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 June 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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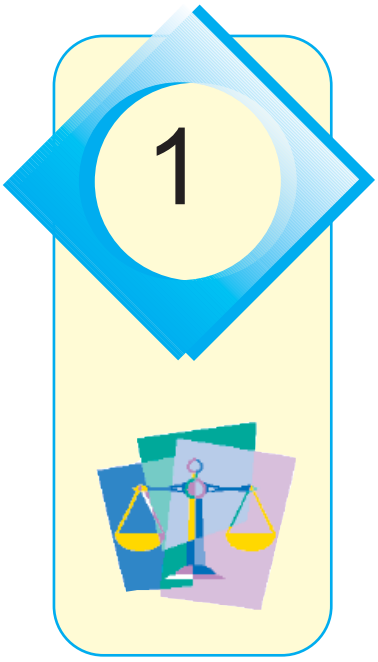
This space is reserved for your notes.

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

```
                                   Sign On
Michigan Supreme Court                        System  . . . . . :   OSMSOUTH
State Court Administrative Office             Subsystem . . . . :   QINTER
Judicial Information Systems                  Display . . . . . :   KARENA


              User  . . . . . . . . . . . . . .   _________
              Password  . . . . . . . . . . . .


                                     (C) COPYRIGHT IBM CORP. 1980, 1999.
```

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 immediate forms.
2	**Reports**	Request batch 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
    Court          C I V I L   O N L I N E   S E L E C T I O N
      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 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
```

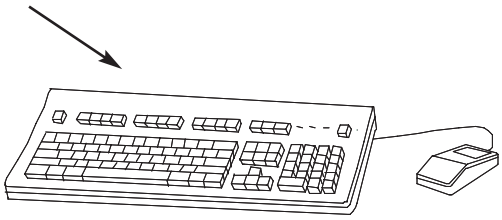
The *Enter Option* or *Option* field is used by identifying which of the numbered options on the screen you need to access. On this screen, options 3-9 work with print options, messages, and submitted jobs. These options are covered in Chapter 10-Printing.

Function Keys

```
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
```

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
    Court          C I V I L   O N L I N E   S E L E C T I O N
      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 NAM CASE ___________ PTY ___ GAR# __ NAME PARKER/ELLIOTT_____
```

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# __ NAME ____________________
  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

2

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 F
Name     ANDREWS/MATTHEW/JOHN                  Phone no   517 3335555
Alt-Name ANDREWS MECHANICAL//                  Name-code  AGT
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 _____                        Lbl F
Name     ANDREWS/MATTHEW/JOHN                                   555
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    Q01    PEND        File Date 112006   Attorney    _____        Lbl _
Name     STEEN/MARSHALL/                       Phone no    ___ _______
Alt-Name                                       Name-code   ___
Street   825 SEVENTH AVENUE
City     LANSING          State MI   Zip 48911

Party    E01    ______      File Date 112006   Attorney    _____        Lbl _
Name     NEVERS/MICHELLE/                      Phone no    ___ _______
Alt-Name                                       Name-code   ___
Street   482 25 MILE ROAD
City     OKEMOS           State MI   Zip 48864
```

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 H or I, Plaintiff must be a P	**H** - Defendant by Intervention	**DIV**	Division of	**REP**	Personal Rep.
	I - Garnishee Defendant	**FDB**	Formerly DBA	**SBG**	Subrogee

Changing Case Information

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.

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.

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                          KJS
                     TO: 12345 CROCKETT,GEORGE                           KJS
```

Judge or Magistrate changed

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

File date changed

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

Address changed

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

```
NXT CAS CASE 06-10101   PTY     GAR#    NAME
  F1-Clear    F4-Prompt    F6-Same P01    F24-Previous Menu  Page/Roll  Help
```

F6-Same P01

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                          PEND
Court 2  Case 06-11175__  Case type GC  File Date 112006  Judge 12345   Roa _

Party    P01    PEND__       File Date 112006   Attorney   28123        Lbl _
Name     NEVERS/MICHELLE/                       Phone no   517 4875555
Alt-Name ____________________________________   Name-code  ___
Street   722 EIGHTH AVENUE_____________
City     LANSING_________  State MI   Zip 48911_

Party    D01    PEND__       File Date 112006   Attorney   _____        Lbl _
Name     STEEN/MARSHALL/                        Phone no   517 7728945
Alt-Name ____________________________________   Name-code  ___
Street   482 95TH BLVD._________________
City     LANSING_________  State MI   Zip 48933_
```

```
SUNNY SPRINGS        CIVIL  ONLINE  CASE  ENTRY                          PEND
Court 2  Case 06-11175__  Case type GC  File Date 112006  Judge 12345   Roa X

Party    P0                                     Attorney   28123        Lbl F
Name     NE                                     Phone no   ___ _______
Alt-Name ___                                    Name-code  ___
Street   ___
City     ___

Party    D0                                     Attorney   _____        Lbl _
Name     STEEN/MARSHALL/                        Phone no   ___ _______
Alt-Name ____________________________________   Name-code  ___
Street   ____________________________________
City     _________________  State __   Zip ______
```

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.

```
SUNNY SPRINGS          CIVIL  ONLINE  CASE  ENTRY                          PEND
Court 2  Case 06-11175__  Case type GC  File Date 112006  Judge 12345   Roa _

Party    P01    PEND__       File Date 112006   Attorney   28123        Lbl _
Name     NEVERS/MICHELLE/                       Phone no   ___ _______
Alt-Nam                                         ode  ___
Street       Professionals Selection by Bar#
City     Position to: ______
         1=Select  2=Change  4=Delete  5=Display
Party    Opt  Bar# Name                          ey   _____        Lbl _
Name      _  28123 ACKER,LAWRENCE J.,            no   ___ _______
Alt-Nam   _  28124 PRIDMORE,MARY LOUISE,         ode  ___
Street    _  28125 ANDERSON,DAVID CARL,
City      _  28126 ARNONE,ANTHONY G.,
          _  28127 BEAN,PATRICIA D.,
Party     _  28128 BOZIMOWSKI,WALTER A.,         ey   _____        Lbl _
Name      _  28129 CASPAR,BERNARD J.,            no   517 2415555
Alt-Nam                                 More..   ode  ___
Street   F3=Exit   F6=Add  F7=Alt Seq   Roll/Page
City

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.

Actions Update Screen (ACT)

The Actions Update (ACT) screen is used to update an existing case. All events or actions are documented here using a series of civil codes or comments. Access the screen by typing **ACT** in the *NXT* field and the assigned case number in the *CASE* field; press **ENTER**.

You can move forward and backward through multiple pages of actions by pressing the page down or shift and roll keys, depending on your keyboard style. *At end -- No More Actions* is displayed above the hop line when you reach the last page or when there is only one page of information to display.

Actions are stored in chronological order. One blank line is always available in the code update section and one in the comments section for ease of entry. The information added on these lines is placed in date order after pressing **ENTER**.

Required fields in the code section are:

- *Pty* (party).
- *Date* - If the date field is left blank, it will default to today's date.
- *Code.*
- If a scheduling code is used, *Date, Time* and *A/P* are required.

Required fields in the comments section:

- *Date* - If the date field is left blank, it will default to today's date.
- A comment is required if the date field is filled in.

```
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                          Amount                    --   Nxt Court    --
 v    Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _    P01  __  112006  SCF  __________ _______ ______  ______  ____  _
 _    ___  __  ______  ____ __________ _______ ______  ______  ____  _
 _    ___  __  ______  ____ __________ _______ ______  ______  ____  _
 _    ___  __  ______  ____ __________ _______ ______  ______  ____  _
 _    ___  __  ______  ____ __________ _______ ______  ______  ____  _
 _    ___  __  ______  ____ __________ _______ ______  ______  ____  _
 _    ___  __  ______  ____ __________ _______ ______  ______  ____  _

 _    102306   FILING FEE PAID         $25.00  RCPT # D100462
 _    102306   CASH TENDERED
 _    ______   ____________________
 _    ______   ____________________
 _    ______   ____________________
 _    ______   ____________________

                 091 Days From 112106 is 022007
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  He
```

This is the code section of the Actions Update screen.

This section is used for comments and receipt information.

Judge field has been changed to *Judge of Record*. If the Judge of Record is changed on this screen, a comment will write to the ROA indicating the change.

Actions Update screen after case initiation. The information displayed above is created automatically when the case is entered.

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

Issuing the Summons

Additional information is added at case initiation on the Actions Update (ACT) screen in the code section using one line for each filing or event. If you leave the *Date* field blank on the line you are updating, it will default to today's date when you press **ENTER**. Additional information may include:

- amount of the claim.
- issue date and code (SCI) for each defendant.
- a note to designate who has the papers for service (in the Misc. column).
- hearing date and time, if any (possibly SC, LT, SP cases).

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 06-11177   - Type LT  File Date 112006  Judge 12345
P01 WINDY RUSH APARTMENTS//            D01 WILLIAMS/BETTY/JO

Option                          Amount                      --   Nxt Court    --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
  _   P01  __  112006  SCF72 __________ _______ 34123   ______ ____  _
  _   D01  __  112006  SCI   __________ ATTY    ______  ______ ____  _
  _   ALL  __  112006  HRC72 __________ _______ ______  121106 830   A
  _   ___  __  ______  _____ __________ _______ ______  ______ ____  _
  _   ___  __  ______  _____ __________ _______ ______  ______ ____  _
  _   ___  __  ______  _____ __________ _______ ______  ______ ____  _
  _   ___  __  ______  _____ __________ _______ ______  ______ ____  _

  _   102306   FILING FEE PAID          $45.00  RCPT # D100464
  _   102306   CHECK TENDERED 12225
  _   ______   ____________________________________
  _   ______   ____________________________________
  _   ______   ____________________________________
  _   ______   ____________________________________
                  091 Days From 112106 is 022007
BGN ______     At end -- No More Actions
NXT ___ CASE 06-11177   PTY ___  GAR# __  NAME ____________________
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Receipt information is automatically updated from the cash module.

The party code for issuance of the summons is a defendant code, e.g. D01, D02. In the example above, a modifier of 72 was added to SCF and HRC to describe the type of Summons and Complaint filed and the type of hearing scheduled.

SCF**72** = Summons & Complaint **Termination of Tenancy** Filed

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  $$$$$$$.¢¢  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  $$$$$$$.¢¢  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.

Entering Proof of Service

The system determines when a default can be entered or when an answer is due based on the type of service entered on the case: 21 days for personal service, 28 days for all other types.

1. Identify the person served in the *Pty* field using one line for each party served.

2. Enter the date of service in the *Date* field.

3. Enter a code to describe **what** was served and **how** it was served. See Appendix C.

4. Add optional information, such as the amount of the service fee and/or name of the process server. The *Misc.* field can be used for any brief comment.

```
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  $$$$$$$.¢¢  Misc.    Bar #   Date    Time A/P
 _   P01  __  60606  SCF    7654.20    _______  45433  _______ ____  _
 _   D01  __  60606  SCI   __________  ATTY    _______ _______ ____  _
 _   D02  __  60606  SCI   __________  ATTY    _______ _______ ____  _
 _   D01  __  61206  SCS93      18.50 D JONES  _______ _______ ____  _
 _   D02  __  61206  SCS93      18.50 D JONES  _______ _______ ____  _
 _   ___  __                                   _______ _______ ____  _
 _   ___  __                                   _______ _______ ____  _
 _   ______                                   ____
 _   ______   ____________________________________________
 _   ______   ____________________________________________
 _   ______   ____________________________________________
 _   ______   ____________________________________________
 _   ______   ____________________________________________
                 091 Days From 112106 is 022007
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
```

When there are multiple defendants, information for each defendant is updated on its own line.

In this example, D01 and D02 were both personally served.
SCS93 - Summons and Complaint Personally Served - on 6/12/06
by D. Jones who charged $18.50 each for service.

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                          Amount                    --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
 _   P01  __  60606  SCF   _ SCF - Summons & Complaint Filed        _
 _   D01  __  60606  SCI   _ SCI - Summons & Complaint Issued       _
 _   D01  __  90506  SCQ   _ SCQ - Summons & Complaint Reissued     _
 _   D01  __ 101706  SCR96 _ SCR96 - Summons & Complaint (Returned  _
 _   ___  __ ______  _____ _ Unserved) Received                     _
 _   ___  __ ______  _____ _                                        _
 _   ___  __ ______  _____ __________ _______  ______  ______ ____ _
```

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

		Summons Expires
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                          Amount                      --   Nxt Court    --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   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            _______  ______ ______ ____  _
  _   ___  __  ______ _____ _________ _______  ______ ______ ____  _
  _   ___  __  ______ _____ _________ _______  ______ ______ ____  _
  _
  _
  _
  _   ______   ____________________________________________
  _   ______   ____________________________________________
  _   ______   ____________________________________________
                  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
```

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.

- 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                          Amount                      --   Nxt Court    --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   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 ____  _
  _   ___  __  ______ _____ _________ _______  ______ ______ ____  _
  _   ___  __  ______ _____ _________ _______  ______ ______ ____  _
  _
  _
  _
  _   ______   ____________________________________________
  _   ______   ____________________________________________
                  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
```

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.

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                          Amount
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #
 _   P01  __  72406  SCF     9580.72   _______  45233
 _   D01  __  72406  SCI               ATTY     ______
 _   D01  __  80106  SCS93     12.75   _______  ______
 _   D01  __  80806  APF               _______  44221
 _   D01  __  80806  ANF               _______  ______
```

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

Appearance filed on behalf of D01 by attorney Douglas Barker, Bar #44221.

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                          Amount                    --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   P01  __  72406  ALF     727.00    _______  ______  ______  ____  _
 _   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.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 06-11100   - Type LT  File Date  80706  Judge 12345
P01 OAK BROOK MEADOWS//                  D01 MARQUIS/SAMUEL/S

Option                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #   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                          Amount                      --   Nxt Court
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #   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.

```
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  $$$$$$$.¢¢  Misc.    Bar #   Date    Time A/P
  _    D01  __  070706  MOF44 __________ _______  ______  ______  ____  _
  _    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: MO**C**44
Code used to **adjourn** Motion to Dismiss: MO**J**44

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

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE                    PEND
Court 2  Case 06-1020    - Type GC  File Date  60606  Judge 12345
P01 FREDERICKS/TIMOTHY/                  D01 MCNAMARA/SAMUEL/

Option                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   ALL  __  61906  PTH   __________ _______ ______  ______  ____  _
 _   ALL  __  61906  TRC   __________ _______ ______   71706  200  P
 _   ALL  __  71706  TRH   __________ _______ ______  ______  ____  _
 _   D01  __  71706  JGE68    5500.00 _______ ______  ______  ____  _
 _   ___  __  ______ _____ __________ _______ ______  ______  ____  _
 _   ___  __  ______ _____ __________ _______ ______  ______  ____  _
 _   ___  __  ______ _____ __________ _______ ______  ______  ____  _

 _    61906   PRETRIAL HELD ON RECORD.  COURT REPORTER AMY
 _    61906   SUTHERLAND, #4321
 _    71706   TRIAL HELD ON RECORED.  COURT REPORTER AMY
 _    71706   SUTHERLAND, #4321
```

In this example, a judgment was entered against one defendant after a trial. The amount of the judgment is reflected in the *Amount* field. The case status is PEND until a disposition is entered for all defendants.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE                    CLSD
Court 2  Case 06-1020    - Type GC  File Date  60606  Judge 12345
P01 FREDERICKS/TIMOTHY/                  D01 MCNAMARA/SAMUEL/

Option                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   ALL  __  61906  PTH   __________ _______ ______  ______  ____  _
 _   ALL  __  61906  TRC   __________ _______ ______   71706  200  P
 _   ALL  __  71706  TRH   __________ _______ ______  ______  ____  _
 _   D01  __  71706  JGE68    5500.00 _______ ______  ______  ____  _
 _   D02  __  71706  JGE68    5500.00 _______ ______  ______  ____  _
 _   ___  __  ______ _____ __________ _______ ______  ______  ____  _
 _   ___  __  ______ _____ __________ _______ ______  ______  ____  _

 _    61906   PRETRIAL HELD ON RECORD.  COURT REPORTER AMY
 _    61906   SUTHERLAND, #4321
 _    71706   TRIAL HELD ON RECORED.  COURT REPORTER AMY
 _    71706   SUTHERLAND, #4321
```

In this example, a judgment was entered against both defendants after a trial. Notice that the case status is now CLSD. All defendants have a disposition.

Status	
PEND	At least one defendant remains undisposed.
CLSD	All defendants have a disposition.
WRNT	At least one party has an open bench warrant.
GARN	At least one party has an open garnishment.
DISP	Case was closed but now has a future court date.

Foreign Judgments

Enter a foreign judgment using a general civil (GC) case type. The filing date should also be used for the disposition date.

On the Actions Update (ACT) screen, identify that the judgment was entered by using **JGEXF**.

Twenty-one days must elapse from the date notice of the filing is mailed (service date) before enforcement action may be taken, e.g. garnishment, execution, etc.

For more information about foreign judgments see MCL 691.1174.

```
SUNNY SPRINGS          CIVIL  ONLINE  ACTIONS  UPDATE                    CLSD
Court 2  Case 06-10102   - Type GC  File Date 112706  Judge 12345
P01 STOLL/ISABELL/                        D01 SAMUELS/ANDREW/

Option                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #   Date    Time A/P
 _   P01  __  112706  SCF   __________ ________  45433  ______  ____  _
 _   D01  __  112706  JGEXF   8325.00 ________  ______  ______  ____  _
 _   ALL  __  112706  NOM   __________ ________  ______  ______  ____  _
 _   ___  __  ______  _____ __________ ________  ______  ______  ____  _
 _   ___  __  ______  _____ __________ ________  ______  ______  ____  _
 _   ___  __  ______  _____ __________ ________  ______  ______  ____  _
 _   ___  __  ______  _____ __________ ________  ______  ______  ____  _

 _   ______   ____________________________________________
 _   ______   ____________________________________________
 _   ______   ____________________________________________
 _   ______   ____________________________________________
 _   ______   ____________________________________________
 _   ______   ____________________________________________
                 091 Days From 112706 is 022607
BGN _______   At end -- No More Actions
NXT ___ CASE 06-10102  PTY ___ GAR# __ NAME ____________________
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Notice mailed.

Entry of a Foreign Judgment

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                        --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  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                        --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  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.

A settlement agreement has to be set aside in order to enforce a judgment. There is not a specific code for that purpose, so **ACF76** would be appropriate. After the party is reopened, enter the judgment using the date the judge signed the judgment (see MCR 2.602). Collection procedures can take place 21 days after the judgment date.

```
Option                          Amount                    --   Nxt Court    --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
  _   D01  __  100506  SCS93 8.50
  _   D01  __  110606  SEE   __
  _   P01  __  120106  AFF   __
  _   D01  __  120106  ACF76 __
  _   D01  __  120106  JGE68 __
  _   ___  __  ______  _____ __________ _______  ______  ______ ____  _
  _   ___  __  ______  _____ __________ _______  ______  ______ ____  _

  _   110606   AGREEMENT THAT DEFENDANT PAYS PLAINTIFF $200
  _   110606   ON 11/27/06.  BALANCE BY 12/01/06.  IF DEF.
  _   110606   FAILS TO COMPLY - CJ TO ENTER.  PLAINTIFF TO
  _   110606   FILE AFF. IF NONCOMPLIANCE
  _   120106   DEFENDANT FAILED TO PAY $200.00 - ENTER CJ
  _   ______   ____________________________________________
```

Settlement Agreement Entered

Action Filed to Reopen Case & Judgment by Consent Entered

Settlement Agreement set aside and Consent Judgment entered

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

Option                          Amount                    --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   ALL  __  100606  TRC   __________ _______  ______  103006 900   A
 _   ALL  __  100606  NOI77 __________
 _   D01  __  103006  DSE   __________
 _   ALL  __  103006  DSM   __________
 _   D01  __  110306  MOF52 __________
 _   ALL  __  110306  MOC52 __________
 _   ALL  __  111006  ORE52 __________ _______  ______  ______ ____  _
```

Set aside the dismissals entered in this case by entering an ORE52. This will change the case status to PEND and count the case as reopened for caseload.

ORE52 - Order to Set Aside Dismissal

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                          Amount                        --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
 _   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                          Amount                        --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date   Time A/P
 _   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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #   Date    Time A/P
 _   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 <u>all</u> 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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #   Date    Time A/P
 _   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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #   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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.    Bar #   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 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                                Amount                        --   Nxt Court    --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   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 _______  ______ ______ ____  _
  _   ___  __   ______ ______ __________ _______ ______ ______ ____  _
  _   ___  __   ______ ______ __________ _______ ______ ______ ____  _

  _   ______    ____________________________________________
                ____________________________________________
                ____________________________________________
                ____________________________________________
  _   ______    ____________________________________________
  _   ______    ____________________________________________
                   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
```

Date calculator

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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   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  ____  _
 _   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

F4-Prompt

On the ACT screen, **F4-Prompt** is available on the *Pty*, *Code* and *Bar #* fields.

```
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                          Amount                    --   Nxt Court    --
  v   Pty Gar# Date    Code
  _   P01  __  112006 SCF__
  _   D01  __  112006 SCI__      Party Selection
  _   D02  __  112006 SCI__   Position to: ___
  _   D01  __  111406 SCS93   1=Select   5=Display
  _   D01  __  111406 SCS93   Opt Party  Name
  _   D02  __  111506 ANF__    _   P01   NEVERS/MICHELLE/
  _   ___  __  ______ _____    _   D01   STEEN/MARSHALL/
                               _   D02   ALEXANDERS/STEVE/M
                               _   Q01   STEEN/MARSHALL/
  _   102306   FILING FEE PA   _   E01   NEVERS/MICHELLE/
  _   102306   CASH TENDERED
  _   ______   ______________
  _   ______   ______________                          Bottom
  _   ______   ______________    F24-Exit            Roll/Page
  _   ______   ______________
                   091 Days F
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 <u>blank</u> field in the *Pty* column, press F4-Prompt to get a list of all parties entered on the case. Type a 1 to select that party, or a 5 to display party detail; press ENTER

```
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                          Amount                    --   Nxt Court    --
  v   Pty Gar# Date    Code
  _   P01  __  112006 SCF__      Party Selection
  _   D01  __  112006 SCI__   Position to: ___
  _   D0
  _   D0          Civil Party Detail
  _   D0    Court 9  Case 06-11175   GC  File Date 11/20/06 Judge 12345
  _   D0
  _   __    D02  ALEXANDERS/STEVE/M                      Filed   : 112006
            Att:                                         Sum/Exp:  21907
  _   10    Last Act: SCF   112006          Srv:         Ans/Due:
  _   10    Next Act:                       Ans:         NoPrg   :  21907
  _   __    Disposed:
  _   __      Status: PEND
  _   __    Alt:
  _   __      F24-Exit

BGN ____
NXT ___ CASE 06-11175__ PTY ___ GAR# __ NAME ____________________
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Party Detail gives you a snapshot of important trigger codes and dates specifically for the party chosen

```
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                          Amount                        --   Nxt Court    --
  v   Pty Gar# Date    Code  $$$$$$$.¢¢  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  __  ______  ____  __________ _______ ______  ______  ____  _

  _   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
BGN    F24-Exit  Roll/Page
NXT
```

Type a 1 in the *Opt* column to select a code; press ENTER.

The code is then transferred to the *Building Code* field above.

At this point you can F24-Exit or continue to build the code by adding a modifier.

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
 _    _   ZZ     TO CLOSE CASE
 _    _ ^ ZZ     FUTURE 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
BGN    F24-Exit  Roll/Page
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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  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 2     Case 06-10101  - GC      File Date 100606     Judge 12345
P01 ANDREWS/MATTHEW/JOHN                D01 STOCKTON/TIMOTHY/

Garnishment No.   1  of  2   Defend.  D01 STOCKTON/TIMOTHY/
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
Issue Date              111406  Exp Date 21307               _______  15.00
Service Date            111406                                         6.00
Initial Disclosure Date 111706    Amount  150.00   Def Serve Date  111406
Not Indebted _ Reason
Comment:                                          Pre-empted Date ______

Close Date     ______     Reason _

Final Statement  Date    ______     Amount ____

NXT ___ CASE 06-10101  PTY D01 GAR# 1 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 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
```

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
                                                   Bottom
Fi
        F6-Add    F24-Exit
NXT
 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

```
Garnishment No.   1  of  2   Defend.  D01 STOCKTON/TIMOTHY/
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
Issue Date              111406  Exp Date 21307               _______  15.00
Service Date            111406                                         6.00
Initial Disclosure Date 111706    Amount    150.00   Def Serve Date  111406
Not Indebted _ Reason ____
Comment: ____

Close Date    ______     Reason _

Final Statement  Date    ______     A

NXT ___ CASE 06-10101  PTY D01 GAR# __ ____ ____________
 F1-Clear Screen F2-Periodic Detl F4-Prompt F6-Mod F24-Prev Menu Page/Roll Help
```

After the Initial Disclosure Date is entered, the function keys at the bottom of the screen change.

Use F2-Periodic Detl only if you receipt and disburse garnishment proceeds for Periodic garnishments.

```
SUNNY SPRINGS        _   CIVIL  ONLINE  PERIODIC  DETAIL                GARN
Court 2     Case 06-10105  - SC      File Date 100606     Judge 12345
P01 ANDREWS/MATTHEW/JOHN                D01 STOCKTON/TIMOTHY/

Garn # _1  Issued 111406        Defend. D01 STOCKTON/TIMOTHY/
Judgment  6250.00    Garnishee Defend. _1 WAL-MART//
                     Exp Date _21307  Disc Date 111706   Proc Tot    2250.00
NOTE: Periodic DISCLOSURES are NOT entered on this screen.
Del          _ _ _ PROCEEDS _ _ _          _ _ _ DISBURSEMENT _ _ _
 v          Date   Amount  Receipt#          Date   Chk#   Init
 _        111706   2250.00 D100078         111706 6753    SLS
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 _        ______ __________ _______         ______ _______ ___
 Final Statement  Date    ______     Amount _________
 At End -- No More Garnishment Records
NXT ___ CASE 06-10105  PTY D01 GAR# _2 NAME ____________________
 F1-Clear Screen    F2-Garn Mastr    F24-Previous Menu    Page/Roll  Help
```

Press F2-Garn Mastr to return to the Garnishment Update Screen. See Master List of Field Descriptions for complete details about the fields on this screen.

```
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                    Garnishment Reason Codes                  48933
Garn   1=Select                                                    Fees
Issue  Opt Type   Description                                     15.00
Servi   _   1   Judgment Paid                                      6.00
Initi   _   2   Judgment Overpaid                                 11406
Not I   _   3   Expired
Comme   _   4   Released from Liability
Non P   _   5   Not Indebted
   Pr   _   6   Proceeds Disbursed
   Di
Close

        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.

Modifying a Garnishment

Use **F6-Mod** to unlock fields for modification after a garnishment is entered. These fields can be changed:

- *Name*
- *Address*
- *Phone*
- *Issue Date*
- *Service Date*
- *Disclosure Date*
- *Garn Type (may not be modified after proceeds have been received)*

```
NXT ___ CASE 06-10105__ PTY D01 GAR# _2 NAME ____________________
 F1-Clear Screen F4-Prompt F6-Mod F24-Previous Menu Page/Roll
```

F6-Mod

After pressing **F6-Mod** your cursor will go to the *NAME* field. Type over any of the above fields that need to be changed and press **ENTER**. Changes to the *Issue Date, Service Date, Disclosure Date* and *Garn Type* will be noted on the Actions Update screen and Register of Actions.

```
 _   113006   D01 GAR# 02 SRV DATE CHGD 11/15/06 TO 11/16/06
 _   ______   ____________________________________________________
 _   ______   ____________________________________________________
 _   ______   ____________________________________________________
 _   ______   ____________________________________________________
 _   ______   ____________________________________________________
                 091 Days From 113006 is 030107
BGN ______    At end -- No More Actions
NXT ___ CASE 06-10105__ PTY D01 GAR# _2 NAME ____________________
F1-Clear  F4-Prompt  F9-Print ROA  F13-OutQ  F24-Previous Menu  Page/Roll  Help
```

Modifications are noted as comments on the Actions Update screen.

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 06-10101   - Type GC  File Date  60606  Judge 12345
P01 ANDREWS/MATTHEW/JOHN                D01 STOCKTON/TIMOTHY/

                    Case  06-10101     Case type  GC

     Change Location: _                New Court Location: _
     Change Case No.: X                New Case Number: 06-10106
     Transfer SC to GC: _              New Case Number: _
Press Enter to Process Request // F1 or F24 to cancel request

NXT ___ CASE 06-10101  PTY ___ GAR# __ NAME ____________________
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 06-10101   - Type GC  File Date  60606  Judge 12345
P01 ANDREWS/MATTHEW/JOHN                D01 STOCKTON/TIMOTHY/

After the transfer,
applicable record
counts are displayed.   Case  06-10101     Case type  GC

                   2     Parties Transferred
                   3     Actions Transferred
                         Garnishments Transferred
                         Dockets Transferred

     Change Location: _                New Court Location: _
     Change Case No.: X                New Case Number: 06-10106
     Transfer SC to GC: _              New Case Number: _

CHANGE CASE SUCCESSFUL

NXT ___ CASE 06-10101  PTY ___ GAR# __ NAME ____________________
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                          Amount                      --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   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                          Amount                    --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   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                          Amount                    --   Nxt Court    --
 v   Pty Gar# Date    Code  $$$$$$$.¢¢  Misc.   Bar #   Date    Time A/P
 _   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 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:        ____________________________________


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


NXT ___ CASE 06-11175 PTY ___ GAR# __ 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                          DELETD
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

 SUCCESSFUL DELETE
NXT ___ CASE 06-11175  PTY ___ GAR# __ NAME ____________________
 F1-Clear Screen   F24-Previous Menu   Help
```

After the deletion, applicable record counts are displayed.

Party History Update (PHU)

The Party History Update (PHU) screen is used to add a previously purged case, or add additional parties to an existing purged case.

Required fields:

- *Case Type*
- *File Date*
- *P01* and *D01*
- D01 must have a *Close Date* and *Code*
- If valid, type an **X** in *Judgment Satisfied* or *Bankruptcy Stay*

To add parties to an existing purged case record, bring that case up on the screen and press **F1-Clear** to get a blank screen. Add the next party on this screen, keeping in mind that all defendant-type parties must have close dates and codes.

```
SUNNY SPRINGS          Civil Party History Update      2/06/04  14:48:37
Court 2  Case 99-1017     Case type __  File Date ______   Purge Date _20604
Judge/Magistrate  _____

Party    P01        File Date ______              Attorney      _____
Name     ________________________________________
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 ______              Attorney      _____
Name     ________________________________________
Alt Name ________________________________________   Alt Name Code ___

               Disposed Date ______              Disposed Code _____
           Last Trigger Date ______          Last Trigger Code _____
          Judgment Satisfied _      Bankruptcy Stay in Effect _
 ADD NEW RECORD

NXT ___ CASE 99-1017___ PTY ___ GAR# __ NAME ____________________
F1-Clear Screen  F23-Delete  F24-Prev Menu  Roll-Page  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                 Case/Party Delete Screen
Name
Alt Na   Case:        99-1015

         Party:       ___
                           Valid Purge Dates
         Purge Date:  123103  ( 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.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE                12/01/06
Court 2                                                                  09:22:59
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

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date

 _     ____ ______ _
 _     ____ ______ _
 _     ____ ______ _
 _     ____ ______ _
 _     ____ ______ _
 _     ____ ______ _

NXT ___ CASE __________ PTY ___   GAR# __ NAME ____________________
F2-Top  F24-Previous Menu  Help
```

Fill in the required fields and press ENTER. If the Name is the same as the Depositor, just type in the Name, and when you press ENTER it will be copied to the Depositor field.

For the Traffic/Criminal Division, if the case is entered on the system, the Name and Depositor fields can be left blank. Those fields will be retrieved after ENTER is pressed.

Example of posting a bond record receipted on prior case management system.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE                12/01/06
Court 2                                                                  09:25:27
Rcpt D200102  Date 120106  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code ____  Div _            Bond Amount ___________
               Case __________  Party ___  Count __
               Name
          Depositor

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date   Check No    Amount       Payee

 _     ____ ______ ________ ___________ ___________
 _     ____ ______ ________ ___________ ___________
 _     ____ ______ ________ ___________ ___________
 _     ____ ______ ________ ___________ ___________
 _     ____ ______ ________ ___________ ___________
 _     ____ ______ ________ ___________ ___________

BOND/REST/TRUST/T-A POSTED

NXT ___ CASE __________ PTY ___   GAR# __ NAME ____________________
F2-Top  F24-Previous Menu  Help
```

After pressing ENTER you will see a message at the bottom of the screen that confirms the posting.

The function keys at the bottom of the screen also change, giving you an F2 to immediately go to the top to enter the next receipt record.

Verification of posting.

When you are finished with the bond posting or want to verify your entry, press **ENTER** to retrieve the bond record you just added.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN      12/19/06
Court 2                                                            12:51:22
Rcpt D100488  Date 121306  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div C            Bond Amount      550.00
               Case 06-48888   Party D01  Count __
               Name APPLETON/JAMES/
          Depositor APPLETON/JAMES/

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date    Check No    Amount       Payee

 _     ____  ______  _________  ___________  ____________________
 _     ____  ______  _________  ___________  ____________________
 _     ____  ______  _________  ___________  ____________________
 _     ____  ______  _________  ___________  ____________________
 _     ____  ______  _________  ___________  ____________________
 _     ____  ______  _________  ___________  ____________________
             Paydown Total: ___________  Bond Balance:  ___550.00_

NXT ___ CASE 06-15890  PTY D01  GAR# __ NAME ____________________
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

The status of the bond is displayed at the top of the screen.

The bond balance is displayed until the balance is zero.

```
                                                                   PEND
Court 2  Case 06-48888    Type GC  File Date  81506  Judge CROCKETT,GEORGE W.
P01 MEYERS/LINDA/                        D01 APPLETON/JAMES/

D01    DEFENDANT                  (PEND)            P-36552
       APPLETON/JAMES/                              BALDWIN,SUSAN OLIN,
                                                    164 W HAMILTON LN
                                                    BATTLE CREEK     MI 49015
                                                    (269) 963-8124

BOND HISTORY:
PTY  RCPT DT    NO.     ACTION     TYPE       CHECK            AMOUNT  STAT CLRK
D01 12/13/06  D100488 12/13/06  CASH                          550.00  OPEN SLS

  DATE                      ACTIONS, JUDGMENTS, CASE NOTES            INITIALS

08/03/06
    P01        AFFDV & CLM  FILED                              $550.00      SLS
    D01        AFFDV & CLM  ISSUED                                          SLS
```

Bond History shows posting on the Register of Actions.

Retrieving a Bond Record

There are two ways to retrieve a bond record that has been posted either through cash or the BND screen.

- Type **BND** on the hop line and press **ENTER**
- Enter the receipt number and receipt date of the bond record
- Enter the *Type*: 01-Bond, 02-Restitution, 03-Trust, etc.
- Press **ENTER**

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN__      12/01/06
Court 2                                                                09:45:57
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    Pay
'D'    Code  Date    Check No    Amount       Payee

_      ____ _______ __________ ___________ ______________________________________
_      ____ _______ __________ ___________ ______________________________________
_      ____ _______ __________ ___________ ______________________________________
_      ____ _______ __________ ___________ ______________________________________
_      ____ _______ __________ ___________ ______________________________________
_      ____ _______ __________ ___________ ______________________________________
             Paydown Total: ___________  Bond Balance: ____100.00_

NXT ___ CASE 06-1115A__ PTY ___  GAR# __ NAME ____________________
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

-OR-

- Type **BDI** (Bond Inquiry), **RSI** (Restitution Inquiry), **TRI** (Trust Inquiry), or **AAI** (All Inquiries) on the hop line and a name or partial name in the *Name* field; press **ENTER** to get to the Bond Name Inquiry

```
NXT BDI CASE ___________ PTY ___ GARN# 00 NAME PARKER_____
```

- 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/                                     1/05 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/DAR                                  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
```

Position your cursor anywhere on the line of the case you want to see and Press F7-Bond Inquiry from Line.

```
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    Pay
'D'    Code  Date    Check No    Amount       Payee

_      ____ _______ __________ ___________  ____________________________________
_      ____ _______ __________ ___________  ____________________________________
_      ____ _______ __________ ___________  ____________________________________
_      ____ _______ __________ ___________  ____________________________________
_      ____ _______ __________ ___________  ____________________________________
_      ____ _______ __________ ___________  ____________________________________
                Paydown Total: ___________  Bond Balance: ____100.00_

NXT ___ CASE ___________ PTY ___  GAR# __ 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.

Modifying a Bond Posting

You must first retrieve a record on the BND screen before you can update, delete or modify it. The screen will display the posting information.

The following fields can be modified after pressing **F5-Mod Case Info**:

- *Case No.*
- *Party*
- *Count*
- *Name*
- *Depositor*

Type over the information you want to change; press **ENTER.** *Case Information Modified* will appear at the bottom of the screen.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN      12/01/06
Court 2                                                              10:30:28
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/___________________________

Del   Pay
'D'   Code  Date   Check

 _    ____ ______ _________ ___________ ____________________________________
 _    ____ ______ _________ ___________ ____________________________________
 _    ____ ______ _________ ___________ ____________________________________
 _    ____ ______ _________ ___________ ____________________________________
 _    ____ ______ _________ ___________ ____________________________________
 _    ____ ______ _________ ___________ ____________________________________
            Paydown Total: ___________  Bond Balance: ____100.00_

NXT ___ CASE 06-1115A __PTY ___  GAR# __ NAME ____________________
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

Depositor name was corrected by pressing F5-Mod Case Info, changing the name, and pressing ENTER.

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 __
               Name PARKER/KIM/
          Depositor PARKER/KIM/

                                Paydown Update/Delete
Del    Pay
'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    Pay
'D'    Code  Date    Check No    Amount       Payee

_      ____ ______ _________  ___________  ________________________________
_      ____ ______ _________  ___________  ________________________________
_      ____ ______ _________  ___________  ________________________________
_      ____ ______ _________  ___________  ________________________________
_      ____ ______ _________  ___________  ________________________________
_      ____ ______ _________  ___________  ________________________________
                Paydown Total: ___________  Bond Balance: ____100.00_
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    Pay
'D'    Code  Date    Check No    Amount       Payee

_      BD03 120106 4071      ___100.00_  PARKER/ANDREW/        PAYMENT DELETED
_      ____ ______ _________ ___________ ____________________________________
_      ____ ______ _________ ___________ ____________________________________
_      ____ ______ _________ ___________ ____________________________________
_      ____ ______ _________ ___________ ____________________________________
_      ____ ______ _________ ___________ ____________________________________
             Paydown Total: ___________  Bond Balance: ____100.00_

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

NXT BDI CASE ___________ PTY ___ GARN# 00 NAME BONNER_____________

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

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

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/W              [illegible] D01 MYRS  02  12/12/94 D199898     189.56 OPEN
POINTE/D              [illegible] D01 MYRS  02  01/14/00 12          500.00 OPEN
SMITH/JO              [illegible] D01 MYRS  02  06/28/04 D200008      75.00 OPEN
SMOTHERS              [illegible] D01 MYRS  02  09/16/04 D100266     535.25 OPEN
THOMAS/J              [illegible] D01 MYRS  02  12/13/06 D100494     175.00 OPEN

NXT RSI CASE ___________ PTY ___ COUNT 00 INQ  GABBY_______________ ST __

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

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

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

NXT TRI CASE __________ PTY D01 COUNT 00 INQ  GARRISON_____________ ST __

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

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

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    06-9AA2    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/ANTHC                       D01 BT01  01  08/02/04 D525645      500.00 CLSD
GILLIS/ANTHC                       D01 BT01  01  08/30/04 D188777      200.00 OPEN
GILLIS/ANTHC                       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

NXT AAI CASE __________ PTY ___ COUNT 00 INQ  GABBY_________________ ST __

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

AAI inquiries include all Trust and Agency Code Types

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

```
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      06-0002  D01 MYRS  02  12/13/06 D100492     200.00 OPEN
GARRISON/RICHARD/PAU      06-0404  D01 BT01  01  04/10/06 D999991     500.00 OPEN
GARRISON/RICHARD/PAU      06-0400  D01 MYRS  02  04/20/06 D100376     450.00 OPEN
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
GILBERT/GARY/R            00-0601  D01 BT01  01  07/10/01 D100131     200.00 CLSD
GILLIS/ANTHONY/J                                           D525645     500.00 CLSD
GILLIS/ANTHONY/J                                           D188777     200.00 OPEN
GILLIS/ANTHONY/J                                           D188899     500.00 CLSD
GREEN/DEBORAH/I                                            D100040   10000.00 CLSD
GREEN/DEBORAH/I                                            D100041     240.00 OPEN
HALL/JOHN/                                                 D200006     500.00 OPEN

NXT AAI CASE ___________ PTY ___ COUNT 00 INQ  GABBY_________________ ST __

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

Using your mouse or your up arrow key, position your cursor anywhere on the line of the case you want to access and press F7-Inquiry From Line.

Once you have done an inquiry, you may access more information about the record by placing your cursor anywhere on the line of the record and pressing **F7-Inquiry From Line**. This will move you directly to the BND screen where further updating and inquiry can be made.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN__      12/20/06
Court 2                                                                11:13:27
Rcpt D100491  Date 121306  Type _2 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code MYRS  Div I            Bond Amount _____75.00_
               Case 06-1102A__  Party D01  Count _1
               Name GABBY/MICHAEL/J_____________________
          Depositor GABBY/MICHAEL/J_____________________

                          Paydown Update/Delete
Del    Pay
'D'    Code  Date

_      ____  ______ _________  ___________  ____________________________
_      ____  ______ _________  ___________  ____________________________
_      ____  ______ _________  ___________  ____________________________
_      ____  ______ _________  ___________  ____________________________
_      ____  ______ _________  ___________  ____________________________
_      ____  ______ _________  ___________  ____________________________
               Paydown Total: ___________  Bond Balance: _____75.00_

NXT ___ CASE 06-1102A__ PTY D01 COUNT _1  INQ GABBY/MICHAEL/J_____ ST __
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

Now you are on the Bond Update screen and can make further inquiry, modify case information, pay down the bond, etc.

See the Cash User Guide for more detailed information about bonds and reports.

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 *Name* 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     BE                          EY/                     CLSD
 6 05-1125     SC  P01     B                           RY/                     CLSD
 7 03-9112     GC  D02                                 N/A                     PEND
 8 00-953      LT  D01                                 /                       PEND
 9 05-1110     LT  D01     BE                          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
```

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.

-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/              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  D0                                  INGELS/PAUL/            PEND
 9 05-1110     LT  B                                   MAPLEBROOK APARTMENTS/  PEND
10 05-1125     SC                                      BENTLEY/KATHRYN/        WRNT
11 04-0411     GC                                  R   CONROY/TIMOTHY/RONALD   PEND
12 04-3556GC1  GC                                      BLACK/DONNA/            PEND
13 04-3556SC1  SC                                      BLACK/DONNA/            CLSD
14 05-1111     LT                                      MAPLEBROOK APARTMENTS/  PEND
15 05-0012     GC                                      ROCKPORT/THOMAS/GLEN    CLSD


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

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.

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                     OPPOSING PARTY        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
SELECTION:  ___
 REC          ALT                                                PURGE
 NUM TYPE PTY NAM NAME                     OPPOSING PARTY        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
```

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

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

In the Selection field, type in the record number of the case you wish to view. Press ENTER.

```
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    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  CASE                                FILE      DISPO     LAST-TRIGGER
 NUMBER  NUMBER      PTY TYPE JUDGE ATTY     DATE    DATE  CODE   DATE   CODE
  __1    06-010742  P01  GC  12345 _____   71406   72006 DSE    72006  DSE    P
  __2    06-070106  P01  GC  12345 _____   70306 _____ _____    70306  SCF    _
  __3    06-14898   P01  GC  12345 _____   60506 _____ _____    61206  HRC    _
  __4    06-10222   P01  LT  12345 _____   30606 _____ _____    30606  SCF    C
  __5    06-13752   P01  SC  12345 _____   30306   30706 DSE    30706  DSE    C
  __6    06-13753   P01  SC  12345 _____   30306 _____ _____    30306  ALF    _
  __7    06-7722    P01  GC  12345 _____   20606 _____ _____    20606  SCF    _

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

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

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

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

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                                  ate   Party Court Case N  ype  Sts
    CTN          Attorney                          ID   Petiti        Pub
 ---------------------------------------------------------------------------
 _  WILLIAMS AND SONOMA//                 A---   P01   D9990 98001        GC C
 _  WILLIAMS DISTRIBUTING C               A---   P 001 C4803 89-011       CZ C
 _  WIL  AMS//                            A---   D01   D9990 99-01        LT C
 _  W                                     A---   SE    P44   00017103     SE C
 _                                     ---NA---  SUT   P44   00017103     SE C
 _  W                                  ---NA---  GD    P44   00016848     GD C
 _  WIL  AMS/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
```

To inquire on another name, enter the last name or full name (last/first/middle) here and press ENTER.

This is the output queue where the ROA will print

Enter a 1 here to display ROA
Enter a 2 here to print ROA

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 <u>without</u> 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.**

```
                                                                    PEND
 Court 2  Case 06-1115A    Type GC  File Date 111506  Judge CROCKETT,GEORGE W.
 P01 MAPLEBROOK//                        D01 PARKER/KIM/

 STATE OF MICHIGAN                                  CASE NO: 06-1115A    GC
 99-2 JUDICIAL DISTRICT   REGISTER OF ACTIONS        STATUS: PEND

 Court Address 27777 FRANKLIN                                  Court Telephone
               SUNNY SPRINGS        MI  48034                    (810) 555-9999

                                 JUDGE: CROCKETT,GEORGE W.,III         P-12345

                                                     Attorney
P01   PLAINTIFF                 (PEND)             P-34306
      MAPLEBROOK//                                  AARDEMA,ROBERT B.,
      476 SEVENTEENTH AVENUE                        5360 CASCADE RD SE
      LANSING          MI 48911                     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.

Case status

```
                                                                    PEND
 Court 2  Case 06-1115A    Type GC  File Date 111506  Judge CROCKETT,GEORGE W.
 P01 MAPLEBROOK//                        D01 PARKER/KIM/

D01   DEFENDANT                 (PEND)             P-40404
      PARKER/KIM/                                   GANI,G. SAL,
      125 WEST WOOD AVE.                            1005 S WASHINGTON AVE
      LANSING          MI 48911                     LANSING          MI 48910
                                                    (517) 372-8944

D02   DEFENDANT                 (CLSD)
      PARKER/MATTHEW/
      125 WEST WOOD AVE.
      LANSING          MI 48911

BOND HISTORY:
PTY  RCPT DT    NO.

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

Individual party status

Bond History will show on next screen

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.

Financial Register of Actions (FIN)

The Financial Register of Actions is a list of all receipts created through the Cash module for the case requested.

To access a Financial Register of Actions:

1. Type **FIN** in the *NXT* field of the hop line.
2. Type the case number in the *CASE* field of the hop line.
3. Press **ENTER.**

You will see a screen like this:

```
SUNNY SPRINGS                                                          PEND
Court 2  Case 06-7002    Type GZ
P01 MOUNTAIN VIEW//                  VS   D01 JOHNSON/SUZANNE/
LAST RECEIPT:      65.00   D100500 12/13/06

                      CIVIL FINANCIAL REGISTER of ACTIONS
      DATE       PARTY  CODE - DESCRIPTION   CHECK #        AMOUNT    RECEIPT

      12/13/06   P01    STF3   CVS $42                      42.00    D100500
                 P01    CVL3   CVF $23                      23.00    D100500
                               CASH

NXT FIN CASE 06-7002    PTY ___  GAR# 00 NAME ____________________
F9-Print Roa  F13-OutQ  F24-Prior Screen  HELP
```

Only the primary plaintiff and primary defendant are displayed at the top of the screen, but all receipts will be listed. The party who tendered the money is identified in the *Party* column.

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/                     Phone  : 517 487-1234 Filed   : 121406
Att: HAADSMA,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
D01  STRAUSS/ANDREW/                  Phone  :              Filed   : 121406
Att: NEUMANN,JENNIFER L.,             Phone  : 313 234-7142 Sum/Exp:  31507
Last Trigger Code: PTC   121906       Srv    : 121506       Ans/Due:  10507
Next Trigger Code: PTC   122906  900 A Ans    : 121806       NoPrg  :  33007
         Disposed:
           Status: PEND

Att:
Last Trigger Code:
Next Trigger Code:                    Ans    :
         Disposed:
           Status:

NXT ___ CASE 06-15890__ PTY ___ GAR# __ NAME _________
 F6-Detail Actions F8-Caseload Actions  F24-Previous                  p
```

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: HAADSMA,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.

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

```
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  __________

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

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.

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

Press F8-Caseload Actions to reveal caseload related entries and entry dates. See example below.

```
SUNNY SPRINGS          CIVIL CASELOAD in Entry Sequence

CASE 06-111555  TOTAL RECORDS    1

CASE  ACTION ACTION     ENTRY      ENTRY                DELETE
TYPE  CODE   DATE       DATE       TIME        CLERK    DATE
 GC   SCF    6/06/2006  12/06/2006 10:28:03:70 SLS
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________
 __   _____  __________ __________ ___________ ___      __________

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

This case is counted as a new filing for 2006. For more caseload related entries, refer to Chapter 7-Reports.

New feature: F14-Audit Detail available from the Caseload Status screen. Audit Detail provides Caseload Part 4 aging information. See Fall 2007 Announcement for further information.

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    Service     Disclosure        Proceeds Recv       Disbursement
 #   Date     Date      Date / Amount        Date / Amount     Date / Check #

  1  8/18/06  8/20/06  8/24/06    75.00
     PERIODIC         GARN-DEFN# 01 KROGER//                     (XP: 11/17/06)

  2  8/18/06  8/21/06  8/26/06  2475.00      8/26/06  2475.00  8/26/06 4456
     NON-PER          GARN-DEFN# 02 NATIONAL CITY BANK//         (XP: 11/17/06)
     8/26/06  CLOSED     Proceeds Disbursed

  3  8/18/06  8/21/06
     INC TAX          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	• 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	• 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	• Display and/or print a summary of each proceeding type scheduled for the day or date range specified
Party Calendar	• Prints an alphabetical case listing of people scheduled to appear in court for the day or date range specified
Central Calendar/Combined Calendar	• 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	• 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

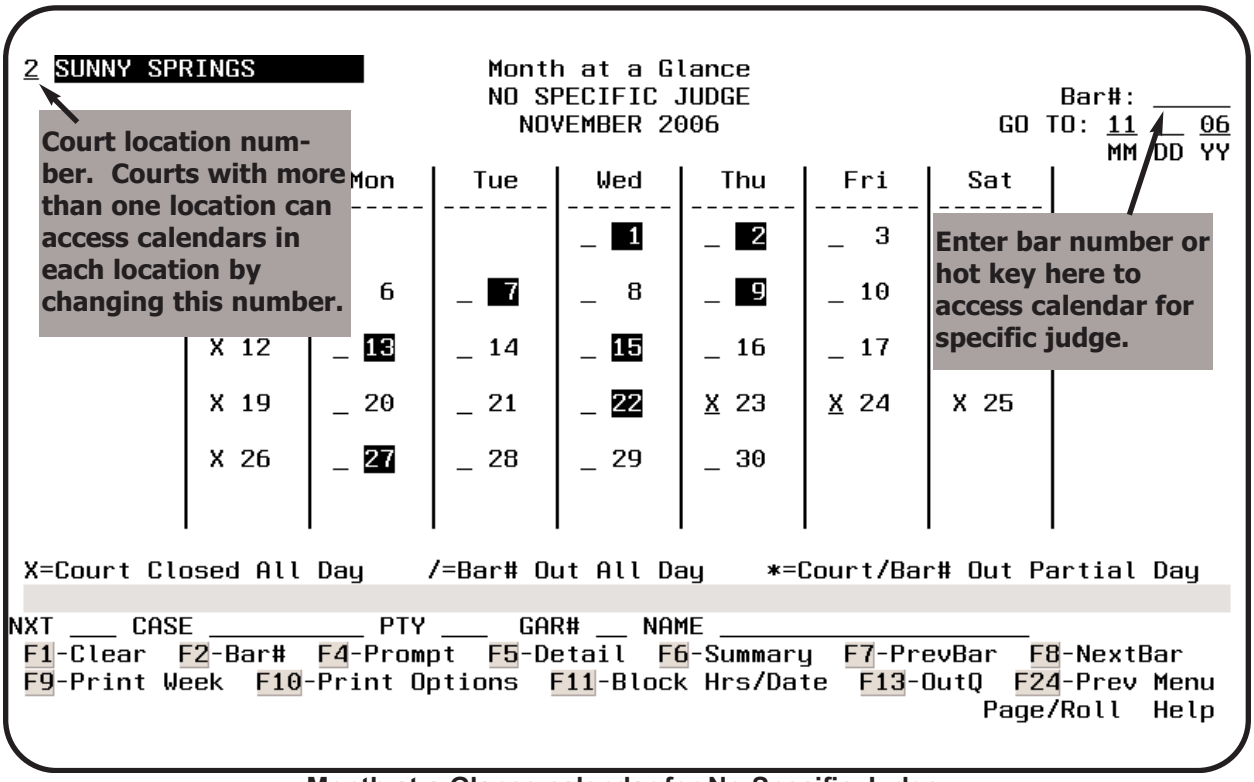
Month at a Glance Calendar

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).



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          Bar#: 12345
                         DECEMBER 2006                 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 *Bar #* field is unavailable all day.
*	The entire court, or the judge, magistrate or probation officer designated in the *Bar #* 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 *Bar #* 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: ______
 D=Del                 Block Off (OR) ---Partial Day---
Opt  Bar No.  Date    All Day  From Time To Time   Description        Clrk
 _            11507      X                           MLK JR HOLIDAY     JLF
 _    12345   11607      _      800 A    1200 P     BUDGET MEETING     SLS
 _            21507      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                                  POST-THANKSGIVING  JLF
 _           122407                                  CHRISTMAS EVE      JLF
 _           122507                                  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 SP MOTION 06-14872 GC PRE-TRIAL	05-2223 SD MINI CONF 06-010742 GC MOTION 06-1030B GC PRE-TRIAL	
10:30A			06-10103 GC MOTION 06-1017A GZ 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)

     X Type of Calendar  (X=All, T=T/C, C=Civ, P=Party)
     X Include Supplemental Entries  (not valid for Party Calendar)
 ____________________________________________________________________________
                   Paper Size  _  X=8x11, B=14x11
                       Spaces  1  (up to 9)
                       Copies  1
               Print Sequence  A  A=Alpha, N=Numeric
                Print Summary  _  X=Calendar & Summary, O=Summary
              Flag Non-Public  _  X=Non-Public, N=Nothing, or
                                  leave blank to display charge
 Print CTN# instead of XREF#   _  (14x11 only)
               Court location  2

NXT ___ CASE __________ PTY ___  GAR# __ NAME ____________________
 Enter-View Calendar   F1-Clear Screen   F5-Supplemental Entries   F9-Print
 F13-OutQ   F24-Previous Menu   Help
```

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                                PAGE  1
                                         WEDNESDAY - JANUARY  3, 2007

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 MAPLEBROOK//            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   1       OPC LENAHA
                                                                                     A & B

                              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
NXT ___ CASE ___________ PTY ___  GAR# __ NAME ____________________
 Enter-Update  F1-Clear Screen  F5-Page Back  F24-Previous Menu  Page/Roll  Help
```

Enter the date here that you want to begin your search

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   OD D01 ABBA/ABDULLAH/N      BADDER, WILL PRE-TRIAL    OPER. INTOX.
  2 06-12321   SP P01 PORTER/RALPH/                     MOTION       4 DEFIN STMT
                  D01 KLYNE/DAVID/
  3 06-14872   GC P01 ROBERTS/JONATHAN/F                PRE-TRIAL
                  D01 ANDREWS/MICHAEL/M
                              AT 12:00 P.M.
        *         OFFICE LUNCH                         LUNCH
                              AT  1:00 P.M.
  4 06-111555  GC P01 JAMES/MELLISSA/      ABBOTT       TRIAL
                  D01 PETERSON/JEFFREY/    PEBLEY
  5 06-48888   GC P01 MEYERS/LINDA/                     TRIAL
                  D01 APPLETON/JAMES/

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

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

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 PAGE 1
PARTY CALENDAR
THURSDAY - JANUARY 4, 2007

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/	06-48888	GC	TRIAL	CROCKETT	1:00P
JAMES/MELLISSA/	06-111555	GC	TRIAL	CROCKETT	1:00P
KLYNE/DAVID/	06-12321	SP	MOTION	CROCKETT	9:00A
MEYERS/LINDA/	06-48888	GC	TRIAL	CROCKETT	1:00P
PETERSON/JEFFREY/	06-111555	GC	TRIAL	CROCKETT	1:00P
PORTER/RALPH/	06-12321	SP	MOTION	CROCKETT	9:00A
ROBERTS/JONATHAN/F	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
                                 AT   9:00 a.m.
C1149 CCRM   2005-0000002880-FH   D01 DOE,JOHN,                     SPENCER
      HEARING        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.

6

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 ========= AFP	8x11	Batch Process	Page
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

Requesting & Printing Reports

For the batch process, it is necessary to be familiar with the Report/Requests screen and the Reports menu.

Civil Online Report/Requests (RPT)

This screen is used to add or delete report requests and to review pending requests that are ready to be processed in a batch cycle. Register of Actions, File/Address Labels, Notices to Appear and Certified Mailers may be ordered from the Case and Actions Update screens by entering the appropriate option codes which are discussed in this chapter. All such requests will then appear on the Report/Requests screen.

Access the Report/Requests screen by typing **RPT** on the hop line.

```
SUNNY SPRINGS          CIVIL  ONLINE  REPORT/REQUESTS
Court 2
              ROA  NTA  JSC  DFN  NOI  NTD  LBL  FLB  MLR
                                                        --     Court    --
Del Case      Pty Rpt Cnt Clk Party Name                Date   Time   Code
"D"
 _ 06-01432   ALL ROA  1  SLS ALL PARTIES               ______ ____ _ ______
 _ 06-10103   ALL NTA  1  SLS ALL PARTIES               121806 1000 A HRC38
 _ 06-10105   ALL JSC  1  SLS ALL PARTIES               ______ ____ _ ______
 _ 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         ______ ____ _ ______
 _ 06-223345  ALL ROA  1  SLS ALL PARTIES               ______ ____ _ ______
 _ __________ ___ ___ ___                               ______ ____ _ ______
 _ __________ ___ ___ ___                               ______ ____ _ ______
 _ __________ ___ ___ ___                               ______ ____ _ ______
 _ __________ ___ ___ ___                               ______ ____ _ ______
 _ __________ ___ ___ ___                               ______ ____ _ ______

 At End of Report Requests
NXT ___ CASE __________ PTY ___ GAR# __ NAME ____________________
  F1-Clear    F24-Previous Menu    Roll-Page    Help
```

The three-letter codes entered in the *Rpt* column are:

ROA	Register of Actions	**DFN**	Default Notice	**LBL**	Party/Attorney Address Label
NTA	Notice to Appear	**NOI**	Notice of Intent to Dismiss	**FLB**	File Label
JSC	Judgment, Small Claims	**NTD**	Notice of Dismissal	**MLR**	Certified Mailer

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
                                                        --     Court    --
Del Case      Pty Rpt Cnt Clk Party Name                Date   Time   Code
"D"
 _ 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         ______ ____ _ _____
 _ _________  ___ ___ ___                               ______ ____ _ _____
 _ _________                                            ______ ____ _ _____
 _ _________                                            ______ ____ _ _____
 _ _________                                            ______ ____ _ _____
 _ _________                                            ______ ____ _ _____
 _ _________                                            ______ ____ _ _____
 _ _________                                            ______ ____ _ _____

 At End of Report Requests
NXT ___ CASE __________ PTY ___ GAR# __ NAME ____________________
   F1-Clear    F24-Previous Menu    Roll-Page    Help
```

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.

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                                    Date Range
    _   _ Caseload Report  Qtr _ Year ____                 ______ - ______
    _   _ 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                                    Date Range
    _   _ Caseload Report  Qtr _ Year ____  _ Merge Files  ______ - ______
    _   _ Case Age Report (Caseload Part 4)                ______ - ______

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/


Plaintiff  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


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

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 _____ (Date), _____ County, Michigan.

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 _____

MC 07 (7/06) DEFAULT REQUEST, AFFIDAVIT, AND ENTRY MCR 2.603, MCL 32.517, MCL 600.2441, MCL 600.5759, 50 USC 521

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                                          Date Range
    _   _ Caseload Report  Qtr _ Year ____  _ Merge Files   ______ - ______
    _   _ 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.

- 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 X mail  _ personal service
 X STIPULATION TO DISMISS
 X ORDER TO DISMISS

       _  with prejudice
       X  without prejudice
            _  all parties or defendants
            X  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)		Defendant name(s) and address(es)
FREDERICKS/TIMOTHY/ 472 BARNES ROAD LANSING, MI 48911	v	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 ☐ without prejudice as to:
   ☐ 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 ☒ without prejudice as to:
☐ all parties.
☒ 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 — P-12345 Bar no.

MC09 (6/97) DISMISSAL MCR 2.504

Dismissal No Service/No Progress (NTD)

Options: Immediate and batch printing.

Immediate Printing - 8 x 11 plain paper

- Type **NTD** 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 to DISMISS                MC09a  PEND
Court 2  Case 06-10103    Type GC  File Date  9/04/06  Judge CROCKETT,GEORGE W.
P01 KEYSTONE/JAMES/                      D01 BAKER/SONIA/S

Plaintiff  P01   File Date  9/04/06 Atty: 64658 BROADDUS,DREW W.,

Name     KEYSTONE/JAMES/
Alt-Name
Street   1725 MICHIGAN AVENUE                      Phone no  517 - 4821111
City     LANSING                    State  MI     Zip code  48911

Defendant  D01   File Date  9/04/06 Atty: 31892 ERARD,BARBARA H.,

Name     BAKER/SONIA/S
Alt-Name
Street   715 S. WASHINGTON AVE.                    Phone no      -
City     LANSING                    State  MI     Zip code  48911

X 3. There has been no progress in this case since 100406 and the parties have
been notified by MAIL                      to appear on 112906 900  A
                 Method of notification                  Date  Time

NXT ___  CASE 06-10103__  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 unless your court schedules a “no progress” hearing date. In that case, you need to fill in the blanks for paragraph 3, as shown in the above example.

Press **F9-Print** to print the form.

Warning! Printing this form automatically updates the Actions Update screen and closes the designated defendant with DSE20 (Dismissal for Lack of Service) or DSE14 (Dismissal for Lack of Progress).

STATE OF MICHIGAN
99-2 JUDICIAL DISTRICT

DISMISSAL
Non Service/No Progress

CASE NO. 06-10103 GC

Court Address 2777 FRANKLIN
SUNNY SPRINGS, MI 48034

Court Telephone
(810) 555-9999

Plaintiff's name, address, and phone #	Defendant's name, address, and phone #
(517) 482-1111 **KEYSTONE/JAMES/** 1725 MICHIGAN AVENUE LANSING, MI 48911	**BAKER/SONIA/S** 715 S. WASHINGTON AVE. LANSING, MI 48911
Plaintiff attorney,bar #,address,phone # (248) 433-2010 P-64658 BROADDUS,DREW W., 4111 ANDOVER RD STE 300E BLOOMFIELD HILLS, MI 48302	Defendant attorney,bar #,address,phone# (313) 223-3500 P-31892 ERARD,BARBARA H., 500 WOODWARD AVE STE 4000 DETROIT, MI 48226

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 (Date) and the parties have been notified by MAIL (Method of notification) to appear on NOV. 29, 2006 at 09:00AM (Date and time) 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
X  JUDGMENT:                      Defendant  ANDREWS/MICHAEL/M
For   PLAINTIFF                      Against   DEFENDANT
 _ After trial  _ Consent            _ Summary Disposition  X Default
 _ Dismissal    _ Without prejudice  _ With prejudice      _ No cause of action
ORDER OF JUDGMENT
Damages   Interest* Filing  Jury   Motion  Service  Attorney   Judgment
 2750.00     4.20   65.00                   18.75                 2837.95
   * at the rate of 7%    from 060606 to 010907

Other:

                                  _ Approved as to form, notice of entry waived
 _ 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).

Approved, SCAO

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

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

[X] JUDGMENT

For: PLAINTIFF

Against: DEFENDANT

[ ] Trial [ ] Consent
[ ] Summary Disposition [X] 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:

[X] 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
Judgment date

Judge/~~Court Clerk~~ GEORGE W. CROCKETT III — Bar no. P-12345

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     X hearing     _ default     _ consent
   X The plaintiff has a right to possession  X There is now due to plaintiff:
                       Rent  $  750.00   Costs $  142.00   Total $    892.00
   _ The defendant has right to possession
   X 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   X will not prevent issuance of an eviction order.
   _ No money judgment is entered at this time.
MONEY JUDGMENT:  _ Possession judgment was previously entered.
                 X A money judgment is entered as follows:
                     Damages $  750.00   Costs $  142.00   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 2nd copy - Defendant
1st 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 _____ (Date) unless you move.

☐ 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 (Date). You may want legal help.

☐ 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 _____

DC 105 (6/04) JUDGMENT, LANDLORD-TENANT — MCR 4.201(K)(1)(d), 50 USC 521

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     X hearing     _ default     _ consent
   X 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:
   X 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 99-2 JUDICIAL DISTRICT	JUDGMENT OF POSSESSION AFTER LAND CONTRACT FORFEITURE	CASE NO. 06-43211 SP

Court address: 2777 FRANKLIN, SUNNY SPRINGS, MI 48034

Court telephone no. (810) 555-9999

Plaintiff: SAMSON/WILLIAM/

v

Defendant: JAMES/MITCHELL/

(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 (Date). You may want legal help.

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 _____

MCL 600.5741, MCR 4.202(J), 50 USC 521

DC 106 (6/04) JUDGMENT OF POSSESSION AFTER LAND CONTRACT FORFEITURE

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: X Plaintiff  X Defendant  SIMONS/DALE/
X  JUDGMENT:
For   PAUL ANDREWS                    Against   DALE SIMONS
                                       _____________________________
       X  After trial    _  Consent      _  Nonappearance default
       _  DISMISSAL      _  Without prejudice    _  With prejudice
Damages   Interest   Costs    - Other costs -     Judgment    Other reason
  325.00  ________   47.50   ________  ________     372.50  ______________
    _ Note filed for cancellation
IT IS ORDERED:
1.  _ Pay to: ____________________________    _ in full  _ installments
      Amt: ________ _ weekly  _ biweekly   _ monthly  starting: 000000
2.  X Payment within 21 days
3.  _ Other:  ____________________________________________________________
      ____________________________________________________________________
      ____________________________________________________________________

Date Signed: 121406   Bar No:  12345 Judge: GEORGE W. CROCKETT III

NXT ___ CASE 06-1017B __ 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 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

Court address: 27777 FRANKLIN, SUNNY SPRINGS, MI 48034

Court telephone no.: (810) 555-9999

Plaintiff's name and address
ANDREWS/PAUL/
498 ST JOSEPH HWY
LANSING, MI 48906

[X] Personal service

v

Defendant's name and address
SIMONS/DALE/
1254 SOUTH MARKET STREET
GRAND HAVEN, MI

[X] Personal service

[X] JUDGMENT

For: PAUL ANDREWS

Against: DALE SIMONS

[X] After trial [ ] Consent*
[ ] Nonappearance default**

[ ] DISMISSAL
[ ] Without prejudice [ ] With prejudice

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

Damages	$ 325.00	
Interest	$	
Costs	$ 47.50	
Other (specify)	$	
	$	
Judgment	$ 372.50	This judgment will earn interest at current statutory rates.

[ ] 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 _____ (Name (type or print)) [ ] 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.

[X] 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
Date

Judge/~~XXXXXXXXXXXXXXXX~~ GEORGE W. CROCKETT III

P-12345
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        State Court Administrative Office    12/14/06   09:26:26
                              Civil Reports

                       Reports Requested - (via online)

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

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

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		Defendant(s)/Probationer		
☐ People of the State of Michigan ☒ JAMES/MELLISSA/	v	PETERSON/JEFFREY/		
☒ Civil ☐ Criminal Current Charge		CTN TCN	SID	DOB 12/12/1966

☐ Probate ☐ 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/ (Name of respondent) be arrested and:

☒ 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 _____ (Date), _____ County, Michigan.

My commission expires: _____ (Date) Signature: _____

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	Race	Sex
PETERSON/JEFFREY/ 225 U.S. 27 ST. JOHNS, MI 48879	WHITE	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 (Date) (SEAL) Judge GEORGE W. CROCKETT III P-12345 (Bar no.)

RETURN

I have, on _____ (Date), taken respondent into custody as ordered by this warrant.

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		Defendant(s)/Probationer		
☐ People of the State of Michigan ☒ JAMES/MELLISSA/	v	PETERSON/JEFFREY/		
☒ Civil ☐ Criminal Current Charge		CTN TCN	SID	DOB 12/12/1966

☐ Probate ☐ 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/ (Name of respondent) be arrested and:

☒ 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 _____ (Date), _____ County, Michigan.

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	Race	Sex
PETERSON/JEFFREY/ 225 U.S. 27 ST. JOHNS, MI 48879	WHITE	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 (Date) (SEAL) Judge GEORGE W. CROCKETT III P-12345 (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 X
AT:  X the court address above
     _ other
I am interested in this matter as
Motion directing  D01  MILES/JUSTIN/
 X civil  _ criminal  contempt of co
 _ judgment for amt. of recognizance
Order:
 X civil  _ criminal  contempt of court
 _ judgment should not be entered      _ case should not be dismissed
 _ other
For the following reaso                                                  0
REASONS WILL PRINT HERE

Served: _ Personally   X By Mail      7__ days before hearing

NXT ___ CASE 06-1030B __ PTY D01 GAR# __ NAME
  F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

The P01 and D01 fields can be changed if you want someone other than the primary plaintiff and primary defendant to print on the form. Type over P01 and D01 with the party designators you want and press ENTER.

The party designated on the hop line will be displayed in the Motion section. To change, type over the party with the one you want and press ENTER.

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)	V	Defendant(s)/Respondent(s)/Probationer
CALAHAN/OTIS/		MILES/JUSTIN/

☐ Probate ☐ Juvenile In the matter of _____

MOTION AND AFFIDAVIT

1. I am interested in this matter as _____.

2. MILES/JUSTIN/ (Name (type or print)) has not complied with an order dated _____
by failing to: REASONS WILL PRINT HERE

3. I request an order directing MILES/JUSTIN/ (Name (type or print)) to show cause why:
☒ 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 _____ (Date), _____ 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:

4. You are ordered to appear before this court on JAN. 5, 2007 (Date) at 9:00 (Time) A.m.
☒ 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
☐ _____
for the reasons stated in the motion.

5. Failure to appear for a contempt hearing may result in a bench warrant being issued for your arrest.

6. 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/

Plaintiff  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

Defendant  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




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: 12345 Judge: GEORGE W. CROCKETT III      Courtroom: ____

Plaintiff  P01     File Date  4/04/06
Atty:     55903 CYNTHIA L. REACH
Name      MAPLEBROOK//
Alt-Name
Street    4725 WEST 9TH STREET
City      KALAMAZOO        St MI Zip 49006

                                                  Next Scheduled Dates
                                                  Date     Time A/P Code
Defendant  D01     File Date  4/04/06        1.  10307    100  P   HRC70
Atty:                                        2.  ______   ____ _   _____
Name      ADAMS/JOHN/                        3.  ______   ____ _   _____
Alt-Name                                     4.  ______   ____ _   _____
Street    123 NORTH MAIN STREET                     ADJOURNED FROM
City      KALAMAZOO        St MI Zip 49006        ____________________
                                          Clerk: SHERYL L STROUSE

NXT ___  CASE 06-0002T  PTY D01 GAR# __  NAME ____________________
 F1-Clear Screen   F9-Print   F13-OutQ   F24-Previous Menu   Help
```

Change P01 to Q01 for Cross Party Plaintiff and D01 to E01 for Cross Party Defendant and press ENTER to see the change.

*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).

Approved, SCAO

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

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT	NOTICE TO APPEAR	CASE NO. 06-0002T LT

Court address: 27777 FRANKLIN, SUNNY SPRINGS, MI 48034 — Court telephone no. (810) 555-9999

MAPLEBROOK//
4725 WEST 9TH STREET
KALAMAZOO, MI 49006

Plaintiff ☐ Personal service

V

ADAMS/JOHN/
123 NORTH MAIN STREET
KALAMAZOO, MI 49006

Defendant ☐ Personal service

(734) 994-1400 P-55903
CYNTHIA L. REACH
121 W WASHINGTON ST STE 400
ANN ARBOR, MI 48104

Plaintiff's attorney/People ☐ Personal service

Defendant's attorney ☐ Personal service

YOU ARE DIRECTED TO APPEAR AT:

☒ The Court address above, courtroom _____

☐ _____

Judge: GEORGE W. CROCKETT III P-12345

FOR THE FOLLOWING PURPOSE:

	DAY COURT ROOM or PLACE	DATE	TIME
☐ Pre-trial Conf.			
☐ Preliminary Exam.			
☐ Jury Selection			
☐ Jury Trial			
☐ Non-Jury Trial			
☐ Sentencing			
☐ Motion			
☐ Arraignment			
☐ Informal Hearing			
☐ Formal Hearing			
☒ HEARING FOR NON PAYMENT	WEDNESDAY	1/03/07	1:00 PM

☐ The above matter is adjourned from _____ Date

Offense: _____

Officer: _____

SHERYL L STROUSE
Clerk/Administrator

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 judgement to be entered. FAILURE OF THE PLAINTIFF TO APPEAR may result in a dismissal of the case.
4. FAILURE TO APPEAR in a criminal case may subject you to the penalty for contempt of court, and a bench warrant may be issued for your arrest.
5. If you intend to employ a lawyer, s/he should be notified of the date at once.
6. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

CERTIFICATE OF MAILING

I certify that on this date copies of this notice were served upon the parties/attorneys by ordinary mail at the addresses shown above.

Date _____ Clerk/Administrator _____

MC 06 (6/96) NOTICE TO APPEAR

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: X ALL Users or _ SLS
                    _ All Reports

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

Plaintiff ☐ Personal service

(734) 953-5050 P-32343
FRANKLIN/GIGI/
9012 TELEGRAPH
SOUTHFIELD MI 48234

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.

YOU ARE DIRECTED TO APPEAR AT:

☐ The Court address above, courtroom _____

☐ _____

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

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

Recall of Warrant/Order to Apprehend (WAR)

Options: Immediate Printing - 8 x 11 plain paper only

- Type **WAR** 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 RECALL OF WARRANT                MC220  PEND
Court 2  Case 05-0001     Pty D01                        Type GC
P01 JONES/JAMES/                          D01 SMITH/JULIE/

Date Signed  011007    Bar No: 12345  Judge  GEORGE W. CROCKETT III
 Warrant No  __________                Clerk: ________________________________
         Police Agency  SUNNY SPRINGS PD
               Address  1234 BELL COURT
               City     SUNNY SPRINGS        State MI  Zip  48999
 RECALL:       Name     SMITH/JULIE/
               Alt Name
               Address  789 BUCHANAN DR
               City     ST. JOHNS            State MI  Zip  48879
               DOB      12 / 12 / 1966  (MM / DD / YYYY)
               DLN      S1122334455667788  MI
               Race     W  WHITE               Sex F  FEMALE

 Person Notified   OFFICER FRED SIMPSON
   Date Notified   011007              Time Notified   0830 A
 Reason: DEFENDANT APPEARED IN COURT
 X Attached to this form   _ Delivered to court when person appeared there

NXT ___ CASE 05-0001___ PTY D01 GAR# 00 NAME ____________________
 F1-Clr Screen     F9-Print/Update     F13-OutQ     F24-Previous Menu
```

- The *Date Signed* field cannot be blank or contain a date that is greater than the current date.

- If your *form signature* has been established in the Security File, your name will be retrieved in the *Clerk* field. If the judge or magistrate will sign the form, enter their bar number in the *Bar No* field and erase your name.

- Type an **X** in front of *Attached to this form* or *Delivered to court when person appeared there*.

- Press **F9-Print** to print the form and update the party and case to the appropriate status. When the form is printed, the party is updated on the Actions Update screen with the code BWK (Bench Warrant Recalled)

Approved, SCAO

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)

PROBATE JDC CODE: RCW

STATE OF MICHIGAN 99-2 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	RECALL OF WARRANT/ORDER TO APPREHEND	CASE NO. 05-0001 GC

ORI
MI- 820145J
Police Report No.

Court address
2777 FRANKLIN
SUNNY SPRINGS, MI 48034

Court telephone no.
(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

Judge/~~Clerk/Register~~ GEORGE W. CROCKETT III

P-12345
Bar no.

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: (1) Immediately after person appears in court on warrant, or order to apprehend, so advise the responsible police agency by telephone.

Court: (2) As soon as possible after calling police, prepare this 4 part form: file original (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: (1) Immediately after receiving court's call, return call for verification purposes; remove the warrant, or order to apprehend, from Law Enforcement Information Network (LEIN) files.

Police: (2) Upon receipt of forms, enter date and time of LEIN contact, and sign; file pink copy; 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                                          CASE NO: 06-223345   GC
99-2 JUDICIAL DISTRICT        REGISTER OF ACTIONS           STATUS: PEND

Court Address 27777 FRANKLIN                                          Court Telephone
              SUNNY SPRINGS        MI  48034                          (810) 555-9999
                                 JUDGE: CROCKETT,GEORGE W.,III                P-12345

                                                          Attorney
P01   PLAINTIFF                  (PEND)                   P-59028
      MCMANN/CAROLYN/                                     D'AGOSTINI,EMILY,
      324 MICHIGAN AVE                                    38700 VAN DYKE AVE STE 200
      LANSING          MI 48911                           STERLING HEIGHTS MI 48312
      (517) 487-6666                                      (586) 977-8000

D01   DEFENDANT                  (PEND)                   P-41374
      CRANDALL/JAMES/M                                    BABAS,G. MAUREEN,
      4824 NINE MILE                                      4161 GLENCASTLE DR
      LANSING          MI 48911                           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
                                                              $8,000.00
              FILING FEE PAID          $65.00  RCPT # D100479                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                                        CASE NO: 06-223345   GC
99-2 JUDICIAL DISTRICT      REGISTER OF ACTIONS           STATUS: PEND

Court Address 27777 FRANKLIN                                      Court Telephone
              SUNNY SPRINGS        MI  48034                        (810) 555-9999
                                 JUDGE: CROCKETT,GEORGE W.,III          P-12345

                                                      Attorney
P01   PLAINTIFF                 (PEND)              P-59028
      MCMANN/CAROLYN/                               D'AGOSTINI,EMILY,
      324 MICHIGAN AVE                              38700 VAN DYKE AVE STE 200
      LANSING          MI 48911                     STERLING HEIGHTS MI 48312
      (517) 487-6666                                (586) 977-8000

D01   DEFENDANT                 (PEND)              P-41374
      CRANDALL/JAMES/M
      4824 NINE MILE
      LANSING          MI 48911                                          I 48098

DISPOSITION:    DISMISSED                JUDGMENT FOR   JUDGMENT BY
                {} WITH PREJUDICE        {} PLAINTIFF   {} DEFAULT    {} TRIAL
DATE:           {} WITHOUT PREJUDICE     {} DEFENDANT   {} CONSENT    {} 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
                                                                $8,000.00
              FILING FEE PAID          $65.00  RCPT # D100479                 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
```

Dispositional boxes

Example 3

Approved, SCAO

STATE OF MICHIGAN 99 JUDICIAL DISTRICT	CIVIL REGISTER OF ACTIONS	CASE NO. 06-0010 GC

☐ Civil ☐ Summary Proceedings ☐ Small Claims

Case assigned to: Judge P-12345 CROCKETT

Plaintiff name(s) and address(es)	Defendant name(s) and address(es)
GILBERT/JOHN/A DBA G&H MOVERS//	NEFF/VIVIAN/ 5523 OAK DRIVE SOUTHFIELD MI 48034

Case number	Type of action	Date issued	Amount of claim	☐ Jury demand
06-0010GC		010506		

Plaintiff's attorney, bar no., and address	Defendant's attorney, bar no., and address
DONNELLY,PAUL 45221 1 WOOD AVE, STE 15 DETROIT MI 48226 (313)237-7300	MICHAUD,TOM 46787 79 ALFRED ST DETROIT MI 48201 (313)578-1200

DISPOSITION

Date

☐ **DISMISSED**

☐ With Prejudice

☐ Without Prejudice

☐ **JUDGMENT**

for ☐ Plaintiff

☐ Defendant

by ☐ Default ☐ Consent

☐ Trial ☐ No cause

FEES

Filing $

Service $

Jury $

Trial $

Judgment $

Witness $

Attorney $

Other $

Total Costs $

DAMAGES $

Interest $

TOTAL $

Summons Service History

D01 1/07/06

POST JUDGMENT

Installment Pmt. Order

Writ of Restitution

Writ of Execution

Claim of Appeal

Satisfaction of Judgment

DATE	CODE	ACTIONS, JUDGMENTS, CASE NOTES	Initials

DC 252 (8/93) **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  121806    Judge/Atty Bar No: 12345  GEORGE W. CROCKETT III
Plaintiff: ROBERTS/JONATHAN/F                      Judge:
Defendant: ANDREWS/MICHAEL/M                       ____________________________
TO: ANDREWS/MICHAEL/M                              Clerk   Print Page 1 Only  X
   ____________________________ Apt _____ City _________________ St __ ______
YOU ARE ORDERED X to appear personally at the time and place stated below:
       X the court address above
       _ other: ____________________________________________________________
    Appearance day:                      Date:  122906    Time:  900  A
YOU ARE ALSO ORDERED TO:
X Testify at trial/examination /hearing.          _ Testify at deposition.
_ Produce these items ____________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
_ Testify as to your assets, and bring with you the items listed above.
_ MCL 600.6119 Prohibition against transfer/disposal of property is attached.
_ Other: _________________________________________________________________
_ Person Requesting  ____________________________
  Address ____________________________  Phone: ( ___ ) ___ ____
  City    ____________________ St __  Zip __________
NXT ___ CASE 06-14872 __ PTY D01 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

Court address 27777 FRANKLIN
SUNNY SPRINGS, MI 48034

Court telephone no.
(810) 555-9999

Police Report No.

Plaintiff(s)/Petitioner(s)		Defendant(s)/Respondent(s)
☐ People of the State of Michigan ☒ ROBERTS/JONATHAN/F	V	ANDREWS/MICHAEL/M
☒ Civil ☐ Criminal		Charge

☐ 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:

☒ 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.

☒ The court address above ☐ Other:

Day	Date	Time
FRIDAY	DEC. 29, 2006	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: _____

☐ 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.

Court use only
☐ Served ☐ Not served

DEC. 18, 2006
Date

Judge/~~XXXX/XXXXXX~~
GEORGE W. CROCKETT III

P-12345
Bar no.

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: X ALL Users or _ SLS
                    _ All Reports

  X FLB   X 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
```

```
                          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.

Certified Mailers (MLR)

Options: Batch Printing Only

Certified mailers are available for any civil party that has a future court date. They are most often used in Small Claims cases. The forms can be ordered from Moore Business Products by calling 1-800-882-3811.

Form #48140 provides an insert that is used for window envelopes.

Form #48157 provides a peel-off label that is used on non-window envelopes.

- Type an **M** in the *Option* field on the Actions Update screen on the same line as the scheduled event -**OR**-
- Type **MLR** in the *Rpt* field on the RPT screen for the case numbers and parties you wish to request. If the party has not been scheduled on the Actions Update screen the following fields will also be required on the RPT screen: court date, time, and code.
- Run the mailers from the Civil Reports menu - see below

```
SUNNY SPRINGS          State Court Administrative Office   12/18/06  08:35:28
                                Civil Reports

                        Reports Requested - (via online)

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

  _ FLB   _ LBL   X 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
```

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 MAILER FROM MOORE

1

Mailing Label and File Copy

RETURN RECEIPT SERVICE
POSTAGE
SHOW TO WHOM, DATE, AND ADDRESS OF DELIVERY / RESTRICTED DELIVERY
CERTIFIED FEE - RETURN RECEIPT
TOTAL POSTAGE AND FEES
POSTMARK OR DATE
NO INSURANCE COVERAGE PROVIDED – NOT FOR INTERNATIONAL MAIL (SEE OTHER SIDE)
SENT TO:

BELL/MARTIN/F
4564 STEWART AVE
SOUTHFIELD MI 48032

P 919 316 977

PS FORM 3800
RECEIPT FOR CERTIFIED MAIL

IMPORTANT! PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF RETURN ADDRESS.
CERTIFIED MAIL
P 919 316 977
RETURN RECEIPT REQUESTED

CASE NO. 06-1027 SC JUDGE: CROCKETT
COURT DATE: 1/17/07 9:00 A.M.

2

Certified Sticker with Receipt

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):
1. ☐ Addressee's Address
2. ☐ Restricted Delivery
Consult postmaster for fee.

3. Article Addressed to:
BELL/MARTIN/F
4564 STEWART AVE
SOUTHFIELD MI 48032

4a. Article Number
P 919 316 977

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 DOMESTIC RETURN RECEIPT
CASE NO. 06-1027 SC JUDGE: CROCKETT
COURT DATE: 1/17/07 9:00 A.M.

Thank you for using Return Receipt Service.

FOLD AND TEAR HERE

FORM # 48157
TO REORDER CALL
MOORE BUSINESS PRODUCTS
1-800-882-3811
OR CONTACT YOUR MOORE SALES REPRESENTATIVE

3

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.

7

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

                       Reports Requested - (via online)

                       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                                          Date Range
    _   _ Caseload Report  Qtr _ Year ____   _ Merge Files   _______ - _______
    _   _ Case Age Report (Caseload Part 4)                  _______ - _______

F24-Previous Menu                                                        Help
```

See Chapter 6-Forms for Reports Requested - (via online)

This chapter covers Reports Requested - (via batch)

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*.

RUN DATE: 12/29/06 99-2 DISTRICT COURT PAGE 1
2777 FRANKLIN
SUNNY SPRINGS MI 48034

CIVIL APPEAL LIST

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 PAGE 1
27777 FRANKLIN
SUNNY SPRINGS MI 48034

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
BROADDUS,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
GONZALEZ,MARY M.,	35234	06-0029	GC	D01	SMITH/ANNA/	VAN BENSCHOTEN,	08/01/07	01:00P	HRC5M
HAADSMA,JAMES T.,	36939	06-15890	GC	P01	SMITH/NANCY/	CROCKETT,GEORGE	12/29/06	09:00A	PTC
NELSON,FAYE A.,	32761	06-1017A	GZ	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
PESLEY,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	HRCKS
YEAGER,LYN A.,	23432	06-1017A	GZ	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 PAGE 1
27777 FRANKLIN
SUNNY SPRINGS MI 48034

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	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	STEWART/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 alphabetical 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
  _ Alphabetical Index                            _ Attorney Case List
  _ Appeal List                                   _ Caseage Report
  _ Numeric Index                                                        Date Range
_ _ Caseload Report  Qtr _ Year ____            _ Merge Files          _______ - _______
_ _ Case Age Report (Caseload Part 4)                                  _______ - _______
```

Type an X here for a Case List in alphabetic order.

Type an X here for a Case List in numeric order.

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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	DFI
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)

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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	MCNAMARA/SAMUEL/	CROCKETT,GEO	06/06/06	07/17/06	07/17/06	JGE68
		D02	MCNAMARA/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
     _ Alphabetical Index                 _ Attorney Case List
     _ Appeal List                        _ Caseage Report
     _ Numeric Index                                          Date Range
_    _ Caseload Report  Qtr _ Year ____   _ Merge Files      _______ - _______
_    _ Case Age Report (Caseload Part 4)                     _______ - _______
```

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
     _ Alphabetical Index                 _ Attorney Case List
     _ Appeal List                        _ Caseage Report
     _ Numeric Index                                          Date Range
_    X Caseload Report  Qtr 1 Year 2006   _ Merge Files      _______ - _______
_    _ Case Age Report (Caseload Part 4)                     _______ - _______
```

Requesting numerical Caseload Report by quarter and year from the Civil Reports screen.

```
Alp Num                                  Num
     _ Alphabetical Index                 _ Attorney Case List
     _ Appeal List                        _ Caseage Report
     _ Numeric Index                                          Date Range
X    _ Caseload Report  Qtr _ Year ____   _ Merge Files      010106 - 123106
_    _ Case Age Report (Caseload Part 4)                     _______ - _______
```

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
     _ Alphabetical Index                 _ Attorney Case List
     _ Appeal List                        _ Caseage Report
     _ Numeric Index                                          Date Range
 _   _ Caseload Report  Qtr _ Year ____   _ Merge Files      ______ - ______
 _   X 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)* 01/01 - 12/31*	Parts 1, 2, 4-by judge Parts 1, 2, 4-by judge	All 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.

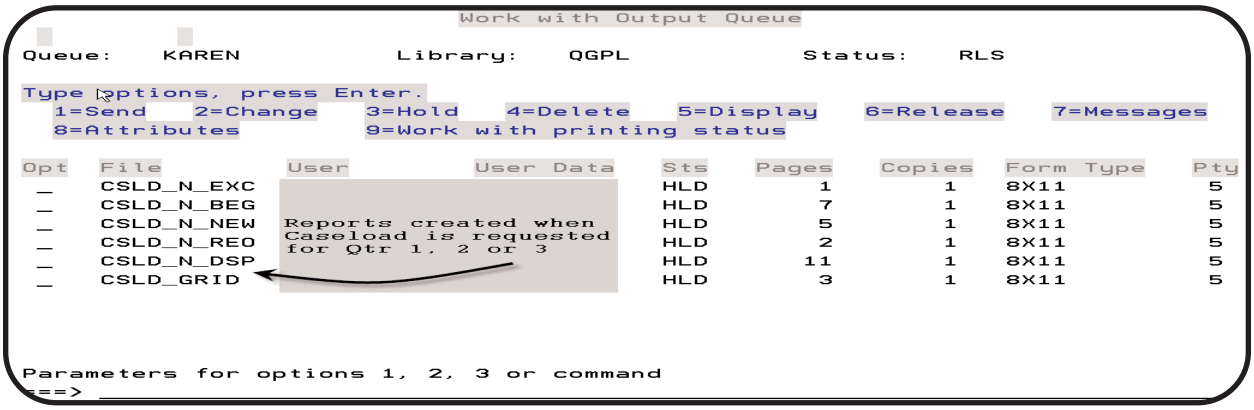
Up to six reports are created in the output queue when caseload is requested for quarters 1, 2 and 3. Four of the reports are audits that support the totals reflected in the caseload grid. The audit reports are: Beginning Pending, New Filings, Reopened, and Method of Disposition. Based on your request, 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.

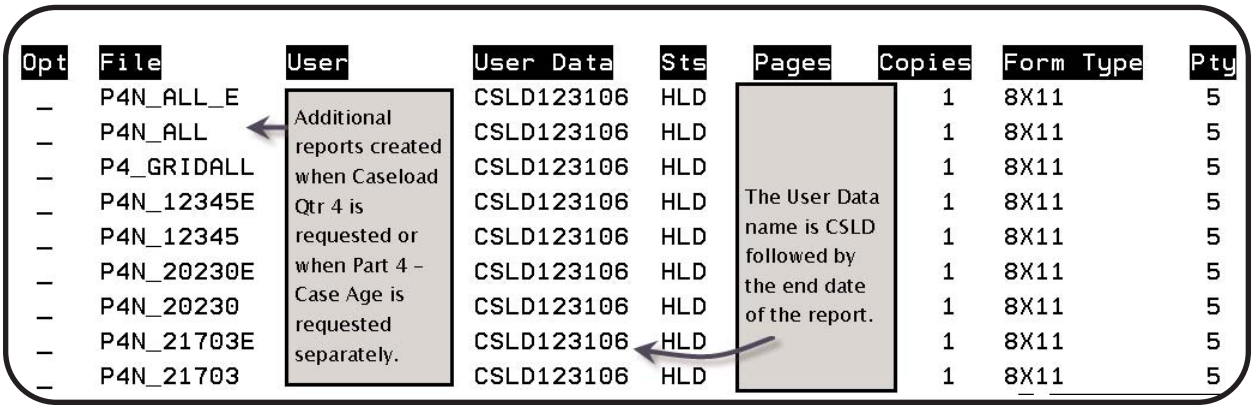
For Part 4-Case Age, a separate Exception List and Audit is produced for each judge, attorney magistrate, visiting judge and for a generic bar #99999 (unassigned cases).

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.**





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 *filing date* 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 *file date* 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 *Set Aside Disp* field is X'd on the Scheduling (SCH) or Disposition (DSP) screen. See Traffic/Criminal/ Probation User Guide for more information about this field.
	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: WR16 - Warrant Returned WR17 - Set Aside Bench Warrant WR22 - Bench Warrant Returned WR23 - Warrant Recall Filed WR31 - Warrant Canceled from LEIN
Non-Traffic Civil Infractions & Parking	When the *Set Aside Disp* field is X'd on the Scheduling (SCH) or Disposition (DSP) screen.
Civil	When all defendants are disposed and any of the following codes are entered on the Action (ACT) screen: 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

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	A single-count case is counted as disposed on the date of the disposition.
	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. Consider the following multi-count criminal case: 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) Using the Section A: Criminal - Method of Disposition chart on the following page, you will see that *Found Guilty as Charged* falls under Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 2nd.
Civil	A civil case with one defendant is counted as disposed on the date of the disposition.
	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. Consider the following multi-defendant case: Nov. 1st D01 - Consent Judgment (JGE68) Dec. 10th D02 - Judgment by Judge/Magistrate (JGE66) Using the Section D: Civil - Method of Disposition chart on page 7-16, you can see that *Judgment by Judge/Magistrate* falls under on Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 10th.

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	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. 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.				

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
                                          FILE      DISPO    DISPO
CASE NO.   TYPE          NAME             DATE      DATE     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
                                          FILE      DISPO    DISPO
CASE NO.   TYPE          NAME             DATE      DATE     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
                                       REOPEN REOPEN   DISPO  DISPO
CASE NO.   TYPE          NAME           DATE   CODE    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
                                                     DISPO    DISPO
CASE NO.   TYPE          NAME                        DATE     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   DS08D  25664
06-1138     SM      CUMMINGS/JOEL/MARTIN           11/22/06   DS08D  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
                                                    DISPO    DISPO
CASE NO.   TYPE     PLAINTIFF NAME                  DATE     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
                                              FILE       DISPO    DISPO
CASE NO.   TYPE           NAME                DATE       DATE     CODE    JUDGE

Traffic Line 4 Dispostion 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 not 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 occurrs 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 99 DISTRICT COURT PAGE 1
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: 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

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**

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

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				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	

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
FOR: 01/01/06-12/31/06

99 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 3

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		//////// ////////		

JV=Jury Verdict, JD=Jury Demand

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

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
                                     APPEAR  #DAYS   DISPO  DISPO         AGED
CASE NO.   TYPE          NAME         DATE   INACT   DATE   CODE    JUDGE 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
     FOR: 01/01/06-12/31/06

            DISTRICT COURT CASELOAD PART 4 EXCEPTION LIST - NUMERIC
                      JUDGE  BRIAN C. JEFFRIES  36363
                                                #DAYS   DISPO  DISPO         AGED
CASE NO.   TYPE          NAME           DATE   INACT   DATE   CODE    JUDGE DAYS
                                            TOTAL CASES NOT COUNTED           0
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.

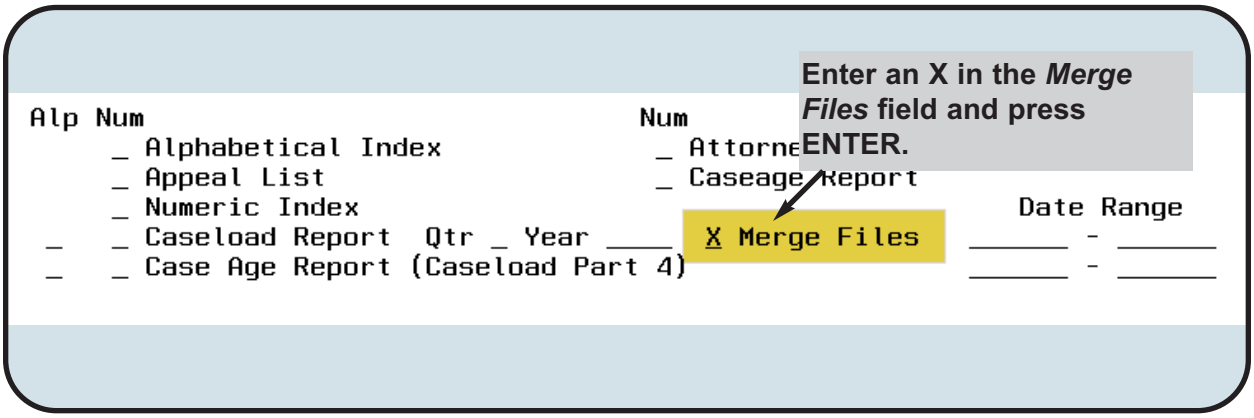
Possible Exceptions - Part 4	
Message	**Description**
Part 4, Section B: Civil Infraction Traffic cases with no filing date **Part 4, Section C: Non-Traffic Civil Infraction and Parking cases with no filing date** **Part 4, Section D: Civil GC/GZ cases with no filing date** **Part 4, Section D: Civil LT/SC/SP cases with no filing date**	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.
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

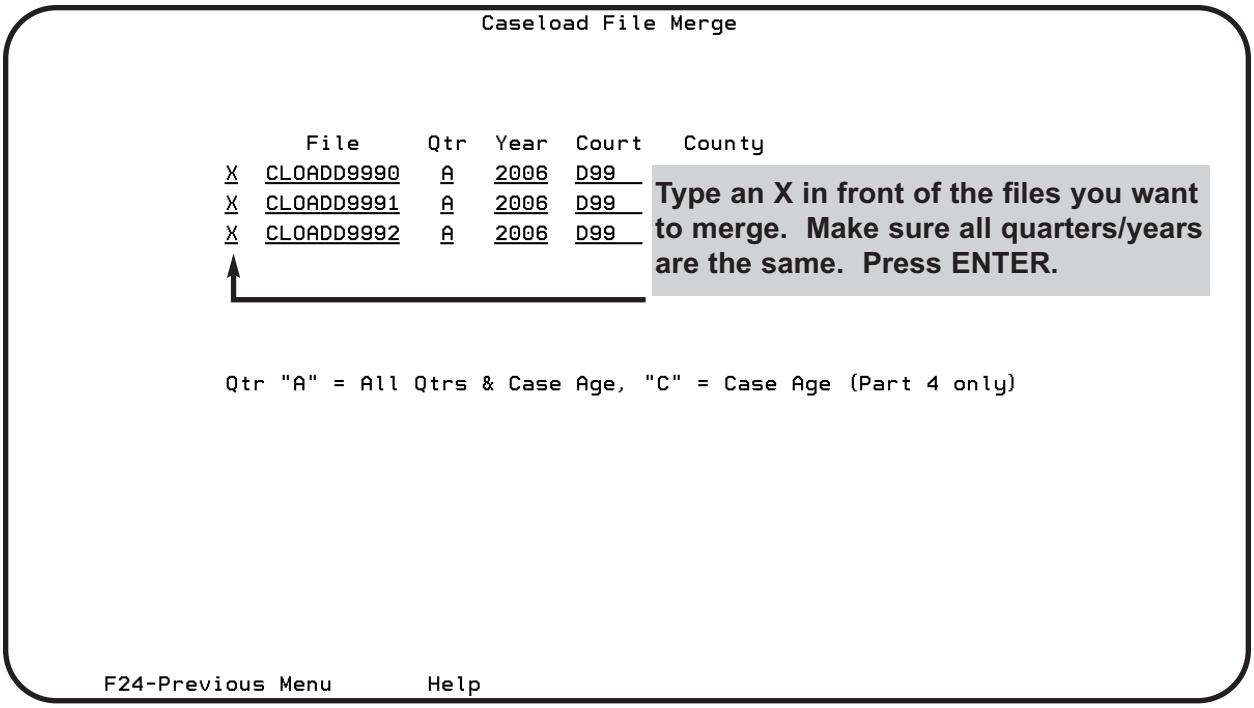
The caseload report should be requested for each location in the manner described earlier in this section. If an exception list exists for any court, correct the cases and re-request the report. If no exception list exists, you are ready to merge the data.

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



Step 2



Step 3

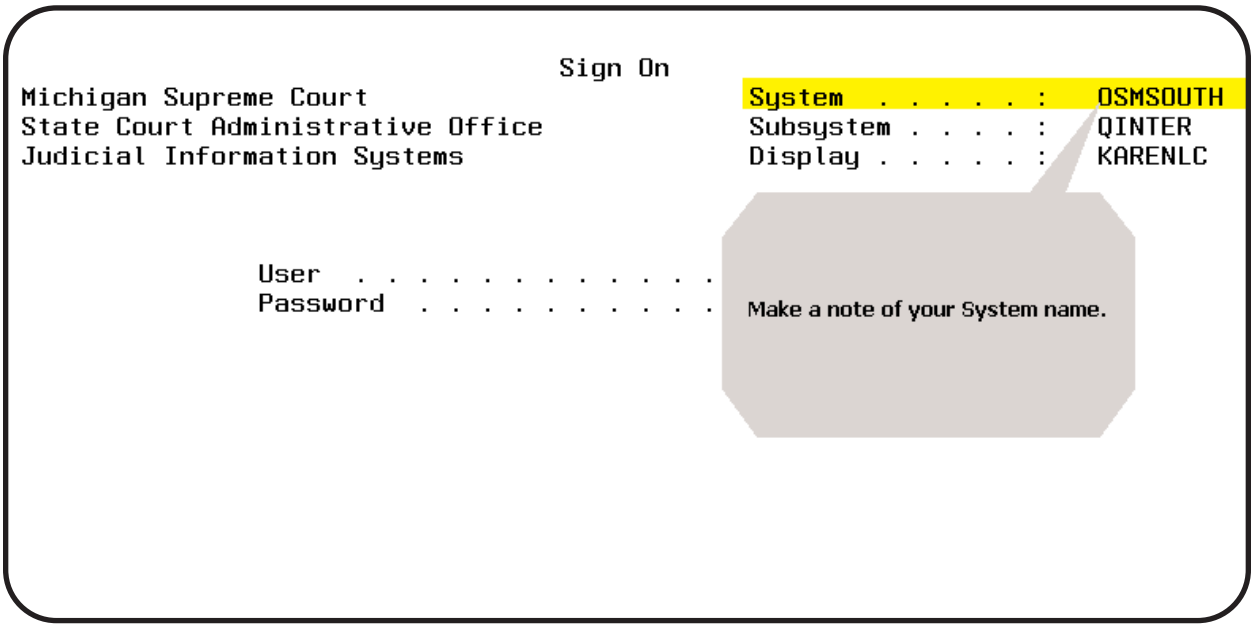
```
                          Caseload File Merge


          File      Qtr  Year  Court   County
     X  CLOADD9990   A   2006  D99    OAKLAND
     X  CLOADD9991   A   2006  D99    OAKLAND
     X  CLOADD9992   A   2006  D99    OAKLAND


        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)


F24-Previous Menu       Help
```

This message displays after the files are merged.

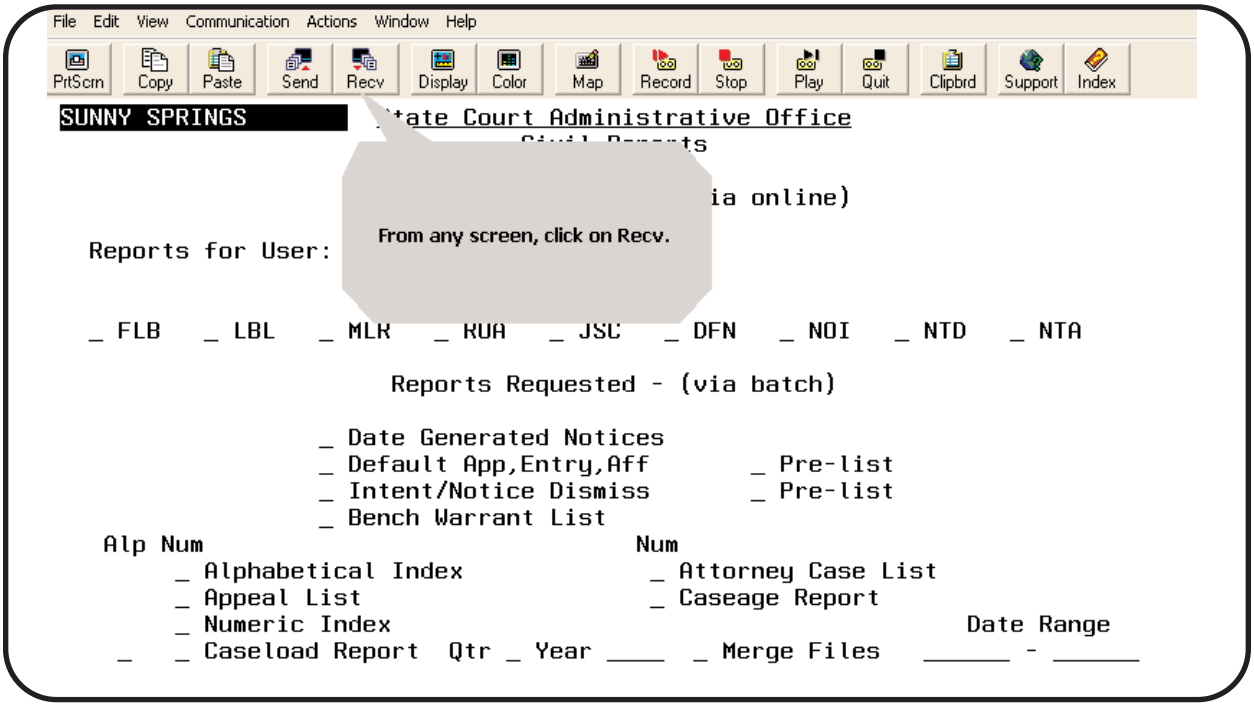
Transferring Caseload from the AS/400 to your PC

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.

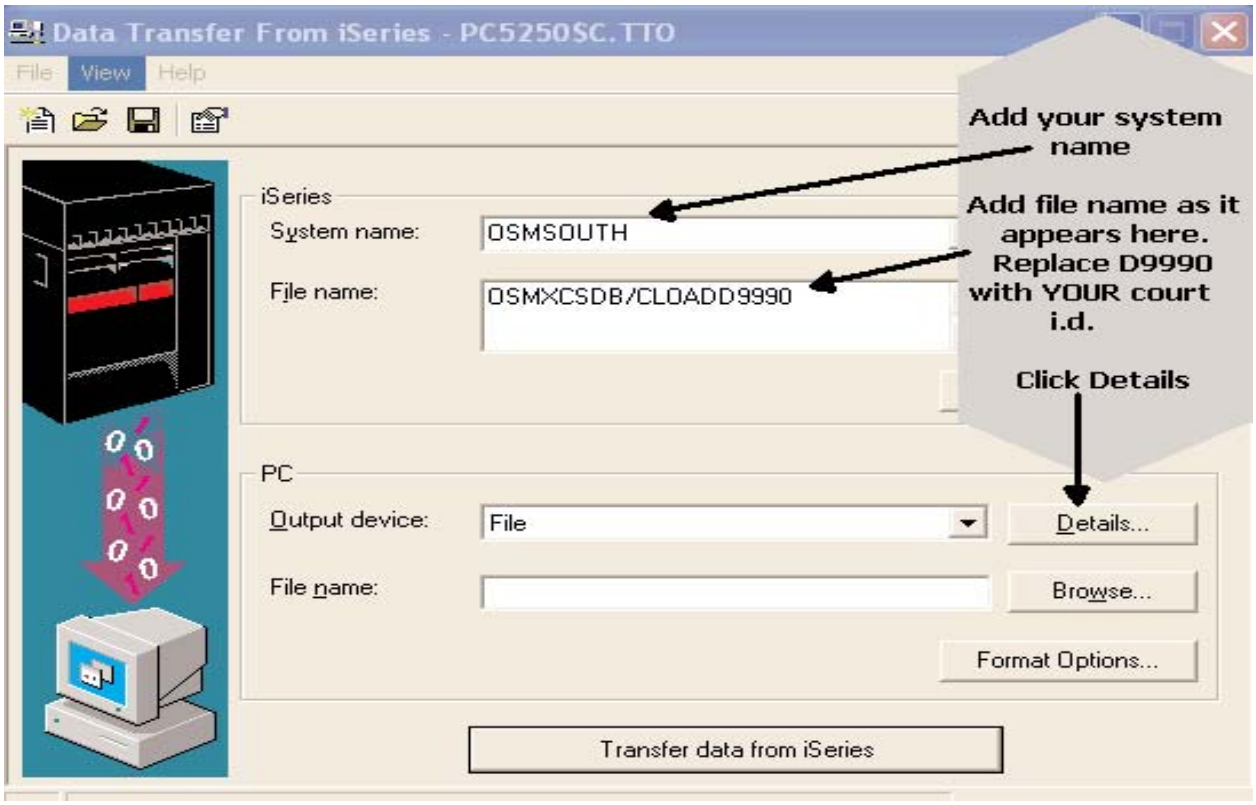
Step 1



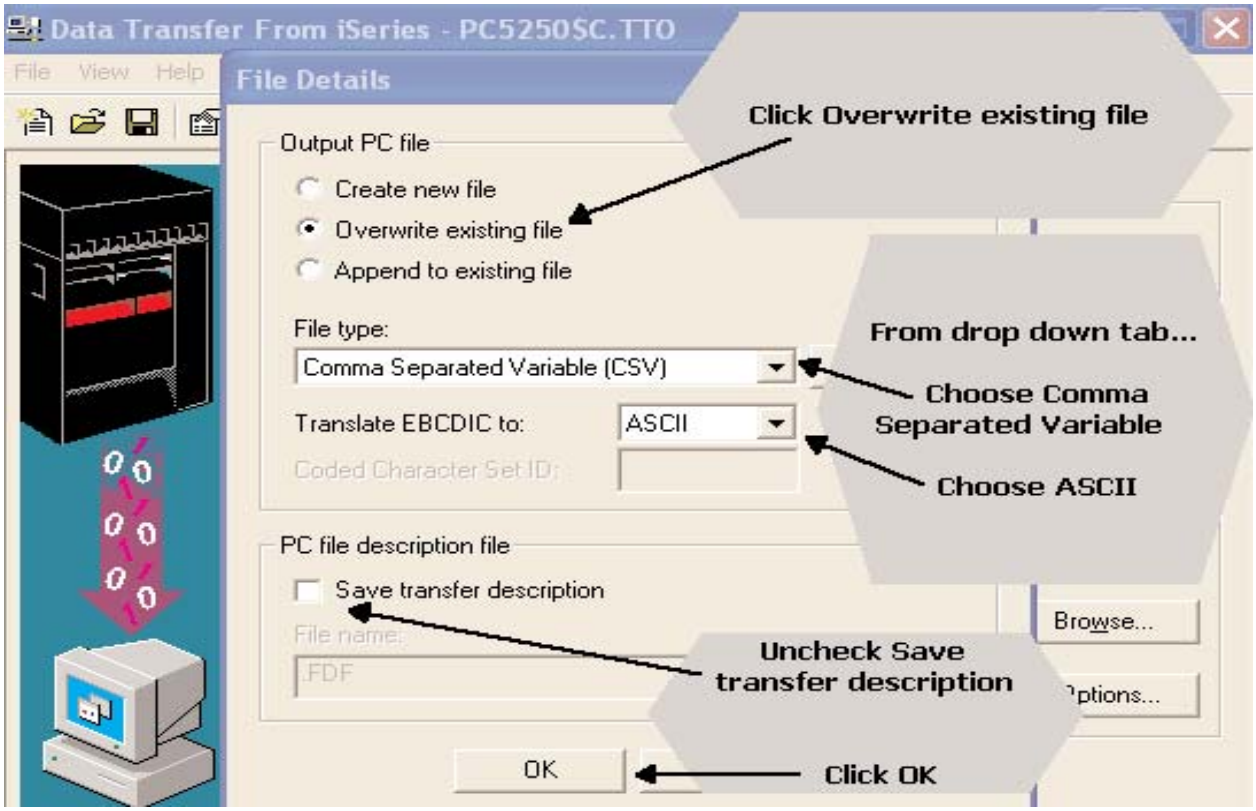
Step 2



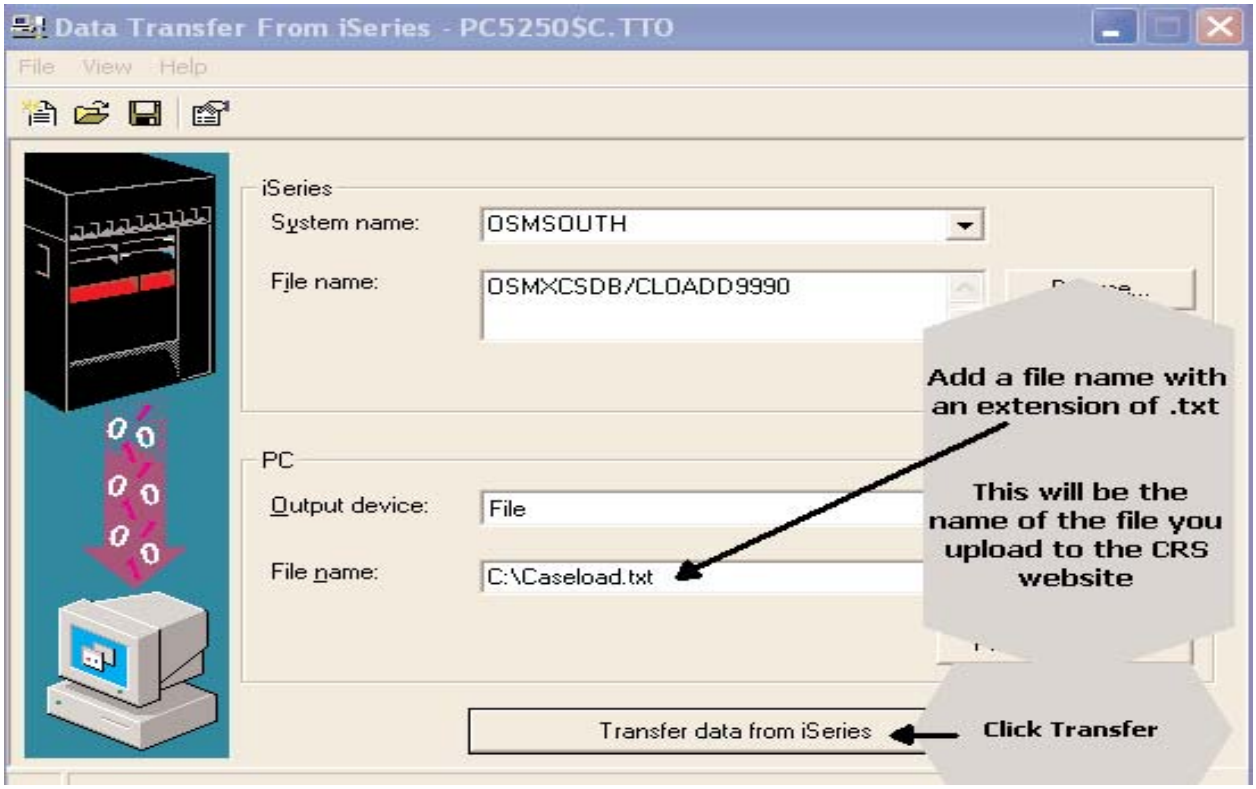
Step 3


Data Transfer From iSeries - PC5250SC.TTO
File View Help
Add your system name
Add file name as it appears here. Replace D9990 with YOUR court i.d.
Click Details
iSeries
System name:
OSMSOUTH
File name:
OSMXCSDB/CLOADD9990
PC
Output device:
File
Details...
File name:
Browse...
Format Options...
Transfer data from iSeries

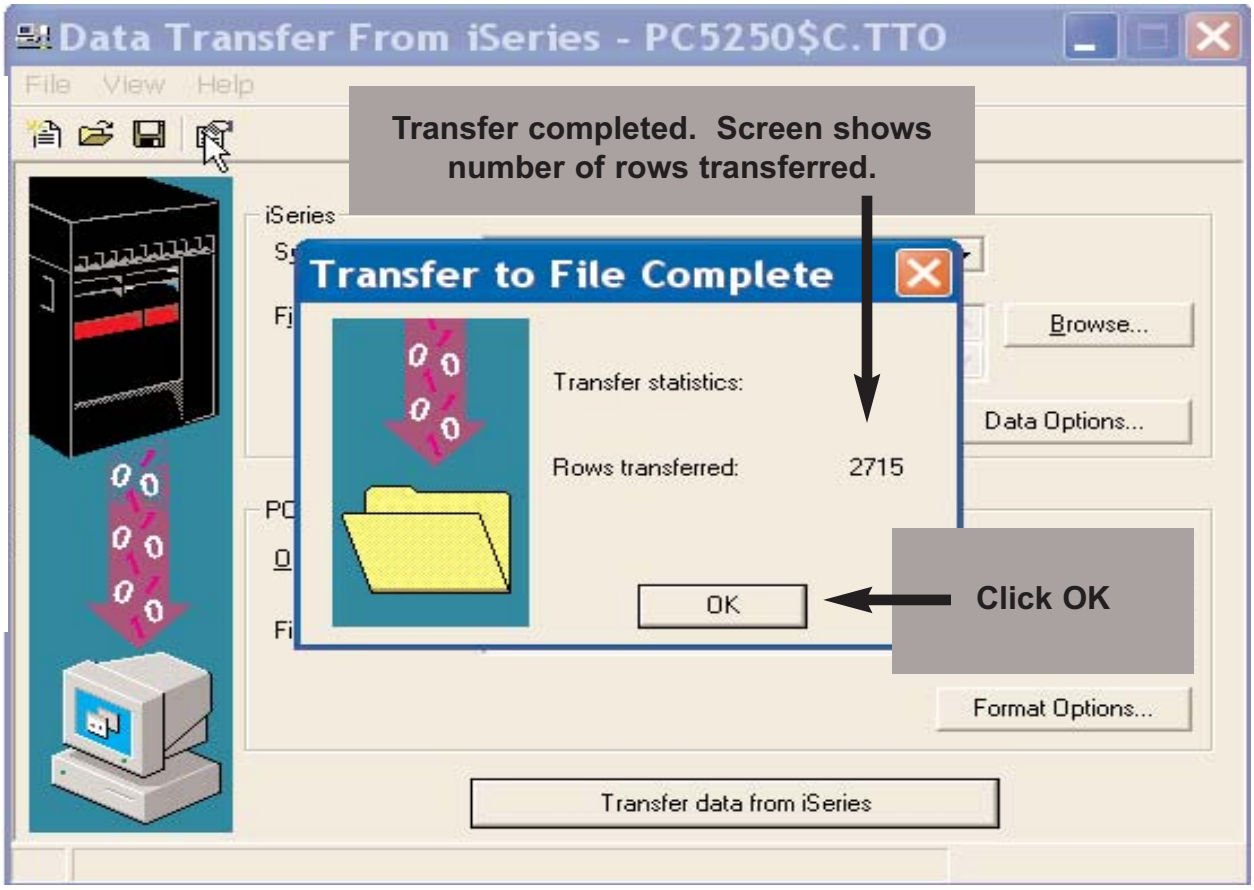
Step 4


Data Transfer From iSeries - PC5250SC.TTO
File View Help
File Details
Click Overwrite existing file
Output PC file
Create new file
Overwrite existing file
Append to existing file
File type:
Comma Separated Variable (CSV)
From drop down tab...
Choose Comma Separated Variable
Translate EBCDIC to:
ASCII
Choose ASCII
Coded Character Set ID:
PC file description file
Save transfer description
File name:
.FDF
Browse...
Uncheck Save transfer description
OK
Click OK

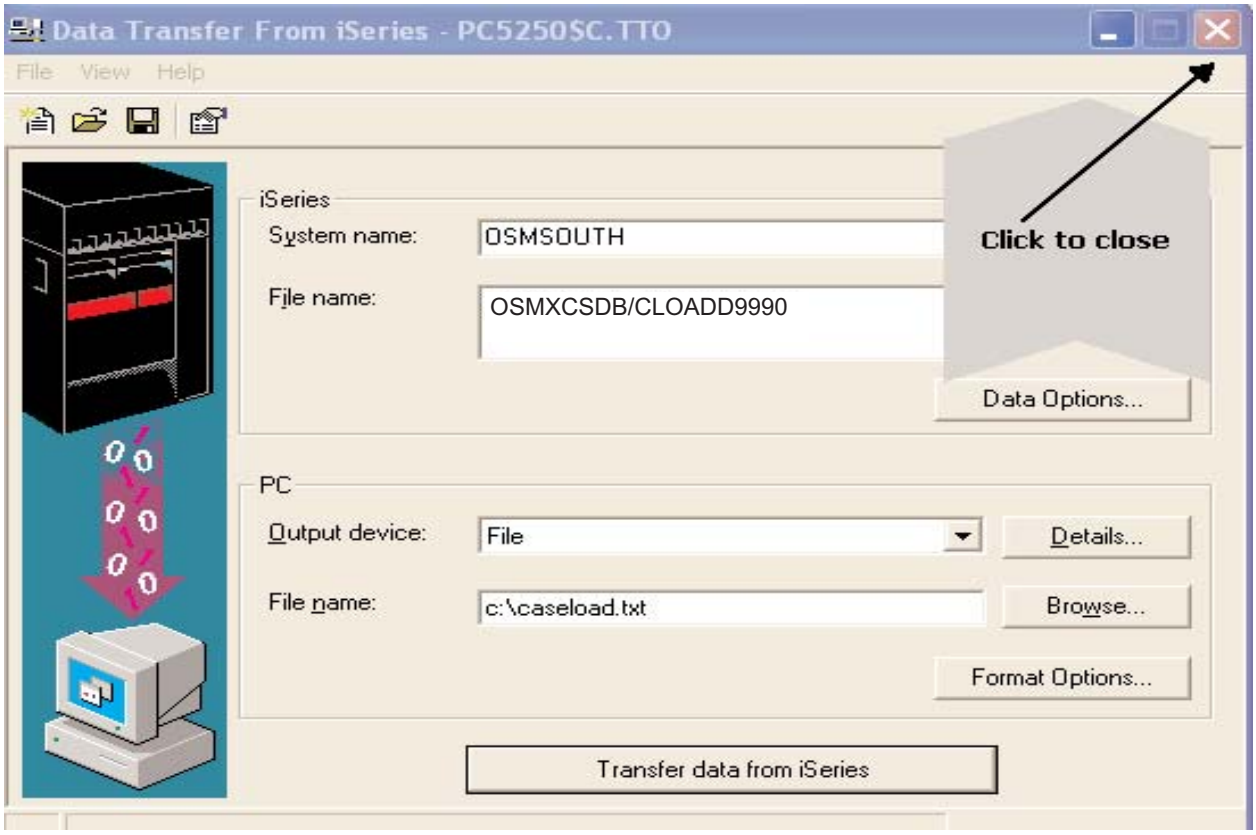
Step 5


Data Transfer From iSeries - PC5250$C.TTO
File View Help
iSeries
System name:
OSMSOUTH
File name:
OSMXCSDB/CLOADD9990
Add a file name with an extension of .txt
PC
Output device:
File
File name:
C:\Caseload.txt
This will be the name of the file you upload to the CRS website
Transfer data from iSeries
Click Transfer

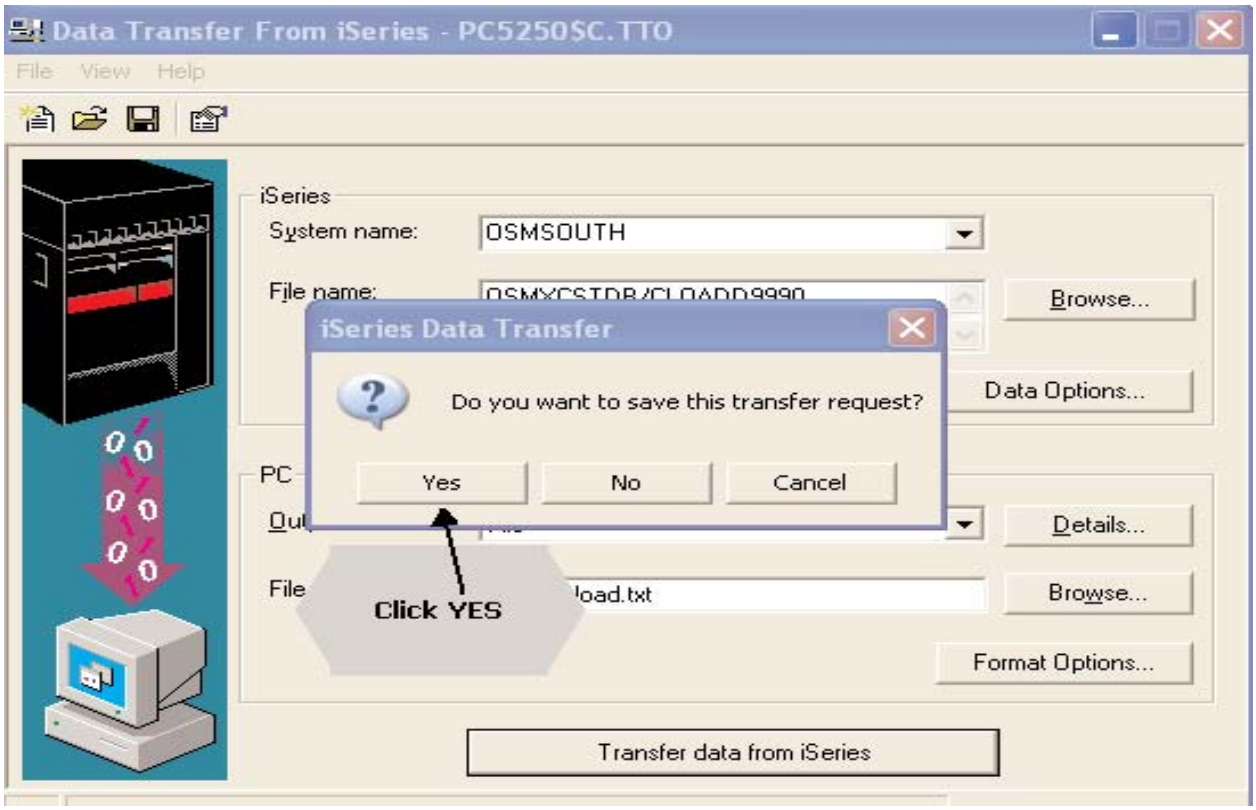
Step 6


Data Transfer From iSeries - PC5250$C.TTO
File View Help
Transfer completed. Screen shows number of rows transferred.
iSeries
Transfer to File Complete
Transfer statistics:
Rows transferred: 2715
OK
Click OK
Browse...
Data Options...
Format Options...
Transfer data from iSeries

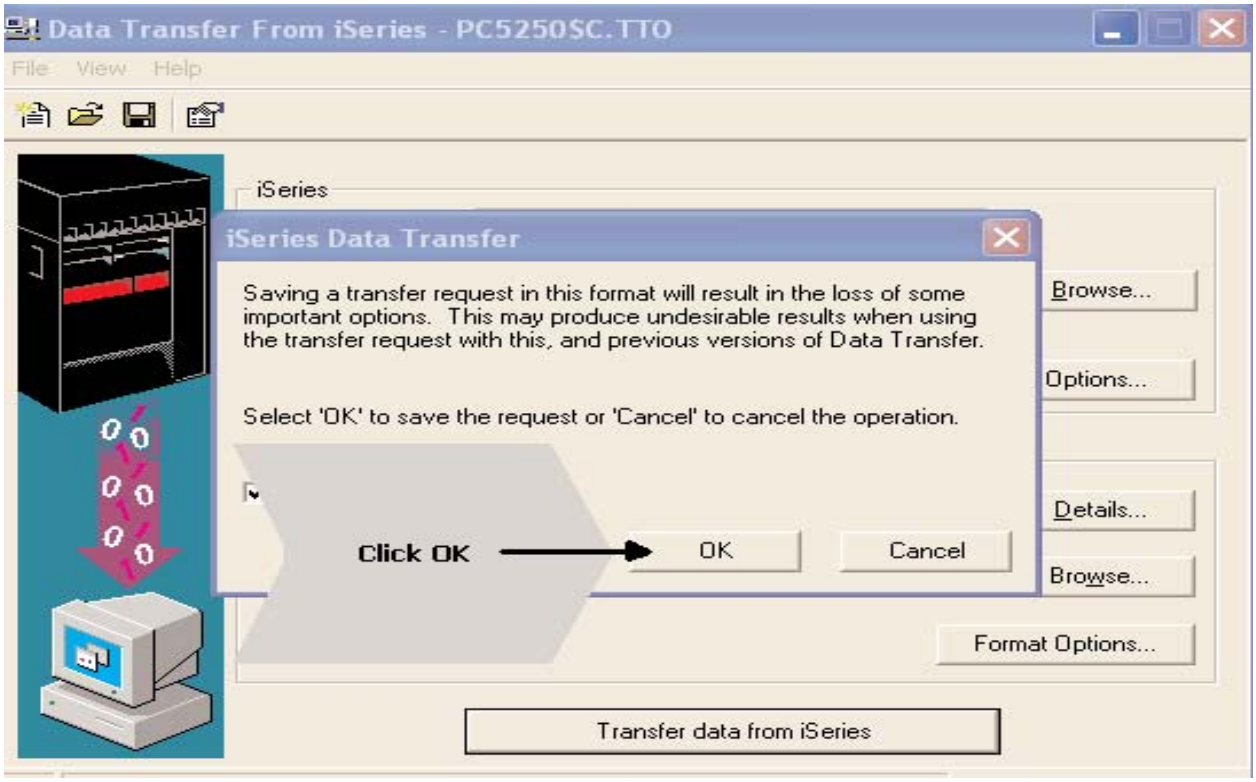
Step 7


Data Transfer From iSeries - PC5250SC.TTO
File View Help
iSeries
System name:
OSMSOUTH
File name:
OSMXCSDB/CLOADD9990
Click to close
Data Options...
PC
Output device:
File
Details...
File name:
c:\caseload.txt
Browse...
Format Options...
Transfer data from iSeries

Step 8


Data Transfer From iSeries - PC5250SC.TTO
File View Help
iSeries
System name:
OSMSOUTH
File name:
Browse...
iSeries Data Transfer
Do you want to save this transfer request?
Yes
No
Cancel
Data Options...
PC
Details...
Click YES
Browse...
Format Options...
Transfer data from iSeries

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 PAGE 1
2777 FRANKLIN
SUNNY SPRINGS MI 48034

CIVIL DELETE AUDIT REPORT

DELETE DATE	DELETE TIME	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	SHERYLB	D15TEST	GC	P01	PARKER/JOHN/	09/01/06	SCF	09/01/06		
		SLS	SHERYLB			D01	ADAMS/ROBERT/	09/01/06	SCF	09/01/06		
		SLS	SHERYLB			D02	ADAMS/MARY/	09/01/06	SCF	09/01/06		
						COMMENT:	CHANGED TO CASE NO. 06-11725					
12/08/06	02:45P	KJS	KARENB	06-TEST	SC	P01	FISH/PAUL/	09/01/06	ORE25	09/15/06	ORE25	
		KJS	KARENB			D01	HANKS/MARY/	09/01/06	ORE25	09/15/06	ORE25	
						COMMENT:	TRANSFERRED TO CASE # 06-TEST2					
12/04/06	10:34A	D1	SHERYLA	06-1018	GC	P01	FREDERICKS/TIMOTHY/	06/06/06	TRH	07/17/06		09/15/06
		D1	SHERYLA			D01	MCNAMARA/SAMUEL/	06/06/06	JGE68	07/17/06	JGE68	09/15/06
						COMMENT:	ENTERED ENTIRELY WRONG					
11/28/06	10:41A	SLS	SHERYLA	06-10101	GC	P01	ANDREWS/MATTHEW/JOHN	10/06/06	PTH	10/23/06	JGE66	
		SLS	SHERYLA			D01	STOCKTON/TIMOTHY/	10/06/06	JGE66	10/23/06	JGE66	07/17/06
		SLS	SHERYLA			D02	STOCKTON/JILL/ANNE	10/06/06	JGE66	10/23/06	JGE66	
						COMMENT:	CHANGED TO CASE NO. 06-10105					

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

                 PARTY                                                      ACTION
 CASE NO.  TYPE   NO.          NAME                  ATTORNEY       JUDGE     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,SUSA   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**.

```
DATE: 01/03/07          99-2 DISTRICT COURT                 PAGE   1
                        2777 FRANKLIN
                        SUNNY SPRINGS         MI  48034

                          EXPIRED GARNISHMENT REPORT

               CASE   GARN   GARN   PTY
  CASE NO.     TYPE    NO.   TYPE   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 DATE 01/03/07
CIVIL DEFAULT NOTICE PRE-LIST 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	LAST 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/0 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 *Action* 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 *Amount* 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 first JGE code.
Misc (C, Pty)	Retrieve information from the *Misc* field on the Action screen.
Next Code (Pty)	Last event code scheduled for the case. See *Action* above.
Next Date (Pty)	Last date something was scheduled on the case.
Next Time (Pty)	Time associated with *Next Date* 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 *Time* 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                    1  Judge        _____

P  Case Number  _________              2  Case Type    __  __  __  __

P  Case Status  _ _ _ _
_  Sealed Record

P  Filed Date   120106  123106

_  Closed Date  ______  ______

_  Event Date   ______  ______

  F24-Previous Menu
```

What you put in the *Comment* field becomes the title of your report.

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.

The report generated would look similar to this:

```
RUN DATE: 01/16/07  1:26PM                    99-2 DISTRICT COURT                PAGE  1
                                              2777 FRANKLIN
                                              SUNNY SPRINGS        MI 48034

                                            CASES FILED IN DECEMBER 2006
File Date  120106-123106

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

                 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

_  Case Entitlement                    P  Case Number
1  Party Name                          _  Alternate Name
_  Alternate Code   ___ ___ ___ ___    S  Case Type     LT  __  __  __
_  Party Type       ___ ___ ___ ___    _  Judge         _____
_  Party Status     _ _ _ _            _  Attorney      _____
_  Filed Date       ______   ______    P  Judgment Amount
_  Service Date     ______   ______    _  Address
_  Answer Date      ______   ______    _  Zip Code      ______
_  Misc             _______           _  Sealed Record
_  Next Date        ______   ______    _  Next Time     ____  _   ____  _
                                       _  Next Code     ___  ___  ___

_  Docket Date      ______   ______    _  Docket Time   ____  _   ____  _
                                       _  Docket Code   ___  ___  ___

P  Closed Date      120106   123106    P  Close Code    JGE*  _____ _____ _____
_  Event Date       ______   ______    _  Event Code    _____ _____ _____ _____

F24 Previous Menu                                                   Help
```

The report generated would look similar to this:

```
RUN DATE: 01/16/07  2:31PM                    99-2 DISTRICT COURT                PAGE   1
                                              2777 FRANKLIN
                                              SUNNY SPRINGS        MI 48034

                                              LT JUDGMENTS IN 2006
Case Type  LT            Close Date 120106-123106  Close Code JGE*

NAME            CASE NUMBER      CLOSE DATE       CLOSE CODE          AMOUNT
MARTIN/FREDERIC 06-0349-LT       12/13/06         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      011207
                P  Time
                S  Action           HRC
                S  Judge            12345
                P  Attorney
                S  Case Type        LT

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 ?

F24 Previous Menu                                        Help
```

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.

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 *Report Generator Saved Reports* 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

  _  Case Entitlement                    P  Case Number
  P  Party Name                          _  Alternate Name
  _  Alternate Code                      P  Case Type
  P  Party Type      D*  E*  F*  G*      P  Judge
  S  Party Status                        P  Attorney
  _  Filed Date                          _  Judgment Amount
  _  Service Date                        _  Address
  X  Answer Date                         _  Zip Code
  _  Misc                                _  Sealed Record
  B  Next Date                           _  Next Time
                                         _  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
NEXT DATE

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                                          PAGE   1
                                              2777 FRANKLIN
                                              SUNNY SPRINGS        MI 48034

                                   ALL PARTIES WHRRR ANSWERS FILED-NO FUTURE DATE
Party Type D*  E*        Party Type F*  G*                                Next Date  = BLANK        Answer Dt  > BLANK

NAME              PARTY            CASE NUMBER      CASE TYPE        JUDGE            ATTORNEY         ANSWER DATE
NEXT 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                                          PAGE   1
                                              2777 FRANKLIN
                                              SUNNY SPRINGS        MI 48034

                                   ALL PARTIES WHERR ANSWRRS FILED-NO FUTURR DATR
Party Type D*  E*        Party Type F*  G*                                Next Date  = BLANK        Answer Dt  > BLANK

NAME              PARTY            CASE NUMBER      CASH TYPE        JUDGE            ATTORNEY         ANSWER DATE
NEXT 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

9

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

                              X Attorney File

                              _ Code File

                              _ Holiday File

F24-Previous Menu
```

Attorney (Professional) File

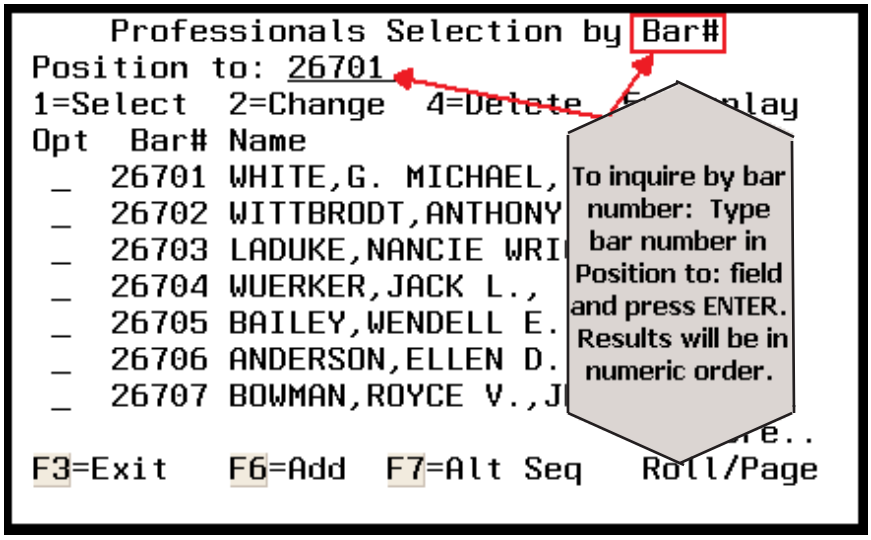
This file stores information such as address, phone number, email address, fax number and name of firm for attorneys. You can also store information for other professionals, such as magistrates or probations officers.

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 #.

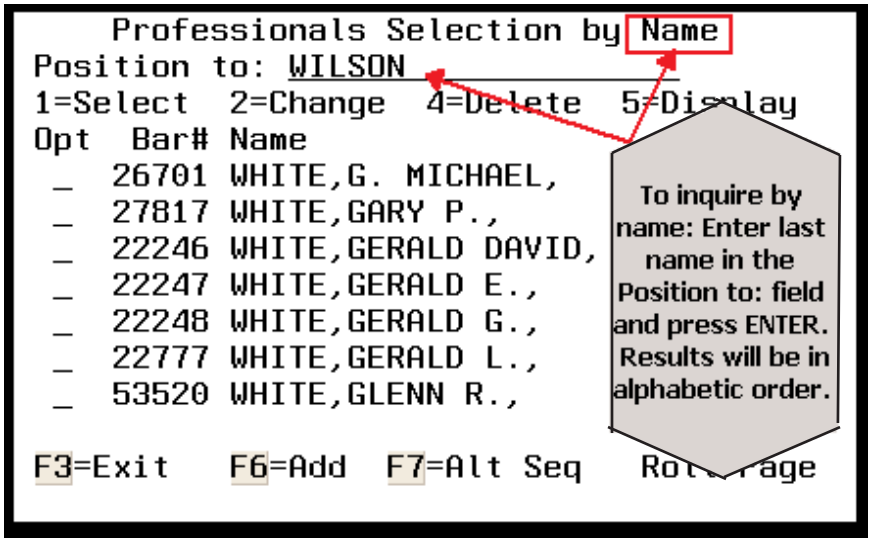
To access the Attorney File, place an **X** in the *Attorney File* field on the Code File Inquiry and Update screen.

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



Attorney file listed alphabetically



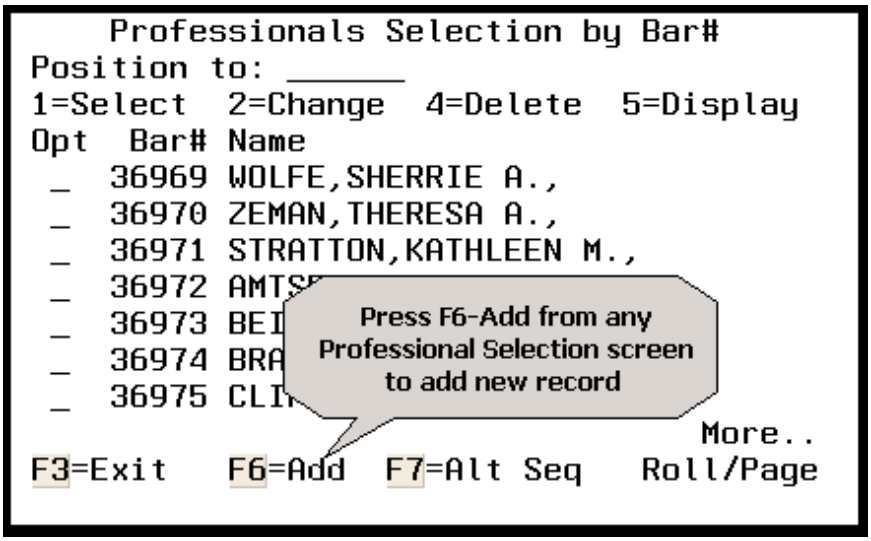
Attorney File Options		
Option	**When to Use**	**Result**
1=Select	Use this option if you used **F4-Prompt** from the Case Entry screen (CAS) or Actions Update screen (ACT)	Bar number will be inserted in the field you prompted from.
2=Change	Use to change any existing information, i.e. address, telephone 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

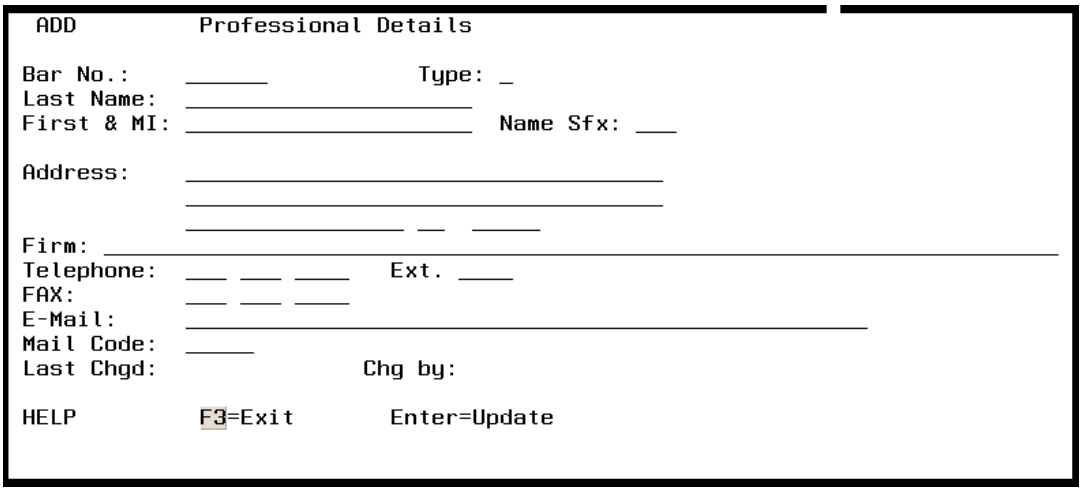
There may be times when you need to add a record to the Attorney File, especially in the case of an attorney who has a recent bar number.

To add a record:

1) Press **F6-Add** from the Professionals Selection screen.



You will see a screen with blank fields.



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 *Chg by* 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:

```
                                                          1/04/07  13:46:39
                        Modifier Inquiry and Update

Code: __

Short Description:

____________

Long Description:

________________________

                                                 Begin    End
                                     Effective Date: ______  ______
                                     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.

```
                                                        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: ______  011707
                                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:

```
                                                        1/17/07  08:36:03
                          Modifier Inquiry and Update

Code: HS

Short Description:

HEALTH HAZ

Long Description:

HEALTH HAZARD/$ DAMAGES


                                                   Begin    End
                                Effective Date: ______  11707
                                Last Chgd: 01/17/07 By: D9992SLS
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

                                                 Begin     End
                                        Effective Date: 11807
                                        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:

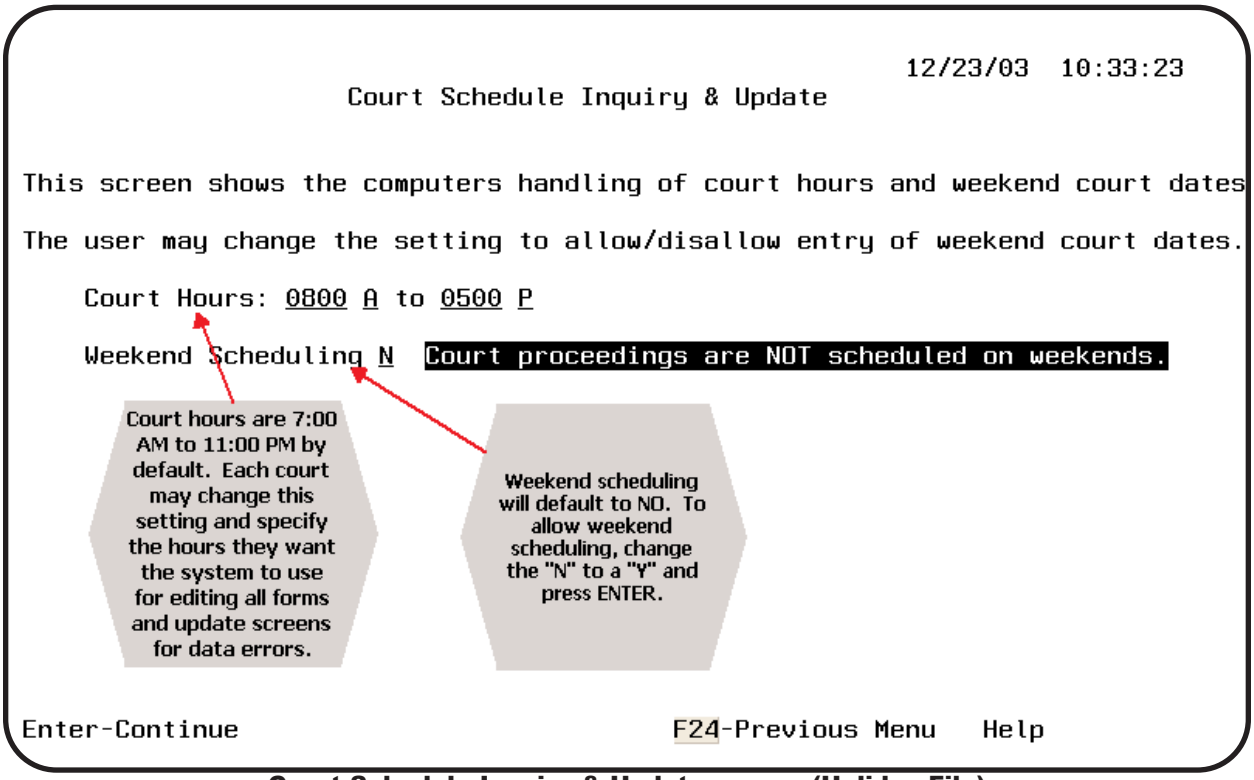
* Display the Code that you want to delete.
* Press **F23-Delete.** You will see a message that says: *PRESS F23 TO CONFIRM DELETE.* If you hit F23 in error and do not want to delete the Modifier Code, press ENTER.
* To delete the Modifier Code, press **F23-Delete** again. You will see a message that 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.



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                 Bloc     ---Partial Day---
Opt  Bar No.  Date     All      From Time To Time    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 *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 Code Files

To print any Code File:

1) From the Civil Subsystem Menu, select *Option* **4.**

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: 4

F24-Previous Menu
```

You will see this screen:

```
SUNNY SPRINGS        State Court Administrative Office     1/05/07  10:47:01

                          Codes File Print

             Mark with an 'X' the file to Print

             _ Attorney File

             _ Code File        Include expired records? N

             _ Holiday File    (A=All, C=Court Only, P=Court and Bar No.)
                                Include Prior Records? N    Bar No. _____
                                                                  (or ALL)

F24-Previous Menu   F4-Prompt Bar No.
```

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 *Include expired records?* field.
Holiday File	**A** - print complete Holiday File, including Days/Times Blocked Off calendar for the court and all individuals. **C** - print only the Days/Times Blocked Off calendar for the court only. **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 *Bar No.* 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 *Bar No.* field to access the Attorney File. *Include Prior Records?* - 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.

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

10

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

F24-Sign Off System
```

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.

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 *Option* **3** 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

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
```

Enter option # in the *Opt* field.

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,
  1=Send    2=C                                     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
```

File, User, User Data and Form Type columns identify your print job.

The Sts column displays the printing status of the file.

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 *Work with Output Queue* 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


                                                                          Bottom
     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

                                                                      Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers
F24=More keys
```

The status changes from HLD to *CHG.

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

                PARTY
 CASE NO.  TYPE  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
00-1001GC   GC   P01 ACCOUNTANTS UNITED//         SILVERSTONE/JAMES/          CROCKETT,GE
00-1002GC   GC   P01 ACCOUNTANTS UNITED//         DR BRUCE SMOLLER//          SERVAAS,STE
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,G
```

Type option in *Control* field and press ENTER.
Common options are:
B - go to the bottom (last page) of the report.
T - go to the top (first page) of the report.
P6 - go to page 6 (or the page you indicate).

```
                                        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                                         ONALD/ALLEN JR              CROCKETT,GE
98-081379                                         BELINDA/                    CROCKETT,GE
98-081380                                         JANINE/                     CROCKETT,GE
98-081381                                         NARD/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
                                                  99-2 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".

```
Display Spooled File
                                                                    Page/Line    1/45
                                                                    Columns      1 - 130
...5....+....6....+....7....+....8....+....9....+
   SOYA/JEREMY/L                CROCKETT,GEO 08/12
   ROCK/ALLEN/P                 CROCKETT,GEO 08/12
   JAWORSKI/CHRISTINE/          CROCKETT,GEO 08/12
   LIEBETREU/JEAN/E             CROCKETT,GEO 08/12
   BROWN/SUSAN/MARIE            CROCKETT,GEO 08/12
   RICHMOND/RONALD/P            CROCKETT,GEO 08/12/98            11/02/99       TRC
   SMITH/DONALD/ALLEN JR        CROCKETT,GEO 08/12/98            08/12/98       SCF
   WATSON/BELINDA/              CROCKETT,GEO 08/12/98            11/02/99       HRC70
   BEECKE/JANINE/               CROCKETT,GEO 08/12/98            08/12/98       SCF
   ASA/LEONARD/RICHARD          CROCKETT,GEO 08/12/98            08/12/98       SCF
   YOACHUM/BETHANY/             CROCKETT,GEO 08/12/98            08/12/98       ALF
   PRATT/JEROME/                CROCKETT,GEO 08/12/98            08/12/98       ALF
   JONES/BETTY/                 CROCKETT,GEO 07/01/99 09/06/00   09/06/00       DSE20
   EASTFORDS/MILFORD/           CROCKETT,GEO 06/12/00            06/19/00       MOC
   EASTFORDS/MILFORD/           CROCKETT,GEO 01/04/99            12/04/01       ACFZZ
   JOHNSON/PEARL/               CROCKETT,GEO 10/01/03 01/22/04   01/22/04       JGE66
```

Upper right corner of screen indicates which page and line number you are viewing.

Function Keys	
Key	**Description**
F3-Exit	Return to previous screen.
F19-Left	Allows you to see the information to the left of the current display.
F20-Right	Allows you to see the information to the right of the current display.

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 (WRKSBMJOB)

      Type choices, press Enter.

      Jobs submitted from  . . . . . .   *USER     *USER, *WRKSTN, *JOB
      Output . . . . . . . . . . . . .   *        *, *PRINT









                                                                     Bottom
      F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
      F24=More keys
```

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
```

Check the *Status* column to determine the status of the job/report.

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


                              Device or                          Total     Cur
Opt  File        User         Queue        User Data   Sts    Pages    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=Dis                    =Messages
  8=Attributes        9=Work with printing stat


                                            Creation  Creation
Opt  File        User         Form Type   Pty  Date      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



                                                                            Bottom
Parameters for options 1, 2, 3 or command
===> _____________________________________________________________________________
F3=Exit   F10=View 1   F11=View 3   F12=Cancel   F22=Printers   F24=More keys
```

View 2 shows creation date and time

Press F11 again to go to View 3, View 4, and back to View 1

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.

```
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
MA   a                 MW                                                01/021
```

MW indicates a message is waiting. Type a 6 in the Enter Option field on this screen to view and delete messages.

```
                                Display Messages
                                                          System:   OSMSOUTH
Queue . . . . . :   KAREN                   Program . . . . :   *DSPMSG
  Library . . . :     QUSRSYS                 Library . . . :
Severity  . . . :   00                      Delivery  . . . :   *NOTIFY

Type reply (if required), press Enter.
  Job 204456/KAREN/ACCTACTVTY completed normally on 02/19/04 at 14:03:25.
  Job 204458/KAREN/CSELOD completed normally on 02/19/04 at 14:03:28.
  Job 204459/KAREN/CIVDGN completed normally on 02/19/04 at 14:03:30.
```

First, verify that the job(s) completed normally.

Then, press F13 to remove all messages, or F11 to remove one at a time.

```
                                                                        Bottom
F3=Exit                F11=Remove a message                F12=Cancel
F13=Remove all         F16=Remove all except unanswered    F24=More keys
```

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
                                                        System:   OSMSOUTH
Queue . . . . . :   KARENLC                  Program . . . . :   *DSPMSG
  Library . . . :     QSYS                     Library . . . :
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 . . .  ____________________________________________________________

                                                                        Bottom
F3=Exit              F11=Remove a message                 F12=Cancel
F13=Remove all       F16=Remove all except unanswered     F24=More keys
```

Type your reply here and press ENTER.

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  . . . . . . . . . . . . .  [redacted]

          New password  . . . . . . . . . . . . . . .

          New password (to verify)  . . . . . . . .

        F3=Exit           F12=Cancel
```

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.

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.
```

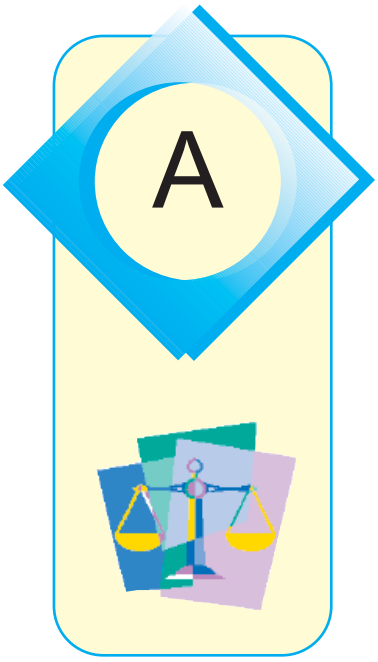
This is your work station.

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.

W a r n i n g ! **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 *Alt-Name* field is entered.
Alt Name Code	PHU	Same as *Name-code.*
Amount

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 Begin	CCL CODE FILE	Enter the starting date of the combined calendar for which you wish to print or display. 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 Comments	DEL GAR NTA	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 *current* date as the date of the comment. 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 *Nxt Date, Nxt Time, Code*. 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 # Courtroom number	CCL SCS	Used in Circuit and Probate/Juvenile modules to identify courtroom number. 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 *Nxt Court Date*.
Date Calculator	ACT	The first field is for any number of days. The following two fields are for dates. *See Date Calculator in Chapter 2 for examples*.
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. *See Appendix B.*
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 *display only* 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 *Charge* field of the calendar. **N**-print nothing in the *Charge* 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 *GAR#* 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 forefeiture 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. *See Appendix B*.
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 Chapter 6-Forms, Labels & Mailers.*
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	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. *Note: option **2=change** does not update existing cases.*
	BND	The name of the party for whom the bond or trust payment was posted.
New Case Number	TRN	This field is required if the *Change Case No.* or *Transfer SC to GC* field is used. Enter the new case number here.
New Court Location	TRN	This field is required if the *Change Location* 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**
Not indebted	GAR	Type an **X** if not indebted. Note: A non-indebted disclosure will automatically close the garnishment.
Note filed for cancellation	JDG JSC	Enter an **X** in this field if the judgment is based on a note and that note is filed for cancellation
NOTICE OF DISMISSAL BY PLAINTIFF	DIS	Type an **X** in this field if plaintiff voluntarily dismisses the case.
Nxt Court A/P	ACT	Enter **A** for a.m. or **P** for p.m.
Nxt Court Date	ACT	Must be a valid court date greater than or equal to the action date. It is required when entering a scheduling code (i.e. HRC) and will add to or update the calendar. Adding a *Nxt Court Date* on a line that does not have a scheduling code will <u>not</u> update the calendar. *See Scheduling Events in Chapter 2.*
Nxt Court Time	ACT	The time of the scheduled event. Format: HHMM Example: 0830 or 0200
Opt	CAL-F11 CNI	Enter a **D** to delete an entry. **1-Display Case Summary** (ROA), **2-Print Case Summary to Outq**
Option	ACT	Valid entries are: **C** Copy previous line for specific party **D** Delete this action line **N** Batch Notice to Appear request (Form) **L** Batch Address Label request **R** Batch ROA request (8x11) **F** Batch ROA request (Form DCY 252) **P** Allows entry of comments or codes with dates that occurred prior to the filing date without updating the party "triggers" **M** Batch certified mailer requests
ORDER TO DISMISS	DIS	Enter an **X** in this field if the judge has ordered the case dismissed.
Other	JSC SCS SUB	Type an **X** in this field followed by other requirements ordered. This will not print to the ROA or the ACT screen.
Other costs	JSC	Place a dollar amount in this field for costs other than those listed.
Other damages	JLC	Place a dollar amount in this field for damages other than those listed.
Other reason	JSC	Type an explanation of *Other Costs* added to the judgment.
Paper Size	CAL	**X** 8x11 paper (portrait) **B** 11x14 (*Std) paper (landscape)
Party	CAS

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 *Payee* 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 previsously 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 Cash User Guide.*

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. *See Chapter 10 for printing instructions.*
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	See *Party*.
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). *See Chapter 6-Forms, Labels and Mailers.*

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 **NTA** Notice to Appear **JSC** Judgment, Small Claims **DFN** Default Notice **NOI** Notice of Intent to Dismiss **NTD** Notice of Dismissal **LBL** Party/Atty Address Label **FLB** File Label **MLR** Certified Mailer
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 Spaces	CCL CAL	The number of blank spaces between cases on the printed calendar, up to nine. If left blank, the calendar will be single spaced. 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. *See Appendix F.*
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	Enter an **X** to transfer a Small Claims (SC) case to General Civil (GC). 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. 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.
Type	BND	On the Bond/Rest/Trust/T&A Inquiry/Update screen enter the type of entry: **01** Bond **02** Restitution **03** Trust **04-99** As specified by the court. 01-Bond is the default if no type is entered.
Type of Calendar	CAL	**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
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	ORE69	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	**JGE03**	**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	*Affidavit & Claim Filed*	**JGE65**	**Judgment (by Jury) Entered**	PEF12	Petition for Installment Payments Filed
ALQ	*Affidavit & Claim Reissued*	**JGE66**	**Judgment (by judge/magistrate) Entered**	PRB	Proceeds Disbursed
ALR96	*Affidavit & Claim Returned Unserved*	**JGE67**	**Judgment (by Default) Entered**	PRR	Proceeds Received
ALS	*Affidavit & Claim Served*	**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**	ORE19	Order for New Trial Entered	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**	ORE40	Order to Appeal Decision Entered	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	ORE51	Order to Set Aside Default Judgment Entered	WRSX2	Writ of Garnishment Served (Non-Periodic)
FLR	File Received	ORE52	Order to Set Aside Dismissal Entered	WRSX3	Writ of Garnishment Served (Income Tax)
HRC	Hearing Scheduled	ORE54	Order to Set Aside Payment Order Entered	**Dispose/Close Codes are Bolded** Reopen Codes are underlined *Small Claims Codes are italicized*	

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. *Add supplemental non-case entries to a calendar. Block off days and times for scheduling cases.*
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 *or add* 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
GC	General Civil - Money Damages
GZ	Misc. Civil (Non-Monetary Claims)
SC	Small Claims
LT	Landlord-Tenant
SP	Land Contract Summary Proceed.

Party Codes	
Plaintiffs	**Defendants**
P - Plaintiff	**D** - Defendant
Q - Cross Party Plaintiff	**E** - Cross Party Defendant
R - Counter Party Plaintiff	**F** - Counter Party Defendant
S - Third Party Plaintiff	**G** - Third Party Defendant
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 *Bar#* 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 wherever 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 *Case Type* 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

JIS Enhancement Request Form

Enhancement Classification

__ Traffic/Criminal
__ Civil
__ Bond/Trust/Cash
__ Probation
__ Other

Name:_____
Court Administrator

Court: _____

Phone: ( ) _____ - _____ Ext. ____

Date: _____

Enhancement/Change: _____

_____

_____

_____

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_____

Reason for Enhancement/Change: _____

_____

_____

_____

_____

_____

_____

_____

_____

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

Fax to JIS: (517) 373-7451

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. MO**F** with a court date and time will not appear on the calendar, MO**C** 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