

Judicial Information Systems

District Court System Software Release - 2010/1

December 13, 2010

*"If we did all the things we are capable of,
we would literally astound ourselves."*

Thomas Edison



Michigan Hall of
Justice

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)

Release Details

The 2010 Software Release Schedule is given below:

November 5, 2010 - Sent to Pilot Courts
November 23, 2010 - Installed in Online Courts
December 13, 2010 - Final version 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.

Traffic/Criminal/Probation Updates

- PE07 - PETITION, AFFIDAVIT, AND BENCH WARRANT:**
 - With this release, JIS will expire PE07 - PETITION, AFFIDAVIT, AND BENCH WARRANT code, using one day prior to the date the release is installed as the *End Date*.
 - The installation of this release will create a new PE07 - MOTION, AFFIDAVIT, AND BENCH WARRANT with a *Begin Date* of the release installation date.

Next Generation Judicial Information Systems (NGJIS)

We are making good progress in the development of NGJIS, and are nearing the final testing phase for Civil. Much of the functionality needed for Criminal has been documented by the BA Team and the development will begin shortly.

Check our website for the latest updates.

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2. Ticket Upload (CAS, F7):

- The *New Case# Prefix* and *Multi-Count Ticket Suffix Indicators* will now store the last values entered for the court. In the example below, the *New Case# Prefix* field is 10. The next time this screen is accessed, the *New Case# Prefix* 10 will continue to be displayed until changed.
- For any Court which includes the decimal in their charge codes in the Statute File, you now have the option to upload tickets with or without the decimal in the fourth position (as shown below).

To enable this feature, the court **MUST** contact JIS.

Batch#: ALL		Ticket Selection		New Case# Prefix: _____	
1=Select D=Del		Position to: _____		Multi-Count Tkt SFX Indicators: <u>A</u> <u>B</u> <u>C</u>	
Opt	Ticket	New Case#	Charge	Charge Description	
<u>1</u>	S50406	<u>10S50406</u>	<u>257710E</u>	SEAT BELT DRIVER	
-	S50407	<u>10S50407</u>	<u>257627</u>	*ATH PND*SPEED-FAIL TO STOP	
-	S50408	<u>10S50408</u>	<u>257649</u>	FAIL TO YIELD/OR STOP	
-	S50409	<u>10S50409</u>	<u>60801D</u>	MINOR PURCHASE/POSSES/CONSU	
-	S50410	<u>10S50410</u>	<u>257628</u>	EXCEEDING POST SPEED - FRE	
-	WWA7Q57	<u>10WWA7Q57A</u>	<u>2000</u>	SPEEDING-EXCEEDED POSTED OR	
-	WWB7Q55	<u>10WWB7Q55B</u>	<u>75081</u>	ASSAULT OR ASSAULT AND BATT	
-	WWB7Q56	<u>10WWB7Q56B</u>	<u>3290</u>	VIOL OF SAFETY BELT LAW-DRI	
-	WWB7Q57	<u>10WWB7Q57B</u>	<u>3290</u>	VIOL OF SAFETY BELT LAW-DRI	
-	WWB8Q55	<u>10WWB8Q55A</u>	<u>750812</u>	BATT	
-	WWB8Q55	<u>10WWB8Q55B</u>	<u>75081</u>	SPEEDING-EXCEEDED POSTED OR	
-	WWB8Q56	<u>10WWB8Q56A</u>	<u>2000</u>	VIOL OF SAFETY BELT LAW-DRI	
-	WWB8Q56	<u>10WWB8Q56B</u>	<u>3290</u>	DOMESTIC VIOLENCE	
-	WWB9Q55	<u>10WWB9Q55A</u>	<u>750812</u>		

More... F5-Sel Bch# Help
F4-Tkt Dtl F8-Select Auth Pend F24-Exit Page/Roll

Current Ticket Selection Screen

Batch#: ALL		Ticket Selection		New Case# Prefix: <u>10</u>	
1=Select D=Del		Position to: _____		Multi-Count Tkt SFX Indicators: <u>A</u> <u>B</u> <u>C</u>	
Opt	Ticket	New Case#	Charge	Charge Description	
<u>1</u>	S50406	<u>10S50406</u>	<u>257.710E</u>	SEAT BELT DRIVER	
-	S50407	<u>10S50407</u>	<u>257.627</u>	*ATH PND*SPEED-FAIL TO STOP	
-	S50408	<u>10S50408</u>	<u>257.649</u>	FAIL TO YIELD/OR STOP	
-	S50409	<u>10S50409</u>	<u>608.01D</u>	MINOR PURCHASE/POSSES/CONSU	
-	S50410	<u>10S50410</u>	<u>257.628</u>	EXCEEDING POST SPEED - FRE	
-	WWA7Q57	<u>10WWA7Q57A</u>	<u>2000</u>	SPEEDING-EXCEEDED POSTED OR	
-	WWB7Q55	<u>10WWB7Q55B</u>	<u>750.81</u>	ASSAULT OR ASSAULT AND BATT	
-	WWB7Q56	<u>10WWB7Q56B</u>	<u>3290</u>	VIOL OF SAFETY BELT LAW-DRI	
-	WWB7Q57	<u>10WWB7Q57B</u>	<u>3290</u>	VIOL OF SAFETY BELT LAW-DRI	
-	WWB8Q55	<u>10WWB8Q55A</u>	<u>750.812</u>	D BATT	
-	WWB8Q55	<u>10WWB8Q55B</u>	<u>750.81</u>	SPEEDING-EXCEEDED POSTED OR	
-	WWB8Q56	<u>10WWB8Q56A</u>	<u>2000</u>	VIOL OF SAFETY BELT LAW-DRI	
-	WWB8Q56	<u>10WWB8Q56B</u>	<u>3290</u>	DOMESTIC VIOLENCE	
-	WWB9Q55	<u>10WWB9Q55A</u>	<u>750.812</u>		

More... F5-Sel Bch# Help
F4-Tkt Dtl F8-Select Auth Pend F24-Exit Page/Roll

Updated Ticket Selection Screen (Optional)



Updated 2007 User Guides were posted on our Website in early 2010.

The updated Traffic/Criminal/Probation, Civil, and Cash User Guides have notes indicating any major programming changes since the current editions were published in January 2007.

For all screens with HELP on the bottom of the screen, press Alt + 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 + F1!

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3. **BAIID** code (BAII) added to system.
 - A 4-character code has been created to allow courts to indicate when a breath alcohol ignition interlock device (BAIID) has been ordered for a defendant. The code will be automatically added to the court's Code Files when the release is installed.
 - This code can be entered on any screen with short comment lines. Report generator can be used to track the cases which have this code.

NOTE: Currently, JIS is unable to automatically notify the Secretary of State when a BAIID is ordered on a case.

```
10/28/10 09:42:29
Code File Inquiry & Update
Code: BAII Code Listing Group: CP
Short Description: BAII ORDERED
Long Description:
BREATH ALCOHOL IGNITION INTERLOCK DEVICE ORDERED
Effective Date: 103110 Begin End
Last Chgd: 10/28/10 By: JIS
F1-Clear Screen F2-Add F3-Update F23-Delete F24-Prev Menu Page/Roll Help
```

Code File Inquiry & Update Screen

Traffic/Criminal/Probation Forms Updates

The following forms were updated to the SCAO approved version (3/10).

1. **Motion, Affidavit, and Bench Warrant (PBW) - MC 229**
 - Affidavit language was added above the signature line in the section entitled MOTION AND AFFIDAVIT on the printed form.
 - There are no screen changes.
2. **Order Regarding Destruction of Fingerprints and Arrest Card (ODP) - MC 392**
 - Distribution list located at the top of the form has been corrected (AFP form).
 - There are no screen changes.



DID YOU KNOW?

After 24 years, Larry Marschall, DCS Systems Manager, has retired effective 11/1/10.

We thank him for his many years of service and he will be greatly missed.

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3. Amended Order of Probation (AMD) - MC 244

- More free type space was added in the "PETITION" section of the screen. All information typed here will write to the form when using **F7-Print** or write to the form and ROA when using **F9-Print/Update**.
- The section entitled "ORDER" has been changed to comply with SCAO form changes. Users can check either or both of the fields *As set forth above* and *As follows*: fields. If *As follows* is checked, then the additional text entered will appear on the form when using **F7-Print** or write to the form and ROA when using **F9-Print/Update**.

JIS	AMENDED ORDER OF PROBATION-Part 1	MC244	PROB
Court 0	Case 05-0842	Pty D01	Charge
Name ERICKSON/KEITH/LAWRENCE		Type OT	
Date Signed	<u>102810</u>	Bar No: <u>12345</u>	Judge GEORGE W. CROCKETT III
People of	<u>STATE/COUNTY</u>	Print Part 1 Only <input checked="" type="checkbox"/>	
Date of Probation	<u>000000</u>	Term of Probation _____	
PETITION			
Probation Officer: _____		ORDER AMENDING PROBATION	
NXT	CASE <u>05-0842</u>	PTY <u>D01</u>	COUNT _____ INQ _____ ST _____
F1-Clear F7-Print only F9-Print/Update F13-OutQ F24-Prev Menu Page/Roll-Part 1			

Current AMD Screen

VIKING ISLAND	AMENDED ORDER OF PROBATION-Part 1	MC244	PROB
Court 0	Case 05-0842	Pty D01	Charge
Name ERICKSON/KEITH/LAWRENCE		Type OT	
Date Signed	<u>110510</u>	Bar No: <u>12345</u>	Judge GEORGE W. CROCKETT III
People of	<u>COUNTY OF INGHAM</u>	Print Part 1 Only <input checked="" type="checkbox"/>	
Date of Probation	<u>100110</u>	Term of Probation <u>12 MONTHS</u>	
PETITION			
Date Signed <u>110510</u>		Probation Officer: <u>BRENDA DOOLEY</u>	
ORDERED _ as set forth above. _ as follows:			
NXT	CASE <u>05-0842</u>	PTY <u>D01</u>	COUNT _____ INQ <u>ERICKSON/KEI</u> ST _____
F1-Clear F7-Print only F9-Print/Update F13-OutQ F24-Prev Menu Page/Roll-Part 1			

Updated AMD Screen



**New
SOS Codes
were effective
10/31/10.**

New SOS and PACC codes were effective 10/31/10. Please see JIS Memo **SOS Code File and Statute File Updating Instructions for Codes Effective October 31, 2010**

for a list of codes and detailed instructions for adding the codes. Also listed in the memo are codes which need end dates.

The memo can be found on our website under JIS Communications.

PLEASE NOTE:
The memo has been revised since it was originally sent to courts on October 18, 2010. Please see NOTE 1 on Page 10 of the memo for the revision.

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4. Judgment of Sentence/Commitment to Jail (JGS) - MC 219

- New Item 8 has been added to the screen. Users may only choose one of the options in Item 8. All the following items on the screen have been renumbered to match the SCAO form.

```

JIS JUDGMENT OF SENTENCE MC219 DISP
Court 0 Case 05-1011 Pty D01 Charge Type OD
Name HORNBECK/SCOTT/MICHAEL Police Incident No.
Date Signed 102810 Bar No: 12345 Judge GEORGE W. CROCKETT III
People of STATE/COUNTY COMMITTED _ AMENDED _ Conditional? X

Cnt Crime
 1 OPERATING WHILE INTOXICATED
  _
  _

1. Dispo Date 102705 2. Def Atty Bar #:
5. HIV testing/sex offender registration complete _
6. Has been fingerprinted _ 7. Probation is revoked _
9. Pay: Deduct SOS? _ SOS Assessed SOS Due
Cnt State Min Crm Vic Rest Ct Costs and Fine Atty Other Total
 1 .00

Payment Due or days jail, begin Balance Due .00

NXT CASE 05-1011 PTY D01 COUNT 00 INQ ST
F1-Clear F7-Print F9-Print/Update F13-OutQ F24-Prev Page/Roll Help

```

Current JGS Screen

```

VIKING ISLAND JUDGMENT OF SENTENCE MC219 DISP
Court 0 Case 07-1007 Pty D01 Charge Type OT
Name THORNTON/LARRY/SCOTT Police Incident No.
Date Signed 110410 Bar No: 12345 Judge GEORGE W. CROCKETT III
People of COUNTY OF INGHAM COMMITTED _ AMENDED _ Conditional? X

Cnt Crime
 1 DROVE WHILE LICENSE SUSP/REV/DENIED
  _
  _

1. Dispo Date 042607 2. Def Atty Bar #:
5. HIV testing/sex offender registration complete _
6. Has been fingerprinted _ 7. Probation is revoked _
8. Deferred status is revoked _ or HYTA status is revoked _
10. Pay: Deduct SOS? _ SOS Assessed 45.00 SOS Due 45.00
Cnt State Min Crm Vic Rest Ct Costs and Fine Atty Other Total
 1 9.00 45.00 54.00

Payment Due or days jail, begin Balance Due 54.00

NXT CASE 07-1007 PTY D01 COUNT 00 INQ ST
F1-Clear F7-Print F9-Print/Update F13-OutQ F24-Prev Page/Roll Help

```

Updated JGS Screen

Cash Report/Forms Updates

The following form was updated to the Michigan Dept of Treasury approved version (11/09).

1. State Transmittal Cash Report:

- State mailing address that appears on the bottom of the form has been updated.

SOS & LEIN Updates

1. EJUD and MJUD Screens:

- Convictions are submitted to Criminal History Records (CHR) using the PACC Code of the convicted charge in the *CIT*: field. With the addition of the *ECIT*: field, courts can now include the enhanced PACC Code, if applicable, when submitting or modifying judgment information to CHR. The *ECIT*: field is not required and is populated by the user in the District Court System. If a value is in this field, the criminal history will appear as follows:

28.729 (PACC Code in the CIT field)

Enhanced to:

28.7291B (Enhanced PACC Code entered in ECIT field)

Criminal History Records - EJUD					
Type of Entry: <u>EJUD</u>					
JUDORI: <u>MI630995J</u>	CIRORI: _____	CTD: _____	CFN: _____		
NAA: _____	TCN: _____	SID: _____			
CTN: _____	TCN: _____	OCA: _____			
CCN: ___	ORF: _	GOC: _	CIT: _____	CDC: ___	
CSR: _____					
CCN: ___	ORF: _	GOC: _	CIT: _____	CDC: ___	
CSR: _____					
CCN: ___	ORF: _	GOC: _	CIT: _____	CDC: ___	
CSR: _____					
Add'l Information:					
F5-Retrieve F6-Messages F7-Outq F9-MJUD F10-CJUD F24-Previous Menu					

Current EJD Screen

Criminal History Records - EJUD						Print
Type of Entry: <u>EJUD</u>						
JUDORI: <u>MI630995J</u>	CIRORI: _____	CTD: _____	CFN: _____			
NAA: _____	TCN: _____	SID: _____				
CTN: _____	TCN: _____	OCA: _____				
CCN: ___	ORF: _	GOC: _	CIT: _____	ECIT: _____		
CDC: ___	CSR: _____					
CCN: ___	ORF: _	GOC: _	CIT: _____	ECIT: _____		
CDC: ___	CSR: _____					
CCN: ___	ORF: _	GOC: _	CIT: _____	ECIT: _____		
CDC: ___	CSR: _____					
Add'l Information:						
F5-Retrieve F6-Dsp/Prt F7-Outq F9-MJUD F10-CJUD F24-Previous Menu						

Updated EJD Screen

Traffic/Criminal/
Probation

REMOVAL
v
SET ASIDE

It is recommended that the REMOVAL (REM) screen only be used when an entry has been made in error.

The SET ASIDE field should be used when changing a disposition due to court order or pursuant to a plea or sentence agreement.

Also, deleting an action from the ROA on the Action (ACT) screen does not undo that action, it just makes it disappear from the ROA.

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Do you have a new judge taking office in January?

If your court has a new judge taking office, the Preparing Caseload with a Change in Judge document explains the process of disposing cases (Traffic/Criminal and Civil) and running Caseload or Delay in Criminal Proceedings prior to reassigning the Judge of Record to the new judge. This document can be found on our website under JIS Communications

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Secretary of State Inquiry

Access Type: _____ (DLN CER MIP ELI 42 40 NAM VPN SYS)

Key: _____

Birthdate: _____ **line removed**

Additional DLNs or VPNs: _____

F5-Retrieve **F6-Display/Print** F7-Outq F24-Previous Menu

new F6

Display

New Secretary of State Inquiry Screen - Display Mode

Civil Forms Updates

The following forms were updated to the SCAO approved version (3/10).

- Motion, Affidavit, and Bench Warrant (PBW) - MC 229**
 - Affidavit language was added above the signature line in the section entitled MOTION AND AFFIDAVIT on the printed form.
 - There are no screen changes.
- Default Request, Affidavit, and Entry (DFN) - MC 07**
 - On the printed version of the form, a new #4 has been added.
 - There are no screen changes.

Program Corrections

- In the Civil Module, the Option "P" is working correctly on the ACT screen. Placing a "P" in the *Option* field will allow you to enter codes and comments using a date prior to the file date.
REMINDER: Using "P" does not update any trigger codes.
- The venue can now be changed or updated at the register when ringing a receipt. Once the venue has been changed, it is stored and will no longer revert back to the original venue.
- The WAM flag has been corrected so that it no longer clears when a future date is scheduled or when a warrant has been recalled.