

Judicial Information Systems

District Court System

Software Release - 2009/1

December 14, 2009



Michigan Hall of Justice

“The Constitution only gives people the right to pursue happiness. You have to catch it yourself.”

Benjamin Franklin

Release Details

The 2009 Software Release Schedule is given below:

- November 6, 2009 – Sent to Pilot Courts
- November 25, 2009 – Installed in Online Courts
- **December 14, 2009 – Final version sent to all courts**

IMPORTANT: Software changes are described in this announcement. Please forward or copy and distribute this to all court staff. We will not be providing a training session for the release. Please call or email if you have any questions or discover any problems with the release.

Department of State Changes

Effective September 12, 2009, the Michigan Department of State (DOS) implemented changes in issuing Driver Licenses and Personal Identification Cards. When a driver changes their name, or corrects a date of birth, the driver will no longer be issued a new Driver License Number (DLN). The edit program JIS uses may not work in situations where changes to a name or DLN have been made at DOS. Therefore, your court will be seeing more F8-Overrides at Case Entry, as well as more errors reporting on your Abstract Error Report. At some point in the future, we may consider completely phasing out this edit.

Effective sometime in 2010, DOS will be implementing the second phase of changes affecting the creation of Driver License Numbers and will be using a different algorithm than in the past when creating a driver's DLN. We included this edit change in the Fall 2007 Release. When the user enters a DLN with an 800 or above number, and there is an inconsistency with the DOS edit, the new error message will read: **Possible error in DLN**. Press Enter twice and a message appears: **Possible error in DLN - F8 to accept DLN**. With this override, a message will write to the ROA: **DLN OVERRIDE**.

Help Desk Phone
888-339-1547

Option 1:
DCS Help Desk
(Software questions)

Option 5:
Operations
(Printers, Hardware,
SOS/LEIN)

Help Desk Fax
517-373-7451

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

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

**Next
Generation
Judicial
Information
Systems
(NGJIS)**

JIS is continuing development of the new software. Updates regarding NGJIS can be found at the JIS website, courts.mi.gov/jis. Place your cursor on the Court Systems tab, then click on Next Generation System. Periodic updates will also be sent to the courts.

**DCS 2009 Final
Software
Announcement
December 14, 2009**

Department of State Changes (Cont'd)

When updating an FAC, and there is a possible error in a DLN above 800, the only field to highlight will be the DLN.

When the List of Abstract Errors report is generated, and there is a possible error in a DLN above 800, the error message POSSIBLE ERROR IN DLN will display.

System Wide Updates

1. The State Court Administrator's Office (SCAO) has split the Motion and Order for Destruction of Fingerprints and Arrest Card (MC 235) into two forms:

- MC 235** - Motion for Destruction of Fingerprints and Arrest Card; and
- MC 392** - Order Regarding Destruction of Fingerprints and Arrest Card.

JIS users will now be able to generate an immediate Order Regarding Destruction of Fingerprints and Arrest Card (MC 392) by using the hop code ODP in the Traffic/Criminal Module. Form MC 235 (ROF) will no longer be available. Instructions regarding the new form can be found on Pages 4 and 5 of this document.

On Page 3 of the Security/Program Access screen, the immediate form MC 235, Destroy Prints, will be replaced with immediate form MC 392, Order Destroy Prnt, as shown below. Users who currently have access to the ROF form, will have access to the new ODP form.

User Id: <u>D9991SLS</u>		DISTRICT COURT PROGRAM ACCESS		3 of 7
Traffic/Crim Immed Forms	Y Bench Warrant Y Judg/Bond Forf Y Notice of Adjud Y Order Destroy Prnt Y Order of Acquittal Y Order to Set Aside Y Removal from LEIN Y Subs Abuse Eval Y Violation Order	Y C/I NTA Y Judgment of Sent Y Notice to Appear Y Order Fingerprints Y Order of Probation Y Plea by Mail Y Restricted License Y Veh Immobilization Y Warrant Recall	Y C/I Judgment Y Nolle Prosequi Y Order Delay Sent Y Order Forfeit Bond Y Order Show Cause Y PT Release/Cust Y Subpoena Y Veh Impoundment Y Youth/Trainee Asgn	
Enter-Update	F9-Print User	F24-Previous Menu	Page/Roll	

Updated Security Screen

Traffic/Criminal/Probation Updates



Change in processing Unclaimed Restitution Procedure

We have revised our recommended procedure for handling Unclaimed Restitution. The instructions will be posted on our website in the near future - courts.mi.gov/jis. Click on Court Systems - District Court.

The instructions can be found under JIS Communications.

DCS 2009 Final Software Announcement December 14, 2009

1. Case Entry (CAS) screen

- A comment will be written to the ROA when data is added to the following fields on the Case Entry (CAS) screen for an existing case: *DOB, DLN, Street, Apt, City, State, Zip, CTN, TCN, SID* and *Plate Number/Year/State*. The ROA entry will include the date it was added, and the clerk's initials who added it.

An example ROA entry will appear as follows:

10/13/09
DOB ADDED SLS
DLN/ST ADDED SLS
ADDRESS ADDED SLS
PLATE NUMBER/YEAR/STATE ADDED SLS

- Similarly, if you modify the following fields: *DOB, DLN, Name, Street, Apt, City, State, Zip, CTN, TCN, Speed Charged/Allowed, SID, Court Date, Time, Nxt Judge, Set for, Atty*, and *Plate Number/Year/State* fields, a comment will write to the ROA and will include the date of the modification and the clerk's initials who modified it.

An example ROA entry will appear as follows:

12/07/09
PREV. DOB: 010160 SLS
PREV. 475 WEST MAIN STREET SLS
ADDR: NORTHVILLE MI 489001 SLS
PREV. SPEED CHARGED/ALLOWED: 033/15 SLS

2. FAC/FCJ/FCPV Update (FAC) screen

- If the *DOB, DLN, ST* (State) or *Name* fields are changed on the FAC screen (**F3-Update, F7-Update/Hold, or F12-Clearance/Update**), the Case Entry (CAS) screen will be updated and a comment will write to the ROA.

3. Abstract Update for SOS (ABS) screen

- If the *DOB, DLN* or *Name* fields are changed on the ABS screen (**F3-Update, F7-Update/Hold, or F12-Clearance/Update**), the Case Entry (CAS) screen will be updated and a comment will write to the ROA.

4. Code File - NC32 Change

- The long description has been modified from:

TRAFFIC/CIVIL INFRACTION JUDGMENT GENERATED
to
CIVIL INFRACTION JUDGMENT GENERATED



Updated 2007 User Guides will be posted on our Website in early 2010. The updated Traffic/Criminal, Civil and Cash User Guides will have notes indicating major programming changes since the current editions were published in January 2007.

DCS 2009 Final Software Announcement December 14, 2009

5. Order Destroying Prints - Code File and Forms Menu Updates

- With this Release, JIS will expire your current NC39 - Motion & Order for Destruction of Fingerprints Generated code, using one day prior to the date the Release is installed as the *End Date*. The installation of this Release will also create a new NC39 Code, with a *Begin Date* of the install date, as shown below.

Code File Inquiry & Update		10/20/09 11:36:17
Code: <u>NC39</u>	Code Listing Group: <u>DA</u>	
Short Description: <u>DESTROY PRNT</u>		
Long Description: <u>ORDER REGARDING DESTRUCTION OF FINGERPRINTS & ARREST CARD GENERATED</u>		
<div style="border: 1px solid black; padding: 5px; color: red;"> This is how your NC39 Code will appear in your Code files once you have installed the Release. </div>		
	Effective Date: <u>111009</u>	Begin <u> </u> End <u> </u>
	Last Chgd: <u>111009</u>	By: <u>JIS</u>
F1-Clear Screen	F2-Add	F3-Update
	F24-Prev Menu	Page/Roll Help

Updated NC39 Code File

- You will also notice the new form listed in the Traffic and Criminal Immediate Forms Menu:

DISTRICT COURT		10/20/09 12:04:23
Court	TRAFFIC and CRIMINAL	
<u>1</u>	IMMEDIATE FORMS MENU	
Bench Warrant (PBW)	Order of Probation (ORD)	
C/I Judgment (CIJ)	Order to Set Aside (SAC)	
C/I Notice to Appear (CIN)	Order to Show Cause (SCS)	
Judg/Bond Forfeiture (JBF)	Plea by Mail (PBM)	
Judgment of Sentence (JGS)		
Nolle Prosequi (NLP)		
Notice Adjudication (NOA)		
Notice to Appear (NTA)		
Order Delay Sentence (ODS)		
Order Destroy Prints (ODP)	Vehicle Immobilize (IMM)	
Order Fingerprints (OFP)	Vehicle Impoundment (IMP)	
Order Forfeit Bond (OFB)	Warrant Recall (WAR)	
Order of Acquittal (ACQ)	Youthful Trainee (YTA)	
<div style="border: 1px solid black; padding: 5px; color: red;"> Destroy Fingerprints (ROF) has been removed from the Immediate Forms Menu. Order Destroy Prints (ODP) has been added. </div>		
NXT <u> </u> CASE <u> </u> PTY <u> </u> COUNT <u> </u> INQ <u> </u> ST <u> </u>		
F1-Clear Screen	F24-Previous Menu	Page/Roll-Additional Options

New Traffic and Criminal Immediate Forms Menu with Order Destroy Prints (ODP)

Traffic/Criminal/Probation Forms Updates

The following forms were updated to the SCAO approved version (3/09).

1. **Motion and Order for Destruction of Fingerprints and Arrest Card (ROF)**

- Form MC 235, Motion and Order for Destruction of Fingerprints and Arrest Card was split into two forms:

MC235 - Motion for Destruction of Fingerprints and Arrest Card; and
MC392 - Order Regarding Destruction of Fingerprints and Arrest Card.

- Form MC 235 will no longer be available as an immediate form; however, MC 392 - Order Regarding Destruction of Fingerprints and Arrest Card will be. The new hop code for MC 392 is **ODP**.

The United States
Department of
Justice Probation
Survey for 2009

You can find our
instructions on
our Website,
courts.mi.gov/jis -
Click on Court
Systems - District
Court.

The instructions
can be found
under JIS
Communications.

DISTRICT COURT	ORDER REGARDING DESTRUCTION OF FINGERPRINTS AND ARREST CARD	MC392 DISP
Court 1 Case 08-113-FY	Pty D01 Charge DOMESTIC VIO Type FY	
Name BAKER/JOSEPHINE/	Police Report No. 384957675	
Date Signed 102109	Bar No: 12345 Judge GEORGE W. CROCKETT III	
People of <u>STATE OF MICHIGAN</u>		
2. A hearing was held on the motion on <u>092809</u>		
IT IS ORDERED:		
3. In accordance with MCL 28.243, the arresting agency and/or Michigan State Police shall		
_ not destroy or return the fingerprints and arrest card		
_ immediately destroy the fingerprints and arrest card		
<p>NXT ___ CASE <u>08-113-FY</u> PTY <u>D01</u> COUNT ___ INQ _____ ST █</p> <p>F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu</p>		

This field will populate with the date a Motion Hearing (AJ17) was scheduled and held, but can be modified.

New Order Regarding Destruction of Fingerprints and Arrest Card (ODP) screen (MC 392)

DCS 2009 Final
Software
Announcement
December 14, 2009



Do you have a new Judge taking office on January 1, 2010?

If so, please review our *Preparing Caseload with a Change in Judge* instructions, which you can find on our Website, courts.mi.gov/jis - Click on Court Systems - District Court

The instructions can be found under JIS Communications

DCS 2009 Final Software Announcement December 14, 2009

2. Motion and Summons Regarding Probation Violation (VIO)

- Title of this form changed to Motion and Summons Regarding Probation Violation.
- Also included in this update is a date field for the Probation Officer signature. The date will default to the current date, but can be modified.
- A Notary Public signature is no longer required to witness the Probation Officer's signature. This language has been removed from the printed form.
- Certificate of Mailing verbiage changed slightly.

DISTRICT COURT		Probation Violation		MC246	PROB
Court 1	Case 00-1018	Pty D01	Charge OUIL	Type SD	
Name	CHAO/WILLIAM/I-A				
Date signed	101909	Bar No:	36363	Judge: BRIAN C. JEFFRIES	
Police Report No.	_____				
People of STATE OF MICHIGAN					
Motion					
_____	NEW signature Date field. This will default to the current date, but can be modified.				_____
_____					_____
_____					_____
_____					_____
Date 101909	Probation Officer: WILL ROGERS				
Alternate Court Address:					

Date of Court Appearance: 110909		Time: 0900 A			

NXT VIO CASE	00-1018	PTY D01	COUNT 1	INQ _____	ST _____
F1-Clear	F7-Print	F9-Print/Update	13-OutQ	F24-Prev	
MA	b	MW			

Updated Probation Violation (VIO) screen - MC 246

3. Judgment of Sentence (JGS)

- The word "license" was removed from item 4 on both the screen and form.

4. Report of Nonpayment of Restitution (NPR)

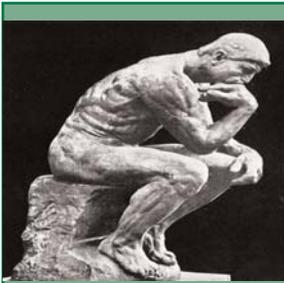
- Declaration verbiage removed.
- Certificate of Mailing verbiage changed.
- There are no screen changes.



For all screens that have HELP on the bottom of the screen, press Alt and F1, and a mini-manual is at your fingertips.

Additionally, several screens now have field specific Help Text available. Place your cursor on the field you need help with and press Alt and F1!

5. **Motion and Order of Nolle Prosequi (NLP)**
 - Item 7 has been removed.
 - There are no screen changes.
6. **Order of Acquittal/Dismissal or Remand (ACQ)**
 - Verbiage in item 10 has changed.
 - There are no screen changes.
7. **Judgment After Bond Forfeiture (JBF)**
 - Language regarding 10% bond has been modified.
 - Certificate of Mailing verbiage changed.
 - There are no screen changes.
8. **Judgment Civil Infraction (CIJ)**
 - Verbiage "To Defendant" has been modified.
 - There are no screen changes.
9. **Order for Vehicle Impoundment (IMP)**
 - Language in item 1, 2 and 3 has changed.
 - There are no screen changes.
10. **Motion and Order to Show Cause (SCS)**
 - Sentence added to item 2.
 - Item 4 added to the Motion section.
 - Items have been renumbered in the Order section.
 - There are no screen changes.



Civil Updates

1. Case Entry (CAS) screen

- A comment will be written to the ROA when data is added to the following fields on the Case Entry (CAS) screen for an existing case: *Alt-Name, Street, City, State and Zip Code.*

An example ROA entry would be:

```

10/20/09
    D01 ALT-NAME ADDED                SLS
    D01 ADDRESS ADDED                 SLS

```

- If any of the following fields are modified, a comment will write to the ROA: *Name, Alt-Name, Alt-Code, Street, City, State and Zip Code.*

```

10/20/09
    D01 PREV. NAME:                   SLS
        BAYNES/MARSHALL/              SLS
    D01 PREV. 127 NORTH MADISON AVENUE SLS
        ADDR: WESTLAND      MI 48185  SLS
    D01 PREV. ALT-NAME:               SLS
        BANES/MARSHALL/              AKA SLS

```

Did you know . . .
. . . the Option
field on the Civil
Action (ACT)
screen can be
used to enter or
request the
following:

C - Copy the information from the line above

D - Delete this action line

F - Batch ROA request (Form DCY 252)

L - Batch Address Label request

M - Batch certified mailer requests

N - Batch Notice to Appear request (Form)

P - Allows entry of comments or codes with dates that occurred prior to the filing date without updating the party "triggers"

R - Batch ROA request (8x11)

DCS 2009 Final
Software
Announcement
December 14, 2009

Civil Forms Updates

The following forms were updated to the SCAO approved version (3/09).

1. Default Request, Affidavit, and Entry (DFN)

- Item 3 verbiage has been modified.
- Item 4 has been removed.
- Certificate of Mailing language has been modified.
- There are no screen changes.

2. Motion and Order to Show Cause (SCS)

- Sentence added to item 2.
- Item 4 added to the Motion section.
- Items have been renumbered in the Order section.
- There are no screen changes.

Program Corrections



1. From the Central Name Index screen, when attempting to print a T/C ROA from a court other than the user's court, the system was displaying a Security Error Message. The problem has been corrected.
2. When a Traffic/Criminal charge was deleted, not all entries associated to the charge were viewable on the Status (STS) screen. With this release, deleted counts will display with a deletion date and time on the Status (STS) screen.
3. When printing a Judgment of Sentence form while on the second or subsequent Comment screen, then hopping to another screen for another case, the information entered on the JGS screen for the first case writes to the ROA for the second case. This problem has been resolved.
4. When a party is dismissed on a civil case, all future calendar entries are removed. A problem was identified that when a civil party was dismissed, and there was an identical Traffic/Criminal case number, all calendar entries for the Traffic/Criminal case were also being removed from the calendar. This has been corrected.
5. When a civil garnishment was deleted, the garnishment issue code (WRI**) was not deleting from the ROA or the Actions (ACT) screen. This has been fixed.
6. If a Notice to Dismiss (NTD) was requested from the RPT screen, then generated, the DSE20 (Dismissal for Non-Service Entered) action was not writing to Caseload Status (STS) screen. This has been corrected.
7. When the Collections Report was requested for a prior year, all years up through the current year were reporting. This has been corrected.