DISMISS <input checked="" type="checkbox"/> ORDER TO DISMISS			
_ with prejudice <input checked="" type="checkbox"/> without prejudice			
_ all parties or defendants <input checked="" type="checkbox"/> the following parties: D01 MCNAMARA/SAMUEL/ _____ _____ _____			
Conditions, if any: _____ _____			
Date signed 121806 Bar No.: 12345 Judge GEORGE W. CROCKETT III			
NXT ___ CASE 06-1020 PTY D01 GAR# ___ NAME _____ F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu			

To add more parties to the printed form, type the party code here and press ENTER to display the party name.

- Place an **X** in front of the applicable fields. The defendant typed in the *PTY* field on the hop line will be displayed in the middle of the screen.
- Type **ALL** in the *PTY* field on the hop line when the dismissal is for all parties or defendants. The P01 and D01 fields at the top of the screen can be changed to any valid plaintiff and defendant number. Their names will print in the boxes on the form.
- When the form is printed, the party(s) are updated on the Actions Update screen with the following code:
 - DSE02 - when *Notice of Dismissal by Plaintiff* is x'd
 - DSEXX - when *Stipulation to Dismiss* is x'd
 - DSE61 - when *Order to Dismiss* is x'd - without prejudice
 - DSE60 - when *Order to Dismiss* is x'd - with prejudice
- The *Date signed* and *Bar No.* fields can be erased or changed before printing. Press **F9-Print** to print the form.

Approved, SCAO		Original - Court 1st copy - Applicant Other copies - All appearing parties	
STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	DISMISSAL	CASE NO. 06-1020 GC	
Court Address	27777 FRANKLIN SUNNY SPRINGS, MI 48034	Court Telephone no. (810) 555-9999	
Plaintiff name(s) and address(es) FREDERICKS/TIMOTHY/ 472 BARNES ROAD LANSING, MI 48911	V	Defendant name(s) and address(es) MCNAMARA/SAMUEL/ 712 1/2 NORTH MICHIGAN SAGINAW, MI	
Plaintiff's attorney, bar no., address, and telephone no. (517) 372-8944 P-40404 G. SAL GANI 1005 S WASHINGTON AVE LANSING, MI 48910		Defendant's attorney, bar no., address, and telephone no.	

NOTICE OF DISMISSAL BY PLAINTIFF

1. Plaintiff/Attorney for plaintiff files this notice of dismissal of this case with
prejudice as to: without

all defendants.
 the following defendant(s): _____

2. I certify, under penalty of contempt, that:

a. This notice is the first dismissal filed by the plaintiff based upon or including the same claim against the defendant.

b. All costs of filing and service have been paid.

c. **No answer or motion has been served upon the plaintiff by the defendant** as of the date of this notice.

d. A copy of this notice has been provided to the appearing defendant/attorney by mail personal service.

Date Plaintiff/Attorney signature

STIPULATION TO DISMISS

I stipulate to the dismissal of this case with
 all parties. without prejudice as to:
 the following parties: MCNAMARA/SAMUEL/

DEC. 18, 2006
Date Plaintiff/Attorney signature

DEC. 18, 2006
Date Defendant/Attorney signature

ORDER TO DISMISS

IT IS ORDERED this case is dismissed with
 without prejudice. Conditions, if any: _____

DEC. 18, 2006
Date Judge GEORGE W. CROCKETT III Bar no. P-12345

MC09 (6/97) DISMISSAL MCR 2.504

STATE OF MICHIGAN DISMISSAL CASE NO. 06-10103 GC
99-2 JUDICIAL DISTRICT Non Service/No Progress

Table with 2 columns: Plaintiff information and Defendant information. Includes court address (SUNNY SPRINGS, MI 48034), court telephone ((810) 555-9999), names, addresses, and phone numbers for both parties and their attorneys.

ORDER TO DISMISS

- 1. The court records disclose that defendant(s)/respondent(s) have not been timely served with process according to court rule.
[X] 2. Progress has not occurred as specified in the notice of intent to dismiss.
[X] 3. There has been no progress in this case since OCT. 4, 2006 and the parties have been notified by MAIL to appear on NOV. 29, 2006 at 09:00AM and did not appear.

IT IS ORDERED that this case is dismissed without prejudice as to:

- { } all parties.
[X] the following defendant(s): BAKER/SONIA/S

DIVORCE ACTIONS: Child support, if any, owing to the state on the date of this order is preserved.

Date Judge/Court Clerk/Register Bar no.

NOTICE OF DISMISSAL

Notice of dismissal without prejudice in this case is filed. A copy of this notice has been provided to the parties in this case as specified by court rule.

Date Judge/Court Clerk/Register Bar no.

MC 09a (3/01) DISMISSAL, Non Service/No Progress

MCR 3.209(B)
MCR 2.102(D), MCR 2.502

Batch Printing of Dismissal No Service/No Progress - preprinted form

The Dismissal will generate when:

- the Summons has expired **-OR-**
- more than 28 days have elapsed since a Notice of Intent to Dismiss was generated and no further trigger action has been entered

To process:

- Ensure that all service returns and pleadings have been updated on the Actions Update screen and that all scheduling is completed.
- To let the system determine qualified defendants:

- Type an **X** in front of *Intent/Notice Dismiss*
- Press **ENTER**

```

SUNNY SPRINGS State Court Administrative Office 12/14/06 08:00:06
                Civil Reports

                Reports Requested - (via online)

Reports for User: _ ALL Users or _ SLS
                  _ All Reports

_ FLB  _ LBL  _ MLR  _ ROA  _ JSC  _ DFN  _ NOI  _ NTD  _ NTA

                Reports Requested - (via batch)
                _ Date Generated Notices
                _ Default App,Entry,Aff      _ Pre-list
                _ Intent/Notice Dismiss      _ Pre-list
                _ Bench Warrant List
  
```



Warning! When allowing the system to determine eligibility, you may want to print and review a Pre-List first. The DSE20 and DSE14 codes update the party to a CLOSED status. The Pre-List is explained in Chapter 7-Reports.

- If **you** want to specify which Defendants to print, first type **NTD** in the *Rpt* column on the RPT screen with the case numbers you wish to process.
- Then, to process requests made through the RPT screen, on the Civil Reports menu:
 - Type an **X** in front of *All Users* **-OR-** *your initials*
 - Type an **X** in front of *NTD*
 - Press **ENTER**

```

SUNNY SPRINGS      State Court Administrative Office   12/14/06   08:00:06
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:  _ ALL Users or X SLS
                  _ All Reports

_ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   X NTD   _ NTA

                   Reports Requested - (via batch)
                   _ Date Generated Notices
                   _ Default App,Entry,Aff           _ Pre-list
                   _ Intent/Notice Dismiss           _ Pre-list
                   _ Bench Warrant List

```

The batch Notice to Dismiss has the same fields filled in as the immediate form. See page 6-13.

Judgment Civil (JDG)

Option: Immediate Printing - 8 x 11 plain paper only

- Type **JDG** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS		CIVIL JUDGMENT		MC10	PEND
Court 2	Case 06-14872	Type GC	File Date	6/06/06	
P01	ROBERTS/JONATHAN/F		D01	ANDREWS/MICHAEL/M	
<input checked="" type="checkbox"/>	JUDGMENT:	Defendant		ANDREWS/MICHAEL/M	
For	PLAINTIFF	Against	DEFENDANT		
<input type="checkbox"/>	After trial	<input type="checkbox"/>	Consent	<input type="checkbox"/>	Summary Disposition
<input type="checkbox"/>	Dismissal	<input type="checkbox"/>	Without prejudice	<input type="checkbox"/>	With prejudice
<input type="checkbox"/>		<input type="checkbox"/>	No cause of action	<input checked="" type="checkbox"/>	Default
ORDER OF JUDGMENT					
Damages	Interest*	Filing	Jury	Motion	Service
2750.00	4.20	65.00		18.75	
* at the rate of 7% from 060606 to 010907					
Attorney Judgment					
2837.95					
Other: _____					
<input type="checkbox"/> Approved as to form, notice of entry waived <input type="checkbox"/> Resolves last pending claim and closes the case unless checked here Date Signed: 010907 Bar No: 12345 Judge: GEORGE W. CROCKETT III Clerk: SHERYL L STROUSE NOTE: Erase "Bar No." to print the "Clerk" name NXT CASE 06-14872 PTY D01 GAR# NAME F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu Help					

Updates to this screen include a section to breakdown the interest accrued. See Fall 2007 Release Announcement for details.

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections by typing over any incorrect amounts and recalculate the judgment by pressing **ENTER** again.
- To print the clerk's name on the form, erase the bar number displayed on the screen and press **F9-Print**; otherwise, the judge's name will print on the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI (Judgment Issued).

Original - Court
1st copy - Plaintiff
2nd copy - Defendant

Approved, SCAO		
STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT	JUDGMENT Civil	CASE NO. 06-14872 GC
Court address	2777 FRANKLIN SUNNY SPRINGS, MI 48034	Court telephone no. (810) 555-9999

Plaintiff(s) ROBERTS/JONATHAN/F	V	Defendant(s) ANDREWS/MICHAEL/M
------------------------------------	---	-----------------------------------

Plaintiff/Plaintiff attorney name and address
P-34306 (616) 575-2060
ROBERT B. AARDEMA
5360 CASCADE RD SE
GRAND RAPIDS, MI 49546

Defendant/Defendant attorney name and address
ANDREWS/MICHAEL/M
748 N MICHIGAN AVE
LANSING, MI 48911

JUDGMENT
For: PLAINTIFF
Against: DEFENDANT

Trial Consent
 Summary Disposition Default*
 DISMISSAL
 Without prejudice With prejudice
 No cause of action

*For a defendant on active military duty, default judgment shall not be entered except as provided by the Servicemembers Civil Relief Act.

ORDER OF JUDGMENT

Damages (including interest accrued before filing) \$ 2750.00
Interest (accrued after filing) at the rate of 7% from JUNE 6, 2006 to JAN. 9, 2007 \$ 4.20
Costs/Fees Filing 65.00 Jury Motion Service 18.75 Attorney \$ 83.75
Total Judgment Amount (will earn interest at applicable statutory rates) \$ 2837.95
Other conditions, if any:

A note or other written evidence of indebtedness has been filed with the clerk for cancellation.
 Approved as to form, notice of entry waived.
IT IS ORDERED that this judgment is granted.
This judgment resolves the last pending claim and closes the case unless checked here.

JAN. 9, 2007 P-12345
Judgment date Judge/ ~~XXXXXX~~ GEORGE W. CROCKETT III Bar no.
Plaintiff/Attorney Defendant/Attorney

Judgment has been entered and will be final unless within 21 days of judgment date a motion for new trial or an appeal is filed.

CERTIFICATE OF MAILING

I certify that a copy of this judgment was served upon the other party(ies) or their attorney(s) by ordinary mail at the above address(es).
Date Signature
MC 10 (3/06) JUDGMENT, CIVIL MCL 600.2441, MCL 600.5759, MCR 2.601, MCR 2.602, MCR 2.603, 50 USC 521

Judgment Landlord Tenant (JLT)

Options: Immediate Printing - 8 x 11 plain paper only

- Type **JLT** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	CIVIL JUDGMENT LANDLORD/TENANT		DC105	PEND
Court 2	Case 06-43210	Type LT	File Date 6/06/06	
P01 LAKE BREEZE APARTMENTS//		D01 CRAINE/JOHN/		
Date Signed: 011007	Bar No: 27711	Judge: ELIZABETH POLLARD HINES		
Personal Service	_ Plaintiff/Atty	_ Defendant/Atty		
THE COURT FINDS: by	<input checked="" type="checkbox"/> hearing	_ default	_ consent	
<input checked="" type="checkbox"/> The plaintiff has a right to possession	<input checked="" type="checkbox"/> There is now due to plaintiff:			
	Rent \$ <u>750.00</u>	Costs \$ <u>142.00</u>	Total \$	892.00
_ The defendant has right to possession				
<input checked="" type="checkbox"/> An order of eviction will be issued unless paid, or moved out by 021007				
_ An order of eviction will be issued on 000000 unless you move.				
_ May be liable for money damages				
Partial payment _ will	<input checked="" type="checkbox"/> will not prevent issuance of an eviction order.			
_ No money judgment is entered at this time.				
MONEY JUDGMENT: _ Possession judgment was previously entered.				
<input checked="" type="checkbox"/> A money judgment is entered as follows:				
	Damages \$ <u>750.00</u>	Costs \$ <u>142.00</u>	Total \$	892.00
FURTHER ORDERS:	_____			

	Motion/Appeal must be filed in court by 012407 _ MCR 4.201(I) Explained			
NXT	CASE 06-43210	PTY D01	GAR#	NAME _____
F1-Clear Screen	F9-Print	F13-OutQ	F24-Previous Menu	Help

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections by typing over the incorrect amounts and recalculate the judgment by pressing **ENTER** again.
- Press **F9-Print** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI (Judgment Issued).

Approved, SCAO

Original - Court
1st copy - Defendant
2nd copy - Defendant
3rd copy - Plaintiff

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT	JUDGMENT LANDLORD - TENANT	CASE NO. 06-43210 LT
---	-------------------------------	-------------------------

Court address 2777 FRANKLIN SUNNY SPRINGS, MI 48034 Court telephone no. (810) 555-9999

Plaintiff LAKE BREEZE APARTMENTS//	V	Defendant CRAINE/JOHN/
---------------------------------------	---	---------------------------

(248) 335-5000 P-48638
RAAB, LAURIE S.,
1760 S TELEGRAPH RD STE 300
BLOOMFIELD HILLS, MI 48302

Plaintiff/Attorney Personal service

CRAINE/JOHN/
1472 NORTH MAIN APT A
BLOOMFIELD, MI

Defendant/Attorney Personal service

THE COURT FINDS:

by hearing default* consent**
*For a defendant on active military duty, default judgment shall not be entered except as provided by the Servicemembers Civil Relief Act.

POSSESSION JUDGMENT

- 1. The plaintiff has a right to possession.
- 2. There is now due to plaintiff:

a. Rent to retain possession.....	\$	750.00
b. Costs.....	\$	142.00
c. Total.....	\$	892.00
- 3. The defendant has a right to possession.

TO THE DEFENDANT:

- 4. a. An order evicting you will be issued unless you pay the plaintiff or court the amount due in item 2.c. above or unless you move out on or before FEB. 10, 2007.
Date
- OR
- b. An order evicting you will be issued on or after _____ unless you move.
Date
- 5. You may be liable for money damages after you move if additional rent is owed or if there is damage to the property.
- 6. Acceptance of partial payment of the total amount due in item 2.c. above will will not prevent an order evicting you from being issued.
- 7. No money judgment is entered at this time.

MONEY JUDGMENT

8. A possession judgment was previously entered.

9. A money judgment is entered as follows:

a. Damages	\$	750.00
b. Costs	\$	142.00
c. Total	\$	892.00

This judgment will earn interest at statutory rates.

10. FURTHER ORDERS: _____

11. YOU ARE ADVISED that you may file a motion for a new trial, a motion to set aside a default judgment, or file an appeal and appeal bond. This must comply with all court rules and must be filed in court by JAN. 24, 2007. You may want legal help.
Date

12. MCR 4.201(I) was explained to parties.

JAN. 10, 2007
Date

Judge ELIZABETH POLLARD HINES P-27711
Bar no.

CERTIFICATE OF MAILING: I certify that on this date a copy of the above judgment was mailed to the plaintiff and defendant at their last known addresses, by ordinary mail, unless otherwise indicated.

Date _____ Deputy clerk _____

**Approved:

Date _____ Plaintiff/Attorney _____

Date _____ Defendant/Attorney _____

Judgment of Possession after Land Contract Forf. (JLC)

Options: Immediate Printing - 8 x 11 plain paper only

- Type **JLC** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	CIVIL JUDGMENT LAND CONTRACT FORFEITURE		DC106	PEND
Court	Case 06-43211	Type SP	File Date 6/06/06	
P01 SAMSON/WILLIAM/		D01 JAMES/MITCHELL/		
Date Signed: 011007	Bar No: 12345	Judge: GEORGE W. CROCKETT III		
Personal Service	_ Plaintiff/Atty	_ Defendant/Atty		
THE COURT FINDS: by	<input checked="" type="checkbox"/> hearing	_ default	_ consent	
<input checked="" type="checkbox"/> The plaintiff has a right to possession				
There is now due plaintiff:	Amount \$ 2475.00	Other damages \$ 195.00		
	Costs \$ 142.00	Total \$		
_ No cause for action				
Property Descr:	48742 NORTHERN ST, LANSING, MI			
The court has determined:				
<input checked="" type="checkbox"/> You owe above total, including interest paid to 011007				
You have 30 days from this judgment to pay.				
_ You have materially breached the land contract. You have until 000000 to cure the breach.				
FURTHER ORDERS:	_____			

Motion/Appeal must be filed in court by 012407				
NXT	CASE 06-43211	PTY D01	GAR#	NAME
F1-Clear Screen	F9-Print	F13-OutQ	F24-Previous Menu	Help

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, property description, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections by typing over incorrect amounts and recalculate the judgment by pressing **ENTER** again.
- Press **F9-Print** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI73 (Judgment Land Contract Forfeiture Issued).

Approved, SCAO Original - Court 2nd copy - Defendant
1st copy - Defendant 3rd copy - Plaintiff

STATE OF MICHIGAN JUDGMENT OF POSSESSION CASE NO.
99-2 JUDICIAL DISTRICT AFTER LAND CONTRACT FORFEITURE 06-43211 SP

Court address 2777 FRANKLIN SUNNY SPRINGS, MI 48034 Court telephone no. (810) 555-9999

Plaintiff SAMSON/WILLIAM/ Defendant JAMES/MITCHELL/ V

(313) 967-9142 P-35234
GONZALEZ, MARY M.,
645 GRISWOLD ST STE 2400
DETROIT, MI 48226
Plaintiff/Attorney Personal service

(517) 372-8944 P-40404
GANI, G. SAL,
1005 S WASHINGTON AVE
LANSING, MI 48910
Defendant/Attorney Personal service

THE COURT FINDS:
by hearing default* consent**
*For a defendant on active military duty, default judgment shall not be entered except as provided by the Servicemembers Civil Relief Act.
1. The land contract has been forfeited.
 2. The plaintiff has a right to possession.
3. There is now due to plaintiff:
Amount \$ 2,475.00
Other damages \$ 195.00
Costs \$ 142.00
Total \$ 2,812.00
 4. There is no cause for action.

TO THE DEFENDANT, IT IS ORDERED:

5. A judgment of possession for breach of a land contract is entered in this case for the following described property:
48742 NORTHERN ST, LANSING, MI

6. The court has determined:
 a. You owe \$ 2,812.00, including interest paid to JAN. 10, 2007.
Date
You have 30 days from the date of delivery/ mailing of this judgment to pay.
 b. You have materially breached the land contract. You have until _____ Date to cure the breach.

If you do not pay the judgment by the time stated or if the breach is not cured by the date stated, an order of eviction may be issued.

7. FURTHER ORDERS: _____

8. YOU ARE ADVISED that you may file a motion for a new trial, a motion to set aside a default judgment, or an appeal and appeal bond within 10 days of judgment. This must comply with all court rules and must be filed in court by JAN. 24, 2007. You may want legal help.
Date

JAN. 10, 2007 Date Judge GEORGE W. CROCKETT III P-12345 Bar no.

Payment in the full amount may be made to the plaintiff or to the court by certified check or money order.

CERTIFICATE OF MAILING: I certify that on this date a copy of the above judgment was mailed to the plaintiff and defendant at their last known addresses, by ordinary mail, unless otherwise indicated.
Date Deputy clerk

**Approved:
Date Plaintiff/Attorney
Date Defendant/Attorney

Judgment - Small Claims (JSC)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **JSC** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	CIVIL JUDGMENT SMALL CLAIMS		DC85	PEND
Court 2	Case 06-1017B	Type SC	File Date 10/17/06	
P01 ANDREWS/PAUL/	D01 SIMONS/DALE/			
Personal Service: <input checked="" type="checkbox"/> Plaintiff <input checked="" type="checkbox"/> Defendant <u>SIMONS/DALE/</u>				
<input checked="" type="checkbox"/> JUDGMENT:				
For	<u>PAUL ANDREWS</u>	Against	<u>DALE SIMONS</u>	
	<input checked="" type="checkbox"/> After trial	<input type="checkbox"/> Consent	<input type="checkbox"/> Nonappearance default	
	<input type="checkbox"/> DISMISSAL	<input type="checkbox"/> Without prejudice	<input type="checkbox"/> With prejudice	
Damages	Interest	Costs	- Other costs -	Judgment Other reason
<u>325.00</u>		<u>47.50</u>		<u>372.50</u>
<input type="checkbox"/> Note filed for cancellation				
IT IS ORDERED:				
1.	<input type="checkbox"/> Pay to:			<input type="checkbox"/> in full <input type="checkbox"/> installments
	Amt:	<input type="checkbox"/> weekly	<input type="checkbox"/> biweekly	<input type="checkbox"/> monthly starting: <u>000000</u>
2.	<input checked="" type="checkbox"/> Payment within 21 days			
3.	<input type="checkbox"/> Other:			
Date Signed: <u>121406</u> Bar No: <u>12345</u> Judge: GEORGE W. CROCKETT III				
NXT	<u>06-1017B</u>	PTY	<u>D01</u>	GAR# <u> </u> NAME <u> </u>
<u>F1</u>	Clear Screen	<u>F9</u>	Print	<u>F13</u> OutQ <u>F24</u> Previous Menu Help

- Place an **X** in front of the fields that apply and complete any additional information necessary for the judgment. After entering the damages, interest, costs, etc., press **ENTER**. The judgment total will be calculated for you. You can make corrections and recalculate the judgment by pressing **ENTER**.
- The date signed and bar number fields can be erased or changed before printing the form.
- Press **F9-Print** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code JGI38 (Judgment Small Claims Issued).

Approved, SCAO Original - Court
1st copy - Plaintiff
2nd copy - Defendant

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT	JUDGMENT Small Claims	CASE NO. 06-1017B SC
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Court address Court telephone no.
 27777 FRANKLIN (810) 555-9999
 SUNNY SPRINGS, MI 48034

Plaintiff's name and address

ANDREWS/PAUL/
498 ST JOSEPH HWY
LANSING, MI 48906

JUDGMENT

For: PAUL ANDREWS

v Personal service

Against: DALE SIMONS

Defendant's name and address

SIMONS/DALE/
1254 SOUTH MARKET STREET
GRAND HAVEN, MI

After trial Consent*
 Nonappearance default**

DISMISSAL

Without prejudice With prejudice

Damages \$ 325.00
 Interest \$ _____
 Costs \$ 47.50
 Other (specify) \$ _____
 Judgment \$ 372.50

Personal service

This judgment will earn interest at current statutory rates.

**For a defendant on active military duty, default judgment shall not be entered except as provided by the Servicemembers Civil Relief Act.

A note or other written evidence of indebtedness has been filed with the clerk for cancellation.

IT IS ORDERED this judgment is granted and:

- 1. The defendant must pay the judgment to _____ in full.
 installments of \$ _____ weekly biweekly monthly starting _____ Date _____
 until paid in full. No further proceedings to collect the judgment will issue as long as defendant(s) comply with this order.
- 2. If this judgment is not paid within 21 days from the date of this judgment, or if any installment payment plan is not approved by the court within this time, you must pay the judgment in full or disclose to the court and plaintiff, in writing (form DC 87), your place of employment and the location of your accounts in all banks, savings and loan associations, or credit unions.
- 3. Other:

DEC. 18, 2006 P-12345
Date Judge/Deputy Clerk
GEORGE W. CROCKETT III Bar no.

An attorney magistrate's judgment after trial is final unless appealed within 7 days.

NOTICE: If this judgment is not paid as ordered or within 21 days, you may be ordered into court for questioning regarding your assets, your property may be seized, or garnishment may issue after 21 days. When judgment is paid in full, plaintiff should file a signed satisfaction of judgment with the clerk, or defendant may file a motion for entry of an order of satisfaction.

CERTIFICATE OF MAILING

I certify that on this date a copy of this judgment and the instructions, "Collecting Money for Small Claims Judgment" (form DCI-84), or dismissal was served on the parties indicated above by ordinary mail.

Date _____ Deputy clerk _____

*Approved: Date _____ Defendant signature _____

Date _____ Plaintiff signature _____

DC 85 (3/06) JUDGMENT, Small Claims MCL 600.8401 et seq., MCR 2.620, MCR 4.305, 50 USC 521

Batch Printing of Judgment Small Claims (Pre-printed, pin-fed forms)

- All Small Claims Judgments that you want to print in batch must be ordered on the RPT screen or scheduled for hearing using HRC38 on the Actions Update screen.
- When using HRC38, the judgments will generate two days prior to the court date when Date Generated Notices are requested. See chart below. To process these judgments:
 - Type an **X** in front of *Date Generated Notices*
 - Press **ENTER**

Batch Small Claims Judgments Schedule							
Daily Generated Notices Run Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Ready for Printing	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Scheduled Hearing Date (HRC38)	Tues	Wed	Thur	Fri	Mon	Tues	Tues
Changes DO NOT occur to this schedule when a holiday falls between the Run Date and the Review Date							

```

SUNNY SPRINGS      State Court Administrative Office      1/26/07  11:45:36
                        Civil Reports

                        Reports Requested - (via online)

Reports for User:  _ ALL Users or  _ SLS
                   _ All Reports

_ FLB  _ LBL  _ MLR  _ ROA  _ JSC  _ DFN  _ NOI  _ NTD  _ NTA

                        Reports Requested - (via batch)
                   X Date Generated Notices
                   _ Default App,Entry,Aff      _ Pre-list
                   _ Intent/Notice Dismiss      _ Pre-list
                   _ Bench Warrant List
    
```

- For specific requests made through the RPT screen, on the Civil Reports menu:
 - Type an **X** in front of *All Users* **-OR-** *your initials*
 - Type an **X** in front of *JSC*
 - Press **ENTER**

SUNNY SPRINGS	<u>State Court Administrative Office</u>	12/14/06	09:26:26
	Civil Reports		
	Reports Requested - (via online)		
Reports for User:	<input type="checkbox"/> ALL Users or <input checked="" type="checkbox"/> SLS		
	<input type="checkbox"/> All Reports		
<input type="checkbox"/> FLB	<input type="checkbox"/> LBL	<input type="checkbox"/> MLR	<input type="checkbox"/> ROA
<input checked="" type="checkbox"/> JSC	<input type="checkbox"/> DFN	<input type="checkbox"/> NOI	<input type="checkbox"/> NTD
<input type="checkbox"/> NTA			

When Small Claims Judgments are created for preprinted forms, the following information is printed:

- Court No.
- Case No.
- Court address and phone no.
- Plaintiff's name and address
- Defendant's name and address
- Judge or Magistrate name and bar #

The hearing results are only available on the immediate form.

When a judgment is printed, a notation of JGI38 (Judgment Small Claims Issued) is written to the Actions Update screen.

Motion, Affidavit & Bench Warrant (PBW)

Options: Immediate Printing - 8 x 11 plain paper only

- Type **PBW** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT	MC229	PEND
Court 2 Case 06-111555	Pty D01	Type GC	
P01 JAMES/MELLISSA/	D01 PETERSON/JEFFREY/		
Date Signed: 011007	Judge No: 12345	Judge GEORGE W. CROCKETT III	
Police Report No.		Conditional (Page 1) _	
Plaintiff	JAMES/MELLISSA/		
MOTION & AFFIDAVIT	Name PETERSON/JEFFREY/		
Contempt: X	failure to appear	_	for the following reasons
Specify:			
DEFENDANT FAILED TO APPEAR FOR DISCOVERY HEARING ON 12/01/06 AT 9:00 A.M.			
BENCH WARRANT			
Name	PETERSON/JEFFREY/		
Alt Name			
Address	225 U.S. 27		
City	ST. JOHNS	State MI	Zip 48879
Race	W	Sex M	
DLN	P5556665556665 MI	DOB 12 / 12 / 1966	
Bond Amt	\$ 250.00	(MM / DD / YYYY)	
NXT	___	CASE 06-111555	PTY D01 GAR# 00 NAME
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev			

- The Return and Memorandum Copy print unless the *Conditional* field is **X'd**; if **X'd**, only the Return will print.
- Valid entries for race are: **W**-White, **B**-Black, **I**-American Indian or Alaskan Native, **A**-Asian or Pacific Islander, **U**-Unknown

- Print options:

F7-Print - prints the form and writes a note to the *comments section* of the Actions Update screen and ROA noting the date and the party for whom the bench warrant was printed, e.g. D01: Motion, Aff. & Bench Warrant Printed. It does not update the status of the party.

F9-Print/Update/Status - prints the form and updates the *code section* of the Actions Update screen with the party, the date, and the trigger code of BWI (bench warrant issued). **It also changes the status of the case and party to WRNT (warrant)**, and writes the reason for the bench warrant in the *comments section* of the Actions Update screen and ROA.

F10-Print/Update - prints the form and writes a note to the *comments section* of the Actions Update screen and ROA noting the date and the party for whom the bench warrant was printed, and the reason for the bench warrant. It does not update the status of the party.

Original - Police
Copy - Court
Additional copies as needed

Approved, SCAO

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	MOTION, AFFIDAVIT, AND BENCH WARRANT	CASE NO. 06-111555 GC
---	---	---------------------------------

ORI MI-820145J Police Report No. Court address 2777 FRANKLIN SUNNY SPRINGS, MI 48034 Court telephone no. (810) 555-9999

Plaintiff <input type="checkbox"/> People of the State of Michigan <input checked="" type="checkbox"/> JAMES/MELLISSA/	V	Defendant(s)/Probationer PETERSON/JEFFREY/						
<input checked="" type="checkbox"/> Civil <input type="checkbox"/> Criminal Current Charge		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">CTN</td> <td style="width: 33%;">SID</td> <td style="width: 33%;">DOB</td> </tr> <tr> <td>TCN</td> <td></td> <td>12/12/1966</td> </tr> </table>	CTN	SID	DOB	TCN		12/12/1966
CTN	SID	DOB						
TCN		12/12/1966						
<input type="checkbox"/> Probate <input type="checkbox"/> Juvenile In the matter of _____								

A motion and affidavit is not required when the bench warrant is issued on the judge's own motion. **MOTION AND AFFIDAVIT**

I request that a bench warrant be issued and PETERSON/JEFFREY/ be arrested and: Name of respondent

held in contempt for failure to appear.
 held in contempt for the following reasons: (specify below)
 brought to court for arraignment on the following alleged probation violation: (specify below)
 DEFENDANT FAILED TO APPEAR FOR DISCOVERY HEARING ON 12/01/06 AT 9:00 A.M.

Signature

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date

Notary public, State of Michigan, County of _____

BENCH WARRANT

Respondent failed to comply with an order of this court.
IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:
 TO ANY PEACE OFFICER OR COURT OFFICER AUTHORIZED TO MAKE ARREST:
 I order you to arrest:

Name and address of respondent PETERSON/JEFFREY/ 225 U.S. 27 ST. JOHNS, MI 48879	Race WHITE	Sex M
DLN P5556665556665 MI		

Bring the respondent before the court immediately, or respondent may be released when a cash or surety bond in the amount of \$ 250.00 is posted for personal appearance before the court at its next session.

JAN. 10, 2007 (SEAL) P-12345
Date Judge GEORGE W. CROCKETT III Bar no.

RETURN

I have, on _____, taken respondent into custody as ordered by this warrant.
Date

Date Peace officer

MC 229 (6/05) MOTION, AFFIDAVIT, AND BENCH WARRANT MCR 3.606

Warrant Return Copy

Approved, SCAO		Original - Police Copy - Court Additional copies as needed	
STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	MOTION, AFFIDAVIT, AND BENCH WARRANT	CASE NO. 06-111555 GC	
ORI MI-820145J Police Report No.	Court address 2777 FRANKLIN SUNNY SPRINGS, MI 48034	Court telephone no. (810) 555-9999	
Plaintiff <input type="checkbox"/> People of the State of Michigan <input checked="" type="checkbox"/> JAMES/MELLISSA/	V	Defendant(s)/Probationer PETERSON/JEFFREY/	
<input checked="" type="checkbox"/> Civil <input type="checkbox"/> Criminal Current Charge _____		CTN TCN	SID DOB 12/12/1966
<input type="checkbox"/> Probate <input type="checkbox"/> Juvenile In the matter of _____			

A motion and affidavit is not required when the bench warrant is issued on the judge's own motion.

MOTION AND AFFIDAVIT

I request that a bench warrant be issued and PETERSON/JEFFREY/ be arrested and:
Name of respondent

held in contempt for failure to appear.
 held in contempt for the following reasons: (specify below)
 brought to court for arraignment on the following alleged probation violation: (specify below)
 DEFENDANT FAILED TO APPEAR FOR DISCOVERY HEARING ON 12/01/06 AT 9:00 A.M.

Signature

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Date Signature: _____

Notary public, State of Michigan, County of _____

BENCH WARRANT

Respondent failed to comply with an order of this court.
 A bench warrant to arrest the respondent has issued on this date.
 Respondent was described as follows:

Name and address of respondent PETERSON/JEFFREY/ 225 U.S. 27 ST. JOHNS, MI 48879	Race WHITE DLN	Sex M
P5556665556665 MI		

Bring the respondent before the court immediately, or respondent may be released when a cash or surety bond in the amount of \$ 250.00 is posted for personal appearance before the court at its next session.

JAN. 10, 2007 (SEAL) P-12345
Date Judge GEORGE W. CROCKETT III Bar no.

MEMORANDUM COPY - NOT TO BE USED FOR ARREST

TO THE COURT CLERK: When the original charge in a criminal case is more than a 92 day misdemeanor or felony and the defendant has not been sentenced or discharged, advise the Michigan State Police Criminal Justice Information Center of this Motion and Bench Warrant Memorandum as required under MCL 769.16a.

MC 229 (6/05) MOTION, AFFIDAVIT, AND BENCH WARRANT MCR 3.606

Memorandum Copy for Court File

Motion and Order to Show Cause (SCS)

Options: Immediate Printing - 8 x 11 plain paper only

- Type **SCS** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	MOTION & ORDER TO SHOW CAUSE	MC 230	PEND
Court 2 Case 06-1030B	Type GC		
P01 CALAHAN/OTIS/	D01 MILES/JUSTIN/		
Date signed 121806	Bar No.: 12345	Judge GEORGE W. CROCKETT III	
Appearance Date: 010507	Time: 0900 A	Print Page 1 Only <input checked="" type="checkbox"/>	
AT: <input checked="" type="checkbox"/> the court address above	<input type="checkbox"/> courtroom number		
<input type="checkbox"/> other			
I am interested in this matter as			
Motion directing D01 MILES/JUSTIN/			
<input checked="" type="checkbox"/> civil <input type="checkbox"/> criminal	<input type="checkbox"/> contempt of court		
<input type="checkbox"/> judgment for amt. of recognizance			
Order:			
<input checked="" type="checkbox"/> civil <input type="checkbox"/> criminal	<input type="checkbox"/> contempt of court		
<input type="checkbox"/> judgment should not be entered	<input type="checkbox"/> case should not be dismissed		
<input type="checkbox"/> other			
For the following reason			
REASONS WILL PRINT HERE			
Served: <input type="checkbox"/> Personally	<input checked="" type="checkbox"/> By Mail	<u>7</u> days before hearing	
NXT <u>SCS</u> CASE <u>06-1030B</u>	PTY <u>D01</u> GAR# <u> </u> NAME <u> </u>		
<u>F1</u> -Clear Screen	<u>F9</u> -Print	<u>F13</u> -OutQ	<u>F24</u> -Previous Menu

When the show cause event has been scheduled on the Actions Update screen using code **SHC** or **MOC55**, the date and time will be retrieved in the *Appearance Date* and *Time* fields.

If not scheduled first on the Actions Update screen, adding the *Appearance Date* and *Time* on this screen will print it on the form but will not put the case on the calendar.

To print the proof of service page, remove the **X** in the *Print Page 1 Only* field.

Press **F9-Print** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code SHI (Show Cause Issued).

Approved, SCAO	Original - Court 1st copy - Subject	2nd copy - Return Additional copies as needed PROBATE OSM CODE: MOT, OSC
STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	MOTION AND ORDER TO SHOW CAUSE	CASE NO. 06-1030B GC

Court address 2777 FRANKLIN SUNNY SPRINGS, MI 48034 Court telephone no. (810) 555-9999

Plaintiff(s)/Petitioner(s) CALAHAN/OTIS/	V	Defendant(s)/Respondent(s)/Probationer MILES/JUSTIN/
<input type="checkbox"/> Probate <input type="checkbox"/> Juvenile In the matter of _____		

MOTION AND AFFIDAVIT

- I am interested in this matter as _____.
- MILES/JUSTIN/ has not complied with an order dated _____
Name (type or print)
by failing to: REASONS WILL PRINT HERE
- I request an order directing MILES/JUSTIN/ to show cause why:
Name (type or print)
 - a.s/he should not be found in civil criminal contempt of court.
 - b.judgment should not be entered against him/her (as surety/agent) for the full amount of recognizance.
 - c.judgment should not be entered against him/her for failure to file a garnishee disclosure.

Signature _____

Subscribed and sworn to before me on _____, _____ County, Michigan.

My commission expires: _____ Date Signature: _____

Notary public, State of Michigan, County of _____

ORDER

TO: MILES/JUSTIN/
482 NORTH MOUNT AVENUE
LANSING MI 48933

If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

IT IS ORDERED:

- You are ordered to appear before this court on JAN. 5, 2007 at 9:00 A.M.
Date Time
 the court address above
at courtroom number _____

to show cause why
 you should not be held in civil criminal contempt for failure to comply with the order of this court
 a judgment should not be entered against you
 your case should not be dismissed

- Failure to appear for a contempt hearing may result in a bench warrant being issued for your arrest.
- A copy of this must be served personally by mail on the person ordered to appear at least 7 days before the hearing.

DEC. 18, 2006 Date Judge GEORGE W. CROCKETT III P-12345 Bar no.

MC 230 (6/04) MOTION AND ORDER TO SHOW CAUSE MCR 2.108(D), MCR 3.606(A), MCR 5.108

Notice of Intent to Dismiss for No Progress (NOI)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **NOI** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

SUNNY SPRINGS	CIVIL NOTICE of INTENT to DISMISS		MC26	PEND
Court 2	Case 06-1030B	Type GC	File Date 5/01/06	Judge CROCKETT, GEORGE W.
P01	CALAHAN/OTIS/		D01	MILES/JUSTIN/
<hr/>				
<u>Plaintiff</u>	P01	File Date	5/01/06	Atty: 23432 YEAGER, LYN A.,
Name	CALAHAN/OTIS/			
Alt-Name				
Street	719 MARKSON STREET		Phone no	517 - 4444848
City	LANSING	State	MI	Zip code 48933
<u>Defendant</u>	D01	File Date	5/01/06	Atty:
Name	MILES/JUSTIN/			
Alt-Name				
Street	482 NORTH MOUNT AVENUE		Phone no	-
City	LANSING	State	MI	Zip code 48933
<hr/>				
NXT	CASE 06-1030B	PTY D01	GAR#	NAME
F1	Clear Screen	F9	Print	F13
			OutQ	F24
				Previous Menu
				Help

All of the information needed for this form is pulled from the database. The system will check for eligibility and note on the bottom of the screen *Party Not Eligible for Notice* when 91 days have not elapsed since the last trigger event. See Appendix B for list of Trigger Codes.

Press **F9-Print** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code NOI75 (Notice of Intent to Dismiss Issued).

STATE OF MICHIGAN
99-2 JUDICIAL DISTRICT

NOTICE OF INTENT TO DISMISS
FOR NO PROGRESS

CASE NO. 06-1030B GC

Court Address 27777 FRANKLIN
SUNNY SPRINGS, MI 48034

Court Telephone
(810) 555-9999

Plaintiff's name, address, and phone #
(517) 444-4848
CALAHAN/OTIS/
719 MARKSON STREET
LANSING, MI 48933

Plaintiff's attorney, bar #, address, phone #
(313) 831-3444 P-23432
YEAGER, LYN A.,
5435 WOODWARD AVE
DETROIT, MI 48202

V

Defendant's name, address, and phone #
MILES/JUSTIN/
482 NORTH MOUNT AVENUE
LANSING, MI 48933

Defendant's attorney, bar #, address, phone #

TO: All attorneys of record and unrepresented parties.

You are notified that:

1. No steps or proceedings appear to have been taken in this matter in 91 days.
2. The action will be dismissed for lack of progress 28 days after the date of this notice unless the parties show that progress is being made or that the failure to prosecute is not due to the fault or lack of reasonable diligence of the party seeking affirmative relief.

_____ Date

_____ Clerk/Register

MC 26 (3/00) NOTICE OF INTENT TO DISMISS FOR NO PROGRESS MCR 2.501(C), 2.502(A)

Batch Printing of Notice of Intent to Dismiss - preprinted forms

- Ensure that all service returns and pleadings have been updated on the Actions Update screen and that all scheduling is completed.
- To let the system determine qualified defendants:
 - Type an **X** in front of *Intent/Notice Dismiss*.
 - Press **ENTER**.



Warning! When allowing the system to determine eligibility, you may want to print and review a Pre-List first. The process described on this page produces both the Intent to Dismiss and the Dismissal and updates the party with corresponding codes. The DSE20 and DSE14 codes update the party to a CLOSED status. The Pre-List is explained in Chapter 7-Reports.

```

SUNNY SPRINGS      State Court Administrative Office   12/14/06  10:05:53
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:  _ ALL Users or  _ SLS
                  _ All Reports

_ FLB   _ LBL   _ MLR   _ ROA   _ JSC   _ DFN   _ NOI   _ NTD   _ NTA

                   Reports Requested - (via batch)
                   _ Date Generated Notices
                   _ Default App,Entry,Aff           _ Pre-list
                   X Intent/Notice Dismiss           _ Pre-list
                   _ Bench Warrant List
  .. ..

```

- If you want to specify which Defendants to print, first type **NOI** in the *Rpt* column on the RPT screen with the case numbers you wish to process.
- Then, to process requests made through the RPT screen, on the Civil Reports menu:
 - Type an **X** in front of *All Users* **-OR-** *your initials*
 - Type an **X** in front of *NOI*
 - Press **ENTER**

```

SUNNY SPRINGS      State Court Administrative Office  12/14/06  10:05:53
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:  _ ALL Users or X SLS
                  _ All Reports

_ FLB  _ LBL  _ MLR  _ ROA  _ JSC  _ DFN  X NOI  _ NTD  _ NTA

                   Reports Requested - (via batch)
                   _ Date Generated Notices
                   _ Default App,Entry,Aff      _ Pre-list
                   _ Intent/Notice Dismiss     _ Pre-list
                   _ Bench Warrant List

```

The batch Notice of Intent to Dismiss has the same fields filled in as the immediate form. See page 6-33.

Notice to Appear (NTA)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **NTA** in the *NXT* field on the hop line
- Type the case number in the *CASE* field
- Type the party type and number in the *PTY* field **-OR-** type the word **ALL***
- Press **ENTER**

SUNNY SPRINGS		CIVIL NOTICE TO APPEAR		MC06	PEND
Court 2	Case 06-0002T	Type LT	File Date 4/04/06	Judge GEORGE W. CROCKETT	
P01 MAPLEBROOK//		D01 ADAMS/JOHN/			
Bar No: <u>12345</u>		Judge: GEORGE W. CROCKETT III		Courtroom: _____	
Plaintiff	<u>P01</u>	File Date	4/04/06	Change P01 to Q01 for Cross Party Plaintiff and D01 to E01 for Cross Party Defendant and press ENTER to see the change.	
Atty:	55903 CYNTHIA L. REACH				
Name	MAPLEBROOK//				
Alt-Name	_____				
Street	4725 WEST 9TH STREET				
City	KALAMAZOO	St MI	Zip 49006		
Defendant	<u>D01</u>	File Date	4/04/06		
Atty:	ADAMS/JOHN/				
Name	ADAMS/JOHN/				
Alt-Name	_____				
Street	123 NORTH MAIN STREET				
City	KALAMAZOO	St MI	Zip 49006		
				Clerk: <u>SHERYL L STROUSE</u>	
NXT	___	CASE	06-0002T	PTY	<u>D01</u>
F1-Clear Screen		F9-Print		F13-OutQ	
		F24-Previous Menu		Help	

*The word **ALL** in the *PTY* field will produce a separate notice for each plaintiff and defendant plus one copy for the court file. Cross, counter, and third party plaintiffs and defendants do not print with the ALL option. To print these parties, designate their party codes and numbers in the *Plaintiff* and *Defendant* fields as described in the example above.

When a case has duplicate scheduling codes with future dates, e.g. two motions with different dates and times, it will only print the first motion listed on the screen. You can delete or modify scheduled events for the purpose of printing the form. Changes made on this screen will not update the calendar or case. With the exception of duplicate scheduled events, every event listed on the screen will print on the form.

The clerk's name will be retrieved from the court's Security File if the *Form Signature* field has been updated in that file. See JIS Administrative User Guide. Press **F9-Print** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code NOI77 (Notice to Appear Issued).

Batch Printing of Notice to Appear - preprinted form

- Type an **N** in the *Option* field on the Actions Update screen on the line where the event is scheduled **-OR-**
- Type **NTA** in the *Rpt* column on the RPT screen. Include court date, time and scheduling code if not scheduled yet on the Actions Update screen
- Process the request on the Civil Reports menu:
 - Type an **X** in front of *All Users* **-OR-** *your initials*
 - Type an **X** in front of *NTA*
 - Press **ENTER**

```

SUNNY SPRINGS      State Court Administrative Office   12/14/06   10:35:57
                   Civil Reports

                   Reports Requested - (via online)

Reports for User:   ALL Users or  SLS
                   All Reports

 FLB    LBL    MLR    ROA    JSC    DFN    NOI    NTD    NTA

                   Reports Requested - (via batch)
 Date Generated Notices
 Default App,Entry,Aff            Pre-list
 Intent/Notice Dismiss        Pre-list
 Bench Warrant List

```

When the form is created, a corresponding notation of **NOI77** (Notice to Appear Issued) is written to the Actions Update screen and the Register of Actions.

The layout of this screen has been changed. Please refer to the Spring 2007 Release Announcement for details.

Forms Trac, Enterprises (313) 968-0990
FORM NO. FTE 8004 (4/86)

Original - Court
1st copy - Plaintiff/Attorney
2nd copy - Defendant/Attorney
3rd copy - Extra

STATE OF MICHIGAN 99 JUDICIAL DISTRICT	NOTICE TO APPEAR	CASE NO. 06-0901
---	-------------------------	----------------------------

Court address Court telephone no.

BARFIELD/JOHN/S
 17199 N LAUREL PARK DR
 LIVONIA MI 48152

YOU ARE DIRECTED TO APPEAR AT:

- The Court address above, courtroom _____
- _____

Plaintiff Personal service

(734) 953-5050 P-32343
 FRANKLIN/GIGI/
 9012 TELEGRAPH
 SOUTHFIELD MI 48234

Judge: GEORGE W. CROCKETT III P-12345

FOR THE FOLLOWING PURPOSE:

BARFIELD/JOHN/S
 v
 BILLINGS/MARY/
 TRIAL SCHEDULED
 FRIDAY 11/13/06 09:00 AM

Plaintiff's Attorney/People Personal service

BILLINGS/MARY/
 1818 INKSTER
 FRANKLIN MI 48455

Defendant Personal service

(702) 384-4012 P-44323
 MARY P. GROSBECK
 301 E CLARK AVE #1000
 LAS VAGAS NV 89101

Defendant's Attorney Personal service

IMPORTANT READ THIS CAREFULLY

1. Bring this notice with you.
2. No case may be adjourned except by authority of the judge for good cause shown.
3. FAILURE OF THE DEFENDANT TO APPEAR in a civil case may cause a default judgment to be entered. FAILURE OF THE PLAINTIFF TO APPEAR may result in a dismissal of the case.
4. If you intend to employ a lawyer, s/he should be notified of the date at once.

District Court Clerk

CERTIFICATE OF SERVICE / MAILING

I certify that on this date, copies of this notice were served upon the parties or their attorneys indicated above by ordinary mail addressed to the address shown unless otherwise indicated.

_____ Date

_____ Deputy Court Clerk/Officer

FORM NO. FTE 8004 (4/86) **NOTICE TO APPEAR**

COURT

Approved, SCAO STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	Original - Court 1st copy (canary) - Tickler file 2nd copy (pink) - State police 3rd copy (goldenrod) - Police for return to court 4th copy - Friend of the court (if applicable) RECALL OF WARRANT/ORDER TO APPREHEND	PROBATE JDC CODE: RCW CASE NO. 05-0001 GC
ORI MI- 820145J	Court address 2777 FRANKLIN	Court telephone no.
Police Report No.	SUNNY SPRINGS, MI 48034	(810) 555-9999
Issue date of warrant/order to apprehend and no.	Charge	Date of offense
JUNE 6, 2006		

TO: Police agency and address

SUNNY SPRINGS PD
 1234 BELL COURT
 SUNNY SPRINGS, MI 48999

Defendant/Respondent/Juvenile name		
SMITH/JULIE/ 789 BUCHANAN DR ST. JOHNS, MI 48879		
CTN/TCN	SID	DOB
		12/12/1966
DLN	Race	Sex
S1122334455667788 MI	W	F

IT IS ORDERED:

1. The warrant, or order to apprehend, identified above be returned immediately to this court.
 2. The record of this warrant, or order to apprehend, be removed immediately from Law Enforcement Information Network (LEIN) files.
- Reason: DEFENDANT APPEARED IN COURT
 (optional)

JAN. 10, 2007 Date P-12345
 Judge/Clock/Registrar Bar no.
 GEORGE W. CROCKETT III

COURT CALL TO POLICE (to advise of person's court appearance)
 JAN. 10, 2007 Date 8:30 A.M. Time OFFICER FRED SIMPSON
 Person notified
CERTIFICATION OF REMOVAL (from LEIN files) SUNNY SPRINGS PD
 Police agency

Date _____ Time _____ Signature _____
POLICE DISPOSITION (to clear police files)
 Attached to this form Delivered to court when person appeared there

INSTRUCTIONS

- Court: Immediately after person appears in court on warrant, or order to apprehend, so advise (1) the responsible police agency by telephone.
- Court: As soon as possible after calling police, prepare this 4 part form: file original (2) (white) in case file; keep canary copy in warrant or order to apprehend tickler file until warrant, or order to apprehend, is returned by police agency; send pink and goldenrod copies to police.
- Police: Immediately after receiving court's call, return call for verification purposes; (1) remove the warrant, or order to apprehend, from Law Enforcement Information Network (LEIN) files.
- Police: Upon receipt of forms, enter date and time of LEIN contact, and sign; file pink copy; (2) return goldenrod copy with warrant, or order to apprehend, to court (if not already delivered when person appeared in court).

MC220 (3/02) RECALL OF WARRANT/ORDER TO APPREHEND

 **Register of Actions (ROA)**

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

There are two types of immediate ROA's:

Without Dispositional Boxes (Example 1)

- Type **ROA** in the *NXT* field on the hop line
- Type the case number in the *CASE* field
- Press **ENTER**
- Press **F9-Print** to print

With Dispositional Boxes* (Example 2)

- Type **RAP** in the *NXT* field on the hop line
- Type the case number in the *CASE* field
- Press **ENTER**

Batch Printing of Register of Actions - 8 x 11 plain paper

There are two types of batch ROA's:

With Dispositional Boxes* - 8x11 format (Example 2)

- Type an **X** in the *ROA* field on the Case Entry screen **-OR-**
- Type an **X** in the *ROA* field on the Cash screen **-OR-**
- Type an **R** in the *Option* field on the Actions Update screen **-OR-**
- Type **ROA** in the *Rpt* column on the RPT screen with the case numbers you wish to request

Preprinted form (Example 3)

- Type an **F** instead of **X** or **R** as stated above

To process batch ROA's:

- Type an **X** in front of *All Users* **-OR-** *your initials*
- Type an **X** in front of *ROA* to process 8x11 format and/or SCAO form
- Press **ENTER**

* *Note: The dispositional boxes must be updated manually. The printing of a Register of Actions does not update a code to the Actions Update screen.*

Example 1

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT	REGISTER OF ACTIONS	CASE NO: 06-223345 GC STATUS: PEND
Court Address 27777 FRANKLIN SUNNY SPRINGS MI 48034		Court Telephone (810) 555-9999
JUDGE: CROCKETT, GEORGE W., III		P-12345
P01	PLAINTIFF MCMANN/CAROLYN/ 324 MICHIGAN AVE LANSING MI 48911 (517) 487-6666	(PEND) Attorney P-59028 D'AGOSTINI, EMILY, 38700 VAN DYKE AVE STE 200 STERLING HEIGHTS MI 48312 (586) 977-8000
D01	DEFENDANT CRANDALL/JAMES/M 4824 NINE MILE LANSING MI 48911	(PEND) P-41374 BABAS, G. MAUREEN, 4161 GLENCASTLE DR TROY MI 48098 (248) 641-9601
DATE	ACTIONS, JUDGMENTS, CASE NOTES	INITIALS
12/13/06	P01 SUMM & COMPL FILED	D'AGOSTINI, EMIL P-59028 SLS
	FILING FEE PAID \$65.00 RCPT # D100479	\$8,000.00 SLS
	CHECK TENDERED 87545	SLS
D01	SUMM & COMPL ISSUED (M JONES)	SLS
12/15/06	D01 SUMM & COMPL PERSONALLY SERVED	\$18.75 SLS
12/18/06	D01 APPEARANCE FILED	BABAS, G. MAUREE P-41374 SLS
	D01 ANSWER FILED	SLS
	ALL PRE-TRIAL SET 01/05/07 09:00A	SLS

*** END OF REGISTER *** 12/18/06 08:13 DCY 252 (6/82) CIVIL REGISTER OF ACTIONS

*****End of Register*** is printed on the last page with the date
and time the form was generated.**

Example 2

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT	REGISTER OF ACTIONS	CASE NO: 06-223345 GC STATUS: PEND
Court Address 27777 FRANKLIN SUNNY SPRINGS MI 48034		Court Telephone (810) 555-9999
JUDGE: CROCKETT, GEORGE W., III P-12345		
P01 PLAINTIFF MCMANN/CAROLYN/ 324 MICHIGAN AVE LANSING MI 48911 (517) 487-6666	(PEND)	Attorney P-59028 D'AGOSTINI, EMILY, 38700 VAN DYKE AVE STE 200 STERLING HEIGHTS MI 48312 (586) 977-8000
D01 DEFENDANT CRANDALL/JAMES/M 4824 NINE MILE LANSING MI 48911	(PEND)	P-41374 I 48098

DISPOSITION:	DISMISSED {} WITH PREJUDICE {} WITHOUT PREJUDICE	JUDGMENT FOR {} PLAINTIFF {} DEFENDANT	JUDGMENT BY {} DEFAULT {} CONSENT	{} TRIAL {} NO CAUSE
FEES/COSTS:	FILING SERVICE	JURY TRIAL	WITNESS ATTORNEY	OTHER
JUDGMENT AMOUNT:	FEES/COSTS	+ DAMAGES	+ INTEREST	= TOTAL

DATE	ACTIONS, JUDGMENTS, CASE NOTES	INITIALS
12/13/06	P01 SUMM & COMPL FILED	D'AGOSTINI, EMIL P-59028 SLS
	FILING FEE PAID \$65.00 RCPT # D100479	\$8,000.00 SLS
	CHECK TENDERED 87545	SLS
D01	SUMM & COMPL ISSUED (M JONES)	SLS
12/15/06	D01 SUMM & COMPL PERSONALLY SERVED	\$18.75 SLS
12/18/06	D01 APPEARANCE FILED	BABAS, G. MAUREE P-41374 SLS
	D01 ANSWER FILED	SLS
	ALL PRE-TRIAL SET 01/05/07 09:00A	SLS

*** END OF REGISTER *** 12/18/06 08:16 DCY 252 (6/82) CIVIL REGISTER OF ACTIONS

*** END OF REGISTER *** 02/18/04 09:07 DCY 252 (6/82) CIVIL REGISTER OF ACTIONS

Subpoena, Order to Appear and/or Produce (SUB)

Options: Immediate Printing - 8 x 11 plain paper only

- Type **SUB** in the *NXT* field on the hop line.
- Type the case number in the *CASE* field and the party type and number in the *PTY* field.
- Press **ENTER**.

Court 2	Case 06-14872	Pty D01	CIVIL SUBPOENA	Type GC	MC11	PEND
Date Signed	<u>121806</u>	Judge/Atty Bar No:	<u>12345</u>	<u>GEORGE W. CROCKETT III</u>		
Plaintiff:	<u>ROBERTS/JONATHAN/F</u>		Judge:			
Defendant:	<u>ANDREWS/MICHAEL/M</u>					
TO:	<u>ANDREWS/MICHAEL/M</u>		Clerk	Print Page 1 Only	<input checked="" type="checkbox"/>	
	Apt	City	St			
YOU ARE ORDERED <input checked="" type="checkbox"/> to appear personally at the time and place stated below:						
<input checked="" type="checkbox"/> the court address above						
<input type="checkbox"/> other: _____						
Appearance day:	Date:	<u>122906</u>	Time:	<u>900</u>	<u>A</u>	
YOU ARE ALSO ORDERED TO:						
<input checked="" type="checkbox"/> Testify at trial/examination /hearing. <input type="checkbox"/> Testify at deposition.						
<input type="checkbox"/> Produce these items _____						

<input type="checkbox"/> Testify as to your assets, and bring with you the items listed above.						
<input type="checkbox"/> MCL 600.6119 Prohibition against transfer/disposal of property is attached.						
<input type="checkbox"/> Other: _____						
<input type="checkbox"/> Person Requesting _____						
Address _____			Phone: (_____) _____			
City _____		St _____	Zip _____			
NXT	_____	CASE	<u>06-14872</u>	PTY	<u>D01</u>	GAR# _____ NAME _____
F1	Clear Screen	F9	Print	F13	OutQ	F24 Previous Menu

- If the bar number in the *Judge/Atty Bar No* field is not a judge, the form signature will precede the name with "Attorney". Erase the bar number to allow a clerk's signature.
- When you schedule the case for a discovery hearing on the Actions Update screen using **DVC**, **HRC10**, or **HRC41**, the date and time will be retrieved. Adding the date and time on the form screen does not put the event on the calendar.
- To print the form and the Proof of Service, remove the **X** from the *Print Page 1 Only* field.
- Press **F9-Print** to print the form. When the form is printed, the party is updated on the Actions Update screen with the code SPI (Subpoena Issued).
- The Michigan Supreme Court seal will only appear on forms printed on an AFP/HPT printer.

Original - Return
1st copy - Witness
2nd copy - File
3rd copy - Extra

Approved, SCAO	STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	SUBPOENA Order to Appear and/or Produce	CASE NO. 06-14872 GC
----------------	---	--	-------------------------

Police Report No. _____ Court address 27777 FRANKLIN SUNNY SPRINGS, MI 48034 Court telephone no. (810) 555-9999

Plaintiff(s)/Petitioner(s) <input type="checkbox"/> People of the State of Michigan <input checked="" type="checkbox"/> ROBERTS/JONATHAN/F	V	Defendant(s)/Respondent(s) ANDREWS/MICHAEL/M
<input checked="" type="checkbox"/> Civil <input type="checkbox"/> Criminal		Charge
<input type="checkbox"/> Probate In the matter of _____		

In the Name of the People of the State of Michigan. TO: ANDREWS/MICHAEL/M

If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

YOU ARE ORDERED:

<input checked="" type="checkbox"/> 1. to appear personally at the time and place stated below:	You may be required to appear from time to time and day to day until excused.	
<input checked="" type="checkbox"/> The court address above <input type="checkbox"/> Other:		
Day FRIDAY	Date DEC. 29, 2006	Time 9:00 A.M.

2. Testify at trial/examination/hearing.
 3. Produce/permit inspection or copying of the following items: _____

4. Testify as to your assets, and bring with you the items listed in line 3 above.
 5. Testify at deposition.
 6. MCL 600.6104(2), 600.6116, or 600.6119 prohibition against transferring or disposing of property is attached.
 7. Other: _____

<input type="checkbox"/> 8. Person requesting subpoena	Telephone no.
Address	
City	State Zip



NOTE: If requesting a debtor's examination under MCL 600.6110, or an injunction under item 6, this subpoena must be issued by a judge. For a debtor examination, the affidavit of debtor examination on the next page of this form must also be completed. Debtor's assets can also be discovered through MCR 2.305 without the need for an affidavit of debtor examination or issuance of this subpoena by a judge.

FAILURE TO OBEY THE COMMANDS OF THE SUBPOENA OR APPEAR AT THE STATED TIME AND PLACE MAY SUBJECT YOU TO PENALTY FOR CONTEMPT OF COURT.

DEC. 18, 2006	Judge/ XXXXX/XXXXXX GEORGE W. CROCKETT III	P-12345 Bar no.	Court use only <input type="checkbox"/> Served <input type="checkbox"/> Not served
---------------	--	--------------------	---

MC 11 (6/04) SUBPOENA, Order to Appear and/or Produce MCL 600.1455, 600.1701, 600.6110, 600.6119, MCR 2.506

Labels (FLB, LBL)

Options: Batch Printing Only

Label size: 3 1/2" x 15/16" pinfed continuous labels - one across. We recommend the style that is perforated between each label.

All labels are printed in numerical order by case number. When a label printer is designated in the court's System File (accessed through an Administrative signon), labels print immediately and then go to a SAV status in the printer output queue. You will need to delete them from the output queue when printing is completed.

File Labels (FLB)

- Type an **F** in any one of the *Lbl* fields on the Case Entry screen to order one file label, or a number **2** through **9** for the number of file labels you want for the case **-OR-**
- Type **FLB** in the *Rpt* field on the RPT screen for the case numbers you wish to request
- Run the labels from the Civil Reports menu - see page 6-49

Address Labels (LBL)

- Type an **A** or an **X** in the *Lbl* field on the Case Entry screen for the designated party **-OR-**
- Type an **L** in the *Option* field on the Actions Update screen for the designated party **-OR-**
- Type **LBL** in the *Rpt* field on the RPT screen for the case numbers and parties you wish to request. If you are not party specific on the RPT screen, it will default to all parties.
- Run the labels from the Civil Reports menu - see page 6-49

SUNNY SPRINGS	State Court Administrative Office	12/18/06	08:35:28
Civil Reports			
Reports Requested - (via online)			
Reports for User:	<input checked="" type="checkbox"/> ALL Users or	<input type="checkbox"/> SLS	
	<input type="checkbox"/> All Reports		
<input checked="" type="checkbox"/> FLB	<input checked="" type="checkbox"/> LBL	<input type="checkbox"/> MLR	<input type="checkbox"/> ROA
		<input type="checkbox"/> JSC	<input type="checkbox"/> DFN
		<input type="checkbox"/> NOI	<input type="checkbox"/> NTD
			<input type="checkbox"/> NTA
Reports Requested - (via batch)			
<input type="checkbox"/>	Date Generated Notices		
<input type="checkbox"/>	Default App,Entry,Aff		<input type="checkbox"/> Pre-list
<input type="checkbox"/>	Intent/Notice Dismiss		<input type="checkbox"/> Pre-list
<input type="checkbox"/>	Bench Warrant List		

06-0215 GC
FULLER/JUDITH/ v. DODGE/MATTHEW/PAUL DBA DODGE CAR WASH//

File label

File labels print the primary plaintiff and primary defendant names. Alternate names for the primary parties will also print.

06-0215 GC
LANDAU, MARK G., 3171 NORTHWESTERN HWY #155 FARMINGTON HILLS MI 48334

Address label

The attorney's name and address prints on the label when an address label is requested for a party that has an attorney.

ARTICLE
P 919 316 972
NUMBER

LINE 1*
BELL/MARTIN/F
4564 STEWART AVE
SOUTHFIELD MI 48032

↑ FOLD AT PERFORATION ↑
INSERT IN STANDARD #10 WINDOW ENVELOPE.
CASE NO. 06-1027 SC JUDGE: CROCKETT
COURT DATE: 1/17/07 9:00 A.M.

WALZ
CERTIFIED MAIL
MOORE

1

PS FORM 3800

RECEIPT FOR CERTIFIED MAIL

CASE NO. 06-1027 SC JUDGE: CROCKETT
COURT DATE: 1/17/07 9:00 A.M.

2

SENDER:

- Complete items 1 and/or 2 for additional services.
- Complete items 3, and 4a & b.
- Print your name and address on the reverse of this form so that we can return this card to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt Fee will provide you the signature of the person delivered to and the date of delivery.

I also wish to receive the following services (for an extra fee):

- Addressee's Address
- Restricted Delivery

Consult postmaster for fee.

3a. Article Addressed to:
BELL/MARTIN/F
4564 STEWART AVE
SOUTHFIELD MI 48032

4a. Article Number
P 919 316 972

4b. Service Type
 CERTIFIED

7. Date of Delivery

5. Signature -- (Addressee)

8. Addressee's Address
(ONLY if requested and fee paid.)

6. Signature -- (Agent)

PS Form 3811, December 1991
CASE NO. 06-1027 SC JUDGE: CROCKETT
COURT DATE: 1/17/07 9:00 A.M.

DOMESTIC RETURN RECEIPT

FORM # 48157
TO REORDER CALL
MOORE BUSINESS PRODUCTS
1-800-882-3811
OR CONTACT YOUR MOORE SALES REPRESENTATIVE

↑ FOLD AND TEAR HERE ↓

3

Mailing Label and File Copy

Certified Sticker with Receipt

Return Receipt (Court name and address can be pre-printed or stamped on back)

The party name and address prints on the mailer or label. The judge, "next judge", or magistrate and the hearing date and time print on the lower portion of the form. This makes it easy to file when the return receipt is received by the court.

This space is reserved for your notes.



Reports

In this chapter you will learn about the reports, lists and indices available in the Civil module.

The following reports will be covered in this chapter:

- Appeal List
- Attorney Case Index
- Bench Warrant List
- Case Age Report
- Case List - Alphabetic & Numeric
- Caseload Report
- Date Generated Notices
 - Civil Delete Audit Report
 - Daily Review List
 - Expired Garnishments
- Default Application, Entry, Affidavit Pre-List
- Intent/Notice to Dismiss Pre-List

```

SUNNY SPRINGS State Court Administrative Office
                Civil Subsystem

Select one of the following:

    1. Civil Online
    2. Reports
    3. Code Files Update
    4. Code Files Print
    5. Calendar
    6. Report Generator

Option: 2

F24-Previous Menu
    
```

Choose Option 2 for Civil Reports.

```

SUNNY SPRINGS State Court Administrative Office 12/21/06 08:12:35
                Civil Reports

See Chapter 6-Forms for Reports Requested - (via online)
    Reports Requested - (via online)
        ALL Users or _ SLS
        _ All Reports

    _ FLB  _ LBL  _ MLR  _ ROA  _ JSC  _ DFN  _ NOI  _ NTD  _ NTA

This chapter covers Reports Requested - (via batch)
    Reports Requested - (via batch)
        Date Generated Notices
        Default App,Entry,Aff          _ Pre-list
        _ Intent/Notice Dismiss        _ Pre-list
        _ Bench Warrant List

    Alp Num                               Num
        _ Alphabetical Index              _ Attorney Case List
        _ Appeal List                      _ Caseage Report
        _ Numeric Index
        _ Caseload Report  Qtr _ Year ____ _ Merge Files  ____ - ____
        _ Case Age Report (Caseload Part 4)  ____ - ____

F24-Previous Menu                                Help
    
```

Request a report by typing an X in front of the report name.

The layout of this screen has been changed. Please refer to the Spring 2007 Release Announcement for details.

Appeal List

The Appeal List is a list of civil cases where an Order to Appeal Decision (ORE40) was entered. Entering a new disposition or reopen code will remove the party from the list. Entering **ACFZ3** (Action Filed to Remove from Appeal) will also remove a party from the list. If an appeal is withdrawn, deleting ORE40 will also remove it from the list. See page 2-26.

If no parties are found to be on appeal, a one page report will print: *No Civil Cases on Appeal.*

CASE NO.	TYPE	PARTY NO.	NAME	JUDGE	APPEAL DATE	DISPO CODE
06-0029	GC	D01	SMITH/ANNA/	VAN ANTWERP	12/01/06	JGE
06-10105	SC	D01	STOCKTON/TIMOTHY/	CROCKETT, GE	12/20/06	
06-1017A	GZ	D01	JOHNSON/RON/	SERVAAS, STE	12/20/06	
06-5289	GC	D01	FRANKLIN/STEVEN/	HINES, ELIZA	12/01/06	JGE66

Civil Appeal List
Paper Size: 8x11

Attorney Case List

This is a listing by attorney of cases scheduled for a future court date. It is sorted alphabetically by attorney name.

RUN DATE: 12/21/06		99-2 DISTRICT COURT 27777 FRANKLIN SUNNY SPRINGS MI 48034				PAGE 1			
CIVIL ATTORNEY CASE LIST									
ATTORNEY	BAR NO.	CASE NO.	TYPE	PARTY NO.	NAME	JUDGE	SCHEDULED DATE	SCHEDULED TIME	ACTION CODE
AARDEMA, ROBERT B.,	34306	06-14872	GC	P01	ROBERTS/JONATHAN/F	CROCKETT, GEORGE	01/04/07	09:00A	PTC
ABBOTT, JOHN E.,	56159	06-111555	GC	P01	JAMES/MELLISSA/	CROCKETT, GEORGE	01/04/07	01:00P	TRC
ASCIUTTO, LINDA R.,	41125	05-1311	GC	P01	JOHNSON/PEARL/	VAN ANTWERP, DAN	01/29/07	10:00A	TRC
BABAS, G. MAUREEN,	41374	06-223345	GC	D01	CRANDALL/JAMES/M	CROCKETT, GEORGE	01/05/07	09:00A	PTC
BRADGUS, DREW W.,	64658	06-10103	GC	P01	KEYSTONE/JAMES/	CROCKETT, GEORGE	01/03/07	10:30A	MOC51
D'AGOSTINI, EMILY,	59028	06-223345	GC	P01	MCMANN/CAROLYN/	CROCKETT, GEORGE	01/05/07	09:00A	PTC
GANI, G. SAL,	40404	06-010742	GC	D01	FREDRICKS/JEFFERY/	CROCKETT, GEORGE	01/05/07	09:00A	MOC52
GONZALES, MARY M.,	35234	06-0029	GC	D01	SMITH/ANNA/	VAN BENSCHOTEN,	08/01/07	01:00P	HRC5M
HAADSMAN, JAMES T.,	36939	06-15890	GC	P01	SMITH/NANCY/	CROCKETT, GEORGE	12/29/06	09:00A	PTC
NELSON, FAYE A.,	32761	06-1017A	GC	D01	JOHNSON/RON/	CROCKETT, GEORGE	01/03/07	10:30A	HRC
NEUMANN, JENNIFER L.,	64798	06-15890	GC	D01	STRAUSS/ANDREW/	CROCKETT, GEORGE	12/29/06	09:00A	PTC
FEBLEY, DONALD C.,	32466	06-111555	GC	D01	PETERSON/JEFFREY/	CROCKETT, GEORGE	01/04/07	01:00P	TRC
REACH, CYNTHIA L.,	55903	06-0002T	LT	P01	MAPLEBROOK//	CROCKETT, GEORGE	01/03/07	01:00P	HRC70
TOLIN, RICHARD D.,	33115	06-0233	GC	D01	SMITH/DONALD/JR	CROCKETT, GEORGE	12/22/06	09:00A	HRC5S
YEAGER, LYN A.,	23432	06-1017A	GC	P01	ANDREWS/ROBERT/E	CROCKETT, GEORGE	01/03/07	10:30A	HRC
YEAGER, LYN A.,	23432	06-1030B	GC	P01	CALAHAN/OTIS/	CROCKETT, GEORGE	01/05/07	09:00A	PTC

Civil Attorney Case List
Paper Size: STD (11x14)

Bench Warrants Issued

The Bench Warrants Issued List shows all parties who are currently in warrant status. There are two ways to get a party on this report:

- enter the code **BWI** (bench warrant issued) on the Actions Update (ACT) screen for that party, **-OR-**
- print the Motion and Bench Warrant form (**PBW**) using **F9-Print/Update/Sts**

To remove a party from this report:

- enter the code **BWK** (bench warrant recalled) on the Actions Update (ACT) screen for that party, **-OR-**
- print the Warrant Recall form (**WAR**)

RUN DATE: 12/21/06		99-2 DISTRICT COURT 27777 FRANKLIN SUNNY SPRINGS MI 48034				PAGE 1	
CIVIL BENCH WARRANTS ISSUED							
CASE NO.	TYPE	PARTY NO.	NAME	JUDGE	WARRANT DATE		
05-1125	SC	D01	BETCHER/HENRY/	VAN DE GRAAF	09/29/06		
06-0234	LT	D01	APPLE/GEORGE/W JR	HINES, ELIZAB	10/23/06		
06-1030B	GC	D01	MILES/JUSTIN/	CROCKETT, GEO	12/19/06		
06-11178	GC	D01	MATTHEWS/JOHN/ANDREW	CROCKETT, GEO	07/31/06		
06-14872	GC	D01	ANDREWS/MICHAEL/M	CROCKETT, GEO	07/06/06		
06-43210	LT	D02	CRAINE/MARY/	CROCKETT, GEO	12/15/06		

Civil Bench Warrants Issued
Paper Size: STD (8X11)

Caseage Report

The Caseage Report is a list of all undisposed cases with the oldest case listed first. The list is separated by judge and case type. The age of the case is calculated from the filing date to the current date. The report can be used when setting trial dates so that the oldest cases are scheduled first.

Totals are given for each case type category, and a grand total of all case types is reported on the last page.

RUN DATE: 12/29/06		99-2 DISTRICT COURT 2777 FRANKLIN SUNNY SPRINGS MI 48034				PAGE 1			
CIVIL CASEAGE REPORT									
JUDGE: VAN BENSCHOTEN, BIRNEY M.,									
CASE NO.	TYPE	PARTY NO.	NAME	FILE DATE	LAST ACTION	LAST ACTION DATE	NEXT ACTION DATE	AGE	
05-4872	GC	P01	SANDERS/MICHAEL/	05/09/05	TRC	01/06/06	TRC	05/03/06	599
		D01	FREEMAN/SAMUEL/	05/09/05	TRC	01/06/06	TRC	05/03/06	599
05-5987	GC	P01	MCMANN/RAYMOND/	08/09/05	PTC	12/01/05	PTC	02/07/06	507
		D01	MARTIN/JAMIE/S	08/09/05	PTC	12/01/05	PTC	02/07/06	507
06-0981	GC	P01	STENART/STEPHEN/J	04/03/06	TRC	06/06/06	TRC	08/15/06	270
		D01	ANDREWS/MARTIN/M	04/03/06	TRC	06/06/06	TRC	08/15/06	270
06-1991	GC	P01	PATTERSON/DANIEL/M	06/05/06	RVC	09/08/06	RVC	10/09/06	207
		D01	MICHAELS/ROBERT/A	06/05/06	RVC	09/08/06	RVC	10/09/06	207
* TOTAL GC TYPE CASES:			4						
05-3492	LT	P01	JACOBS/MARVIN/	04/15/05	PTC	07/18/05	PTC	09/27/05	623
		D02	BARNES/FREDRICK/	04/15/05	PTC	07/18/05	PTC	09/27/05	623
* TOTAL LT TYPE CASES:			1						
** TOTAL CASES ALL TYPES:			5						

Civil Caseage Report Paper size: STD (11x14)

The *Last* and *Next Action* codes and the *Last* and *Next Action Date* columns are helpful in determining whether the case has been overlooked. In the example above, there are old cases that were set for trial (TRC) and never updated after the trial date. There are also cases that were set for review (RVC) and no future date set after that. More importantly, these cases are still undisposed.

This is also a good tool to use to catch data entry errors. When multiple defendants exist on a case, it is a common error to update the disposition on one defendant and not on a second. When this happens, the case will be on this list showing the undisposed party.

The Civil Caseage Report lists cases by party and takes into account disposition dates and reopen dates to be more consistent with Caseload Part 4-Case Age at Disposition and Pending Case Age. See page 7-24 for more information about Caseload Part 4.

Case List

The Case List can be requested in alphabetical or numerical order, as shown below. The alphabetic list is sorted by party name; the numeric by case number. Both reports are sent to the user's default printer.

A sealed case will only list the party name and case number.

Alp Num	Num	
<input type="checkbox"/> Alphabetical Index	<input type="checkbox"/> Attorney Case List	
<input type="checkbox"/> Appeal List	<input type="checkbox"/> Caseage Report	
<input type="checkbox"/> Numeric Index		Date Range
<input type="checkbox"/> Caseload Report	Qtr <input type="text"/> Year <input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="checkbox"/> Case Age Report (Caseload Part 4)	<input type="checkbox"/> Merge Files	<input type="text"/> - <input type="text"/>

Type an X here for a Case List in alphabetic order.

Type an X here for a Case List in numeric order.

RUN DATE: 12/29/06 99-2 DISTRICT COURT PAGE 1
 2777 FRANKLIN
 SUNNY SPRINGS MI 48034

CIVIL CASE LIST - ALPHABETIC

CASE NO.	TYPE	PARTY NO.	NAME	OPPOSING PARTY	JUDGE	FILE DATE	DISPO DATE	LAST ACTION DATE	ACTION CODE
06-11825	SC	D01	ABALIMI/MUHAMMAD/	FRAZIER/FRED/	CROCKETT, GEO	10/20/06		10/20/06	ALF
06-5289	GC	P01	ABDEL/JIMAL/	FRANKLIN/STEVEN/	HINES, ELIZAB	05/02/06		11/27/06	TRH
06-0002T	LT	D01	ADAMS/JOHN/	MAPLEBROOK//	CROCKETT, GEO	04/04/06		12/14/06	DPI
05-0004	GZ	P01	ADAMS/MARCIA/	LAWRENCE/BERTHA/	CROCKETT, GEO	02/01/06		02/01/06	ORE25
05-0004X	GZ	P01	ADAMS/MARCIA/	SMITH/RON/	CROCKETT, GEO	02/01/06		02/01/06	SCF
05-041A	SC	P01	ADAMS/MARCIA/	LAWRENCE/BERTHA/	CROCKETT, GEO	08/22/05	02/01/06	08/15/06	HRC
05-041B	SC	P01	ADAMS/MARCIA/	PORTER/KAREN/	DUETSCH STRE	06/12/06		06/12/06	ALF
06-11725	GC	D02	ADAMS/MARY/	PARKER/JOHN/	CROCKETT, GEO	09/01/06		09/01/06	SCF
00-0511	GC	P01	ADAMS/MICHAEL/J	CRAWFORD/DENNIS/M	VAN ANTWERP,	02/02/00		10/13/06	HRCBW
05-1019A	SC	P01	ADAMS/PAUL/	SMITH/JAMES/	SERVAAS, STEV	10/19/06		10/19/06	HRC38
06-11725	GC	D01	ADAMS/ROBERT/	PARKER/JOHN/	CROCKETT, GEO	09/01/06		09/01/06	SCF

**Civil Case List - Alphabetic
 Paper Size: STD (11x14)**

RUN DATE: 12/29/06 99-2 DISTRICT COURT PAGE 1
 2777 FRANKLIN
 SUNNY SPRINGS MI 48034

CIVIL CASE LIST - NUMERIC

CASE NO.	TYPE	PARTY NO.	NAME	JUDGE	FILE DATE	DISPO DATE	LAST ACTION DATE	ACTION CODE
06-10103	GC	P01	KEYSTONE/JAMES/	CROCKETT, GEO	09/04/06		12/01/06	TRC
		D01	BAKER/SONIA/S	CROCKETT, GEO	09/04/06	12/14/06	12/14/06	DSE14
06-10104	GC	P01	KRSTAL/JEAN/A	CROCKETT, GEO	07/06/06		07/10/06	PTC
		D01	SIMS/ARTHUR/	CROCKETT, GEO	07/06/06		07/10/06	PTC
06-10105	SC	P01	ANDREWS/MATTHEW/JOHN	CROCKETT, GEO	10/06/06		12/01/06	MOC12
		D01	STOCKTON/TIMOTHY/	CROCKETT, GEO	10/06/06		12/20/06	ORE40
		D02	STOCKTON/JILL/ANNE	CROCKETT, GEO	10/06/06	10/23/06	12/01/06	MOC12
06-10106	GC	P01	SMITH/ANDREW/M	CROCKETT, GEO	06/06/06		06/06/06	SCF
		D01	MIKADO/JAMES/A	CROCKETT, GEO	06/06/06	07/17/06	07/17/06	JGE67
		D02	MIKADO/JESSICA/S	CROCKETT, GEO	06/06/06	07/17/06	07/17/06	JGE67
06-1017A	GZ	P01	ANDREWS/ROBERT/E	SERVAAS, STEV	02/01/06		11/20/06	HRC
		D01	JOHNSON/RON/	SERVAAS, STEV	02/01/06		12/20/06	ORE40
06-1017B	SC	P01	ANDREWS/PAUL/	CROCKETT, GEO	10/17/06		12/01/06	HRC38
		D01	SIMONS/DALE/	CROCKETT, GEO	10/17/06		12/01/06	HRC38
06-1017C	SP	P01	MAPLEWOOD PARK//	CROCKETT, GEO	10/17/06		10/17/06	SCF
		D01	YALE/ANDREW/	CROCKETT, GEO	10/17/06		10/17/06	SCF
06-10177	GZ	P01	ROBERTS/JONATHAN/F	CROCKETT, GEO	02/07/06		02/07/06	SCF
		D01	SIMMONS/FRANK/	CROCKETT, GEO	02/07/06		02/07/06	SCF
06-1020	GC	P01	FREDERICKS/TIMOTHY/	CROCKETT, GEO	06/06/06		07/17/06	TRH
		D01	MCMAMARA/SAMUEL/	CROCKETT, GEO	06/06/06	07/17/06	07/17/06	JGE68
		D02	MCMAMARA/NANCY/	CROCKETT, GEO	06/06/06	07/17/06	07/17/06	JGE68

**Civil Case List - Numeric
 Paper Size: STD (11x14)**

District Court Caseload

This report is mandated by MCR 8.103 and must be submitted annually to the SCAO Caseload Reporting System (CRS). Parts 1 and 2 are reported by court and provide statistical counts for all case filings, reopenings and dispositions. Part 4 is reported by judge and provides case age at disposition and pending case age. The final criteria and implementation date for Part 3, Judicial Events, have not been determined by SCAO.

Alp Num	Num	
<input type="checkbox"/> Alphabetical Index	<input type="checkbox"/> Attorney Case List	
<input type="checkbox"/> Appeal List	<input type="checkbox"/> Caseage Report	
<input type="checkbox"/> Numeric Index		Date Range
<input type="checkbox"/> Caseload Report	Qtr <input type="text"/> Year <input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="checkbox"/> Case Age Report (Caseload Part 4)	<input type="checkbox"/> Merge Files	<input type="text"/> - <input type="text"/>

Requesting Caseload

There are several configurations of reports available. The chart on the following page identifies which reports are generated with each type of request.

- Type an **X** in the *Alp* or *Num* field. This option determines whether your audit reports print in alphabetical order by defendant name, or numerical order by case number.

- Request by *Qtr* and *Year* **-OR-** by *Date Range*.

Alp Num	Num	
<input type="checkbox"/> Alphabetical Index	<input type="checkbox"/> Attorney Case List	
<input type="checkbox"/> Appeal List	<input type="checkbox"/> Caseage Report	
<input type="checkbox"/> Numeric Index		Date Range
<input checked="" type="checkbox"/> Caseload Report	Qtr <input type="text"/> Year <input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="checkbox"/> Case Age Report (Caseload Part 4)	<input type="checkbox"/> Merge Files	<input type="text"/> - <input type="text"/>

Requesting numerical Caseload Report by quarter and year from the Civil Reports screen.

Alp Num	Num	
<input type="checkbox"/> Alphabetical Index	<input type="checkbox"/> Attorney Case List	
<input type="checkbox"/> Appeal List	<input type="checkbox"/> Caseage Report	
<input type="checkbox"/> Numeric Index		Date Range
<input checked="" type="checkbox"/> Caseload Report	Qtr <input type="text"/> Year <input type="text"/>	<input type="text"/> - <input type="text"/>
<input type="checkbox"/> Case Age Report (Caseload Part 4)	<input type="checkbox"/> Merge Files	<input type="text"/> - <input type="text"/>

Requesting alphabetical Caseload Report by date range from the Civil Reports screen.

Case Age (Caseload Part 4) can be requested by date range, but it is also included with certain Caseload options as identified below. When it is part of the Qtr A or Qtr 4 request, cases are aged through 12/31.

Alp Num	Num	Date Range
<input type="checkbox"/> Alphabetical Index	<input type="checkbox"/> Attorney Case List	
<input type="checkbox"/> Appeal List	<input type="checkbox"/> Caseage Report	
<input type="checkbox"/> Numeric Index		
<input type="checkbox"/> Caseload Report	Qtr _ Year ____ _ Merge Files	_____ - _____
<input checked="" type="checkbox"/> Case Age Report (Caseload Part 4)		010107 - 033107

Requesting Part 4-Case Age without Caseload Parts 1 and 2



Tip: Use either the *Qtr A* or *Date Range 01/01 through 12/31* option for the required annual caseload reporting. All other options are available for ad hoc purposes on CRS from April 1 through December 15.

Report	Requested Qtr or Dates	Report Generated	Qtr Uploaded to CRS
Caseload	Qtr "A" (All)*	Parts 1, 2, 4-by judge	All
	01/01 - 12/31*	Parts 1, 2, 4-by judge	All
	Qtr 1 or 01/01 - 03/31	Parts 1 & 2	1
	Qtr 2 or 04/01 - 6/30	Parts 1 & 2	2
	Qtr 3 or 07/01 - 09/30	Parts 1 & 2	3
	Qtr 4 or 10/01 - 12/31*	Parts 1, 2 & Part 4-by judge	4 All
Case Age	01/01 - 03/31	Part 4-by judge	1
	01/01 - 06/30	Part 4-by judge	2
	01/01 - 09/30	Part 4-by judge	3
	01/01 - 12/31	Part 4-by judge	All

Any date range for Parts 1, 2 or 4 other than specified above will generate the reports for that date range but will not create a file for uploading to CRS. The requests marked with an asterisk (*) will also generate a report, exception list and grid combining Part 4-Case Age data for all judges.

Up to six reports are created in the output queue when caseload is requested for quarters 1, 2 and 3. Four of the reports are audits that support the totals reflected in the caseload grid. The audit reports are: Beginning Pending, New Filings, Reopened, and Method of Disposition. Based on your request, the reports are listed in the output queue with _N (numeric) or _A (alphabetic) appended to each file name. A Caseload Exception List generates if exceptions are found. Requests for quarter 4 will include these reports as well as Part 4-Case Age described below. The sixth report is the Caseload Grid.

For Part 4-Case Age, a separate Exception List and Audit is produced for each judge, attorney magistrate, visiting judge and for a generic bar #99999 (unassigned cases).

The file names of the reports generated in the output queue are listed in the chart below. Substitute your judge or magistrate's bar number where 12345 is part of the file name in the examples.

Caseload Parts 1 & 2	
Report	File Name
Caseload Exception Report	CSLD_N_EXC or CSLD_A_EXC
Beginning Pending	CSLD_N_BEG or CSLD_A_BEG
New Filings	CSLD_N_NEW or CSLD_A_NEW
Reopened	CSLD_N_REO or CSLD_A_REO
Method of Disposition	CSLD_N_DSP or CSLD_A_DSP
Caseload Grid	CSLD_GRID

Caseload Part 4: Case Age at Disposition and Pending Case Age	
Report	File Name
Part 4 Exception Report All Judges** Individual Judges	P4N_ALL_E or P4A_ALL_E P4N_12345 or P4A_12345
Part 4 Audit All Judges** Individual Judges	P4N_ALL or P4A_ALL P4N_12345 or P4A_12345
Part 4 Grid All Judges** Each judge, magistrate & generic bar #99999	P4_GRIDALL P4_GRID

****The All Judges reports and grid are only produced when Caseload is requested for Qtr 4 or Qtr A, or for a date range of 1/1 - 12/31.**

Work with Output Queue

Queue: KAREN Library: QGPL Status: RLS

Type options, press Enter.
 1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
 8=Attributes 9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	CSLD_N_EXC			HLD	1	1	8X11	5
-	CSLD_N_BEG			HLD	7	1	8X11	5
-	CSLD_N_NEW			HLD	5	1	8X11	5
-	CSLD_N_REO	Reports created when Caseload is requested for Qtr 1, 2 or 3		HLD	2	1	8X11	5
-	CSLD_N_DSP			HLD	11	1	8X11	5
-	CSLD_GRID			HLD	3	1	8X11	5

Parameters for options 1, 2, 3 or command
 ==>

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	P4N_ALL_E		CSLD123106	HLD		1	8X11	5
-	P4N_ALL	Additional reports created when Caseload Qtr 4 is requested or when Part 4 - Case Age is requested separately.	CSLD123106	HLD		1	8X11	5
-	P4_GRIDALL		CSLD123106	HLD		1	8X11	5
-	P4N_12345E		CSLD123106	HLD	The User Data name is CSLD followed by the end date of the report.	1	8X11	5
-	P4N_12345		CSLD123106	HLD		1	8X11	5
-	P4N_20230E		CSLD123106	HLD		1	8X11	5
-	P4N_20230		CSLD123106	HLD		1	8X11	5
-	P4N_21703E		CSLD123106	HLD		1	8X11	5
-	P4N_21703		CSLD123106	HLD		1	8X11	5

District Court Caseload Parts 1 and 2 each have four sections. Part 4-Case Age at Disposition and Pending Case Age is described beginning on page 7-24.

Part 1: New Filings and Reopened Cases		Case Types
Section A:	Criminal	EX, FY, OM and SM
Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
Section D:	Civil	GC, GZ, LT, SC and SP
Part 2: Method of Disposition		Case Types
Section A:	Criminal	EX, FY, OM and SM
Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
Section D:	Civil	GC, GZ, LT, SC and SP

 **Criteria - Part 1 - New Filings & Reopened Cases**

New Filings	
Criminal Traffic Non-Traffic Civil Infractions & Parking	The <i>filing date</i> entered on the Case Entry (CAS) screen is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. Case type changes are not counted as new filings if it changed after a case is disposed or put into inactive status.
Civil	The <i>file date</i> entered on the Case Entry (CAS) screen for the primary plaintiff and primary defendant (P01, D01) is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. Case type changes are not counted as new filings if it changed after a case is disposed or put into inactive status.

Reopened	
Criminal & Traffic	A case is reported as reopened if all counts are disposed and the <i>Set Aside Disp</i> field is X'd on the Scheduling (SCH) or Disposition (DSP) screen. See Traffic/Criminal/ Probation User Guide for more information about this field.
	<p>It is also reported as reopened when a case is in warrant status (pre-adjudication) and a warrant recall is printed/updated, or any of the following warrant return codes are entered on the Scheduling (SCH) screen:</p> <p style="text-align: center;"> WR16 - Warrant Returned WR17 - Set Aside Bench Warrant WR22 - Bench Warrant Returned WR23 - Warrant Recall Filed WR31 - Warrant Canceled from LEIN </p>
Non-Traffic Civil Infractions & Parking	When the <i>Set Aside Disp</i> field is X'd on the Scheduling (SCH) or Disposition (DSP) screen.
Civil	<p>When all defendants are disposed and any of the following codes are entered on the Action (ACT) screen:</p> <p style="text-align: center;"> ORE19 - Order for New Trial (not valid for SC) ORE40 - Order to Appeal Decision (SC only) ORE51 - Order to Set Aside Default Judgment ORE52 - Order to Set Aside Dismissal ORE69 - Order to Set Aside Judgment ACF76 - Action to Reopen Case Filed </p>

Part 1 of the District Court Caseload lists Sections A through D on one page. Case type totals are provided for your information on the printed grid, but they are not transferred in the caseload web transfer process.

 **Criteria - Part 2 - Method of Disposition**

Method of Disposition	
Criminal Traffic Non-Traffic Civil Infractions & Parking	<p>A single-count case is counted as disposed on the date of the disposition.</p>
	<p>A multiple-count case is counted as disposed on the disposition date of the final charge. At that time, the dispositions for all charges are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to each section. The lowest line number has the highest value, i.e. Section A, Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Guilty Pleas.</p> <p>Consider the following multi-count criminal case:</p> <p style="padding-left: 40px;">Nov. 1st - Count 1 - Dismissed by Party (DS26) Nov. 10th - Count 2 - Disposed on Guilty Plea (DS14) Dec. 2nd - Count 3 - Found Guilty as Charged (DS01)</p> <p>Using the Section A: Criminal - Method of Disposition chart on the following page, you will see that <i>Found Guilty as Charged</i> falls under Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 2nd.</p>
Civil	<p>A civil case with one defendant is counted as disposed on the date of the disposition.</p>
	<p>A civil case with multiple defendants is counted as disposed when the disposition of the final defendant is entered. At that time, the dispositions for all of the defendants are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to Section D. The lowest line number has the highest value, i.e., Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Uncontested/Default/Settled, etc.</p> <p>Consider the following multi-defendant case:</p> <p style="padding-left: 40px;">Nov. 1st D01 - Consent Judgment (JGE68) Dec. 10th D02 - Judgment by Judge/Magistrate (JGE66)</p> <p>Using the Section D: Civil - Method of Disposition chart on page 7-16, you can see that <i>Judgment by Judge/Magistrate</i> falls under on Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 10th.</p>

All disposition codes are assigned to a corresponding line number for each section of the report. The following tables identify which line number corresponds to each code.

Section A: Criminal - Method of Disposition

Line	Case Type	EX	FY	OM	SM
	Method of Disposition	Disposition Codes			
1	Jury Verdict	DS04 Guilty DS06 Not Guilty			
2	Bench Verdict	DS01 Found Guilty as Charged DS02 Found Guilty of Added Offense DS03 Found Guilty of Included Offense DS05 Found Not Guilty by Judge DS49 Directed Verdict DS50 Extradition Hearing Held			
3	Guilty Plea	DS14 Disposed on Guilty Plea DS15 Disposed on Plea of Nolo Contendere			
4	Bindover/ Transfer -Not valid for OM/SM	DS09 Conducted - Bound over DS10 Waived - Bound over DS48 Transferred			
5	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
6	Dismissed by Court	DS07 No Progress DS08 Dismissed DS16 Exam conducted - Dismissed			
7	Inactive Status	DS51 Defendant Referred for Competency Evaluation DS52 Found Incompetent to Stand Trial Any warrant code that puts the case in warrant status (WR+)			
8	Case Type Change	The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status.			

Section B: Traffic - Method of Disposition

Line	Case Type	FD	FT	OD	OI	OT	SD	SI	ST
	Method of Disposition	Disposition Codes							
1	Jury Verdict -Not valid for OI/SI	DS04	Guilty	DS06	Not Guilty				
2	Bench Verdict	DS01	Found Guilty as Charged	DS02	Found Guilty of Added Offense	DS03	Found Guilty of Included Offense	DS05	Found Not Guilty by Judge
		DS24	Found Not Responsible	DS40	Found Responsible after Hearing	DS49	Directed Verdict	DS50	Extradition Hearing Held
3	Guilty Plea/Admission	DS14	Disposed on Guilty Plea	DS15	Disposed on Plea of Nolo Contendere	DS23	Judgment Rendered		
4	Bindover/ Transfer -Valid only for FD/FT	DS09	Conducted - Bound over	DS10	Waived - Bound over	DS48	Transferred		
5	Dismissed by Party	DS25	Order of Nolle Prosequi Entered	DS26	Dismissed by Party				
6	Dismissed by Court	DS07	No Progress	DS08	Dismissed	DS16	Exam conducted - Dismissed		
7	Default -Valid only for OI/SI	DS19	Default Judgment						
8	Inactive	DS51	Defendant Referred for Competency Evaluation	DS52	Found Incompetent to Stand Trial	DS53	Order to Stay Proceedings (Civil Infraction)	Any warrant code that puts the case in warrant status (WR+)	
9	Case Type Change	The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status.							

Section C: Non-Traffic Civil Infraction and Parking - Method of Disposition

Line	Case Type	OK	ON	SK	SN
	Method of Disposition	Disposition Codes			
1	Verdict at Hearing	DS24 Found Not Responsible DS40 Found Responsible After Hearing			
2	Admission/Waivers	DS23 Judgment Rendered			
3	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
4	Dismissed by Court	DS07 No Progress DS08 Dismissed			
5	Default	DS19 Default Judgment			
6	Inactive Status	DS53 Stay of Proceedings			
7	Case Type Change	The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status.			

Section D: Civil - Method of Disposition

Line	Case Type	GC	GZ	LT	SC	SP	
	Method of Disposition	Disposition Codes					
1	Jury Verdict -Not valid for SC	JGE65	Judgment by Jury Entered	DSE65	Dismissal by Jury Entered		
2	Bench Verdict	JGE66	Judgment by Judge/Magistrate Entered	DSE66	Dismissal by Judge/Magistrate Entered		
3	Uncontested/ Default/Settled	JGE*	Judgment Entered (* any modifier except 65, 66, or XF)	SDG	Summary Disposition Granted	SEE	Settlement Entered
4	Transferred	ORE25	Order for Removal to General Civil (SC cases only)	ORE07	Order for Change of Venue Entered	ORE34	Order-Transmittal to Circuit Court Entered
5	Dismissed by Party	DSE*	Dismissal Entered (*any modifier except 14, 20, 65, 66, or 74)	ARL	Arbitration Ordered		
6	Dismissed by Court	DSE14	Dismissal for Lack of Progress Entered	DSE20	Dismissal for Non-Service Entered	DSE74	Dismissed No Cause of Action Entered
7	Inactive	ORR56	Order for Bankruptcy Stay Received	OREZ2	Order to Stay Proceedings Entered		
8	Other Disposition	DIE	Administrative Disposition	JGEXF	Judgment (Foreign) Entered		
9	Case Type Change	<p>The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status. A record is written to the Actions (ACT) screen and Register of Actions (ROA) using the current date: ACFZ1-Case type changed from xx to xx.</p> <p>Caution: Do not process a removal from small claims to general civil by changing the case type. Follow procedures outlined in the Chapter 2 of the Civil User Guide for proper reporting.</p>					

 **Report Examples for Caseload Parts 1 & 2**

District Court Caseload (grid) contains all case types and consists of three pages.

Part 1: New Filings and Reopened Cases - Sections A, B, C & D

RUN DATE: 12/20/06	99 DISTRICT COURT	PAGE	1							
FOR: 01/01/06-12/31/06	27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS MI 48034									
DISTRICT COURT CASELOAD										
PART 1: NEW FILINGS AND REOPENED CASES										
SECTION A: CRIMINAL										
LN	CASE TYPE	EX	FY	OM	SM	TOTALS				
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									
SECTION B: TRAFFIC										
LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									
SECTION C: NON-TRAFFIC CIVIL INFRACTION & PARKING										
LN	CASE TYPE	OK	ON	SK	SN	TOTALS				
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									
SECTION D: CIVIL										
LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS			
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									

Part 2: Method of Disposition - Sections A & B

RUN DATE: 12/20/06 99 DISTRICT COURT PAGE 2
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION A: CRIMINAL

LN	CASE TYPE	EX	FY	OM	SM	TOTALS
1	JURY VERDICT					
2	BENCH VERDICT					
3	GUILTY PLEA					
4	BINDOVER/ TRANSFER			//////// ////////	//////// ////////	
5	DISMISSED BY PARTY					
6	DISMISSED BY COURT					
7	INACTIVE STATUS					
8	CASE TYPE CHANGE					
	TOTALS					

SECTION B: TRAFFIC

LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	JURY VERDICT				//////// ////////			//////// ////////		
2	BENCH VERDICT									
3	GUILTY PLEA									
4	BINDOVER/ TRANSFER			//////// ////////	//////// ////////	//////// ////////	//////// ////////	//////// ////////	//////// ////////	
5	DISMISSED BY PARTY									
6	DISMISSED BY COURT									
7	DEFAULT	//////// ////////	//////// ////////	//////// ////////		//////// ////////	//////// ////////		//////// ////////	
8	INACTIVE STATUS									
9	CASE TYPE CHANGE									
	TOTALS									

Part 2: Method of Disposition - Sections C & D

RUN DATE: 12/20/06 99 DISTRICT COURT PAGE 3
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION C: NON-TRAFFIC CIVIL INFRACTION & PARKING

LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	VERDICT AT HEARING					
2	ADMISSION/ WAIVERS					
3	DISMISSED BY PARTY					
4	DISMISSED BY COURT					
5	DEFAULT					
6	CASE TYPE CHANGE					
	TOTALS					

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\\\\\		
2	BENCH VERDICT				\\\\\\\\\\		
3	UNCONTESTED/ DEFAULT/SETT						
4	TRANSFERRED						
5	DISMISSED BY PARTY						
6	DISMISSED BY COURT						
7	INACTIVE STATUS						
8	OTHER DISPOSITION						
9	CASE TYPE CHANGE						
	TOTALS						

*Dispo not valid. See Exception List and make appropriate correction(s).

When an error is detected in any of the case type columns, an asterisk (*) will print in the *Totals* row at the bottom of each section. The Exception List will help you identify the problem so that it can be corrected before the numbers are submitted to CRS. See *District Court Caseload Exception List* on page 7-29.

The four **Caseload Audit** reports support the totals reflected on the caseload grid.

RUN DATE: 12/20/06		PAGE 1	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC BEGINNING PENDING			
CRIMINAL-LINE 1			
CASE NO.	TYPE	NAME	FILE DATE DISPO DATE DISPO CODE JUDGE
05-1201	EX	SMITH/DONALD/PAUL	8/01/05 12/04/06 DS50 12345
05-1202	EX	LESTER/AARON/HOWARD	8/01/05 12345
05-1206	EX	HARRINGTON/DAVID/RIC	8/01/05 12345
05-1207	EX	FLEMING/ELAINE/CATHE	8/01/05 12345
			TOTAL EX 4

Beginning Pending Audit

RUN DATE: 12/20/06		PAGE 1	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC NEW FILINGS			
CRIMINAL-LINE 2			
CASE NO.	TYPE	NAME	FILE DATE DISPO DATE DISPO CODE JUDGE
06-0168	FY	JONES/MARY/	3/01/06 4/13/06 DS14 12345
06-0169	FY	JONES/MARY/	3/01/06 4/10/06 DS14 12345
06-1106	FY	BOLICK/BRANDON/ROCCO	2/06/06 21704
06-2170	FY	JONES/MARY/	3/01/06 4/10/06 DS14 12345
06-2171	FY	JONES/MARY/	3/01/06 12345

New Filings Audit

RUN DATE: 12/20/06		PAGE 1	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC REOPENED			
CRIMINAL-LINE 3			
CASE NO.	TYPE	NAME	REOPEN REOPEN DATE CODE DISPO DATE CODE JUDGE
05-0004	FY	JONES/JENNY/	2/03/06 NC99 4/10/06 DS14 36363
05-0742	FY	ERICKSON/KEITH/LAWRE	4/10/06 NC99 10/26/06 WR10 21708
05-0751	FY	KERN/RODGER/PAUL	12/01/06 NC99 12345
05-2006	FY	JONES/LAURA/	2/03/06 NC99 2/03/06 DS10 36363
06-0169	FY	JONES/MARY/	4/21/06 NC99 10/01/06 DS15 12345

Reopen Audit

RUN DATE: 12/20/06		PAGE 3	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC METHOD OF DISPOSITION			
CRIMINAL-LINE 6 DISMISSED BY COURT			
CASE NO.	TYPE	NAME	DISPO DATE DISPO CODE JUDGE
05-0754	FY	CUMMINGS/JOEL/MARTIN	2/02/06 DS08 12345
			TOTAL FY 1
06-4492	OM	FOSTER/LAURIE/ANN	6/16/06 DS08 12345
			TOTAL OM 1
04-4006	SM	WILLIAMSON/JAMES/MAT	12/07/06 DS08 36363
06-1002SM	SM	HUGHES/HENRY/H	12/06/06 DS080 25664
06-1138	SM	CUMMINGS/JOEL/MARTIN	11/22/06 DS080 12345
06-3983	SM	IRISH/MARCUS/WILLIAM	12/07/06 DS08 12345
			TOTAL SM 4
TOTAL CRIMINAL-LINE 6 DISMISSED BY COURT			6

Method of Disposition Audit

Here is an example of District Court Caseload Part 2: Method of Disposition. *Line 3-Uncontested/Defaulted/Settled* has 2 civil cases reported for this quarter.

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\\\\\\\		
2	BENCH VERDICT				\\\\\\\\\\\\		
3	UNCONTESTED/ DEFAULT/SETT	1		1			2
4	TRANSFERRED						
5	DISMISSED BY PARTY						
6	DISMISSED BY COURT						
7	INACTIVE STATUS						
8	OTHER DISPOSITION						
9	CASE TYPE CHANGE						
	TOTALS						

The Caseload Audit Method of Disposition for Civil-Line 3 lists the cases that were counted. Note that the dispo codes correspond to the table beginning on page 7-13.

CIVIL-LINE 3 UNCONTESTED/DEFAULT/SETTLED

CASE NO.	TYPE	PLAINTIFF NAME	DISPO DATE	DISPO CODE	JUDGE
04-040506	GC	FLINTSTONE/FRED/	5/01/06	JGE67	12345
		TOTAL GC			1
05-0001	LT	LOCKWOOD/JAY/	1/27/06	JGE67	36363
		TOTAL LT			1
		TOTAL CIVIL-LINE 3 UNCONTESTED/DEFAULT/SETTLED			2

The **District Court Caseload Exception List** is generated only when *exceptions* or *notes* exist for the reporting period.

RUN DATE: 12/20/06 PAGE 1
 FOR: 01/01/06-12/31/06

DISTRICT COURT CASELOAD PART 2 EXCEPTION LIST - NUMERIC

CASE NO.	TYPE	NAME	FILE DATE	DISPO DATE	DISPO CODE	JUDGE
Traffic Line 4 Disposition Bindover/Transfer Invalid						
06C12181	SI	ARENS/RICHARD/THEODO	4/10/05	6/15/06	DS10	12345
Traffic Line 7 Disposition Default Invalid						
0611236	ST	SMITHERS/MARNA/SUE	6/12/06	7/11/06	DS19	99999
0611237	ST	LEWIS/MARNA/SUE	6/12/06	7/11/06	DS19	99999
0611238	ST	LEWIS/MARNA/SUE	8/01/06	9/01/06	DS19	99999

Exceptions are listed first on the report. These cases must be corrected and the Caseload report re-run before reporting to the CRS website. **Exceptions are not counted in caseload totals.** **Notes** are provided for informational purposes and reflect changes that have been made to cases that have been reported to CRS.

Possible Exceptions - Parts 1 & 2	
Message	Description
Invalid Dispositions	Remove disposition on Removal (REM) screen. Do <u>not</u> set aside the disposition. Enter DS code and sentence variables on the Disposition (DSP) screen using PO date of adjudication. Do not re-enter monetary assessments.
Cases Closed without a Disposition	Disposition was entered at cash and the receipt was voided. The disposition was not re-entered. Enter DS code and sentence variables on the Disposition screen (DSP) using PO date of adjudication. Do not re-enter monetary assessments. Software updates now give a warning message on cash when disposition is voided.
Criminal Line 4 Disposition Bindover/Transfer Invalid	Bindover disposition was entered on a case that does not have a felony case type. Change case type on Case Entry (CAS) screen. May need to change statute file charge code C/M/F field from M (misdemeanor) to F (felony).
Traffic Line 1 Disposition Jury Verdict Invalid	Jury disposition code entered on a traffic civil infraction. Remove disposition using the Removal (REM) screen and enter correct DS code using PO date of finding.
Traffic Line 4 Disposition Bindover/Transfer Invalid	Bindover disposition was entered on a case that does not have a felony case type. Change case type on Case Entry (CAS) screen. May need to change statute file charge code C/M/F field from M (misdemeanor) to F (felony).
Traffic Line 7 Disposition Default Invalid	Default Judgment (DS19) only valid on this line for OI and SI case types. Change case type on the Case Entry (CAS) screen or remove incorrect disposition on the Removal (REM) screen and enter proper DS code on the Disposition (DSP) screen using PO date of finding.
Conflict between disposition date and warrant/recall date	Disposition cannot be entered prior to a warrant recall. Remove the warrant return and disposition code using the Removal (REM) screen; re-enter the warrant return and disposition code. Caseload Status (STS, then F8) screen should show codes in this order: WR+, WR-, DS or DS, WR+, WR-.
Small Claims Line 1 Disposition Jury Verdict Invalid	Incorrect case type or disposition code. Change case type on Case (CAS) screen or delete JGE65 code on the Action (ACT) screen and enter correct disposition code.

Possible Notes - Parts 1 & 2	
Note	Description
Dispo counted as changed case type; manually fix filing case type	A note that some caseload entries were previously reported under a different case type. When caseload was reported quarterly, manual adjustments could be made for previous quarters. CRS does not allow adjustments for a previous year. No corrective action can be taken.
Cases Disposed Previous Qtr- Different Case Type	Case type was changed after disposition was entered and before the beginning date of your report. No corrective action can be taken.
Case Type changed during reporting period and counted as changed	Case type was changed after disposition or case made inactive - caseload entries are reported under proper case type column. No action required.
Case Type changed after reporting period - counted as changed	This Note occurs most frequently when an Exception has been corrected after the report end date, i.e. Disposition Bindover/Transfer Invalid. No action required.

Troubleshooting - Caseload Parts 1 and 2

Here are some things to keep in mind when troubleshooting caseload reports:

- Make sure all data entry for the year is completed before requesting the report.
- Errors reported on the Exception List never get counted as disposed and are not included in beginning pending. If errors are corrected but caseload is not re-run before reporting to the CRS, the file you upload will not contain the corrections.
- Incorrect use of the *Set Aside Dispo* field in the Traffic/Criminal module inflates reopened and disposed numbers. See Traffic/Criminal/ Probation User Guide, Chapter 3, for clarification.
- Using the T/C Removal Screen does not “count” a case, but it could have an impact on caseload reports. When a warrant, warrant recall, set aside, or disposition is removed and not re-entered, or it is re-entered with dates that fall in different date ranges, expect those changes to be reflected if you regenerate the reports.
- Make sure case types are NOT changed when a charge is reduced from a felony to a misdemeanor.
- Case type changes are only reported if the change is made prior to disposition or the case placed in inactive status.
- Review your Traffic/Criminal and Civil Delete Audit Reports. Cases may have been deleted that were reported as a new filing, reopened or disposed case. Expect these changes to be reflected in your report totals.

Criteria - Part 4 - Case Age at Disposition and Pending Case Age

Cases age from the begin dates described below until a caseload disposition date. A reopen code will cause more days to be added to the total age of the case until the next disposition code stops it, and so on. If the case is still active and no more caseload records for the case exist, or the disposition date on the next caseload record is later than the report end date, then the accumulation of days stops at the report end date and the case is considered to be a pending case.

Judge Assignment

In Traffic/Criminal, a case is reported under the bar number entered in the *Judge of Record* field on the Case Entry (CAS) screen. If no Judge of Record is entered, it is reported under the *Proceeding Judge*. If neither judge field has been entered, the case is considered unassigned and is reported under Generic bar # 99999. In Civil, the case is reported under the judge or magistrate entered on the Case Entry (CAS) screen. If no bar number is entered, it is reported under Generic bar # 99999.

Case Age - Begin Dates	
Case Types	Date / Code
FY, FD, FT, OM, SM, OD, OT, SD and ST	Arraignment date - indicated by one of the following proceeding codes: AR-Arraignment Held AP-Arraignment/Pre-Trial Held AW-Arraignment Waived If arraignment date is not entered, plea date is used. The case age is calculated as zero if neither arraignment date nor plea date is entered.
EX	Arraignment date
OI, SI, OK, ON, SK, SN	Filing date
GC, GZ, LT, SC and SP	Filing date of primary plaintiff (P01) and primary defendant (D01).

Deductions from Case Age

Time is deducted from the age of the case by subtracting the number of days the case was inactive. This is calculated from the reported date of inactivity until the reported reopen date, based on Caseload Parts 1 and 2 *inactive* and *reopen* reporting criteria. Inactive time is deducted from both disposed and pending case age. The resulting number of days determines which line the case is reported on within each section. A case age disposition is counted for every caseload disposition entered, except when a case is reported as inactive or case type change in Caseload Part 2.

Report Examples for Caseload Part 4

District Court Caseload Part 4 (grid) contains all case types and consists of five pages.

Page 1 - Section A: Felony Criminal and Extradition/Detainer

RUN DATE: 1/12/07 FOR: 01/01/06-12/31/06	99 DISTRICT COURT 27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS MI 48034	PAGE 1
DISTRICT COURT CASELOAD JUDGE GEORGE W. CROCKETT III 12345		
PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT		
SECTION A: FELONY CRIMINAL		
LN	CASE TYPE	FY
1	DISPOSED 0-14 DAYS	BOUND OVER TO CC OR DISMISSED
2	DISPOSED +14 DAYS	BOUND OVER TO CC OR DISMISSED
3	DISPOSED 0-63 DAYS	FELONY REDUCED TO MISDEMEANOR
4	DISPOSED 64-91 DAYS	FELONY REDUCED TO MISDEMEANOR
5	DISPOSED 92-126 DAYS	FELONY REDUCED TO MISDEMEANOR
6	DISPOSED +126 DAYS	FELONY REDUCED TO MISDEMEANOR
7	PENDING 0-14 DAYS	AWAITING PRELIMINARY EXAM
8	PENDING +14 DAYS	AWAITING PRELIMINARY EXAM
9	PENDING 0-63 DAYS	FELONY REDUCED TO MISDEMEANOR
10	PENDING 64-91 DAYS	FELONY REDUCED TO MISDEMEANOR
11	PENDING 92-126 DAYS	FELONY REDUCED TO MISDEMEANOR
12	PENDING +126 DAYS	FELONY REDUCED TO MISDEMEANOR
1a	REDUCED 0-14 DAYS	
2a	REDUCED +14 days	

Lines 3-6 and 9-12:
For a felony to be considered reduced to a misdemeanor:

- at least one charge is a misdemeanor
- none of the charges are a civil infraction
- it must meet one of these conditions if a felony charge is found:
 - a) charge is dismissed
 - b) charge is reduced, amended or attempted and is disposed with DS code 01, 02, 03, 04, 05, 06, 14, 15 or 49

Cases must have proceeding code POEX-Exam Held to be counted on lines 1a and 2a

SECTION A: EXTRADITION/DETAINER

LN	CASE TYPE	EX
13	DISPOSED 0-14 DAYS	
14	DISPOSED +14 DAYS	
15	PENDING 0-14 DAYS	
16	PENDING +14 DAYS	

Page 2 - Section A: Misdemeanor Criminal and Section B: Felony Traffic

RUN DATE: 1/20/07 99 DISTRICT COURT PAGE 2
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD
 JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION A: MISDEMEANOR CRIMINAL

LN	CASE TYPE	OM	SM	TOTALS
17	DISPOSED 0-63 DAYS			
18	DISPOSED 64-91 DAYS			
19	DISPOSED 92-126 DAYS			
20	DISPOSED +126 DAYS			
21	PENDING 0-63 DAYS			
22	PENDING 64-91 DAYS			
23	PENDING 92-126 DAYS			
24	PENDING +126 DAYS			

**Section B, Lines 3-6 and 9-12:
 For a felony to be considered
 reduced to a misdemeanor:**

- at least one charge is a misdemeanor
- none of the charges can be a civil infraction
- it must meet one of these conditions if a felony charge is found:
 - a) charge is dismissed
 - b) charge is reduced, amended or attempted and is disposed with DS code 01, 02, 03, 04, 05, 06, 14, 15 or 49

SECTION B: FELONY TRAFFIC

LN	CASE TYPE	FD	FT	TOTALS
1	DISPOSED 0-14 DAYS			
2	DISPOSED +14 DAYS			
3	DISPOSED 0-63 DAYS			
4	DISPOSED 64-91 DAYS			
5	DISPOSED 92-126 DAYS			
6	DISPOSED +126 DAYS			
7	PENDING 0-14 DAYS			
8	PENDING +14 DAYS			
9	PENDING 0-63 DAYS			
10	PENDING 64-91 DAYS			
11	PENDING 92-126 DAYS			
12	PENDING +126 DAYS			

BOUND OVER TO CC OR DISMISSED
 BOUND OVER TO CC OR DISMISSED
 FELONY REDUCED TO MISDEMEANOR
 FELONY REDUCED TO MISDEMEANOR
 FELONY REDUCED TO MISDEMEANOR
 FELONY REDUCED TO MISDEMEANOR
 AWAITING PRELIMINARY EXAM
 AWAITING PRELIMINARY EXAM
 FELONY REDUCED TO MISDEMEANOR
 FELONY REDUCED TO MISDEMEANOR
 FELONY REDUCED TO MISDEMEANOR
 FELONY REDUCED TO MISDEMEANOR

1a	REDUCED 0-14 DAYS	
2a	REDUCED +14 days	

← **Cases must have proceeding code
 POEX-Exam Held to be counted on
 lines 1a and 2a**

Page 3 - Section B: Misdemeanor Traffic and Section B: Civil Infraction Traffic

RUN DATE: 1/12/07 99 DISTRICT COURT PAGE 3
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD
 JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION A: MISDEMEANOR TRAFFIC

LN	CASE TYPE	OD	OT	SD	ST	TOTALS
13	DISPOSED 0-63 DAYS					
14	DISPOSED 64-91 DAYS					
15	DISPOSED 92-126 DAYS					
16	DISPOSED +126 DAYS					
17	PENDING 0-63 DAYS					
18	PENDING 64-91 DAYS					
19	PENDING 92-126 DAYS					
20	PENDING +126 DAYS					

SECTION B: CIVIL INFRACTION TRAFFIC

LN	CASE TYPE	OI	SI	TOTALS
21	DISPOSED 0-35 DAYS			
22	DISPOSED 36-56 DAYS			
23	DISPOSED 57-84 DAYS			
24	DISPOSED +84 DAYS			
25	PENDING 0-35 DAYS			
26	PENDING 36-56 DAYS			
27	PENDING 57-84 DAYS			
28	PENDING +84 DAYS			

Page 4 - Section C: Non-Traffic Civil Infraction and Parking

RUN DATE:	1/12/07	99 DISTRICT COURT	PAGE	4		
FOR:	01/01/06-12/31/06	27777 FRANKLIN ROAD-SUITE 1300				
		SUNNY SPRINGS MI 48034				
DISTRICT COURT CASELOAD						
JUDGE GEORGE W. CROCKETT III 12345						
PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT						
SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING						
LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	DISPOSED 0-35 DAYS					
2	DISPOSED 36-56 DAYS					
3	DISPOSED 57-84 DAYS					
4	DISPOSED +84 DAYS					
5	PENDING 0-35 DAYS					
6	PENDING 36-56 DAYS					
7	PENDING 57-84 DAYS					
8	PENDING +84 DAYS					

Page 5 - Section D: Civil

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT					PAGE	5
SECTION D: CIVIL						
LN	CASE TYPE	GC	GZ	TOTALS		
1	DISPOSED 0-273 DAYS					
2	DISPOSED 274-364 DAYS					
3	DISPOSED 365-455 DAYS					
4	DISPOSED +455 DAYS					
5	PENDING 0-273 DAYS					
6	PENDING 274-364 DAYS					
7	PENDING 365-455 DAYS					
8	PENDING +455 DAYS					
SECTION D: CIVIL						
LN	CASE TYPE	LT	SC	SP	TOTALS	
9	DISPOSED 0-126 DAYS					
10	DISPOSED +126 DAYS					
11	DISPOSED JV 0-154 DAYS		////////			
12	DISPOSED JV +154 DAYS		////////			
13	PENDING 0-126 DAYS					
14	PENDING +126 DAYS					
15	PENDING JD 0-154 DAYS		////////			
16	PENDING JD +154 DAYS		////////			

For cases to be reported on lines 11 or 12, one of the following codes must be entered on the Action (ACT) screen:
JGE65-Judgment by Jury Entered
DSE65-Dismissal by Jury Entered

For cases to be reported on lines 15 or 16, one of the following codes must be entered on the Action (ACT) screen:
JDF-Jury Demand Filed
JRC-Jury Trial Scheduled
JSC-Jury Selection Scheduled
JTC-Jury Trial Scheduled

JV=Jury Verdict, JD=Jury Demand

There is a Case Age at Disposition and Pending Case Age audit report for each judge, and one audit for *All Judges* to support the totals reflected on the Caseload Part 4 grids. The audit is listed by Section and Line number.

FELONY CRIMINAL-LINE 2 DISPOSED +14 DAYS BOUND OVER TO CC OR DISMISSED									
CASE NO.	TYPE	NAME	APPEAR DATE	#DAYS INACT	DISPO DATE	DISPO CODE	JUDGE	AGED DAYS	
05-0751	FY	KERN/RODGER/PAUL	11/01/05		10/15/06	DS09	12345	348	
06-7601	FY	ANDERSON/LOUIE/	7/26/06		8/30/06	DS10	12345	35	
								TOTAL FY	2
TOTAL FELONY CRIMINAL-LINE 2 DISPOSED +14 DAYS									2

Excerpt from Audit for Caseload Part 4

District Court Caseload Part 4 Exception List

There is an exception list for each judge and one for *All Judges*. **Always** review your Exception Lists. If any cases are reported as *Not Counted*, determine why there is an error and make corrections. Request the report again to ensure that all cases are properly counted and so it is the LAST file created before uploading it to the CRS.

RUN DATE: 12/20/06	PAGE 1							
OR: 01/01/06-12/31/06								
DISTRICT COURT CASELOAD PART 4 EXCEPTION LIST - NUMERIC								
JUDGE BRIAN C. JEFFRIES 36363								
CASE NO.	TYPE	NAME	DATE	#DAYS INACT	DISPO DATE	DISPO CODE	JUDGE	AGED DAYS
TOTAL CASES NOT COUNTED								
NOTE-Inactive cases reported in Part 2, not in Part 4								
05-1901	OT	GILL/EDWARD/PATRICK	2/01/06		2/01/06	WR01	36363	
05-9920	OT	GERBER/SHANE/MICHAEL	9/21/05		10/11/06	WR10	36363	385
06-0737	FD	AKERS/ROBERT/JONATHA			10/01/06	WR07	36363	
TOTAL								3

Excerpt from Exception List for Caseload Part 4

The list of cases reported as NOTE-Inactive cases reported in Part 2, not in Part 4, is provided for your information only. No action is necessary. For Traffic/Criminal, the list contains cases in Inactive status (DS51, 52, 53 or +WR warrant codes); for Civil, the list contains cases disposed as inactive with ORR56 or OREZ3.

Possible Exceptions - Part 4	
Message	Description
Part 4, Section B: Civil Infraction Traffic cases with no filing date	Filing date is missing from the caseload file. To correct this error change the filing date on the Case Entry (CAS) screen, then change it back to the correct date. Check the Status (STS) screen, F8-Caseload, to make sure the file date is recorded. Software updates should now prevent this error from occurring.
Part 4, Section C: Non-Traffic Civil Infraction and Parking cases with no filing date	
Part 4, Section D: Civil GC/GZ cases with no filing date	
Part 4, Section D: Civil LT/SC/SP cases with no filing date	
Felony cases not reduced/amended to misdemeanor	Review the case. At least one charge must be a misdemeanor, none of the charges can be a civil infraction, and one of the following conditions must exist if a felony charge is found: a) felony charge is dismissed b) charge is reduced, amended or attempted and is disposed with one of the following DS codes: DS01, 02, 03, 04, 05, 06, 14, 15 or 49

Merging Files - Multi-Location Courts

The caseload report should be requested for each location in the manner described earlier in this section. If an exception list exists for any court, correct the cases and re-request the report. If no exception list exists, you are ready to merge the data.

If your screen does not show the *Merge Files* field, make sure your security record is turned to **Y** for this feature. See JIS Administrative User Guide.

Step 1

<p>Alp Num</p> <p> _ Alphabetical Index</p> <p> _ Appeal List</p> <p> _ Numeric Index</p> <p> _ Caseload Report Qtr _ Year _____</p> <p> _ Case Age Report (Caseload Part 4)</p>	<p>Num</p> <p> _ Attorney</p> <p> _ Caseage Report</p> <p>X Merge Files</p> <p style="text-align: right;">Date Range</p> <p>_____ - _____</p> <p>_____ - _____</p>
---	---

Enter an X in the *Merge Files* field and press ENTER.

Step 2

Caseload File Merge

	File	Qtr	Year	Court	County
X	<u>CLOADD9990</u>	A	2006	D99	
X	<u>CLOADD9991</u>	A	2006	D99	
X	<u>CLOADD9992</u>	A	2006	D99	

Type an X in front of the files you want to merge. Make sure all quarters/years are the same. Press ENTER.

Qtr "A" = All Qtrs & Case Age, "C" = Case Age (Part 4 only)

F24-Previous Menu Help

Step 3

Caseload File Merge

	File	Qtr	Year	Court	County
X	<u>CLOADD9990</u>	A	<u>2006</u>	<u>D99</u>	<u>OAKLAND</u>
X	<u>CLOADD9991</u>	A	<u>2006</u>	<u>D99</u>	<u>OAKLAND</u>
X	<u>CLOADD9992</u>	A	<u>2006</u>	<u>D99</u>	<u>OAKLAND</u>

Merged caseload file **CLOADD999M** created. Use this file name when downloading from the AS400 to your PC.
Qtr "A" = All Qtrs & Case Age, "C" = Case Age (Part 4 only)

This message displays after the files are merged.

F24-Previous Menu Help

Transferring Caseload from the AS/400 to your PC

If your court is using **Client Access**, you will be able to transfer your caseload file from the AS/400 to your PC and upload it to the CRS website. To set up the file transfer, follow the steps below. Steps 2, 5, 6 and 7 are necessary to transfer the file once the process is set up.

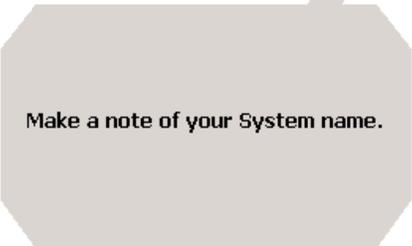
Step 1

Sign On

Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems

User
Password

System : OSMSOUTH
Subsystem : QINTER
Display : KARENLC



Make a note of your System name.

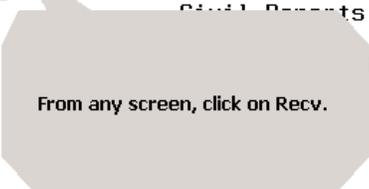
Step 2

File Edit View Communication Actions Window Help

PrtScrn Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

SUNNY SPRINGS State Court Administrative Office
Civil Reports

(via online)

Reports for User: 

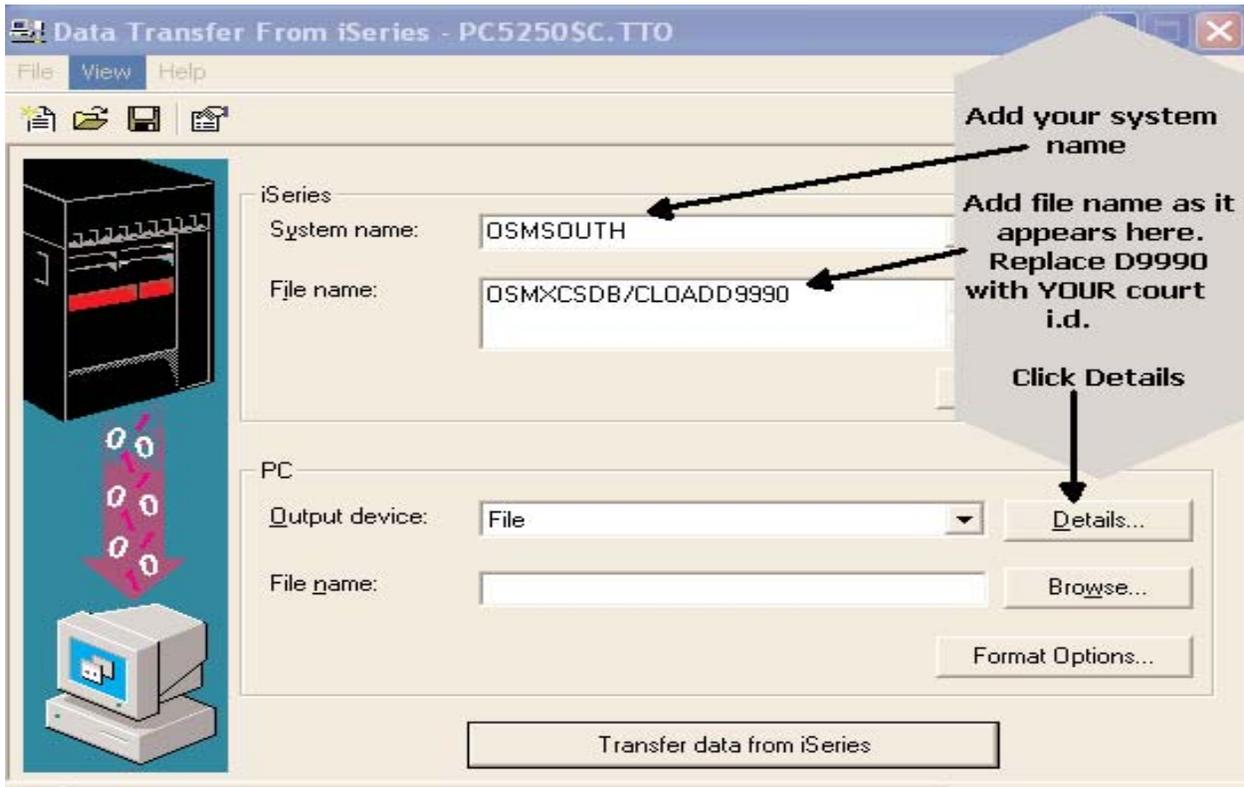
FLB LBL MLR RUA JSC DFN NOI NTD NTA

Reports Requested - (via batch)

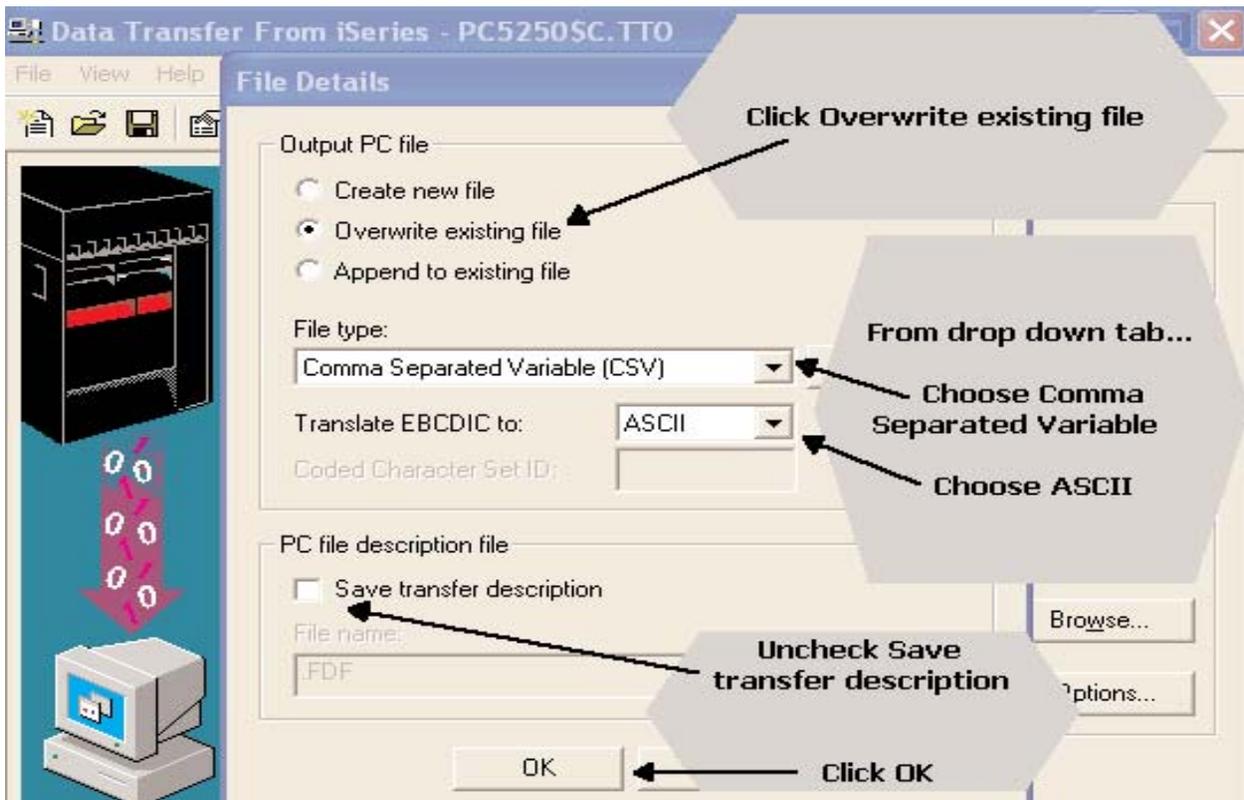
Date Generated Notices
 Default App,Entry,Aff Pre-list
 Intent/Notice Dismiss Pre-list
 Bench Warrant List

Alp Num	Num
<input type="checkbox"/> Alphabetical Index	<input type="checkbox"/> Attorney Case List
<input type="checkbox"/> Appeal List	<input type="checkbox"/> Caseage Report
<input type="checkbox"/> Numeric Index	
<input type="checkbox"/> Caseload Report Qtr Year	Date Range
<input type="checkbox"/> Merge Files	_____ - _____

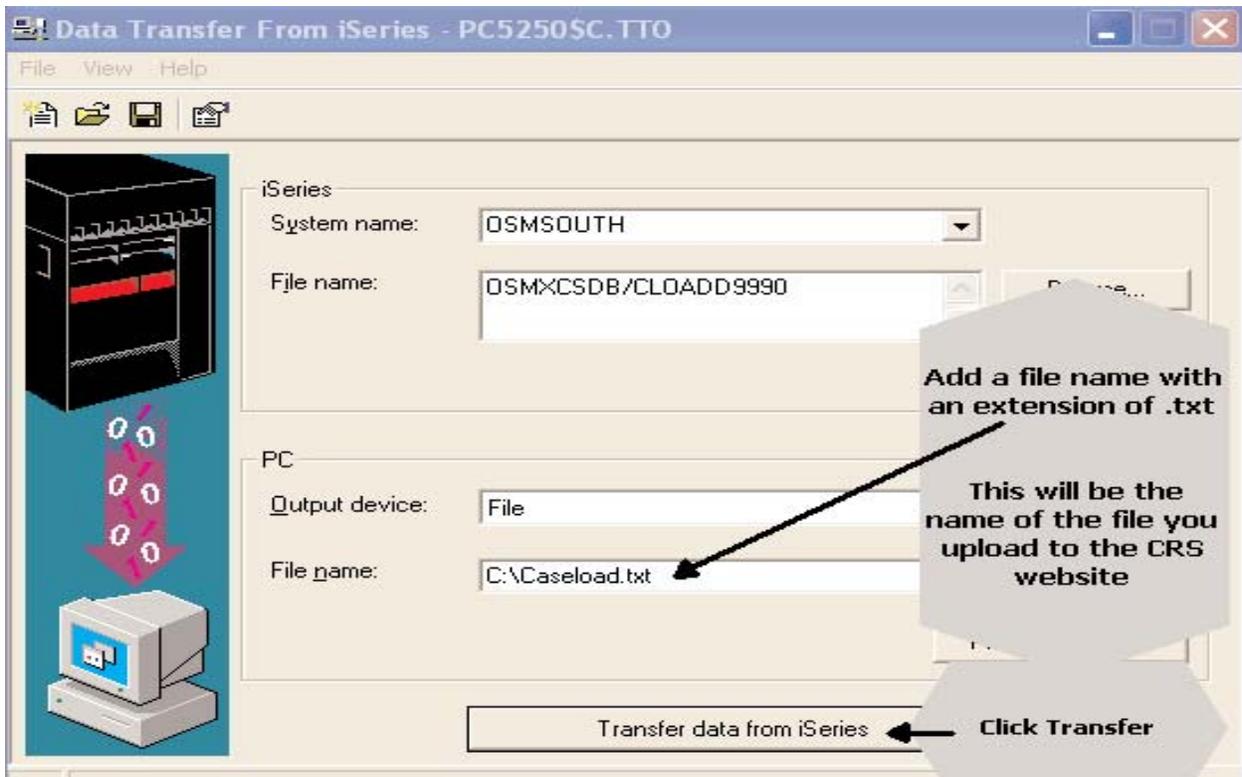
Step 3



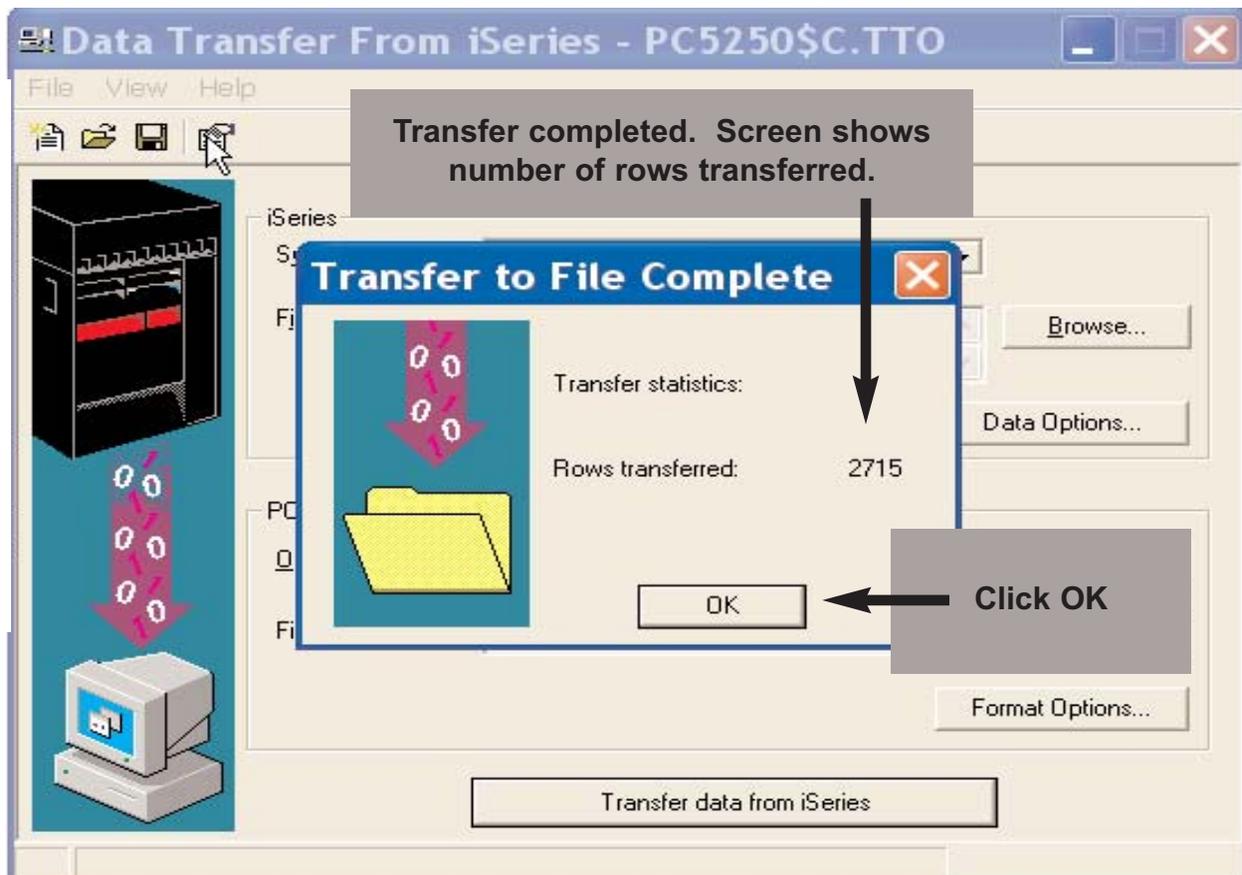
Step 4



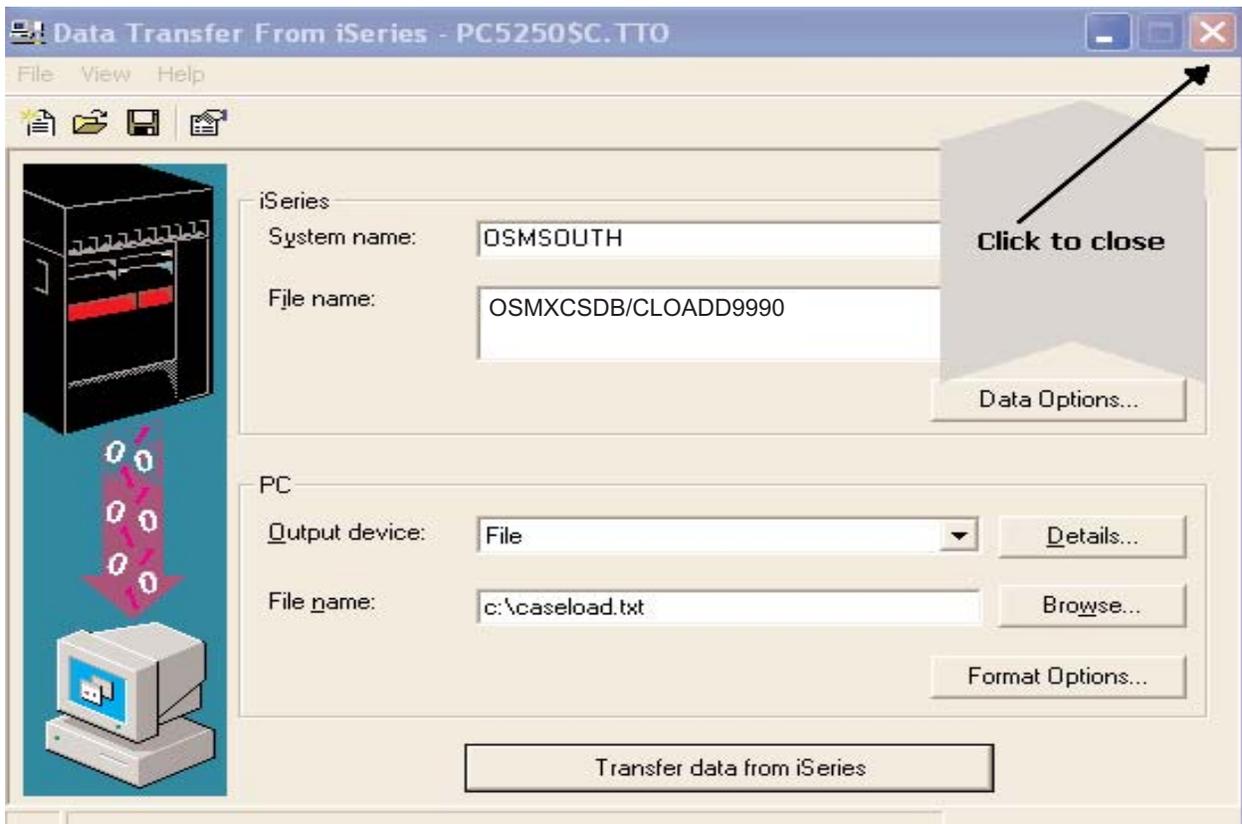
Step 5



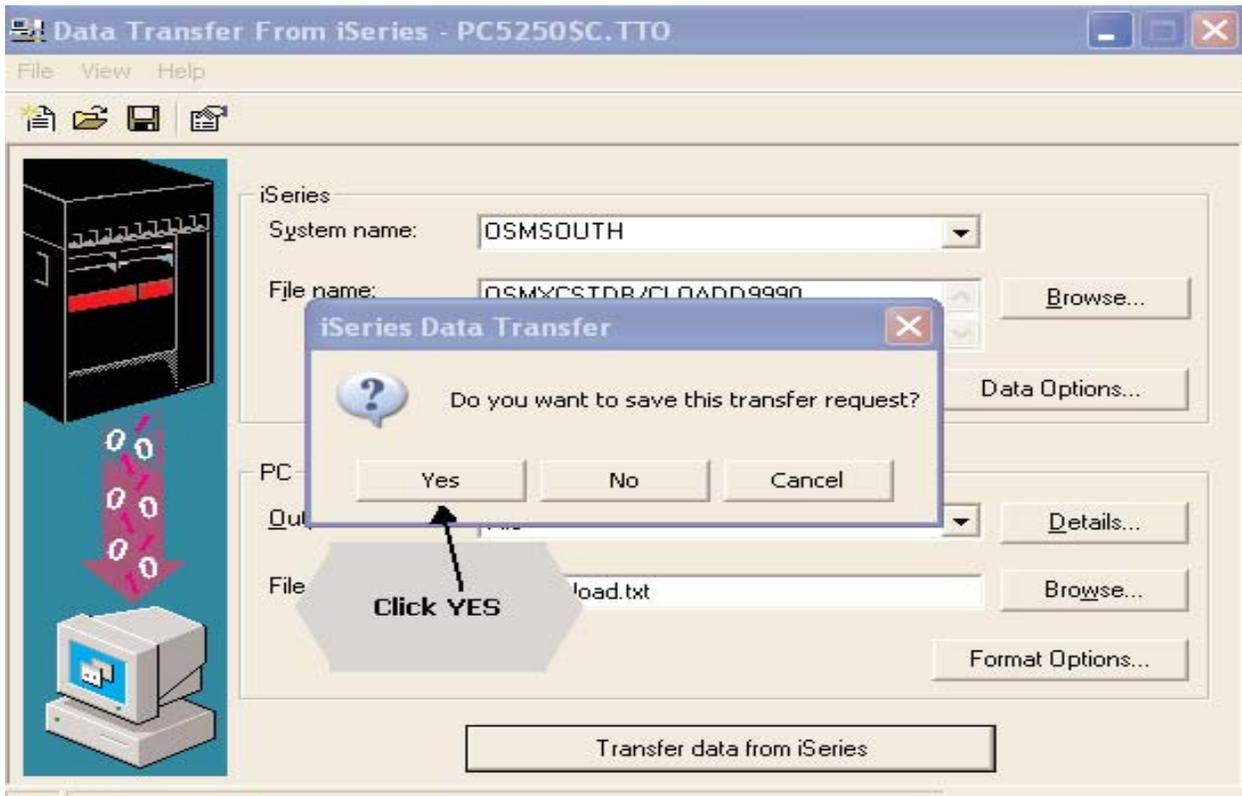
Step 6



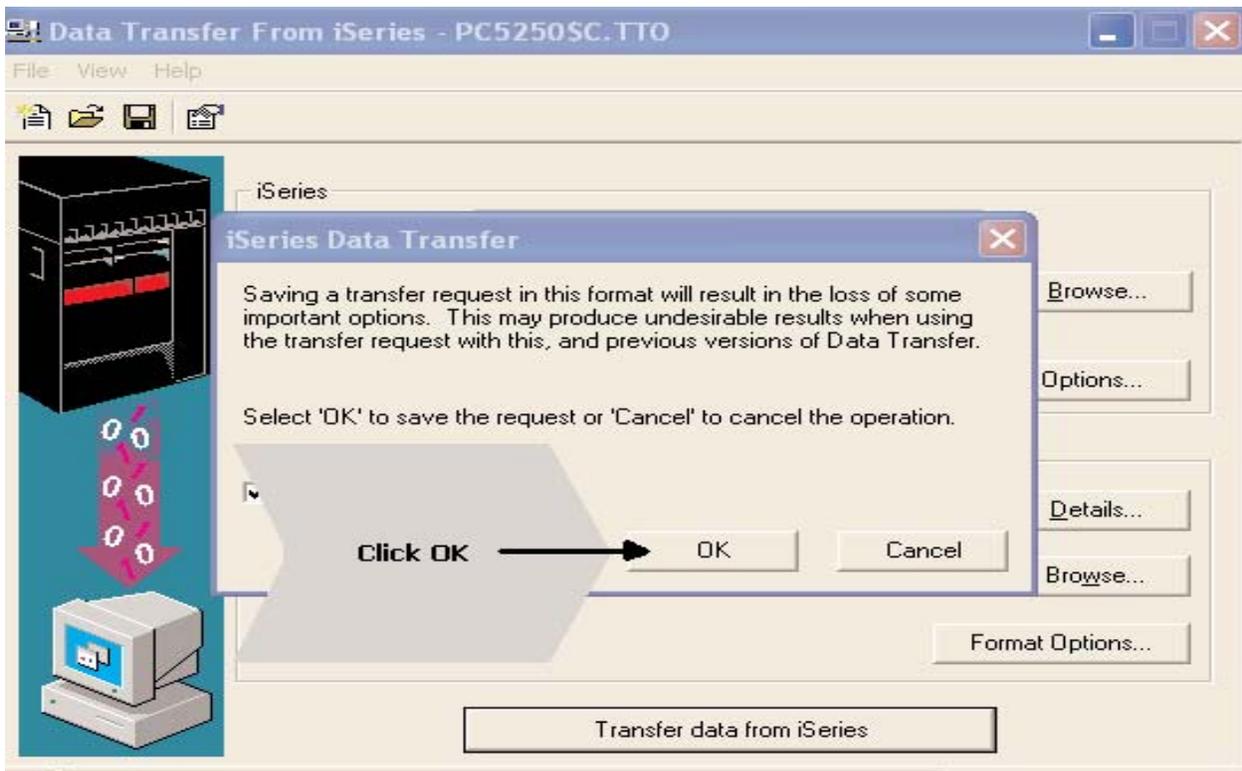
Step 7



Step 8



Step 8



Upload Data to MCAP Website

After the transfer is complete, sign on to the MCAP (Michigan Court Application Portal) website and following instructions to upload your statistics to the Caseload Reporting System.

If you experience problems with the SCAO CRS or MCAP website, please click on their MCAP Help Desk link.

Date Generated Notices

Date Generated Notices are designed to be requested daily at the end of the working day. They are date driven. In addition to the three reports discussed in this chapter, Small Claims Judgments (JSC) may be produced when Date Generated Notices are requested. See Chapter 6-Forms, Labels & Mailers.

Another reason to request these notices on a daily basis is that the program will change the status of a case that meets the following criteria:

- A case in DISP status will change back to CLSD or GARN after the scheduled court date has passed.
- A case in GARN status will change to CLSD if the garnishment has expired.

Civil Delete Audit Report

This report is used for internal controls and monitoring of deleted cases or parties, changed case numbers, or case transfers to another court location.

The report contains the delete date, time, clerk's initials, terminal code, case number, case type, party names, file date, last code, last action code, dispo code (if any) and dispo date. The cases are reported for 30 days, with the most recent deletes appearing at the top of the report. **Retain this report for audit purposes. It cannot be reproduced.**

If Date Generated Notices are not requested daily, deleted cases will still be reported:

- if requested within 30 days of the delete or change
- after 30 days if it has never been reported previously
- for the last time when Date Generated Notices are requested after 30 days

RUN DATE: 12/29/06		99-2 DISTRICT COURT 2777 FRANKLIN SUNNY SPRINGS MI 48034				PAGE 1						
CIVIL DELETE AUDIT REPORT												
DELETE DATE	DELSBYH TIME	DELETE BY	DELETE TERMINAL	CASE NO.	TYPE	PARTY NO.	NAME	FILE DATE	LAST CODE	LAST ACTION DATE	DISPO CODE	DISPO DATE
12/29/06	10:10A	SLS	SHERYLH	D15TEST	GC	P01	PARKER/JOHN/ D01 ADAMS/ROBERT/ D02 ADAMS/MARY/ COMMENT: CHANGED TO CASE NO. 06-11725	09/01/06 09/01/06 09/01/06	SCF SCF SCF	09/01/06 09/01/06 09/01/06		
12/08/06	02:45P	KJS	KARENH	06-TEST	SC	P01	FISH/PAUL/ D01 HANKS/MARY/ COMMENT: TRANSFERRED TO CASE # 06-TEST2	09/01/06 09/01/06	ORE25 ORE25	09/15/06 09/15/06	ORE25 ORE25	
12/04/06	10:34A	D1	SHERYLA	06-1018	GC	P01	FREDERICKS/TIMOTHY/ D01 MCNAMARA/SAMUEL/ COMMENT: ENTERED ENTIRELY WRONG	06/06/06 06/06/06	TRH JGE68	07/17/06 07/17/06	JGE68	09/15/06 09/15/06
11/28/06	10:41A	SLS	SHERYLA	06-10101	GC	P01	ANDREWS/MATTHEW/JOHN D01 STOCKTON/TIMOTHY/ D02 STOCKTON/JILL/ANNE COMMENT: CHANGED TO CASE NO. 06-10105	10/06/06 10/06/06 10/06/06	PTH JGE66 JGE66	10/23/06 10/23/06 10/23/06	JGE66 JGE66 JGE66	07/17/06

Civil Delete Audit Report Paper Size: STD (11x14)

Daily Review List

The Daily Review List produces a list of cases where the code **RVC** was entered on the Actions Update (ACT) screen with a court date and time. If you use the party code **ALL**, the entire case will be reported on the list. When you are party specific, only that party will appear.

The case/party will only appear on the list when the **RVC** trigger code is the most future date on the case/party. Cases report the number of full days prior to the scheduled review date, based on the court's Z-record. The Z-record is set up in Traffic/ Criminal Codes File Update. The chart below depicts the schedule for reporting on the list when the Z-record is set at 3 days.

The Daily Review List is the only report that goes to a **RDY** status in the output queue and is not saved after it is printed.

Case Review Batch Calculations - Z-Record Set at 3 Days							
Daily Generated Notices Run Date	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Ready for Printing	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Scheduled Review (RVC) Date	Wed	Thur	Fri	Mon	Tues	Wed	Wed
Changes DO NOT occur to this schedule when a holiday falls between the Run Date and the Review Date							

RUN DATE: 01/03/07		99-2 DISTRICT COURT		PAGE		1	
		2777 FRANKLIN					
		SUNNY SPRINGS		MI 48034			
DAILY REVIEW LIST - FRIDAY 01/05/07							
CASE NO.	TYPE	PARTY NO.	NAME	ATTORNEY	JUDGE	ACTION CODE	
06-11725	GC	P01	PARKER/JOHN/		CROCKETT, GEO	RVC	
06-11725	GC	D01	ADAMS/ROBERT/	AARON, JODY L	CROCKETT, GEO	RVC	
06-11725	GC	D02	ADAMS/MARY/		CROCKETT, GEO	RVC	
06-1234	SP	P01	STERNINBACKER/MARYEMILY/E	FIGOT, BRIAN	CROCKETT, GEO	RVC	
06-1234	SP	D01	APPLE/GEORGE/W		CROCKETT, GEO	RVC	
06-1234	SP	D02	PITTS/PAUL/		CROCKETT, GEO	RVC	
06-48888	GC	P01	MEYERS/LINDA/		CROCKETT, GEO	RVC	
06-48888	GC	D01	APPLETON/JAMES/	BALDWIN, SUSAN	CROCKETT, GEO	RVC	
06-5289	GC	P01	ABDEL/JIMAL/	ALLEN, JANET	HINES, ELIZAB	RVC	
06-5289	GC	D01	FRANKLIN/STEVEN/	ZAAS, CASSAND	HINES, ELIZAB	RVC	

Daily Review List
Paper Size: 8x11

Expired Garnishment Report

The Expired Garnishment Report is a list of garnishments that close when Date Generated Notices are run. Periodic and non-periodic garnishments close when 91 days have elapsed from the issue date. Income tax garnishments close based on service; they expire on the next occurrence of October 31st following the service date. If the garnishment is not served, it expires on October 31st of the year after it was issued.

- Writ served 12/1/06 - writ expires 10/31/07 (the following year)
- Writ served 10/1/06 - writ expires 10/31/06 (the same year)

When garnishments are expired through this process, the status of the party and/or case will also change from **GARN** to **CLSD** or **DISP**.

CASE NO.	CASE TYPE	GARN NO.	GARN TYPE	PTY NO.	PARTY NAME
05-3492	LT	01	P	D02	BARNES/FREDRICK/
06-0981	GC	01	P	D01	ANDREWS/MARTIN/M
06-11178	GC	01	P	D01	MATTHEWS/JOHN/ANDREW
06-43211	SP	01	P	D01	JAMES/MITCHELL/

Expired Garnishment Report
Paper Size: 8x11

Default Notice Pre-List

The Default Notice Pre-List is a list of cases that qualify for a Default Request, Affidavit and Entry. Running the Pre-List does not automatically generate the form or update the case in any way. To request the list, type an **X** in front of *Pre-List* on the Civil Reports Menu. Note: This field is to the right of *Default App, Entry, Aff.*

After reviewing the list for accuracy, the forms can be generated immediately or in a batch environment as described in Chapter 6-Forms, Labels & Mailers.

99-2 JUDICIAL DISTRICT CIVIL DEFAULT NOTICE PRE-LIST							DATE 01/03/07	PAGE 1
CASE NUMBER	TYPE	PTY	DEFENDANT	NAME	SERVICE DATE	LAST CODE	ACTION DATE	
05-4872	GC	D01	FREEMAN/SAMUEL/		05/12/05	TRC	05/03/06	
05-5987	GC	D01	MARTIN/JAMIE/S		08/11/05	PTC	02/07/06	
06-0053	GC	D01	JUDICIAL INFORMATION SYSTEMS	SCAO	06/29/06	SHC	08/01/06	
06-1000	GC	D01	KENNEDY/TED/		12/29/06	HRJOM	12/21/06	
06-1000A	GC	D01	JOHNSON/ERIC/		12/05/06	SCS	12/05/06	
06-1000B	GC	D01	JOHNSON/BILL/		09/01/06	MOF	12/01/06	
06-10104	GC	D01	SIMS/ARTHUR/		07/10/06	PTC	11/03/06	
06-11111	GC	D01	SANDERSON/JEFFERY/		07/15/06	SCS93	07/15/06	
06-11111	GC	D02	SANDERSON/MICHAEL/		07/15/06	SCS93	07/15/06	
06-1991	GC	D01	MICHAELS/ROBERT/A		06/12/06	RVC	10/09/06	
06-7002	GZ	D01	JOHNSON/SUZANNE/		07/15/06	TRC	01/17/07	

Civil Default Notice Pre-List
Paper Size: 8x11

Intent/Dismissal Pre-List

The Notice of Intent/Dismissal Pre-List is a list of cases that qualify for an Intent to Dismiss for No Progress or a Dismissal for Non-Service/No Progress. Running the Pre-List does not automatically generate the form or update the case in any way. To request the list, type an **X** in front of *Pre-List* on the Civil Reports Menu. Note: This field is to the right of *Intent/Notice Dismiss.*

After reviewing the list for accuracy, the forms can be generated immediately or in a batch environment as described in Chapter 6-Forms, Labels & Mailers.

9992		99-2 JUDICIAL DISTRICT				DATE	01/03/07
		CIVIL NOTICE OF INTENT/DISMISSAL PRE-LIST				PAGE	2
READY FOR	CASE NUMBER	TYPE	PTY	DEFENDANT NAME	LAST ACTION CODE	ACTION DATE	
INT	05-0304GC	GC	D02	GRAHAM/ROBERT/	DFI	07/05/06	
DIS	05-041B	SC	D01	PORTER/KAREN/	ALF	06/12/06	
DIS	05-0412A	GC	D01	MARTIN/JAMES/	SCF	05/10/05	
DIS	05-0818	GC	D01	SMITH/SUSAN/	SCF	05/03/05	
DIS	05-0818	GC	D02	JONS/PAUL/	SCF	05/03/05	
DIS	05-1027	GC	D01	JONES/RUTH/	SCF	10/27/05	
DIS	05-1110	LT	D01	BEST/VIVIAN/	HRC70	03/15/05	
DIS	05-1111	LT	D01	BILLINGS/THOMAS/	HRC72	03/15/05	
DIS	05-1115	LT	D01	HENDERSON/CONRAD/	HRC70	03/15/05	
INT	05-1119	SC	D01	BALTIMORE/SUZANNE/	HRC38	07/10/06	
INT	05-1119	SC	D02	SAMSON/GREGORY/	HRC38	07/10/06	
DIS	05-1127	GC	D01	ZIMMER//	APF	09/07/05	
INT	05-1309	GC	D01	WILSON/JEROME/	DFI	11/09/05	
INT	05-4872	GC	D01	FREEMAN/SAMUEL/	TRC	05/03/06	
INT	05-5987	GC	D01	MARTIN/JAMIE/S	PTC	02/07/06	
INT	05-9999	GC	D01	VINEYARD/ALICE/	DFI	07/05/06	
DIS	06-0001T	GC	D01	JOHNSON/SUZANNE/	SCF	04/04/06	

Civil Notice of Intent/Dismissal Pre-List

Paper Size: 8x11

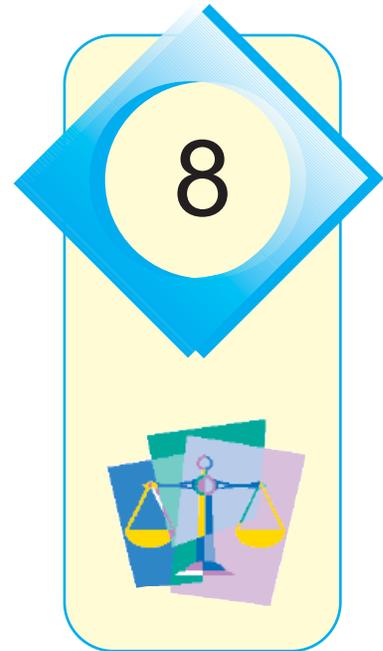
DIS = Ready for Dismissal; INT = Ready for Intent to Dismiss

This space is reserved for your notes.

8

Report Generator

In this chapter you will discover how to create user defined reports.



The report generator program gives courts flexibility in obtaining database information that may not be contained in other system reports. Select *Option 6* from the Civil Subsystem to access this feature; press **ENTER**.

```
SUNNY SPRINGS State Court Administrative Office
                Civil Subsystem

Select one of the following:

1. Civil Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Report Generator
```

Option: 6

The best way to understand report generator is to practice using it. After reviewing the criteria on the following pages, turn to the report examples to get a better feel for the types of reports that can be generated.

One basic principle to remember is that the report submitted will check the entire database for information. It is always best to have some limiting factor selected to narrow the search and increase the speed at which the report can finish, i.e. selection of date ranges, case types, case status, etc. All cases listed on a report will be in numerical order unless the sorting feature is used.

Options

Choose the type of report generator you want to run by typing a **1**, **2**, or **3** in the *Enter Option* field.

SUNNY SPRINGS State Court Administrative Office

Civil Report Generator

1. Case Information

2. Party Information

3. Calendar Information

Enter Option: -

Retrieve Reports ?? -

Enter the option number
for the type of report you
want to create.

If the report has been
previously saved, enter an X
in Retrieve Reports??

Press ENTER

Option 1 - Use this option when you want information that is related to the case, i.e. all cases filed in the month of February, or all cases assigned to a particular judge.

Option 2 - Use this option when you want information about parties, i.e. all parties that were served in the month of February, or all parties who reside in an area with a specified zip code.

Option 3 - Use this option if you need to limit your courtroom calendar to specific case types or scheduling events, i.e. only landlord-tenant cases scheduled for a hearing on non-payment of rent.

Here are the fields that are available for each of the options:

Civil Report Generator
Case Information

Comment -----

- Case Entitlement	- Judge	----
- Case Number	- Case Type	--- -- -- --
- Case Status	- Address	-----
- Sealed Record	- Misc	-----
- Filed Date	- Attorney	-----
	- Judgment Amount	-----
- Closed Date	- Closed Code	-----

- Event Date	- Event Code	-----

F24-Previous Menu Help

Next Judge and Event Clerk fields have been added. See Spring 2007 Release Announcement for details.

Option 1 - Case Information

Civil Report Generator
Party Information

Comment -----

- Case Entitlement	- Case Number	-----
- Party Name	- Alternate Name	-----
- Alternate Code	- Case Type	--- -- -- --
- Party Type	- Judge	-----
- Party Status	- Attorney	-----
- Filed Date	- Judgment Amount	-----
- Service Date	- Address	-----
- Answer Date	- Zip Code	-----
- Misc	- Sealed Record	-----
- Next Date	- Next Time	-----
	- Next Code	--- -- -- --
- Docket Date	- Docket Time	-----
	- Docket Code	--- -- -- --
- Closed Date	- Close Code	-----
- Event Date	- Event Code	-----

Next Judge, Calendar Judge and Event Clerk fields have been added. See Spring 2007 Release Announcement for details.

Option 2 - Party Information

Civil Report Generator
Calendar File

Comment -----

- Case Entitlement	
- Case Number	-----
- Name/Party Type	--- -- -- --
- Docket Date	-----
- Time	-----
- Action	-----
- Judge	-----
- Attorney	-----
- Case Type	--- -- -- --

F24-Previous Menu Help

Name/Party Type field has been split in to individual fields. Other fields have been renamed. See Spring 2007 Release Announcement for details.

Option 3 - Calendar Information

An **X** in the *Retrieve reports??* field will retrieve report selection criteria previously saved. This feature is used for reports that are run on a regular basis. When retrieving reports, Option **1**, **2** or **3** must also be included in the *Enter Option* field. Press **ENTER** to get the following screen.

REPORT GENERATOR SAVED REPORTS

Enter Option: 1-Select 4-Delete

-	LLL-JUDGMENT REPORT	D9992DCS	CASE	*STD 3 SPACES
-	SEALED CASES	D9992DCS	CASE	*STD 1 SPACES
-	CASES W/Ø JDG AMT	D9992KJS	CASE	*STD 2 SPACES
-	LLL-JUDGMENT REPORT	D9992LLL	CASE	8X11 1 SPACES

After a report is selected, press ENTER. You may modify dates or other information before submitting the report.

Cases as sorted in alphabetical order by user ID.

The print options are also saved.

F24- Previous Menu
Help

Civil Report Generator Field Descriptions	
Field Name & Generator Type: C-Case, Pty-Party, D-Docket	Description
Action (D)	The code entered for the type of activity, e.g. HRC=Hearing Scheduled, BTC=Bench Trial Scheduled.
Address (C, Pty)	The address of the party.
Alternate Code (Pty)	Code associated with the alternative party. See Appendix E.
Alternate Name (Pty)	Alternate name of the party, as entered on the Case screen.
Answer Date (Pty)	Date party answered complaint. Date range is valid.
Attorney (C, Pty, D)	Bar number for attorney representing party.
Case Entitlement (C, Pty, D)	Primary plaintiff and primary defendant name. This entry uses one whole line on the report.
Case Number (C, Pty, D)	The case number assigned to the case.
Case Status (C)	Status of case. See Party Status (listed below) for options.
Case Type (C, Pty, D)	The case type assigned: GC, GZ, LT, SC, SP
Close Code (C, Pty)	Case Generator - the close code reported for the case on caseload (highest value entered for all defendants). Party Generator - the close code entered for the party.
Close Date (C, Pty)	Case Generator - date last defendant on case was disposed. Party Generator - date disposition was entered.
Docket Code (Pty, D)	The code used to schedule the party. See <i>Action</i> above.
Docket Date/Time (Pty, D)	Date and Time event is scheduled.
Event Code (C, Pty)	Action code entered for a particular event.
Event Date (C, Pty)	Date the event occurred.
Filed Date (C, Pty)	File date entered for case (P01 and D01) or individual party.
Judge (C, Pty, D)	Bar number of judge assigned to case.
Judgment Amt (C, Pty)	The dollar amount associated with the close code. This amount will only be reflected if it is entered in the <i>Amount</i> field on the Actions Update screen on the same line as the judgment code. If there are multiple judgment codes, the amount must be reflected on the <u>first</u> JGE code.
Misc (C, Pty)	Retrieve information from the <i>Misc</i> field on the Action screen.
Next Code (Pty)	Last event code scheduled for the case. See <i>Action</i> above.
Next Date (Pty)	Last date something was scheduled on the case.
Next Time (Pty)	Time associated with <i>Next Date</i> above.
Party Name (Pty, D)	Name of the party
Party Status (Pty)	Status of party. P =pending, C =closed, G =garnishment, W =warrant, D =disposed.
Party Type (Pty, D)	Party designation and number assigned. P =Plaintiff, D =Defendant, Q =Cross Party Plaintiff, R =Counter Party Plaintiff, S =Third Party Plaintiff, E =Cross Party Defendant, F =Counter Party Defendant, G =Third Party Defendant, H =Defendant by Intervention, I =Garnishee Defendant Example: First plaintiff=P01, second plaintiff=P02
Sealed (C, Pty)	Indicates that the case is sealed (non-public).
Service Date (Pty)	Date service was made on the party.
Time (D)	Time of scheduled hearing.
Zip Code (Pty)	Zip code of the party.

Civil Report Generator Selection Criteria									
Field Name & Generator Type: C-Case, Pty-Party, D-Docket	Wildcard *	Sort 1-9	P	S	A	I	B	O	X
Action (D)	Y	Y	Y	Y	Y			Y	
Address (C, Pty)		Y	Y				Y		Y
Alternate Code (Pty)		Y	Y	Y			Y	Y	Y
Alternate Name (Pty)		Y	Y				Y		Y
Answer Date (Pty)		Y	Y	Y			Y	Y	Y
Attorney (C, Pty, D)		Y	Y	Y			Y	Y	Y
Case Entitlement (C, Pty, D)		Y	Y						
Case Number (C, Pty, D)	Y	Y	Y	Y				Y	
Case Status (C)		Y	Y	Y					
Case Type (C, Pty, D)		Y	Y	Y				Y	
Close Code (C, Pty)	Y	Y	Y	Y			Y	Y	Y
Close Date (C, Pty)		Y	Y	Y			Y	Y	Y
Docket Code (Pty, D)	Y	Y	Y	Y	Y		Y	Y	Y
Docket Date (Pty, D)		Y	Y	Y				Y	Y
Docket Time (Pty) see <i>Time</i> below		Y	Y	Y				Y	Y
Event Code (C, Pty)	Y	Y	Y	Y	Y	Y		Y	
Event Date (C, Pty)	Y	Y	Y	Y	Y			Y	
Filed Date (C, Pty)		Y	Y	Y				Y	Y
Judge (C, Pty, D)		Y	Y	Y			Y	Y	Y
Judgment Amt (C, Pty)		Y	Y				Y		Y
Misc (C, Pty)	Y	Y	Y	Y				Y	Y
Next Code (Pty)		Y	Y	Y			Y	Y	Y
Next Date (Pty)		Y	Y	Y			Y	Y	Y
Next Time (Pty)		Y	Y	Y			Y	Y	Y
Party Name (Pty, D)		Y	Y						
Party Status (Pty)		Y	Y	Y				Y	
Party Type (Pty, D)	Y	Y	Y	Y	Y			Y	Y
Sealed (C, Pty)		Y	Y				Y		Y
Service Date (Pty)		Y	Y	Y			Y	Y	Y
Time (D)		Y	Y	Y				Y	Y
Zip Code (Pty)	Y	Y	Y	Y			Y	Y	Y

Wildcard = asterisk (*). Use it to get cases with similar data, i.e. cases in that start with 05*.

1-9 Sort and print the data in a prioritized order, 1 thru 9

P Select and print a given field on the report

S Select, but don't print a column for the item on the report

A Print and include only those cases that have this data AND that data

I Print and include the item only when a match is found

B Print and include cases where the database field is blank or zero. You cannot specify data in the selection field(s).

O Omit cases where the database fields match the screen selection. Selection field(s) must be entered when using this option.

X Print and include only those cases that have data in the field. If X is used, you cannot specify data in the selection field(s).

Screen Examples and Results

Case Information Report Generator

Objective: Design a report that lists cases that were filed in December 2006. Sort the cases by judge. Print the cases in numerical order by case type, and print the status of the case. Include the filing date on the report.

Civil Report Generator

Case Information

Comment CASES FILED IN DECEMBER 2006

Case Entitlement _____

P Case Number _____

P Case Status _____

Sealed Record _____

P Filed Date 120106 123106

Closed Date _____

Event Date _____

F24-Previous Menu

1 Judge _____

2 Case Type _____

1 in front of *Judge* will sort cases by judge.

2 in front of *Case Type* will list all of the GC case types first, then GZ, then LT, etc.

P in front of *Case Number, Case Status* and *Filed Date* will print this information on the report. In this example, a date range was also entered.

Press ENTER. See Submitting and Saving Reports.

What you put in the *Comment* field becomes the title of your report.

The report generated would look similar to this:

RUN DATE: 01/16/07 1:26PM	99-2 DISTRICT COURT 2777 FRANKLIN SUNNY SPRINGS MI 48034	PAGE 1																																																							
File Date 120106-123106	CASES FILED IN DECEMBER 2006																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">CASE NUMBER</th> <th style="text-align: left;">STATUS</th> <th style="text-align: left;">FILE DATE</th> <th style="text-align: left;">CASE TYPE</th> <th style="text-align: left;">JUDGE</th> </tr> </thead> <tbody> <tr> <td>06-1234567</td> <td>PEND</td> <td>12/20/06</td> <td>SC</td> <td>STROUSE, SHERYL</td> </tr> <tr> <td>06-1000A</td> <td>PEND</td> <td>12/05/06</td> <td>GC</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-15890</td> <td>PEND</td> <td>12/14/06</td> <td>GC</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-223345</td> <td>PEND</td> <td>12/13/06</td> <td>GC</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-15891</td> <td>PEND</td> <td>12/14/06</td> <td>LT</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-15899</td> <td>PEND</td> <td>12/18/06</td> <td>LT</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-15907</td> <td>PEND</td> <td>12/22/06</td> <td>LT</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-4536-LT</td> <td>PEND</td> <td>12/28/06</td> <td>LT</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-4544-LT</td> <td>PEND</td> <td>12/28/06</td> <td>LT</td> <td>CROCKETT, GEORGE</td> </tr> <tr> <td>06-4546-LT</td> <td>PEND</td> <td>12/27/06</td> <td>LT</td> <td>CROCKETT, GEORGE</td> </tr> </tbody> </table>	CASE NUMBER	STATUS	FILE DATE	CASE TYPE	JUDGE	06-1234567	PEND	12/20/06	SC	STROUSE, SHERYL	06-1000A	PEND	12/05/06	GC	CROCKETT, GEORGE	06-15890	PEND	12/14/06	GC	CROCKETT, GEORGE	06-223345	PEND	12/13/06	GC	CROCKETT, GEORGE	06-15891	PEND	12/14/06	LT	CROCKETT, GEORGE	06-15899	PEND	12/18/06	LT	CROCKETT, GEORGE	06-15907	PEND	12/22/06	LT	CROCKETT, GEORGE	06-4536-LT	PEND	12/28/06	LT	CROCKETT, GEORGE	06-4544-LT	PEND	12/28/06	LT	CROCKETT, GEORGE	06-4546-LT	PEND	12/27/06	LT	CROCKETT, GEORGE		
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06-4546-LT	PEND	12/27/06	LT	CROCKETT, GEORGE																																																					
NUMBER OF CASES	10																																																								

Party Information Report Generator

Objective: Design a report that lists all landlord-tenant judgments entered during the month of December 2006. List the cases in alphabetical order and include any judgment amounts.

Civil Report Generator
Party Information

Comment LT JUDGMENTS IN 2006

<p><u>I</u> Case Entitlement</p> <p><u>I</u> Party Name</p> <p><u>-</u> Alternate Code</p> <p><u>-</u> Party Type</p> <p><u>-</u> Party Status</p> <p><u>-</u> Filed Date</p> <p><u>-</u> Service Date</p> <p><u>-</u> Answer Date</p> <p><u>-</u> Misc</p> <p><u>-</u> Next Date</p> <p><u>-</u> Docket Date</p> <p><u>P</u> Closed Date <u>120106</u> <u>123106</u></p> <p><u>-</u> Event Date</p>	<p><u>P</u> Case Number</p> <p><u>-</u> Alternate Name</p> <p><u>S</u> Case Type <u>LI</u></p> <p><u>-</u> Judge</p> <p><u>-</u> Attorney</p> <p><u>P</u> Judgment Amount</p> <p><u>-</u> Address</p> <p><u>-</u> Zip Code</p> <p><u>-</u> Sealed Record</p> <p><u>-</u> Next Time</p> <p><u>-</u> Next Code</p> <p><u>-</u> Docket Time</p> <p><u>-</u> Docket Code</p> <p><u>P</u> Close Code <u>JGE*</u></p> <p><u>-</u> Event Code</p>
--	--

F24 Previous Menu Help

The report generated would look similar to this:

RUN DATE: 01/16/07 2:31PM	99-2 DISTRICT COURT 2777 FRANKLIN SUNNY SPRINGS MI 48034	PAGE 1
LT JUDGMENTS IN 2006		
Case Type LT	Close Date 120106-123106	Close Code JGE*
NAME	CASH NUMBER	CLOSE DATE
MARTIN/FREDERIC	06-0349-LT	12/13/06
CLOSE CODE	AMOUNT	
JGE68	\$1750.00	
MATTHEWS/ELAINA	06-2387-LT	12/04/06
JGE68	\$1500.00	
MATTHEWS/JAMES/	06-2387-LT	12/04/06
JGE67	\$1500.00	
SANDERS/ELIZABE	06-2492-LT	12/11/06
JGE66	\$985.00	
SANDERS/ROBERT/	06-2492-LT	12/11/06
JGE66	\$985.00	
NUMBER OF PARTIES		5

Docket Information Report Generator

Objective: Prepare a docket for Judge Crockett on January 12, 2007, listing only the landlord tenant cases.

Note: Prior docket records are accessible for 90 days.

Civil Report Generator
Docket File

Comment LANDLORD TENANT DOCKET FOR JUDGE CROCKETT 1/12/07

P	Case Entitlement			
P	Case Number			
P	Name/Party Type			
P	Docket Date	<u>011207</u>		
P	Time			
S	Action	<u>HRC</u>		
S	Judge	<u>12345</u>		
P	Attorney			
S	Case Type	<u>LT</u>		

F24-Previous Menu Help

The report generated would look similar to this:

```

RUN DATE: 01/03/07 10:34AM                99-2 DISTRICT COURT                PAGE 1
                                           2777 FRANKLIN
                                           SUNNY SPRINGS                MI 48034.

LANDLORD TRNANT DOCKET FOR JUDGE CROCKETT 1/12/07
Dkt Date  11207-      Dkt Code  HRC      Judge      12345      Case Type  LT
CASE NUMBER  DOCKET DATE      TIME
06-4536-LT   1/12/07                9:00 AM
  WINDY RIVER APTS// VS  ANDREWS/ANITA/
  P01 WINDY RIVER APTS//                ATTY:GAABO,ERIC B.,
  D01 ANDREWS/ANITA/
06-4544-LT   1/12/07                9:00 AM
  WILLOW MEADOWS APTS// VS  MCDERMOTT/SAMUEL/
  P01 WILLOW MEADOWS APTS//                ATTY:ADAMS,STEPHEN M.,
  D01 MCDERMOTT/SAMUEL/
  D02 MCDERMOTT/JANICE/
06-4546-LT   1/12/07                9:00 AM
  NABORS/MELLISSA/ VS    JAMES/MICHAEL/
  P01 NABORS/MELLISSA/
  D01 JAMES/MICHAEL/

                NUMBER OF CASES                3
  
```

Submitting and Saving Reports

Civil Report Generator

_ Save Report ? Enter Report Name _____

_ Number of Spaces ?

_ 8 x 11 Paper ?

_ Summary Only ?

Additional paper sizes and the option to save without running were added in Spring 2007. Please refer to Spring 2007 Release Announcement for more details.

F24 Previous Menu

Help

After completing this screen, press ENTER to submit the report.

After completing the Case, Party or Docket screen, press **ENTER**. The following screen will be displayed.

- | | |
|---------------------|--|
| Save Report? | Type an X if you want to save this report for future use. If you do not want to use this report again, leave this field blank. |
| Report Name | Enter the name of the report. This will be the name stored in <i>Report Generator Saved Reports</i> screen. It is usually abbreviated from the title given on the comment line of the report. |
| Spaces | Enter the number of blank spaces you want between cases. |
| 8x11 | Type an X if you want the report to be formatted for paper size 8x11. If left blank, the report will be standard paper size 14x11. To help you determine which size you need, refer to the examples on the following pages. |
| Summary | Leave this field blank if you want the report to print the detail you have specified. If you only want to know how many cases meet the criteria you have specified, type an X in this field for a summary only. See example on page 8-12. |

Civil Report Generator
Party Information

Comment ALL PARTIES WHERE ANSWERS FILED-NO FUTURE DATE

<input type="checkbox"/> Case Entitlement <input type="checkbox"/> Party Name <input type="checkbox"/> Alternate Code <input type="checkbox"/> Party Type <u>D*</u> <u>E*</u> <u>F*</u> <u>G*</u> <input type="checkbox"/> Party Status <input type="checkbox"/> Filed Date <input type="checkbox"/> Service Date <input checked="" type="checkbox"/> Answer Date <input type="checkbox"/> Misc <input type="checkbox"/> Next Date	<input type="checkbox"/> Case Number <input type="checkbox"/> Alternate Name <input type="checkbox"/> Case Type <input type="checkbox"/> Judge <input type="checkbox"/> Attorney <input type="checkbox"/> Judgment Amount <input type="checkbox"/> Address <input type="checkbox"/> Zip Code <input type="checkbox"/> Sealed Record <input type="checkbox"/> Next Time <input type="checkbox"/> Next Code
---	---

Party Information Generator Example. See print options below.

RUN DATE: 01/16/07 99-2 DISTRICT COURT PAGE: 1
2777 FRANKLIN
SUNNY SPRINGS MI 48034

ALL PARTIES WHERE ANSWERS FILED-NO FUTURE DATE

Party Type	D*	E*	Party Type	F*	G*	
Next Date	=	BLANK	Answer Dt	>	BLANK	

NAME	PARTY	CASE NUM	CASE TYPE	JUDGE	ATTORNEY	ANSWER DT
ARTHUR/SAM	D01	06-10008	LT	CROCKETT, G		7/14/06
STOCKTON/J	D02	06-10105	SC	CROCKETT, G	BERKOWITZ,	10/12/06
JAMES/ERIC	D01	06-11102	GC	CROCKETT, G	BARKER, DOU	8/08/06
MCCARTHY/N	D02	06-14898	GC	CROCKETT, G		7/24/06
NUMBER OF PARTIES				4		

Print option 8x11.

The print is larger than *STD but only 10 characters of the name will print.

```

RUN DATE: 01/16/07 3:09PM
                                99-2 DISTRICT COURT
                                2777 FRANKLIN
                                SUNNY SPRINGS
                                MI 48034
                                PAGE 1

ALL PARTIES WHERE ANSWERS FILED-NO FUTURE DATE
Party Type D* E*      Party Type F* G*      Next Date = BLANK      Answer Dt > BLANK
NAME
NEXT DATE
PARTY
CASE NUMBER
CASE TYPE
JUDGE
ATTORNEY
ANSWER DATE

NUMBER OF PARTIES 4
    
```

**Print option 8x11
Summary Only
None of the detail is listed, just the total.**

```

RUN DATE: 01/16/07 3:05PM
                                99-2 DISTRICT COURT
                                2777 FRANKLIN
                                SUNNY SPRINGS
                                MI 48034
                                PAGE 1

ALL PARTIES WHERE ANSWERS FILED-NO FUTURE DATE
Party Type D* E*      Party Type F* G*      Next Date = BLANK      Answer Dt > BLANK
NAME
NEXT DATE
PARTY
CASE NUMBER
CASE TYPE
JUDGE
ATTORNEY
ANSWER DATE

ARTHUR/SAMUAL/ D01      06-10008      LT      CROCKETT,GEORGE      7/14/06
STOCKTON/JILL/A D02      06-10105      SC      CROCKETT,GEORGE BERKOWITZ,JONAT 10/12/06
JAMES/ERIC/ D01      06-11102      GC      CROCKETT,GEORGE BARKER, DOUGLAS, 8/08/06
MCCARTHY/NATHAN D02      06-14898      GC      CROCKETT,GEORGE      7/24/06

NUMBER OF PARTIES 4
    
```

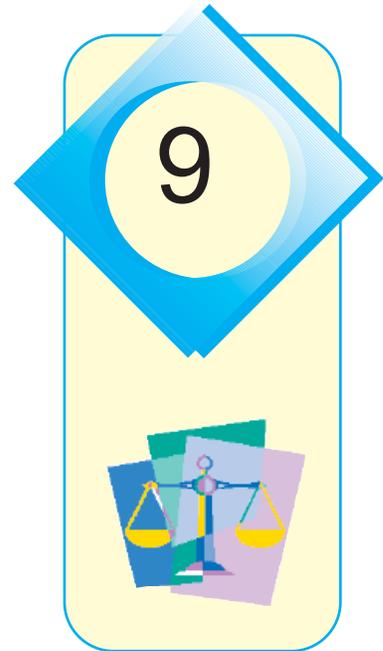
**Print option *STD
The print is smaller than 8x11. More information fits across the page.
More characters of the name will print.**

One more thing to consider:

The more fields you request, the more likely the printed result will wrap around to more than one line per case. This makes the report harder to read. Ask the question, "Do I need to see this item printed on the page?" If not, reduce the number of columns on your report by using an **S** to select instead of a **P** to print.

Code Files

The Code Files store information that is used throughout the system. You can update or print each of the Code Files.



Code File Type	Features
Attorney File	Michigan attorney bar numbers with the street and email address, telephone/fax # and firm name. You may also add codes for other professionals such as magistrates, court clerks, etc.
Code File	Although the Code File contains all codes used in the Civil module, access to the user is limited to Modifier codes. You may create new codes, reuse existing codes or modify the description of existing codes that do not have an impact on District Court Caseload.
Holiday File	Court holidays and vacation start/end times.

Updating Code Files

To inquire into or update a Code File:

- 1) From the Civil Subsystem Menu, enter a **3** in the *Option* field.
- 2) Press **ENTER**.

SUNNY SPRINGS State Court Administrative Office

Civil Subsystem

Select one of the following:

1. Civil Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Report Generator

Option: 3

F24-Previous Menu

The Codes File Inquiry and Update screen will be displayed. You may choose which code file you want to update from this screen: Attorney, Code or Holiday.

SUNNY SPRINGS State Court Administrative Office 1/23/04 07:37:39

Codes File Inquiry & Update

Mark with an 'X' the file to Inquire or Update

- Attorney File
- Code File
- Holiday File

F24-Previous Menu

Attorney (Professional) File

This file stores information such as address, phone number, email address, fax number and name of firm for attorneys. You can also store information for other professionals, such as magistrates or probations officers.

You can view, add, change or delete any record from the Attorney File. The attorney file is shared by Circuit, Probate and District Court when they all use the same AS/400. Adding, changing or deleting a record will change all cases that have used that bar #.

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

When the Attorney (Professional) File is first displayed, the records are listed in bar number order. You can display records in numeric order (by bar number) or alphabetic order (by last name). Press **F7-Alt Seq** to toggle between numeric and alphabetic listings.

Attorney file listed numerically

```

Professionals Selection by Bar#
Position to: 26701
1=Select 2=Change 4=Delete 5=Display
Opt Bar# Name
- 26701 WHITE,G. MICHAEL,
- 26702 WITTBRODT,ANTHONY
- 26703 LADUKE,NANCIE WRI
- 26704 WUERKER,JACK L.,
- 26705 BAILEY,WENDELL E.
- 26706 ANDERSON,ELLEN D.
- 26707 BOWMAN,ROYCE V.,J
...
F3=Exit F6=Add F7=Alt Seq Roll/Page
    
```

To inquire by bar number: Type bar number in Position to: field and press ENTER. Results will be in numeric order.

Attorney file listed alphabetically

```

Professionals Selection by Name
Position to: WILSON
1=Select 2=Change 4=Delete 5=Display
Opt Bar# Name
- 26701 WHITE,G. MICHAEL,
- 27817 WHITE,GARY P.,
- 22246 WHITE,GERALD DAVID,
- 22247 WHITE,GERALD E.,
- 22248 WHITE,GERALD G.,
- 22777 WHITE,GERALD L.,
- 53520 WHITE,GLENN R.,
...
F3=Exit F6=Add F7=Alt Seq Roll/Page
    
```

To inquire by name: Enter last name in the Position to: field and press ENTER. Results will be in alphabetic order.

Attorney File Options		
Option	When to Use	Result
1=Select	Use this option if you used F4-Prompt from the Case Entry screen (CAS) or Actions Update screen (ACT)	Bar number will be inserted in the field you prompted from.
2=Change	Use to change any existing information, i.e. address, telephone number, etc.	Information will be changed on all existing cases. In addition, the date of the change and the user id of the person who made the change will be displayed.
4=Delete	You should NEVER delete a record from the attorney file unless you added one with an incorrect bar number and no cases were ever entered using that bar number.	The attorney file is shared by Circuit, Probate and District Court when they all use the same AS/400. Deleting a record will delete information from all cases that have used that bar #.
5=Display	Display the name, address and phone number for the attorney.	This is display only. You may not make any changes to the record using this option.

Adding a Record to the Attorney File

There may be times when you need to add a record to the Attorney File, especially in the case of an attorney who has a recent bar number.

To add a record:

- 1) Press **F6-Add** from the Professionals Selection screen.

```

Professional Selection by Bar#
Position to: _____
1=Select  2=Change  4=Delete  5=Display
Opt  Bar#  Name
-   36969  WOLFE,SHERRIE A.,
-   36970  ZEMAN,THERESA A.,
-   36971  STRATTON,KATHLEEN M.,
-   36972  AMTSE
-   36973  BEI
-   36974  BRA
-   36975  CLI
More..
F3=Exit  F6=Add  F7=Alt Seq  Roll/Page
  
```

Press F6-Add from any Professional Selection screen to add new record

You will see a screen with blank fields.

```

ADD      Professional Details
Bar No.: _____ Type: _
Last Name: _____
First & MI: _____ Name Sfx: ___
Address: _____
Firm: _____
Telephone: ___ ___ ___ Ext. ___
FAX: _____
E-Mail: _____
Mail Code: _____
Last Chgd: _____ Chg by:
HELP      F3=Exit      Enter=Update
  
```

- 2) Type the information in the fields, using the Field Description chart found on the following page.
- 3) Press **ENTER**.

Field Descriptions for Attorney File	
Field Name	Description
Bar No.	The five-digit bar number of the attorney. Do not enter the "P". When you create records for other professionals, it is recommended that you use four digits.
Type	J = Judge M = Magistrate P = Probation Officer Blank = Attorney
Last Name	The last name of the attorney or professional.
First & MI	The first name and middle initial: e.g. Jennifer L.
Name Sfx	The name suffix, e.g. Jr., Sr., III, IV, etc.
Address	The first two lines are for the street address. The third line is for city, state and zip.
Firm	The name of the firm. This is display only and will not print.
Telephone/Ext.	The telephone number (area code first) and extension, if any.
Fax	The fax number. This is display only and will not print.
E-Mail	The e-mail address. This is display only and will not print.
Mail Code	A five-character, court defined code for display only.
Last Chgd/Chg By	These fields are display only. The system will calculate the date the last change was made to this record and the user ID of the person who made the change. If the last update was made by the State Bar of Michigan, the word STATE-BAR will appear in the <i>Chg by</i> field.

Attorney File Updates from State Bar

Updates from the State Bar are included with each JIS software release. JIS will compare the changed date given to State Bar with the date in the *Last Chdg:* field. If the State Bar's change is dated prior to the *Last Chdg:* date, JIS will not change the attorney information. If the State Bar's change occurred after the *Last Chdg:* date, the information from the State Bar will be used to update the record.

Maintaining the Professional File

Many courts add probation officers, non-attorney magistrates and other professionals to the Attorney File for scheduling, calendar and report purposes.

Attorney records and Professional records are stored in the same file.

Follow the same steps outlined in the Attorney File instructions to maintain the Professional File.



To avoid problems using numbers for professionals that will be used at some point in time for attorneys, it is recommended that you use four-digit numbers for professionals.

Code File

This file stores all of the codes that are used for updating the Civil module.

You have access to update, add or reuse modifiers; there are other codes which are reserved for use by JIS. See page 9-10 for JIS reserved codes.

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

```

SUNNY SPRINGS State Court Administrative Office 1/05/07 14:26:34
Codes File Inquiry & Update
Mark with an 'X' the file to Inquire or Update
_ Attorney File
_ Code File
_ Holiday File
  
```

You will see this screen:

```

Modifier Inquiry and Update 1/04/07 13:46:39
Code: __
Short Description:
_____
Long Description:
_____
Effective Date: Begin End
Last Chgd: _____ By: _____
F1-Clear Screen
F2-Add F3-Update F23-Delete F24-Previous Menu Page/Roll Help
  
```

 **Viewing a Modifier in the Code File**

When the Modifier Inquiry and Update screen is first displayed, all fields will be blank.

To access a specific modifier:

- 1) Type the code in the *Code* field.
- 2) Press **ENTER**.

1/17/07 08:31:32

Modifier Inquiry and Update

Code: HS

Short Description:
HEALTH HAZ

Long Description:
HEALTH HAZARD/\$ DAMAGES

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

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

You may use the Page/Roll keys to move forward/backward through the file.

Modifying a Code in the Code File

The fields you might modify would be the short and long descriptions. Changing the descriptions in the Code File will change the information on all cases where that code is used. Typically, you would only modify a record if you were making minor typographical changes that would not affect the processing of a case.

To modify a record:

- 1) Display the Code that you want to change.
- 2) Type over the information you want to change.
- 3) Press **F3-Update**.

Adding a New Modifier in the Code File

To add a new modifier:

- 1) Start with a blank Modifier Inquiry and Update screen.
- 2) Enter the 2-character alpha-numeric code you wish to create, the short and long descriptions, and the *Begin* date.
- 3) Press **F2-Add**.

A message will display at the bottom of the screen: *CODE HAS BEEN ADDED*

In some instances it looks better on the ROA when the modifier is in parenthesis. The ROA is using the *Long Description* field. If you create a code, for example, OT for over \$10,000, you may want the *Long Description* to be (OVER \$10,000). When OT is used as a modifier with Summons and Complaint Filed, e.g. SCFOT, the ROA would read: SUMMONS AND COMPLAINT (OVER \$10,000) FILED.



Some codes are protected for use by JIS only. These include modifiers that contain X, Y, or Z, and those generated by the system or used for caseload purposes: 02, 07, 12, 14, 19, 20, 25, 31, 32, 34, 38, 39, 40, 47, 51, 56, 60, 61, 62, 63, 64, 65, 66, 67, 69, 74, 75, 76, 77, 78, 93, and 96. See Appendix C for modifier descriptions.

Reusing a Code in the Code File

In order to reuse an existing code, you must first put an *End* date in the *Effective Date:* field of the code you want to reuse, as shown in the example below.

Modifier Inquiry and Update		1/17/07	08:31:32
Code:	<u>HS</u>		
Short Description:	<u>HEALTH HAZ</u>		
Long Description:	<u>HEALTH HAZARD/\$ DAMAGES</u>		
Effective Date:	Begin	End	
		<u>011707</u>	
Last Chgd:	By:		
F1-Clear Screen F2-Add F3-Update F23-Delete F24-Previous Menu Page/Roll Help			

Then press **F3-Update**. You will see this screen:

Modifier Inquiry and Update		1/17/07	08:36:03
Code:	<u>HS</u>		
Short Description:	<u>HEALTH HAZ</u>		
Long Description:	<u>HEALTH HAZARD/\$ DAMAGES</u>		
Effective Date:	Begin	End	
		<u>11707</u>	
Last Chgd:	<u>01/17/07</u>	By:	<u>D9992SLS</u>
CODE HAS BEEN UPDATED			
F1-Clear Screen F2-Add F3-Update F23-Delete F24-Previous Menu Page/Roll Help			

You will see the message *CODE HAS BEEN UPDATED*. The *Last Chgd:* date will populate with the date the change is made and the *By:* field will populate with the initials of the user who made the change.

At this point, if you were to enter the modifier code HS on the Actions Update (ACT) screen after 1/17/07, the error message *Invalid Code* would appear.

To reuse the same code, begin with a blank Modifier Inquiry and Update screen. Type the modifier code you want to reuse, HS, in the *Code:* field. Fill in the *Short Description:* and the *Long Description:* fields. Enter the *Begin Effective Date*. Press **F2-Add**.

After you press **F2-Add**, the message *CODE HAS BEEN ADDED* will appear. The *Last Chgd:* field will populate with the date of the change and the *By:* field will populate with the user who made the change.

1/17/07 09:32:22

Modifier Inquiry and Update

Code: HS

Short Description:
HAZRD WALKWY

Long Description:
HAZARDOUS WALKWAY

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

CODE HAS BEEN ADDED

F1-Clear Screen

F2-Add F3-Update F23-Delete F24-Previous Menu Page/Roll Help

If you enter the modifier code HS on the Actions Update (ACT) screen with a proceeding or action date before 1/18/07, HEALTH HAZARD/\$ DAMAGES will appear on the ROA. If you enter the modifier code HS on the Actions Update (ACT) screen after 1/18/07, the description HAZARDOUS WALKWAY will appear on the ROA.

Note:

*When reusing Modifier Codes, you cannot overlap *Begin* and *End* dates.

**Effective* dates are based on the proceeding date or action date, except for scheduling codes, which are based on the scheduled date.



Deleting a Modifier Code



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

To delete a Modifier Code:

- * Display the Code that you want to delete.
- * Press **F23-Delete**. You will see a message that says: *PRESS F23 TO CONFIRM DELETE*. If you hit F23 in error and do not want to delete the Modifier Code, press ENTER.
- * To delete the Modifier Code, press **F23-Delete** again. You will see a message that says: *CODE HAS BEEN DELETED*.

Holiday File

This file is shared by the Traffic/Criminal, Probation and Civil modules, so updates are only required in one module. The Holiday File is used to designate court hours, weekend schedules, court holidays, and to block off time for individual judges, magistrates and probation officers.

Each court may change the default setting and specify the hours they want the system to use for editing all forms and update screens for data errors. Court holidays should be updated on a yearly basis. It is recommended that the Holiday File is updated prior to any scheduling of court cases into a new year.

To access the Holiday File, place an **X** in the *Holiday File* field on the Codes File Inquiry and Update screen.

12/23/03 10:33:23

Court Schedule Inquiry & Update

This screen shows the computers handling of court hours and weekend court dates. The user may change the setting to allow/disallow entry of weekend court dates.

Court Hours: 0800 A to 0500 P

Weekend Scheduling **N** Court proceedings are NOT scheduled on weekends.

Court hours are 7:00 AM to 11:00 PM by default. Each court may change this setting and specify the hours they want the system to use for editing all forms and update screens for data errors.

Weekend scheduling will default to NO. To allow weekend scheduling, change the "N" to a "Y" and press ENTER.

Enter-Continue
F24-Previous Menu
Help

Court Schedule Inquiry & Update screen (Holiday File)

Press **ENTER** from this screen to get the Days/Times Blocked Off screen, which is displayed on the following page.

Days/Times Blocked Off Screen

This screen is used to designate court holidays and to block off times for individual judges, magistrates and probation officers.

This screen can also be accessed from using **F-11 Block Hrs/Date** from the Month at a Glance calendar.

2 SUNNY SPRINGS		Blocked Off			Position to Date: _____		
FOR		L BAR NUMBERS			Bar No. View: _____		
D=Del	Opt	Bar No.	Date	Block All	---Partial Day---	Description	Clrk
		12345	102306	X		TRIP	KJS
		21703	102306	-	900 A 400 P	VACATION	KJS
		21703	102406	X		COURT CLOSED	KJS
			121306	X		COURT CLOSED	KJS
		12345	121306	-	800 A 1200 P	DR. APPT.	SLS
			121406	X		COURT CLOSED	KJS
			122506	X		CHRISTMAS	SLS
			122606	X		CHRISTMAS	SLS
		12345	122606	X		VACATION	SLS
		12345	122706	X		VACATION	SLS
			10107	X		NEW YEARS HOLIDAY	JLF
			10207	X		NEW YEARS HOLIDAY	JLF
		12345	10307	-	800 A 1000 A	TEL. CONF. W/ JIS	SLS
			10507	-	800 A 900 A	STAFF MEETING	SLS
		12345	10507	-	1200 P 500 P	JUDGE'S CONF.	SLS
				-			+

NXT CASE PTY COUNT INQ ST

F1-Clear F2-Date F4-Prompt F7-Court Records F24-Prev Menu Page/Roll Help

The court is open, but Judge Crockett has a Dr. appt from 8:00-12:00.

When the whole court is closed, the Bar No. field is left blank.

Press F2 to move cursor to the *Position to Date* field at top of screen.

Press F7 to toggle between two views: 1) Court and ALL bar #s and 2) Court and one specific bar #

See following page for Field Descriptions used on this screen.

Field Descriptions for Days/Times Blocked Off screen	
Field Name	Description/Format
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing the court location number.
Position to Date	If a date is entered in this field and ENTER is pressed, the first page that contains that date will be displayed. Valid for today's date or a future date.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a D to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: 011907)
All Day	Mark with an X when the entire day should be blocked off.
From Time To Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: 0100P 0500P). Entry is not valid if there is an X in the <i>All Day</i> field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed. If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

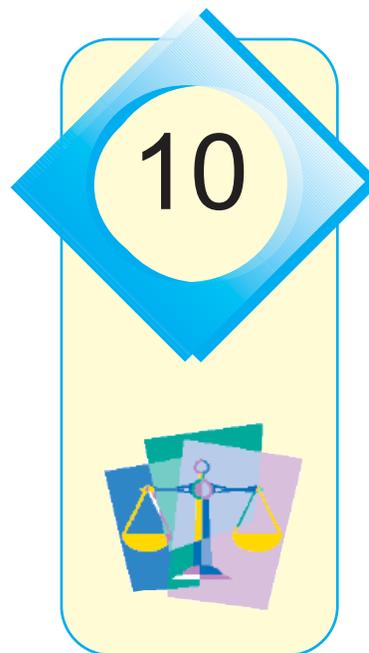
Print Options for Code Files	
Code File	Print Options/Descriptions
Attorney File	X - print the Attorney File sorted in numeric order (by bar number).
Code File	X - print the Civil code file. If you would like to include all expired codes, type a Y over the N in the <i>Include expired records?</i> field.
Holiday File	<p>A - print complete Holiday File, including Days/Times Blocked Off calendar for the court and all individuals.</p> <p>C - print only the Days/Times Blocked Off calendar for the court only.</p> <p>P - print the Days/Times Blocked Off calendar for the court and one bar number. You must put either a bar number, hotkey or the word ALL in the <i>Bar No.</i> field. If you enter ALL, a separate list for each bar number and the court will be printed. You may press F4-Prompt on the <i>Bar No.</i> field to access the Attorney File.</p> <p><i>Include Prior Records?</i> - You have the option of including records for three months prior to the current date. This will default to N for no, but may be changed to Y for yes.</p>



Caution! The Attorney File contains over 1000 pages. Most likely, it is not a file you will want to print.

The Attorney File and Code File print on *STD (14 x 11) paper. The Holiday File prints on 8x11 paper.

Printing



In this chapter you learn how to work with the IBM AS/400 Output Queue, printing options, submitted jobs, and printer messages.

Accessing Print Options

There are three ways to access printing options:

- From the **District Selection and Operator Menu** (below).
- Using the Attention/Esc key on your keyboard.
- Pressing **F13-Outq** from any form screen (*Option 9* not included)

SUNNY SPRINGS District Selection and Operator Menu 2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: PRT14

3. Start Printer Writer
4. Work with Printer Writer
5. Work with Output Queue

6. Display Messages
7. Work with Submitted Jobs
8. Work with All Spooled Files

9. Reports Archives

__ Enter Option

Your default printer name is displayed here. You may redirect your output to any printer by typing over the default printer name and pressing ENTER.

F24-Sign Off System

Printing options 3-9 are discussed in this chapter.

District Selection & Operator Menu Options		
Option #	Option Name	Description
1	District Selection Menu	Use this option to proceed to the District Court System software menu.
	Printer Writer/Output Queue	This field displays the user's default printer name. It may be changed to direct the output to any printer.
3	Start Printer Writer	Use this option when your printer has been turned off or there has been a power loss. After typing 3 and pressing ENTER , the 3 will disappear and the printer should be restarted.
4	Work with Printer Writer	If <i>Option 3</i> does not restart the printer, use this option to retrieve a hidden printer message.
5	Work with Output Queue	Use this option to work with your print jobs, e.g. print, hold, delete or display a file.
6	Display Messages	Use this option to display your terminal and/or user messages on a daily basis. A message indicator will appear at the bottom of your screen if your terminal has a message.
7	Work with Submitted Jobs	Use to check on the status of a batch report requested from <u>your</u> terminal.
8	Work with all Spooled Files	Use to check on the status of other batch reports you requested.
9	Report Archives	Retrieve batch reports or notices that have been deleted. Reports remain in Archives until the next time that specific report/notice is produced in a batch report cycle.

As a user you can release print files to the printer, answer printer messages, display files before or instead of printing, put files on hold, send files to a different printer, and specify which pages of a file to print.

To work with print files, type a **5 Work with Output Queue** in the *Enter Option* field and press **ENTER**.

Working with the Output Queue

Displayed below is an example of the Work with Output Queue screen.

Work with Output Queue

Queue: PRT14 Library: QUSRSYS Status: RLS/WTR

Type options, press Enter.
 1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
 8=Attributes 9=Work with printing status

Enter option # in the Opt field.

Opt	Fi	User Data	Sts	Pages	Copies	Form Type	Pty
-	CI'	IIVLABELS	MSGW	10	1	LABELS	5
-	CIVATYIDX	KAREN CIVPDX	HLD	1	1	*STD	5
-	DISPOSED	KAREN D3001C	HLD	2	1	*STD	5
-	M0060696	KAREN CIVNTA	HLD	1	1	8X11	5
-	M2190903	KAREN TCRJGS	HLD	1	1	*STD	5
-	SOSERR	BRENDA ABSVRT	SAV	1	1	*STD	5

Bottom

Parameters for options 1, 2, 3 or command
 ==> _____

F3=Exit F11=View 2 F12=Cancel F20=Writers F22=Printers
 F24=More keys

This is known as the "command line". Examples of how to use this line will be given in this chapter.

Options Column (Opt*)	
Option #	Description
2	Change printers or select specific pages to print.
3	Put a print file on hold.
4	Delete a print file.
5	Display/view the print file on the screen.
6	Release a held print file to the printer.
7	Answer printer messages.

**Note: Options 1, 8 and 9 will not be covered in this manual.*

Work with Output Queue

Queue: PRT14 Library: QUSRSYS Status: RLS/WTR

Type options, **File, User, User Data and Form**
 1=Send 2=[**Type columns identify your print job.** lag 6=Release 7=Messages
 8=Attributes 9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	CIVLABELS	KAREN	CIVLABELS	MSGW	10	1	LABELS	5
-	CIVATYIDX	KAREN	CIVPDX	HLD	1	1	*STD	5
-	DISPOSED	KAREN	D3001C	HLD	2	1	*STD	5
-	M0060696	KAREN	CIVNTA	HLD	1	1	8X11	5
-	M2190903	KAREN	TCRJGS	HLD	1	1	*STD	5
-	SOSERR	BRENDA	ABSPRT	SAV	1	1	*STD	5

Bottom

Parameters for options 1, 2, 3 or command
 ===> _____
 F3=Exit F11=View 2 F12=Cancel F20=Writers F22=Printers
 F24=More keys

Note: An arrow points from the text "The Sts column displays the printing status of the file." to the 'Sts' column in the table above.

Status Column (Sts)	
Status	Description
MSGW	No file will print until the message is answered (7-Messages) or the file is put on hold (3-Hold).
RDY	The file is ready to print after the current file is finished, or once your printer is made operational.
HLD	The file is on hold.
SAV	The file has printed once and is saved. You may delete it or reprint it.
PND	The status is pending while the form image and data are merging. This will only appear on AFP/HPT printers.
WTR	The file is in the process of printing.
*CHG	The spooled file attributes have changed in some way.
Form Type	
*STD	Formatted to print on 11 x 14 (green bar) paper or landscaped on a laser printer.
8x11	Formatted to print on 8.5 x 11 paper.
Various	Brief description of the form type, e.g. postcard notices, pre-printed forms, labels, mailers, etc.

You will not be using all of the available function keys listed at the bottom of the screen. The function keys used most often are noted in the chart below.

Function Keys	
F3-Exit	Returns you to a previous screen. Unlike the JIS software screens, in the output queue F24 does not take you to the previous menu.
F5-Refresh	This function key is not displayed at the bottom of the first view of the <i>Work with Output Queue</i> screen. F5 is used to update (refresh) the screen after you have printed, deleted, answered a message, etc. Use it every time you work with print files.
F9-Retrieve	Shows the last command(s) you typed on the command line, along with any parameters you included. By pressing this key once, you will retrieve the last command you entered. By pressing this key twice, you will receive the next to last command that you entered, and so on.
F11-View 2	Switches to a second view of the screen that displays the date and time of the creation of the spooled file.
F12-Cancel	Cancel the request and return to the previous menu or display.
F17-Top	Press this key (or Shift+F5) to quickly move to the top of the output queue.
F18-Bottom	Press this key (or Shift+F6) to quickly move to the bottom of the output queue.

Loading Paper (Most Dot Matrix Printers)

- Unload paper or form by pressing the **LOAD/UNLOAD** key.
- Remove the paper/form and place new paper/form in printer; press the **START/STOP** (green) button. Both the **Ready** and **Power** lights should be solid green.
- Set the forms thickness lever according to the forms used.

Adjusting Printer Settings (IBM 4226 and 4227 Dot Matrix Printers)

- If the form type is *STD (11x14) and you want to reduce the print to fit on 8x11 paper, press the **FONT** button until the word **DRAFT** with a *lock* symbol appears. All settings are stored first individually without a lock symbol, so continue to press **FONT** until it appears in a lock mode.
- Press the **PITCH** button until **17.1 CPI** with a *lock* symbol appears.
- Once the report is printed, change the FONT and PITCH back to the original settings (Courier 10 CPI with a lock symbol, for example).

Printing from the Output Queue - Laser Printer

1. Exit to the menu entitled “**District Selection and Operator Menu**”.
Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.
2. Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.
3. If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.
4. Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17** (Shift+F5) to get to the top of the list.
5. If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.
6. If the message is “**Load form type...**”, answer the load paper message by typing the letter “**i**” (ignore) on the Reply line; press **ENTER**.
7. Press **ENTER** or **F3** to return to the output queue.
8. Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.
9. Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

Printing from the Output Queue - Dot Matrix Printer

1. Exit to the menu entitled "**District Selection and Operator Menu**". Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.
2. Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.
3. If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.
4. Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17** (Shift+F5) to get to the top of the list.
5. If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.
6. If the message is "**Load form type...**", load the correct form and type a "**g**" (go) and press **ENTER**. Press **ENTER** again to continue.

There will be another message waiting. Typing a **7** (messages) in front of the report and press **ENTER**.

If the message is "**Verify alignment...**", verify that the form is lined up correctly and type an "**i**" (ignore) to continue printing; press **ENTER**. Press **ENTER** again to continue.

7. Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.
8. Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

Printing Specified Pages of a Report

1. Determine what pages you need to print. See Working with 5-Display on page 10-10.
2. Type a **2** (change) in front of the report you wish to print; press **ENTER**.
3. Press **F10** (additional parameters).
4. **Page Down** (or Shift/Roll). At the top of the screen you should see the following:

```

Change Spooled File Attributes (CHGSPLFA)

Type choices, press Enter.

Page range to print:
Starting page . . . . . 1          Number, *SAME, *ENDPAGE
Ending page   . . . . . *END       Number, *SAME, *END

```

Change the starting and/or ending page number; press **ENTER**.

```

Page range to print:
Starting page . . . . . 15
Ending page   . . . . . 23

```

5. Release to the printer by typing a **6** in front of the report; press **ENTER**.
6. Press **F5** (refresh). Answer messages by typing a **7** (messages) in front of the file; press **ENTER**.

Reply to messages: Use “**g**” if message is “Load form type...” and paper/form is loaded; use “**i**” if message is “Verify alignment...” and form is lined up correctly; press **ENTER**.

Moving Files from One Printer to Another

1. Type a **2** (change) in the *Opt* field in front of the file(s) you want to move.
2. On a command line type: `outq(prtxx)` substituting `prtxx` with your target printer name. In the example below, it is being changed to `prt04`.

```

Work with Output Queue

Queue:  PRT14          Library:  QUSRSYS          Status:  RLS

Type options, press Enter.
  1=Send  2=Change  3=Hold  4=Delete  5=Display  6=Release  7=Messages
  8=Attributes  9=Work with printing status

Opt  File           User      User Data  Sts  Pages  Copies  Form Type  Pty
-   CIVLABELS      KAREN    CIVLABELS  RDY   10     1     LABELS     5
-   CIVATYIDX      KAREN    CIVPDX     HLD    1     1     *STD       5
-   DISPOSED      KAREN    D3001C     HLD    2     1     *STD       5
-   M0060696      KAREN    CIVNTA     HLD    1     1     8X11       5
2  M2190903      KAREN    TCRJGS     HLD    1     1     *STD       5
-   SOSERR        BRENDA   ABSPRT     SAV    1     1     *STD       5

Parameters for options 1, 2, 3 or command
===> outq(prt04)
F3=Exit  F11=View 2  F12=Cancel  F20=Writers  F22=Printers
F24=More keys
  
```

3. Press **ENTER**.

```

-   CIVATYIDX      KAREN    CIVPDX     HLD    1     1     *STD       5
-   DISPOSED      KAREN    D3001C     HLD    2     1     *STD       5
-   M0060696      KAREN    CIVNTA     HLD    1     1     8X11       5
-   M2190903      KAREN    TCRJGS     *CHG   1     1     *STD       5
-   SOSERR        BRENDA   ABSPRT     SAV    1     1     *STD       5

Parameters for options 1, 2, 3 or command
===>
F3=Exit  F11=View 2  F12=Cancel  F20=Writers  F22=Printers
F24=More keys
  
```

4. Release the file to the new output queue by typing a **6** (release) in the *Opt* field.

*Note: If you press **F5** (refresh) before entering a 6 to release, the file will be changed to your target printer. To work with the file at that point press **F3-Exit**, change your Printer Writer/Output Queue to your target printer name, press **ENTER**. Then choose Option 5 to Work with Output Queue and release the file from that output queue.*

Working with 5-Display

Use 5-Display to view a spooled file. Here are a few great timesaving features:

Display Spooled File

```

File . . . . . : CIVALPHIDX
Control . . . . . : B
Find . . . . . :
*...+...1...+...2...+...3...+...
RUN DATE: 02/18/04
    
```

Type option in *Control* field and press ENTER.
Common options are:
B - go to the bottom (last page) of the report.
I - go to the top (first page) of the report.
P6 - go to page 6 (or the page you indicate).

CASE NO.	TYPE	PARTY NO.	NAME	OPPOSING PARTY	JUDGE
00-500	GC	D01	AAA OF MICHIGAN//	AGRAWAL/JOSEPH/WILLIAM	CROCKETT,GE
00A40-SC	SC	P01	ABERHAM/MINNIE/	LENAHAN/LINDA/	PROBATION,D
01A40-SC	GC	P01	ABERHAM/MINNIE/	LENAHAN/LINDA/	CROCKETT,GE
03-0007	SC	P01	ABRILE/ROBERT/	OSTERLAND/MAIRE/	CROCKETT,GE
00-10016C	GC	P01	ACCOUNTANTS UNITED//	SILVERSTONE/JAMES/	CROCKETT,GE
00-10026C	GC	P01	ACCOUNTANTS UNITED//	DR BRUCE SMOLLER//	SERVAAS,STB
98-1111	GC	D01	ACORN/WILLIAM/CHARLES	SCHMIDT/DANIEL/	CROCKETT,GE
02-1108A	GC	P01	ADAMS/CHRISTOPHER/JOSEPH II	PARKS/LAWRENCE/REGINALD	CROCKETT,GE
02-1108B	GC	P01	ADAMS/CHRISTOPHER/JOSEPH II	OMNI/GEORGE/	CROCKETT,GE
98-8102	GC	D01	ADAMS/HAROLD/JAMES	OSTERLAND/BEVERLY/	CROCKETT,GE

Display Spooled File

```

File . . . . . : CIVALPHIDX
Control . . . . . :
Find . . . . . : ROCK/ALLEN
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...8...+...
98-08132 GC P01 ANDERSON/BETHANY/P SOVA/JEREMY/L CROCKETT,GE
98-08133 GC P01 ANDERSON/BETHANY/P ROCK/ALLEN/P CROCKETT,GE
98-08134 GC P01 ANDERSON/BETHANY/P JAWORSKI/CHRISTINE/ CROCKETT,GE
98-08135 GC P01 ANDERSON/BETHANY/P LIEBETREU/JEAN/E CROCKETT,GE
98-08136 USAN/MARIE CROCKETT,GE
98-08137 )/RONALD/P CROCKETT,GE
98-081378 DNALD/ALLEN JR CROCKETT,GE
98-081379 BELINDA/ CROCKETT,GE
98-081380 JANINE/ CROCKETT,GE
98-081381 WARD/RICHARD CROCKETT,GE
98-081382 /BETHANY/ CROCKETT,GE
98-081383 SC P01 ANDERSON/BETHANY/P PRATT/JEROME/ CROCKETT,GE
99-4432 GC D01 ANDERSON/JAMES/ JONES/BETTY/ CROCKETT,GE
00-0901 GC P01 ANDERSON/JEFFERSON/ EASTFORDS/MILFORD/ CROCKETT,GE
99-0001 GC P01 ANDERSON/JEFFERSON/ EASTFORDS/MILFORD/ CROCKETT,GE
03-0912 GC D02 ANDERSON/JULIA/ JOHNSON/PEARL/ CROCKETT,GE
03-0012B GC D01 ANDERSON/LOUISE/ POTTER FLOWERS// CROCKETT,GE
39-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys
String found in position 50.
    
```

Search within spooled file. Type what you are looking for in the *Find* field and press F16. Press F16 again to find the next occurrence. Upper/lower case? Use the format that is in the report to find an exact match.

If not found, message will be "Character string not found in file".

If Printer Will Not Print!

1. At the **District Selection and Operator Menu** type a **5** to Display Output Queue. Check the *Sts* column to see if there is a message waiting.
2. Verify that the printer is ready (both lights solid green); check for error messages on printer.
3. At the **District Selection and Operator Menu** type a **3** and press **ENTER** to start the writer. Type a **5** to display output queue and try again.
4. Make sure the status in the upper right corner of the screen is not HLD. It should be **RLS/WTR**. If it is HLD, go to the command line at the bottom of the screen and type: **RLSOUTQ PRTxx** (where PRTxx is the name of the Writer/Output Queue); press **ENTER**.
5. If the printer is still not working, contact your **IS Department** or call **JIS Operations Department** at **888-339-1547, Option 5**, for additional help.

Working with Submitted Jobs

To check on the status of a batch report, e.g. Date Generated Notices, reports, labels, etc., go to the **District Selection and Operator Menu** of the terminal or PC where the job was requested. Select **7-Work with Submitted Jobs**; press **ENTER**.

```

SUNNY SPRINGS      District Selection and Operator Menu      2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: PRT14

3. Start Printer Writer
4. Work with Printer Writer
5. Work with Output Queue

6. Display Messages
7. Work with Submitted Jobs
8. Work with All Spooled Files

9. Reports Archives

__ Enter Option

F24-Sign Off System

```

The following screen will be displayed. No data entry is required on this screen.

```

Work with Submitted Jobs (WRKSBJOB)

Type choices, press Enter.

Jobs submitted from . . . . . *USER      *USER, *WRKSTN, *JOB
Output . . . . . *          *, *PRINT

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys

Bottom

```

Press **ENTER** to continue to the Work with Submitted Jobs screen.

```

Work with Submitted Jobs
OSMSOUTH
02/19/04 13:59:40
Submitted from . . . . . : *USER

Type options, press Enter.
 2=Change  3=Hold  4=End  5=Work with  6=Release  7=Display message
 8=Work with spooled files

Opt  Job          User          Type  -----Status-----  Function
-   CIVGEN       KAREN        BATCH  OUTQ
-   CIVAPPEAL    KAREN        BATCH  OUTQ
-   CIVATYINX    KAREN        BATCH  OUTQ
-   DISPED       KAREN        BATCH  OUTQ
-   CIVLBL       KAREN        BATCH  OUTQ
-   CIVAPHINX    KAREN        BATCH  OUTQ
-   CIVDGN       KAREN        BATCH  OUTQ
-   TCRDGN       KAREN        BATCH  ACTIVE
                                     PGM-TCRDGN
                                     More...

Parameters or command
===>
F3=Exit    F4=Prompt    F5=Refresh    F9=Retrieve    F11=Display schedule data
F12=Cancel F17=Top      F18=Bottom
    
```

Job Status	
Status	Description
OUTQ	The job is finished running and is waiting in an output queue to be printed. You may select 8-Work with Spooled Files . The file or report can then be released to the printer.
JOBQ	The job has <u>not started</u> running yet. Another job is ahead of this one. Most jobs run in order of request, not simultaneously.
ACTIVE	The report is running <u>now</u> but has not finished. Press F5 to refresh your screen or wait for the message indicator to tell you that the job has finished.
MSGW	There is a problem with the job. Call your Data Processing Department or JIS for assistance.
EOJ	The job is just finishing.

Using the Attention/Escape Key - Operational Assistant

On a dummy terminal, the Setup/Attn key is in the upper left-hand corner of the keyboard. On a PC, the Esc (escape) key is located in the same position and possesses the same functionality.

After pressing the Setup/Attn (Esc) key, the AS/400 Operational Assistant (TM) Menu will appear. This menu simplifies some tasks such as working with printer output, submitted jobs, terminal messages and changing your password. The biggest advantage is that you may press this key wherever you are on the system without backing out to the District Selection and Operator Menu.

Note: These options may not be available if the court is using Office Vision or if it has been intentionally disabled by your systems administrator or court administrator.

```

ASSIST                OS/400 Operational Assistant (TM) Menu                System:  OSMSOUTH
To select one of the following, type its number below and press Enter:

    1. Work with printer output
    2. Work with jobs
    3. Work with messages
    4. Send messages
    5. Change your password

   10. Manage your system, users, and devices
   11. Customize your system, users, and devices

   75. Information and problem handling

   80. Temporary sign-off

Type a menu option below
  _

F1=Help  F3=Exit  F9=Command line  F12=Cancel
  
```

Menu option 1 - Work with printer output

Using this print option from the AS/400 Operational Assistant Menu is similar to the Work with Output Queue on the District Selection and Operator Menu. When viewing the output from this screen, the name of the screen is Work with All Spooled Files.

An added benefit to using the Setup/Attn (Esc) key is that there is a column for *Device or Queue* and you can see all of the output queues/printers on one screen. However, you may only view items requested by your user profile.

Work with All Spooled Files

Type options, press Enter.
 1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
 8=Attributes 9=Work with printing status

Opt	File	User	Device or Queue	User Data	Sts	Total Pages	Cur Page	Copy
-	REOPEN_A	KAREN	PRT00	TCRCLD2	HLD	2		1
-	DISPO_A	KAREN	PRT00	TCRCLD2	HLD	7		1
-	CASELOAD	KAREN	PRT00	TCRCLDGRID	HLD	3		1
-	EXPGAR	KAREN	KAREN	CIVGRT	HLD	1		1
-	CVAUDIT	KAREN	KAREN	CIVAUD	HLD	1		1

Bottom

Parameters for options 1, 2, 3 or command
 ==> _____
 F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

Menu option 1-Work with printer output - gives you the Work with All Spooled Files screen.

Press **F11-View 2** to see View 2.

Work with All Spooled Files

Type options, press Enter.
 1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
 8=Attributes 9=Work with printing status

View 2 shows creation date and time

Opt	File	User	Form Type	Pty	Creation Date	Creation Time
-	REOPEN_A	KAREN	8X11	5	02/19/04	14:03:28
-	DISPO_A	KAREN	8X11	5	02/19/04	14:03:28
-	CASELOAD	KAREN	8X11	5	02/19/04	14:03:28
-	EXPGAR	KAREN	8X11	5	02/19/04	14:03:28
-	CVAUDIT	KAREN	*STD	5	02/19/04	14:03:28

Press F11 again to go to View 3, View 4, and back to View 1

Bottom

Parameters for options 1, 2, 3 or command
 ==> _____
 F3=Exit F10=View 1 F11=View 3 F12=Cancel F22=Printers F24=More keys

Menu option 2 - Work with jobs

This is similar to the Work with Submitted Jobs on the District Selection and Operator Menu. Selecting this option allows you to check on the status of a batch job or report that was requested by the user signed on to PC or terminal.

Once the job is in **outq** status, type an **8** (Work with All Spooled files) in the *Opt* field and press **ENTER**. This will take you to the Work with Spooled Files screen where you may release your file to the printer, answer messages, delete files, etc.

```

                                Work with User Jobs                                OSMSOUTH
                                                                                   02/19/04 14:52:37
Type options, press Enter.
  2=Change  3=Hold  4=End   5=Work with  6=Release  7=Display message
  8=Work with spooled files 13=Disconnect

Opt  Job          User          Type      -----Status-----  Function
---  ACCTACTVTY   KAREN        BATCH     OUTQ
---  CIVAPHINX     KAREN        BATCH     OUTQ
---  CIVAPPEAL     KAREN        BATCH     OUTQ
---  CIVATYINX     KAREN        BATCH     OUTQ
---  CIVDGN        KAREN        BATCH     OUTQ
---  CIVDGN        KAREN        BATCH     OUTQ
---  CIVGEN        KAREN        BATCH     OUTQ
---  CIVGEN        KAREN        BATCH     OUTQ
---  CIVLBL        KAREN        BATCH     OUTQ
---  CSELOD        KAREN        BATCH     OUTQ
                                                                                   More...

Parameters or command
===>
F3=Exit    F4=Prompt  F5=Refresh  F9=Retrieve  F11=Display schedule data
F12=Cancel F17=Top    F18=Bottom  F21=Select assistance level

```

Work with User Jobs screen

Menu option 3 - Work with messages

Select **3** from the AS/400 Assistant Operational Menu to get the system messages for your terminal. This is the same as **6-Display Messages**, from the District Selection and Operator Menu.

System messages notify the user that a batch job has completed and, occasionally, may require a user response.

A message symbol at the bottom of the screen means a message is waiting. Unless the messages are deleted regularly, they will continue to accumulate and you will not be notified of new messages as they occur.

Menu option 4 - Send messages

Select **4** from the AS/400 Operational Menu to send a message to another terminal.

Send a Message

Type information below, then press F10 to send.

Message needs reply Y Y=Yes, N=No

Interrupt user Y Y=Yes, N=No

Message text Judge Smith needs the John Wilson file. Do you have it on your desk?

Send to D9992KJS Name, F4 for list

More...

F1=Help F3=Exit F10=Send F12=Cancel

Field Descriptions	
Message needs reply . . .	Defaults to N -No. If you change it to Y -Yes, the message will include a reply line.
Interrupt user . . .	Defaults to N -No. If you change it to Y -Yes, the message you send will appear on their screen (not just the message waiting symbol at the bottom of the screen!)
Message text . . .	Type your message here.
Send to . . .	Type the user profile(s) here. If you do not know the user's i.d., press F4 for a list.

Press **F10-Send** to send the message.

On the next page is an example of a message that requires a reply.

```

                                Display Messages
Queue . . . . . : KARENLC           System: OSMSOUTH
Library . . . . : QSYS             Program . . . . : *DSPMSG
Severity . . . . : 00              Delivery . . . . : *NOTIFY

Type reply (if required), press Enter.
From . . . . . : LINDA             02/19/04  15:31:48
===> KAREN: Judge Smith needs the John Wilson file. Do you have it on your
desk?
Reply . . . . . : _____

```

Type your reply here and press ENTER.

```

F3=Exit          F11=Remove a message      F12=Cancel
F13=Remove all   F16=Remove all except unanswered  F24=More keys

```

Bottom

Type your reply and press **ENTER**. Press **F3-Exit** to exit this screen. If you do not need to respond to the message, press **F3-Exit** to return to the screen you were on when you were interrupted.

Menu option 5 - Change your password

Select **5** from the AS/400 Operational Assistant Menu to change your password.

```

                                Change Password

Password last changed . . . . . : 01/28/04

Type choices, press Enter.

Current password . . . . . █
New password . . . . .
New password (to verify) . . . . .

```

Type in your current password. Then type your new password (twice, to verify); press ENTER.

The password fields will not be visibly displayed on the screen for security reasons.

```

F3=Exit          F12=Cancel

```

The message: *Password Changed Successfully* should appear at the bottom of the screen if the password change was accepted. The new password will be valid the next time you sign on to the system.

Other IBM AS/400 functions exist that are designed for the system administrator and will not be covered in this manual. Your AS/400 Operational Assistant Menu may differ from the one shown earlier in this chapter. There are two more functions that may be helpful.

Menu option 75 - Information and problem handling

You may be asked to provide your work station display name on a troubleshooting call. You can use option **75** from the AS/400 Operational Assistant Menu, then select option **3-Display work station user** from the Information and Problem Handling Menu.

```

USERHELP                Information and Problem Handling                System:  OSMSOUTH
To select one of the following, type its number below and press Enter:

    1. How to use help
    2. Information Assistant options
    3. Display work station user

   10. Save information to help resolve a problem
   11. Technical support tasks

   80. Temporary sign-off

Type a menu option below
—
F1=Help  F3=Exit  F9=Command line  F12=Cancel

```

```

                                Display Work Station User                OSMSOUTH
                                                                11:39:02
User . . . . .
Text . . . . .
Work station . . . . . : KARENLC
Text . . . . . : Device created for OSMSOUTH.

Number of interactive jobs in session . . : 1
Interactive job currently active . . . . : A
Interactive job A . . . . . : 208916/KAREN/KARENLC
Current group job . . . . . : QEZGRP2
Previous group job . . . . . : QEZGRP1
Number of jobs in group . . . . . : 2
Interactive job B . . . . . : *NONE

Press Enter to continue.

F3=Exit  F12=Cancel
(C) COPYRIGHT IBM CORP. 1980, 2000.

```

This is your work station.

Menu option 80 - Temporary sign-off

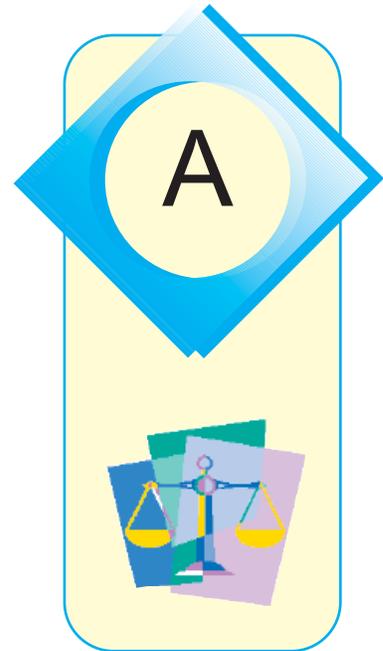
Select **80** to temporarily sign off your work station. When you sign back on to the same work station, you will return to the screen you were on when you signed off.



Warning! Do not use this feature on Cash. Ever!
Do not use this feature to sign off at the end of the day.

Appendices

These Appendices are referenced throughout this User Guide. They include information about codes, fields, function keys, etc. You may find it helpful to print some or all of these Appendices to use as a guide.



Appendix	Description
A	Master List of Field Descriptions
B	Trigger Codes
C	Master List of Available Codes Modifiers in Alphabetical Order Modifiers in Numerical Order
D	Hop Codes
E	Case Types, Party and Alt Name Codes
F	State/Province/Country Abbreviations
G	Function Keys
H	Help Desk Fax Sheet
I	JIS Enhancement Request Form
J	Request for JIS Training
K	Frequently Asked Questions

Master List of Field Descriptions		
Field Name	Screen	Description/Format
A money judgment is entered as follows	JLT	Enter an X in this field if a money judgment is ordered.
A/P	NTA	A=A.M. P=P.M.
Address	CAS GAR	Street address of the party. Street address of the garnishee defendant.
Adjourned from	NTA	Type the date the matter is adjourned from on this line. No special format is required, e.g. January 12, 2007, or 01/12/07.
After trial	JDG JSC	Enter an X when judgement is rendered after trial.
Against	JDG JSC	Enter the name of the party for whom judgment is against.
All Day	CAL - F11	Enter an X when the entire day should be blocked off.
Alt Court Address	NTA	Type an X if the scheduled event will be held at a different location. Type the alternate address on the line below.
Alt-Name	CAS PHU	The name associated with the party name field, e.g. Molly Parker, doing business as Molly's Paper Company. Molly's Paper Company is the alternate name. All business names contain two slashes (//) at the end of the name. You must include a name code if the <i>Alt-Name</i> field is entered.
Alt Name Code	PHU	Same as <i>Name-code</i> .
Amount Amt	ACT GAR JLC JSC	Use this field to indicate the dollar amount of the claim, judgment amount, service fees and other costs associated with the case. Decimal points are only required if the amount is not a whole dollar amount. Commas and dollar signs are not used. On Garnishment Update screen this field must be left blank if the initial disclosure is <i>not indebted</i> . If a proceeds date is entered, enter the amount paid on the writ as declared in the final statement. The amount must be greater than zero. Use this field to indicate the dollar amount, less costs and other damages the successful party is owed. Use this field to indicate the dollar amount of the installment payment option.
An order of eviction will be issued on ___ unless you move	JLT	Enter the date the order of eviction can be entered.
An order of eviction will be issued unless paid, or move out by _____	JLT	Enter the date the defendant has to pay judgment and/or move.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Appearance Date	SCS	Enter the date of the show cause hearing.
Approved as to form, notice of entry waived	JDG	Enter an X if notice of entry is waived.
At the rate of	JDG	The interest percentage accrued after filing and awarded on a judgment.
Attached to this form	WAR	Type an X in this field if the warrant should be attached to a copy of the warrant recall form upon return to the court.
Attorney		The 5-digit bar number for the party's attorney. Attorneys are not valid for SC case types.
Bankruptcy Stay in Effect	PHU	Enter an X in this field if a bankruptcy order has been received.
Bar # Bar No. Bar No. View	ACT CAL-F11	The 5-digit bar number of the attorney representing the party, or bar number of the next judge to hear the scheduled event. The bar number of the professional whose day/time you want to block off. If blank, only the court holidays are displayed. When it contains a bar number, all days for that bar number are displayed, including court holidays.
Begin Date	CCL	Enter the starting date of the combined calendar for which you wish to print or display.
Begin	CODE FILE	Use this field to enter the start date of a code.
BGN	ACT CAL	Type a date that you want to begin your inquiry; press ENTER . In CAL, this field is found on the Supplemental Entries screen.
Biweekly	JSC	Enter an X if judgment is to be paid in biweekly installments.
Bond Amount	BND PBW	Enter the amount of the transaction. Format: 99999.99. The amount of the cash or surety bond required for release.
By Mail	SCS	Enter an X in this field if the method of service was by mail.
Case should not be dismissed	SCS	Enter an X in this field if party must show cause why their case should not be dismissed.
Case		Case number used for entry or inquiry. The system does NOT automatically assign case numbers.
Case Type		Enter the case type assigned to the case: GC -General Civil, SC -Small Claims, GZ -Miscellaneous Civil, SP -Land Contract, LT -Landlord-Tenant
Change Case No.	TRN	Type an X to change a case number.
Change Location	TRN	Available only for courts with multi-locations. Enter an X to transfer the case to the other location.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Check # Check No		Enter the check number used.
Circuit Counties	CCL	Enter the Circuit Court number(s) on your AS/400.
City	CAS	The city of residence for the litigant.
Civil	SCS	Type an X in this field to indicate if the motion is for civil contempt of court. If the judge grants the motion, also enter an X in the order for civil contempt of court.
Clerk	NTA WAR	Type your name or initials in this field. If your name is already established in the District Court Security file, it will automatically be retrieved from that file as the Clerk/Administrator.
Close Reason	GAR	Enter the reason why the garnishment is closed. Options are: 1 -Judgment paid 4 -Released from liability 2 -Judgment overpaid 5 -Not indebted 3 -Expired 6 -Proceeds disbursed
Close Date	GAR	Date the garnishment is closed. When used, a reason must be entered.
Cnt	RPT	The number of requests for a specific report and specific case number/party number. This field is calculated by the system and not entered by the user.
Code	ACT RPT NTA	A valid civil code from the code listings in Appendices B and C. The code for the type of proceeding scheduled. When a modifier is used with a scheduling code, the appropriate box is checked on the Notice to Appear form and the modifier prints on the line below the hearing.
Comment	DEL GAR	This field is required when deleting a case. The comment appears on the Civil Delete Audit Report which is described in Chapter 7-Reports. Comments entered here will also be displayed on the Actions Update screen and Register of Actions using the <i>current</i> date as the date of the comment.
Comments	NTA	Use this field to add any other information or directions required. This will not print to the ROA or ACT screen.
Conditional	PBW	Type an X if you do NOT want to print the Memorandum Copy.
Conditions, if any	DIS	Type any conditions of dismissal the judge orders. This will not print to the ROA or ACT screen.
Consent	JDG JLC JSC	Enter an X in this field if the parties agree to the terms of the judgment.
Copies	CAL	The number of printed copies of the calendar you want, up to nine.
Costs	JLC JLT JSC	Enter the total dollar amount of cost incurred by the party requesting the judgment.
Count	BND	The count field is used to identify counts on a criminal case. Format: 01, 02, 03.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Court Date/Time/Code	RPT	Same as <i>Nxt Date, Nxt Time, Code</i> . The information is retrieved if the party has a future scheduled action/date set via the Actions Update screen. Caution: Entering a court date, time and code on the Report Requests screen will NOT place the party on the calendar or the case.
Court Location	CAL	For multi-location courts, this field defaults to your location number. It can be change to print or view the courtroom calendar for the other locations.
Court		The number associated with each court in a multi-location court. To switch from one court to another, change the court number and press ENTER .
Courtroom	NTA	This field is optional. If entered, it will appear on the Notice to Appear.
Courtroom #	CCL	Used in Circuit and Probate/Juvenile modules to identify courtroom number.
Courtroom number	SCS	Enter an X in this field if you are entering a specific courtroom number, followed by the number of the courtroom.
Criminal	SCS	Enter an X in this field to indicate if the motion is for a criminal contempt of court. If the judge grants the motion, enter an X in the order for criminal contempt of court.
Damages	JLT JSC JLT	Use this field to enter the dollar amount of the damages awarded.
Date		Format: MMDDYY. Enter the date that an event occurred. Except for service, this must be a court business date. It will default to today's date on the Actions Update screen if you leave it blank. See <i>Nxt Court Date</i> .
Date Calculator	ACT	The first field is for any number of days. The following two fields are for dates. See <i>Date Calculator in Chapter 2 for examples</i> .
Date Notified	WAR	Enter the date the police agency was notified of the recall. Format: MMDDYY.
Date Signed	All forms	Defaults to the current date but can be erased or changed. Exceptions: If using F9-Print/Update/Sts on the PBW, the date must be the current date. On a WAR, the date cannot be blank or greater than the current date.
Days before hearing	SCS	Use this field to enter the number of days prior to the show cause hearing the parties were served.
Defendant has a right to possession	JLT	Enter an X in this field if the judge orders defendant the right to possession.
Def, Serve Date	GAR	Date garnishee mailed or delivered a copy of the writ to the defendant.
Default	JLC JDG JSC	Enter an X in this field if defendant fails to appear and the court orders a default.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Defendant/Atty	JLC	Place an X in this field if the defendant and/or his/her attorney was personally served.
Del 'D'	RPT BND GAR	Type a D to delete an entire line of entries.
Deliver..	WAR	Type an X in this field if the original warrant was delivered to the court when the person appeared.
Depositor	BND	Name of the person posting the bond.
Description	CAL-F11	A reason for the day or time to be blocked off, e.g. a description of a court holiday, meeting, or conference.
Disburse Date	GAR	A valid date not earlier than the issue date of the garnishment.
Dismissal	JDG JSC	Enter an X in this field if the case is to be dismissed.
Disposed Code	PHU	Disposition (close) code for that party. <i>See Appendix B.</i>
Disposed Date	PHU	Date of disposition (judgment, dismissal, etc.) for that party.
District Courts	CCL	Enter the District Court number(s) on your AS/400, e.g. the 18th District Court would be 1800.
Div	BND	Division: T -Traffic/Criminal/Probation, C -Civil, M -Miscellaneous
DLN	PBW WAR	Enter the party's driver's license number. Format: S889123443222 MI
DOB	PBW WAR	The party's date of birth. Format: 06/19/1962.
End	CODE FILE	Use this field to enter the last date a code is effective.
End Date	CCL	Enter the last date of the combined calendar you wish to print or display. The date range cannot exceed 14 days.
Enter Surname Here	CNI	Enter the name or partial name for your inquiry here. This is like the NAM and SDX inquiries but includes all cases (traffic/criminal and civil) and all JIS courts using the same AS/400.
Exp Date	GAR	A <i>display only</i> field that calculates after entry of a garnishment. Expiration dates are calculated as follows: Periodic & Non Periodic (issue date + 91 days) Income Tax (first occurrence of October 31st after service; if not served, October 31st of the year following the issue date)
failure to appear	PBW	Enter an X in this field if the bench warrant is being issued because the party did not appear for a court appearance.
Fees	GAR	Defaults to \$15.00. This field can be modified.
File Date	CAS	Date the case is filed with the court or the date other parties are added to the case. The primary plaintiff (P01) and primary defendant (D01) must be changed at the case level at the top of the screen. Other party file dates are entered and changed at the party level.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Filing	JDG	Use this field to enter the dollar amount of filing fee paid.
Final Statement Date	GAR	Date of final statement by garnishee. This field displays only after the garnishment issuance information has been entered.
Flag Non-Public	CAL	X -print the word Non-Public in the <i>Charge</i> field of the calendar. N -print nothing in the <i>Charge</i> field if the case is non-public.
For	JDG JSC	Enter the name of the party for whom judgment was awarded.
From	JDG	Enter the date interest begins accruing on a judgment.
Gar #	ACT	A garnishment number for a specific party. The garnishment must be on the system. You may not enter a garnishment on the Actions Update screen with the following codes: PRB, PRR, WRIX1, WRIX2, WRIX3, WRSX1, SRSX2, WRSX3, DCF62 or DCF63. These codes are created through the Garnishment screen.
Garnishment No.	GAR	Number assigned to a garnishment, beginning with the number 1 and numbered consecutively for each defendant on the case. The number is entered on the hop line and cannot be modified.
Garnish #	DEL	Enter the garnishment number to be deleted. This field will be filled in if you have entered the number in the <i>GAR#</i> field on the hop line.
Garn Type	GAR	Valid entries are: P -periodic garnishment, I -income tax garnishment, or N -nonperiodic garnishment. Garn types may not be modified after proceeds have been received.
Garnishee No.	GAR	Associates a garnishee with a defendant for a specified case. The number should begin with number 1 and be numbered consecutively for each garnishee. The garnishee number cannot be modified. After the garnishee number has been established, the name and address can be retrieved for future garnishments for that case/defendant by entering the assigned number. Use F4-Prompt to display all garnishees associated with the specified defendant on that case. You can select, change, delete or add garnishees. Note: 2- Change will update only for the current case. 4- Delete is not valid if the garnishee is in use.
Go To	CAL	The month, day and year of the calendar you wish to inquire or print. It will default to the current month and year, but the dates may be changed by typing over them.
Has not complied with order dated	SCS	Enter the date of the original order that has not been complied with.
Hearing	JLC	Enter an X in this field if a hearing was on the forfeiture before a judge.
I am interested in the matter as...	SCS	Enter the name of the person requesting the hearing.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
In full	JSC	Enter an X in this field if the party is to pay the entire amount of the judgment at one time - not installment payments.
Include Supplemental Entries	CAL	Remove the X in this field to exclude supplemental, non-case entries from printing on the calendar.
Init	GAR	The initials of the clerk who disbursed the proceeds.
Initial Disclosure Date	GAR	A valid date not less than the service date.
Installments	JSC	Enter an X in this field if installment payments are ordered.
Interest	JDG JSC	Enter the dollar amount of interest ordered.
Issue Date	GAR	The date the garnishment was issued. It must be at least 21 days after the judgment date.
Judge	CAS CAL forms	The 5-digit bar number of the judge or magistrate assigned to the case. If blank on the calendar screen, you get cases that do not have a judge assigned. The word ALL in this field will display or print calendars for all judges, magistrates and probation officers. When ALL is used, the date range cannot exceed 14 days.
Judgment for amt. of recognizance	SCS	Enter an X in this field when the motion to show cause is for a judgment in the amount of recognizance.
Judgment for failure to disclose	SCS	Enter an X in this field when the motion to show cause is for failure to disclose
Judgment Due	GAR	The amount of the unsatisfied judgment. This field may be modified during the duration of the periodic garnishment.
Judgment Satisfied	PHU	Enter an X in this field if a satisfaction of judgment was filed.
Judgment should not be entered	SCS	Enter an X in this field when the motion to show cause requests a judgment against the defendant/respondent.
Jurist #	CCL	Type the bar number of the requested judge, magistrate, referee, etc.
Jury	JDG	Enter the dollar amount assessed for a jury fee.
Last Trigger Code	PHU	Last trigger code for that party. <i>See Appendix B.</i>
Last Trigger Date	PHU	Date of the last trigger event.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Lbl		Address or file label field. Enter an A or X to request an address label for the party or the party's attorney. Enter an F to request a file label for the case. The label contains the name of the primary plaintiff and defendant, alternate names and codes for these parties, if any, the case number, and case type. For multiple file labels on the case, type the number you want to print 1-9 in this field. The address and file labels are run via batch reports. See <i>Chapter 6-Forms, Labels & Mailers</i> .
mail	DIS	Enter an X in this field if the parties were served by mail.
May be liable for money damages	JLT	Enter an X in this field if the judge orders.
Misc.	ACT	A field used for abbreviated comments. The comments entered in this field appear on the ROA in parenthesis.
Monthly	JSC	Enter an X in this field if judgment payments will be made monthly.
Motion	JDG	Enter the dollar amount of any motion fees which are ordered in the judgment.
Name-code	CAS	Enter the code for the alternate name. AGT -Agent AKA -Also known as ASN -Assignee DBA -Doing business as DIV -Division of FDB -Formerly doing business as FKA -Formerly known as GAL -Guardian ad litem MSC -Miscellaneous NXF -Next of friend REP -Personal Representative SBG -Subrogee
Name	CAS GAR PHU BND	The name of the litigant (CAS, PHU) or garnishee defendant (GAR). The entry must begin with a letter and contain two slashes. Formats: Individual Names: Smith/John/Henry Sr or Jones/Paul/ Company Names: Ford Motor Company// F4-Prompt is available on the GAR screen to display a master list of garnishee defendants from which you may select, change, delete or add. <i>Note: option 2=change does not update existing cases.</i> The name of the party for whom the bond or trust payment was posted.
New Case Number	TRN	This field is required if the <i>Change Case No. or Transfer SC to GC</i> field is used. Enter the new case number here.
New Court Location	TRN	This field is required if the <i>Change Location</i> field is used. Enter an alternate court location (0, 1, 2).
Next Scheduled Dates	NTA	This information is already filled in if the scheduling information is entered first on the Actions Update screen. You may delete or add hearing dates on the NTA screen, but changes will not update the calendar or case.
No cause of action	JDG JLC	Enter an X in this field if the judge has ruled Plaintiff has no cause of action.
Nonappearance Default	JSC	Enter an X in this field if a default judgment is entered for failure to appear.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Pay Code	BND	Enter the pay code established in the Cash module. Common paydown codes are: BD03 Bond Refunded BD04 Bond Forfeited BD31 Bond Transferred to Circuit Court BD39 Bond Transferred to Another Court XXRP Restitution Paid XXGP* Garnishment Disbursed. *Check your cash codes - paydown codes may be different in your court.
Pay to	JSC	Use this field to indicate to whom the money judgment should be paid.
Payee	BND	Enter the name of the person who is receiving the check. If you are refunding a bond to the depositor, you can leave it blank. After pressing ENTER , it will copy the name of the depositor in the <i>Payee</i> field.
Payment within 21 days	JSC	Place an X in this field if payment is ordered to be paid within 21 days.
Person Notified	WAR	Enter the name of the person who was notified of the recall.
Person requesting	SUB	The name of the person requesting the subpoena.
Personal service Personally	DIS SCS	Place an X in this field if the party was personally served.
Phone no	CAS GAR	Telephone number of the party. Format: 248 1234556. Telephone number of the garnishee defendant.
Plaintiff/Atty	JLC	Place an X in this field if the plaintiff and/or his/her attorney was personally served.
Police Agency	WAR	Enter the police agency name. The address is optional.
Police Rpt. No.	PBW	If one exists, enter the police incident number. This is used in the Traffic/Criminal module.
Position to Date	CAL	Valid for today's date or a future date. If a date is entered in this field, the first page that contains that date will be displayed after pressing ENTER .
Position to Name	CNI	Type the name you want to inquire on; press ENTER .
Possession judgment previously entered	JLT	Enter an X in this field if a possession judgment was entered previously.
Post Code	BND	Valid post codes are: Type 01 BT01, BT06, BT08, BT09 Type 02 MYRS Type 03 MYTR Type 04-99 User defined. See <i>Cash User Guide</i> .

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Pre-Empted Date	GAR	The effective date that a garnishment of a higher priority supersedes the current garnishment for periodic payments.
Print CTN#...	CAL	X to print CTN# on 14x11 calendar. If left blank, the X-Ref# will print.
Print Page 1 Only	SCS SUB	To print only the first page of the form, leave the X in this field. If you want to include the service page, remove the X .
Print Sequence	CAL	Type an A to print the calendar in alphabetical order; N in numerical order.
Print Summary	CAL	Type an X to print both the calendar and summary (a list of how many and the types of events that are scheduled for the designated judge, magistrate or probation officer). Type an O to print the summary without the calendar.
Print/Display	CCL	Enter a P to print the calendar without viewing it first. Enter a D to display the calendar on the screen. The printed calendar goes to the output queue in a held status. <i>See Chapter 10 for printing instructions.</i>
Probate/Juv Court	CCL	Enter the Probate/Juvenile Court number(s) that identifies the Probate/Juvenile Court(s) on your AS/400.
Proceeds Amount	GAR	Enter the amount of proceeds received.
Proceeds Date	GAR	A date not earlier than the issue date. This field can be modified until proceeds have been disbursed. Any modifications after disbursement would be made by deleting the entire line of data and re-entering it correctly.
Proceeds Receipt#	GAR	The receipt number of the garnishment payment.
Produce these items	SUB	Enter an X in this field followed by a list of the items to be produced on appearance date.
Property descr	JLC	Insert the address or legal description of the property in question.
Pty	ACT	<i>See Party.</i>
Race	PBW	Enter the race of the party. Valid entries are: W White B Black I American Indian or Alaskan Native A Asian or Pacific Islander U Unknown
Rcpt	BND	The receipt # of the bond/restitution/trust/T&A payment.
Reason	GAR PBW WAR	Type the reason the garnishee is not indebted. The reason will also be displayed on the Garnishment Summary screen (GAQ). Type the reason for the issuance of the bench warrant / recall.
Receipt #	GAR	Receipt number for the garnishment filing fee. This field can be modified.
Resolves last pending claim and closes case unless checked here	JDG	Type an X in this field if the case is not resolved or is to remain open.
ROA		Type an X to request batch printing of the Register of Actions on 8x11 blank stock paper. Type an F to request a Register of Actions for printing on the SCAO approved pre-printed form (DCY 252). <i>See Chapter 6-Forms, Labels and Mailers.</i>

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Rpt	RPT	Enter the 3-letter code for the report you want to request. ROA Register of Actions NTD Notice of Dismissal NTA Notice to Appear LBL Party/Atty Address Label JSC Judgment, Small Claims FLB File Label DFN Default Notice MLR Certified Mailer NOI Notice of Intent to Dismiss
Selection	PHI	Type the record number (Rec Num) of the case you want to view and press ENTER .
Service	JDG	Enter the dollar amount of the service fees which are to be included in the judgment total.
Service Date	GAR	The date the garnishment was served on the garnishee defendant.
Sex	PBW WAR	Enter the gender of the party. M=Male; F=Female.
Spacing Between Cases	CCL	The number of blank spaces between cases on the printed calendar, up to nine. If left blank, the calendar will be single spaced.
Spaces	CAL	The number of blank spaces between cases on the printed calendar, up to nine. Screen default is 1 space.
SS#	GAR	Enter the defendant's social security number.
starting	JSC	The date the first installment payment is due on the judgment.
State	CAS	The state of residence for the party. <i>See Appendix F.</i>
Stipulation to dismiss	DIS	Type an X in this field if the parties have agreed to dismiss the case.
Street	CAS	The street address of the litigant.
Summary Disposition	JDG	Type an X in this field if the judge makes a ruling in accordance with MCR 2.116.
Testify as to your assets...	SUB	Type an X in this field if the request is for the party to testify to their assets.
Testify at deposition	SUB	Type an X in this field if the request is for the party to testify at deposition.
Testify at trial/examina- tion/hearing	SUB	Type an X in this field if the request is for the party to testify at trial/ examination/hearing.
The plaintiff has a right to possession	JLC	If the judge grants plaintiff possession of the property.
There is now due plainitff	JLT	Type an X in this field if plaintiff is due money.
Time	ACT NTA SCS SUB	Enter the time of the scheduled event. Format: HHMM.
Time Notified	WAR	Enter the time the police agency was notified. Format: HHMM A/P.

Master List of Field Descriptions (continued)		
Field Name	Screen	Description/Format
Transfer SC to GC	TRN	<p>Enter an X to transfer a Small Claims (SC) case to General Civil (GC).</p> <p>This is available on the Case Transfer screen only for SC case types. The code ORE25 (Order Entered for Removal to General Civil) must be entered first on the Actions Update screen. The action date for the order becomes the filing date of the General Civil case. The default notice date is calculated 14 days from the ORE25 date if a defendant on the general civil case fails to answer.</p> <p>A judge is required when transferring a case from Small Claims to General Civil. If one never was entered on the Small Claims case, enter the bar number or hotkey in the judge field in the upper right portion of the screen.</p>
Type	BND	<p>On the Bond/Rest/Trust/T&A Inquiry/Update screen enter the type of entry:</p> <p>01 Bond 02 Restitution 03 Trust 04-99 As specified by the court. 01-Bond is the default if no type is entered.</p>
Type of Calendar	CAL	<p>X Display or print traffic/criminal AND civil cases T Display or print only traffic/criminal cases C Display or print only civil cases P Print the party calendar</p>
Warrant No.	WAR	Enter the number of the warrant being recalled, if known.
Zip		U.S. or Canadian zip code.

Trigger Codes					
ACF	Action Filed	IPR	Installment Payment Received	<u>ORE69</u>	Order to Set Aside Judgment Entered
ACFY1	Action Filed-Remove Bankruptcy Stay. (Post-Judgment)	JGE	JUDGMENT ENTERED	OREZ2	ORDER TO STAY PROCEEDINGS ENTERED
ACF76	Action Filed - Reopen Case	<u>JGE03</u>	JUDGMENT (DAMAGES) ENTERED	ORR56	ORDER FOR BANKRUPTCY STAY RECEIVED
ACFZZ	ACTION FILED TO CLOSE CASE Use only to change status	JGE35	JUDGMENT (POSSESSION) ENTERED	PEC	Petition Scheduled
ALF	<i>Affidavit & Claim Filed</i>	JGE65	JUDGMENT (BY JURY) ENTERED	PEF12	Petition for Installment Payments Filed
ALQ	<i>Affidavit & Claim Reissued</i>	JGE66	JUDGMENT (BY JUDGE/MAGISTRATE) ENTERED	PRB	Proceeds Disbursed
ALR96	<i>Affidavit & Claim Returned Unserved</i>	JGE67	JUDGMENT (BY DEFAULT) ENTERED	PRR	Proceeds Received
ALS	<i>Affidavit & Claim Served</i>	JGE68	JUDGMENT (BY CONSENT) ENTERED	PTC	Pre-Trial Scheduled
ANF	Answer Filed	JGZ	Judgment Satisfied	PTH	Pre-Trial Held
ARL	ARBITRATION ORDERED	JRC99	Jury Selection Scheduled	RVC	Review Scheduled
BDO57	Bond Stay - Judgment Posted	JSC	Jury Selection Scheduled	SCF	Summons & Complaint Filed
BTC	Bench Trial Scheduled	JTC	Jury Trial Scheduled	SCQ	Summons & Complaint Reissued
BTH	Bench Trial Held	JTH	Jury Trial Held	SCR96	Summons & Complaint Returned Unserved
BWI	Bench Warrant Issued	JTW	Jury Trial Waived	SCS	Summons & Complaint Served Use with modifier 93 for personal service
BWK	Bench Warrant Recalled	MOC	Motion Scheduled	SDG	SUMMARY DISPOSITION GRANTED
DCF62	Disclosure Indebted Filed	MOF	Motion Filed	SEE	SETTLEMENT AGREEMENT ENTERED
DCF63	Disclosure Not Indebted Filed	NOI75	Notice of Intent to Dismiss Issued	SHC	Show Cause Scheduled
DFE	Default Entered	OBF79	Objection to Garnishment Filed	SJF	Satisfaction of Judgment Filed
DFI	Default Issued	ORE	Order Entered	STF	Stipulation and Order Filed
DIE	ADMINISTRATIVE DISPOSITION	ORE07	ORDER FOR CHANGE OF VENUE ENTERED	TRC	Trial Scheduled
DSE	DISMISSAL ENTERED	ORE12	Order for Installment Payments	TRH	Trial Held
DSE03	DISMISSAL (DAMAGES) ENTERED	<u>ORE19</u>	<u>Order for New Trial Entered</u>	WRI30	Writ of Execution Issued
DSE14	DISMISSAL (LACK OF PROGRESS) ENTERED	ORE25	ORDER FOR REMOVAL TO GEN. CIV. ENTERED	WRIX1	Writ of Garnishment Issued (Periodic)
DSE20	DISMISSAL (NON SERVICE) ENTERED	ORE34	ORDER-TRANSMITTAL TO CIRCUIT ENTERED	WRIX2	Writ of Garnishment Issued (Non-Periodic)
DSE35	DISMISSAL (POSSESSION) ENTERED	<u>ORE40</u>	<u>Order to Appeal Decision Entered</u>	WRIX3	Writ of Garnishment Issued (Income Tax)
DSE65	DISMISSAL (BY JURY) ENTERED	ORE41	Order to Appear for Debtor Exam Entered	WRI33	Writ of Restitution Issued
DSE66	DISMISSAL (BY JUDGE/MAGISTRATE) ENTERED	ORE47	Order to Extend Time for Service Entered	WRSX1	Writ of Garnishment Served (Periodic)
DVC	Discovery Scheduled	<u>ORE51</u>	<u>Order to Set Aside Default Judgment Entered</u>	WRSX2	Writ of Garnishment Served (Non-Periodic)
FLR	File Received	<u>ORE52</u>	<u>Order to Set Aside Dismissal Entered</u>	WRSX3	Writ of Garnishment Served (Income Tax)
HRC	Hearing Scheduled	ORE54	Order to Set Aside Payment Order Entered	DISPOSE/CLOSE CODES ARE BOLDED <u>Reopen Codes are underlined</u> <i>Small Claims Codes are italicized</i>	

Master List of Available Codes

Always use a Trigger Code if one exists for what you are updating. If there isn't a code, create one from the Master List of Available Codes by choosing one code from Description Codes + one from Action Codes + one from Modifiers (modifiers are optional).

Description Codes			
AB	Abstract	JR	Jury
AC	Action	JS	Jury Selection
AD	Affirmative Defense	JT	Jury Trial
AF	Affidavit	LB	Labels
AL	Affidavit & Claim	ME	Mediation
AN	Answer	MO	Motion
AP	Appearance	NO	Notice
AR	Arbitration	OB	Objection
BD	Bond	OP	Opinion
BF	Briefs	OR	Order
BT	Bench Trial	PE	Petition
BW	Bench Warrant	PF	Proof
CC	Counter Complaint	PR	Proceeds
CL	Claim	PT	Pre-Trial
CM	Complaint	RE	Return
CO	Costs	RL	Release
CP	Copy	RV	Review
CR	Correspondence	SA	Sanctions
DC	Disclosure	SC	Summons & Complaint
DE	Deposition	SD	Summary Disposition
DF	Default	SE	Settlement Agreement
DI	Administrative Closure	SH	Show Cause
DM	Demand	SJ	Satisfaction
DS	Dismissal	SP	Subpoena
DV	Discovery	ST	Stipulation and Order
EX	Exhibits	SU	Summons
FE	Fee	TP	Telephone Pre-Trial Conference
FL	File	TR	Trial
HR	Hearing	TS	Transcript
IN	Interrogatory	TU	Trust
IP	Installment Payment	WR	Writ
JD	Jury Demand	XC	Cross Complaint
JG	Judgment		

ACTION CODES	
A	Amended
B	Disbursed
C	Scheduled
D	Denied
E	Entered
F	Filed
G	Granted
H	Held
I	Issued
J	Adjourned
K	Recalled
L	Ordered
M	Mailed
N	Noticed
O	Posted
P	Paid
Q	Reissued
R	Received
S	Served
T	Transferred
U	Under Advisement
V	Requested
W	Waived
X	Taxed
Y	Suspended/Waived
Z	Satisfied

Modifiers in Alphabetical Order	94	Accelerated Judgment	47	Extend Time for Service	49	Quash Service
	39	Allow Additional Time to Answer	XF	Foreign Judgment	5A	Reassignment of Judge
	29	Another District Court	79	Garnishment	36	Remanded from Circuit Ct.
	40	Appeal Decision	X3	Garnishment, Income Tax	25	Removal to General Civil
	41	Appear at Debtor Exam	X2	Garnishment, Non-Periodic	Y1	Remove Bankruptcy Stay
	77	Appear	X1	Garnishment, Periodic	Z3	Remove from Appeal List
	95	Application & Default Entry	71	Hazard, Injury-Premises	50	Remove from Mediation
	05	Appointment of Guardian A.L.	24	Hearing / Rehearing	37	Remove from Circuit Court
	06	Appointment of Next Friend	62	Indebted	76	Reopen Case
	AR	Arbitration	IJ	Installment Judgment	33	Restitution
	BW	Arraign on Bench Warrant	12	Installment Payments	96	Returned Unserved
	97	Attachments	75	Intent to Dismiss	Y2	Sealed Record
	56	Bankruptcy Stay	13	Judgment Notwithstanding Verdict	Y3	Sealed Record Removed
	85	Bench Warrant	66	Judge/Magistrate	XS	Seizure of Property
	42	Bypass Magistrate	86	Judgment	99	Selection
	90	Certified Mail	65	Jury	51	Set Aside Default Judgment
	Z1	Change Case Type	14	Lack of Progress	53	Set Aside Default Entry
	3A	Change of Address	73	Land Contract Forfeiture	52	Set Aside Dismissal
	07	Change of Venue	15	Leave to Add Party	69	Set Aside Judgment
	64	Claim & Delivery	16	Leave to Amend	54	Set Aside Payment Order
	ZZ	Close Case	17	Leave to file Third Pty Complaint	SE	Settlement Conference
	21	Compel Discovery	87	Mailing	FS	Settlement, Final
	68	Consent	5M	Mediation	7D	Seven Day Rule
	08	Consolidate Trials	18	More Definite Statement	55	Show Cause
	43	Correct/Strike Pleading	19	New Trial	38	Small Claims*
	88	Court Record	74	No Cause	89	Statement / Summary
	03	Damages	70	Non Payment of Rent	2L	Statute of Limitations
	67	Default	82	Non Military Status	SC	Status Conference*
	01	Defendant	83	Non Minor Status	Z2	Stay Proceedings
	80	Deposition	20	Non Service	57	Stay Judgment Enforcement
	09	Directed Verdict	78	Non Service / No Progress	XX	Stipulation
	10	Discovery	63	Not Indebted	26	Substituted Service
	04	Discovery Sanctions	81	Offer	27	Substitution of Attorney
	44	Dismiss	48	Pay	28	Summary Judgment
	45	Disqualify Judge	93	Personally	72	Termination of Tenancy
	46	Disqualify Magistrate	02	Plaintiff	34	Transmit to Circuit Court
	11	Entry of Default Judgment	35	Possession	58	Use Own Process Server
	84	Evading Service	22	Possession Pending Final Judgment	60	With prejudice
	XE	Eviction	92	Posted	61	Without prejudice
	30	Execution	23	Protective Order	59	Withdraw as Counsel
98	Exhibits	91	Published	*may be different in your court		

01	Defendant	44	Dismiss	85	Bench Warrant
02	Plaintiff	45	Disqualify Judge	86	Judgment
03	Damages	46	Disqualify Magistrate	87	Mailing
04	Discovery Sanctions	47	Extend Time for Service	88	Court Record
05	Appointment of Guardian Ad Litem	48	Pay	89	Statement/Summary
06	Appointment of Next Friend	49	Quash Service	90	Certified Mail
07	Change of Venue	50	Remove from Mediation	91	Published
08	Consolidate Trials	51	Set Aside Default Judgment	92	Posted
09	Directed Verdict	52	Set Aside Dismissal	93	Personally
10	Discovery	53	Set Aside Default Entry	94	Accelerated Judgment
11	Entry of Default Judgment	54	Set Aside Payment Order	95	Application & Default Entry
12	Installment Payments	55	Show Cause	96	Returned Unserved
13	Judgment Notwithstanding Verdict	56	Bankruptcy Stay	97	Attachments
14	Lack of Progress	57	Stay Judgment Enforcement	98	Exhibits
15	Leave to Add Party	58	Use Own Process Server	99	Selection
16	Leave to Amend	59	Withdraw as Counsel	AR	Arbitration
17	Leave to File Third Party Complaint	60	With Prejudice	BW	Arraign on Bench Warrant
18	More Definite Statement	61	Without Prejudice	FS	Settlement, Final
19	New Trial	62	Indebted	IJ	Installment Judgment
20	Non Service	63	Not Indebted	SC	Status Conf. or Small Claims
21	Compel Discovery	64	Claim & Delivery	SE	Settlement Conference
22	Possession Pending Final Judgment	65	Jury	XE	Eviction
23	Protective Order	66	Judge/Magistrate	XS	Seizure of Property
24	Hearing / Rehearing	67	Default	XX	Stipulation
25	Removal to General Civil	68	Consent	X1	Garnishment - Periodic
26	Substituted Service	69	Set Aside Judgment	X2	Garnishment - Non Periodic
27	Substitution of Attorney	70	Non Payment of Rent	X3	Garnishment - Income Tax
28	Summary Judgment	71	Hazard/Injury to Premises	FJ	Foreign Judgment
29	Another District Court	72	Termination of Tenancy	Y1	Remove Bankruptcy
30	Execution	73	Land Contract Forfeiture	Y2	Seal Record
33	Restitution	74	No Cause of Action	Y3	Remove Sealed Record
34	Transmit to Circuit Court	75	Intent to Dismiss	ZZ	Close Case
35	Possession	76	Reopen Case	Z1	Change Case Type
36	Remanded from Circuit Court	77	Appear	Z2	Stay Proceedings
37	Removed to Circuit Court	78	Non Service / No Progress	Z3	Remove from Appeal List
38	Small Claims*	79	Garnishment	2L	Statute of Limitations
39	Allow Additional Time to Answer	80	Deposition	3A	Change of Address
40	Appeal Decision	81	Offer	5A	Reassignment of Judge
41	Appear at Debtor Exam	82	Non Military Status	5M	Mediation
42	Bypass Magistrate	83	Non Minor Status	7D	Seven Day Rule
43	Correct/Strike Pleading	84	Evading Service	*may be different in your court	

Modifiers in Numerical Order

Hop Codes

Update Screens		
Code	Screens	Description
ACT	Actions Update	Document pleadings filed, schedule events, enter dispositions, and add comments that will be reflected on the Register of Actions.
BND	Bond/Trust Update	Update bond or trust records.
CAS	Case Entry	Add a case or parties to the system.
DEL	Online Deletes	Delete a case, party, or garnishment.
GAR	Garnishment	Enter and update a garnishment.
PHU	Party History Update	Add party history information from purged cases.
TRN	Case Transfer	Transfer a case from one case number to another, from one court location to another, or from Small Claims to General Civil.

Form Screens		
Code	Screens	Forms
DFN	Default, Affidavit...	Default Application, Entry Affidavit (MC07)
DIS	Dismissal	Dismissal (MC09)
JDG	Judgment Civil	Civil Judgment (MC10)
JLC	Judgment Land Contract	Judgment of Possession After Land Contract Forfeiture (MC106)
JLT	Judgment Landlord Tenant	Judgment Landlord-Tenant (DC105)
JSC	Judgment Small Claims	Judgment Small Claims (DC85)
NOI	Notice of Intent to Dismiss	Notice of Intent to Dismiss (MC26)
NTA	Notice to Appear	Notice to Appear (MC06)
NTD	Notice to Dismiss	Dismissal Non Service/No Progress (MC09a)
PBW	Petition & Bench Warrant	Petition, Affidavit & Bench Warrant (MC229)
SCS	Show Cause	Motion and Order to Show Cause (MC230)
SUB	Subpoena	Subpoena, Order to Appear and/or Produce (MC11)
WAR	Warrant Recall	Recall of Warrant/Order to Apprehend (MC220)

Hop Codes continued

Inquiry Screens		
Code	Screens	Description
AAI	All Alpha Inquiry	Look up bond, restitution or trust records by name.
BDI	Bond Alpha Inquiry	Look up only bond records by name.
CAL	Calendar*	View or print a Month at a Glance or Detail calendar. <i>Add supplemental non-case entries to a calendar. Block off days and times for scheduling cases.</i>
CCL	Combined Calendar	Display a detailed calendar when the jurist hears District, Circuit, Family and Probate Court matters.
CNI	Central Name Index	Look up party by name accessing all modules.
FIN	Financial Register of Actions	View the financial history of a case.
GAQ	Garnishment Summary	View the garnishment history of a specific case/party.
NAM	Name Inquiry	Look up a case by name accessing only the civil module.
PHI	Party History	View information on purged and active cases.
ROA	Register of Actions	View or print a detailed register of actions on a specific case.
RPT	Report Requests*	View <i>or add</i> requests for labels, forms and notices.
SDX	Soundex	Look up a case by what a name "sounds like".
STS	Party Status	View critical dates and codes entered on a case.
TRI	Trust Inquiry	View only trust records by name.

*These screens have some updating abilities.

Case Types, Party and Alt Name Codes

Case Types	Description	Party Codes	
		Plaintiffs	Defendants
GC	General Civil - Money Damages	P - Plaintiff	D - Defendant
GZ	Misc. Civil (Non-Monetary Claims)	Q - Cross Party Plaintiff	E - Cross Party Defendant
SC	Small Claims	R - Counter Party Plaintiff	F - Counter Party Defendant
LT	Landlord-Tenant	S - Third Party Plaintiff	G - Third Party Defendant
SP	Land Contract Summary Proceed.	When defendant is H or I , Plaintiff must be a P	H - Defendant by Intervention I - Garnishee Defendant

Alt Name / Name Codes			
Code	Description	Code	Description
AGT	Agent	FKA	Formerly known as
AKA	Also known as	GAL	Guardian ad litem
ASN	Assignee	MSC	Miscellaneous
DBA	Doing business as	NXF	Next of friend
DIV	Division of	REP	Personal Representative
FDB	Formerly dba	SBG	Subrogee

State/Province/Country Abbreviations			
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		
US TERRITORIES			
American Samoa	AS	Puerto Rico	PR
Guam	GU	Virgin Islands	VI
N. Mariana Island	CM		
CANADIAN PROVINCES			
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territory	NT	Yukon Territory	YT
OTHER COUNTRIES			FR
MILITARY ZIP CODES			
340	AA	090XX - 098XX	AE
		962SS - 966XX	AP

Function Keys		
Key	Name	Description
F1	Clear	Clear the screen without updating. Move cursor to the hop line.
F2	Bar# Periodic Detail Extended Help	Quickly move to the <i>Bar#</i> field on the Month at a Glance Calendar. Position your cursor to the date on Days/Times Blocked Off screen. Toggle between Garnishment Master and Periodic Detail screens. From the Help screen, gives you more specific help.
F3	Exit	Exit or return to a previous menu.
F4	Prompt	Prompt for additional information or options. This function key is available whenever the field name is highlighted/bolded.
F5	Detail Supplement Entries Mod Case Info Name list-match Case Type Work w/Output	Go to the Courtroom Calendar from the Calendar Summary. Press from the District Court Calendar screen to add supplemental entries to the calendar. Press on BND screen to modify case number, count, party, name or depositor. Press on PHI screen to match name with case type specified in <i>Case Type</i> field. Work with output queue.
F6	Same P01 Summary Add Mod	Duplicate plaintiff information for a new case entry. Toggle between the Calendar Summary and the Courtroom Calendar. In the Professional File prompt window, add a bar # to the professional file. Press on GAR screen to modify garnishment information.
F7	ROA from Line PrevBar All Records Court Records Alt Seq Bond Inquiry from Line	Position your cursor on the case you want to display and press F7 to go to the ROA. On CAL, view the calendar for the previous bar #. Toggle between days blocked off for the court, and days blocked off for the court <u>and</u> all bar numbers. Toggle between Modifier Selection by Code and Modifier Selection by Description. Position your cursor on the bond record you want and press F7 to go to the Bond Update screen.
F8	NextBar	View the calendar for the next bar #.
F9	Print Print/Update Print/Update/Sts Print ROA	Print the form. Print the form and transfer the reasons to the ROA. Print the form, transfer the reasons to the ROA, and update the status of the party and case to WRNT. Press on ACT screen to print ROA with dispositional boxes.
F10	Print Options	Go to Print Options screen for the calendar.
F11	Block Hrs/Date Alternate View	Press from the Month at a Glance Calendar to block calendar hours or days. Display another view of the screen.
F13	OutQ	Go to the District Output Queue Window to change your printer designation or work with printing functions.
F23	Delete Record	Delete a bond posting record.
F24	Previous Menu	Press to return to a previous menu.

Help Desk Fax Sheet

Fax copies are sometimes hard to read. Please print legibly or type the information.

Court _____

Name _____

Phone () _____ - _____ Ext. _____

Fax # _____

Problem Description:

Research Conducted:

Attachments:

ROA
Financial ROA
Other _____

Fax to JIS: (517) 373-7451

Request for JIS Training

Requested by: _____ Court: _____
Court Administrator

Contact Person: _____

Phone: () _____ - _____ Ext. _____

Please describe a general overview of training needs: _____

Training Dates & Location: _____

Technical Services Representative: _____

Tentative Schedule

Time	Employees to be Trained/Topics to be Covered	Estimated Time (Hrs)

 Shaded Area to be completed by JIS

Frequently Asked Questions

1. What code do I use when I receive a **bankruptcy** stay?

Use ORR56 to reflect a stay of bankruptcy. This will close the defendant and prevent garnishments from being issued improperly.

2. How do I remove a **bankruptcy** stay warning message?

If ORR56 was entered BEFORE entry of a judgment, use ACF76; if it was entered AFTER a judgment, use ACFY1.

3. Why isn't my case on the **calendar**?

Check the ACT screen. Make sure the Next Court Date & Time are filled in on the same line as the scheduling code. The scheduling code must have a 'C' as the third character for it to appear on the calendar. MOF with a court date and time will not appear on the calendar, MOC will appear.

4. Why doesn't the **calendar** reflect all of the parties scheduled for trial? I used the party type code of ALL when I scheduled the case.

When adding parties to a case, always add them BEFORE you schedule the event. Even if you use the party type code ALL, the calendar will only reflect those parties who were on the case at the time you set the trial.

5. Why isn't the **caseload report** reflecting the judge's trials?

Trials will only be reflected if you are using JGE65/DSE65 for jury trials, or JGE66/DSE66 for bench trials. The case is not counted until all defendants have a disposition. Action codes such as BTH (bench trial held), or JTH (jury trial held) have no effect on the caseload report.

6. How are **consolidated cases** handled?

Check with your administrator. Here is what we would suggest:

- 1. Put a comment on both cases noting the consolidation.*
- 2. Add all future actions on one primary case.*
- 3. Set court dates on all cases to get proper notices and calendars (and to keep the secondary cases off the 'no progress' list).*
- 4. Close each case upon final determination.*

7. How do I know which **party type code** to use? P01? D01? ALL?

*Identify the party who filed the paperwork when you are using a filing code, e.g. MOF, ANF, STF. If the plaintiff filed the motion, use P01; if the defendant filed it, use D01, etc. Use **ALL** for scheduling purposes when you intend all parties to appear on the calendar.*

The status of the case is determined by what happens to the defendant, so use a defendant type code (D01, D02, etc.) when close codes are entered, when time is extended for service or the filing of an answer, when bankruptcy stays are received, or when review dates are set.

Frequently Asked Questions (continued)

8. Where do I document **periodic disclosures** on garnishments?

There are two fields on the GAR screen for documenting disclosures: the initial disclosure, and the final statement or disclosure. If the court is receiving and disbursing the proceeds document them on the Periodic Detail screen.

Most courts have elected to have the proceeds sent directly to the plaintiff or plaintiff's attorney; however, some employers continue to send interim disclosures to the courts. If you are required to document them, you can add them as a comment on the ACT screen.

9. Why is my case on the Intent/Dismissal **Pre-List** when I extended time for service?

Make sure that the party type code used when entering the ORE47 was a defendant type code (D01, D02), not a plaintiff type code.

10. How do I track Orders for **Seizure of Property** and Orders of Eviction?

On the ACT screen enter OREXS-Order for Seizure of Property, or OREXE-Order for Eviction, and the officer/bailiff's name or initials in the Misc. field. Set the case for a review date using RVC-Review Scheduled.

When the court officer/bailiff files his/her return, enter REFXS-Return Order for Seizure of Property Filed, or REFXE-Return Order for Eviction Filed, and delete or adjourn the review date. Cases without a return filed will remain on the Review List.

The review list is generated when Date Generated Notices are requested. Report Generator can be used to get a list of cases assigned to a court officer/bailiff by selecting the Misc. field for the name or initials of the officer/bailiff.

11. Why won't the CAS screen accept the bar number for our **visiting judge**?

*Judges must be identified in the Attorney File. Prompt on the Judge field, locate the visiting judge's name or bar number, enter a **2** to change; press **ENTER**. Add a **J** in the Type field; press **ENTER** to update.*

12. What code should I use for **Judgment Lien**?

Create a modifier for JL. See Adding a New Modifier on page 9-10. Then use NOFJL-Notice of Judgment Lien Filed.

13. What code is entered to comply with MCR 8.119(c)(vii) to show that the proceedings were heard on the record and the name and certification number of the court reporter or recorder present?

There isn't a code at this time. That information should be added as a comment on the Action (ACT) screen.

Frequently Asked Questions (continued)

14. Why won't my SC case transfer to GC? I've added ORE25.
*ORE25 must be the **last trigger code** entered on the case.*

**Judicial Information Systems
District Court System
Civil User Guide**