



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM

DATE: March 3, 2016 (**supersedes the February 18, 2016 memorandum**)
TO: JIS District Court System Administrators and Staff
FROM: JIS District Court Team
RE: Electronic Filing Legislation - Public Acts 230-235 of 2015
- Instructions for Adding Electronic Filing System Fee Civil Cash Codes
State Transmittal Changes - eFiling Fees and DNA Assessments

See page 3, DNA Assessment State Transmittal ID, for primary revisions to this memorandum.

Electronic filing legislation Public Acts 230 - 235 were signed into law by Governor Snyder on December 22, 2015 and were effective January 1, 2016. The legislation requires district courts to collect an “electronic filing system fee” between March 1, 2016 and February 28, 2021. Please refer to the February 18, 2016 SCAO Trial Court Services [Memorandum](#) or the January 4, 2016 Frequently Asked Questions State Court Administrator [Memorandum](#) for more details regarding the legislation.

In order to comply with the legislation, DCS courts must add new civil division cash codes for the “electronic filing system fee”. Today’s memorandum describes the primary steps to add the new cash codes.

Changes are also forthcoming to the *Fee Transmittal for State of Michigan District or Municipal Court Offices (Department of Treasury Form 295)*. The updates to the DCS application will be provided as soon as possible once the form has been finalized by Treasury and our development and testing of the updated form is complete. **Further instructions will be sent at a future date regarding the changes to the state transmittal and the appropriate line numbers to use for the new civil cash codes described below.**

New Civil Cash Codes and State Transmittal Account ID

It is important courts take these steps to add the new cash codes as soon as possible. **Courts are required to collect the electronic filing system fees beginning March 1, 2016.**

- 1. 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 when you exit the Cash Codes Update screen after adding the codes.**

Judicial Information Systems

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

2. Create the following Civil Division Cash Codes for collecting the Electronic Filing System Fee.
 - **EF05** \$5.00 for civil actions filed in small claims cases
 - **EF10** \$10.00 for civil actions filed, including summary proceedings actions
 - **EF20** \$20.00 for civil actions filed if a claim for money damages is joined with a claim for relief other than money damages

3. Detailed steps for adding a new *Cash Code* are found on starting on page 4-10 of the [Cash User Guide](#). **NOTE:** Civil cash codes do not need to be added in the Traffic/Criminal Code Files as stated in step 12.

4. Go to a blank 'Cash Codes Update' screen to add *Cash Code EF05* in *Division C*. See the **EF05 (E-FILE FEE) Example** below.
 - a. Select *Group Code F (Filing)*.
 - b. Each court will need to determine its own *Hot Key*, *Screen Priority* and *Transmittal Line # Local Form*.
 - c. The *Account ID* displayed, ***228.56** (Judicial Electronic Filing Fund), is correct. Many courts include the preceding "*" for state account numbers so they sort to the top of the Accounts Breakdown Report.
 - d. **The Transmittal Line# State Form has yet to be finalized.** We will notify you once JIS has made appropriate development changes to the state transmittal.
 - e. Press <ENTER> to add the code.

Cash Codes Update

MAYBERRY

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

Cash Code EF05 Description on Receipt E-FILE \$5

Group Code E Hot Key _

Screen Priority 981 Default Amount 5.00 T/A Type _

The Line # for the State Transmittal is not yet available. Once development changes are completed, JIS will notify you.

Account ID	Percentage	Venue	Transmittal Line#	
			State Form	Local Form
*228.56	100 %	-	---	---
---	---	-	---	---
---	---	-	---	---
---	---	-	---	---

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

EF05 (E-FILE FEE) Example

5. Repeat the same steps to add *Cash Code EF10* and *Cash Code EF20*. The *Account ID* and *Group Code* are the same as for **EF05**.

DNA Assessment State Transmittal Account ID (revised)

On July 10, 2015 we sent a DNA Assessment Cash Code / 2014 Public Act 458 [Memorandum](#). This provided information about creating cash codes for DNA assessments. Part of the upcoming *Fee Transmittal for State of Michigan* changes is a new account ID and line number will be added for DNA assessments collected by the Michigan State Police (MSP).

All DNA assessments, no matter the law agency doing the collecting, will continue to report with 65% for account ID 228.59 and line 05-Justice System Fund. When the law agency (25%) collecting the DNA sample is MSP, the **new** Account ID of 228.55 (DNA Assessment Due to State Police) will report to a line number on the yet to be finalized state transmittal. After you have completed your transmittal for the February 'Reporting Period', you can add the *Account ID* of ***228.55** for any DNA Assessment Cash Code(s) created for MSP. An example DNA Assessment cash code for MSP is shown below. The *State Form* line number must remain blank until JIS has applied the updated version to your system. We will send notification when this occurs.

MAYBERRY Cash Codes Update

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

Cash Code DNFM Description on Receipt DNA-MSP_ASSE

Group Code _ Hot Key _

Screen Priority 286 Default Amount 60.00 T/A Type _

The Account ID will be *228.55 when MSP is the collecting law agency. The State Form line number has yet to be finalized and must be left blank until JIS has applied the updated version to your system.

Account ID	Percentage	Venue	Transmittal Line#	
			State Form	Local Form
*228.55	25 %	-	05	031
*228.59	65 %	-	05	240
FUNDING UNIT	10 %	-	-	010
_____	_____ %	-	_____	_____

+

F1-Clear
F4-Prompt
F5-Venues
F6-Transmittal File
F23-Delete

F24-Previous Menu
Page/Roll
Help

If you have further questions regarding these instructions, please contact the JIS District Court System Help Desk.