

Probate Caseload

- A number of fields may affect caseload reporting requirements.
- It is important to be aware what fields may need to be updated in order to accurately tally the report.
- The disposition for a case will be reported under the line representing the highest form (lowest line number) of the final disposition within the case.
- Cases that are assigned or transferred and are not to be counted on the court’s caseload should be noted with a “Y” in the “Caseload Omit” field on the Edit Case screen.
- For further definition of caseload requirements please review SCAO Caseload of Michigan Trial Court instruction manual.
- For Probate Case Type Transfers by order of the Court - **If the case has not been previously disposed**
 1. **Hop to CAS & case number - 2 to change next to the case number**
 2. **Edit Case Screen “F11” Case Type Transfer**
 3. **Press space bar on Transfer Case Type Ordered**

Part 1: Section A: Estates, Trusts - New Filings

Line	Case Types	DA	DE	DH	PE	TR*	TT	TV
1	Beginning Pending Petitions	Cases that are in an open status as of the January 1 st , report only in 1 st quarter.						Same
2	New Filings	Case file dates that fall within the quarter. Note: A re-open case for Section A: TT & TV cases types, will be counted as a new filing.						
3	Reopened Cases	Event codes: REO			Same			
4	Number of Open Estates, Testamentary Trust, and Inter Vivos Trust cases, January 1,	Cases that are not closed as of the January 1 st , report only in 1 st quarter.			Same		Same	

* Trust Registration - If Group file - counts TRU (Trustor) party type/ filed date .

Part 2 Section A: Estates, Trusts - Method of Disposition

Line	Case Type	DA	DE	DH	PE	TT	TV
1	Granted	GTD	GTD		GTD	GTD	GTD
2	Oder Determining Testacy/Heirs		Event ODH Disposition: GTD	Event: ODH Disposition: GTD			
3	Denied	DEN	DEN	DEN	DEN	DEN	DEN
4	Transferred	CHV, TRS	CHV, TRS			CHV, TRS	CHV, TRS
5	Withdrawn/Dismissed	WTDW, DIS	WTDW, DIS	WTDW, DIS	WTDW, DIS	WTDW, DIS	WTDW, DIS
6	Case Type Change (Not a Disposition)	*Edit Case Screen "F11" Case Type Transfer Case Type Change will always count when a case has been previously reported as a new file, however, no disposition occurred before the case type was changed.					

Line	Case Types	DA	DE	TT	TV	
7	Administratively Closed	Events: ACL, MADC				
8	Cases Closed	Events: CIC, CLOC, CHVO,				

Line	Estates Under Supervised Administration (Provide in 4 th quarter report only)				
9	Total estate cases supervised by the court during the year	Court every estate that was under supervised administration at some point during the report year.			

*** Case Type Change Ordered will automatically create an event with a program result of "Case Type Change" for caseload reporting regarding probate cases.**

Part 1 Section B: Wills

1. Wills (for Safekeeping and delivered after death of testator) are filed within a group file under the case type of TR
2. P next to the Case number
3. <F6> to create party type of “TES” Testator and number, <F6> to create (or select) name from name index
4. Caseload will tally the number of Testator parties that have a file date, that falls within the reporting period.

Part 1 Section C: Civil and Other Matters - New Filings

Line	Case Types	BR	CZ	ML See SCAO Caseload Manual pg 20 for definition of ML cases.
1	Beginning Pending			Cases that are not adjudicated as of January 1st.
2	New Filings	Case file dates that fall within the quarter.		
3	Reopened		Event code: REO**	

Part 2 Section C: Civil and Other Matters - Method of Disposition - CZ Case Type Only

Line	Disposition	Event Codes	Disposition Codes	Program/Results Use of these codes will override all events and dispositions, as well as report the case disposition on the indicated line number
1	Jury Verdict	TRLJ	JDGP, JDGD	
2	Bench Verdict	TRLN	JDGP, JDGD	NWV = Not Withstanding the Verdict DTV = Directed Verdict
3	Uncontested/ Defaulted/Settled	Any	DFLT, NOC, SET	
4	Transferred	Any	RMD, CHV	
5	Dismissed by Party	Any	WTDW	
6	Dismissed by Court	Any	DIS, NCA	
7	Inactive Status	ORB, OSTY,	INA, STY	
8	Other Disposition	Any	OTH	

**When Reopening a case for “Order to Set Aside Stay of Proceedings” an event of OSA must be entered in order to properly calculate case age.

Part 2 Section C: Civil and Other Matters - Method of Disposition - ML Only

Line	Case Type	ML
9	Granted	GTD
10	Denied	DEN
11	Transferred	CHV, TRS
12	Withdrawn/Dismissed	WTDW, DIS

Part 1 Section D: Guardianships, Conservatorship, Admissions, Mental Commitments - New Filings

Line	Case Type	CA	CY	DD	GA	GL	GM	JA	LG	MI*	OP	PO
1	Beginning Pending Petitions	Cases that are in an open status as of January 1 st , report only in 1 st quarter.										
2	New Filings	Conservator/Guardianships are based on case file dates that fall within the quarter. Mental and Admissions are based on the events of IAFH, IPAS, IOHM, IPCH, ODDP, AFH, and AFH, PAS, OHM Note: A re-open case, under Probate Section D, will be counted as a new filing, except MIs Demand for Hearings. (Disposition should also be removed in order to be counted again under Part 2 - Method of Disposition)										
3	Reopened Cases (MI) (Demand for Hearing only)									DFH (Event)		
4	Guardianships/Conservatorship in system January 1 st	Cases that are not closed as of the January 1 st , report only in 1 st quarter.										

Part 2 Section D: Guardianships, Conservatorship, Admissions, Mental Commitments - Method of Disposition

Line	Case Type	CA	CY	DD	GA	GL	GM	JA	LG	MI*	PO	
1	Granted	GTD										
2	Denied	DEN										
3	Transferred	CHV, TRS										
4	Withdrawn/Dismissed	WTDW, DIS										
5	Deferred (MI only)									Event: RDHC Dispo: DEFR		
6	Case Type Change (Not a disposition)	Edit Case Screen "F11" Case Type Transfer. Case Type Change will count when a case has been previously reported as a new file, however, no disposition occurred before the case type was changed.										
7	Administratively Closed	Event Codes: ACL, MADC										
8	Out of System	Event Codes: CLOC, RGW, TER,										

*Please see Mental Commitments for additional information.

Part 1 Section D: Other Filings - New Filings

Caseload will tally the number of subsequent MI filing *events* that fall with the reporting period

Line	Case Type	MI
5	Petition for Second Order	Event: PSO
6	Petition for Continuing Order	Event: PCO
7	Supplemental Petitions	Events: SUP, SPA, POTM
8	Petitions for AOT	Events: IPAS, PAS

Part 2 Section D: Other Filings - Method of Disposition

Line	Case Type	MI
9	Second Order Granted	Event: SORD with Pgm/Rslt: GTD
10	Second Order Denied	Event: SORD with Pgm/Rslt: DEN
11	Cont. Order Granted	Event CORD with Pgm/Rslt: GTD
12	Cont. Order Denied	Event CORD with Pgm/Rslt: DEN
13	AOT Granted	Event: OAO with Disposition: GTD
14	AOT Denied	Event: OAO with Disposition: DEN