

# Judicial Information Systems



## Trial Court System Software Release - 2008

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### Release - 2008

The Release summarizes fixes, software and form changes that have been applied to your Trial Court System through mid-year 2008.

**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:**  
[tcshelpdesk@courts.mi.gov](mailto:tcshelpdesk@courts.mi.gov)

**JIS Website:**  
[www.courts.mi.gov/jis](http://www.courts.mi.gov/jis)  
(click on Court Systems to find TCS link)

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

### 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 Reports **due to SCAO by July 15, 2008**

ARR ~ Summary of Outstanding Receivables

ASY ~ Payment/Adjustment Distribution of Assessments  
by Payment Year

- Courts may now run the ASY report by Cash Code or Case type, however, when submitting to SCAO, leave the Cash code and Case type fields blank to pull all data.
- SCR - Show Cause Report added option to sort the report by name or case number
- VSL - Voucher Select List - added a selection criteria for case type or case type category
- ARB - 1 Print Bills Y Update Y Summary; Prints bills & provides a Bill Summary report with a Grand Total of bills and amount billed.

GRAND TOTALS:	Bill Count:	43	35465.76
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# Financial Updates

## Financial Updates, continued:

- **ARB ~ Billing Menu** updated to include:
  - Hold Print - Y/N
  - Print Bills (Y/Update - creates "A"- Active Bills and N/Update - creates "I" - Inactive Bills)
  - Show Cause Report may be sorted by Name or Case and displays the delinquency date
  - Delinquency Letters displays the delinquency date

### Hold Print: Y

Holds the requested report in the Printer Output Queue.

### To print:

Press the Shift key + F1 key, then 2/Work with spooled files; and 6/Release in front of the document that has a HLD status.

### Suppress Bill

#### Report:

Provides a list of Names of payers whose bills have been suppressed for a specified financial Location

**NEW!!**

```
SUSAN      UCGVPVK      UCSGEN - TEST      HOJ
                        Billing Menu      6/13/08
Court: P 13 13
      Billing Location: 1
      Last Billing: 3/15/2008
      Billing From: 3/16/2008 thru 6/13/2008
      Payment Due Info: JULY 13, 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: 5/14/2008
      Detail: N Sort: Name Case:
      _ Delinquency Letters 30 Days Delinquent Date: 5/14/2008
      Document:
      _ Suppress Bill Report

F3=Exit F10=Name F13=Cmnds F16=Calc F19=Options F20=Work w/Fin Info
```

- **DLL ~ Delinquent Letters** screen updated to include:

- Hold Print - Y/N
- Delinquency Letters displays the delinquency date
- System Options: displays the current options turned on/off for your court which affects the report output.

```
Delinquent Letters      6/13/08
Next: DLL Case: _____ Court: P 13 13

Reports Balances due by Name with Begin Dates less than the "Delinquent
Date" and no payment received within the last "Number of Days". Does not
Include credit balances.

      Billing Location: 1

      Report Date: 6/13/2008      Hold Print: N

      Days not Paid: 30 (F4=Prompt)      Delinquent Date: 5/14/2008

      Document: _____ (F4=Prompt)

System Options:
Y Omit Names with Suppress Bill Flag set to Yes.
N Include Fin Adjustments CMJT and CMCS as payment.

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

# Financial Updates

## Financial Updates, continued:

\*TCS has set this System Option to "Y", if you would like it changed please contact the Helpdesk.

- New System Option - allows the courts to also suppress if suppress bill is "Y" for Financial Information, the DLL (Delinquent Letters) and SCR(Show Cause Report).
- JFO - Juvenile Financial Order - added an option to print fin order Notes, i.e. could include drug screen #, or invoice #, etc.
- Financial reports: FHT-Financial History Transactions, CRJ-Cash Receipts Journal and FIS-Income Status by Cash Code - now include an option to run by receipt number range.
- MC 230 - Motion and Order to Show Cause - when printing the form from the Edit Event screen, you may now select GDN from the Additional Party field and pull in a GDN's financial obligations into the form, similar to the parents

**AKA- ALTERNATE NAME** – will now be highlighted in white in the name index, when money is owed to the court on the original name. Due to the initial financial orders being created with the original name, if you try to Z-receipt from the AKA name – you will receive an instructional message:

"Fin Orders Exists for alternate name(s). C=cases, then Z=Receipts." - which means if it is an AKA name, you have to enter C/cases and Z/receipt from the appropriate case.



## Notice!

A receipt from Name - does not have a case #

Cashier: SS	
Paid By: CHILDERS,CHRIS,	
	Receipt Total: 1500.00
	Total Tendered: 1500.00
	Change: .00
	Balance Due: 1270.00

- Z~Receipting from Name - **Total Balance due equals the outstanding financial orders for the name** by court location, i.e. C 44 47.

A receipt from Case - does have a case #

Case: 2007 0700211401 DL CHRIS CHILDERS	
Cashier: SS	
Paid By: CHILDERS,CHRIS,	
	Receipt Total: 25.00
	Total Tendered: 25.00
	Change: .00
	Balance Due: 1025.00

- Z~Receipting from a Case - Total Balance due equals the outstanding financial orders for the responsible payer on the specific case.



# Financial Updates

## Financial Updates, continued:

- **Periodic Payments** - How to adjust a Financial Order to Zero  
(No payment has been received)

Enter "A" to Adjust

Cash	----	Parties----	J	Total	Periodic	F	Total
Code	Respond/Payer	S	Assessed	Amount	Q	Total Paid	Balance
CCF	JUV	1	JUV	1	2400.00	100.00	D .00 2400.00

Enter an End Date the same as the Begin Date, then press enter.

6/13/08

Crt: P 13 13 Jurist: RECK Bond: NOT AUTHORIZED ADJU  
 Case: 2008 0855523302 DL EDDY MONEY CHR CVA  
 Event: 2 5/20/2008 Fin Order: 1 Notes: \_

Respondent Pty: JUV 1 MONEY,EDDY, ( 210180 )  
 Responsible Pty: JUV 1 MONEY,EDDY, ( 210180 )  
 Count: Joint/Several: N Links:  
 Cash Code: CCF Child Care Fund/100% Calc Tot Assess: 2400.00  
 Pay Seq: 1 Total Assessed: \_\_\_\_\_  
 Reason: \_\_\_\_\_ Balance Fwd Pd: \_\_\_\_\_  
 Receipts: .00  
 Begin Date: 5/20/2008 End Date: 05202008 Fin Adjustments: .00  
 Period Pay Amt: 100.00 Frequency: D 1 D Balance Due: 2400.00  
 USR Total of Assess: USR Amount Paid:  
 Current: Nbr of Days 24 / 1 = Periods 24  
 Total: Nbr of Days 24 / 1 = Periods 24

BILLS Last Dt: Total: Assessments: .00 N

When a Financial Order has been **BILLED**, then a credit memo adjustment will appear ~ press enter.

SUSHN UC83PVR UC8GEN - TEST ADJ 6/13/08

Crt: P 13 13 End Fin Order/Create Credit Memo  
 Case: 2008 0855523303 Cash Code: COST  
 Last Billed Ext: 2400.00 ( 6/13/2008 )  
 New Total Amount: .00 (Ext w/new End Date 5/20/2008 )  
 CM Amount: 2400.00 (to appear on next bill)  
 Adjustment Date: 6/13/2008

Comment  
 Adjust for Last BillDt & Order EndDt Change: 06/13/2008 - 05/20/2008  
 Fin Order Updated: 1. Total Assessed set to Last Billed Extend Amount.  
 2. End Date set to Blank.  
 3. Billed Status of R set to 'B' (Billed)

Press Enter=Create CM/Update Fin Order F23=Cancel

Cash	----	Parties----	J	Total	Periodic	F	Total
Code	Respond/Payer	S	Assessed	Amount	Q	Total Paid	Balance
CCF	JUV	1	JUV	1	.00	100.00	D .00 .00

- **Periodic Payments** - How to adjust a Financial Order to Zero  
(Payments have been made)

Enter "A" to Adjust

Cash	----	Parties----	J	Total	Periodic	F	Total
Code	Respond/Payer	S	Assessed	Amount	Q	Total Paid	Balance
CCF	JUV	1	JUV	1	1200.00	100.00	D 200.00 1000.00

Enter an End Date that will equal the total amount received. (Total Paid \$200, Periodic Pay Amt=\$100 per day; \$200/\$100= 2 days; 6/01/08 + 2 days=06/03/08)

6/13/08

Crt: P 13 13 Jurist: RECK Bond: NOT AUTHORIZED ADJU  
 Case: 2008 0855523302 DL EDDY MONEY CHR CVA  
 Event: 3 6/01/2008 Fin Order: 1 Notes: \_

Respondent Pty: JUV 1 MONEY,EDDY, ( 210180 )  
 Responsible Pty: JUV 1 MONEY,EDDY, ( 210180 )  
 Count: Joint/Several: N Links:  
 Cash Code: CCF Child Care Fund/100% Calc Tot Assess: 1200.00  
 Pay Seq: 1 Total Assessed: \_\_\_\_\_  
 Reason: \_\_\_\_\_ Balance Fwd Pd: \_\_\_\_\_  
 Receipts: 200.00  
 Begin Date: 6/01/2008 End Date: 06032008 Fin Adjustments: .00  
 Period Pay Amt: 100.00 Frequency: D 1 D Balance Due: 1000.00  
 USR Total of Assess: USR Amount Paid:  
 Current: Nbr of Days 12 / 1 = Periods 12  
 Total: Nbr of Days 12 / 1 = Periods 12

BILLS Last Dt: Total: Assessments: .00 N

Cash	----	Parties----	J	Total	Periodic	F	Total
Code	Respond/Payer	S	Assessed	Amount	Q	Total Paid	Balance
CCF	JUV	1	JUV	1	200.00	100.00	D 200.00 .00

# Financial Updates

## Financial Updates, continued - Do you know:

- **How much the court assessed during a specified report period?**
  - ASY ~ Payment/Adjustment Distribution of Assessments by Case Type and Payment/Adjustment Year, provides the **total amount** assessed during a report period
- **How much the court collected during a specified report period?**
  - ASY ~ Summary of Outstanding Receivables report will also provide a **total amount** "paid in" to the court during a report period <or>
  - FIS ~ Income Status by Cash Code report will provide a summary by cash code of monies collected during a report period <or>
  - FST ~ Summary of All Transmitted Funds report will provide a summary by account description/number of monies collected during a report period
- **How much money is outstanding and owed to the court?**
  - ARR ~ Summary of Outstanding Receivables by Cash Code and Case Type report, provides a summary of monies owed to the court/state by cash code

**We recommend!**

1) ALL COURTS  
- Run caseload report at a minimum quarterly.

## General Update

### CLD - Caseload Report

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

#### 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

CaseLoad Report 5/19/08

Next: CLD Case: \_\_\_\_\_ Court: P 13 13

Date: \_\_\_\_\_ thru \_\_\_\_\_ SCAO Report Court: \_ \_ \_ \_  
Jurist: \_ \_ \_ \_

1=Select SCAO Reports

Grid	Audit	
-	-	Parts 1 & 2
-	-	Part 4
-	-	Validate Part 4

SCAO 63-Delay in Criminal Proceedings  
Y Beginning Pending (Y/N)

**New! Sort by Case Type or Section**

Options for Audit  
\_ Invalid Jurist (Y/N)    \_ Case Type    -OR-    \_ Report Section

System Options (Y/N)  
N Hold Print    N Run Report at 6:00pm    N Create E-file    N Clear E-file

### 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

# General Update

## General Update, continued:

### CSL - Case List Report

- **New options added:** Enter Dispositions or Sort by Case Type \_\_ (Y / N)

Enter up to 4 different dispositions

```

Case List                                     5/19/08
Next: CSL Case: _____ Court: P 13 13
Case File Dates: _____ thru _____
Close Dates: _____ thru _____ Code: _____
Public List: Y (Y/N)
Status: _____
Case Type: _____ Case Type Categ: _____ Case Typ Sub-Categ: _____
Service Type: _____ Probate Type: _____
Professional: _____ (A=Attorney, J=Jurist)
PARTY Group: _____ Type: _____ Disposable: _____ Noticable: _____ Appoint/Retain: _____
Assoc Type: _____ Name/Nbr: _____
CHARGE Current: _____ Eff Dt: 1/01/1900
Disposition: _____

1=Select Reports Sort by Case Type __ (Y/N)
  _ Case Numeric List-NEWS
  _ Case Numeric List
  _ Case Alphabetic List
    
```

### NBC- Name by Case - Caseload Omit Flag is "Y"

- When viewing the NBC - Name By Case or the CAS - Work w/ Cases Screen, "-" means the caseload omit flag is marked "Y", and therefore the case will NOT appear on caseload.

```

Work with Cases                               3/04/08
Next: _____ Case: _____ Court: C 37 13
Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes A=Abstract B=Bond C=Charge D=Docsum
E=Event F=Form G=Age H=Acct Hist J=Judges M=Money L=Related N=Nxt Actns
O=Eval Ord P=Party R=ROA
CASELOAD OMIT = "Y"
_ 2007 0000000290 FH 2/01/2007 - 4/02/2007 11953 CLATTERBAUGH
STATE OF MI V MARY MANGO
    
```

### NBC - Name by Case

Public Status: **"S" suppressed displays in red** rather than white.

	CT	S	Pty	File	Dte	P
_ EAGAN, PATRICK, J.	C37 13	2003	0000000265	CK C	D 002	1/02/03 P
_ EAGAN, PATRICK, J.	C37 13	2003	0000000308	FH A	D 001	5/09/03 <b>S</b>

# Probate Court Updates

## DGC - Deficiencies in Guardianship/Conservatorship Administration

- This new report replaces the Delinquent Fiduciary Report (PDF) and is due to SCAO by **July 15, 2008**. The PDF report will still be available for courts to manage deficiencies, if desired.

- *Enter Reporting Date:*

Y at Active Case Audit will print an audit of all active guardian and conservator cases

Deficiencies in Guardianship/Conservatorship Admin 5/20/08

Next: DGC Case: \_\_\_\_\_ Court: P 13 13

Reporting Date: 5/20/2008 Active Case Audit Y (Y/N)

Jurist:           

- ◆ **A - Summary Report of Cases ~ Grid – submitted to SCAO**  
Totals the number of Active Cases (Line 1)  
Totals the number of fiduciaries Deficient over 182 days (Line 2)
- ◆ **Section A – Audit of active cases – not submitted to SCAO**  
List the number of Active Cases as reflected in Line 1 of the Summary/Grid.
- ◆ **Section B – submitted to SCAO**
  - List case numbers, fiduciaries and the details regarding the deficiency, over 182 days as reflected in Line 2 of the Summary/Grid
  - Section B will include suspended fiduciaries, unless a special or successor has been appointed
  - Extensions and/or Notice of Deficiencies will not affect this report

REQUIRED FILING	DUE
Inventory	57 days after Qualification
Final Account	56 days after minor's 18th birthday 56 days after ward's date of death
Annual Account	422 days from Anniversary Date
Verification of Funds	422 days from Anniversary Date
Annual Report	422 days from Anniversary Date

## WAR - Will Activity Report

- New options - print wills by date range <or> by will number range.

### Recommend:

Probate Courts continue to run PDF-Delinquent Fiduciary Report to monitor estate cases.

### Notes:

❖ Proof of Restricted account will ***not*** show on the DGC report.

# Juvenile Court Updates

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

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

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

Debugged and Ready for use!

```

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

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

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

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

Critical fields the DHS 4472 report pulls data from are:

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

( Section A ) REPORTED ITEM	Prior Year FROM: 10/01/2006 TO: 9/30/2007			This Year FROM: 10/01/2007 TO: 9/30/2008			DIFFERENCE (Totals) PERCENT (+ or -)
	Delin Abuse	Neglect Abuse	Total	Delin Abuse	Neglect Abuse	Total	
<b>Required Information</b>							
1. Number of Youth Having Petitions/ Written Complaint Filed.	553	81	634	414	39	453	-28%
2. Number of Youth Having Petitions Authorized	255	71	326	218	27	245	-24%
3. Number of Youth Adjudicated	434	66	500	349	45	394	-21%
4. Number of Court Wards at Beginning of 12 Month Period	175	81	256	183	76	259	1%
5. Number of Court Wards at End of 12 Month Period	183	76	259	182	65	247	-4%
6. Number of State Ward Commitments (ACT 150 & 220)	29	22	51	28	13	41	-19%
<hr/>							
( Section C ) REPORTED ITEM	Prior Year FROM: 10/01/2006 TO: 9/30/2007			This Year FROM: 10/01/2007 TO: 9/30/2008			DIFFERENCE (Totals) PERCENT (+ or -)
Required Information	Delin Abuse	Neglect Abuse	Total	Delin Abuse	Neglect Abuse	Total	
1. Number of Youth in Detention	96	0	96	78	1	79	-17%
2. Number of Youth in Diversion Programs	140	0	140	118	0	118	-15%
3. Number of Youth supervised by Probation Officers	365	0	365	300	0	300	-17%
4. Number of Youth waived to Adult Court	2	0	2	3	0	3	50%
5. Number of Youth in correctional confinement	9	0	9	7	0	7	-22%
6. Number of Youth in Drug Court	7	0	7	12	0	12	71%

# Circuit/Juvenile Court Updates

## Abstracts - New system option

- Abstract system option #1 -if turned on - it automatically prints a copy of the abstract upon creation and modification by the Courts.

## PCN - Placement Change Notice - allows you to enter a PCN after file is closed

- Allows you to enter a PCN after the file has been closed, but requires an "end" date because the juvenile file is closed.

## CRP ~ Calendar Report Generator - new selection

- Print Prosecutor on court calendar: y/n - defaults to N.

## List Orders for Responsible Party

- NAM/Name, select payer name, M/Money, M/Monetary(next to appropriate billing location), F21 - print; now prints in portrait format in larger print.

## Destroy Date

- PJ - destroy date is simply the 30th birthday upon closure, does NOT need an authorization date entered. TL cases follow the same calculation theory as DL cases.

## PJ and TL cases

- At CSI/Case Initiation, all PJ and TL cases will automatically be set to Public: "P", the authorization date entered or not entered has no effect on the Public status.

**REMINDER:**  
**USER GUIDES ARE**  
**AVAILABLE ON THE**  
**WEBSITE:**

[www.courts.mi.gov/jis](http://www.courts.mi.gov/jis)



(click on Court  
Systems to find TCS  
link)

## Courts with Scanning

**New!** - F23/scan key on the Work w/ Events screen.

```
SUSAN      UCFZDFK      UCSGEN - TEST      H0J
Work with Events      6/10/08
Next: ____ Case: 2007 0700213001 Court: P 13 13
              DL CHRIS CHILDERS      ADJUDICATE
Attorneys: AARON
SUPINA     Filed: 10/01/2005 Disposed: 10/02/2007 Reopened:
Type options, press Enter.
2=Change 4=Delete 5=Display F=Form M=Monetary P=Prog/Rslts S=Sentence C=Cmnts

----- Evt# Evt Ct Pty      Event Description
_ 5/27/2008 31 ATF JUV 1 ADD TO FILE
_ 5/27/2008 30 ATF JUV 1 ADD TO FILE
_ 4/15/2008 29 ATF JUV 1 ADD TO FILE
+
F3=Ext F6=Crt F9=Vw F10=Nme F13=Cmde F16=Calc F17=Top F18=Bot F21=Prt F23=Scan
```

# Form Updates

## Circuit/General Forms updated/revised

- MC 229, MC 238, MC 242, CC 376, CC 376M, CC 243A, CC381

CC NOT - Notice to Appear - new version is available upon request, prints multiple hearings on one form and comments may be added.

MC 241 - Bond form has been updated and now pulls in program results, i.e. could set up standard bond terms as a program result

### **\*\*TIME SAVER\*\***

**PTY NTF form - can be used in any of the courts, e.g.**

**\*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 envelope, eliminates typing envelopes!!**

PTY NTF - rewritten in new format, also pulls in Program Results with text.

## Juvenile Forms updated/revised

- JC 04a, JC 10, JC 11a and 11b, JC 17, JC 19, JC 49, JC 57, JC 59, JC63, JC 65, JC 70

JC 45 - Notice of Hearing - minor corrections and created a new - System Option #14 - default the checkbox option to "Y" on NA case types - providing DHS serve notice.

PTY NTF - rewritten in new format, also pulls in Program Results with text.

## Probate Forms updated/revised

- PC 585b, PC 562, PC 563, PC 626, PC 640, PC 642

PC 600 Notice of Deficiency/On Demand - SCAO revision and prints court copy.

- PCM 212, PCM 219

- PCA 303, PCA 307, PCA 311, PCA 312, PCA 314, PCA 318, PCA 320, PCA 322, PCA 323, PCA 325, PCA 326, PCA 334, PCA 336, PCA 341, PCA 632, PCA 638

# DL Cases - How to print multiple juvenile petitions(DL) on one form?

F6- Create an Event on a Juvenile Delinquency Case.

**TIPS!**

F4

C-cases  
& enter

1-Select the cases to print on the form & press enter, then F3 out of the Select Parties for Event screen. Then press enter on each Edit Event screen for each case/petition # selected.

```

SUSAN UCIXE1K UCSGEN - TEST H0J
Edit Event Bond: Auth: 05/23/2008 5/23/08
Case: 2008 0700211408 DL CHRIS CHILDERS ADJU Pub
Atty: Worker: ACCIVATTI CHR CVA ABS
File: 1/28/2008 Dispose: 5/23/2008 Reopen: Close:
Evt: ADH Dte: 5/23/2008 Plea: ___ Dsp: AAL Pgm/Rslt: AUT Monetary: ___
Pty: JUV 1 Cnt: ___ Atty: ___ Jur: J 31144 Due Dte: ___
Additional Party: ___ Suppress: Case: ___ Party: ___ Mic#: ___
Cmt: ___
Form: JC 59 Register: ___ Receipt: ___ Amount: ___
Legal Status: ___ Curfew Time: Weekday: ___ /Weekend: ___
Placement: Type: ___ Custody Status: ___ Begin: ___ End: ___
Facility: ___ Spec Rate: ___ Pty: ___ No Charge: ___

Schedule Next Action:
Next Date: Time: Jur: Ctr:
  
```

```

SUSAN UCIXE1K
Case: 2008 0700211408 DL CHRIS CHILDERS
Type options, press Enter.
1=Select 2=Change 5=Display C=Cases D=Dates
Party: ___
Pty Name Disp Attorney Anniv Dt
C JUV 1 CHILDERS,CHRIS,
_ NF 1 CHILDERS,MATTHEW,
_ NM 1 CHILDREN,MOTHER,
F3=Exit
  
```

```

Select Cases for Event
Selected Crt: P 13 13
Selected Prty: JUV 1 CHILDERS,CHRIS,
Type options, press Enter.
1=Select C=Select Case and Select Change
Case Sts Prty
_ 2008 0700211407 DL A CHRIS CHILDERS JUV 1
CHR CVA
1 2008 0700211408 DL 0 CHRIS CHILDERS JUV 1
CHR CVA ABS
1 2008 0700211409 DL 0 CHRIS CHILDERS JUV 1
CHR CVA ABS
  
```

# NA Cases - How to print multiple minors on one form?

## F6- Create an Event.

Minors are linked by their Family Number on the Edit Juvenile Screen.

**TIPS!**

F4

1=select each juvenile party name to print on the form

```

SUSAN UCIXEIK UCXGEN - TEST HOJ
Edit Event Bond: Auth: 03/28/2008 6/02/08
ADJU Pub
Crt: P 13 13 Jurist: SUPINA
Case: 2008 0700200002 NA CHILDREN
Atty: Worker: BASHERIAN
File: 1/28/2008 Dispose: 5/06/2008 Reopen: Close:
Evt: SRE Dte: 6/02/2008 Plea: Dsp: Pgm/Rslt: Monetary:
Pty: JUV 1 Cnt: Atty: Jur: J 21169 Due Dte:
Additional Party: Suppress: Case: Party: Mic#:
Cmt:
Form: JC 19 Register: Receipt: Amount:
    
```

---

```

SUSAN UCP8DFK
Court: P 13 13 Select Parties for Event (Neglect Cases ONLY)
Family Name: CHILDREN MINORS
Type options, press Enter.
1=Select 2=Change 5=Display
Party:
    
```

Pty	Name	Case
1 JUV	1 CHILDREN,SECOND,	2008 0700200002
1 JUV	2 CHILDREN,FIRST,	2008 0700200002
1 JUV	3 CHILDREN,THIRD,	2008 0700200002
- NF	1 CHILDREN,FATHER,	2008 0700200002
- JUV	1 CHILDREN,FIRST,	2005 0500174801
1 JUV	1 CHILDREN,FIRST,	2007 0700213401
- JUV	1 CHILDREN,FIRST,	2008 0700200003

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

Family # links the NA cases together

Then press enter and also enter through each Edit Event screen adding an event per minor, until the form screen appears.

F4 - here - to view the minor names that will print on the form

```

SUSAN UCYDPVK UCXGEN - TEST HOJ
ORDER FOLLOWING DISPOSITIONAL REVIEW/ JC 19 6/02/08
PERMANENCY PLANNING HEARING (CPP)
Print All: Y Exit After: N DOCSUM Copy: Y Hold Prt: N Copies: 1 Page 1 of 6
Case: 2008 0700200002 NA CHILDREN ADJUDICATE
Attorneys:
Order ___ of ___
1. In the matter of,
2. Hearing 6/02/2008 Judge J 21169 GERALD J. SUPINA
    
```

---

```

SUSAN UCCIDFK UCXGEN - TEST HOJ
Display Matter Of 6/02/08
Crt: P 13 13 Form: JC 19
Case: 2008 0700200002 CHILDREN
2=Change 4=Delete 5=Display
THE
6. T
    
```

Opt Name	Birthdate	Case
SECOND CHILDREN	3/03/1992	2008 0700200002
FIRST CHILDREN	1/01/1990	2008 0700200002
THIRD CHILDREN	5/05/1994	2008 0700200002
FIRST CHILDREN	1/01/1990	2008 0700200003

F3=Ex

# How much has the court spent on a juvenile in placement?

## JCC ~ Placement, Cost by Juvenile Name

```

Placement Cost by Case
5/23/08
Next: JCC Case: _____ Court: P 13 13
Juvenile Name: CHILDERS, CHRIS, (Blank = All)
Case Type: DL (Blank = All)
Juvenile Status: _ (Blank = All)
Print Charges (Y/N): Y (Blank Does Not Print Charges)
Reporting Date: 01012000 thru 05232008
1-Select Reports
1 By Juvenile Name
_ By Juvenile File Number
F3=Exit F10=Name F13=Cmds F16=Calc
A Date must be entered
    
```

**NOTE:**

The report may be run for all juveniles or for a specified juvenile name. If you enter a "Y" at charges the juvenile/minor's charges will also be listed. The Juvenile/Minor's name and identifying information are displayed at the top of the report, including: Legal Status, DOB, Age, Gender and Race. This is not a "new" report, however, it has been updated to print for a specific juvenile and to provide more information.

**1st section -**  
displays ALL  
FIN/financial  
orders.

**2nd section-**  
displays ALL  
PCN/Placements,  
with a total # of  
days placed and  
cost.

**3rd section -**  
displays ALL  
Receipts, and  
shows who paid  
and when.

**4th section -**  
displays ALL  
Vouchers paid  
on PCN/placements

**5th section -**  
ALL charges.

**Final section -**  
Provides a total  
summary.

Code	Date	Order Amt	Freq	Period	Amt	Adjustments & Total Paid	Total Due	Current Due	Case Number	Resp	Pty	Ex
ELM	4/05/08	350.00				100.00	350.00	350.00	2008 0700211408 DL	JUV	1	
DET	3/01/08	100.00				50.00	40.00	40.00	2007 0700213001 DL	NF	1	
CCF	3/01/07	500.00				100.00	400.00	400.00	2007 0700213001 DL	NM	1	
<b>Total Fin Order Amount</b>		<b>950.00</b>				<b>150.00</b>	<b>790.00</b>	<b>790.00</b>				

  

Placement	In Date	Out Date	Days Placed	Days Charged	Rate	Charges	Case	Evt#
ADRIAN TRAINING SCHOOL	2/01/2007	2/15/2007	75	0	100.00	7500.00	2007 0700211401 DL	3
1294567	2/19/2008	2/19/2008	1	0	100.00	100.00	2007 0700211401 DL	11
CLIFF	2/19/2008	2/19/2008	1	0	150.00	150.00	2007 0700213001 DL	26
CLIFF	2/20/2008		64	0	17.00	1088.00	2007 0700211401 DL	13
<b>Total PCN</b>			<b>141</b>	<b>0</b>		<b>8838.00</b>		

  

Receipt/Voucher	Receipt/Voucher	Chk/Ref	Chk Date	Paid	Code	Payer	Case Number	CT
1501	2/19/2008	2342	2/19/2008	50.00	DET	NF	1 2007 0700213001 DL	
1502	2/19/2008	23423	2/19/2008	100.00	CCF	NM	1 2007 0700213001 DL	
1504	2/20/2008	34231		10.00	DET	NF	1 2007 0700213001 DL	
1512	5/09/2008	32342		500.00	ELM	JUV	1 2008 0700211408 DL	
<b>Total Receipt Amount:</b>				<b>660.00</b>				

  

Receipt/Voucher	Receipt/Voucher	Chk/Ref	Chk Date	Paid	Code	Payer	Case Number	CT
641	2/19/2008	345	2/20/2008	7500.00	E501		2007 0700211401 DL	
<b>Total Vouchered Amount:</b>				<b>7500.00</b>				

  

Case	Offense	Description	Count
2007 0700211401 DL	750110	BREAK & ENTER W/INTENT	1
2007 0700211403 DL	750110	BREAK & ENTER W/INTENT	1
2007 0700211404 DL	750110	BREAK & ENTER W/INTENT	1

Projected Placement Cost	Court Paid Vouchered	Outstanding Placement Costs	Financial Order Total Paid	Financial Order Current Due	Financial Order Total Due
8838.00	-	7500.00	=	1338.00	
			160.00	790.00	790.00

  

Court Paid/Vouchered Invoiced COC	Adjustments & Paid by Parties	Over/Under
7500.00	-	160.00
		=
		7340.00

# Who's in placement?

## VCC ~ Placements, Costs and Payments by Vendor

The report has been updated to pull in ALL placements for a vendor whether it has been vouchered or not, hence, providing the courts with a tool to tell them who is at a specified placement during a selected report period.

**NOTE:** user must select the report type \_\_ "By Vendor Name".

Leave the Vendor Nbr. **BLANK** to print all placement facilities/vendors with children in placement during a specified reporting period

```

SUSAN      UCHBPVK      UCSGEN - TEST      HOJ
Placements, Costs and Payments by Vendor      5/23/08
Next: VCC Case: _____ Court: P 13 13

Enter Vendor Nbr: _____ 145 (Blank = All) ADRIAN TRAINING SCHOOL
Reporting Date: 1/01/2008 thru 5/23/2008

1=Select Reports
_ By Vendor Number
1 By Vendor Name

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

```

SUSAN      UCJ8PFK      Placements, Costs and Payments by Vendor      5/23/08 Pg: 2
UCJ8PFK      UCSGEN - TEST      HOJ      11:26:47

Court: P 13 13      CALHOUN COUNTY PROBATE COURT
Report Date: 1/01/08 thru: 5/23/08      P.O. BOX 161
      BATTLE CREEK, MI 48829
      616/969-6524

Vendor Name: ADRIAN TRAINING SCHOOL      Vendor Number: 145
PCM
    
```

File Number	Name	In Date	Out Date	Days	Rate	Case	Charges	Evt#
2007 0000002062	DL TEST CUSTODY	3/29/2007		421	100.00	2007 0700206202 DL	42100.00	7
2007 0000002071	DL CUSTODY TWO TEST	1/20/2007		469	100.00	2007 0700207102 DL	46900.00	2
2007 0000002114	DL CHRIS CHILDERS	3/19/2008	3/19/2008	1	100.00	2007 0700211401 DL	100.00	11
		4/01/2008	4/02/2008	1	2.00	2008 0700211409 DL	2.00	9
		4/02/2008		51	88.00	2008 0700211409 DL	4488.00	10
2008 0000002182	DL JENNY CHILLA	3/05/2008	3/05/2008	1	100.00	2008 0800218202 DL	100.00	3
Total # of Children: 19 Days: 8451							Projected Cost: 844390.00	

Displays the total # of children placed in the facility, with the total # of days in placement and projected total cost.