

Michigan Hall of Justice

Judicial Information Systems

District Court System Software Release - 2012/2

December 18, 2012

This announcement replaces any prior announcements sent. Changes were made on page 5 regarding Civil Periodic Garnishments and page 7, Program Corrections, item 7- Crime Victims Report.

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

NEW JIS Website
courts.michigan.gov
/administration/jis/
(click on **Court Systems**
to find the District Court link)

Release Details

The 2012 Software Release Schedule is given below:

December 1, 2012 - Installed in Pilot courts
December 6, 2012 - Installed in Online courts
December 12, 2012 - Final version sent to all other 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.



REMEMBER to have this software release installed PRIOR to January 1, 2013. You MUST have the new software before you can successfully complete your Caseload Report.

Traffic/Criminal/Probation Updates

1. Traffic/Criminal CTN Inquiry

We have added a new search inquiry. The courts now have the ability to search for a case by using the Criminal Tracking Number (CTN). On the hop line enter CTN on the *NXT* field, the actual number in the *INQ* field, and press enter. If there is a case with that CTN number, it will show up on your screen.

Also, the **F11-Alt View** will now show the CTN along with the XRF and PIN numbers. It has been inserted as the third page of the **F11-Alt View** inquiry screen. The fourth screen now displays the next court date, time, judge, and action.

NXT	CTN	CASE	_____	PTY	__	COUNT	00	INQ	440830982071	ST	█
-----	-----	------	-------	-----	----	-------	----	-----	--------------	----	---

Hop Line example

	Name	CTN	PIN	XRF
1	DUNKSE/DOUGLAS/III	440830982071	08-22432	T605236

F-11 Alt View third page example

2. Caseload and Audit Detail

In 2011, SCAO made changes to the reporting requirements for Caseload Part 4 - Case Age at Disposition effective with the 2012 Caseload Report. The Caseload Report has been modified to reflect these changes.

Additionally, requesting Caseload Part 4 - Audit Detail via the Status (STS) screen - Audit Detail (press **F8-Caseload** from Status Screen then **F14-Audit Detail**) will display the case age and the correct line number of that case based on the new requirements.

3. Delay in Criminal Proceedings

Changes were made for the Delay in Criminal proceedings report.

- The parameters for pending cases were 92-126 days. The new parameters are 64-126 days.
- The segment with disposed cases 92-126 days has been eliminated.
- No changes were made for the portion of the DCP report that is uploaded to MCAP.

Visit our
NEW
website

courts.michigan.gov

Click on
Administration and
you will see the link
to Judicial
Information Systems.

You can view our
manuals, quick tips,
and past memos.



New Judge
starting 1/1/2013?

Remember to run
and complete your
Caseload report
PRIOR to
completing the
judge reassignment
process.
Look for
"Preparing
Caseload with a
Change in Judge"
under JIS
communications on
our website for
assistance.

DCS 2012/2 Final
Software
Announcement
December 18, 2012



PROBATION

The Department of Justice (DOJ) Probation survey is coming up.

Look for “*Report Assistance for DOJ Probation Survey*” under JIS communications on our website. We have designed a number of report generators to help courts get estimated answers on several questions within the report.

DCS 2012/2 Final Software Announcement December 18, 2012

Traffic/Criminal/Probation Forms Updates

The following forms were updated to the current SCAO approved version.

1. Motion and/or Order to Show Cause (SCS) - MC 230 (3/12)

The SCS screen has been rearranged and modified to more closely match the revised form. The items are now numbered. The Batch Show Cause screen and form have also been updated to reflect the form changes.

```

MAYBERRY          MOTION & ORDER TO SHOW CAUSE          MC230  PROB
Court 2  Case 12-MYCV2  Pty D01  Charge RECKLESS DRV  Type ST
Name YARDLING/SHELLY/
Date signed 110612  Bar No.: 12345  Judge  GEORGE W. CROCKETT III

Appearance Date: 000000  Time: 0000  Conditional (Page 1) X
AT: X the court address above  _ courtroom number _____
  _ other _____
I am interested in this matter as _____
Motion to show cause why: Judgment should not enter for...
  _ full amount of recognizance  _ failure to file disclosure
Order to show cause why:
  _ you should not be held in  _ civil  _ criminal  contempt of court
  _ a judgment should not be entered against you
  _ your case should not be dismissed
  _ other _____
For the following reasons:          Has not complied with order dated 102212
_____  

_____  

_____  

Served:  _ Personally  _ By Mail  _____ days before hearing
NXT  ___ CASE 12-MYCV2  PTY D01  COUNT 1  INQ _____ ST  ___
F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
  
```

Current SCS screen

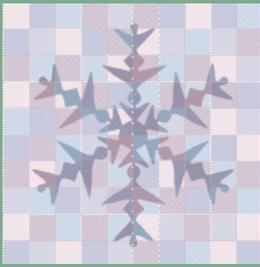
```

MAYBERRY          MOTION & ORDER TO SHOW CAUSE          MC230  PROB
Court 2  Case 12-MYCV2  Pty D01  Charge RECKLESS DRV  Type ST
Name YARDLING/SHELLY/          Conditional (Page 1) X
Date signed 110612  Bar No.: 12345  Judge  GEORGE W. CROCKETT III
1. I am interested in this matter as _____
2. X Fail to comply order dated 102212 .
  _ In contempt for _____
_____  

_____  

3. Motion to show cause why:  _ a. he/she..  _ civil  _ criminal  contempt
  _ b. full amount of recognizance  _ c. failure to file disclosure
5. Appearance Date: 000000  Time: 0000  _____
AT: X the court address above  _ courtroom number _____
  _ other _____
Order to show cause why:
  _ you should not be held in  _ civil  _ criminal  contempt  _ failure  _ reason
  _ a judgment should not be entered against you
  _ your case should not be dismissed
  _ other _____
7. Served:  _ Personally  _ By Mail  _____ days before hearing
NXT  ___ CASE 12-MYCV2  PTY D01  COUNT 1  INQ YARD _____ ST  ___
F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
  
```

Updated SCS screen



'Tis the season to update your holiday file and prevent cases from being scheduled on the days your court is not open!

From your Traffic/Criminal or Civil subsystem, select option #3-Code Files Update.

Put an X in front of Holiday file and press enter twice to start entering in your holiday dates.

DCS 2012/2 Final Software Announcement December 18, 2012

2. Notice to Appear (NTA) - MC 06 (3/12)

- The clerk signature line has been removed from the form and screen.
- The offense(s) description was moved from the bottom of the form to the top underneath the case and x-ref number.
- Verbiage has been added and modified at the bottom of the form under Important: Read this carefully.
- Certificate of mailing has been removed from the form.
- The officer's name has been moved from the right column to the left column.

Cash Reports - Forms Updates

1. Web Cash Exception Screen

Invalid venue is now an exception that will show up on your web cash exception list. If a defendant pays a ticket and the venue does not match one within your venue file, it will say "invalid venue". Invalid venue is response type 16 within the web report.

MAYBERRY		Web Exception Records				
Opt	Case No.	Type	Name	Amount Pending	Bal Due	Reason
<input checked="" type="checkbox"/>	08-RT026B	OI	WHEATON/JORDAN/ELYSE	65.00		UNKNOWN STATUS
<input type="checkbox"/>	08573090	OI	HOFFMAN/CRAIG/CORY	110.00		OPN/DSP DT < FILEDT
<input type="checkbox"/>	12ECL11		YARD/MICHAEL/MILTON	125.00		UNKNOWN STATUS
<input checked="" type="checkbox"/>	122ECL11A	OI	PAYNE/DINAH/CHERYL	126.00	126.00	INVALID VENUE
<input type="checkbox"/>	2004-2370	SI	PARK/ALAN/	60.00		AMT PEND NOT= BALDUE

Updated Web Cash Exception screen

RUN DATE: 11/16/12		99-2 DISTRICT COURT		PAGE							
FOR: 11/01/12 - 11/15/12		925 W OTTAWA ST PO BOX 30048									
		MAYBERRY MI 48915									
WEB PAYMENTS - BY REQUEST DATE											
CASE NO.	NAME	NEXT DATE	DISP DATE	DISP CD	RCPT DATE	RCPT NO.	TRANS AMOUNT	CONFIRMATION NO.	REQUEST RECEIVED DATE	CASH RESPONSE DATE	TY
Total Number of Payments and Amount Received:			1		\$126.00						
Total Number of Payments and Amount Posted:			1		\$126.00						
Total Number of Payments and Amount Not Posted:			0		\$0.00						
RESPONSE TYPES:											
1=POSTED		2=NOT POSTED-CASE NOT FOUND		3=NOT POSTED-PAYMENT DOES NOT EQUAL AMOUNT DUE							
4=NOT POSTED-WARRANT		5=NOT POSTED-PROBATION		6=NOT POSTED-CASE CLOSED							
12=NOT POSTED-CHARGE NOT FOUND		13=NOT POSTED-PARTY NOT FOUND									
14=NOT POSTED-INVALID CSHR/PSWD		15=NOT POSTED-OPN/DSP DT < FILE DT									
16=INVALID VENUE		21=NOT POSTED-CASEID IS SPACE									
V=POSTED & VOIDED		R=POSTED & VOIDED & RERING									

Updated Web Report screen



New District Court Representatives:

Kacie Hammon is a former employee from the 71A District Court in Lapeer. She brings with her over 6 years of experience in the district court system using JIS.

Patty Klein is a former employee from the 66th District Court in Corunna. She brings with her over 23 years of district court experience, with 18 of those years using JIS.

Shannon Henson is a former employee from the 52nd District Court in Novi. She brings with her over 17 years of district court experience.

DCS 2012/2 Final Software Announcement December 18, 2012

Civil Updates

1. Civil Periodic Garnishment

2012 Public Act 304, effective September 25, 2012, extended the amount of time a periodic garnishment remains in effect from 91 days to 182 days. Due to a conflict with court rule MCR 3.101 and depending on the type of income being garnished, the expiration date could be either 91 or 182 days if issued September 25, 2012 – October 23, 2012. Effective October 24, 2012, court rule MCR 3.101 was changed and all periodic garnishments expire 182 days from the issue date. The following garnishment changes are a modification from the original release announcements dated December 6 and 10, 2012. If you are an Online Court, this version of the software has already been applied.

- When the release is applied, all existing periodic garnishments issued **on and after September 25, 2012** will have the expiration date (*Exp Date*) populated with a date 182 days from the *Issue Date*.
- All new periodic garnishments will now have an expiration date (*Exp Date*) of 182 days from the *Issue Date*.

MAYBERRY		CIVIL ONLINE GARNISHMENT UPDATE		GARN	
Court 2	Case KH-100-SC - SC	File Date 70912	Judge 12345		
P01 PLAINTIFF/FIRST/		D01 MONEY/EDDIE/			
Garnishment No. 2 of 3 Defend. D01 MONEY/EDDIE/					
Garnishee No. 2 D01 SS#					
Name PARAMOUNT STUDIOS// Phone No ()					
Addr 9567 CENTERLINE DR					
Addr City ORLANDO ST MI Zip					
Garn Type P	Judgment Due 1400.00	Receipt#		Fees	
Issue Date 112312	Exp Date 52413	15.00			
Service Date					
Initial Disclosure Date Amount Def Serve Date					
Not Indebted Reason					
Comment:					
<div style="border: 1px solid black; padding: 5px; color: purple;"> Periodic Garnishments with an Issue Date on or after 9/25/2012 will have an Exp Date of 182 days. </div>					
Close Date Reason					
Final Statement Date Amount					
NXT CASE KH-100-SC PTY D01 GAR# 1 NAME MONEY/ED					
F1-Clear Screen F4-Prompt F6-Mod F24-Previous Menu Page/Roll Help					

Garnishment Update (GAR) screen



Traffic/Criminal Module

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 entry in the T/C module on the Action (ACT) screen does not undo that action, it just makes it disappear from the Register of Actions (ROA).

DCS 2012/2 Final Software Announcement December 18, 2012

If you need to identify and update cases should have the 91 day expiration date, we are advising courts to take the steps below.

- Run a report generator to identify all periodic garnishments issued on or after September 25, 2012 to a date determined by the court. An example is provided below. A manual inspection of these files would be required to determine what expiration date was used when the garnishment was issued.
- If you identify a case where you want the periodic garnishment to have an expiration date of 91 days, go to the Garnishment Update (GAR) screen, press **F6-Mod** and change the *Garn Type* field from **P** (periodic) to **N** (non-periodic). This action will change the *Exp Date* field from 182 days to 91 days.
- We also suggest adding a comment to your Register of Actions, e.g. PERIODIC GARN CHANGED TO NON-PERIODIC IN ORDER TO UPDATE EXPIRATION DATE TO 91 DAYS.

Civil Report Generator

Case Information

Comment **PERIODIC GARNISHMENTS ISSUED 9/25/12 - 10/23/12**

P Case Number	[REDACTED]	Judge of Record	[REDACTED]
P Case Type	[REDACTED]	Next Judge	[REDACTED]
Case Entitlement	[REDACTED]		
Case Status	[REDACTED]	Address	[REDACTED]
Sealed Record	[REDACTED]	Misc	[REDACTED]
Filed Date	[REDACTED]	Attorney	[REDACTED]
		Judgment Amount	[REDACTED]
Closed Date	[REDACTED]	Closed Code	[REDACTED]
			[REDACTED]
S Event Date	92512 102312	S Event Code	WRIX1
		Event Clerk	[REDACTED]

F24-Previous Menu Help

Report Generator example

Civil Forms Updates

The following forms were updated to the current SCAO approved version.

1. Motion and/or Order to Show Cause (SCS) - MC 230 (3/12)

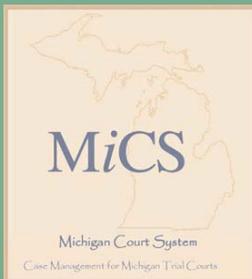
The SCS screen has been rearranged and modified to match the revised form. The screen is in the same order and numbered like the revised form. Please review the screen shots in the Traffic/Criminal/Probation Forms Update section.

2. Notice to Appear (NTA) - MC 06 (3/12)

- The clerk signature line has been removed from the form and screen.
- Verbiage has been added and modified at the bottom of the form under Important: Read this carefully.
- Certificate of mailing has been removed.

Next Generation -Michigan Court System (MiCS)

We have successfully implemented the Civil phase of MiCS to one of our pilot courts. We are currently developing and testing the Criminal phase of the new software.



Please refer to our website for updates.

**DCS 2012/2 Final
Software
Announcement
December 18, 2012**

Program Corrections

1. Cash Online (Bond/Paydown screen)

In rare instances the name of a third party bond payee would appear as the payee for a same case restitution payment. This has been corrected.

2. Traffic/Criminal Drunk/Drug Report

There were some occurrences when drunk driving cases were not showing up on the Drunk Driving Motor Vehicle OUIL Filing Detail portion of the newest Drunk/Drug case report due to length of the *Charge* field within the statute file. This has been corrected.

3. Traffic/Criminal Name Inquiry

When doing a name inquiry in the Traffic/Criminal subsystem, the amount due will now show a positive or negative amount for six figures in front of the decimal point instead of five.

4. Traffic/Criminal ROA program

The amount of data that can be entered into the Register of Actions has been extended. We had a limit of 3000 records being recorded onto the ROA and now we can have another 10,000 if needed.

5. Civil Garnishee Defendant Window

On some occasions when adding a garnishee from the prompted name field on the GAR screen, the garnishee was not being added and could not be found. The program has been corrected so you can locate any garnishee if added from that prompt menu.

6. Batch Register of Actions

The Batch ROA program would not complete if a user skipped counts 2 through 5 and added count numbers greater than 5. This issue has been addressed and the program will now complete successfully.

7. Crime Victim Rights Report

The Crime Victim Rights Report has been further modified to address issues arising with deferred cases and pre-assessed misdemeanor cases. The Help Text and DCS Website will be updated in the near future with current report criteria.