



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM

DATE: July 10, 2015
TO: JIS District Court System Administrators and Staff
FROM: JIS District Court Team
RE: DNA Assessment Cash Code / 2014 Public Act 458

Beginning July 1, 2015, 2014 Public Act 458 requires a \$60.00 DNA assessment against an individual when convicted of any felony or certain misdemeanors. Please see the [SCAO Trial Court Services Memorandum 2015-18 dated June 30, 2015 regarding 2014 PA 457, 458, 459](#) for complete details. Our memorandum today provides the primary steps for adding new cash codes to meet the assessment requirement.

In order to comply with the assessment requirements and upcoming forms changes necessitated by the act, we are instructing courts to create a new cash code(s) starting with the three letters **DNF**. **It is important the cash code(s) you create start with DNF. Future forms updates will identify cash codes beginning with DNF to properly populate the forms when used.** Until forms are updated next year, the assessments will appear under “Other” on the Assignment to Youthful Trainee Status (MC 242), Judgment of Sentence (MC 219), and Order Delaying Sentence (MC 294).

The cash code example we have provided is DNFE. We have identified this cash code as not being used by any court at this time. If your court only has one law enforcement agency collecting DNA samples, then you should only require one cash code. If your court has multiple law enforcement agencies collecting DNA samples which will require reimbursement, you may create multiple cash codes as long as they begin with DNF (e.g., DNFM – MSP, DNFO – OCSO, etc.).

1. CREATE A NEW CASH CODE – DNFE (DNA ASSESSMENT)

- 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* are 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](#)

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- C. Go to the ‘Cash Codes Update’ screen to add **Cash Code DNFE**. Each court will need to determine its own *Hot Key*, *Screen Priority*, *Account ID* for the **FUNDING UNIT** and **LAW AGENCY**, and *Transmittal Line # Local Form*. Leave the *Group Code* blank. Press <ENTER> to add. See **DNFE (DNA ASSESS) Example** below.

MAYBERRY Cash Codes Update

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

Cash Code DNFE Description on Receipt DNA ASSESS

Group Code _ Hot Key _

Screen Priority 285 Default Amount 60.00 T/A Type _

Account ID	Percentage	Venue	Transmittal Line#	
			State Form	Local Form
*228.59	65 %	-	05	240
FUNDING UNIT	10 %	-	---	010
LAW AGENCY	25 %	-	---	031
---	---	-	---	---

F1-Clear F4-Prompt F5-Venues F6-Transmittal File F23-Delete
F24-Previous Menu Page/Roll Help

DNFE (DNA ASSESS) Example

When you exit the ‘Cash Codes Update’ screen, you may receive a message “CASH FILES WILL BE ALIGNED – PRESS ENTER” and “ENTER-Submit Alignment Job to Batch”. Press <ENTER> as instructed.

- 2. Add the newly created cash code DNFE in the Traffic Criminal ‘Code File Inquiry & Update’ screen. See examples below.

7/08/15 10:31:41

Code File Inquiry & Update

Code: DNFE Code Listing Group: AG

Short Description: DNA ASSESS

Long Description:

DNA ASSESSMENT

Effective Date:	Begin	End
Last Chgd: 07/08/15	By: D9992JLF	

Press F2-Add to enter a new code.

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

DNFE (DNA ASSESSMENT) Example

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Repeat the steps above if you need to add more than one DNA Assessment cash code.

If you have any questions regarding the instructions in this memorandum or in the Cash User Guide, please contact the DCS Help Desk.