



## Michigan Supreme Court

State Court Administrative Office

### Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

## MEMORANDUM

DATE: November 12, 2014  
TO: JIS District Court System Administrators and Staff  
FROM: JIS District Court Team  
RE: 2014 Public Act 352 / MCL 769.1k and Instructions for Adding New Cash Codes for Court Cost

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2014 Public Act 352 amends MCL 769.1k governing the imposition of criminal fines, costs and assessments. The act was signed into law by Governor Snyder and took effect on October 17, 2014. Please refer to the November 6, 2014 SCAO Trial Court Services memorandum from Elizabeth Barber for complete details.

In order to comply with the amendments to MCL 769.1k for criminal cases and reporting of costs imposed and collected, several steps must be taken by JIS District Courts. This memorandum describes those steps.

It is important courts take these steps as soon as possible. JIS will be developing a report with SCAO guidance to meet the reporting requirements in MCL 769.1k(8). The first report will be due by March 31, 2016 for the calendar year 2015. In order to obtain accurate data, using the new cash codes **COSL** and **COSS** is essential. Further information regarding this report will be provided at a later date.

### 1. CREATE TWO NEW CASH CODES:

- **COSL (COURT COST-LOCAL ORDINANCE-CRIMINAL)**
  - **COSS (COURT COST-STATUTE OFFENSE-CRIMINAL)**
- A. **Creating new cash codes should be done at the beginning or end of the business day when no cash transactions OR disposition entries are taking place. This allows cash files to align properly.**
- B. Detailed instructions for adding a new *Cash Code* is found on page 4-10 of the Cash User Guide. The most recent version of the Cash User Guide can be found on our web page at this link:  
[JIS District Court System](#)
- C. The new cash codes will take the place of *Cash Code MYFE (STATUTE COST or PENAL COSTS)*. Once the new codes are created and ready to use, **MYFE** should no longer be assessed for criminal convictions. **MYFE** can still be used for civil infractions.

- D. Go to the 'Cash Codes Update' screen to add *Cash Code COSL*. Each court will need to determine its own *Hot Key*, *Screen Priority*, *Account ID*, and *Transmittal Line # Local Form*. See **COSL (COST-LOC ORD) Example** below.

MAYBERRY		Cash Codes Update			
Division	T	(T=T/C, C=Civil, M=Miscellaneous)			
Cash Code	COSL	Description on Receipt	COST-LOC ORD		
Group Code	C	Hot Key	_		
Screen Priority	272	Default Amount	_____ T/A Type _____		
Account ID	Percentage	Venue	Transmittal Line#		
			State Form	Local Form	
FUNDING UNIT	67 %	-	---	---	
VENUE	33 %	X	---	---	
_____	_____ %	-	---	---	
_____	_____ %	-	---	---	+
F1-Clear    F4-Prompt    F5-Venues    F6-Transmittal File    F23-Delete F24-Previous Menu    Page/Roll    Help					

**COSL (COST-LOC ORD) Example**

- E. Repeat same step to add *Cash Code COSS*. See **COSS (COST-STATUTE) Example** below.

MAYBERRY		Cash Codes Update			
Division	T	(T=T/C, C=Civil, M=Miscellaneous)			
Cash Code	COSS	Description on Receipt	COST-STATUTE		
Group Code	C	Hot Key	_		
Screen Priority	252	Default Amount	_____ T/A Type _____		
Account ID	Percentage	Venue	Transmittal Line#		
			State Form	Local Form	
FUNDING UNIT	100 %	-	---	---	
_____	_____ %	-	---	---	
_____	_____ %	-	---	---	
_____	_____ %	-	---	---	+
F1-Clear    F4-Prompt    F5-Venues    F6-Transmittal File    F23-Delete F24-Previous Menu    Page/Roll    Help					

**COSS (COST-STATUTE) Example**

- F. Add the newly created cash codes **COSL** and **COSS** in the Traffic Criminal 'Code File Inquiry & Update' screen. See examples below.

11/04/14 09:14:23

Code File Inquiry & Update

Code: COSL Code Listing Group: AG

Short Description: COST-LOC ORD

Long Description:

COURT COST-LOCAL ORDINANCE-CRIMINAL

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**Use F2-Add to enter a new Code.**

Effective Date:            Begin End  
Last Chgd: 11/04/14 By: D9992JLF

F1-Clear Screen **F2-Add** F3-Update F23-Delete F24-Prev Menu Page/Roll Help

**COSL (COURT COST-LOCAL ORDINANCE-CRIMINAL) Example**

11/04/14 09:19:39

Code File Inquiry & Update

Code: COSS Code Listing Group: AG

Short Description: COST-STATUTE

Long Description:

COURT COST-STATUTE OFFENSE-CRIMINAL

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Effective Date:            Begin End  
Last Chgd: 11/04/14 By: D9992JLF

F1-Clear Screen F2-Add F3-Update F23-Delete F24-Prev Menu Page/Roll Help

**COSS (COURT COST-STATUTE OFFENSE-CRIMINAL) Example**

**2. UPDATES TO MYOR (ORDINANCE FINE & COSTS)**

- A. The court may also want to change the descriptions for **MYOR**. If so, go to the ‘Cash Codes Update’ screen and update the *Cash Code MYOR Description on Receipt* field from **ORDNCE F & C** to **ORDNCE FINE**.
- B. On the Traffic Criminal ‘Code File Inquiry & Update’ screen, enter an *Effective End Date* for the current version of **MYOR**.
- C. Add a new *Code* of **MYOR** with a *Short Description* of **ORDNCE FINE**, a *Long Description* of **ORDINANCE FINE** and an *Effective Begin Date*.

**3. ENTER AN END DATE FOR ALL PAYABLE MISDEMEANOR CHARGE CODES**

- A. Identify your *Payable Misdemeanor* charge codes. This can be done by either scrolling through your ‘Statute File Inquiry & Update’ screens or printing the Statute File for Table L on the ‘Code File Print’ screen. The PAYABLE MISD column will be marked for any *Payable Misdemeanor* charge codes.
- B. In order to reflect the proper breakdown of costs, any criminal charge codes which use **MYFE** and are marked as a *Payable Misdemeanor* should have an *Effective End Date* entered once you are ready to use the new cash codes. If your court has any other pre-assessed criminal charge codes which are not marked as a *Payable Misdemeanor*, those will also have to be addressed. See example below.

Statute File Inquiry & Update				10/31/14	10:48:57
Table L	Charge 0998	Fel/Mis/Civ M	Case Types	OT	ST
Ordin.	PACCH	MCL 257.256	SOS	3500	
Payable Misdemeanor	X (Blank or X)	14-Day Notice			
Drug Reportable					
Drunk Driving Reportable		(V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)			
Crime Victim Reportable		(X=Specified S=Serious A=Accident)			
Short Description	IMPR PLATES				
Long Description	IMPROPER PLATES				
Penal Fines	Code	Amount	Default	Combined Ordin. Fine & Costs Code	
Penal Costs	MYSE	30.00		MYOR	
	JSMD		50.00	Penalty	
	MYCV		75.00	Amt Days	
Other Assessments					
				Begin	End
				Effective Date: 10109	103114
				Last Chgd: 10/31/14	By: D9992JLF
Enter-Inquiry	F1-Clear Screen	F2-Add	F3-Update	F4-Prompt	
F23- Delete	F24-Previous Menu			Page/Roll	

**Example of Entering End Date for Payable Misdemeanor**

#### 4. CREATE NEW, SEPARATE PAYABLE MISDEMEANOR CHARGE CODES FOR LOCAL ORDINANCES AND STATUTE OFFENSES

You must now create two new payable misdemeanor charge codes to replace the one you just expired - one *Charge Code* for a local ordinance (using new *Cash Code* **COSL** and **MYOR**) and another *Charge Code* for a statute offense (using new *Cash Code* **COSS** and **MYSF**). Leave the *Combined Ordin. Fine and Costs Code* field blank. Be sure to enter an *Effective Begin Date*. See examples below.

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Statute File Inquiry & Update      11/04/14  09:48:17

Table L Charge 0998-L              Fel/Mis/Civ M Case Types OT
Ordin. _____ PACCH MCL 257.256  SOS 3500
Payable Misdemeanor X (Blank or X)  14-Day Notice _ (Blank or X)
Drug Reportable _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
Short Description IMPR PLATES
Long Description IMPROPER PLATES-LOCAL ORDINANCE

Code Amount Default Combined Ordin.
Penal Fines _____ Fine & Costs Code
Penal Costs _____
/ JSMD _____ 50.00
/ MYCV _____ 75.00
COSL 31.00
Other / MYOR 30.00
Assessments

The Combined Ordin. Fine & Costs Code
field will not be used. You must include Cash
Code MYOR as part of the assessment.

Begin End
Effective Date: 110114
Last Chgd: 11/04/14 By: D9992JLF

Initial Assessment 186.00
Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt
F23- Delete F24-Previous Menu Page/Roll
    
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Example of a Payable Misdemeanor Local Ordinance using COSL

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Statute File Inquiry & Update      11/04/14  09:58:33

Table L Charge 0998-S              Fel/Mis/Civ M Case Types ST
Ordin. _____ PACCH MCL 257.256  SOS 3500
Payable Misdemeanor X (Blank or X)  14-Day Notice _ (Blank or X)
Drug Reportable _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
Short Description IMPR PLATES
Long Description IMPROPER PLATES-STATUTE OFFENSE

Code Amount Default Combined Ordin.
Penal Fines _____ Fine & Costs Code
Penal Costs _____
/ JSMD _____ 50.00
/ MYCV _____ 75.00
COSS 31.00
Other /
Assessments

The Combined Ordin. Fine & Costs Code
field will not be used. You must include Cash
Code MYSF as part of the assessment.

Begin End
Effective Date: 110114
Last Chgd: 11/04/14 By: D9992JLF

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt
F23- Delete F24-Previous Menu Page/Roll
    
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Example of a Payable Misdemeanor Statute Offense using COSS

**5. INSTRUCT COURT STAFF TO DISCONTINUE USE OF CASH CODE MYFE AND USE NEW CASH CODES COSL AND COSS**

Once the above steps are complete, you may begin using the new cash codes for ALL **criminal** assessments and new charge codes for your payable misdemeanors. *Cash Code MYFE* should no longer be assessed on any new criminal convictions. Any prior assessments which use **MYFE** do not have to be changed.

**6. REMINDER: ADD NEW CASH CODES IN MCAP – COLLECTION DATA SYSTEM (CDS)**

Any time you create a new cash code, the code also needs to be added in the MCAP - CDS in preparation for the Collections Reports due in July. Refer to your CDS User Guide or contact the SCAO regarding the CDS application, by either sending an e-mail message to [collections@courts.mi.gov](mailto:collections@courts.mi.gov) or call 517-373-2219.

If you have any questions regarding the instructions in this memorandum, please contact the JIS District Court Help Desk at [dcshelpdesk@courts.mi.gov](mailto:dcshelpdesk@courts.mi.gov) or 888-339-1547, option 1.