



Michigan Hall of Justice

Judicial Information Systems

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Trial Court System

Spring 2007

Software Release Announcement

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General

Manuals

Are now available at the JIS/TCS website

<http://courts.michigan.gov/jis/courts/TCS/tcsindex.htm>

Edit Event

Two new fields have been added to the edit event screen.

Suppress: Case: ___Party: ____

A “Y” will suppress the case or the party

New Event

RCDP – “Remove Calendar Dates by Party” will remove calendar dates specific to the event party.

Work with Names Index

When a name is entered with a Date of Birth and a Date of Death, the DOB will be displayed in reverse image.

Account History

A new option of “H”= Acct Hist has been added to the work with cases, work with cases for a name, and work with names & cases screens. The Account History is a list of all receipts, adjustments, and vouchers attached to a case.

Jurist History

A jurist history will be kept for all cases. Option “J” next to the case will display the file history. This new feature will assist with caseload reporting and report the last active jurist on the case within the report window.

General Reports

Case List Report (CSL)

Party Type, Association Type and Current Offense search criteria has been added to the reports.

Caseload Reports

Hold in Outq

An option has been added to hold the caseload report in the printer output queue (F13 = System Commands), so that the court may view the report on line or release the report at a later time. A report may be viewed on line with F13 = Systems Commands, Option: 2 (Work with Spooled Files) find the report name and then 5 to display.

Invalid Jurist

Caseload Part 4 will only report cases for judges that have been setup in the court’s caseload jurist file. A case that does not have a valid jurist will create an error when the

court electronically uploads to the MCAP/CRS website. For this reason an option of Invalid Jurist has been added to the report screen. It is recommended that each court periodically include this option when running caseload to validate that the caseload jurist file is being properly maintained.

Part 4 Validation

This will option will print part 4 grid and audit without a sort by jurist, and will include totals for each case type column.

Beginning Pending

An option of “Y/N” has been added to the report screen, so that courts may include beginning pending when requesting caseload for any reporting period.

Date Check Worksheet

TCS is providing an excel verification worksheet that may be used by circuit courts to periodically check their disposed and pending caseload totals. Using the caseload Part 1 & 2 report a court can enter each case type total in the appropriate column and the report will calculate the difference. This report is provided to assist circuit courts in regularly balancing their caseload in order to reduce year end verification errors.

Central Name Index/Central Calendar

Central Name Index (CNI)

Additional security features have been added to allow a user to view non-public or sealed cases for other courts sharing the same AS/400. Security can be set for each court location. For example, a court may allow a District Court user to view District Court and Circuit Court criminal non-public cases, but not Circuit Court civil sealed cases, or Probate and/or Juvenile non-public cases.

There are no screen changes in the program. The only change is the ability to further define security levels for users to view other court's non-public cases.

Central Calendar (CCL)

There have been several changes to the Central Calendar. Similar to the Central Name Index, additional security options have been added regarding the display and printing of non-public and sealed cases.

Further information about this new option is available in the separate document attached entitled “*Central Name Index (CNI) and Central Calendar (CCL) Changes 2007 Spring Release*”.

New security features for CNI & CCL are optional; currently security will default to the user's system application authority. If your court would like to access these new features, please contact the TCS helpdesk. Court Administrators or Chief Judges will be asked to complete the CCL/CNI Authorization Request form (separate document attached) and fax it to 517/373-7451.

Financials

Cash Receipts Audit (CRJ)

New report will list transmitted receipts within the requested date range.

Voucher

An option to add Remit Address for a vendor has been added.

System Options

New system options have been developed to give courts more flexibility when processing certain functions such as defaults for certain fields within the calendar report, forms, vouchers or wills. TCS will continue to evaluate and add system options.

Example: Specific Forms - courts can choose to have Judge's signature date, default to blank or the event date. Listed below are the current system option defaults, please call the helpdesk if your court is interested in changing the default.

Option for	Default Description	Alternate
Calendar Report Generator	Print words "Non Public" for Public List when it includes suppressed cases	Blank line
Per Form Setup	Print Courtroom Description – Hearing Location	Courtroom Code
Per Form Setup	Print Case Jurist always as Signature Jurist	Hearing Jurist
Per Form Setup	Print Signature Date as Blank	Event Date
Doc Sum Forms	1 Document per mult event/party	Number of events/party
Vouchers	Default # of Copies to 2	Any Number
Wills	Use New Will Process (non event)	Event Process
Wills	Will Increment # By Case	By Court
Wills	Default Monetary field to "Y"	Default "N"
Wills	Default Will Receipt field to "Y"	Default "N"
Wills	Default Will Receipt # of Copies to 2	Any Number

General Forms

Due to the number of form revisions, forms will now include effective and inactive dates. Courts will only be able to select forms that are valid based on these dates.

- CC 381** Notice of Hearing on Motion for Personal Protection Order
- CC 383** Order Denying or Dismissing Petition for Personal Protection Order
- CC 243A** Order of Probation
- MC 28** Notice to Prior Court of Proceedings Affecting Minors
- MC 239** Removal of Entry from LEIN

Revised (03/07)

- MC 218** Order Revoking Release And Forfeiting Bond
- MC 230** Motion and Order to Show Cause
New: When a program/result is entered on the edit event, the program/result's pre-formatted text comments will be brought in to Line 2 of the form.

Circuit

Circuit Reports

Delay in Criminal Proceedings (CLD)

Cases that fall on this report pending over 301 days, must have a next action scheduled or will error when uploaded to the MCAP/CRS website. When requesting the Delay in Criminal Proceedings report, *Cases Without Next Actions* error report will also print. The error report will list cases over 301 days that do not have a next action scheduled.

The Delay in Criminal Proceedings report is filed quarterly to SCAO. Courts should continue to send paper to the Regionals for the July reporting period. Electronic upload to the MCAP/CRS website will be required starting in October for the 3rd quarter report.

When electronically uploading data, if a court has **no** cases to report, it is not necessary for the court to upload, only verification of "None to Report Pending" and "None to Report Disposed" will be required.

Case Review (REV) – Civil Non Service Due

Defendant parties added after the filing date, will fall on the report 91 days from the party's filed date.

Probate

Probate Reports

Delinquent Fiduciary Worksheet (PDF)

The worksheet has new format. If Jurist is blank, and all delinquent worksheets have been selected the report will print in case numeric order, it will no longer sort by jurist and deficiency. The Non Compliance report has not changed.

Closing Worksheet (PCW)

An option for MI Closing Worksheet has been added. This report will assist courts in identifying MI cases that may be ready for microfilming or archives.

Based on the report date the criteria is as follows:

Adjudicated cases that have not had activity for either

- 6 years from the first disposition or
- 3 years from the last order granted
(calculating whichever to be the greatest date)

A closed case will not appear on this report.

Orders include:

CORD	Continuing Order
SORD	Second Order
OFH	Order for Hospitalization
OFHO	Order Following Hearing on Objection to Hospitalize Minor
OA0	Order for Assisted Outpatient Treatment

Probate/MI Court Disposition Sheet (PDS)

The court may request a Probate Court Disposition Sheet (as opposed to the Mental Health Disposition sheet) for an MI case by entering the case type MI and selecting the Probate Court Disposition Sheet report.

Juvenile

New Party Type/Number on Edit Event

New fields have been added to the Edit Event screen "Additional Party". These fields are to be used when events and/or forms are applicable to parents, in addition to the juvenile party type. Only parental party types are allowed in these fields.

Edit Case Screen

Only fields that are applicable to juvenile processing will be displayed.

PCN Events

The placement begin date will default to an existing placement's end date. The date may be modified when the Change Placement End Date screen is displayed.

Retention

A predefined destruction/record retention formula has been created based on case file management standards. If you want to over-ride the predefined criteria, please contact the TCS helpdesk. http://courts.michigan.gov/scao/resources/standards/cf_stds.pdf

A report is now available to determine the juvenile files that are ready for destruction. To run this report, type JVR at the next transaction line. File List will sort by file number, the Juvenile List will sort by the minor's name.

Intake

A new field of "Closed Date" has been added to help manage intake records. Intake reports will also include this as a new report criteria.

Juvenile Financial

Financial Budget (FBG)

A new option of "I" for Inquiry has been added to the Work with Financial Budget screen. This option will allow the court to view expenditures and revenues for each cash code that is setup in the budget for the DHS 207 fiscal year.

Juvenile Forms

JC 12b Proof of Service – New expandable boxes

JC 29 Order to Transfer Case

Revised (3/07)

JC 45 Notice of Hearing

Revised (9/06)

JC 14A Order of Disposition, In Home (DP)

JC 14B Order of Disposition, Out of Home (DP)

JC 17A Order of Disposition (CCP)

JC 19 Order Following Dispositional Review/Permanency Planning Hearing (CCP)

JC 25 Order of Disposition Commitment or Referral (DP)

JC 36 Request and Order Terminating Court Jurisdiction

JC 57 Supplemental Order of Disposition Following Review Hearing (DP)

- JC 59** Order of Adjudication (DP)
- JC 67** Notice of Hearing (Designated Case)
- JC 75** Order Following Emergency Removal Hearing (CPP)
- JC 76** Order after Post-Termination Review Permanency Planning Hearing (CCP)

New Doc Sum Form

- MC 230** Motion and Order to Show Cause
- JC 22** Blank Order
- JC 65** Order Removing Alleged Abuser From Child's Home