



## Michigan Supreme Court

State Court Administrative Office

### Judicial Information Systems

Michigan Hall of Justice

925 W Ottawa Street

Lansing, Michigan 48913

### MEMORANDUM

DATE: **March 6, 2009**  
TO: **JIS District Courts**  
FROM: **JIS District Court System Team**  
RE: **Minimum State Cost Increase Effective April 1, 2009**

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On January 22, 2009 a memorandum was distributed by Jill Booth, SCAO District Court Management Analyst, concerning the increase in minimum state costs for misdemeanor and felony dispositions occurring on and after April 1, 2009. The purpose of our memorandum is to provide guidance on how to update your system to account for the increases.

The minimum state cost for Serious and Specified Misdemeanors is increasing from \$45.00 to \$53.00 and for Other Misdemeanors from \$40.00 to \$48.00. The Cash Code for Serious and Specified Misdemeanors is **JSSS** (STATE COSTS - SPECIFIED/SERIOUS MISD) and the Cash Code for Other Misdemeanors is **JSMO** (STATE COSTS - SIMPLE MISD/ORDINANCE VIOL). Please take the following steps to ensure a smooth transition to the new amounts.

#### Cash Code Files

- On **April 1, 2009**, and not before, go to the **Cash Codes Update** screen for JSMO. If your court has used the *Default Amount* field, it will display **40.00**. Type over this amount with **48.00** and press <ENTER>. The message CASH CODE UPDATED will display.
- Repeat the same steps on April 1, 2009 for Cash Code JSSS with the new \$53.00 amount.
- An example of the *Default Amount* for Cash Code JSMO updated to the \$48.00 amount is shown in **Figure 1** on Page 2.
- Any cases assessed with either cash code prior to you updating the Cash Code files will maintain the \$40.00 or \$45.00 amount. If the disposition for these already assessed cases is after April 1, 2009, the assessed amounts will need to be modified on the Disposition (DSP) screen or Cash Transaction screen to the new amounts.

Judicial Information Systems

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SUNNY SPRINGS		Cash Codes Update		
Division	T	(T=T/C, C=Civil, M=Miscellaneous)		
Cash Code	JSMO	Description on Receipt <u>STATE COSTS</u>		
Group Code	<u>S</u>	Hot Key <u>3</u>		
Screen Priority	<u>202</u>	Default Amount	<u>48.00</u>	T/A Type <u>  </u>
Account ID	Percentage	Venue	Transmittal Line# State Form Local Form	
<u>*228.59</u>	<u>100</u> %	<u>-</u>	<u>05</u>	<u>240</u>
<u>      </u>	<u>      </u> %	<u>-</u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u> %	<u>-</u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u> %	<u>-</u>	<u>      </u>	<u>      </u>
+				
Cash Code Updated				
F1-Clear    F4-Prompt    F5-Venues    F6-Transmittal File    F23-Delete				
F24-Previous Menu    Page/Roll    Help				

Figure 1: Changing the *Default Amount* for Cash Code JSMO

**Payable Misdemeanors**

- Payable Misdemeanors are those current and expired *Charge* codes that have the *Payable Misdemeanor* field marked on the **Statute File Inquiry & Update** screen or are expired *Charge* codes used in the past (prior to the *Payable Misdemeanor* field being added in the Spring 2007 release) that include the monetary assessment JSMO.
- When updating the *Default Amount* in the Cash Code files for JSMO, the update will change the *Default* amount column for all *Charge* codes in the Statute File that use JSMO. **This includes current and expired Charge codes.** See Figure 2 on Page 3 for an example.
- We have run queries to identify the courts which have misdemeanors with both an *End* date and are using the *Default* amount for Cash Code JSMO. **The courts identified in our queries will be sent a second memo by March 13, 2009.** This second memo will provide instructions for maintaining an accurate *Charge* code fine and costs history. Also included with the second memo will be a list of the charge codes requiring changes. We suggest the steps outlined in the second memo be completed prior to April 1, 2009.
- **If your court does not have expired payable misdemeanors, then you will not receive the second memo.**
- Any cases added prior to the Cash Code update will maintain the \$40.00 assessment amount. Any cases added after the Cash Code update will use the \$48.00 assessment if the *Charge* code uses the JSMO *Default* amount.

- If the disposition of a case occurs on or after April 1, 2009, but the case was entered prior to the Cash Code update, it will be necessary to use the Disposition (DSP) screen or Cash Transaction screen to modify the JSMO assessment on the case from \$40.00 to \$48.00.

Statute File Inquiry & Update				3/04/09	15:47:13
Table <u>L</u>	Charge <u>0998</u>	Fel/Mis/Civ <u>M</u>	Case Types	<u>OT</u>	<u>ST</u>
Ordin.	PACC# <u>257.256</u>			<u>SOS</u>	<u>3500</u>
Payable Misdemeanor <u>X</u>	(Blank or X)	14-Day Notice <u>_</u>	(Blank or X)		
Drug Reportable <u>_</u>	(Blank or X)				
Drunk Driving Reportable <u>_</u>	(V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)				
Crime Victim Reportable <u>_</u>	(X=Specified S=Serious A=Accident)				
Short Description	<u>IMPR PLATES</u>				
Long Description	<u>IMPROPER PLATES</u>				
Penal Fines	Code <u>MYSF</u>	Amount <u>25.00</u>	Default	Combined Ordin.	
Penal Costs	<u>MYFE</u>	<u>25.00</u>		Fine & Costs Code	
	<u>JSMO</u>	<u>48.00</u>		<u>MYOR</u>	
Other Assessments	/			Penalty	
				Amt	Days
				<u>25</u>	<u>30</u>
				Begin	End
				Effective Date:	<u>123108</u>
				Last Chgd: <u>01/29/09</u>	By: <u>D9992JLF</u>
Initial Assessment		<u>98.00</u>			
Enter-Inquiry	F1-Clear Screen	F2-Add	F3-Update	F4-Prompt	
F23- Delete	F24-Previous Menu			Page/Roll	

Figure 2: Statue File Inquiry & Update screen

If your court has payable misdemeanors that use the *Default* amount column as shown above, the amount will change after updating the *Default Amount* in the Cash Code files on April 1, 2009 from \$40.00 to \$48.00. This is true even if the *Charge* code has an *End* date, as in this example. A second memo will be sent to courts that have *Charge* codes that are expired or will expire and use the *Default* amount for JSMO. The memo will give instructions on updating the expired or soon to be expired *Charge* codes and a list of those codes.