



Michigan Hall of Justice

**Judicial Information Systems**

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Trial Court System

Fall Release 2007

Software Release Announcement

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## General

### Future Enhancements



**Please note that due to the Next Generation Project, TCS enhancements will be limited to fixes, form changes, and legislative changes. Please contact JIS if you have any questions.**

### DLN – Edit

- An additional Drivers License Edit has been added to validate DLNs that are created by Secretary of State with their new format
- The new DLN format will begin with the initial of the driver's last name, followed by digits 2-4 with a number of 800 or greater; the remaining nine digits will be random
- New and existing DLN numbers will no longer change when there is a name change

### Central Calendar ~ CCL

- When there are no hearings to print on the Central Calendar, instead of the message displaying as "Report Submitted" it will display "No records selected to print".
- A print option has been added for CTN. Default is Y. If the user selects N or blank, the CTN will not print.

### Case Initiation ~ CSI

- If a case number is on the next transaction line when a user enters CSI at the hop, the system will verify if the number already exists. If the case number does exist, when the CSI screen returns the *Juvenile File or Case #* field will display the current year and leave the number field blank.
- Edit Civil/Probate Case screen the description for Exparte Order has been changed to Exparte Petition. This field **will default to "Y" for PP, PH and PJ** case types. It is important to change this to "N" if the Petition for Personal Protection Order is not filed Ex Parte.

### Expunged

- Edit Case Criminal/Juvenile and Civil/Probate will no longer include the Public status option of E=Expunged
- If a court has identified a case as E ~ Expunged it will remain as such
- Valid options will be: Public ~ P or Suppress ~ S

### Register of Actions Events with Special Effects ~ EVY

- A new field "ROA Display Attributes" has been added to the event code table. This field will allow the court to add special effects such as colors, blinking or underline to specific event codes. These effects will display in the ROA. If you would like assistance in adding an effect to a specific event please call the TCS help desk.

## Register of Actions

- Financial History section will include:  
Paid Amount column  
Totals for all columns
- F21 to Print to print the Register of Actions will no longer exit the screen
- The description of an Alternate Name Type will be displayed, instead of the code

## Jail/Prison/Probation

- A new field has been added to the Edit Criminal/Juvenile Screen – Jail/Prison/Probation
- Work with Cases - 2 to change - F4 prompt press the space bar to select Jail/Prison/Probation
- This field **is not** automatically updated based on the Edit Sentence screen
- The information will appear in the upper right hand corner of the Register of Actions
- Financial Reports: Restitution, Balances by Responsible Party will include the option to report only cases identified with this new information

## Warrant List ~ WRL

- Warrant list may be requested by name.

## Criminal History Reporting ~ EJD

- On the EJUD screen the CSR (Court Sentencing Remarks) field will bring in sentencing and monetary assessment information per charge if applicable

## TCN Field

- TCN is an identifying number issued from State Police when an individual is fingerprinted using Live Scan. A field has been added to the Edit Criminal/Juvenile Case screen to accommodate the TCN number in addition to the CTN number.
- A field has been added to the Edit Civil/Probate screen for the TCN number. When reporting PPO violations on CC 382a “the courts must include the TCN in CTN/TCN field” per MSP memo dated August 6, 2007.

The format for TCN is an 11 character field, LLYYSSSSSSC from State Police

LL = Live Scan terminal ID (positions 1 & 2)

YY = Year (positions 3 & 4 numeric)

S = Sequence number (positions 5 thru 10 numeric)

C = Character (positions 11 alpha)

- This field will be displayed on the Register of Action, Juvenile Summary and forms where applicable.

## ADR

### ADR ~ Case Evaluation

- Edit Case Evaluation changes:

Party *Rsp* field ~ new option “D” Drop ~ eliminates the party from being included on Evaluation Forms, Notices, and Reports

A Results Service **Due** date will be calculated and displayed based on the Evaluation Service date + 29 days

# Caseload

## Generating Caseload ~ CLD

- Processing the caseload report can take a significant amount of time and AS/400 energy, which can sometimes slow down the system, especially for large courts. For this reason a new option has been added to the caseload report screen “Run Report at 6:00 pm” this will allow the court to submit the caseload report after business hours. (The user may shut down their computer as normal at the end of the day.) The report will be released to the user’s printer upon completion unless the user has entered “Y” at Hold Print so that the report may be released at a later time.

## Exception Error Report

- An exception error report will immediately follow the printing of the caseload report. This report will help TCS to determine possible errors that could fall on the caseload Part 4 Case Age report.  
Error Example:
  - Case has event “OSTY” Order Staying Proceedings with a Disposition of Inactive (case age stops – case should not appear on Part 4)
  - Case is Re-opened but **no** “OSA” Order to Set Aside the Stay has been entered (case age starts upon entry of the OSA and case should appear on Part 4)This case would fall on the error report because an event has been entered to stop the case from aging, but no follow-up event was entered to start or end the aging.
- Report identifies problems for caseload by reviewing each case’s internal close/reopen file
- Tracks important event information such as; inactive processing, disposition, adjudication, close, reopen
- If a case is listed on this report, review case age, the register of actions and events for possible entry errors
- Contact TCS Help desk for assistance

## Caseload Grid by Jurist

- Will include jurist name and P number

# Financial

## Voucher Select Lists ~ VSL

- New report criteria has been added which will allow the court to list vouchers by cash code, attorney, victim or vendor.
- If the court prefers to print vouchers in a list format instead of individual vouchers they must:

Mark individual vouchers as Print Voucher N when generating

Once all vouchers are completed access the VSL~Voucher Lists screen enter  
O for Originals: O

## Vendor Address / System Option

- For billing purposes each vendor will have a *Remit to* address that may be different then the vendor's physical address
- If an address is changed in the Name, Vendor, Attorney or Facility file, the user will receive a warning message when creating a voucher. The court may choose a system option error message based on the vendor type that will best suit their needs:

**Warning:** Remit address will be updated with the current address on the name file.

**Warning:** Remit address is not the same as the current address on file:  
Address: 39298 EAGLE LANE TEST LANSING MI 48392

## Bonds

- Bonds may be created for a name without a case number (i.e. Out of County Bonds)  
B for Bonds next to the name – leave case number field blank

## 20% Late Fee~Circuit Court

New definitions have been added to the cash code report type. These new definitions help identify cash codes that should or should not be included when calculating the 20% late fee.

- Reimbursement-Other ~ Y  
Other general cash codes identified with report type Y will be included when calculating the 20% late fee.
- Reimbursement-Law Enforce ~ Z  
A Cost of Prosecution/Law Enforcement assessment is not subject to the 20% late fee, and pay down priority should be near the bottom.

Note: Restitution is report type ~R~ and is not included when calculating the 20% late fee.

## Juvenile Fin Order List ~ JFO

- New report options:  
Age 18 and Over:     (Blank for All)  
  
W/Balance Due: Y Juv As Payer: All Payers:

## **Circuit**

### **Reports**

#### **Delay in Criminal Proceedings ~ DCP**

- The hop code of DCP may be used at the Next Transaction line to access this report, which is included on the caseload report screen.

#### **Case Review ~ REV**

- Non Service Due  
If there is no "ROS" Return of Service for a defendant but there is an appearance filed by an attorney the case party will not fall on the report.

### **Circuit Forms**

#### **System Options ~ F3 Exit the Form screen**

- A court may set up a system option that will prompt "Confirm Y" prior to exiting the form display screen. This will help with accidentally exiting the screen prior to completion of the form. Please call the TCS helpdesk to set-up this option.

#### **Forms Display**

- When a blue line is displayed on any form screen:  
F4 prompt will allow the user to select information, such as parties, or allow the user to input additional lines of free form text.

#### **New and Revised Forms**

CC 265	Notice of Right to Appellate Review
MC 218	Order Revoking Release and Forfeiting Bond
MC 233	Order for Fingerprints
MC 238	Judgment After Bond Forfeiture
MC 239	Removal of Entry from LEIN
MC 242	Assignment to Youthful Trainee Status
MC 258	Report of Nonpayment of Restitution
MC 262	Order of Acquittal/Dismissal or Remand
MC 263	Motion/Order of Nolle Prosequi
MC 294	Order Delaying Sentence
CC NOT	Notice of Hearing
PTY NTF	Party Notification – Select Parties screen will include all parties (system option)

## Juvenile

### **Juvenile Register of Actions**

Will now include:

- Petition header information
- Petition charge information
- Petition financial information
- Red “W” will display next to the party name, if an active warrant exist
- Alternate Name for a party
- Highlighted Open and Close dates

### **Destroy Date / Flag**

- Destroy Date is determined when an Order Terminating Jurisdiction (OTJ) or a Close Juvenile File (CLJF) is entered and is based on the following fields:
  - DL/NA/PJ/TL = D.O.B, Authorize date, Disposition
  - DJ = D.O.B
- JVR Menu – Destroy Report identifies case files to be destroyed (Purge will be changed to Destroy)
- Edit Juvenile screen displays *File may be destroyed:* and will display a calculated date recommended to destroy the physical juvenile file and if the file was authorized
- Work with Juveniles screen – will display a red D when a date has been entered by the court on the Edit Juvenile screen in the Destroy field

## **Juvenile Forms**

### **System Options ~ F3 Exit the Form screen**

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### **Forms Display**

- When a blue line is displayed on any form screen:  
F4 prompt will allow the user to select information, such as parties, or allow the user to input additional lines of free form text
- JC 14A & JC 14B – CHR field will be displayed in red and the user **must** enter Y/N before paging down to complete the form.

### **Forms with Financial Text / Frequency**

- A Fin Order with a frequency will include the begin date when displayed and printed on juvenile forms

## **Juvenile Forms continued**

### **New and Revised**

JC 44	Advice of Rights after Order Terminating Parental Rights <b>Note:</b> A system option may be setup so that upon completion of JC 63~Order Terminating Parental Rights form JC 44 will automatically be called
JC 70	Judgment of Conviction-Designated Case
MC 233	Order for Fingerprints
MC 239	Removal of Entry from LEIN
MC 258	Report of Nonpayment of Restitution
PTY NTF	Party Notification – Select Parties screen will include all parties (system option)

### **Docsum**

Page 3, identifying information, will now be included in the docsum version of these two forms:

JC 05A	Order to Apprehend and Detain (Delinquency/Minor PPO)
JC 05B	Order to Take Child(ren) into Protective Custody

## Reports

### Child Care Fund – DHS 4472 report (Section A and C) ~ DHS

Previously users utilized the JVR report to assist with gathering information for the DHS 4472 report. The hop code of DHS may now be used at the Next Transaction line to access the DHS 4472 report screen.

- Enter the reporting period
- 1 – next to DHS4472 – Child Care Fund Summary Report
- If a “Y” is entered next to (Also Print Detail Audit Report) - the audit report will list each case in detail appearing on the 4472 report – Section A and Section C.

```
SUSAN      UCEIPVK      Lansing Test(Rel Pilot)      Rel0801
DHS Reports      11/09/07
Next: DHS   Case: _____ Court: P 34 34

Budget Date: 10/01/2006 thru 9/30/2007
Reporting Date: 10012006 thru 09302007

1=Select Reports
_ DHS207 - Monthly Report on Foster Care, Basic Grant
_ DHS2396 - In Home Care Addendum for DHS207
1 DHS4472 - Child Care Fund Summary Report
N ( Y - Also Print Detail Audit Report )

F3=Exit F10=Name F13=Cmnds F16=Calc
```

Critical fields the DHS 4472 report pulls data from are:

- Petition authorized
- Disposition
- Adjudication
- Legal Status
- Placement Change Notices (PCN) / (\*Facility Type: will need to update the facility type on the facilities; D-Detention, J-Jail, S-Shelter, R-Residential, F-Foster Care)
- Program Results: 150 & 220 (act), DGC-drug court, and DIV or DVT for diversion
- Section C – will not pull in correct data until the Facility types are updated.

This report is new and we encourage you to contact TCS helpdesk if you have any questions on how to run the report or entering in any of the above data.

### Program Results – 2 to change

Courts may return to a juvenile case upon the juvenile completing an ordered program and enter in the date the youth completed the program, how it was completed and a score.

```
SUSAN      UCKEEIK      Lansing Test(Rel Pit
Edit Event Program/Result

Court: P 34 34
Case: 2007 0000123456 DL CHRIS SHAMROCK
Event: 15 DSP
Pgm/Reslt: BOT Boot Camp

Terminate On: 11/01/2007
Program Status: S Completed Successfully
Program Score: 10
```

## Probate

### Will Activity

- 2 to change next to Will Activity for a name will allow the user to change the address for the Testator or the Depositor
- A Will case number can not be deleted if any Will activity for a name exist relating to that case number

## Reports

### Order Appointing Person to Review/Investigate Guardian ~ OAP

#### PC 635 – Batch format

- PC 635 forms will be generated using the same logic as the Probate Guardian Review (Due) report. It is recommended that the court generate the forms with future reporting dates, allowing time for the review to be completed by the due date. When generating the forms:

A form is generated for any case that is due for guardian review within the reporting dates

May be specific as to Minor / Adult or leave blank for all

May be specific as to guardianship case types or leave blank for all

F4 prompt and select a name to appoint as the investigator

- Line 4 of the form: *The review or investigation shall be completed and a report filed with the court no later than \_\_\_\_\_.*  
This date will be based on when the review is due for each case:

First Review – Qualification of the first guardian + 1 Year (system calculates)

Subsequent Reviews –

Adult – Last review due date = (3 years - system calculates from Due Date)

Minor – Last review due date = (1 year – system calculates from Due Date)

### Deficiencies in Guardianship/Conservatorship ~ DGC

This new report will replace the Delinquent Fiduciary Report (SCAO 65) beginning **June 2008**. Deficiencies will be based on the same criteria as the current Delinquent Fiduciary Report.

- Enter Reporting Date:  
Y at Active Case Audit will print an audit of all active guardian and conservator cases
  - A-Summary Report of Cases~Grid – submitted to SCAO  
Totals the number of Active Cases (Line 1)  
Totals the number of fiduciaries Deficient over 182 days (Line 2)
  - Section A – Audit of active cases – not submitted to SCAO
  - Section B – submitted to SCAO  
Lists the fiduciaries and details regarding the deficiency (Section B will include suspended fiduciaries, unless a special or successor has been appointed).

## **Fiduciary Information Reports ~ PFI**

- This new report allows the court to search for fiduciaries by name, party type or case type.

## **Will Activity Report ~ WAR**

- An additional option has been added to omit withdrawn wills
- The report will now print in Will number order
- Joint Wills are identified on the report

## **Proof of Restricted Account - MCR 5.409(4)**

- As of January 1, 2008 the Proof of Restricted Account (PAR) will be due within 28 days of the conservator's qualification. This change in the number of days will be reflected in all applicable reports as of January.

[http://courts.michigan.gov/supremecourt/Resources/Administrative/2006-28\(10-11-07\).pdf](http://courts.michigan.gov/supremecourt/Resources/Administrative/2006-28(10-11-07).pdf)

## **Probate Forms**

### **System Options ~ F3 Exit the Form screen**

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### **Forms Display**

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F4 prompt will allow the user to select information, such as parties, or allow the user to input additional lines of free form text.

### **Probate Disposition Sheets Batch~ PDS**

- A new option has been added to the screen ~ Print Noticeable Parties (Y/N)  
Y will include all **noticeable** parties (Edit Party / Notices = Y) to be listed on the disposition sheet under the section of Hearing Attended By:

### **New and Revised Forms**

PC 592	Certificate of Completion - On Demand
PC 589	Notice of Intent to Close - On Demand
PC 600	Notice of Deficiency – On Demand – May select multiple fiduciaries
PC 585	Order Allowing Account
PCM 219	Second or Continuing Order for Treatment
PTY NTF	Party Notification - Select Parties screen will include all parties (system option)