

**JUDICIAL INFORMATION SYSTEMS ~ TRIAL COURT SYSTEM (TCS)  
Mandatory Data Entry For Meaningful Events in Designation Proceedings (DJ)  
Effective 01/01/2005**

<b>TYPE OF PROCEEDING (PER PETITION)</b>	<b>SCREEN</b>	<b>EVENT TYPE CODE</b>	<b>ADDITIONAL DATA ENTRY</b>	<b>IMPACT ON CASELOAD</b>
Juvenile removed from home	EDIT EVENT	PCN	Placement: Type Custody = Y Facility	
Juvenile returned to home	EDIT EVENT	PCN	Placement: Type Custody = N Party	
Initial Petition Filed-Court Designation	EDIT CASE & PARTY		Filed date: Date Order After Designation Hearing was entered by the court; Offense Date; Offense Location; Petitioner; CTN; Complaint Number; Offense Codes	P1: Section E, Line 2 P2: Section E, Line 24 (if legal status = blank) P4: Section E
	EDIT EVENT	PET	Legal Status : N/A Party Field: JUV 1	None
Initial Petition Filed-Prosecutor Designation	EDIT CASE & PARTY		Filed date: Date petition was filed with the Court; Offense Date; Offense Location; Petitioner; CTN; Complaint Number; Offense Codes	P1: Section E, Line 2 P2: Section E, Line 24 (if legal status = blank) P4: Section E
	EDIT EVENT	PET	Legal Status: N/A Party Field: JUV 1	None

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Petition Authorized by Court MCR 3.951(A) (Prosecutor Designated) MCR 3.951(B) (Court Designated/DL)	EDIT PARTY*		Authorization Date; Jurist * An event of AUT/Petition Authorized will be created	None
	<b>-or-</b>			
	EDIT EVENT	ARR	Result of AUT; Jurist	
Jury Verdict MCR 6.410	EDIT EVENT	TRLJ	Legal Status: TWC, TWS or TWA -if made a ward of the court <b>and</b> Dsp Field: FPC, GTY Party Field: JUV 1	P2: Section E, Line 15 P2: Section E, Line 21 or 22 P4: Section E
			Legal Status: N/A – if – Dsp Field: GMI, NFPC, NGTY, NGI, DIS	P2: Section E, Line 15
		CLOC	If Disposition is GMI, NFPC, NGTY, NGI, DIS	P4: Section E
			Legal Status: Based on final Disposition if Pgm/Result: NWV or DTV	P2: Section E, Line 16 P4: Section E

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Bench Verdict MCR 6.403	EDIT EVENT	TRLN	Legal Status: TWC, TWS or TWA -if made a ward of the court <b>and</b> Dsp Field: FPC, GTY	P2: Section E, Line 16 P2: Section E, Line 21 or 22 P4: Section E
			Legal Status: N/A – if – Dsp Field: GMI, NFPC, NGTY, NGI, DIS	P2: Section E, Line 16
		CLOC	If disposition is GMI, NFPC, NGTY, NGI, DIS	P4: Section E
Guilty Plea MCR 6.300	EDIT EVENT	Any Event	Legal Status: TWC, TWS or TWA -if made a ward of the court Dsp Field: AAL, NOC, PLG, PMI	P2: Section E, Line 17 P2: Section E, Line 21 or 22 P4: Section E
Nolle Prosequi	EDIT EVENT	NOP	Legal Status: N/A Dsp Field: DIS	P2: Section E, Line 18
		CLOC		P4: Section E
Dismissed by Court	EDIT EVENT	Any Event	Legal Status: N/A Dsp. Field: DIS	P2: Section E, Line 19
		CLOC		P4: Section E

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TYPE OF PROCEEDING (PER PETITION)	SCREEN	EVENT TYPE CODE	ADDITIONAL DATA ENTRY	IMPACT ON CASELOAD
Inactive Status	EDIT EVENT	BWI*	Legal Status: N/A Dsp Field: Blank *Prior to disposition	P2: Section E, Line 20 P4: Section E (stops petition aging until BWI removed)

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**Comments:**

Per caseload instructions “Measurement in DJ petitions begins on the date of designation and is completed when disposition occurs as defined in Part 2, Section E. For prosecutor designated cases, the date of designation is the same as the date of filing of the petition. For court designated case, the date of designation is the date of the order designating the case. Therefore, you must:

- Enter a hearing event with the corresponding disposition for that petition.

**PCN** events should be used to indicate a move from in-home placement to out-of-home placement, even though currently it is not tracked on caseload.

- When a juvenile is moved to out-of-home placement, a placement (PCN) event must be entered on the system, with Custody of **Y**.
- When the juvenile is returned home, another placement (PCN) event must be entered on the system, with Custody of **N**.
- You may also continue to use placement (PCN) events to reflect a change in out-of-home placement, such as from one foster home to another or one detention facility to a foster home, using **Y** in the custody field.

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**Legal Status** (entered through the EDIT EVENT screen) should be entered when the legal status is first determined, and then only if there is a change in the legal status.

- Juvenile admits to the allegations in the petition and is made a temporary ward, supervised by the court, legal status is entered as **TWC** (Temporary Ward/Supervised by the Court).
- Juvenile admits to the allegations in the petition and is made a temporary ward, supervised by the state, legal status is entered as **TWS** (Temporary Ward/Supervised by the State).

Since each Judge must report their case data individually by bar number, it is important that you enter the **Jurist** number at the “Jurist” field on the Edit Criminal/Juvenile Case screen. Referee numbers should not be entered at this field; there is a specific field for the referee’s number.

It is important to make note that the disposition/sentencing phase of a designation case is unique and may be handled differently than delinquency proceedings regarding placement and legal status. We will gladly assist you with any data entry questions you have.