



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM

DATE: December 18, 2015
TO: JIS District Court System Administrators and Staff
FROM: JIS District Court Team
RE: Pending Electronic Filing Legislation - HB 5028, 5029, 5030 and SB 531, 532, 533 -
Instructions for Adding Automated Payment Service Fee Civil Cash Code

Pending electronic filing legislation is expected to be signed into law soon. House Bills 5028, 5029, 5030 and Senate Bills 531, 532, 533 will be effective January 1, 2016 once signed by Governor Snyder. Not all fees, however, go into effect on January 1, 2016. Please refer to the [December 17, 2015 SCAO Memo](#) from Milton L. Mack, Jr., State Court Administrator for details.

The legislation requires district courts to collect an “electronic filing system fee” in addition to the filing fees for commencing a civil action, regardless of whether the civil action is filed electronically. Please refer to the [December 3, 2015 SCAO Trial Court Services memorandum](#) from Julia Norton, Collections Management Analyst, for complete details regarding the legislation.

In order to comply with this pending legislation, DCS courts must add new civil division cash codes for the “electronic filing system fees”. **The effective date for the “electronic filing system fees” is March 1, 2016.** We will send further instructions regarding the cash codes for these fees and the revised state transmittal in February 2016.

If your court is charged a merchant transaction fee for payments made using a credit or debit card, the legislation allows the court to charge a person paying a charge designated by statute as a fee an “automated payment service fee”. The fee cannot exceed the actual merchant transaction fee that is charged to the court or funding unit, or 3% of the automated payment, whichever is less. Our suggested cash code for the “automated payment service fee” is provided below. **Courts can begin collecting this fee January 1, 2016.**

1. If you choose to collect the “automated payment service fee”, we suggest using the following Cash Code in the Civil Division:
 - **EFEE** (Automated Payment Service Fee)
2. **Creating new cash codes should be done at the beginning or end of the business day when no cash transactions are taking place. This allows cash files to align properly.**

Judicial Information Systems

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

- 3. Detailed steps for adding a new *Cash Code* are found on starting 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 [JIS District Court System](#). **NOTE:** Civil cash codes do not need to be added in the Traffic/Criminal Code Files as stated in step 12.

Go to a blank 'Cash Codes Update' screen to add *Cash Code EFEE* in *Division C*. Select *Group Code V (All Other Cd)*. Each court will need to determine its own *Hot Key*, *Screen Priority*, *Account ID* and *Transmittal Line # Local Form*. Press <ENTER> to add the code.

MAYBERRY Cash Codes Update

Division C (T=T/C, C=Civil, M=Miscellaneous)

Cash Code EFEE Description on Receipt AUTO PMT FEE

Group Code V Hot Key _

Screen Priority 980 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

EFEE (AUTO PMT FEE) Example

If you have questions regarding these instructions, please contact the DCS Help Desk for assistance. DCS Help Desk contact information is at the bottom of this page.