

Judicial Information Systems



Trial Court System Fall Release - 2008

Contact: **Starr Wieber, Technical Service Representative**
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Fall Release - 2008

The Release summarizes fixes, software and form changes that have been applied to your Trial Court System through the November/Fall of year 2008.

IMPORTANT: Please forward or copy and distribute this announcement to all staff.

Help Desk Phone:

888-339-1547

Option 4:

TCS Help Desk
(Software questions)

Option 5:

Operations
(Hardware)

Help Desk Fax:

517-373-7451

Help Desk E-mail:

**tcs helpdesk
@courts.mi.gov**

JIS Website:

www.courts.mi.gov/jis
(click on Court
Systems to find TCS
link)

Future Enhancements

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

Financial Updates

Financial/Collections Quick Reference Guide is being created for the courts ~ TCS will mail copies of the guide to the TCS courts upon completion. (anticipated mailing date is mid-December) The quick reference guide is being created to assist the courts with their financial collections and outlines key collection capabilities of the JIS - Trial Court System, such as:

- Required SCAO reporting - ARR/Summary of Outstanding Receivables and ASY/Payment/Adjustment Distribution Assessments
- Financial Information by NAME
- Billing/Statements
- Delinquent Letters - designed by the court
- Show Cause Reports
- Form - MC 289 - Order for Wage Assignment - **New Feature!**
- **Payment Plans ~ New Feature!** The ability to create and print payment plans per billing location per payer.
- **TAX ~ Juvenile State Income Tax Intercepts** - the ability for Juvenile divisions to intercept delinquent payers in batch format for outstanding costs of care and/or services - **New Feature!**

(See attached instructions, please contact the HelpDesk for initial set-up,
*will need SSN# on the NAM/Name file for each delinquent payer)

Financial Updates

Financial Updates, continued:

- **CREATING PAYMENT PLANS** ~ to create a payment plan
 - **NAM/Work with Names** file, enter the last name of payer
 - **F/Financial Information** - next to the applicable payer

```

Work with Names                                     10/29/08
Next: ___ Case: ___ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name: CHILLA
      Name                GDR/R   DOB     SSN      City
-   CHILLA TRUST
-   CHILLA TRUST TWO
F   CHILLA-TRUST
-   CHILLA,DAD,
-   CHILLA,GUARDIAN,
    
```

Names in Purple/Pink mean they have an active Payment Plan.

(Names in white mean they owe money.)

At the Financial Information for <selected person> screen:
-P/Payment Plan - next to the applicable Billing Location

```

All Courts      Financial Information for:      10/29/08
                CHILLA,DAD,                ( 210121 )
Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept
Billing Loc: ___
      Billing Location      Supp      Sent To      --- Tax Intercept ---
                          Bill NSF Collect Status      Date
-   1 JUVENILE NA & PJ
P   3 JUVENILE - CRIM (DL)
-   4 PROBATE ONLY
                                     PAY PLAN Active
    
```

Select the Case/s for the Payment Plan:

- "1", and enter next to **each** case to include in payment plan, then F3

```

SUSAN      UCPMDFK
                Select Case(s) for Payment Plan For
                                     ( 210121 )
Bill Loc: 3 JUVENILE - CRIM (DL)      80.00
Type options, press Enter.
1=Select M=Monetary R=ROA
Case: ___
      Crt  Case Number  Jur Pty  Alt Pty Filed  Balance
-   P 13 13 2008 0800218201 DL SLR NF 1 2/19/07 A .00
    JENNY CHILLA
1   P 13 13 2008 0800218202 DL SLR NF 1 3/05/08 A 80.00
    JENNY CHILLA
F3=Exit
    
```

Financial Updates

Financial Updates, continued:

- The total outstanding owed by the payer for the cases selected will default into the Total Plan Amount. The user may enter a different Total Plan Amount if they choose to. The user must enter:

Automatically Create Event on the ROA: the default is set-up through the system options to default to Y or N, the user may type over the defaulted Y or N.

- Payment amount
- Frequency: Daily, Weekly, Monthly, Bi-weekly, Yearly
- First Due Date - enter when first payment is due
- Agreement date
- Create Event: Y/N

```

12 11/21/2008          NF 001          S3
PAYMENT PLAN AGREEMENT
DEF TO PAY $10.00 / Monthly COMMENCING 12/01/2008
SET NEXT DATE: 16 12/01/2008 9:00 AM WIEBER COURTROOM: REV
    
```

-then press enter and the plan will display and become active

***Note:** the user may enter different payment amounts/due dates and press enter to re-display plans. The last plan before pressing F3/exit will be saved as the active plan.

```

SUSAN      UCFPETK      UCSGEN - TEST      HOJ
Edit Payment Plan for      11/21/08
Name: DAD CHILLA      ( 210121 )      Seq#: 2
Bill Loc: 3 JUVENILE - CRIM (DL)      Current Due: 80.00
      Paid on Plan: .00

Total Plan Amount: 80.00      Payment Amount: 10.00      Frequency: M
First Due Date: 12/01/2008      Pays: 8      Agreement Date: 11/21/2008
Plan Status: A Active      Create Event: N      Inactive Date:

Pays      Due Dates      Pay Amount      Amount Paid      Balance
1 12/01/2008 Monday      10.00      .00      70.00
2 1/02/2009 Friday      10.00      .00      60.00
3 2/02/2009 Monday      10.00      .00      50.00
4 3/02/2009 Monday      10.00      .00      40.00
5 4/01/2009 Wednesday      10.00      .00      30.00
6 5/01/2009 Friday      10.00      .00      20.00
7 6/01/2009 Monday      10.00      .00      10.00
8 7/01/2009 Wednesday      10.00      .00

F3=Exit  F13=Cmnds  F16=Calc  F17=Payments  F18=Cases  F19=Chg Name  F21=Print
    
```

F21/Print - will print a copy of the Payment Schedule/Plan.

- F18/Cases - view/add cases associated to the payment plan
- F19/Chg name/Addr - change the address on the Name File for the Payer. ***Note:** this will change their address for notices, etc.
- F21/Print - print out the Payment Schedule/Plan.

```

PAYMENT SCHEDULE

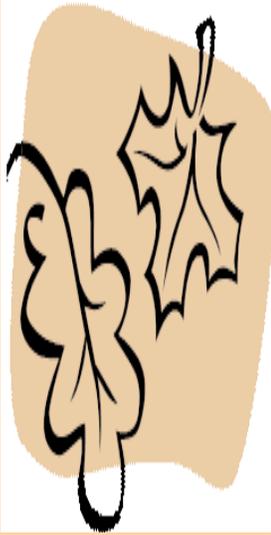
Mail Payment To: Court Financial contact/address here

Name: DAD CHILLA

Case Number(s)      Case Entitlement      Current Balance
2008 0800218202 DL SLR JENNY CHILLA      80.00

Total Plan Amount: 80.00      Payment Amount: 20.00 Monthly
First Due Date: 11/01/2008      Pays: 4      Agreement Date: 10/23/2008
Plan Status: A Active

Pays      Due Dates      Pay Amount      Amount Paid      Balance
1 11/01/2008 Saturday      20.00      .00      60.00
2 12/01/2008 Monday      20.00      .00      40.00
3 1/01/2009 Thursday      20.00      .00      20.00
4 2/01/2009 Sunday      20.00      .00      .00
    
```



Financial Updates

Financial Updates, continued:

- **VIEWING PAYMENT PLANS** ~ to view a payment plan
 - **NAM/Work with Names** file, enter the last name of payer
 - **F/Financial Information** - next to the applicable payer-

```

Work with Names 10/29/08
Next: ___ Case: ___ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name: CHILLA
      Name GDR/R DOB SSN City
- CHILLA TRUST
- CHILLA TRUST TWO
- CHILLA-TRUST
E CHILLA,DAD,
- CHILLA,GUARDIAN,
  
```

- **P/Payment Plan** - next to the billing location with the PAY PLAN Active

```

All Courts Financial Information for: 10/29/08
CHILLA,DAD, ( 210121 )
Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept
Billing Loc: ___
      Billing Location Supp Sent To --- Tax Intercept ----
      Bill NSF Collect Status Date
P 3 JUVENILE - CRIM (DL) PAY PLAN Active
- 4 PROBATE ONLY
  
```

```

Work With Payment Plan(s) for 10/29/08
Name: DAD CHILLA Acct#: 000210121-000268165-00000
DOB:
Current: 80.00
Bill Loc: 3 JUVENILE - CRIM (DL)
Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes C=Cases P=Print
      1st Pay Date of Inactive
      Seq# Payment Amt FRQ Due Date Total Amount Agreement Date STS
- 1 20.00 M 11/01/2008 80.00 10/23/2008 A
  
```

When viewing the Payment Plan, the following options are available:

- 2/Change** - the current Payment Plan, or **enter an inactive date and F6/Create a new Payment Plan**
- 4/Delete** - delete a Payment Plan
- 5/Display** - view the Payment Plan
- 6/Notes** - create a financial note regarding the Payment Plan
- C/Cases** - view cases associated to the Payment Plan
- P/Print** - print the Payment Plan

Financial Updates

Financial Updates, continued:

- **WRITING RECEIPTS - with an active Payment Plan ~**
 - **NAM/Work with Names file**, enter the last name of payer
 - **Z-Receipt** - next to the payer's name

```

SUSAN      UCHRDFK      UCSGEN - TEST      HOJ
                        Work with Names      11/21/08

Next: NAM Case: _____ Court: C 37 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: WIE
-----
Name           GDR/R      DOB      SSN      City
---
WIEBER,ROBERT, U      9/22/56  XXX-XX-7893 DEWITT
WIEBER,STARLA, U      XXX-XX-4689 OJLKDA
WIEBER,STARLA, U      XXX-XX-8523
Z WIEBER,STARR,ANNE F C      1/02/74  XXX-XX-2335 DEWITT
N WIEBER,STARR,MARIE F C      5/11/65  XXX-XX-8423 LANSING
N WIEBER,TASHA, F AI     1/05/90  XXX-XX-8292 SMITH TOWN
    
```

```

SUSAN      TCCIEK      UCSGEN - TEST      HOJ
                        Court Receipts      11/21/08

Cashier:
  Crt: C 37 13 WIEBER,STARR,ANNE      ( 209846 ) Bloc: 2

Total Court:      355.00      Total Victim Assess:      .00      VA%: 50.00
PAYMENT PLAN
Total Paid: 10      Receipt Date: 11/21/2008
Bond Applied:      .00      Total Balance:      355.00

Cash Code
CVA CRIME VICTIM-STARR MARIE WIEBER 2000 555 FH      Balance Due Amount Paid
SMC STATE MINIMU-STARR ANNE WIEBER 2000 0000000412 FH      40.00-      10
SMC STATE MINIMU-STARR ANNE WIEBER 2000 0000000412 FH      15.00-
COST COURT COSTS-STARR MARIE WIEBER 2000 555 FH      60.00-
COST COURT COSTS-STARR MARIE WIEBER 2000 555 FH      40.00-
FOR FORENSIC FEE-STARR MARIE WIEBER 2000 555 FH      260.00-
AFE ATTORNEY FEE-STARR MARIE WIEBER 2000 555 FH      40.00-
FINE FINES-STARR MARIE WIEBER 2000 555 FH      260.00-
FINE FINES-STARR MARIE WIEBER 2000 555 FH      40.00-
FINE FINES-STARR MARIE WIEBER 2000 555 FH      40.00-
    
```

```

SUSAN      TCCNETK      UCSGEN - TEST      HOJ
                        Edit Payment Information      11/21/08

Court: C 37 13      Printer: PRT03
Cashier:      Wkstn/Drw: SUSANA 01
Paid By: WIEBER,STARR,ANNE      Receipt Dte: 11/21/2008
Cmt:
Total Due:      10.00      Total Received:      10.00
Balance:      345.00 ( 209846 )      Change Due:      .00

Pymt Type Description Reference Code Amount Received
C CHECK 2342 10.00
-----
F3=Exit F10=Name F13=Cmnds F16=Calc      CONFIRM: Y (Y/N)
    
```

```

SUSAN      UCFPDTK      UCSGEN - TEST      HOJ
                        Display Payment Plan      11/21/08

Name: STARR ANNE WIEBER      ( 209846 ) Seq#: 1
1144 MAPLE AVE, DEWITT, MI 390219
Bill Loc: 2 CIRCUIT BILLING - CALHOUN      Current Due: 345.00
Paid on Plan: 115.00

Press ENTER to Schedule Next Payment or F3 to EXIT

Total Plan Amount: 115.00      Payment Amount: 20.00      Frequency: M
First Due Date: 11/05/2008      Pays: 6      Agreement Date: 9/01/2008
Plan Status: A Active      Inactive Date:

Pays Due Dates Pay Amount Amount Paid Balance Total Due-NP
1 11/05/2008 Wed 20.00 20.00 95.00 .00
2 12/05/2008 Fri 20.00 20.00 75.00 .00
3 1/05/2009 Mon 20.00 20.00 55.00 .00
4 2/05/2009 Thu 20.00 20.00 35.00 .00
5 3/05/2009 Thu 20.00 20.00 15.00 .00
6 4/05/2009 Sun 15.00 15.00 .00 .00

F3=Exit F11=Delete F13=Cmnds F17=Payments F18=Cases F19=ChgName F21=Print
    
```

```

Evt# Evt Ct Pty Event Description
11/21/2008 9 NP D 1 Next Payment Due
DEF TO PAY NEXT PAYMENT: $10.00
Nxt: 16 12/01/2008 10:00 A Rm#: REV 96052
    
```

```

SUSAN      UCFPDTK      UCSGEN - TEST      HOJ
                        Display Payment Plan      11/21/08

Name: STARR MARIE WIEBER      ( 207334 ) Seq#: 1
232 MICHIGAN AVE, LANSING, MI 480909
Bill Loc: 2 CIRCUIT BILLING - CALHOUN      Current Due: 1588.38
Paid on Plan: 10.00

Total Plan Amount: 1598.38      Payment Amount: 10.00      Frequency: M
First Due Date: 11/01/2008      Pays: 160      Agreement Date: 11/21/2008
Plan Status: A Active      Inactive Date:

Pays Due Dates Pay Amount Amount Paid Balance Total Due-NP
1 11/03/2008 Mon 10.00 10.00 1588.38 .00
2 12/01/2008 Mon 10.00 .00 1578.38 .00
3 1/02/2009 Fri 10.00 .00 1568.38 .00
4 2/02/2009 Mon 10.00 .00 1558.38 .00
5 3/02/2009 Mon 10.00 .00 1548.38 .00
    
```

*NOTE: Some courts Schedule Next Payment on the court calendar as a hearing to ensure defendant has paid.

-pressing enter automatically schedules hrg.

-F3/Exits this system option.

THE INITIAL CASELOAD DATA TRANSFER & SUBSEQUENT DATA TRANSFER MCAP (UPLOAD) INSTRUCTIONS HAVE BEEN UPDATED AT THE JIS WEBSITE

CIRCUIT SECTIONS:

- A) APPEALS
- B) CRIMINAL
- C) CIVIL
- D) DOMESTIC
- E) JUVENILE
- F) CHILD PROTECTION / NA
- G) ADOPTION
- H) MISC / PPO'S
- I) ANCILLARY

PROBATE SECTIONS:

- A) ESTATES, TRUSTS
- B) WILLS
- C) CIVIL & OTHER
- D) GUARDIANSHIP, CONSERVATORSHIP, ADMISSIONS, MENTAL COMMITMENTS

We recommend!

1) ALL COURTS - Run caseload now & start reviewing for possible data entry errors.

CASELOAD

CLD - Caseload Report

- Reminder: Courts are required to upload this report annually.
- Caseload may be requested for a specific section or case type.

The screenshot shows the CaseLoad Report interface with the following details:

- Title: CaseLoad Report (Date: 10/29/08)
- Next: **CLD** Case: _____ Court: C 37 13
- Date: _____ thru _____ SCA0 Report Court: _ _ _
- Jurist: _ _ _
- 1=Select SCA0 Reports
- Grid Audit Parts 1 & 2 SCA0 63-Delay in Criminal Proceedings
- Part 4 Y Beginning Pending (Y/N)
- Validate Part 4
- Options for Audit Case Type -OR- Report Section
- Invalid Jurist (Y/N)
- System Options (Y/N)
- N Hold Print N Run Report at 6:00pm N Create E-file N Clear E-file
- F3=Exit F10=Name F13=Cmnds F16=Calc

Quick Reference Caseload Guides are available!!!

- Juvenile/Family Caseload Quick Reference Guide
- Probate Caseload Quick Reference Guide
- request through TCS Helpdesk - 1-888-339-1547, option 4

Probate Caseload Question:

Q & A:

◆ **Question:** Guardianship case initially **filed and disposed** in County A, then transferred to County B for a period of time, and then County B transfers the case back to County A. How does the court enter the guardianship back into County A's system?

Answer: Per caseload, guardianships are NOT counted as reopened or a new filing when they come back to the initial court because the case was initially disposed in County A.

-TCS data entry: 2/Change the last event CHVO/Change of Venue Ordered which also closed the case to a TEXT/Text Event - stating "Change of Venue Ordered" on the comment line. This will change the case status back to ADJUD/Adjudicated. Then remove the DIS/Discharge on the appropriate GDN/Guardian.

General Update

NAM - Work with Names

- **New view of Work with Names**

Purple - payment plan
 White - owe money (*blue below due to screen color changes)
 Red "W" - Warrant
 Purple N - Financial Note

Screen will display with a line below the Name, Gender, Race, DOB, SSN and City.

```

Work with Names 10/29/08
Next: NAM Case: _____ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts
Name: CHILDERS

```

	Name	GDR/R	DOB	SSN	City
-	CHILDERS, CHILLY,				
-	N CHILDERS, CHRIS,	M WA	8/20/01		BYRON
-	CHILDERS, GUARDIAN,				
-	CHILDERS, MATTHEW,				TEST CITY
-	W CHILDERS, ZEEK,		10/24/96		
-	W CHILDREN, FATHER,	M			LANSING
-	CHILDREN, FATHER2,	M			LANSING
-	CHILDREN, FIRST,	M	1/01/90		
-	CHILDREN, MOTHER,	U			LANSING

More...

F3=Exit F6=Create F13=Cmnds F16=Calc

- **List Co-Counsel on the ROA**

- 2/Change on the Party File, add the CC/Co-Counsel

```

Case: 2008 0000000402 FH STATE OF MI V JIMMY JOHNS ADJUDICAT
RECK Attorneys: ABRAHAM - AARON
Filed: 1/10/2008 Disposed: 1/10/2008 Reopened: Closed:
Name Nbr: 206450 JOHNS, JIMMY, Filed Date: 1/10/2008
Party: D 1 Offense Date: 1/10/2008
Public: P
Current Address: 489 WASHINGTON Address Code: 20299
City: IONIA St: MI Zip: 38843
Phone: Ext: Gender: M DOB: 9/12/1986 Age: 22
SSN: DLN: St:
Assoc Type: CC 37799 CABADAS, STEVEN M., More: N
Attny: 10003 AARON, JERALD N., Appt/Ret: _ Notices: Y

```

```

REGISTER OF ACTIONS 10/29/08
Ascending Case Disposition: GP
Crt: C 37 13 Jur: RECK Ref: ADJUD Pub
Case: 2008 0000000402 FH STATE OF MI V JIMMY JOHNS
Atty: AARON Worker: CHR DNA CVA
File: 1/10/2008 Dispose: 1/10/2008 Reopen: Close:
D 001 JIMMY JOHNS
489 WASHINGTON
IONIA, MI 38843
DOB: 09/12/1986 Gender: M Race: WHITE AMERICAN
CTN: 838293041848
OFFENSE DATE: 01/10/2008
ATTORNEY: JERALD N. AARON
P 10003 Ph#: 248/594-1900
CO-COUNSEL: STEVEN M. CABADAS
P 37799 Ph#: 517/373-6434
PROSECUTOR: GARY J. ABRAHAM P 10017

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JG ~ Juvenile Guardianship

MCL 712A.19a(7)(c) or MCL 712A.19c(2)

Public Acts 200 & 203, effective July 11, 2008 create authority under the juvenile code for the family division of a circuit court to appoint a juvenile guardian for a child under the jurisdiction of the court pursuant to MCL 712A.2(b), and to subsequently terminate the court's jurisdiction over that child.

Links: [Juvenile Guardianship Cases; Caseload Reporting 9/25/08](#)
[SCAO Administrative Memo 2008-05](#)

Until court rules are adopted and programming can be completed, it will be necessary for the court to count information for caseload manually by tallying information from the Case List and Event List reports.

Process as follows:

- Case initiation: Case Type ~ JG
Edit Civil/Probate screen ~ Probate Type: M (Minor)
- Party entry ~ IN THE MATTER OF: screen
Search for/select the Juvenile's Name(Party type defaults to HDR 1)
- Next Party add ~ Guardian's Name with a party type of GDN
- Disposition will be entered upon entry of the **OAJG** event
Order Appointing Juvenile Guardian with Dsp: GTD and Pty: HDR 1
- Normal probate processing should follow with the Acceptance of Appointment, Letters of Authority, and Annual Report related to the active guardian party
- Other new events: These will discharge the guardian
JGTM ~ Juvenile Guardian Terminated/Successor Appointed
JGRV ~ Juvenile Guardian Revoked

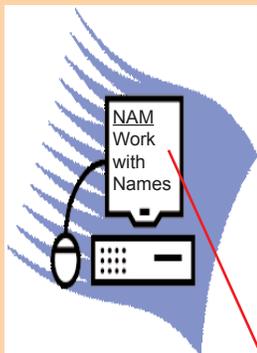
Juvenile Guardian Revoked should be followed by a Closing event

Case List Report ~ CSL~ Search criteria: Case Type: JG, Case Filed Date: Numeric Case List provides the total number of Juvenile Guardianships Created

Event List Report ~ EVL~ Search criteria: Case Status: Blank, Events: JGTM, and/or JGRV, Case Type: JG, and Event Date: The Event List by Case will provide the number of Juvenile Guardians Terminated or Juvenile Guardianships Revoked.

NOTE: The JG case type will not be included in probate reporting for the Guardian Review or Annual Report. TCS recommends that this type of activity be tracked by scheduling a 'File Review' on the court clerk's calendar.

JG cases will not be displayed from hop JUV ~ Work w/Juveniles screen
Use NAM~Work with Names



Juvenile Court Updates

DHS ~ Child Care Fund 207 Report

Per DHS's October 28, 2008 memo - they have revised their reporting requirement effective November 2008, as follows:

Lines 3, 4, 5, 6, and 7 will be utilized to report the number of youths, days care, and costs of youths placed in foster care inside the state of Michigan. Lines 7a, 7b, and 7c will be utilized to report the same information for youths outside the State of Michigan.

Similarly, lines 19 and 20 will be utilized to report the number of youths, days care, and costs of youths placed in private institutions within the State of Michigan and lines 20b and 20c will be utilized to report the same information for youths placed in private institutions outside the State of Michigan.

Another change to the 207 report includes the addition of column 3a. Column 3a, entitled "Number of Children Placed this Mo" is to be utilized to report the number of youths from column 3 (Total number of Children) that were placed for the first time in the month being reported.

TCS has reprogrammed the 207 report to accommodate the above changes:

The report will look at the PCN/Placement Change Notices and determine whether the facility is located in or outside of the State of Michigan and whether or not the placement is the juvenile's first placement for Column 3a reporting.

15:31:55

DHS-207 MONTHLY REPORT ON FOSTER CARE UNDER THE
 (REV 1-83) JUVENILE DIVISION OF THE PROBATE COURT
 COUNTY: CALHOUN COUNTY PROB. MICHIGAN DEPARTMENT OF HUMAN SERVICES
 REPORTING PERIOD: 9/01/08 thro: 9/30/08

SECTION A: CHILDREN PROVIDED CARE, TOTAL DAYS CARE PROVIDED UNDER THE JURISDICTION OF THE JUVENILE DIVISION OF THE PROBATE COURT, AND EXPENDITURES BY ORDER OF THE JUDGE OF PROBATE FROM THE CHILD CARE FUND.

LINE (1)	TYPE OF CARE (2)	NUMBER OF CHILDREN (3)	NUMBER OF CHILDREN PLACED(Mo) (3a)	DAYS CARE PROVIDED (4)	GROSS EXPENDITURES (5)	ADJUSTMENTS *1 (6)	ADJUSTED REIMBURSABLE EXPENDITURES (7)
1	I. FAMILY FOSTER CARE						
2	A. COURT SUPERVISED						
3	1. FAMILY FOSTER CARE PAYMENTS	2	1	42	\$ 2480.00	.00	\$ 2480.00
4	2. OTHER (NON-SCHEDULED) PAYMENTS	0	0	0	\$ 17392.00	.00	\$ 17392.00
5	B. PRIVATE AGENCY						
6	1. FAMILY FOSTER CARE PAYMENTS	1	1	22	\$ 1082.00	.00	\$ 1082.00
7	2. OTHER (NON-SCHEDULED) PAYMENTS	1	0	5	\$ 250.00	.00	\$ 250.00
7 A	D. PRIVATE AGENCY - OUT-OF-STATE						
7 B	1. FAMILY FOSTER CARE PAYMENTS	2	1	16	\$ 1408.00	.00	\$ 1408.00
7 C	2. OTHER (NON-SCHEDULED) PAYMENTS	1	0	1	\$ 8316.00	\$ 1680.00-	\$ 6636.00
8	TOTAL FAMILY FOSTER CARE (SUM OF LINES 3,6,7b FOR COL 3 & 4 AND SUM OF LINES 3,4 & 7 FOR COL 5 & 8)	6	3	80	\$ 21536.00	\$ 1680.00-	\$ 20856.00

Change in Case Types ~ Domestic Proceedings

Effective January 1, 2009, the following case type codes are no longer approved for use. In place of these case types codes, please assign the following:

Old Case Type	New Case Type	Disposition
TC ~ Transfer Custody	DC	Post Judgment
TI ~ Transfer URESA	UT	Post Judgment
TM ~ Transfer Divorce w/children	DM	Post Judgment
TO ~ Transfer Divorce w/o children	DO	Post Judgment
TP ~ Transfer Paternity	DP	Post Judgment
TS ~ Transfer Other Support	DS	Post Judgment
TU ~ Transfer URESA Enforcement	UT	Post Judgment
TZ ~ Transfer Other Family Matters	DZ	Post Judgment
UC ~ UIFSA Modification; Filing	UF	Post Judgment
UO ~ UIFSA Income Withholding; Filing	UF	Post Judgment

Something to consider!

Post Judgment transfers **will not** be counted on the Caseload Report and should be entered with a **Y** in the Caseload Omit field on the Edit Civil/Probate case screen.

Note: If the Caseload Omit flag is not marked with Y, the caseload report will incorrectly pick up post-judgment transfers on Part 1, as new files and on Part 2 the cases/dispositions will appear without a line number. The court should update the Edit Civil/Probate screen with a Y at caseload omit. If the cases are not updated appropriately, the court's caseload verification will be out of balance.

Edit Civil/Probate Case 10/24/08

Case: 2009 0000000418 DM Status: 0

Jurist: J 21169
 Filed Date: 01022009
 Disposed: _____ Reopened: _____ Closed: _____

Public: P Caseload Omit: Y Prison Case: _ TCN: _____

Referee: _____
 Prosecutor: A _____

Microfilm No: _____
 X-Reference: _____
 Lower Court: _ _ _ Jury Demand Filed: _

Domestic Post Judgment Transfers need to enter Y

Case types: UF, UI, UM, UN, UT, and UW are still valid and will be programatically defaulted to Y for Caseload Omit upon adding a case on or after 1/1/2009. The disposition should be entered as Post Judgment Transfer.

Amendments of MCR 3.204 Proceedings Affecting Children - Supplemental Complaints

SCAO is reviewing the implementation procedures required to implement this rule. They have formed a workgroup to assist in the assessment and identify issues and solutions.

Until then, JIS is recommending that the court file a supplemental complaint as a new file (**both** parents are the same as the initial complaint). This will allow the court to track events for service, answer and follow the standard time guidelines for proper case management.

In addition, it is recommended that the court consolidate the cases.

A court may relate case(s) on the system from the Work with Cases screen:

- On the primary (first) case ~ Option **L** = Related (Relates Consolidated or Co-Defendant Cases)
- F6 to create
- F4 prompt/select or enter the secondary case number(s)
Press Enter

Once completed the system will display the **COD** flag on the Work with Cases screen and the Register of Actions for each case. Option L on the Work with Cases screen or F4 prompt on the Register of Actions **COD** will display all related cases.

Note: When the supplemental complaint is consolidated, the case will still require the entry of documents such as the Return of Service, Answer and an Order with Disposition upon adjudication.

Form Updates

Circuit/General Forms - updated/revised/new

- CC 384, CC 385
- CC NOT - Notice to Appear - new version - prints multiple hearings on one form and pulls in program results.
- **MC 205 - Finding and Order on Competency - NEW!**
- **MC 206 - Order for Eval. Relative to Criminal Responsibility - NEW!**
- **MC 207 - Commitment Order, Not Guilty by Reason of Insanity- NEW!**
- MC 219 - Judgment of Sentence/Commitment to Jail
- CC 219B - Judgment of Sentence Commitment to Department of Corrections
- MC 288 - Order to Remit Prisoner Funds - Link: [send a copy to the Regional Office per SCAO.](#), effective 11/01/08.
- **MC 289 - Order for Assignment of Wages - NEW!**
- MC 290 - Satisfaction of Financial Obligation
- **MC 96 - Judgment of Contempt - NEW!**



Juvenile Forms - updated/revised/new

- JC 05a, JC 05b, JC 14a, JC 70, JC 59, JC70,
- JC 45 - Notice of Hearing; Other: is F4/expandable text field
- Minor's Removal date on forms JC 11a, JC 11b, JC 17, JC 19, JC 63, JC 64, JC 49, JC 63a, JC17, JC 75, JC 76 are linked to the PCN / Placement Change Notice events. The user may F4/on the removal date in the form and select or F6/create a removal date. The user may also 2/change on the JUV/Juvenile file and F4/on the removal date to change the removal date to a different PCN/Placement change removal date, as needed.
- JC 59 - Order of Adjudication (Delinquency Proceedings) - now pulls in the hearing date on the Docsum form.

New Juvenile Tax Intercept Forms - see Tax Intercept Instructions!

- **JC 60 - Notice of Intent to Intercept State Income Tax - batch.**
- **JC 61 - Order to Intercept State Income Tax - batch.**
- **JC 62 - Order to Cancel State Income Tax Intercept - on Demand.**
- **MC 28 - Notice of Prior Court Proceedings Affecting Minors - NEW!**

****TIME SAVER****

PTY NTF form - may be used in any of the courts.

*Some courts print this form when sending out their orders because it provides a POS and it prints a copy for each party selected that can be mailed in a window envelopes, eliminates typing envelopes!!

****New system option (18)** on form **PTY NTF**: defaults the Print Proof of Service? to Y or N. Clerk may also change to Y or N, when printing the form.

System Option(8): displays the addresses on the Edit Party screen

Form Updates, continued:

****DID you know....????**

Juvenile D=DOCSUM

forms may now be printed from:

- 1) **JUV**/wrk with Juveniles screen
- 2) **C-**/wrk with Cases for Name
- 3) **NAM**/wrk with Names screen

****New system option (19)** on forms **JC 14A** and **JC 14B:** defaults the CHR: Y/N field to Mandatory or NOT mandatory on the forms.

****Change to F4 on OTHER (all forms):**

the cursor will now position on the first typing line.

Juvenile Forms - updated/revised/new

- MC 202 - Certification of Records/Attestation of Exemplified Copies

Printing MC 202 from an Event with Program Result 202:

Evt:	CER	Dte:	11/20/2008	Plea:	___	Dsp:	___	Pgm/Rslt:	202	Monetary:	_	
Pty:	JUV	Cnt:	__	Atty:	___	Jur:	J	31144	Due Dte:	___		___
Additional Party:	___	Suppress:	Case: _	Party:	___	Mic#:	___					
Cmt:	Transferred to Wayne county											
Form:	MC	202	Register:	___	Receipt:	___	Amount:	___				

will prepopulate Line 2 on form MC 202 with the text: ***“petition, police report, order to transfer jurisdiction to *XXXXX County”***

Printing JC 29 from an Event with Program Result 202:

Evt:	OTT	Dte:	11/20/2008	Plea:	___	Dsp:	___	Pgm/Rslt:	202	Monetary:	_	
Pty:	JUV	Cnt:	__	Atty:	___	Jur:	J	31144	Due Dte:	___		___
Additional Party:	___	Suppress:	Case: _	Party:	___	Mic#:	___					
Cmt:	Transferred to Wayne county											
Form:	JC	29	Register:	___	Receipt:	___	Amount:	___				

JC 29 with System option 10 = “Y”: will first bring up the form JC 29 Order to Transfer Jurisdiction, then form MC 202 will immediately follow with Line 2 prepopulated as follows:

2. I have compared the annexed copies of

petition, police report, order to transfer jurisdiction to *XXXXX +
from the above case with the originals on file and of record in this court, and I find the copies to be true copies of the whole of such originals.

*The clerk would change the “XXXX” to the applicable county. The 202 program result text may be changed to meet the courts needs.



Probate Forms - updated/revised

- PC 600 Notice of Deficiency/On Demand - prints for the fiduciary, court and GAL and lists the fiduciary on the court copy correctly.
- PC 609, PC 632, PC 645, PC 653, PC 660, PCA 323