



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM

DATE: December 28, 2015
TO: JIS District Court System Administrators and Staff
FROM: JIS District Court System Team
RE: JIS District Court System Software Updates

We will be applying the following software updates to your case management system during the morning of **Wednesday, December 30, 2015**. Please do not hesitate to contact the DCS Help Desk if you have any questions or discover any issues regarding the updates.

If you have questions or an interest in the SCAO forms development process, go to the One Court of Justice - Court Forms [website](#) for further information.

Traffic/Criminal/Probation

1. A new deferral code **DF09 – HUMAN TRAFFICKING VICTIM** has been added to accommodate MCL 750.451c. On the Disposition (DSP) screen, if you were to press **F4-Prompt** on the *Defer* field, **DF09** is available. On screen help text has been updated.

PLEASE NOTE: MSP/CHR has not yet programmed a Court Disposition Code (CDC: or 223:) for this deferral at this time.

2. **New Caseload Items for Felony Pleas Accepted in District Court**

New items have been added to the Caseload report in order to accommodate 2014 Public Acts 123 and 124, which amended various statutes in respect to probable cause conferences and preliminary examination. DCS sent a [memorandum](#) on December 10, 2014 which described the code **BOFP-FELONY PLEA ACCEPTED-BOUND OVER FOR SENTENCING** added by JIS-DCS and instructions for its use, effective January 1, 2015.

When Caseload is generated for 2015 you will notice a new report CASELOAD AUDIT-BOFP ACTIONS which will appear under the file name of CSLD_BOFP. The total number of BOFP actions summarized by case types FD, FT, and FY will also appear in on the caseload grid lines in Part 2, Section A, Item 9 and Part 2, Section B, Item10.

3. **MC 229 (3/15) MOTION, AFFIDAVIT, AND BENCH WARRANT**

On the form, the word “(SEAL)” was removed.

No changes were required for the T/C MOTION, AFFIDAVIT, AND BENCH WARRANT (PBW) screen.

4. **MC 245 (3/15) MOTION AND ORDER FOR DISCHARGE FROM PROBATION**

On the form, Penal Code; Human Trafficking Victim (MCL 750.451c) has been added to item 3.

An option 9 was added for Human Trafficking Victim on the DISCHARGE FROM PROBATION (DCG) screen. See example below.

The screenshot shows the 'DISCHARGE FROM PROBATION (DCG) screen' with the following fields and options:

- Court: SUPERTOWN
- Case: NOT FOUND
- Pty: Charge
- Type: MC245
- Name: _____
- Date signed: 000000
- Bar No.: 00000
- Police Report No.: _____
- People of: _____
- Date of Probation: 000000
- MOTION FOR DISCHARGE
- Term of Probation: _____
- Probation Officer: _____
- Conditions of probation: _____
- Defendant was ordered to _____ by completed.
- Defendant was ordered to _____ not complete.
- Defendant was ordered to mental health and _____ did not complete.
- IT IS ORDERED:
- Guilt set aside under: _____
- 1-7411 3-Spouse 4-PUI 5-MIP 6-Drug Ct 7-Vet Ct 8-Mental Hlth 9-Human Traffic Vic
- YTA status is terminated
- CASE ID CANNOT BE BLANK
- NXT DCG CASE _____ PTY 001 COUNT _____ INQ _____ ST _____
- F1-Clr Screen F7-Print Only F9-Print/Update F13-OutQ F24-Previous Menu

A red box highlights the text: "Option for Human Trafficking Victim added to DCG screen to comply with changes to form MC 245." with an arrow pointing to the '9-Human Traffic Vic' option.

5. **MC 228 (3/15) ORDER ON APPLICATION TO SET ASIDE CONVICTION**

On the form, new item 1 has been added to indicate which charge and the date the application has been filed on. With adding the new item 1, the other items were re-numbered. The new item 4 now states “The conviction is not for an offense listed in MCL 780.621(3) as a conviction that may not be set aside.” The new item 8 now includes options to advise when the applicant could file a new application to set aside the conviction if the current application was denied.

Options were added on the ORDER ON APPLICATION TO SET ASIDE CONVICTION (SAC) screen. See example below.

PLEASE NOTE: During our development process, this form was recently revised and published again as a 10/15 version. The changes were minor and we will revise the form to the 10/15 version in the future.

The screenshot shows a legal form titled "ORDER ON APPLICATION TO SET ASIDE CONVICTION MC228". The form includes fields for Court Name, Case Type (NOT FOUND), Party (Pty), Charge, Type, and Police Report No. It also has fields for Date Signed, Bar No., and Judge. The main body of the form contains a list of findings and an ordered section. Several lines of text are highlighted in yellow, including item 1, item 4, item 8, and item 9. A red callout box on the right side of the form contains the text: "New options have been added to SAC screen to comply with changes to form MC 228." Red arrows point from this box to the highlighted yellow text.

SUPERTOWN ORDER ON APPLICATION TO SET ASIDE CONVICTION MC228

Court Case NOT FOUND Pty Charge Type
Name Police Report No. _____
Date Signed 000000 Bar No: 00000 Judge
The People of _____

1. An application to set aside conviction was filed on _____

THE COURT FINDS:

- _ 2. The Michigan State Police has reported to the court require
- _ 3. The applicant has not been convicted of more than one. . . .
- _ 4. The conviction is not for an offense listed in MCL 780.621(3). . .
- _ 5. It has been at least five years since the sentence. . . .
- _ 6. An opportunity has been given to the Attorney General. . . .
- _ 7. Circumstances and behavior of the applicant justify. . . .

IT IS ORDERED:

- _ 8. The application is denied. Applicant may file another application to have the conviction set aside. _____
_ three years after the date of this order OR
_ earlier than three years after the date of this order, but no sooner than _____
- _ 9. The conviction in this case is set aside. Under MCL 780.623. . . .

CASE ID CANNOT BE BLANK

NXT SAC CASE _____ PTY 001 COUNT 1 INQ _____ ST _____

F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

ORDER ON APPLICATION TO SET ASIDE CONVICTION (SAC) screen

6. MC 11 (3/15) SUBPOENA, Order to Appear and/or Produce

On the form, the placement of the Court Address and Police Report No was moved over and left justified. On the "YOU ARE ORDERED" line "TO" was added. It now reads "YOU ARE ORDERED TO:." "TO" was removed from the beginning of item 1. Item 6 now reads "Abide by the attached prohibition against transferring or disposing of property. (MCL 600.6104(2), 600.6116, or 600.6119.)." On the Proof of Service page, under the AFFIDAVIT FOR JUDGMENT DEBTOR EXAMINATION, it now reads: "I request that the court issue a subpoena that orders..."

No changes were required for the SUBPOENA (SUB) screen.

7. MC 242 (9/15) ASSIGNMENT TO YOUTHFUL TRAINEE STATUS

On the form, item 2 has been modified to "defendant's 17th birthday, but before his/her 24th birthday." Item 3 has been modified to "The defendant _ and prosecuting attorney (for ages 21-24) has/have consented to assignment to youthful trainee status." At the bottom of the form, under the Judge/Magistrate signature line a new line has been added "*If the defendant has youthful trainee status and is incarcerated, the court clerk should also advise the incarcerating agency of nonpublic record status."

An option was added on the ASSIGNMENT TO YTA STATUS (YTA) screen. See example below.

SUPERTOWN		ASSIGNMENT TO YTA STATUS			MC242						
Court	Case	Pty	Charge	Type	Police Report No.						
Name _____											
People of _____											
Date Signed _____ Bar No: _____											
Cnt	Crime										
—											
—											
—											
3. Defendant _ and prosecuting attorney (for ages 21-24) consented to YTA											
_ 4. HIV testing/sex offender registration complete											
_ 5. Has been fingerprinted _____ 6c. Has been placed on probation											
6e. Other: _____											
7. Pay:											
Cnt	State	Min	Crn	Vic	Rest	Ct	Costs	Fine	Atty	Other	Total
Payment Due _____ or _____ days jail, begin _____ Balance Due _____ .00											
NXT YTA CASE		PTY		COUNT	INO	ST					
F1-Clear					F13-OutQ	F24-Prev		Help			

New option was added to YTA screen to comply with changes to form MC 242.

ASSIGNMENT TO YTA STATUS (YTA) screen

8. MC 06 (3/15) NOTICE TO APPEAR

On the form, Probable Cause Conference has been added to the top of the list of hearings

No changes were required for the T/C NOTICE TO APPEAR (NTA) screen.

9. DC 243 (9/15) ORDER OF PROBATION (Misdemeanor)

On the form, under the deferrals, MCL 750.451c, Human Trafficking Victim has been added. Within item 6, “Other” has been updated to include “including any DNA assessment.” When a DNA assessment (Cash Code starts with “DNF” and Cash Code *Group Code* is blank) has been added to the charge, that amount will appear in item 6. At the bottom of the form, under the defendant signature line a new line has been added to include the following: “*If the judgment of guilt is deferred and the defendant is incarcerated, the clerk of the court should also advise the incarcerating agency of nonpublic record status.”

Additional options were added on the ORDER OF PROBATION (ORD) screen. See example below.

SUPERTOWN ORDER OF PROBATION-PART 1 DC243
Court Case NOT FOUND Pty Charge Type
XREF Name
Date Signed 000000 Bar No: 00000
People of _____ Conditional _ Print Part 1 Only _
Probation Officer _____ Term _____
Jdg defer: _ 1-7411 2-YTA 3-Spouse 4-PUI 5-MIP 6-Drug Ct 7-Vet 8-MHC 9-HTV
_ Defendant poses a credible threat _ 5. Not purchase/possess firearm
Fine Costs Restitution Crime/Victim Supervision
State Costs Other/DNA Assess TOTAL
6a. Due date for payment _____
6b. Installments _____ per _____ start _____ or paid in full by _____
7. Comply with the attached wage
8. Other: _____
New options were added to ORD screen to comply with changes to form DC 243.
NXT ORD CASE _____ PTY 001 COUNT _____ INQ _____ ST _____
F1-Clr Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll

ORDER OF PROBATION (ORD) screen

Civil

1. MC 229 (3/15) MOTION, AFFIDAVIT, AND BENCH WARRANT

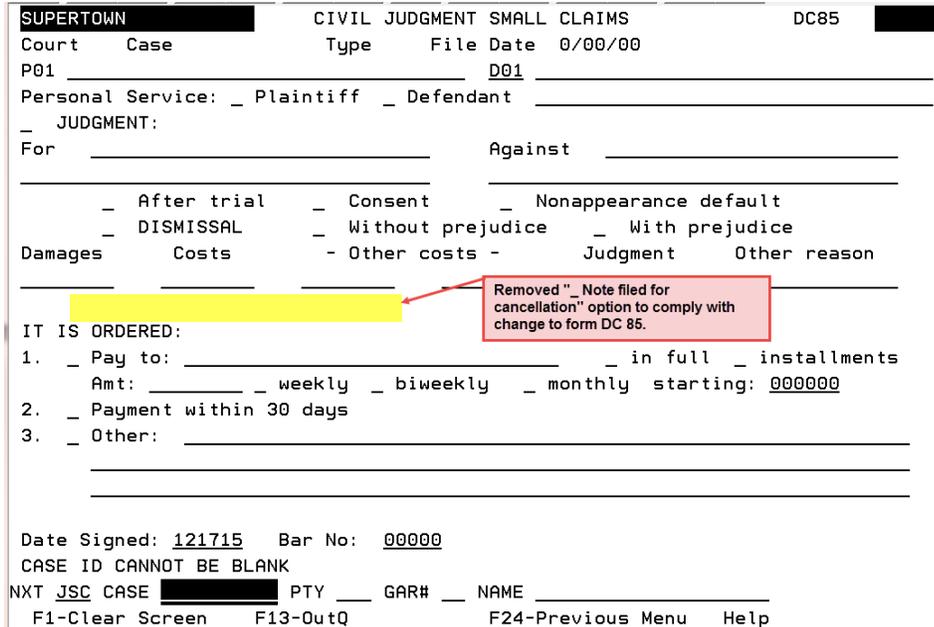
On the form, the word “(SEAL)” was removed.

No changes were required for the CIVIL MOTION, AFFIDAVIT, & BENCH WARRANT (PBW) screen.

2. DC 85 (3/15) JUDGMENT, Small Claims

On the form, the verbiage line directly under the Judgment amount field ‘A note or other written evidence of indebtedness has been filed with the clerk for cancellation.’ has been removed. Within item 1, the verbiage “No further proceedings to collect the judgement will issue as long as defendant(s) comply..” has been changed to “..will issue as long as defendant(s) complies...” Plaintiff and Defendant signature lines have been made possessive “Defendant’s” and “Plaintiff’s.”

The CIVIL JUDGMENT SMALL CLAIMS (JSC) screen was updated and removed the option to “Note filed for cancellation.” See example below.



SUPERTOWN CIVIL JUDGMENT SMALL CLAIMS DC85
Court Case Type File Date 0/00/00
P01 _____ D01 _____
Personal Service: _ Plaintiff _ Defendant _____
_ JUDGMENT:
For _____ Against _____
_ After trial _ Consent _ Nonappearance default
_ DISMISSAL _ Without prejudice _ With prejudice
Damages Costs - Other costs - Judgment Other reason

IT IS ORDERED:
1. _ Pay to: _____ _ in full _ installments
Amt: _____ _ weekly _ biweekly _ monthly starting: 000000
2. _ Payment within 30 days
3. _ Other: _____

Date Signed: 121715 Bar No: 00000
CASE ID CANNOT BE BLANK
NXT JSC CASE _____ PTY _____ GAR# _____ NAME _____
F1-Clear Screen F13-OutQ F24-Previous Menu Help

Removed "_ Note filed for cancellation" option to comply with change to form DC 85.

CIVIL JUDGMENT SMALL CLAIMS (JSC) screen

3. **MC 11 (3/15) SUBPOENA, Order to Appear and/or Produce**

On the form, the placement of the Court Address and Police Report No was moved over and left justified. On the "YOU ARE ORDERED" line "TO" was added. It now reads "YOU ARE ORDERED TO:." "TO" was removed from the beginning of item 1. Item 6 now reads "Abide by the attached prohibition against transferring or disposing of property. (MCL 600.6104(2), 600.6116, or 600.6119.)." On the Proof of Service page, under the AFFIDAVIT FOR JUDGMENT DEBTOR EXAMINATION, it now reads: "I request that the court issue a subpoena that orders..."

No changes were required for the SUBPOENA (SUB) screen.

4. **DC 105 (3/15) JUDGMENT, LANDLORD-TENANT**

On the form, item 2 has been reworded and "Other money due" line has been added as the new item 2b and the new item 2c (Costs) and item 2d (Total) has been moved down. With the new item 2b, item 4a has been modified to state the total as "2d". Item 6 has also been modified to state the "total amount due in item 2d." Item 10 "THE COURT" has been added before "FURTHER ORDERS."

Option to a "OTHER \$" was added on the CIVIL JUDGMENT LANDLORD/TENANT (JLT) screen. See example below.

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SUPERTOWN          CIVIL JUDGMENT LANDLORD/TENANT          DC105
Court 3           Case           Type           File Date 0/00/00
P01
Date Signed: 000000 Bar No: 00000 Judge:
Personal Service  _ Plaintiff/Atty  _ Defendant/Atty
THE COURT FINDS: by  _ hearing  _ default  _ consent
_ The plaintiff has a right to possession  _ The defendant has right to possession:
Rent $ _____ Other $ _____ Costs $ _____
_ The defendant has right to retain possession
_ An order of eviction may be issued unless paid
_ An order of eviction may be issued unless moved out on or before 000000
_ An immediate order of eviction shall be issued
_ May be liable for money damages
Partial payment  _ will  _ will not prevent issuance of an eviction order.
_ No money judgment is entered at this time.
MONEY JUDGMENT:  _ Possession judgment previously entered.  _ Money judgment
is entered as follows: Damages $ _____ Costs $ _____ Total $ _____
FURTHER ORDERS: _____

Motion/Appeal must be filed in court by 000000  _ MCR 4.201(I) Explained
CASE CANNOT BE BLANK
NXT JLI CASE _____ PTY _____ GAR# _____ NAME _____
F1-Clear Screen F13-OutQ F24-Previous Menu Help
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CIVIL JUDGMENT LANDLORD/TENANT (JLT) screen

5. MC 06 (3/15) NOTICE TO APPEAR

On the form, Probable Cause Conference has been added to the top of the list of hearings

No changes were required for the CIVIL NOTICE TO APPEAR (NTA) screen.

Future Software Update - Court Costs Imposed and Collected

Please watch for another software update notification regarding your case management system in February 2016. The update will help you to meet the requirements of 2014 Public Act 352 to submit a Court Costs Imposed and Collected (CCIC) report to SCAO by March 31st of each year.