

Judicial Information Systems -TCS



Financial/Collections Quick Reference Guide

3/2013

Revision History

3/2013 - Added new probate inventory fee calculations - Page 10

Financial / Collections Quick Reference Guide

This quick reference guide was developed for the purpose of assisting in financial collections and outlining the collection capabilities of the JIS - Trial Court System. Utilization of these financial tools assist courts in monitoring, enforcing and reporting financial activity on cases, which increases revenues to the victims, local and state governmental entities. The following reports are required and must be uploaded through MCAP to the State Court Administrative Office (SCAO) by **July 15th of each year:**

ARR - Summary of Outstanding Receivables report:

```

SUSAN      UCERPVK      UCSGEN - TEST      HOJ
Summary of Outstanding Receivables      9/15/08
By Cash Code and Case Type
Next: ARR Case: _____ Court: C 37 13

Report Court: C 37 13

Begin Date: 1/01/1900 (Must be blank or 01-01-1900 for SCAO report)
End Date: 6/30/2008 (Must be 06-30-CCYY for SCAO Report)

Print Case Detail: Y (Do not submit detail to SCAO)
Hold Detail in Outq: Y (Y=Yes, N=No)

1=Select Reports

1 Circuit Court
1 Family Division
    
```

Case Year: SUSAN UCERPVK 9/15/08 Pg. 1

Family Division
Summary Report of Outstanding Receivables by Cash Code and Case Type
As of 6/30/2008

Court: C 37 13
Detail: N
Begin Date: 1/01/1900

CALHOUN COUNTY
161 EAST MICHIGAN AVE
BATTLE CREEK, MI 489014
616/989-6525

Cash Code	Cash Code	Traffic/ Ordinance	Delinquency	Neglect/ Abuse	Personal Protection	Cash Code Total
ADC-F REPORT COLUMN A	A	.00	72.00	1700.00	.00	1772.00
ACCOUNT	ACT	.00	140.00	.00	.00	140.00
ATTORNEY FEE REIMBURSEMENT	ATF	.00	5266.00	7224.22	.00	6790.22
AGENCY GROUP HOME	AGH	.00	7121.50	1055.00	.00	8176.50
APPEAL/PROBATE	APP	.00	50.00	.00	.00	50.00
ATTORNEY FEES	ATF	.00	22011.26	15591.00	.00	37602.26

ASY - Payment/Adjustment Distribution of Assessments due to SCAO/MCAP July 15th of each year:

```

SUSAN      UCF3PVK      UCSGEN - TEST      HOJ
Payment/Adjustment Distribution of Assessments      9/15/08
By Payment/Adjustment Year
Next: ASY Case: _____ Court: C 37 13

*Report Court: C 37 13 *Assessment Year: 2008
Begin Date: 1/01/1900 (Must be blank or 01-01-1900 for SCAO report)
End Date: 6/30/2008 (Must be 06-30-CCYY for SCAO Report)
Print Case Detail: Y Jurist: _____
Hold Detail in Outq: Y Cash Code: _____ Case Type: _____

1=Select Reports

1 Circuit Court
1 Family Division

Case Year: _____ Case Nbr: _____ Event Nbr: _____ FORD #: _____

* Required for SCAO Report

F3=Exit F10=Name F13=Cmnds F16=Calc F19=Run Setup for court
    
```

9/15/08 Report thru: 6/30/2008

Family Division
Payment/Adjustment Distribution of Assessments in 2007
by Case Type and Payment/Adjustment Year

Court: C 37 13
Assessment Year: 2008
Detail: N
Date Range: 1/01/1900 thru 6/30/2008
Jurist:
Cash Code: COST
Case Type: IL

CALHOUN COUNTY
161 EAST MICHIGAN AVE
BATTLE CREEK, MI 489014
616/989-6525

	Traffic/ Ordinance	Pct of Total	Delinquency	Pct of Total	Abuse/ Neglect	Pct of Total	Personal Protection	Pct of Total	Grand Total	Pct of Grand Total
Total Amount Assess 2007	.00	.00	15625.00	100.00	.00	.00	.00	.00	15625.00	
Paid in 2007	.00	.00	150.00	.76	.00	.00	.00	.00	150.00	.76
Adjustments 2007	.00	.00	4100.00	26.21	.00	.00	.00	.00	4100.00	26.21
Paid in 2008	.00	.00	1200.00	7.68	.00	.00	.00	.00	1200.00	7.68

The Payment/Adjustment Distribution of Assessments by Payment/Adjustment Year provides a **Total Amount** Assessed and paid in the previous years.

***Note:** when submitting to SCAO/MCAP, leave cash code and case type blank.

Report Tip! For case type or cash code specific data, the court could enter a specific cash code, e.g. 'COST' to list the total Costs assessed and paid.

Receipts

There are two receipting types in TCS:

By Cash - any receipt not resulting from a financial order(e.g. Filing fee/copy)

Probate & Adoption

Next: CSH

Cash Receipts		3/24/09								
Cashier: <u>enter cashier code</u>	Court: P 13 13 Case: <u>enter case # (if available) to link to the case</u>	Exists: <u>Y</u> Receipt Date: 3/24/2009								
Transaction Total:		.00								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cash</th> <th style="text-align: left;">Qty Code Description</th> <th style="text-align: left;">Price</th> <th style="text-align: left;">Amt Due</th> </tr> </thead> <tbody> <tr> <td></td> <td><u>1 JFF</u></td> <td>.00</td> <td><u>150</u></td> </tr> </tbody> </table>			Cash	Qty Code Description	Price	Amt Due		<u>1 JFF</u>	.00	<u>150</u>
Cash	Qty Code Description	Price	Amt Due							
	<u>1 JFF</u>	.00	<u>150</u>							

Edit Payment Information		3/24/09																								
Court: P 13 13	Cashier: <u>enter cashier code</u>	Printer: PR103																								
Paid By: <u>IESI</u>	Cmt: <u>enter comment info</u>	Wkstn/Drw: SUSANA 01																								
Total Due: 150.00	Balance: .00	Receipt Dte: 3/24/2009																								
		Total Received: 150.00																								
		Change Due: .00																								
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Pymt Type	Description	Reference Code	Amount Received																							
<u>CK</u>	<u>CHECK</u>	<u>1234</u>	<u>150.00</u>																							
---	---	---	---																							
---	---	---	---																							
---	---	---	---																							
---	---	---	---																							
F3=Exit F10=Name F13=Cmnds F16=Calc		CONFIRM: <input checked="" type="checkbox"/> (Y/N)																								

Receipts

By Name/Case - updates a financial order relating to a name/case(e.g. Fines/Costs/Rst/Inventory)

Enter "Z" - next to Work w/ Names, Work w/ Cases from name/juv, or next to Financial Orders to write a receipt.

Circuit & Juvenile
Probate Inventory

Next: NAM

Work with Names		3/24/09																				
Next: <u>NAM</u>	Case: <u>2008</u>	Court: <u>C 37 13</u>																				
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 <u>Z=Receipts</u>																						
Name: <u>TEST</u>																						
<u>Z</u>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">GDR/R</th> <th style="text-align: left;">DOB</th> <th style="text-align: left;">SSN</th> <th style="text-align: left;">City</th> </tr> </thead> <tbody> <tr> <td><u>TEST, CUSTODY, TWO</u></td> <td></td> <td></td> <td></td> <td><u>LANSING</u></td> </tr> <tr> <td><u>TEST, DATA,</u></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><u>TEST, DELETE,</u></td> <td><u>U</u></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	GDR/R	DOB	SSN	City	<u>TEST, CUSTODY, TWO</u>				<u>LANSING</u>	<u>TEST, DATA,</u>					<u>TEST, DELETE,</u>	<u>U</u>				
Name	GDR/R	DOB	SSN	City																		
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<u>TEST, DATA,</u>																						
<u>TEST, DELETE,</u>	<u>U</u>																					

Court Receipts		3/24/09															
Cashier: <u>enter cashier code</u>	Crt: <u>enter case #</u>	(<u>477</u>) BLoc: 2															
Total Court: 1270.00	Total Victim Assess: 4020.00	VA%: 50.00															
Total Paid: <u>\$200</u>	Receipt Date: 3/24/2009	Total Balance: 5290.00															
Bond Applied: .00																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cash Code</th> <th style="text-align: left;">Balance Due</th> <th style="text-align: left;">Amount Paid</th> </tr> </thead> <tbody> <tr> <td><u>CVA CRIME VICTIM-NEILSON EDWINA TESTF 1999 0000000477</u></td> <td><u>20.00</u></td> <td><u>20.00</u></td> </tr> <tr> <td><u>REST RESTITUTION-NEILSON EDWINA TESTF 1999 0000000477</u></td> <td><u>4000.00</u></td> <td><u>4000.00</u></td> </tr> <tr> <td><u>COST COURT COSTS-NEILSON EDWINA TESTF 1999 0000000477</u></td> <td><u>310.00</u></td> <td><u>310.00</u></td> </tr> <tr> <td><u>FINE FINES-NEILSON EDWINA TESTF 1999 0000000477 FH</u></td> <td><u>960.00</u></td> <td><u>960.00</u></td> </tr> </tbody> </table>		Cash Code	Balance Due	Amount Paid	<u>CVA CRIME VICTIM-NEILSON EDWINA TESTF 1999 0000000477</u>	<u>20.00</u>	<u>20.00</u>	<u>REST RESTITUTION-NEILSON EDWINA TESTF 1999 0000000477</u>	<u>4000.00</u>	<u>4000.00</u>	<u>COST COURT COSTS-NEILSON EDWINA TESTF 1999 0000000477</u>	<u>310.00</u>	<u>310.00</u>	<u>FINE FINES-NEILSON EDWINA TESTF 1999 0000000477 FH</u>	<u>960.00</u>	<u>960.00</u>	
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Press enter 2 x's the Total paid will distribute by pay down

VOID Receipts

Work w/ Receipts: is located by REC at the hop line or W at the Display Financial Orders screen:
Enter "V" - next to the receipt to void

```
Work with Receipts 3/26/09
Court: C 37 13
Fin Loc: *ALL FIN LOCATIONS
Type options, press Enter.
5=Display I=Payment Info P=Print V=Void
Rcpt Date Printer ID Receipt Cashier Xmit Date
Rcpt Date Printer ID Receipt Cashier Amount Case Number
V 3/26/2009 PRT03 1723 SS 50.00 2009 0000000456
Payer: JOHNS, JIMMY, Floc: 1
```

```
VOID RECEIPT 3/26/09
Cashier: enter cashier code
Comment: enter a comment then press F11 / VOID receipt
CALHOUN COUNTY CLERKS OFFICE Create Event: N
211 E MERRILL STE 402 Court: C 37 13
BIRMINGHAM, MI 48009 Printer: PRT03
737-7373 Receipt No.: 1723
Case: 2009 0000000456 FH STATE OF MI V JIMMY JOHNS Receipt Date: 3/26/2009
Cashier: SS Receipt Total: 50.00
Paid By: JOHNS, JIMMY, Total Tended: 50.00
Change: .00
Balance Due: 2754.14
Amount
REST RESTITUTION-JIMMY JOHNS 25.00
SMC STATE MINIMUM COSTS-JIMMY JOHNS 25.00
Bottom
F3=Exit F11=Void F13=Cmnds F16=Calc F20=Payment Detail
```

```
3/04/2009 VOID PRT03 1705 JLM 560.00
Payer: WILLIAMS, SCOTT Floc: 1 3/04/2009
```

*NOTE: when re-receipting the correct receipt - if the money was already transmitted to the treasurer the "new" receipt may need a payment type of VD/voided payment.

Step By Step Closing

Closing a cash drawer for a financial location at the end of doing business:

1. **Stop receipting** or wait until after hours when no other receipting will occur.
- Next: **FAU**
2. **Print the Cash Receipts Audit report in detail** - detailed list of all receipts generated for a location on a report date. This helps the financial location balance at day end. May print as often as necessary.
 3. **Total all payment type collections received for each drawer.** This total should balance to the Cash Receipt Audit detail report.
 4. **If the figures match for each drawer and the Cash Receipt Audit report, continue to step 5.** If figures do not match, find the error and make the appropriate corrections. After corrections are made, repeat the previous steps until both balance.
- Next: **FTW**
5. **Print the Final Transmittal Worksheet** - also assists with balancing monies received. It is the last check before requesting the final transmittal close report. (only lists amounts that have not been transmitted to the treasurer). May print as often as necessary. The grand total of Cash Receipts Audit should balance with the Transmittal Worksheet.
- Next: **FTC**
6. **Print the Final Transmittal Close** - all receipts will be updated with a transmitted date and will no longer appear on future FAU or FTW reports. Two copies of the FTC will print, one to submit to the Treasurer with the monies to deposit, and one for your records. Prints **ONE** time.

Issues after Closing Financial Drawer - helpful reports to run:

Next: CRJ Verify the Fin Location and Receipt Printer are correct, and enter:

```
Cash Receipt Journal 3/26/09
Court: C 37 13
Workstation ID: SUSANA

Printed by Fin Location, Receipt Date, Drawer, Printer, & Receipt Number
for transmitted receipts.

Financial Location: 1 CALHOUN COUNTY CLERKS OFFICE
Printer ID: PRI03 Drawer: (Blank for all)
Receipt Date Range: thru
Receipt Number Range: 1713 thru 1726
Audit or Summary Format: D (D/S) (Blank for all)

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

Next: FSR Verify the Fin Location and Receipt Printer are correct, and enter:

```
Summary of Funds by Receipt Number Range 3/26/09
Court: C 37 13
Workstation ID: SUSANA

Prints the Summary of Funds for a Printer by Receipt Nbr Range.
Nothing is updated. Print sequence is by Chart of Accounts.

Financial Location Number: 1 CALHOUN COUNTY CLERKS OFFICE
Printer: PRI03 (Required)
Drawer: (Blank for all)
Range of Receipt Numbers: thru

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

Reports only Transmitted Receipts - nothing is updated:

Next: FHT Verify the Fin Location and Receipt Printer are correct, and enter:

```
Financial History Transaction 3/27/09
Court: C 37 13
Workstation ID: SUSANA

Reports only Transmitted Receipts. Nothing is updated. Print
sequence is by Location, Cash Code, Case Number, Receipt Number.

Financial Location Number: 1
CALHOUN COUNTY CLERKS OFFICE

Receipt Printer: PRI03 (Blank for All)

Range of Receipt Dates: thru
Range of Receipt Numbers: thru
Cash Code(s): (Blank for All)

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

How to create Financial Orders

Always created from the Event screen:

```

Edit Event
3/24/09
Crt: C 37 13 Jurist: RECK Bond: STATE OF MI V JIMMY JOHNS Auth: ADJU Pub
Case: 2008 000000402 FH Worker: CHR DNA CVA
Atty: ABRAHAM - AARON Dispose: 1/10/2008 Reopen: Close:
File: 1/10/2008

Evt: SEN Dte: 2/10/2008 Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: Y
Pty: D 1 Cnt: ___ Atty: ___ Jur: J 31144 Due Dte: ___
Suppress: Case: ___ Party: ___ Mic#: ___

Cmt:
Form: CC 219B Register: ___ Receipt: ___ Amount: ___

Financial Orders are assessments ordered by the court for an individual case.

Examples: Crime Victims, Restitution, Fines, Costs, State Minimum Costs,
Placement costs, Probate Inventory Fees

Schedule
Next: ___
Cmt: ___
(Upon pressing <enter> the user will see the Edit Monetary Orders screen)

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan
    
```

```

Edit Monetary Orders
3/24/09
Court: C 37 13 Case: 2009 000000456 FH STATE OF MI V JIMMY JOHNS
RECK Attorneys: ABRAHAM - PRO PER Inv Fee:
Event: SEN 3/24/2009 SENTENCING Pty: D 1 Notes: ___

Cash Total ---Parties--- J/ Begin End Balance Fwd
Code Amount Ct Respond Payer S Payment Payment Paid

CVA 60.00 D 1 D 1 N 3/24/2009 Frequency: ___ Pay Seq: 1
Periodic Amt: ___
COST 300.00 D 1 D 1 N 3/24/2009 Frequency: ___ Pay Seq: 4
Periodic Amt: ___
FINE 150.00 D 1 D 1 N 3/24/2009 Frequency: ___ Pay Seq: 9
Periodic Amt: ___
RESI 2514.14 D 1 D 1 Y 3/24/2009 Frequency: ___ Pay Seq: 1
Periodic Amt: ___
SMC 60.00 D 1 D 1 N 3/24/2009 Frequency: ___ Pay Seq: 3
Periodic Amt: ___

Y=Joint & Several Restitution

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

Modifying a Financial Order

Work with Cases, then enter "M" next to the case to display Monetary Financial Orders

```

Work W/Cases for Name
3/25/09
Next: ___ Case: JOHNS, JIMMY, Court: C 37 13 3384.14

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes A=Abs B=Bonds C=Charges D=DocSum
E=Event F=Form G=Age H=Acct Hist J=Jur Hist L=Related M=Money N=Nxt Act
P=Party R=ROA S=Sentence T=Title V=Program/Results W=Warrant
X=Case Transfer Z=Receipt

Case Jur Pty Typ Alt Pty Filed Sts Court Balance
M 2009 000000456 FH SLR D 1 3/14/2009 ADJUD C 37 13 3084.14
STATE OF MI V JIMMY JOHNS
■ 2002 000000120 DD GJS TES 1 1/14/2003 ADJUD P 13 13 .00
EDSON ECKER
- 2002 000000647 DL GJS JUV 1 1/19/2002 OPEN P 13 13 .00
JIMMY JOHNS

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F17=Top F18=Bottom F21=Prt
    
```

```

Display Financial Orders - View 1
6/03/11
Crt: P 13 13 Jurist: RECK Bond: STATE OF MI V JIMMY JOHNS Auth: 12/15/2009 ADJUD Pub
Case: 2009 0900230101 DL PAYMENT HUMMER
Atty: Worker: CHR CVA
File: 12/01/2009 Dispose: 12/15/2009 Reopen: Close:

Type options, press Enter.
5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work W/Receipts Z=Receipts

Cash ---Parties--- J Total Periodic F Total Balance
Code Respond/Payer S Assessed Amount Q Total Paid Balance
- MISC JUV 1 JUV 1 500.00 .00 50.00 450.00
- REST JUV 1 JUV 1 S 500.00 .00 35.00 215.00
- ATT NM 1 NM 1 500.00 20.00 M 20.00 480.00
    
```

Display Financial Orders

Display Financial Orders screen has many options available to users with appropriate authority:
 (Due to the Collections Data Report - financial order may never be deleted)

5 = Display - displays the Monetary Assessment details for the financial order

6 = Notes - add a note regarding the financial order

A = Adjust - will only allow the user to change a REST fin. order to Joint/Several=Y, enter an 'End date' on a periodic assessment, or modify a Probate Court Amended Inventory.

```

    Edit Monetary Assessments                                     11/30/09
    Crt: C 37 13 Jurist: RECK Bond: ADJU
    Case: 2009 000000475 FH STATE OF MI V BOY
    Event: 2 10/15/2009 Fin Order: 5 Notes: _
    Worker:
    Respondent Pty: D 1 ( 210197 )
    Responsible Pty: D 1 ( 210197 )
    Count: Joint/Several: N Links:
    Cash Code: COST COURT COSTS
    Pay Seq: 4
    Total Assessed: 80.00
    Balance Fwd Pd:
    Receipts: .00
    Fin Adjustments: .00
    Balance Due: 80.00
    Begin Date: 11/04/2009 End Date:
    Period Pay Amt: Frequency:
    USR Total of Assess: USR Amount Paid:
    Current: Nbr of Days 0 / = Periods 0
    Total: Nbr of Days 0 / = Periods 0
    
```

C = Co Cases - displays associated cases, for joint & several Restitution financial orders

V = Victims - add/displays victims associated to the Restitution financial order

W = Work w/Receipts - allows the user to display the receipt/s associated to the financial order, view the payment info, print the receipt or V/VOID the receipt

Z = Receipts - create a receipt directly from the financial order

ALL Financial Order Adjustments are made through = F/Fin Adjustment

F = Fin Adjustment - all Circuit and Juvenile financial adjustments are made through the F/Fin. Adjustment which requires an adjustment date, type and comment. The adjustment type descriptions have changed to make the process easier.

```

    Add Fin Adjustments for Fin Order                             6/03/11
    Cashier: enter pswrd
    Crt: P 13 13 Case: 2009 0900230101 DL PAYMENT HUMMER
    Event: 2 DISPOSITIONAL HEARING (MCR 3.9
    Event Party: JUV 1 Joint/Several: HUMMER,PAYMENT,PLAN,
    Payer Party: JUV 1 HUMMER,PAYMENT,PLAN,
    Fin Order: 1 Restitution Order: 0
    Cash Code: MISC MISCELLANEOUS
    Total Order: 500.00 Total Paid: 50.00 Total Due: 450.00
    Adjustment Adjust Effect on
    Date Type Amount Total Due
    6/03/2011 ERR 100 -
    Memo: entered the wrong amount _should have been 400 ordered
    
```

```

    Confirm Assessment Totals-OK                                 6/03/11
    Please verify these new totals. If correct, PRESS ENTER to continue.
    If not correct, F3=Exit and re-enter adjustment.
    Totals Order: 400.00 Paid: 50.00 Due: 350.00
    Amount: 100.00
    F3=Exit/Cancel ENTER=Continue
    
```


Calculate Probate Inventory Fee - How to enter & calculate Probate Inventory Fee with Liens on Real Property? for all DE, DA, AND PE case types

Probate Inventory - the court should be assessing & collecting an inventory fee for the value of estates. Beginning **March 28, 2013**, courts shall deduct a lien on real property from the value of the estate. This only applies to estates where the decedent died on or after **March 28, 2013**.

Two calculations should be used by the courts, depending on a decedent's date of death:

For all estates in which the date of death was before March 28, 2013, a lien on real property shall NOT be deducted from the value of the estate when calculating the inventory fee.

For all estates in which the date of death was on or after March 28, 2013, a lien on real property SHALL be deducted from the value of the estate when calculating the inventory fee.

Step 1: Event the inventory value EXCLUDING lien on real property to determine the inventory fee.
Events: INVV, INVF, or INVZ.

MICHELE UCIXE1K	UCSGEN - TEST	Edit Event	HOJ
Crt: P 13 13 Jurist: HOORT	Bond:	Auth:	3/08/13
Case: 2012 0000013571 DE	HELEN TLUCZEK		OPEN Pub
Atty:	Worker:		
File: 5/22/2011	Dispose:	Reopen:	Close:
Evt: INVV	Dte: 5/22/2011	Plea: _____	Dsp: _____
Pty: PR 1	Cnt: _____	Atty: _____	Jur: J 28492
		Suppress: Case: _____	Party: _____
Cmt: The amount is total estate MINUS the lien amount on real property.			
Form: _____	Register: _____	Receipt: _____	Amount: 200000.00

Step 2: If a lien for real property exists, enter LIEN event. If no lien amount exists, omit event.

MICHELE UCIXE1K	UCSGEN - TEST	Edit Event	HOJ
Crt: P 13 13 Jurist: HOORT	Bond:	Auth:	3/13/13
Case: 2012 0000013571 DE	HELEN TLUCZEK		OPEN Pub
Atty:	Worker:		
File: 5/22/2011	Dispose:	Reopen:	Close:
Evt: LIEN	Dte: 5/22/2011	Plea: _____	Dsp: _____
Pty: PR 1	Cnt: _____	Atty: _____	Jur: J 28492
		Suppress: Case: _____	Party: _____
Cmt: The lien amount on the real property			
Form: _____	Register: _____	Receipt: _____	Amount: 75000.00

Courts can view inventory and inventory fee information on Display Civil/Probate Case screen. To view: select 5 (display) on work with cases screen.

MICHELE UCKVD1K	UCSGEN - TEST	Display Civil/Probate Case	HOJ
			3/08/13
Case: 2012 0000013571 DE			OPEN
HELEN TLUCZEK			
Jurist: J 28492 HOORT, DAVID A.,			
Filed Date: 5/22/2011	Ancillary:		
Disposed:	Reopened:	Closed:	
Service Type: V INV VALUE		Probate Type: T TESTATE	
Public: P Caseload Omit: N	Prison Case:		TCN:
Referee:			
Prosecutor: A			
Microfilm No:	Inventory:	200000.00	Fee: 488.00
X-Reference:	Inv Amt w/Lien:	275000.00	Fee: 581.00
Lower Court: 0	Jury Demand Filed:		
F3=Exit	F10=Name	F11=Delete	F13=Cnds
F16=Calc	F18=Age		

Main Menu - Financial Collections by Name: NAM, F=Financial Information

```

Financial Information for:          10/02/08
All Courts          CHILDERS,CHRIS,  ( 209992 )

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
_ 2 CIRCUIT BILLING - CALHOUN
_ 3 JUVENILE - CRIM (DL)          N Y      Y      Y          1/01/2008
    
```

Options:
↓

2 - Change: Updates the Financial Details for the Person, including Suppress Bill, NSF checks, Employer information, Show Cause, Delinquent Letter and Tax Intercept status.

6 - Fin Notes: Maintain financial notes and/or 3 lines of individualized text to include on bill

A - AR bills: Displays and allows Printing of past bills ran by batch per Name/Billing location

D - Delq Let: individual Delinquent Letter - specify days not paid & del. letter, will update Fin Information details for the billing location; Delinquent Letter Date and # of Del. Letters sent

R - Run Bill: Generate a bill on demand, will not maintain a copy in the A-AR (Batch)Bills
M - Monetary: provides all Financial Orders for this Responsible Payer -displays amounts ordered, paid, due, TOTAL paid and CURRENT due for payer, Victims, Adjustments, and receipts

P - Payment Plan: Creates a payment plan per name/Billing Loc

T-Tax Intercepts: Displays the Work with Collections/Tax Intercepts

Financial Collections - by Name

NAM, F=Financial Info., 2=change on applicable Billing Location

```

SUSAN          UCQ7E1K          UCSGEN - TEST          HOJ
Edit Financial Details for          10/02/08
Bill Loc:  3 JUVENILE - CHRIS CHILDERS  ( 209992 )
          340 LEHRING STREET, BYRON, MI 48418
Current Balance:  13820.90 Total Balance:  14420.90
Last Bill:  8/05/2008 - 8/10/2008 Tot Bal:  15425.90 Amt Due:  21485.54

Suppress Bill:   Bill Cap:  _____
NSF:  _ Sent To Collections:  _ Amt:  _____ Pay Freq:  _

Show Cause Order Date:  _____ # of Show Cause:  _____
Last Report:  5/29/2008 # of Show Cause Report:  1
Delinquent Letter Date:  8/05/2008 # of Delinq Letters Sent:  3
Tax Intercept:  _ Blank Date:  _____ Amt:  _____
Stop Date:  _____ # Intercepts:  _

Employer:  _____ Addr Code:  _____
City:  _____ St:  _ Zip:  _____

F3=Exit F13=Cmnds F16=Calc F22=Audit
    
```

Updates the Financial Details for the Name per Billing Location

Suppress Bill: "Y"- name will not be selected on ARB/batch billing, DLL/delinquent letters, TAX/Tax Intercepts.

NSF checks: "Y"- warning message will appear when receipting a payment.

Sent to Collections: "Y"-warning message will appear when receipting a payment.

Show Cause & Delinquent Letter fields will have date and # of: automatically populated.

Employer: enter current employer information.

Financial Collections - by Name
NAM, F=Financial Info., 6=Fin. Notes

F6/Create a Financial Note on the Name per Billing Location. The first 3 lines of text entered with "***"proceeding the text, will print on the bills for this name only - until changed.

```

SUSAN      UCDFDK      UCSGEN - TEST      HOJ
                Display Notes for Name/Bill Location      10/02/08
Name: CHRIS CHILDERS      ( 209992 )
    340 LEHRING STREET, BYRON, MI 48418      Current: 13820.90
Bill Loc: 3 JUVENILE - CRIM (DL)      Total: 14420.90

**test Information typed on these 3 lines will print on the bill.
**test line 2
**test line 3
    
```

Notes may also be added to each Financial Order with two asterisk(**), the first two lines of notes will print on the bill as financial order details.

```

Type options, press Enter.
4=Delete 5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work W/Receipts Z=Receipts

Cash ----Parties---- J      Total   Periodic   F
Code Respond/Payer  S      Assessed Amount   Q      Total Paid      Total
6 N ATT JUV 1 NF 1      100.00 .00      .00      100.00
    
```

Financial Collections - by Name
NAM, F=Financial Info., A=AR Bills(past bills ran in batch)

```

                Display Bills for      10/02/08
Billing Loc: 3 CHILDERS,CHRIS,      209992

Type options, press Enter.
5=Display P=Print Bill

Bill Date: _____

    Bill Date      From Date      Job#      Previous      Total      Current
    -----      -
    A 8/10/2008      8/05/2008      722070      21565.54      15425.90      21485.54
    A 8/04/2008      7/15/2008      712456      21565.54      21565.54      21565.54
    A 7/15/2008      7/13/2008      712453      22065.54      21565.54      21565.54
    A 7/12/2008      7/08/2008      712448      22065.54      21565.54      22065.54
    A 7/08/2008      6/14/2008      712445      22065.54      21565.54      22065.54
    A 6/13/2008      2/01/2007      698366      .00      22065.54      22065.54
    
```

A - AR bills:

Displays and allows Printing of past bills ran by batch per Name/Billing location.

Financial Collections - by Name
NAM, F=Financial Info., D=Delinquent Letters - (On Demand)

```

SUSAN      UCM5PVK      UCSGEN - TEST      HOJ
                Delinquent Letter(s)      10/02/08
Court: P 13 13
      CHILDERS,CHRIS,      ( 209992 )

      Report Date: 10/02/2008
      Days not Paid: 30
      Include CMCS,CMJT: N (Y/N)
      Billing Location: 3 JUVENILE - CRIM
      Document: Press F4 (select applicable letter)
F3=Exit  F10=Name  F13=Cmcs
  
```

```

SUSAN      UCMADFK      Select Document
Court: P 13 13
Type options, press Enter.
1=Select 2=Change 4=Delete 5=Display

Opt Document Description
  Type
- DELINQUENT Delinquent Letter
  
```

D - Delq Let: individual Delinquent Letter (on Demand) - specify days not paid & del. letter, will update Fin Information details for the billing location; Delinquent Letter Date and # of Del. Letters sent.

Days not Paid: contact TCS helpdesk to set the default # of days, e.g. 14, 30, 90 days (DLQP)

***Note:** - May also access delq. letters from the NAM/M-Money or F/Fin. Info/**F20 Delq Let**
 - **DOM** at Hop line -access the Work with Documents to F6/create or 2/modify letters, System Option is available to set the numbers of copies to print out.

Financial Collections - by Name
NAM, F=Financial Info., R=Run Bill - (On Demand)

```

SUSAN      UCGWPVK      UCSGEN - TEST      HOJ
                Current Bill for:      10/02/08
Court: P 13 13 CHILDERS,CHRIS,      ( 209992 )

      Last Billing: 8/10/2008
      Billing From: 8/11/2008
      Billing Date: 10/02/2008
      Billing Location: 3 JUVENILE - CRIM (DL)
      Payment Due Info: NOVEMBER 01, 2008      N Update

Print on Bill
test - run individual bill from NAM/F=Fin. Info on Billing Location -
does not update billing information or keep copy of bill
(Bill - on-demand)█

F3=Exit  F10=Name  F13=Cmcs  F16=Calc  F19=Options
  
```

R - Run Bill: Generate a bill on demand, will not maintain a copy in the A-AR (Batch)Bills

*Hop code: BLO - Billing Location, 2/change on applicable location: the billing location has a default place for standard text to be added that will appear on every bill that is generated.

Financial Collections - by Name
NAM, F=Financial Info., M=Monetary

```

          Display Orders For Responsible Party                               10/03/08
Billing Loc: 3 JUVENILE - CRIM (DL)
      Name: CHRIS CHILDERS ( 209992 )
      DOB: 8/20/2001 Age: 7 Gender: M Race: WA
Total Ordered: 38130.59 Paid On Orders: 23709.69
      Total Due: 14420.90 Current Due: 13820.90

Type options, press Enter.
4=Delete 5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work W/Receipts Z=Receipts

  Order Description          Ord Date      Amount      Paid      Total Due
- REST Restitution          7/15/08      1100.05     1100.05         .00
  2007 0700211401 DL DER

- AFE ATTORNEY FEE REIMBURSEME 6/09/08        200.00        200.00         .00
  2008 0700211409 DL DER

More...
F3=Exit F10=Name F13=Cmnds F16=Calc F17=Pay Sum F20=Delq Let F21=Print

```

Financial Collections - by Name
NAM, F=Financial Info., M=Monetary

The Display Orders for Responsible Party screen allows the user to access many financial options, and provides access to the total amount ordered, paid and currently due per specified payer:

- Each Financial Order applicable to the specified payer is listed
 - 6 - Notes:** notes may be added per Financial Order
 - A - Adjust:** the financial order may be adjusted, as needed
 - C - Co Cases:** related cases may be viewed
 - F - Fin Adjust:** Fin. adjustments may be applied to financial orders, as needed
 - V - Victims:** Victim information may be accessed on Restitution financial orders
 - W - Work with Receipts:** view receipts applied to each financial order
 - Z - Receipts:** write a Name receipt by entering 'Z' before any financial order
 - F17 - Pay Summary:** provides a Payment Summary for the responsible party - that may also be printed with the F21 command.
 - F20 - Delq Let:** prints a Delinquent Letter (on Demand)
 - F21 - Print:** prints a complete list of financial orders for the specified payer

Financial Collections - PAYMENT PLAN NAM, F=Financial Info., P=Payment Plan

```

Financial Information for: 10/03/08
All Courts CHILDERS,CHRIS, ( 209992 )

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 ----
      1 JUVENILE NA & PJ    Bill NSF Collect      Status      Date
      2 CIRCUIT BILLING - CALHOUN
      P 3 JUVENILE - CRIM (DL)      N      1/01/2008
                                          PAY PLAN Active
  
```

Enter "P" next to the Billing Location to Create a Payment Plan - press F6/Create and then "1" next to each case to include in the payment plan, then press enter, and F3/exit.

```

Work With Payment Plan(s) for 10/03/08
Name: CHILDERS,CHRIS, Acct#: 000209992-000268268-00000
      340 LEAHRING STREET DOB: 8/20/2001
      2ND SUITE
      BYRON, MI 48418

Bill Loc: 3 JUVENILE - CRIM (DL) Current: 13820.90
Total: 14420.90

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes C=Cases P=Print

Seq# Payment Amt FRQ 1st Pay Date Total Amount Agreement Inactive Date STS
  1 200.00 M 11/01/2008 13820.90 11/01/2008 A

Press F6 to create a Payment Plan

F3=Exit F6=Create F13=Cmnds F16=Calcs F19=Change Name/Address
  
```

***Note:** CBK/Work with Calendar Blocks - before creating Payment Plans, the court may want to enter calendar blocks for court holidays, Saturdays and Sundays, which will then automatically exclude these dates from the Payment Plan schedule.

```

SUSAN UCFPETK UCSGEN - TEST HOJ
Name: GUARDIAN CHILDERS ( 210162 ) Seq#: 1
Bill Loc: 3 JUVENILE - CRIM (DL)
Current Due: 1500.00 Paid on Plan: .00 (w/o Bal Fwd Pd)

Total Plan Amount: 1500.00 - Bal Fwd Paid: = 1500.00
Payment Amount: 50.00 Frequency: M First Due Date: 10/01/2009
Agreement Date: 8/27/2009 Create Event: N Inactive Date:
Plan Status: A Active Pays: 30

Pays Due Dates Pay Amount Amount Paid Balance
  1 10/01/2009 Thursday 50.00 .00 1450.00
  2 11/02/2009 Monday 50.00 .00 1400.00
  3 12/01/2009 Tuesday 50.00 .00 1350.00
  4 1/01/2010 Friday 50.00 .00 1300.00
  5 2/01/2010 Monday 50.00 .00 1250.00
  6 3/01/2010 Monday 50.00 .00 1200.00
  7 4/01/2010 Thursday 50.00 .00 1150.00

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

The total outstanding owed by the responsible payer for the case/s selected will default into the Total Plan Amount. The user may enter a different Total Plan Amount if they choose to.

- Enter the Payment Amount, e.g. \$50 (required)
- Enter the Frequency: Daily, Weekly, Monthly, Bi-Weekly, Yearly (required)
- Enter the First Due date (required)
- The Agreement date will default to today's date or may be changed
- Create Event: Y/N (allows user to add an event to the ROA/Register of Actions)
- **F17/Payments**-view payments made; **F18/Cases**-view cases included in payment plan;
- **F19/Change Name**-modify address; **F21/Print** - prints Payment Plan Schedule.

Financial Collections - PAYMENT PLAN - View/Modify
NAM, F=Financial Info., P=Payment Plan

```

Work With Payment Plan(s) for 10/03/08
Name: CHILDERS, CHRIS, Acct#: 000209992-000268268-00000
      340 LEHRING STREET DOB: 8/20/2001
      2ND SUITE
      BYRON, MI 48418
Bill Loc: 3 JUVENILE - CRIM (DL) Current: 13820.90
Total: 14420.90
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
- 2 50.00 M 12/01/2008 500.00 10/02/2008 A
- 1 200.00 M 11/01/2008 13820.90 11/01/2008 A
  
```

Once the Payment Plan is created, accessible options are:

- 2=Change:** modify the current payment plan, e.g. enter Inactive status & date
- 6=Notes:** add a specific note applicable to the payment plan
- C=Cases:** to view cases associated to the payment plan
- P=Print:** print a Payment Plan Schedule for the payer

Note: if a new payment plan is agreed to, 2/change next to the payment plan, then enter an inactive date on the current payment plan and F6/create a new payment plan schedule. If no payments have been made on the initial payment plan the court could 2/Change the existing payment plan to the appropriate agreement.

Next: PP Enter 'PP' to access ALL active Payment Plans; and F21 to print a complete list.

Billing Menu - ARB (Batch)
Print Bills, Show Cause Report, Delinquency Letters, Suppressed Bills report

```

SUSAN UCGVPVK UCSGEN - TEST HOJ
Billing Menu 10/03/08
Court: P 13 13
Billing Location: 1
Last Billing: 9/02/2008
Billing From: 9/03/2008 thru 10/03/2008
Payment Due Info: NOVEMBER 02, 2008 Hold Print: N
Print on Each Bill:
This text may be formatted and retained at the billing location level. This
info will be printed on every bill generated. May include information:
"Payments not received by the due date will result in a warrant issued."
1=Select
- Print Bills Y Update N Summary
- Show Cause Report 30 Days Delinquent Date: 9/03/2008
Detail: N Sort: Name Case
- Delinquency Letters 30 Days Delinquent Date: 9/03/2008
Document:
- Suppress Bill Report
F3=Exit F10=Name F13=Cmnds F16=Calc F19=Options F20=Work w/Fin Info
  
```

Bills, Show Cause Reports and Delinquency Letters ran from here update the NAM/Financial Information screen with Show cause and Delinquency dates and provide a log of the batch bills ran in the A=AR Bills.

Billing - Search for Name by Account Number

To look-up the name by the account #: go to NAM/Name and press F4 on the Name positioning line and enter the 1st half of the account #(before hyphen), press enter. Once the name is determined the user may enter '1', to select; then press enter to position to the name and 'C' for cases next to the name to access the applicable case.

```

                                Work with Names                                10/03/08
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=Fi      Press F4 & enter the 1st half of the account #(before the hyphen)  ame  W=Wills  Z=Receipts
Name:  _____

      Name                                GDR R      DOB      SSN              City
-----
      A,A,A                                U              4/23/80  XXX-XX-1234  LANSING
      A,A,AA                               U              4/23/03  XXX-XX-6789  LANSING
      A,A,AAA                              U              4/23/03  XXX-XX-6789  D C
      N A,AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA  M  WA      9/01/88  XXX-XX-5678  SOUTH BENTON
      A,B,A                                U              [REDACTED] XXX-XX-0012  LANSING
      A,JUV,TEST                           U              [REDACTED] [REDACTED] LANSING
      A,JUV,TEST                           U              [REDACTED] [REDACTED] LANSING
      A,JUV,TEST,MOM                       U              [REDACTED] [REDACTED] LANSING

More...

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

(Account # = Name number + Address Number)

```

                                CIRCUIT BILLING - CALHOUN
                                103 MAIN STREET
                                2ND FLOOR CIRCUIT DIVISION
                                BATTLE CREEK, MI 483939
                                616/962-1522 Ext: 298

JIMMY JOHNS                                Account#: 206450-20299
Billing Period: 3/10/2008 - 3/09/2009      Payment Due: APRIL 08, 2009

Trans Date Description                                Amount
-----
3/10/2008 COURT COSTS STATE OF MI V JIMMY JOHNS 2008 0000000402 FH      300.00
3/10/2008 COURT COSTS STATE OF MI V JIMMY JOHNS 2008 0000000402 FH      200.00
          MODIFIED ORDER
11/24/2008 Receipt # PRT03 000001651 CHECK 3892      200.00-
    
```

Restitution

A restitution financial order is created with the same process that is used for creating all financial orders. The other phases of processing include; how to define victims, create vouchers and joint/several restitution processing.

Defining Victims: once a restitution order has been established the victims can be defined.

```

Display Financial Orders - View 1
3/26/09
Crt: C 37 13 Jurist: RECK Bond: ADJUD
Case: 2009 0000000456 FH STATE OF MI V JIMMY JOHNS Pub
Atty: PRO PER Worker: CHR DNA CVA ABS
File: 3/14/2009 Dispose: 3/24/2009 Reopen: Close:

Type options, press Enter.
4=Delete 5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work W/Receipts Z=Receipts
    
```

Cash	Parties	J	Total	Periodic	F	Total Paid	Total
Code	Respond/Payer	S	Assessed	Amount	Q		Balance
COST	D 1 D	1	300.00	.00		40.00	80.00
FINE	D 1 D	1	150.00	.00		.00	150.00
V REST	D 1 D	1 S	2514.14	.00		.00	2514.14
SMC	D 1 D	1	60.00	.00		.00	60.00

```

Add Restitution Order Victim(s)
3/26/09

Cashier:
Crt: C 37 13
Case: 2009 0000006589

Restitution #: 710 Total Balance Due: .00
Assessed: .00 Total Amount Paid: .00
Victims Ordered: .00 Vouchered: .00
Outstanding: .00 Outstanding: .00

Restitution Victim Amount Due Balance Forward
VICTIM, ONE, 500 Vouchered
    
```

F4/the system will take you to the name index to select <or> create each name
 -enter each victim's name/address and the Amount Due
 -enter a Balance Forward - amount only if the victim has already been paid a portion of the amount due

Restitution

Restitution Voucher: once payments have been received for a restitution order the court can disburse the funds to the victims.

Next: **RSI** - the restitution report list cases with unapplied restitution and victims names for vouchering. (Recommend - do not enter in report dates). Go to each CAS listed on the report and press M=Money next to the case and then V=Victim next to the REST/restitution fin. order)

```

Display Restitution Order/Victim
3/26/09

Crt: C 37 13
Case: 2009 0000000456 FH STATE OF MI V JIMMY JOHNS

Restitution #: 716 Total Balance Due: 660.00
Assessed: 710.00 Paid: 50.00
Victim Ordered: 500.00 Vouchered: .00
Outstanding: 210.00 Outstanding: 50.00

Type options, press Enter.
2=Change 4=Delete 5=Display V=Voucher W=Display Vouchers

Restitution Victim Amount Due Vouchered Balance Due
V VICTIM, ONE, 500.00 .00 500.00

Restitution Voucher
3/26/09
Crt: C 37 13
Case: 2009 0000000456 FH STATE OF MI V JIMMY JOHNS
Restitution #: 716 Total Paid: 50.00 Outstanding: 50.00

Restitution Victim: VICTIM, ONE, ( 210290 )
Remit To Address:
City: St: Zip:

Balance Due: 500.00
Ordered: 500.00
Vouchered: .00
Available to Voucher: 50.00
Voucher Amount: 50

Enter the voucher amount. The court must determine the precise amount for 'each' victim from the amount available.

Cmt: enter a comment here - restitution for B & E
Voucher Date: 3/26/2009 Print Voucher: Y (Y/N) Copies: 1
F3=Exit F10=Name F13=Cmnds F16=Calc
    
```

Restitution - Joint & Several - step 1

Restitution can be assessed as joint and several which means that multiple parties are responsible for paying on the same restitution order to a victim or multiple victims for damages.

- * Each restitution order created is assigned a specific restitution number.
- * When initiating a joint/several restitution fin. order it must be specified with a "Y" in the J/S column
- * The first co-party ordered restitution joint/several should be designated as the primary party/case
- * All other co-parties ordered joint/several on a restitution order will be considered secondary party/case(s)
- * Payments received by a co-party will update the rest. fin. order and be reflected as a financial adjustment for the other co-parties
- * Victim/s are only added to the restitution order one time, through any one of the co-parties

```

Edit Monetary Orders
Court: C 37 13 Case: 2009 0000000456 FH STATE OF MI V JIMMY JOHNS 3/27/09
RECK Attorneys: ABRAHAM - PRO PER Inv Fee:
Event: ATF 3/27/2009 ADD TO FILE Pty: KEY to initiating Joint & Several Restitution Notes: _
Cash Total ---Parties--- J/ S Begin End Balance Fwd
Code Amount Ct Respond Payer S Payment Payment Paid
REST 1500 --- D 1 D 1 Y 3/27/2009
Periodic Amt: Frequency: Pay Seq: 1
D 1 D 1 N 3/27/2009
Periodic Amt: Frequency: Pay Seq:
D 1 D 1 N 3/27/2009
Periodic Amt: Frequency: Pay Seq:
D 1 D 1 N 3/27/2009
Periodic Amt: Frequency: Pay Seq:
D 1 D 1 N 3/27/2009
Periodic Amt: Frequency: Pay Seq:
F3=Exit F10=Names F13=Cmnds F16=Calc
    
```

Restitution - Joint & Several - step 2

Create Primary Case: When a restitution financial order is marked "Y" in the J/S field, the user must Create the Primary Case for the Restitution Financial order/Rest Nbr.

```

Select Primary Case for Restitution
Court: C 37 13
Type options, press Enter.
1=Select 4=Delete 5=Display V=Victims
Case: 2009 0000000456 Restitution Nbr:
Case (Primary)
- 2009 0000000456 FH STATE OF MI V JIMMY JOHNS
- The positioning line will always default to the current case #.
- If the primary case # is known, type it on the line press <enter>,
  the list will reposition to select the primary case #.
- If the current case is to be designated as the PRIMARY case,
  press <F6> to create.
Rest Joint/
Nbr Several
716 N
50.00
715 N
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc
    
```

```

Add Restitution Order
Court: C 37 13
Case: 2009 0000000456 Joint/Several: Y
PRESS <ENTER>
F3=Exit F10=Name F13=Cmnds F16=Calc
    
```

Restitution - Joint & Several - step 3

Select Primary Case: Then select the Primary Case associated to the red “blinking” restitution number(write down the Rest. Nbr. - to use when adding Secondary/co-parties).

Select Primary Case for Restitution

Court: C 37 13

Type options, press Enter.
1=Select 4=Delete 5=Display V=Victims

Case: 2009 0000000456 Restitution Nbr: 718

Case (Primary)
1 2009 0000000456 FH STATE OF MI V JIMMY JOHNS
2009 0000000903 FC STATE OF MI V CHRIS HALFMAN
Begin: 2/25/2009 Assessed: 5000.00 Paid: 250.00

Write down the "red" blinking #
Rest Nbr 718 Joint/Several Y

Display Financial Orders - View 1 3/27/09

Crt: C 37 13 Jurist: RECK Bond: ADJUD
Case: 2009 0000000456 FH STATE OF MI V JIMMY JOHNS Pub
Atty: PRO PER Worker: CHR DNA CVA ABS
File: 3/14/2009 Dispose: 3/24/2009 Reopen: Close:

Type options, press Enter.
4=Delete 5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work W/Receipts Z=Receipts

Cash	Code	Respond/Payer	Parties	J	S	Total Assessed	Periodic Amount	F	Total Paid	Balance
-	COST D	1 D	1			300.00	.00		40.00	80.00
-	FINE D	1 D	1			150.00	.00		.00	150.00
-	REST D	1 D	1 S			2514.14	.00		.00	2514.14
-	REST D	1 D	1			710.00	.00		50.00	660.00
-	REST D	1 D	1 P			1500.00	.00		.00	1500.00
-	REST D	1 D	1 P			1500.00	.00		.00	1500.00

Restitution - Joint & Several - step 4

Add Financial Order for Co-Parties: go to the co-party’s case and add a REST financial order thru an event, with the Total Amount the same as the primary’s fin order and “Y” at the J/S field, the Select Primary Case for Restitution screen will appear.

Edit Monetary Orders 3/27/0

Court: C 37 13 Case: 2008 0000000405 FH STATE OF MI V BRIAN SMITH
RECK Attorneys: ABRAHAM - BAARDSON Inv Fee:

Event: ATF 3/27/2009 ADD TO FILE Pty: D 1 Notes: _

Cash Code	Total Amount	Ct	Respond	Payer	J/S	Begin Payment	End Payment	Balance Fwd Paid
RESTI	1500		D	1 D	1 Y	3/27/2009		
						Periodic Amt:	Frequency:	Pay Seq:
			D	1 D	1 N	3/27/2009		
						Periodic Amt:	Frequency:	Pay Seq:
			D	1 D	1 N	3/27/2009		
						Periodic Amt:	Frequency:	Pay Seq:
			D	1 D	1 N	3/27/2009		
						Periodic Amt:	Frequency:	Pay Seq:

NOTE: 'TOTAL AMOUNT' entered should be the same amount entered on the primary payer.

F3=Exit F10=Names F13=Cmnds F16=Calc

Restitution - Joint & Several - step 5

Select the Primary case for the Secondary Parties to link to: after entering the REST financial order thru an event, with the Total Amount the same as the primary's fin order and "Y" at the J/S field, press enter. Then type in the Primary Case #, and press enter and select the rest. order.

Select Primary Case for Restitution

Court: C 37

Type options:
1=Select 4=

Type in the PRIMARY case number and press enter - this will position closest to find the Restitution # on the primary case. Then type, "1" to select & link the secondary case.

Case: 2008 0000000405 Restitution Nbr: _____

Case (Primary)	Rest Nbr	Joint/Several
2008 0000000407 FH STATE OF MI V BRIAN SMITH	705	N

Select Primary Case for Restitution

Court: C 37 13

Type options, press Enter.
1=Select 4=Delete 5=Display V=Victims

Case: 2009 0000000456 Restitution Nbr: _____

Case (Primary)	Rest Nbr	Joint/Several
2009 0000000456 FH STATE OF MI V JIMMY JOHNS	716	N
Begin: 3/26/2009 Assessed: 710.00 Paid: 50.00		
2009 0000000456 FH STATE OF MI V JIMMY JOHNS	717	Y
Begin: 3/27/2009 Assessed: 1500.00 Paid: .00		
1 2009 0000000456 FH STATE OF MI V JIMMY JOHNS	718	Y
Begin: 3/27/2009 Assessed: 1500.00 Paid: .00		+

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc

After linking the secondary payer to the primary, the 'Display Rest Order/Victim' screen will appear press <enter> to return to the Display Fin. Order Screen. **Note:** J/S indicates "S"-Secondary below.

Cash	Parties	J	Total Assessed	Periodic Amount	F	Total Paid	Total Balance
Code	Respond/Payer	S			Q		
CVA	D 1 D 1		60.00	.00		100.00	.00
REST	D 1 D 1 S		1500.00	.00		.00	1500.00

Victims - How to look up the case by the victim's name?

VCN - Victim Name Index: allows the user to Work with Victims directly from the hop line. The initial display shows only victim's with a balance due. Press F17/to display ALL victims.

SUSAN UCAREDFK UCSEGEN - TEST HOJ
Work with Victims 8/27/09

Next: VCN Case: _____ Court: _____ **** BALANCES DUE ONLY ****

Type options, press Enter.
5=Display/Work With

Name: _____ Court: P 13 13

Victim Name	Rest Order#	Amount Due	Amount Vouchered	Balance Due
- A, JUVENILE, TEST	83	200.00	25.00	175.00
- A, JUVENILE, TEST	93	750.00	.00	750.00
- AAA INSURANCE COMPANY	80	200.00	.00	200.00
- ABBY, ABIGAL,	75	100.00	.00	100.00
- ABBY, ABIGAL,	94	250.00	.00	250.00
- ABCD COUNSELING	41	600.00	.00	600.00
- ABCD COUNSELING	50	100.00	75.00	25.00
- ACONS, TEST2,	54	75.00	.00	75.00
- ADAM, ANTTIE, A	98	166.78	5.00	161.78

F3=Exit F10=Name F13=Cmnds F16=Calc F17=Toggle All/Due Only

Bonds - how to access?

All bond processing is managed through Bond Actions. Bonds may be accessed with option "B" from names or cases, then F6 to create a new bond or A/Actions next to existing bond.

```

Work with Names                                     3/27/09
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: TEST
-----
Name GDR/R DOB SSN City
TEST COUNTY U
TEST VOUCHER U
TEST, JR0A U 3/16/69 CITY TEST
TEST,ADD,FIRST U
TEST,AGENCY,FIA U LANSING
B TEST,BOND
TEST,BOND,POSTER
TEST,CASE,TRANSFER
TEST,CNT, U
-----
F3=Exit F6=Create F13=Cmnds F16=Calc More...
  
```

Some courts may prefer to create the bond information when entering an event

```

Edit Event                                     3/27/09
Crt: P 13 13 Jurist: RECK Bond: Auth: ADJU Sup
Case: 2008 0822350101 DL BOY Worker: CHR CVA ABS
Atty: File: 11/04/2008 Dispose: 3/17/2009 Reopen: Close:
Evt: PET Dte: 3/27/2009 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: Cnt: Atty: Jur: Due Dte:
Additional Party: Suppress: Case: Party: Mic#:
Cmt: Form: Register: Receipt: Amount:
Legal Status: Curfew Time: Weekday: /Weekend:
Placement: Type: Custody Status: Begin: End:
Facility: Spec Rate:
Schedule Next Action:
Next: Date: Time: Jur
Cmt:
-----
F3=Exit F9=View F10=Name F13=Cmnds F14=Cnt F16=Calc F19=PCN F20=Bonds F23=Scan
  
```

F20 to create a bond action when entering an event.

Bonds - how to create?

Bond Actions are used to track all activity that pertains to a specific bond. Bonds are created by the bond actions of SET and PST/post. Later the bond is APP/applied or REF/reimbursed.

```

Bond Actions                                     3/27/09
Court: C 37 13
Case: 2009 0000000456 FH Exists: Y STATE OF MI V JIMMY JOHNS
Count:
Bond For: 206450 JOHNS, JIMMY,
Posted By: 206450 JOHNS, JIMMY,
Bond: 1 Type: CSH CASH BOND Status: C Balance: .00
Type options, press Enter.
4=Delete 5=Display
# Act Action Dt Amount Description Action
1 SET 3/27/2009 5000.00 SET BOND Set
PSI 03272009 5000
-----
F3=Exit F10=Name F13=Cmnds F16=Calc F22=Audit
  
```

Enter the bond Type: Cash, Surety, Ten Percent, etc.

A/Action: Enter the action being performed on the bond, examples:

SET - No action, no effect on the balance.

PST - Action is receipt, with a (+) effect on the balance

REF - Action is voucher, with a (-) effect on the balance;

(Note: if the voucher created is voided for some reason, then user must go to the bond and add a BFW/Bond Bal. Forward action.)

BDR/Bond Report: lists all names with bond actions and any associated information. The bond report may be requested as often as necessary in order for a court to manage their bond accounts.

Bonds - applied to Financial Orders

Applying Bonds to Fines and Costs: the bond action of APP, is used to apply bond monies posted by the defendant or juvenile directly to their financial orders. Enter B/Bonds next to the Case, then A/Actions next to the Bond, enter the Action of APP, the action Date and the Amount, press enter. Then the user must '1' to select which cases to apply the bond money to, press enter and then complete the Receipt screens to transfer/post the money to the appropriate accounts:

```

          Bond Actions                                     9710709
Court: C 37 13
Case: 2009 0000000456 FH Exists: Y STATE OF MI V JIMMY JOHNS
Count: ___

Bond For:      206450 JOHNS, JIMMY,
Posted By:    ___206450 JOHNS, JIMMY,

Bond:         1 Type: CSH CASH BOND           Status: 0 Balance:      5000.00

Type options, press Enter.
4=Delete 5=Display

# Act  Action Dt      Amount Description          Action
- 1 SET  3/27/2009    5000.00 SET BOND              Set
- 2 PSI  3/27/2009    5000.00 POST BOND             Receipt
- APP 09092009     5000
  
```

```

          JOHNS, JIMMY,                                Amount to be Applied: 6764.14
Court: C 37 13                                         5000.00

Type options, press Enter.
1=Select R=ROA

Case           Sts  Pty  Filed Date  Crt  Balance
- 2008 0000000402 FH ADJU D 1 1/10/2008 C 37 13 300.00
1 2009 0000000456 FH ADJU D 1 3/14/2009 C 37 13 6464.14
  STATE OF MI V JIMMY JOHNS
  STATE OF MI V JIMMY JOHNS
  
```

Vouchers

Vouchers may be **created** by a variety of ways depending on what is being vouchered:

Restitution: V/voucher - next to the Victim's name on the Display Restitution Order/Victim screen

Bonds: Bond Action of REF - creates a voucher to refund the bond monies

Next: **VND Vendor:** V/voucher - next to a Vendor's name(postage, attorney bills, etc) on the Work w/ Vendors screen - F6/create voucher, complete voucher details and press **<enter>** to create and print voucher

Next: **FAC Facility:** V/voucher - next to a Facility's name(juvenile out-of-home placements) on the Work w/ Facilities screen - F6/create voucher, complete voucher details, enter '1' to select juvenile or F6/Add Misc. Expense and F4 to select juvenile/case #, enter details & cash codes - **to create & print voucher press F21/Print Vchr**

Next: **VCH Vouchers:** may be **accessed** at the Work with all Vouchers screen. Many options are available to the user from this screen, please see below:

```

          Work with All Vouchers (D)                       3/27/09
Next: VCH Case: █ Court: C 37 13
Type options, press Enter.
2=Change 5=Display A=Adjust D=Display Adjusts F=Funds Ret P=Print V=Void
  
```

Vouchers - how to void?

Enter VCH, at hop line, go to voucher, then 'V' next to voucher to Void:

V = Void Voucher - a check # and date must not have been issued or listed on the voucher, then placing a V next to the voucher, enter user financial password, void date and comment, press enter, and confirm void. This will void the entire voucher and credit the cash code/account.

```
Type options, press Enter.
2=Change 5=Display A=Adjust D=Display Adjusts F=Funds Ret P=Print V=Void
Voucher Nbr: _____ Date: _____
```

Voucher Nbr	Date	Amount	Check	Date	Report Status
V 694	1/09/2009	575.00	NOTE: check # & date are blank		COPY

F = Funds Returned - a check # and date must first be on the voucher, then placing a 'F' next to the voucher, enter user financial password, check returned date and comment, e.g. 'Unable to locate victim for restitution payment', press enter, and confirm return. This will return/void the voucher and credit the cash code/account.

```
Type options, press Enter.
2=Change 5=Display A=Adjust D=Display Adjusts F=Funds Ret P=Print V=Void
Voucher Nbr: _____ Date: _____
```

Voucher Nbr	Date	Amount	Check	Date	Report Status
694	1/09/2009	.00			COPY
F 639	3/17/2008	800.00	1234	3/20/2008	COPY

Vouchers - A / Adjust only if in past month and voucher can not be voided:

Enter VCH, at hop line, go to voucher, then A/Adjust:

T = Transfer- Account Not on Voucher - a check # and date must first be on the voucher, then placing a T next to the voucher will adjust/transfer the total amount vouchered from one cash code to any other cash code.

```
Type options, press Enter.
T=Tran-Acct Not on Vcher P=Tran-Acct w/in Vcher/Child N=Non-reimbursable Exp
```

Case	Cash Adjustable Code Balance	Corrected Amount
T 0 VERIZON WIRELESS	POST 500.00	
Adj Date: 5/15/2009 Transfer Code: PHON	Transfer Amount: 500.00	500.00
Com: PAID FROM WRONG POSTAGE ACCT. - SHOULD HAVE BEEN FROM PHONE ACCT		

P = Transfer- Account within Voucher/CCF - a check # and date must first be on the voucher, then placing a P next to the voucher will adjust/transfer the total amount vouchered from one cash code to a cash code only listed on that voucher/for CCF correction.

```
Type options, press Enter.
T=Tran-Acct Not on Vcher P=Tran-Acct w/in Vcher/Child N=Non-reimbursable Exp
```

Case	Cash Adjustable Code Balance	Corrected Amount
P 0 INHOME PROGRAM	E701 400.00	200
Adj Date: 090909 Transfer Code: E701	Transfer Amount: 200	.00
Com: Should have vouchered only \$200 for E701/inhome program		
P 0 INHOME PROGRAM	E704 400.00	600
Adj Date: 090909 Transfer Code: E704	Transfer Amount: 200	.00
Com:		

N = Transfer- adjust voucher from CCF eligible expense to a Non-reimbursable Expense - a check # and date must first be on the voucher, then placing a N next to the voucher will adjust the difference from the Adj. Balance - Corrected amount to be non-reimbursable/NRE by CCF.

```
Type options, press Enter.
T=Tran-Acct Not on Vcher P=Tran-Acct w/in Vcher/Child N=Non-reimbursable Exp
```

Case	Cash Adjustable Code Balance	Corrected Amount
N 2004 0414760101 DL ZACH FOSTER	E207 575.00	500
Adj Date: 09092009 Transfer Code: E207	Transfer Amount: 75	.00
Com: Payment amount should have been \$500; \$75 is judicial expense.		

Trust Funds = receipting in trust monies

Trust Funds - the TCS system has the ability to assist courts who on a rare occasion may need to manage trust funds (property given to a trustee to manage for the benefit of a third person). Generally the beneficiary gets interest and dividends on the trust assets for the period of time the assets are held.

Step 1: the court must have a Cash Code designated to the court T&A account with the report type categorized as 'T' - Trust.

```

Hop Code: FCC
Court: P 13 13
Type options, press Enter.
2=Change 5=Display 4=Delete P=Price
Code: IRSI
Code Description          Paydwn  AUD  Report Typ  Full Allow
-- TRST TRUST             999    SUM    R  T Trust    Pay  Non$-

```

Step 2: receipt in funds through CSH/cash receipt, enter in associated case # or enter 'N' next to Case # Exists, enter the Trust Cash Code, and dollar amount received:

```

Cashier:
Court: P 13 13 Case: 2008 0000002234 TR Exists: Y Receipt Date: 9/09/2009
THE STEVEO FORTUNE TRUST
Transaction Total: .00
Cash
Qty Code Description          Price  Amt Due
--  --  --
IRSI .00 50000

```

```

Edit Payment Information
Court: P 13 13
Cashier:
Paid By: FAMILY
Cmt: example...test
Total Due: 50000.00
Balance: .00
Printer: PRT03
Wkstn/Drw: SUSANA
Receipt Dte: 9/09/2009
Total Received: .00
Amount Received: .00
Pymt Type Description          Reference Code  Amount Received
CK 2345 50000

```

Step 3: Select Name for Trust or F6/Create the trust name:

```

SUSAN UCRADFK
Type options, press Enter.
1=Select 2=Change 5=Display C=Cases
Name: SIEV
Name          Gender DOB      SSN
-- STEVE'S TRUST FUND
-- STEVENS, GLORIA, F
-- STEVENS, MARTIN, M 1/01/1953
-- STEVENS, SAMATHA, F 8/12/1965
-- STEVENS, SAMMY, F 12/14/1973
-- STEWART, JIMMY, M
-- STEWART, MARTHA, F 9/13/1913
-- STEWART, MARTHA'S DAUGHTER,
F3=Exit F6=Create

```

Next: IST - Work with Trust by Name: the court may voucher out the funds from here.

```

Work With Trust by Name
Court: P 13 13
Type options, press Enter.
2=Change 5=Display V=Voucher
Account Balance 830566.67
Name:
Name          Case Number  Amount Received  Amount Vouchered  Outstanding Balance
--  --  --  --  --
SMITH, WILL, 2008 0000000535 329000.00 .00 329000.00
STEVE'S TRUST FUND 2008 0000002234 50000.00 .00 50000.00
TEST, TONY, 2008 0000002188 500.00 .00 500.00

```

****How to add Interest?** Create a cash code of INT w/ cash code report type of TRUST and a FPT - payment type of IN-Interest with a cash code of INT. Then write a CSH receipt with the applicable Trust case #, use cash code of INT and payment type IN - enter the interest amount, press enter, then select the Trust the interest should be applied to. This will apply the interest to the trust.

Financial Reports

Financial Reports: are accessed directly from the hop line or from the FIR/Financial Report menu. Below are a few helpful reports:

CRV - Crime Victims Report: prints the **required**(monthly) report requested by the Department of Management and Budget and an audit of all records that fall within the reporting period. Note: Unclaimed restitution will appear on this report - amount of restitution that has not been disbursed and has a last payment date greater than 2 years old. If monies are listed on this line, the clerk will need to submit a voucher to the State of Michigan.

COP - Court Orders Payable: lists any civil case that have a financial order with an outstanding balance. Civil cases may have financial orders pertaining to costs, fines or fees that have been ordered by the court.

BAL - Balance by Responsible Party: lists each party that has a financial order with a balance due. The report prints alphabetically by party name with grand totals for each financial code on the last page of the report.

Financial Forms:

JC 38 - Order for Reimbursement

MC 230 - Motion and Order to Show Cause

MC 238 - Judgment after Bond Forfeiture

MC 258 - Report of Non-payment of Restitution

MC 288 - Order to Remit Prisoner Funds, Costs

MC 289 - Order for Assignment of Wages

MC 290 - Satisfaction of Financial Obligation

Forms: are accessed directly from the case or an event. Printing form MC 230 from an event will bring in financial details when adding the applicable party in the Additional Party field and checking load financial information on the form:

Edit Event			9/09/09
Crt: P 13 13	Jurist: BURTON	Bond:	Auth: 05/01/2009
Case: 2008 0800218202 DL	JENNY CHILLA	Worker:	OPEN Pub
Atty:		CHR CVA ABS	
File: 3/05/2008	Dispose:	Reopen:	Close:
Evt: MOCC	Dte: 9/09/2009	Plea: _____	Dsp: _____
Pty: JUV 1	Cnt: _____	Atty: _____	Jur: J 37500
Additional Party: NE 1	Suppress: Case: _____	Party: _____	Due Dte: _____
Cmt: _____			Mic#: _____
Form: MC 230	Register: _____	Receipt: _____	Amount: _____

MOTION AND AFFIDAVIT	
1. I am interested in this matter as	_____
Probation officer	_____
2. DAD CHILLA	(210121) has not complied with
an order dated 07042009	_____
by failing to:	_____
_____	_____
and/or Pay outstanding fees: X (check to load, F4 to select financials)	_____

Juvenile Child Care Fund/CCF - DHS 207 Budget Set-up

Step 1 - FAS - allows the user to copy existing account and budget setup to the new fiscal year dates and budget year. Enter '1' - to select copy account setup and '1' to copy budget setup.

```

DHS207 Yearly Account and Budget Setup
Next: FAS Case: _____ Court: P 13 13
From Account Fiscal Year: 10/01/2008 thru: 9/30/2009
To Account Fiscal Year: 10/01/2009 thru: 9/30/2010
From Budget Fiscal Year: 2009
To Budget Fiscal Year: 2010

1=Select Reports
1 Copy Account Setup
1 Copy Budget Setup
    
```

Step 2 - FBG - *2/change on each cash code to enter the new budgeted amounts for the upcoming year or leave 'as is' if the program amount has not changed.

```

Work with Financial Budget 9/11/09
Next: FBG Case: _____ Court: P 13 13
Type options, press Enter.
2=Change 4=Delete 5=Display I=Inquire P=Price Details
Cash Code: _____ Fiscal Year: _____ For Court: P 13 13

Cash E/R/B Fiscal Budget Fiscal Fiscal Acct
Code E/R/B Year Amount Begin Date End Date Disb
2 E701 E IN-HOME/PER DIE 2010 25000.00 10/01/2009 9/30/2010 A
    
```

***Note:** if when trying to 2/change a cash code, the user receives an error 'Case Year Not Found', at the hop line enter CSI, F4 on the Year field and F6/create the future year, e.g. 2010, press enter. Also, note the Budget Year is always the latter year of the budget period.