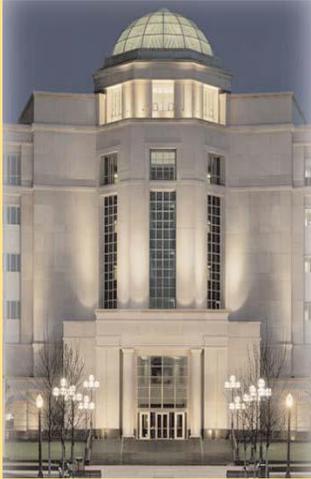


PROBATE COURT SYSTEM

2012 Fall Release

Please copy and distribute this document to all court staff using the PCS application.



The **RELEASE** field indicates when the latest release has been installed on your system.

Judicial Information Systems

PCS Team

Hall of Justice
P.O. Box 30048
Lansing, MI 48909

Help Desk Phone:
(888) 339-1547
Option 2

Fax:
(517) 373-7451

E-mail:
pcshelpdesk@
courts.mi.gov

USER: P19MITTSJ TRANSACTION REQUEST SCREEN **RELEASE: 12/2012**

Probate Transactions	Receivable Transactions	Vendor Transactions
HDR - Case Header	ARM - Master Inquire	APD - Other Vendor Maint.
PTY - Party	ARU - Master Maintenance	APA - Attny Vendor Maint.
SCH - Schedule	CHK - Master Payment Inq	APF - Facil Vendor Maint.
SUM - Summary	LUP - Receipt Inquiry/Void	APV - Voucher Processing
MED - Mediation	ARP - Receive Payments	API - Voucher Inquiry
FRD - Financial Order	ADJ - Adjustment	APP - Voucher Payments
DOC - Documents	CRM - Credit Memo	APJ - Voucher Adjustments
		Accounting Transactions
		ACT - Account Maintenance
		BMT - Budget Maintenance
		BIQ - Budget Inquiry
		PRM - Price File Maint.
		Other Options
		REL - Release Information
		CNI - Central Name Index
		CPI - Cir/Pro Name Index
		CCL - Central Calendar
	Adoption Transactions	
	ADC - Adoption Case Header	
	ADP - Adoption Party	
	ADE - Adoption Event	
	ADS - Adoption Case Summary	
	ADF - Adoption Forms	
Reports		
RPT/PRO - Probate		
RPT/FIN - Financial		
RPT/ADP - Adoption		

NXT TRAN P TYPE CASE NBR REC NBR

F3=Exit F5=Setup F6=System Commands F8=Juvenile F9=Name Lookup

F10=Name Update F14=Docket Request F16=Inv/Date F20=File Maintenance **Help**

Judicial Information Systems

NEW!! SUPREME COURT WEBSITE

The screenshot shows the Michigan Courts website homepage. At the top, there is a navigation bar with the Michigan Courts logo and the tagline "One Court of Justice". Below the logo, there are links for "GENERAL PUBLIC", "LEGAL COMMUNITY", "MEDIA & NEWS", and "JUDGES & COURT STAFF". The main navigation menu includes "COURTS", "CASES, OPINIONS & ORDERS", "ADMINISTRATION", "EDUCATION & REFERENCES", "NEWS & EVENTS", and "SELF HELP". A welcome banner reads "WELCOME TO THE Michigan One Court of Justice Website". Below the banner, there are tabs for "GENERAL PUBLIC", "LEGAL COMMUNITY", "MEDIA & NEWS", and "JUDGES & COURT STAFF". The "Quick Links" section includes: Complaints, Court Forms, Employment Opportunities, Foster Care Review Board, Friend of the Court, Interest Rates (money judgments), Learning Center, Michigan Laws, Michigan Legal Help (new website), Trial Court Locations, Resolving Disputes, and Directions to Hall of Justice. The "News" section features three articles: "Bid to Block Salem Township Reasoning Referendum to Be Argued Before Michigan Supreme Court" (OCT 30), "Domestic Violence Exhibit Debuts at Michigan Supreme Court Learning Center" (OCT 24), and "2012 Child Welfare Award Winners Announced Today" (OCT 22). The "Events" section lists: "Supreme Court Oral Argument" (OCT 31, 9:30 AM), "Michigan Supreme Court Oral Arguments" (NOV 14, 9:30 AM), "Michigan Supreme Court Oral Arguments" (NOV 15, 9:30 AM), and "Michigan Adoption Day" (NOV 20, 12:00 AM). Below the news and events, there are sections for "Visit the Hall Of Justice" (Schedule a Tour, View the Public Events Calendar) and "Court Resources" (Recent Opinions, Docket Sheets, Self-Help Center, Learning Center). At the bottom, there are columns for "Courts", "Information for...", "Resources", "Connect", and "Assistance". The footer includes "Copyright © Michigan Judiciary".

The Michigan Supreme Court has launched its new website. Many hours were dedicated to the design and development of the new website.

Please be patient as improvements continue to be made.

Judicial Information Systems

To locate the JIS page, hover on the Administration Tab and select **'JUDICIAL INFORMATION SYSTEMS'**



Once you are on the Judicial Information Systems page, select **'Court Systems'**



And then **'Probate Court System'**



Judicial Information Systems

The screenshot shows the Michigan Courts website. The header includes the Michigan Courts logo and the tagline "One Court of Justice". Navigation links include "COURTS", "CASES, OPINIONS & ORDERS", "ADMINISTRATION", "EDUCATION & REFERENCES", "NEWS & EVENTS", and "SELF HELP". The breadcrumb trail reads "Home > Administration > Judicial Information Systems >". The main heading is "Court Systems". A sidebar on the left contains a tree view with categories: "State Court Administrative Office", "Judicial Information Systems", "Court Systems" (with sub-items: Circuit Court System, District Court System, Jury System, Michigan Court System, Next Generation Project, Probate Court System, Trial Court System), "Court Technology" (with sub-items: JIS Court Technology Initiatives, VPN and Remote Access), "Trial Court Administration" (with sub-items: MCAP, Employment Opportunities), and "Employment Opportunities". The main content area is titled "Probate Court System" and includes a description: "The Probate Court System (PCS) is a powerful tool to aid Michigan's probate courts and juvenile/family divisions of circuit court in record keeping, case flow management, and administrative reporting. The system was designed by judges, court administrators, clerks, and data processing departments of various counties in the state. Users with proper security are allowed to access different parts of the systems, thus allowing them to cross between the Juvenile System, Juvenile Financial System, Adoption System, Probate Financial System or Probate System or any combination." Below this is a "JIS Communications" section with a list of items: "PCS Announcement Regarding VF Case Type (May 2012)", "Juvenile Criminal History Reporting Memo from MSP(February 2009)", "Minimum State Cost Increase Effective April 1, 2009", and "SCAO Memorandum (January 22, 2009)". A "Release Documentation" section follows with a list: "Spring 2012", "Fall 2009", and "Spring 2009". A "PCS HELP DESK" sidebar on the right provides contact information: "pcshelpdesk@courts.mi.gov", "Phone: toll-free (888) 339-1547, option 2", and links for "Overview of PCS" and "Map of PCS implementations".

Here you can view our most recent communications, release documentation, manuals and other useful information.

You may also follow this link to be taken directly to the PCS webpage.

<http://courts.mi.gov/administration/jis/court-systems/pages/probate-court-system.aspx>



Michigan Court System ~ MiCS

JIS is excited to announce the implementation of MiCS for the civil phase in Berrien County during the month of August, 2012.

The civil phase includes both District and Circuit civil case types, domestic case types (including PPOs and appeals) and adoptions.

Development of the criminal phase continues and should be completed soon.

Juvenile elaboration will begin in 2013.

<http://courts.mi.gov/administration/jis/court-systems/pages/next-generation-project.aspx>

WELCOME Carol Rochester!!!!

Many of you have had the pleasure of speaking with Carol when calling the PCS Helpdesk.

Carol joined PCS on October 8, 2012. Previously, she was with the 56th Circuit Family Court, Juvenile Division for Eaton County. She worked with the court for twelve years.

Carol is a wonderful addition to the PCS team.

NEW JUDGE ASSIGNMENTS



If your court will have a new Judge in 2013, please let us know.

We can create a conversion to transfer current cases to the new Judge.

CONTACT INFORMATION

Please remember to contact us if there are any changes regarding employees, phone numbers, e-mail addresses, etc.

We rely on this information to send notifications of trainings and programming changes so it is important that we have accurate information.

Changes to contact information can be e-mailed to pcshelpdesk@courts.mi.gov or by contacting by phone at 888-339-1547, option #2.

You may also make changes by completing the Contact Information Sheet included with this release announcement and faxing it to 517-373-7451.

JUVENILE

Permanency Indicators Report Child Protective Proceedings

Beginning January 1, 2013, courts are required to follow the requirements outlined in SCAO 66 ~ Permanency Indicators Report (PIR) for Child Protective Proceedings.

The PIR requires specific data entry and requires courts to report details for each minor that is removed from the home.

Each required hearing will be reported and any hearings that are held outside of the timeline will require a *reason for the delay*. Courts must also indicate when *permanency* is achieved for each child.

It is important when a **hearing is held to add it is an event**. You may also add the order as an event.

The screen changes and new codes for data entry for the PIR have been included with this release. The report will not be available until the fall of 2013.

JIS/PCS conducted trainings in October in Marquette, Gaylord, Mt. Pleasant and Lansing.

The training sessions were attended by more than 100 JIS users throughout the state.

If you were unable to attend the training and would like a copy of the presentation materials, please contact us or use the link to obtain the documents.

Data entry begins January 1, 2013. All Neglect/Abuse cases that are open as of January 1, 2013 will need to be evaluated. Courts will report the data to SCAO beginning in 2014.

To view the PowerPoint presentation, please follow the link or go to our website. <http://courts.mi.gov/Administration/jis/court-systems/PCSDocuments/PIR-Training.pdf>

PIR UPDATES

CHANGES TO THE HISTORY WORK WINDOW

We have added the petition number to the PIR History Work Window and F7 Print.

This enhancement will allow for easier tracking when a child's case has been closed and then reopened due to the filing of a new petition.

PIR History Work Window						
CT: 19 Case# 12105567 - 02						
Rpt#	Petn#	Date	Code	Description	Evt#	
10	12556612	07012012	OTJ	REQUEST AND ORDER TERMINA	0006	
Reason: _____ Perm: _____ Jud Dtrm: _ Days: _____						
00	12556613	07312012	PCI	INITIAL PLACEMENT	0007	
Reason: ICU _____ Perm: _____ Jud Dtrm: _ Days: _____						
01	12556613	08012012	PRH	PRELIMINARY HEARING - MCR	0008	
Reason: _____ Perm: _____ Jud Dtrm: _ Days: 0000001						
More...						
F1/F3=Exit F7=Print						

NOTE: When a neglect case has been closed and a new petition (as a result of new allegations) is filed the case reopen date **must** be less than or equal to the first placement change notice (PCN) event for that petition.

EXAMPLE:

Case opened date	Petition #1:	1/2/2012
Order Terminating Court Jurisdiction		7/1/2012
New Petition Filed	Petition #2	8/1/2012
Placement Change Notice	cannot be less than	8/1/2012

PROBATE

Disposition Field on Header Screen

It is important to remember any modifications you make to the header screen will impact various reports on the system.

EXAMPLE: Once the disposition has been added to the Header, it should not be changed unless a clerical error occurred (you entered the wrong disposition date); or the case had been closed and reopened. Each case should only have one disposition unless it has been closed and reopened.

Accordingly, if you appoint a successor fiduciary, you do NOT need to do anything with the disposition field; just add your new party to the party screen.

```

Court ID : P 19 SCA0      Probate Report Selection Menu

 1. Report Generator
 2. Docket Report Generator
 3. Case Clean up (Close Cases)
 4. Case History Summary
 5. Caseload Report
 6. Case Review List
 7. Civil Case Activity S
 8. Civil Case List
 9. Civil Case Review Lis
10. Closing Cert/Final Receipts
11. Courtroom Worksheets and
    Daily Docket/Information Desk
12. Daily Transaction Journal
13. Delinquent Fiduciary Reports
14. Disposition Status Report
15. Guardian Review List
16. Lack of Progress Report
17. Report Generation
18. Review List
19. Dispo List
20. Pre-Notices
21. Summary Counts of Cases Filed
22. Summary of Open Cases
23. Suspended Fiduciary List
24. Transaction Report - Civil
25. Transaction Report - Probate

Make your selection: __

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr ____
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal
    
```

Due to discrepancies with the Case Review Report it has been removed from the available selections on the Probate Report Section Menu. This is temporary until we can get the report issues resolved. We appreciate your patience while we work to make improvements to the report.

CASELOAD

VF CASE TYPE

The new VF Case Type (Voluntary Foster Care Agreement) has been added to the report.

Part 1

SECTION H: MISCELLANEOUS FAMILY

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VF	VP
1	Beginning Pending									
2	New Petitions									
3	Reopened									

Part 2

SECTION H: MISCELLANEOUS FAMILY

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VF	VP
1	Orders Issued Ex Parte									
2	Orders Issued After Hearing									
3	Transferred									
4	Dismissed/Denied Ex Parte									
5	Dismissed/Denied After Hearing									
6	Dismissed by Petitioner									
7	Orders Rescinded									
8	Orders Issued After Denial									
9	Case Type Change									

OEP - Order Issued ExParte →

OAH - Order Issued After Hearing →

Part 4

Line	CASE TYPE	VF
27	Disposed 0-21 Days	
28	Disposed + 21 Days	
29	Pending 0-21 Days	
30	Pending + 21 Days	

Line 27: Count the number of cases disposed within 21 days.

Line 28: Count the number of cases disposed after 21 days.

Line 29: Count the number of pending cases with an age through 21 days.

Line 30: Count the number of pending cases with an age over 21 days.

Caseload continued

Part 4: Name Change (NC) Case Age

Several changes were made to the Case Age for Name Changes.

You are not required to do anything different in regard to data entry, but the aging of a case has changed. The changes are reflected in the high-lighted areas below.

Line	CASE TYPE	NC
13	Disposed 0-126 Days	
14	Disposed +126 Days	
15	Pending 0-126 Days	
16	Pending +126 Days	

Part 4: Case Age – Probate

Several changes were made to the Probate Case Age.

You are not required to do anything different in regard to data entry, but the aging of a case has changed for Sections A, C and D. The changes are reflected in the highlighted areas below.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE Section A: Estates and Trusts

Line	CASE TYPE	DA	DE	DH	TT	TV
1	Disposed 0-182 Days					
2	Disposed 183-364Days					
3	Disposed + 364 Days					
4	Pending 0-182 Days					
5	Pending 183-364 Days					
6	Pending + 364 Days					

Caseload continued

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE Section C: General Civil

Line	CASE TYPE		CZ
1	Disposed	0-364 Days	
2	Disposed	365-728 Days	
3	Disposed	+ 728 Days	
4	Pending	0-364 Days	
5	Pending	365-728 Days	
6	Pending	+ 728 Days	

Civil HDR open and disposition date

Disposed - HDR disposition date from opened date will be subtracted from number of days this contested matter took to reach the appropriate column/row of the table.

Pending - HDR is **NOT** disposed of. The HDR opened date will be subtracted from number of days this case remained open to reach the appropriate column/row of the table.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE Section D: Guardianships and Conservatorships

Line	CASE TYPE		CA	CY	DD	GA	GL	GM	LG	PO
1	Disposed	0-182 Days								
2	Disposed	183-364 Days								
3	Disposed	+ 364 Days								
4	Pending	0-182 Days								
5	Pending	183-364 Days								
6	Pending	+ 364 Days								

MI Case Type

Petition for Second Treatment Order (PCO) and Petition for Continuing Treatment Order (PCT) will **NOT** be counted as beginning pending for caseload.

They will only be counted as follows:

Part 1:

- Section D: Other Filings
 - Lines 5 and 6;

Part 2:

- Section D: Mental Commitments
 - Lines 9, 10, 11 or 12

Part 4:

- Section D: Mental Commitments
 - Lines 1 thru 12

Caseload continued

ML Case Types

Remember, ML case types are counted for caseload from the schedule screen.

New filings will be picked up when adding the appropriate code to the schedule screen.

The disposition will be counted when it is added to that specific schedule event.

```

SCHEDULE ADD
CASE# 12100001 TYPE ML XREF # _____ TYPE __ JUDGE 11953 DATE 1/01/2012
NAME SAFETY DEPOSIT BOX, _____ SSNO 000000000 OPTIONAL DATE _____
STATUS 0 CLOSED _____ REOPEN _____ ATTNY _____ PUBLIC P
MICRO _____ DISPO _____ CODE _____ ORIG PR _____
=====
NUM CODE F/DATE PTY SEQ H/DATE TIME ROOM MICROFILM# ATTNY DISP DATE JUDGE
1 DBP 01152012 _____ _____ _____ _____ _____ _____ _____
_____ Form Number Requested _____ REP/REC _____

```

This will count on the
Probate Caseload Report
Part 1, Section C.,
Line 2 (New Filing)

This will count on the
Probate Caseload Report
Part 2, Section C.,
Line 9 (Granted)

```

NXT TRAN P SCH TYPE ADD CASE NBR 12100001 REC NBR _____
F2=Next Tran F3=Exit F4=Prompt F8=Juvenile F9=Name Lookup F11=View F12=Scan
F13=Notes F16=Inv/Date

```

FORM CHANGES

Approved, SCAO	Original - Court 1st copy - Subject	2nd copy - Return Additional copies as needed PROBATE PROCEDURE MOST OSC
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	MOTION AND/OR ORDER TO SHOW CAUSE	CASE NO.
Court address		Court telephone no.
Plaintiff(s)/Petitioner(s)		Defendant(s)/Respondent(s)/Probationer
<input type="checkbox"/> Probate <input type="checkbox"/> Juvenile		In the matter of _____
MOTION AND AFFIDAVIT		
1. I am interested in this matter as _____.		
2. _____ <input type="checkbox"/> has failed to comply with an order dated _____ _____ <input type="checkbox"/> is in contempt for _____ <small>Name (type or print) State with particularly admissible facts establishing the motion.</small>		
3. I request an order directing _____ to show cause why <input type="checkbox"/> a. he/she should not be found in <input type="checkbox"/> civil <input type="checkbox"/> criminal contempt of court. <input type="checkbox"/> b. judgment should not be entered against him/her (as surety/agent) for the full amount of recognizance. <input type="checkbox"/> c. judgment should not be entered against him/her for failure to file a garnishee disclosure.		
4. This affidavit is made on my personal knowledge and, if sworn as a witness, I can testify competently to the facts in this motion and affidavit.		
Subscribed and sworn to before me on _____ Signature _____ County, Michigan. Date _____		
My commission expires: _____ Date _____ Signature _____ Notary public, State of Michigan, County of _____		
ORDER		
TO: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <small>If you require special accommodations to use the court because of a disability or if you require a foreign language interpreter to help you fully participate in court proceedings, please contact the court immediately to make arrangements.</small>		
IT IS ORDERED: 5. You must appear before this court on _____ at _____ at _____ at _____ <input type="checkbox"/> the court address above <input type="checkbox"/> courtroom no. _____ _____ to show cause why <input type="checkbox"/> you should not be held in <input type="checkbox"/> civil <input type="checkbox"/> criminal contempt <input type="checkbox"/> for failure to comply with the order of this court as follows: <input type="checkbox"/> for the reasons stated in the motion. <input type="checkbox"/> a judgment should not be entered against you. <input type="checkbox"/> your case should not be dismissed. <input type="checkbox"/> other.		
6. Failure to appear for a contempt hearing may result in a bench warrant being issued for your arrest. 7. A copy of this must be served <input type="checkbox"/> personally <input type="checkbox"/> by mail on the person ordered to appear at least _____ days before the hearing.		
<small>Title _____ Judge _____</small>		<small>Bar no. _____</small>
<small>MC 230 (3/12) MOTION AND/OR ORDER TO SHOW CAUSE</small>		<small>MCR 2.107(B), MCR 2.108(D), MCR 3.606(A), MCR 5.106</small>

Miscellaneous Forms

- MC230
 - Motion and Order to Show Cause

Probate Forms

Recent updates to the Probate forms were not received in time for JIS to make the changes prior to the release.

In the coming months we will make the changes and send them to your court when they become available.

Judicial Information Systems

QUICK REFERENCE GUIDE

If you would like an updated version of the Probate or Juvenile Quick Reference Guide, please let us know. We would be happy to mail them to court staff that would benefit from using them.

Judicial Information Systems



Probate Caseload Quick Reference Guide

Version: 12/2012

Judicial Information Systems



Juvenile/Family Caseload Quick Reference Guide

Version: 12/2012