



## Michigan Supreme Court

State Court Administrative Office

### Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

## MEMORANDUM

DATE: May 27, 2016  
TO: JIS District Court System Administrators and Staff  
FROM: JIS District Court Team  
RE: JIS District Court System Software Updates

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We will be applying the following software updates to your case management system beginning **Friday, May 27th**. The updates will be available no later than the morning of **Tuesday, May 31st**. Please do not hesitate to contact the DCS Help Desk if you have any questions regarding the software changes.

### **Administration - System File and Program Authority Update**

#### **1. Security/Program Access - GarnIT**

Two new items were added:

- On page 1 of 7, Cash Programs, *E-Garn* was added.
  - When set to 'Y', a user will see '7. GARN Cash Maintenance' on the **Cash Subsystem** screen.
- On page 6 of 7, Civil Inquiry/Update, *Garn Submission* was added.
  - When set to 'Y', typing in the hop code SBM will allow the user to access the **GARNIT SUBMISSION SUMMARY** screen.
  - A *Garnishment Submission (SBM)* hop code option now appears on the **CIVIL ONLINE SELECTION** screen.

These options are only applicable for courts using the GarnIT application and are defaulted to 'N' when the update is applied.

### **Cash**

#### **1. Fee Transmittal for State of Michigan, District or Municipal Court Offices (Department of Treasury Form 295 Rev.05-16)**

The Michigan Department of Treasury (MDOT) is now able to accept the revenue you may have collected for MSP-DNA Assessments and Civil electronic filing fees (EF05, EF10 and EF20).

Additional lines have been added to the *Fee Transmittal for State of Michigan District or Municipal Court Offices (Department of Treasury Form 295 Rev. 05-16)*:

Judicial Information Systems

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

- **Line 10 - DNA Assessment Due To State Police - MCL 28.176, Account Number 228.55**
- **Line 11 - Judicial Electronic Filing Fund - MCL 600.176, Account Number 228.56**

Formerly, line 10 was defined as **Children's Trust Fund - Playground Equipment - MCL 408.685, Account Number 228.38**. This has been removed from the state transmittal.

Once the updated state fee transmittal is applied to your case management system, add line 10 to any DNA MSP Assessment Cash Code and line 11 to the EF05, EF10 and EF20 civil cash codes in the *Transmittal Line # State Form* field. **You should not** add these line numbers until **AFTER** we have applied the updated state transmittal to your system.

If you sent in your state transmittal for April (due May 20<sup>th</sup>) using the prior 11-11 version which generates in DCS, you will need to take the following steps for the May state transmittal (due June 20<sup>th</sup>). This is assuming you have added the line numbers to the cash codes as described in the paragraph above.

1. Request the *State Transmittal* for 3/1/16 - 5/31/16 on the **Court Wide Cash Report Screen**. Obtain the totals from lines 10 and 11.
2. Using the combined totals for March - May from lines 10 and 11, manually populate lines 10 and 11 of the state transmittal available on the [MDOT website](#).
3. Except for line 12, **Total Collections Due to the State Treasurer**, the remainder of the state transmittal (lines 2 - 9) must be populated with your transmittal totals for the month of May only.
4. Add lines 2 - 11 together and enter total on line 12, **Total Collections Due to the State Treasurer**.

If your court used the new 05-16 version to include the DNA-MSP and civil filing funds collected in March and April for the transmittal due May 20<sup>th</sup>, you can use the state transmittal which generates in DCS for the May transmittal due June 20<sup>th</sup>.

## **Civil**

### **1. Civil Name Inquiry**

The maximum number of names which will display in a civil name inquiry has been increased from a 1500 to 4500. When you reach the maximum of 4500, a screen message will display, "Inquiry Exceeded Capacity - Only 1<sup>st</sup> 4500 Names are Displayed".

### **2. Civil Online Selection Menu**

A new three character hop code of SMB for Garnishment Submission has been added. This hop code is only applicable for those courts which have the GarnIT application. Also see the **Administration - System File and Program Authority Update** above.

## **Traffic/Criminal/Probation**

### **1. MSP-CHR Court Disposition Codes for Human Trafficking Deferral Code DF09**

The MSP-CHR Court Disposition Codes (CDC) for Human Trafficking Deferrals has been added to the Code Files.

- If a guilty disposition code and **DF09** deferral code are entered on the Disposition (DSP) screen and you use the EJD hop code with the case number to access the **Criminal History Records-EJUD** screen, the correct disposition code of **DPF** (Deferred-Human Trafficking Court Program) will populate the *CDC* field.
- 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-MJUD** screen using the MJD hop code and case number, the correct CHR Disposition code of **DMF** (Dismissed-Human Trafficking Program Completed) will populate the *CDC* field.
- MSP-CHR began accepting the two new codes in March 2016.

### **2. MC 228 - ORDER ON APPLICATION TO SET ASIDE CONVICTION**

This form has been updated to the 10/15 version. No changes were required for the SAC screen.

If you have further questions regarding the updates or any issues arise as a result of these updates, please contact the JIS District Court System Help Desk.