



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM

DATE: January 10, 2014
TO: JIS District Court System Administrators and Staff
FROM: JIS District Court System Team
RE: JIS District Court System Software Updates and Help Desk Changes

We will be applying the following software updates to your case management system during the morning of Tuesday, January 14, 2014. All court locations should be updated by noon.

Traffic/Criminal/Probation

- 1. CHR Court Disposition Codes (CDC) for Deferral Code DF06-Drug Treatment Court Added to Code Files.**
When accessing the Criminal History Records – EJUD screen via the EJD hop code and case number, the correct disposition code of **DPT** (Deferred-Drug Treatment Court) will populate the *CDC* field and be sent to CHR. If the case is ultimately dismissed on the Disposition (DSP) screen with a DS08, DS25 or DS26, and you hop to the *Criminal History Records - EJUD* screen, the CHR Disposition code of **DMT** (Dismissed-Drug Treatment Court) will populate the *CDC* field.
- 2. MC 06 NOTICE TO APPEAR Updated to 3/13 Version.**
A Date issued: field was added to the T/C Notice To Appear (NTA) screen beneath the *ADJOURNED FROM* field. This field defaults to the current date, may be modified and appears next to ‘Clerk of the Court’ on the form.
- 3. MC 230 MOTION AND ORDER TO SHOW CAUSE Updated to 5/13 Version.**
No screen changes were required for the MOTION AND/OR ORDER TO SHOW CAUSE (SCS) screen. A Use Note was added in the Certificate of Mailing section of the form.
- 4. DC 243 ORDER OF PROBATION and MC 245 MOTION AND/OR ORDER FOR DISCHARGE FROM PROBATION Updated to 3/13 Version.**
Both the Order for Probation (ORD) and Discharge From Probation (DCG) screens and forms were updated to accommodate Veteran Treatment Court cases.

Judicial Information Systems

Phone: 888-339-1547 Fax: 517-373-7451 Email: DCSHelpDesk@courts.mi.gov

Civil

1. MC 06 NOTICE TO APPEAR Updated to 3/13 Version.

A *Date issued*: field was added to the Civil Notice To Appear (NTA) screen beneath the *ADJOURNED FROM* field. This field defaults to the current date, may be modified and appears next to ‘Clerk of the Court’ on the form.

2. MC 10 JUDGMENT, CIVIL Updated to 3/13 Version.

An example of the CIVIL JUDGMENT (JDG) screen is provided below the description of the updates.

- a. A new option of ‘*Defendant pay installments of . . .*’ was added on the JDG screen in the ORDER OF JUDGMENT section to accommodate the changes on the form.
- b. The ‘*Interest accrued from . . .*’ section is now beneath the signature line on the CIVIL JUDGMENT (JDG) screen and form. The subheading for the section on the form is ‘STATUTORY INTEREST’.
- c. *FF* field: This field is next to where the Judge or Clerk name will display. If the *Bar No.*: field is populated, a message displays at the bottom of the screen – “Erase Bar No. = print Clerk name; Erase Bar No. & mark FF = blank Judge/Clerk”.

MAYBERRY	CIVIL JUDGMENT	MC10	PEND
Court 2 Case 13-KH101GC Type GC File Date 1/01/13			
P01 DOWDALL ELEMENTARY//		D01 BURNS/GEORGE/	
= JUDGMENT:		Defendant BURNS/GEORGE/	
For _____		Against _____	
<input type="checkbox"/> After trial <input type="checkbox"/> Consent <input type="checkbox"/> Summary Disposition <input type="checkbox"/> Default <input type="checkbox"/> Dismissal <input type="checkbox"/> Without prejudice <input type="checkbox"/> With prejudice <input type="checkbox"/> No cause of action			
ORDER OF JUDGMENT			
Damages	Filing	Jury	Motion Service COST: Judgment
_____	_____	_____	_____
Attorney fee _____ statutory _____ other _____			
<input type="checkbox"/> Defendant pay installments of \$ _____ each _____ starting 000000			
Other: _____			
<input type="checkbox"/> _____ to form, notice of entry waived			
<input type="checkbox"/> Resolves last pending claim and closes the case unless checked here			
Date Signed: 010814	Bar No: 12345	Judge: GEORGE W. CROCKETT III	FF
Interest accrued from filing of complaint to judgment is \$ _____ based on:			
<input type="checkbox"/> statutory rate of _____ % from 000000 to 000000 .			
<input type="checkbox"/> statutory 6-month rate(s) _____ % from 000000 to 000000 and			
_____ % from 000000 to 000000 .			
Erase Bar No. = print Clerk name; Erase Bar No. & mark FF = blank Judge/Clerk			
NXT _____ CASE 13-KH101GC PTY D01 GAR# _____ NAME BIRCH			
F1-Clear Screen	F9-Print	F13-OutQ	F24-Previous Menu Help

CIVIL JUDGMENT (JDG) SCREEN

3. **MC 230 MOTION AND ORDER TO SHOW CAUSE Updated to 5/13 Version.**

No screen changes were required for the MOTION AND/OR ORDER TO SHOW CAUSE (SCS) screen. A Use Note was added in the Certificate of Mailing section of the form.

4. **Garnishment (GAR) Screen – Income Tax and Non-Periodic Expiration Date Changed From 91 to 182 Days.**

The reasons for this change are provided below:

- On October 24, 2012, MCR 3.101 was amended per MSC Administrative Order 2011-25. The expiration date for periodic garnishments was changed to 182 days from the issue date instead of 91 days. Software was updated in the 2012/2 Release to comply with periodic garnishment changes.
- On June 5, 2013, per MSC Administrative Order 2011-25, the amendment of MCR 3.101 was retained and adopted a similar conforming amendment of MCR 3.101(F). This affected **all** garnishments and states "[t]he plaintiff shall serve the writ of garnishment, a copy of the writ for the defendant, the disclosure form, and any applicable fees, on the garnishee within 182 days after the date the writ was issued in the manner provided for the service of a summons and complaint in MCR 2.105."

If you have procedural questions regarding the above Administrative Orders, please contact Amy El Garoushi (517-373-4864 or ElGaroushiA@courts.mi.gov) or Colin Boes (517-373-2217 or BoesC@courts.mi.gov) at Trial Court Services in the State Court Administrative Office (SCAO). Further information will be included in an upcoming SCAO Weekly Communication. If you have questions regarding the garnishment software changes described below, please contact the JIS District Court System Help Desk.

After your software is updated by JIS, the system will calculate the *Exp Date* for Income Tax and Non-Periodic Garnishments on the CIVIL ONLINE GARNISHMENT UPDATE screen as follows:

- Income Tax (*Garn Type* = I)
 - If there is no *Service Date*, the *Exp Date* is set to the next occurrence of October 31st at least 182 days after the *Issue Date*.
 - If there is a *Service Date*, the garnishment expires on the next occurrence of October 31st.
 - If there is no *Service Date* but there is an *Initial Disclosure Date*, the *Initial Disclosure Date* is used in place of the *Service Date* for calculating the *Exp Date*.
 - For income tax garnishments, if the *Issue Date*, *Service Date* or *Initial Disclosure Date* is changed by the court, the *Exp Date* will automatically recalculate.
- Non-Periodic (*Garn Type* = N)
 - 182 days after the *Issue Date*. If the *Issue Date* is changed by the court, the *Exp Date* will automatically recalculate.

JIS Help Desk Changes

New Help Desk features were initiated by JIS in December. Implementation of these new features is part of an enhancement package to continue to improve our communication to courts.

If you contact the DCS Help Desk by phone or e-mail, or any other JIS Help Desk, you will receive automated email updates when there is activity on your issue. If you contact us by phone, this will usually require us to obtain an e-mail address from you if we do not have one so we can add your issue to the system. The new system designates issues as “tickets” with a ticket number. You may receive an e-mail when the “ticket” is opened, updated, or closed. We request that you only respond to the automated e-mail when you have further questions or we request feedback on an issue.

The automated email uses MIJIS as the sender name and the address support@mijis.zendesk.com. You may need to work with your IT staff to make sure any network email filters do not identify the communication as spam or junk.

Should you have any questions regarding any of the software updates described in this memorandum or Help Desk changes, please do not hesitate to contact the JIS District Court System Help Desk at 888-339-1547 (option 1) or email to DCSHelpDesk@courts.mi.gov .