



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM

DATE: March 17, 2016
TO: JIS District Court System Administrators and Staff
FROM: JIS District Court Team
RE: DCS Court Costs Imposed and Collected (CCIC) Report

2014 Public Act 352, effective October 17, 2014, amended MCL 769.1k governing the imposition of criminal fines, costs, and assessments. Courts are required to submit a Court Costs Imposed and Collected (CCIC) report to SCAO through the Michigan Court Application Portal (MCAP). The first CCIC report is due by March 31, 2016 for the calendar year 2015. The following information is required in the report:

- Total number of cases in which costs under MCL 769.1k(1)(b)(iii) were imposed.
- Total amount of costs imposed under MCL 769.1k(1)(b)(iii).
- Total amount of costs imposed under MCL 769.1k(1)(b)(iii) that were collected.

On November 12, 2014, DCS sent a memo to all DCS courts providing instructions to create two new cash codes:

- COSL (COURT COST-LOCAL ORDINANCE-CRIMINAL)
- COSS (COURT COST-STATUTE OFFENSE-CRIMINAL)

These cash codes are used by DCS to calculate the totals for the report. Instructions and information for creating the CCIC report are provided below. **The updated software will be applied and available to request on your Cash Subsystem during the business day on Tuesday, March 22, 2016.**

Once you have obtained the totals, authorized users can login to courts.mi.gov/mcap using current MCAP usernames and passwords to enter the report totals on the MCAP-CCIC application. The report is due by March 31, 2016.

COURT WIDE CASH REPORT SCREEN

The Court Costs Imposed and Collected report is requested on *Court Wide Cash Report Screen*. See **Figure 1**. Help text (Alt + F1) from a field is also available which describe the report.

MAYBERRY State Court Administrative Office

Court Wide Cash Report Screen

Select **only** *Court Costs Imposed&Coll* (leaving *Detail* field blank) with date range of 010115 - 123115 to obtain totals you need for 2015.

Place cursor on **any** field on the *Court Costs Imposed&Coll* line and press Alt + F1 at same time to access Help text for the report.

	Date	Range	
_ Cash Detail	20916	-	_____
_ Adjustments	20916	-	_____
_ Assessment Adjustments	20916	-	_____
_ Cash/Case Un-Matched	20916	-	_____
_ Closed - Balance Due	_____	-	_____
_ Monies by Venue	_____	-	_____
_ SOS Clearances	_____	-	_____
_ Crime Victims	_____	-	_____
_ Court Costs Imposed&Coll	_____	-	_____ Detail _
_ Court Summary	_____	-	_____

Figure 1 - Court Wide Cash Report Screen

Select **only** the *Court Costs Imposed&Coll* option with a date range of 010115 - 123115 to obtain the totals you need for 2015 (other date ranges may be selected at the courts discretion for their own use, but **must be within the same calendar year**). The following report will generate:

COURT COSTS IMPOSED AND COLLECTED - SUMMARY

- This will display as **CCICRPT** in *File* column and **CCICSUM** in *User Data* column in your printer out queue.
- A 'Work with Output Queue' and CCIC SUMMARY report example is shown in **Figure 2**.

Work with Output Queue

Queue: _____ Library: QUSRSYS Status: RLS/WTR

Type options, press Enter.

1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
 8=Attributes 9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
_	CCICRPT	DCSONLINE	CCICSUM	HLD	1	1	*STD	5

DATE: 2/24/16 10:33:35 99-1 DISTRICT COURT PAGE 1
 FOR: 01/01/15 - 12/31/15 925 WEST OTTAWA ST
 LANSING MI 48915

COURT COSTS IMPOSED AND COLLECTED - SUMMARY

Total number of cases in which costs under MCL 769.1k(1)(b)(iii) were imposed	2582
Total amount of costs imposed under MCL 769.1k(1)(b)(iii)	\$797726.01
Total amount of costs imposed under MCL 769.1k(1)(b)(iii) that were collected	\$472165.86

Figure 2 - Work with Output Queue and CCIC SUMMARY report

TOTAL AMOUNT OF COSTS IMPOSED UNDER MCL 769.1k(1)(b)(iii) DETAIL

- This detail report displays as **CCICRPT** in *File* column and **CCICIMP** in *User Data* column.
- An example is shown in **Figure 5**. This is actual court data and names have been removed from the example. It is in case number order.
- Case must be a criminal case type, disposed, have a sentence date less than or equal to report end date, and either COSL or COSS were assessed or adjusted during the reporting period (using the SYSTEM ENTRY DATE). **This could be a positive or negative amount.**
- Case numbers only appear once if they qualify. If there were multiple assessments/adjustments during the reporting period, the first assessment/adjustment SYSTEM ENTRY DATE will appear.
- The AMOUNT column provides total assessed/adjusted during the reporting period.

DATE: 2/24/16 10:33:35 FOR: 01/01/15 - 12/31/15		99-1 DISTRICT COURT 925 WEST OTTAWA ST LANSING MI 48915		PAGE 55				
COURT COSTS IMPOSED AND COLLECTED - DETAIL AND SUMMARY								
TOTAL AMOUNT OF COSTS IMPOSED UNDER MCL 769.1k(1)(b)(iii) DETAIL								
CASE NO.	TYPE	NAME	CHARGE	DISPO DATE	DISPO CODE	SENTENCE DATE	SYSTEM ENTRY DATE	AMOUNT
15CS18685	OT		ARM-NO LIC/R	7/27/15	14	7/27/15	7/16/15	\$95.00
15CS19774	OT		EXPIRED LIC	8/04/15	14	8/04/15	7/28/15	\$110.00
15CS20398	OT		EXPIRED LIC	8/03/15	14	8/03/15	8/03/15	\$110.00
15CS20776A	OT		EXPIRED LIC	8/25/15	14	8/25/15	8/06/15	\$110.00
15CS20974B	OT		EXPIRED LIC	8/18/15	14	8/18/15	8/06/15	\$110.00
15CS22091	OT		EXPIRED LIC	8/24/15	14	8/24/15	8/19/15	\$110.00
15CS23015B	OT		EXPIRED LIC	9/08/15	14	9/08/15	8/27/15	\$110.00
15CS24251	OT		EXPIRED LIC	9/22/15	14	9/22/15	9/09/15	\$110.00
Total amount of costs imposed under MCL 769.1k(1)(b)(iii)			\$797726.01					

Figure 5 - TOTAL AMOUNT OF COSTS IMPOSED UNDER MCL 769.1k(1)(b)(iii) DETAIL

TOTAL AMOUNT OF COSTS IMPOSED UNDER MCL 769.1k(1)(b)(iii) THAT WERE COLLECTED DETAIL

- This detail report displays as **CCICRPT** in *File* column and **CCICCOL** in *User Data* column.
- An example is shown in **Figure 6**. This is actual court data and names have been removed from the example. It is in case number order.
- SYSTEM ENTRY DATE for the receipt must be within date range and either cash code COSS or COSL were paid or adjusted. **This could be a positive or negative amount.**
- Case numbers may appear multiple times if there were multiple receipts, voids or re-rings.

DATE: 2/29/16 08:17:14 FOR: 01/01/15 - 12/31/15		99-1 DISTRICT COURT 925 WEST OTTAWA ST LANSING MI 48915		PAGE 52			
COURT COSTS IMPOSED AND COLLECTED - DETAIL AND SUMMARY							
TOTAL AMOUNT OF COSTS IMPOSED UNDER MCL 769.1k(1)(b)(iii) THAT WERE COLLECTED DETAIL							
CASE NO.	TYPE	NAME	CHARGE	RECEIPT DATE	RECEIPT NUMBER	SYSTEM ENTRY DATE	AMOUNT
15OS3156G	OT		REG/PLATE-MI	12/14/15	D110521	12/14/15	\$116.00
15OC04776D	OT		DISOBEY P.O.	7/21/15	D186034	7/21/15	\$110.00
15SL00247	OT		NO VALID OPS	8/10/15	D189278	8/10/15	\$110.00
15SL00283	OT		EXPIRED LIC	6/02/15	D179563	6/02/15	\$110.00
15SL00692B	OT		EXPIRED LIC	11/16/15	D106438	11/16/15	\$110.00
15WI00132	OT		NO VALID OPS	5/20/15	D178092	5/20/15	\$110.00
15WI00156	OT		EXPIRED LIC	4/21/15	D236051	4/21/15	\$110.00
15WI0052B	OT		EXPIRED LIC	11/17/15	D106681	11/17/15	\$110.00
Total amount of costs imposed under MCL 769.1k(1)(b)(iii) that were collected			\$472165.86				

Figure 6 - TOTAL AMOUNT OF COSTS IMPOSED UNDER MCL 769.1k(1)(b)(iii) THAT WERE COLLECTED DETAIL

If you have questions regarding the CCIC report, please contact the DCS Help Desk.