



Preparing Caseload with a Change in Judge

This information is intended for district courts with a new judge (or judges) taking the bench in January.

The JIS District Court System's annual Caseload report does not account for Judge of Record "as of" a certain date. Therefore, the court's Caseload report must be submitted to SCAO *before* all the open files can be reassigned to the new judge. To ensure an accurate Caseload report, we recommend courts follow the steps listed below. By waiting to reassign open cases, you will also have an accurate Delay in Criminal Proceedings report for the fourth quarter of **2014** which is due in early January.

Recommended Steps

1. Change the Bar# for the court's new judge to a "J" type in the Attorney File. If your court uses hotkeys, remember to assign one to the new judge in Code Files Update in the Cash Subsystem. You can begin using the new judge's bar number or hotkey to assign Judge of Record for any cases **filed after** January 1, **2015**.
- 2. Do not complete the Professional File Reassignment process for Traffic/Criminal or Civil cases until after your 2014 Caseload is finalized and submitted to MCAP.**
3. Until you have submitted your Caseload report to MCAP, follow the instructions on the following page for updating and disposing cases now being handled by the new judge.
4. After you complete the Caseload Report and submit your data to MCAP, you can now reassign open cases from the former Judge of Record to the new Judge of Record. Remember that you will need the ADMIN signon to complete the Professional File Reassignment process. See page 1-29 in the 2007 Administrative User Guide for more information.
5. Be sure to only reassign *open* cases to the new Judge of Record. You will need to complete reassignment for both open Civil and Traffic/Criminal cases.
6. After you have reassigned the open cases to the new judge, run the Case Age Report (Caseload Part 4) with a start date of **1/1/15** and end date matching the date you completed the file reassignment.
7. You will have a Part 4 report in your outque for each judge in the court, including the previous judge. Print the report for the previous judge.
8. Any cases listed on this report were disposed in **2015** and must have the Judge of Record (JOR) field updated manually. In Traffic/Criminal module, you can update JOR on the Disposition (DSP) screen, Scheduling (SCH) screen or Case Entry (CAS) screen. In Civil, you can modify the Judge of Record on the Action (ACT) screen or the Case Entry (CAS) screen.



Questions? Call the DCS Help Desk at 1-888-339-1547, Option 1
Email us at DCSHelpDesk@courts.mi.gov

In the Traffic-Criminal Module:

SUPERTOWN Traffic / Criminal Disposition -- Part 1 Status **PEND**
 Court 3 Venue 1 Case 14-14802 Pty D01 Charge CS POSS MJ Type SM
 Name EMMENDORFER/NANCY/LYNN Jdg/Rcprd 12345 PO Code PT Date 011615
 PL 01 DS 14 Defer __ Dism __ PO Judge 55717 Audit/Dism Abs = ROA _

When the new judge
 ♦disposes a case
 ♦presides over an event (i.e. bond hearing)
 enter his/her bar# or hotkey in the **PO Judge** field.

Do not change the **Jdg/Rcprd** field at this time.

*Field may be blank if your court does not assign a Judge of Record.

SUPERTOWN Traffic / Criminal Scheduling Status **PEND**
 Court 3 Venue 1 Case 14-14802 Pty D01 Charge CS POSS MJ Type SM
 Name EMMENDORFER/NANCY/LYNN Jdg/Rcprd 12345 PO Code MS Date 011615
 PO Judge 55717 Prosecutor __ Attorney __ Plea __ ROA _

In the Civil Module:

1. If a case is disposed by the new judge, do not change the **Judge of Record**.
2. Enter the code(s) to update the case and add a comment to the ROA noting which judge presided over the case at the time of disposition.

SUPERTOWN CIVIL ONLINE ACTIONS UPDATE **PEND**
 Court 3 Case 14D4802 Type GC File Date 110714 Judge of Record 12345
 P01 DONS BODY SHOP// D01 MIGNON/EVANS/M

Option	Pty	Gar#	Date	Code	Amount \$\$\$\$\$\$\$.¢¢	Misc.	Bar #	Date	Nxt Court Time A/P
-	<u>P01</u>	<u>__</u>	<u>110714</u>	<u>SCF</u>	<u>45.00</u>	<u>__</u>	<u>10063</u>	<u>__</u>	<u>__</u>
-	<u>D01</u>	<u>__</u>	<u>110714</u>	<u>SCI</u>	<u>2212.52</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>__</u>
-	<u>D01</u>	<u>__</u>	<u>112014</u>	<u>SCS</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>__</u>
-	<u>ALL</u>	<u>__</u>	<u>112014</u>	<u>PTC</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>120914</u>	<u>900</u> <u>A</u>
-	<u>D01</u>	<u>__</u>	<u>112214</u>	<u>ANF</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>__</u>
-	<u>ALL</u>	<u>__</u>	<u>112214</u>	<u>BTC</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>011615</u>	<u>0100</u> <u>P</u>
-	<u>D01</u>	<u>__</u>	<u>011615</u>	<u>JGE66</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>__</u>	<u>__</u>

010909 DECISION BY JUDGE STACER, 55717
__ UPDATE JOR AFTER CASELOAD '14

Both Civil & Traffic/Criminal Modules: If the court is generating an immediate form (i.e. judgment), be sure to change the bar# for the judge's signature before printing.