



Judicial Information Systems

Probate Court System

Fall Release – December, 2010

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Highlights:

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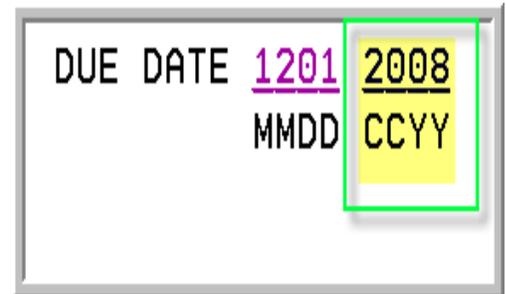
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This Announcement summarizes the updates and software changes that are contained in the Release. Please be sure to forward or copy this Announcement to all staff.

Probate Party Field

We have added the year field back to the Due Field on the Party Screen. We have been storing that year date behind the scenes; however, we have made that field visible again. The field, however, will be disabled and you will not be able to modify that year field.



Probate – Forms

We have added the Order of Discharge (**PC597**) to the list of available forms which can be generated from the system. Probate forms available to be generated from the system are displayed to the right for your reference.

PC562 Notice of Hearing
PC564 Proof of Service
PC572 Letters of Authority for Personal Rep
PC589 Notice of Intent to Close Estate Adm
PC597 Order of Discharge
PC599 Memorandum of Adm Closing
PC600 Notice of Deficiency
PC628 Order Appointing Attorney
PC631 Order Appointing Guardian of Incapacitated Ind
PC632 Order Appointing Temporary Gdn of Incap Ind
PC633 Letters of Guardianship
PC640 Order Appointing Conservator
PC645 Letters of Conservatorship
PC653 Order Appointing Guardian/Limited Gdn Minor
PC660 Order Appt Gdn for Individual W/Dev Disability
PC662 Letters of Guardianship of DDI
PC672 Notice of Appointment of Gdn Minor Right to Object
999 Will for Safekeeping Receipt

Traffic Module – Addition of Public and Destroy Date Fields

We have added the Public and Destroy Date fields to the Traffic Module Screen. You now have the ability to suppress traffic cases and the system will calculate the destruction date. Both fields are modifiable.

Traffic MOD Case# 20109999 Type TL Date Opened 205 2010 Jurist 31194
 Name TESTING TRAFFIC, DOB 416 1994
 Address 123 WEST MAIN STREET
 City LANSING State MI ZIP 48909 Close Date
 Phone 517 555-1234 DLN State Pub S Dest Dt 416 2024
 Attny Worker
 Pet Ticket Date Date Pol Date Date Dsp Attributes
 Number Issued Filed Dept Reopened Adjud

1 12334567 131 2010 205 2010 BAT
 Org PACC 257 . 601D1 Amd Paper Plate
 Comment MOVING VIOLATION CAUSING
 Org PACC Amd Paper Plate
 Comment

REMINDER: Juvenile Caseload – Juvenile Detained and Child in Placement vs Child Not in Placement

It has been brought to our attention that several courts are not getting the correct figures on Part 4: Case Age at Disposition and Pending Case Age as it relates to the status of 'Juvenile Detained' or 'Juvenile Not Detained' and 'In Placement' or 'Not in Placement'. In order for the system to correctly reflect the minor's placement, a PCN event must be created. Therefore, (regardless if you use PCN's to track and pay for placements) you need to enter the PCN event and make sure

you enter **ICU** (in court custody) or **NCU** (not in court custody) in the Custody field when adding a PCN Event. This is the only place the system looks to find whether or not the minor is in placement as it relates to Part 4 of Caseload. Please look at previous years' Caseload Reports and if you do not have any cases appearing in Lines 1 thru 6 in Part 4; Sections E and F, call us so we can get your data entry corrected for future caseload reporting.

Section E: Juvenile		
Line	Case Type	DL
1	Disposed 0-84 Days - Juvenile Detained	
2	Disposed 85-98 Days - Juvenile Detained	
3	Disposed +98 Days - Juvenile Detained	
4	Pending 0-84 Days - Juvenile Detained	
5	Pending 85-98 Days - Juvenile Detained	
6	Pending +98 Days - Juvenile Detained	
7	Disposed 0-119 Days - Juvenile Not Detained	
8	Disposed 120-182 Days - Juvenile Not Detained	
9	Disposed 183-210 Days - Juvenile Not Detained	
10	Disposed +210 Days - Juvenile Not Detained	
11	Pending 0-119 Days - Juvenile Not Detained	
12	Pending 120-182 Days - Juvenile Not Detained	
13	Pending 183-210 Days - Juvenile Not Detained	

Section F: Child Protective		
Report 1: Case Age at Disposition and Pending Case Age		
Line	Case Type	NA
1	Disposed 0-84 Days - Child in Placement	
2	Disposed 85-98 Days - Child in Placement	
3	Disposed +98 Days - Child in Placement	
4	Pending 0-84 Days - Child in Placement	
5	Pending 85-98 Days - Child in Placement	
6	Pending +98 Days - Child in Placement	
7	Disposed 0-119 Days - Child not in Placement	
8	Disposed 120-182 Days - Child not in Placement	
9	Disposed 183-210 Days - Child not in Placement	
10	Disposed +210 Days - Child not in Placement	
11	Pending 0-119 Days - Child not in Placement	
12	Pending 120-182 Days - Child not in Placement	
13	Pending 183-210 Days - Child not in Placement	

Num Date Cg Typ Comments Jurist Attny Rep/Rec
 2 1101 2009 PCN PLACEMENT CHANGE NOTICE 31194
 Results Pgm Status
 Placement Special Rate 99999 Placement Type Custody ICU

TIP: If you do not want the placement included for vendor payment, enter 99999 in the Special Rate field.

Juvenile Caseload – Section F, Line 7 Changes

SCAO has further defined the language for Caseload on Part 1, Section F; Child Protective, Line 7.

General Reporting Instructions:

Line 7: Provide the total number of children in line 2 who have had prior court jurisdiction under child protective proceedings in any county in the state.

SECTION F: CHILD PROTECTIVE

Line	CASE TYPE	NA	Children
1	Beginning Pending		
2	New Petitions		
3	Reopened		

Line	CASE TYPE	NA	Children
4	Term. Pet. (Orig./Amend)		
5	Term. Pet. (Supplemental)		
6	Supplemental Petitions		

Line	Children (NA)
7	

Please note that this count is referring to 'Previous NA Jurisdiction'.

Number of children in line 2 who have had prior court jurisdiction under child protective proceedings

JC04b – Petition (Child Protective Proceedings)

This information may be detailed on JC04b, Line 3.

3. An action within the jurisdiction of the family division of circuit court involving the family or family members of the minor has been previously filed in Court, Case Number _____, was assigned to Judge _____, and remains is no longer pending.

To track this requirement properly on caseload you must enter a Y in the Prior Jurisdiction field on the Petition Screen. This field must be updated appropriately for each child (on each Petition screen). Regardless where the prior jurisdiction took place (either your county or another county), it is necessary to place a “Y” in the field to track this requirement.

Petition MOD Case# 20082222_1 Petition# 00000007 Type NA Filed 0129 2010
 Jurist 31194 Attorney 46531 Type R Worker _____ Public P
 Name TACOMA Name VAN ALST Name _____ SSN 000000000
 Name TEST// DOB _____ Gen _____ Race _____
 Petition Opened 120 2010 Jurist 11953 Adjud 201 2010 Jurist 11953 Code AAL
 Petn Authorized 120 2010 Jurist 11953 Paper Plate _____ IN CUSTODY 1022 2008
 Offense Date _____ Loc _____ Petitr DHS CTN 000000000000 Cmp 000000000000
 Reopen Date _____ Service Type _____ Destroy Date _____
Prior Jurisdiction Y

Juvenile – DMC – Disproportionate Minority Contact Points Report

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) requires all states to collect disproportionate minority contact points data statewide on a continuing basis (updated at least every 3 years). The Department of Human Services (DHS) is responsible for collecting and submitting this information with their comprehensive juvenile justice and delinquency prevention plan and has asked that this report be programmed within the juvenile case management systems to provide the courts the ability to generate the report. **NOTE: Only court employees with Administrative Juvenile Security will have access to run this report.**

Please be sure the following data is entered correctly to ensure an accurate DMC report:

- Race on all juvenile delinquents (DL/TL/DJ)
- “Positive” Petition Adjudication Codes, e.g. AAL/Admitted Allegations, DVT/Diversion, GLT/Found within Provision of Code, 5DA/5-Day Special Adjournment, and WCR/Waived to Circuit Court
- PCN - Placement Change Notice with ICU Custody status
- Authorization Dates
- Legal Status of TWC, TWS, TWA, or PRO on the date of adjudication

How to run the report:

Reports	Adoption Transactions	PRM - Price File Maint.
RPT/JUV - Juvenile	ADC - Adoption Case Header	Other Options
RPT/FIN - Financial	ADP - Adoption Party	REL - Release Information
RPT/ADP - Adoption	ADE - Adoption Event	CNI - Central Name Index
	ADS - Adoption Case Summary	CPI - Cir/Pro Name Index
	ADF - Adoption Forms	CCL - Central Calendar
NXT TRAN	RPT TYPE SPL	CASE NBR _____ PET _____ EVT _____ PTY █

Court ID : 19 TAMMY Special Report Selection Menu

1. DMC (Disproportionate Minority Contact)

DMC Summary Report:

DMCPGMNRPT TIME: 08:53 Decision Point	DECISION POINT DATA								PAGE DATE 11/12/201 All Minoriti
	Total Youth	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian	American Indian	Other Mixed	
1.Population at risk (age 10 through 17)									
2.Juvenile Arrests	56	12	1	4	1		6	32	44
3.Referrals to Juvenile Court	56	12	1	4	1		6	32	44
4.Cases Diverted	1						1		1
5.Cases Involving Secure Detention	6			1			2	3	6
6.Cases Petitioned (Charge Filed)	32	11		2			5	14	21
7.Cases Resulting in Delinquent Findings	13	7		1	1		2	2	6
8.Cases Resulting in Probation Placement	22	10		4			2	6	12
9.Cases Resulting in Confinement in Secu	4	1					1	2	3
10.Cases Transferred to Adult Court	1			1					1

New Judges

If you have a new Judge taking the bench after the first of the year, please contact our office and we can run a judge conversion program to reassign pending cases for you.

Next Generation Judicial Information Systems (NGJIS)

We are making great progress in the development of NGJIS and nearing the final testing phase for Civil. Much of the functionality needed for the Criminal Phase has been documented by the BA Team and the development will begin shortly.

Please continue to check our website for the latest updates on our new system.

Court Contact Information

Please be sure to keep our office up-to-date with changes in personnel in your court. All of our documentation, changes, updates and training information are sent out via email. If we do not have current information, we are not able to get important information to you. We have included a Probate Court System Contact Sheet for your completion if you have had any changes in personnel recently. Please complete and return the Contact Sheet only if you have had changes.

Name Entry Rules

Due to data sharing and interfacing it is important to confirm that you are entering all names to the system correctly. All names should be entered as **Last Name, First Name, Middle, Suffix**.

September, 2003

Chapter 1 - General Information

Name Entry Rules

All name fields in the system are entered according to the following rules:

1. The names should be entered as **Last, First, Middle, Suffix** where:
Last = Last Name
First = First Name
Middle = Middle Name
Suffix = Jr - Junior, Sr-Senior, I, II, III, etc.
2. The name must include a minimum of two commas or slashes, even if the first name is omitted. A company name must be followed by two commas or slashes.
3. Valid characters are any letter A-Z, any number 0-9, and the following special characters :-,&().
4. The first character of the name cannot contain a special character.

Following are examples of name entries:

Regular Names

Jones,Robert,
Jones,Robert,M,

Names with suffixes

Jones,Robert,M,Sr
Jones,Robert,M,III

Names with special characters

O'Brien,Patrick,M
Van Horn,Michael,
D & D Supply,,

Company Names

Allstate Insurance Company,,
Michigan Supreme Court,,