

## REPORTS

The report menu provides a variety of report options to assist courts with case management and to comply with various state judicial reporting requirements. The data compiled in the reports is based on information entered in the Trial Court System.

CASE MANAGEMENT MENU		
Next: <u>REP</u>	Case: _____	Court: <u>E 37 13</u>
	REP at the next action line	

Report Menu			1.
Next: <u>REP</u>	Case: _____	Court: <u>C 37 13</u>	
ABS - Abstract Reports	ADL - Audit Case Delete/Trans Rpt		
ATR - Audit Transaction Report	CAR - Case Duration (Age) Report		
CDR - Case Distribution Report	CLD - Caseload Reports		
CRP - Calendar Report Generator	CSL - Case List		
DMS - Delay in Matters Submitted	DOF - Drug Offense Report		
EFW - Entry Fees Paid Report	EVL - Case Event or Pgm/Rst List		
LOP - Lack Of Progress Report	PCW - Probate Closing Worksheet		
PND - Pending Civil/Criminal Cases	REV - Case Review Reports		
WRL - Warrant List			

**A specific report may be accessed by entering the report code at the next transaction line from any screen.**

## Case Age Report

This report will assist administrators in managing caseload.

Report Menu		
Next: <u>CAR</u>	Case: _____	Court: <u>C 37 13</u>

Case Duration (Age) Reports		
Next: ____	Case: _____	Court: <u>C 37 13</u>
Report Date: <u>1/18/2007</u>		
Jurist: _ _____		
1=Select Reports		
_ Juvenile w/Summary		
_ Cases Over <u>730</u> Days Omit Warrants: _ (Y/N)		

### Printing the report

Enter a report date

Jurist: Leave blank for all

1= Select Reports

Press [Enter]

## Audit Transaction Report

This report will assist administrators in auditing case data entry with a number of different options. The report may be helpful in locating data entry by a specific case/file number, user, or an event. The begin and end dates are based on the create or modification date, not the event date.

<b>Main Menu</b>		
Next: <u>ATR</u>	Case: _____	Court: <u>C 37 13</u>

<b>Audit Transaction Report</b>		
Next: _____	Case: _____	Court: <u>C 37 13</u>
Begin Date: <u>1/17/2006</u>		
End Date: <u>1/18/2006</u>		
Case: _____		(Blank = All)
Juvenile File: _____		(Blank = All)
User: _____		(Blank = All)
Event Type: _____		(Blank = All)
Event Type Category: _____		(Blank = All)

### Printing the report

Enter a begin and end date for the report period (create date)

Options may be entered in order to audit all adds and modifications that relate to the specific topic(s). All the fields are prompt able.

Case number  
 Juvenile File number  
 User ID  
 Event Type  
 Event Type Category

Press [Enter]

STARR37	Audit List	1/18/06 Pg: 1
UCO3PFK		
13:08:55		
Court: C 37 13	CALHOUN COUNTY	
Report Date: 1/02/06 thru: 1/18/06	161 EAST MICHIGAN AVE	
Case: 2006 0000000046 FH	BATTLE CREEK, MI 489014	
File: ALL	616/969-6525	
User: ALL		
Event Type: ALL		
Event Type Category: ALL		
SCR ACT	ACTION DETAIL	USER
<b>** 1/09/2006 **</b>		
2006 0000000046 FH GJS STATE OF MI V STACY ROCKWELL		
Sts Filed	CTN#	Prison Complaint/ Probate
Date	Case Issue Date	Type
CAS ADD	P 01092006 382938203829 N	SAW
Party Name	Filed	Attorney
PTY ADD D	001 STACY ROCKWELL	01092006
Party Name	Filed	Attorney
	01092006	SAW
Original	Current	SOS Speed Allowed
CHG ADD CH-01	33374032A4	33374032A4 9200
Evt#	Evt Dte	Evt Due Dte Legal Sts
EVT ADD	# 1	01092006 BOV
		SAW
<b>** 1/18/2006 **</b>		
2006 0000000046 FH GJS STATE OF MI V STACY ROCKWELL		
Sts Filed	CTN#	Prison Complaint/ Probate
Date	Case Issue Date	Type
CAS MOD	P 01092006 382938203829 N	SAW
Original	Current	SOS Speed Allowed
CHG MOD CH-01	33374032A4	33374032A4 9200
		SAW

## Case Review Report

The eight reports categories, under case review, are designed to help manage the flow of cases through the court. Cases listed under on these reports may require follow up actions.

REV at the Next transaction line

**Report Menu**

Next: REV Case: \_\_\_\_\_ Court: C 37 13

Case Review Reports 2/01

Next: \_\_\_ Case: \_\_\_\_\_ Court: C 37 13

Reporting Date: 2/01/2006

Jurist: \_ \_\_\_\_\_

1=Select Reports

- \_ Criminal - No Next Action
- \_ Review Requested
- \_ Civil - No Next Action
- \_ Default on Party Due
- \_ Non-Service Due
- \_ Under Advisement
- \_ Deferred Status
- \_ Incarcerated - Pending Sentence

### Printing the report

Enter the Reporting Date

Enter the Jurist P-number or leave blank for all jurist

Enter 1 to select the desired reports

Press [Enter], screen should return with "Report has been submitted".

### Criminal No Next Action

Report all open criminal cases with no future calendar dates.

STARR37		Case Review Report
UCASPFK		
C 37 13	CALHOUN COUNTY	
Report Date: 2/03/2006	161 EAST MICHIGAN AVE	
	BATTLE CREEK, MI 489014	
	Phone: 616/969-6525	
<b>Criminal - No Next Action</b>		
Case	Case Title	Filed
JURIST: J 21169 SUPINA,GERALD J.,		
2005 0000000022	FH STATE OF MICHIGAN V GARCIA	1/28/2005
2005 0000000023	FH STATE OF MI V OTT	1/28/2005
2005 0000000025	FH STATE OF MICHIGAN V COCKRAN	2/03/2005
2005 0000000031	FH STATE OF MICHIGAN V SIMMONS	2/27/2005
2005 0000000042	FH STATE OF MICHIGAN V HARDY	3/15/2005
2005 0000000043	FH STATE OF MICHIGAN V STARK	3/16/2005
2005 0000000048	FH STATE OF MICHIGAN V BAKER	4/17/2005
2005 0000000052	FH STATE OF MICHIGAN V ROMONO	5/17/2005
2005 0000000076	FH STATE OF MICHIGAN V BEAMAN	5/18/2005
**End of Report**		

### Review Requested

Reports all cases with a Next Action of FRV "File Review".

The scheduled date must fall 7 days before or 7 days after the report date.

The report will also include the comments that are entered with the next action

STARR37		Case Review Report	2/03/06
UCASPFK			HOJ 8:56:33
C 37 13	CALHOUN COUNTY		
Report Date: 2/03/2006	161 EAST MICHIGAN AVE		
	BATTLE CREEK, MI 489014		
	Phone: 616/969-6525		
<b>Review Requested</b>			
Case	Case Title	Review	
	Comment	Date	
JURIST: J 21169 SUPINA,GERALD J.,			
2006 0000000048	DM TELLER V TELLER	2/08/2006	
	Notice of Presentment		
2006 0000000072	FH STATE OF MI V JOHN CECOT	2/09/2006	
	For Judges Reveiw		
	Total for Jurist SUPINA	:	2
	Total for Review Requested	:	2
** End of Report **			

## **Non Service Due**

Reports all defendant party types that do not have a Return of Service event (ROS).

91 days ~ From case filed date (party filed date same as case filed date)

Extension of Service "EOS" will delay the Non Service Due until after the due date

22 days ~ From expiration of original summons for a party whose file date is greater than the case filed date

## **Under Advisement**

Reports all open or adjudicated cases that are Under Advisement.

Event with program/result of "UAD" Under Advisement enters the case on the report

Event with program/result of "RAD" Return from Advisement removes the case from the report

The event comments will be included on the report

## **Civil No Next Action**

Reports all civil cases with no future calendar dates.

At least one defendant party must have filed an answer or been disposed

If all defendants have answered or been disposed, the latest event and date will be included on the report

## **Default on Party Due**

Reports all civil case parties that have been served (ROS event), but have not filed an answer (ANS) and are not disposed.

Defendants are given 22 days from the Return of Service (ROS) to file an answer

All other parties (i.e. Cross Defendant/Third Party Defendant) are given 8 days

Extend Answer Period "EOA" will delay the default on party due until after the due date

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## Deferred Status

Reports all criminal cases with deferred charges. (See Chapter 3, pages 15-21)

Event/charge with a defer program results, enters the case on the report

Program/Result Deferral Codes:

DPD Defer 7411 Sentence  
DPK Defer Kidnap Sentence  
DPS Defer Domestic Assault  
DPY Defer HYTA Sentence

Dismiss or terminate deferral events remove the case from the report

Dismiss (successful) deferral events:

DMD Dismiss 7411 Deferral  
DMK Dismiss Kidnap Deferral  
DMS Dismiss Domestic Assault Deferral  
DMY Dismiss Holmes Youthful Trainee Status

Terminate (unsuccessful) deferral events:

DFRV Deferral Terminated/Revoked

## Incarcerated - Pending Sentence

Reports all criminal cases in which the defendant is incarcerated and pending sentence.

## Lack of Progress

The Lack of Progress Report is a list of civil cases that meet the following criteria:

1. Case has open or adjudicated status
2. Case is not in evaluation
3. At least one defendant party has been served or answered (ROS or ANS filed)
4. No action since:
  - Civil Cases - 92 days from last action of ROS or ANS for defendant parties
  - DM - 272 days (six months from filed date, plus 92 days for ROS or ANS)
5. No future next actions are scheduled
  - Motion Hearings and File Reviews are not considered valid next actions (not considered forward progress)

Lack Of Progress Report

Next: \_\_\_ Case: \_\_\_ \_\_\_ Crt: C 37 13

Report Date: 8/28/2007

Jurist: \_ \_\_\_

Case Type: \_\_\_

Sub Category: \_\_\_

**Report Date:** Enter the date desired for counting back 92 days, screen will default to current date.

**Jurist:** Enter the Jurist P number or leave blank for all jurist

**Case Type:** Enter a specific case type, or leave blank for all

**Sub Category:** Enter a specific sub category (i.e. Domestic) or leave blank for all