

# Judicial Information Systems

## Trial Court System Fall Release - 2009



Contact: **Starr Wieber, Technical Service Representative**  
**Susan Svoboda, Technical Service Representative**



## Fall Release - 2009

The Release summarizes fixes, software and form changes that have been applied to your Trial Court System through the November/Fall of year 2009. **We want to thank all of the courts for their suggestions** to improve the Trial Court System - case management system.

### 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**

### JIS Website:

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

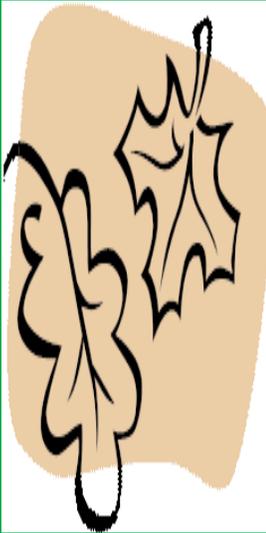
**IMPORTANT:** Please forward or copy and distribute this announcement to all staff.

## 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

- **BILLING** ~ ability to 'Re-print' batch bill run, if needed due to printer issues, etc. **BLO, C-CNTRLS, R-Reprint batch bills.**
- **CRJ ~ Cash Receipts Journal Report** - reports transmitted receipts by date range or receipt range and will now include comments that had been entered on the Edit Payment/receipt screen.
- **Display Monetary Assess Details Screen**
  - Worker: Field is displayed
  - Function key F17 added to access Facilities which displays Per Diems rates.
- **VOUCHER** ~ the County Vendor # will now print on the voucher, when this field is filled in on the Edit Vendor screen.



# Financial Updates

## Financial Updates, continued:

- **ALL Financial Adjustments will be made through F/Fin Adjustment for Circuit and Juvenile Cases.** This change has been made to correct the ARR & ASY - Outstanding Receivables report, and will require an adjustment date to be entered which will then apply the assessment or adjustment on the correct year in the Outstanding Receivables report.

Note: the Fin. Adjustment **descriptions** have changed, see below:

**A/Adjustment** will only allow the user to enter an 'End date' on a periodic assessment or modify a Probate Court Amended Inventory.

**5/Display Monetary Assess Details** - also has function key F18 - another way to access the Fin. Adjustment screen to make credit memo type fin. adjustments on the Financial Order.

```

Add Fin Adjustments for Fin Order
Cashier:
  Crt: P 13 13 Case: 2008 0822350101 DL
  Event: 12 ADD TO FILE
  Event Party: JUV 1 Joint/Severals:
  Payer Party: JUV 1
  Fin Order: 1 Restitution Order: 0
  Cash Code: AFE ATTORNEY FEE REIMBURSEMENT
  Total Order: 10.00 Total Paid: 10.00 To

Adjustment Date
11/10/2009
Memo:
11/10/2009
Memo:
11/10/2009
Memo:
11/10/2009
Memo:

  O Bal Fwd (Amount Prev Pd)
  O Credit Memo (Reduce Assm)
  O Credit Memo-Comm Srv
  O Credit Memo-Jail Time
  O Increase Assessment Amt
  O Error(Reduce Assmt Amt)
  O Interest (Incr Amt Paid)
  O Increase Amount Paid
  O Reduce Assessment Amt
  O Rest Co-Def Payment

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

## WRL - Warrant List

- Added selection criteria of 'Amount Due: Less than \$\_\_\_\_\_ and Greater than \$\_\_\_\_\_'
- Example: If the court entered Less Than \$50.00, the report would provide a list of cases that are in bench warrant status with a balance owing of \$50 or less.

```

Warrant List 11/09/09
Next: WRL Case: _____ Crt: P 13 13
Jurist: _
Case Type: _ (Blank = All)
Case Type Category: _ (Blank = All)
Case Type Sub Category: _ (Blank = All)
Amount Due: Less Than $ _____ and Greater Than $ _____

1=Select Reports
- List by Judge,File/Case Number
- List by Name,File/Case Number
- List by File/Case Number
  
```

# Financial Updates

## Financial Updates, continued:

### BDR - Bond Report

- Added selection criteria of 'Monetary': \_\_\_\_\_  
Monetary: Y - lists only monetary bonds  
N - lists only non-monetary bonds  
Blank - lists all bonds

```

                                Bond Reports                                11/10/09
Next: BDR Case: _____ Court: P 13 13

Reporting Dates: _____ thru _____
Print Action Details: Y (Y/N)
Bond Status: _
Bond Type: _ (Blank for All) Monetary: _ (Blank for All)
Bond Action: _ (Blank for All) Last Action: _ (Y/N)
Case Type: _ (Blank for All)
Case Type Category: _____ (Blank for All)
Case Type Sub-Categ: _____ (Blank for All)

```

## CASELOAD

### CLD - Caseload Report

- Courts are required to upload this report annually - **start checking now!**
- Caseload may be requested for a specific section or case type.

```

                                CaseLoad Report                                10/29/08
Next: CLD Case: _____ Court: C 37 13

Date: _____ thru _____ SCAO Report Court: _____
Jurist: _____

                                1=Select SCAO Reports
Grid Audit
- - Parts 1 & 2 _ SCAO 63-Delay in Criminal Proceedings
- - Part 4 Y Beginning Pending (Y/N)
- - Validate Part 4

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

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

```

**We recommend!**

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

.....

### Quick Reference Caseload Guides are available!!!

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

# General Update

**JVR reports** - removed the 'Act 150' report option from the JVR screen use the DHS / DHS 4472 report to obtain a list of Act 150 youth.

**Work with scheduled Next Actions** - defaults the case number to assist the user when pressing F6/create a hearing.

Work with Scheduled Next Actions 11/10

Crt: P 13 13 Jurist: RECK Referee: BAIDORF Service: Informal  
File: 2008 000002222 DL BOY Open  
Opened: 6/15/2008 Closed: Reopened:  
DOB: 7/07/1995 Gender: M Race: WA SSN: SID: 333242321  
Lgl Sts: Court Supervision Worker: ACCIVATTI Atty:

Type options, press Enter:  
1=Select 2=Change 5=Display A=Reassign E=Event M=Remove N=Notice  
S=Reschedule

Date	Time	Next	Jurist	Case	Pty	Evt#	CrtRm
5/25/2010	8:00 A	PIH	RECK	2009 0800222206	JUV	1	7 CCP

F3=Exit F6=Create F10=Name F13=Cnds F15=Calc F20=Reassign F21=Print

**Abstracts - System option 1** - automatically prints a copy of the abstract for the court file for any new or modified abstracts. Please contact the TCS Helpdesk, if the court would like this system option turned on.

**Entering "Y" in Security Risk field: on NAM file** - will automatically bring in a security alert flag in the comment line when scheduling a hearing including that party name:

Edit Name 10/27/09

Name: TEST, DAD Company: N Adoption Name: N  
Address: 1232 WEST BAKER  
City: LANSING St: MI Zip: 392839 Suppress Address: Y  
Phone: Ext: Cell Phone: Fax:  
E-Mail: Work Phone: Ext:  
DOB: 10/10/1972 Age: 37 Date of Death: SSN: 444222783  
Gender: Race:  
DLN: St: SID#: NCIC#:

Security Risk: Y Desc: Request deputy for hearing

Add Calendar Entry 10/27/09

Professional: J 31144 RECK, SUSAN L., Courtroom:  
Date: 10/27/2009 Tuesday Time: Court Start Time: 8:00 A  
Court End Time: 5:00 P  
Next Action:  
Court: P 13 13  
Case: 2009 0900225701 NA  
Pty:  
Notice: Certain/Standby:

Comment  
\* SECURITY RISK-Y DAD TEST

# General Update

**\*NOTE:** submit CHR by one of the following:

- 1) CTN, TCN and OCA
- 2) TCN and OCA
- 3) CTN

\*OCA is only submitted with TCN;

**OCA field:** MSP/CHR only allows 12 characters which includes hyphens and spaces.

## HOW TO ENTER THE DEFERRED MIP:

**\*\*NOTE THESE ARE SUPPRESSED, NON-PUBLIC CHR ENTRIES.**

**CHR reporting** - the EJD / EJUD and MJD / MJUD screens will now populate the TCN/fingerprinting number; OCA/police incident number and CTN/Criminal Tracking number if these numbers are contained on the Edit Criminal/Juvenile Case screen.

Criminal History Records - EJUD

Type of Entry: EJUD

JUDORI: M1340015J    CIRORI: \_\_\_\_\_    CTD: 20090605    CFN: 080800222201  
 NAA: \_\_\_\_\_    SID: 33324232  
 CTN: 452    TCN: k409122401j    OCA: 12345678910

## Minor in Possession (MIP) - Deferral CHR entry

**JUVENILE MIP reporting - STEP 1** - Minor in Possession (MIP) taken under MCL 436.1703 - Deferral. Both Deferred MIP(DPM) and Dismissed MIP(DMM) are suppressed, Non-public CHR entries.

Enter the Deferred MIP, using a program result code of **DPM**:

Edit Event

Crt: P 13 13 Jurist: RECK    Bond: \_\_\_\_\_    Auth: 11/02/2009    11/09/09  
 Case: 2009 0900229401 DL    TEST MIP    ADJU Sup  
 Atty: \_\_\_\_\_    Worker: \_\_\_\_\_    CVA ABS  
 File: 11/01/2009    Dispose: 11/07/2009    Reopen: \_\_\_\_\_    Close: \_\_\_\_\_

Evt: ADH    Dte: 11/07/2009    Plea: \_\_\_\_\_    Dsp: AAL    Pgm/Rslt: DPM    Monetary: \_\_\_\_\_  
 Pty: JUV    1    Cnt: \_\_\_\_\_    Atty: \_\_\_\_\_    J 31144    Due Dte: \_\_\_\_\_  
 Additional Party: \_\_\_\_\_    Suppress: Case: \_\_\_\_\_    Party: \_\_\_\_\_    Mic#: \_\_\_\_\_  
 Cnt: \_\_\_\_\_  
 Form: \_\_\_\_\_    Register: \_\_\_\_\_    Receipt: \_\_\_\_\_    Amount: \_\_\_\_\_

Enter the **1360R** Abstract:

Add Abstract

Court: 032P    Case: 2009 0900229401  
 TEST MIP    DOB: 01010001    DLN: \_\_\_\_\_    CDL  
 Abs Type: 0    Spt Hdlg: DLN

Viol Dt: 11012009    Adj Dt: 11072009    Ofn Cd: 1360R    Cnt: 001    Orig  
 Nature of Ofn: ALCOHOL-PURCHASE/CONSUMPTION/POSSESSION    Speed: \_\_\_\_\_  
 Veh Type: \_\_\_\_\_    Yr/VPN: 0000    VIN: \_\_\_\_\_    Make: \_\_\_\_\_

Trial: P    Judge: 031144 RECK    Court Finding: ADMITTED ALLEGA  
 Sent Judge: 000000    Fine: \_\_\_\_\_    Jail: \_\_\_\_\_    Com Svc: \_\_\_\_\_    Alc  
 Rev: \_\_\_\_\_    Susp: \_\_\_\_\_    Rest: \_\_\_\_\_    Veh Forf: \_\_\_\_\_  
 Immobilization Ordered: \_\_\_\_\_    Start Dte: 00000000    Hbr: \_\_\_\_\_  
 Work Restriction/Location: \_\_\_\_\_    Hours: \_\_\_\_\_    Da: \_\_\_\_\_

and submit the CHR with the **Deferred MIP / CDC - code DPM**:

Criminal History Records - EJUD

Type of Entry: EJUD

JUDORI: M1340015J    CIRORI: \_\_\_\_\_    CTD: 20091107    CFN: 090900229401  
 NAA: MIP/TEST/    SID: \_\_\_\_\_  
 CTN: \_\_\_\_\_    TCN: \_\_\_\_\_    OCA: \_\_\_\_\_  
 GCN: 1    DRF: \_\_\_\_\_    GOC: \_\_\_\_\_    CIT: 436/170310    CDC: DPM  
 CSR: \_\_\_\_\_

# General Update

**JUVENILE MIP reporting - STEP 2 -Successfully completed the deferral period - Minor in Possession (MIP) taken under MCL 436.1703 - Deferral Dismissed MIP(DMM).**

The MIP deferral is completed successfully and MIP dismissed, with the Event code of **DDFJ** and new **DSP: DIS**:

**UPON COMPLETION OF DEFERRAL, ENTER THE DISMISSED MIP:**

**Edit Event** 11/10/09  
 Cr: P 13 13 Jurist: RECK Bond: MIP Auth: ADJU Sup  
 Case: 2009 0900229601 DL  
 Atty: AARDEMA Worker: CVA ABS  
 File: 7/10/2009 Dispose: 11/10/2009 Reopen: Close:  
 Evt: **DDFJ** Dte: 11/10/2009 Plea: \_\_\_ Dsp: **DIS** Pgm/Reslt: \_\_\_ Monetary: \_\_\_  
 Pld: JUV I Cnt: \_\_\_ Atty: \_\_\_ Jur: J 31144 Due Dte: \_\_\_  
 Additional Party: \_\_\_ Suppress: Case: \_\_\_ Party: \_\_\_ Mic#: \_\_\_  
 Cnt: \_\_\_  
 Form: \_\_\_ Register: \_\_\_ Receipt: \_\_\_ Amount: \_\_\_

**Update the ABSTRACT:** Next to the case, enter 'A' for Abstracts, then 2/change on the A-abstract; verify the Ofn Cd: is now **1360** and court finding is dismissed. Change Trial to '**M**'; and add a comment; Change the production "X" to "blank", and press enter.:

**Add Abstract** 11/10/09  
 Court: 032P Case: 2009 0900229601 MIP DOB: 01010001 DLN: \_\_\_ CDL License: N  
 Abs Type: **A** Spl Hdty: DLN  
 Viol Dt: 07102009 Adj Dt: 11072009 Ofn Cd: 1360 Cnt: 001 Orig Chrg: 1360  
 Nature of Offn: ALCOHOL PURCHASE/CONSUMPTION/POSSESSION Speed: \_\_\_ SI/BFA \_\_\_  
 Veh Type: Yr/VPN: 0000 VIN: \_\_\_ Make: \_\_\_ CDL Veh: \_\_\_  
 Trial: **M** Judge: 031144 RECK Court Finding: **DISMISSED**  
 Sent Judge: 000000 Fine: \_\_\_ Jail: \_\_\_ Com Svc: \_\_\_ Alc Pgm: \_\_\_  
 Rev: \_\_\_ Susp: \_\_\_ Rest: \_\_\_ Veh Forf: \_\_\_  
 Immobilization Ordered: \_\_\_ Start Dte: 00000000 Nbr Days: 0000  
 Work Restriction/Location: \_\_\_ Hours \_\_\_ Days \_\_\_  
 1: \_\_\_  
 2: \_\_\_  
 Driving Restricted to: Prob: \_\_\_ Comm Svc: \_\_\_ Alc: \_\_\_ Medical: \_\_\_ School: \_\_\_  
 Comment 1: **COMPLETED TERMS OF PROBATION** Clerk: SUSAN  
 Comment 2: \_\_\_ Microfilm Nbr: \_\_\_  
 Abstract Dte: 11102009 SOS Dte: \_\_\_ Production: \_\_\_ Hold Dte: \_\_\_

and submit the CHR with an MJD/MJUD, the **Dismissed MIP / CDC - code is DMM**:

**\*\*NOTE THESE ARE SUPPRESSED, Non-PUBLIC CHR ENTRIES.**

**Criminal History Records - MJUD**  
 Type of Entry: **MJUD**  
 JUDORI: MI340015J CIRORI: \_\_\_ CTD: 20091110 CFN: 090900229601  
 NAA: MIP/ SID: \_\_\_  
 STN: \_\_\_ TCN: \_\_\_ OCA: \_\_\_  
 CCN: **1** ORF: \_\_\_ GOC: \_\_\_ CIT: 436/17031A **CDC: DMM**  
 CSR: \_\_\_

# General Update

**New JUVENILE Court Disposition Codes(CDC) for CHR reporting** - the Criminal Records Division has implemented the use of the following Court Disposition Codes (CDC). When submitting a final court disposition electronically to the MSP, this updates the Criminal History Record completing the process of an arrest/charge incident. Per Diane Sandborn's Letter of February 18, 2009, the system has been modified to pull in the corresponding CHR CODE depending on the juvenile disposition entered. Please see below:

**\*\*NOTE: when fingerprints have been taken then CHR must be submitted to complete the arrest /charge incident.**

Criminal History Records - EJD  
 Type of Entry:  JUD  
 JUDORI: M1340015J CIRORI: CTD: 20090810 CFN: 040900229303  
 NAR: CHR/TEST/ SID:  
 CTN: 23423 TCN: OCA:  
 CCN: 1 ORF: GOC: CIT: 750/110 CDC: JCC

Line	CASE TYPE - DL	Event Code	DSP/Disposition Code	CHR CODE EJD/MJD - CDC FIELD
1	Jury Verdict	TRLJ	FPC, GTY, NFPC, NGTY, NGI, GMI	FPC, GTY=ADJ/Adjudication NFPC, NGTY=DIS/Dismissed NGI=DIS/Dismissed GMI=ADJ/Adjudication
2	Bench Verdict	TRLN		
3	Admission/No Contest	Any	AAL, NOC	ADJ=adjudication
4	Prosecutor Waiver(DL)	Any	PWAV	WTA=Waived to Adult Court - also include the ORI of the District or Circuit Court where the case is being waived. This field is located on the EJD screen "Circuit ORI".
5	Traditional Waiver	Any	TWAV	WTA=Waived to Adult Court - also include the ORI of the District or Circuit Court where the case is being waived. This field is located on the EJD screen "Circuit ORI".
6	Nolle Prosequi	NOP	DIS	DIS=Dismissed
7	Dismissed by Court	ADH, DSP,INQ,PRLM (Hrg Evt. Cat.)	DIS	DIS=Dismissed
8	Consent Calendar	Any	CCP	JCC/Juvenile Consent Calendar
9	Transferred	Any	TTC, RMD, CHV, TRS	TTC=TTC/Transfer to Tribal Court RMD, CHV, TRS=TRS/Transfer to another County - include the ORI of the Juvenile Court you are transferring to.
10	Diversion/Not Authorized	Any	DVT, NAP	DVT=JDA/Juvenile Diversion Act NAP=NAP/Not Authorized Petition
11	Designation Granted	Any	DGT	CHR not submitted on DL case - submit when final disposition on DJ case.
12	Inactive Status	Any	INA	CHR not submitted until final outcome decided, i.e. dismissed, admit alleg.
13	Not Charged	Any	NCH	NAP/Not Authorized Petition

## CHR - PUBLIC

### RECORD:

A) ADJ - ADJUDICATED

B) DIS - DISMISSED

C) TRS - TRANSFER TO ANOTHER COUNTY

D)WTA-WAIVED TO ADULT COURT

## CHR - Non-PUBLIC

**RECORD:** These incidents will go to a report to be purged from CHR and FBI records.

A) JCC - JUVENILE CONSENT CALENDAR

B) JDA - JUVENILE DIVERSION ACT

C) NAP - NOT AUTHORIZED PETITION

D) TTC - TRANSFER TO TRIBAL COURT

# General Update

**N=Nxt Act** next to the applicable case, will allow the user to **adjourn cases with S - Reschedule** - and will now allow the user to Print MC 309/Order for Adjournment form="Y"; the user may also access the Display Daily Events screen from CAL/Calendar, enter professional and F4/Detail on a specific hearing day.

**PRINT THE MC 309 - ORDER FOR ADJOURNMENT FROM THE REASSIGN/ RESCHEDULE HEARING SCREEN.**

```

Display Daily Events 10/27/09
Professional: J 31144 Judge SUSAN L. RECK
Date: 10/12/2009 October 12, 2009 Monday
Court: P 13 13
Type options, press Enter.
2=Change 5=Display A=Reassign C=Charges E=Events M=Remove N=Notice
P=Parties R=ROA S=Reschedule
Time Action Case Case Entitlement
S 9:00 A PTH PRE-TRIAL HG 2008 0822350101 DL BOY
Pty: JUV 1 Attorneys:
    
```

```

Reassign/Reschedule 11/10/09
Reschedule
From:
Professional: J 31144 RECK,SUSAN L.
Date: 5/05/2010 Time: 8:00 A
Court: P 13 13 Courtroom: CCP
Case: 2009 0800222206 DL BOY Event#: 5
Next Action: PTH PRE-TRIAL HG Pty: JUV 1
Comment
To:
Professional: J 31144 RECK,SUSAN L.
Date: 5/25/2010 Time: 8:00 A Courtroom: CCP
Next Action: PTH PRE-TRIAL HG Pty: JUV 1
Comment
Notice: Print MC 309: Y
    
```

Complete the MC 309 - Order for Adjournment form:

```

MC309 - ORDER FOR ADJOURN
Print all: Y Exit After: N DOCSUM Copy: Y Hold Prt
Crt: P 13 13 37TH Judicial Circuit-Family Divisi
Case: 2009 0800222206 DL
THE COURT FINDS Type in hearing date being adjourned & J#
1. DAD TEST moved for
   trial hearing other:
   presently set on 5/05/2010 at 8:00 A m.
   before J 31144 SUSAN L. RECK
IT IS ORDERED:
X 2. This trial hearing X other: PRE-TRIAL HG
   5/25/2010 at 8:00 A M X (Prompt for Adre
   L. RECK
F4, and '1' to select new hearing date, press enter.
    
```

The Events will be automatically modified as follows:

**Initial hearing event with a comment, e.g.:**

RESCHED TO 05/25/2010 @ 0800A FROM 05/05/2010 @ 0800A

**and a new event will be created of ADJ with the new hearing information, e.g.:**

Schedule Next Action:

Next: PTH Date: 05/25/2010 Time: 8:00 A Jur: J 31144 Ctrm: CCP

# JG ~ Juvenile Guardianship

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

Public Acts 200 & 203, effective July 11, 2008 create authority under the juvenile code for the family division of a circuit court to appoint a juvenile guardian for a child under the jurisdiction of the court pursuant to MCL 712A.2(b), and to subsequently terminate the court's jurisdiction over that child. Court Rule - **MCR 3.979**.

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

Process as follows:

- JG Created(JC 91/ordered in NA case at PPH or PTR hearing) -
  - CSI/Case initiation: Case Type ~ JG
  - Edit Civil/Probate screen ~ Probate Type: M (Minor)
  - Party entry ~ IN THE MATTER OF: screen
  - Search for/select the Juvenile's Name(Party type: HDR 1)
  - Next Party add ~ Guardian's Name with a party type of GDN
  
- Disposition will be entered upon entry of the initial appointment:
  - Event **IOAG** - Initial Order Appointing Juvenile Guardian with Dsp: GTD and Pty: HDR 1

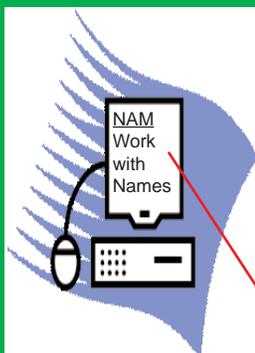
**Circuit Court Caseload is programmed and will have JG cases listed:**

Part 1: NEW FILINGS AND REOPENED CASES		
Section H: Miscellaneous Family		
Line	CASE TYPE- effective 7/11/2008	JG / Juvenile Guardianship - MCR 3.979 Create new case-CSI-JG, Probate Type=M/minor, Parties HDR1 andGDN's
4	*Juvenile Guardianships Created (JC 91) - ordered in NA case at the PPH or PTR hearing.	Filed Date - counted on caseload. Disposed by Initial appointment: Event IOAG with dsp: GTD on Pty: HDR1 DHS/GAP plan must be in place prior to juv. gdn. appointment to be eligible for funding
5	Guardians Terminated & Appointing a Successor (JC 100, #9)	*JC 100, #9 - Event Code: JGTM on Pty: GDN - counted on caseload. JC 100, #8 - Event Code: JGTC - guardian continued - not counted on caseload.
6	Guardianships Revoked (JC 101, #9) (JG case closes; NA case re-opens & schedule DRH w/i 42 days)	JC 101, #9 - Event Code: JGRV on Pty: HDR 1 - counted on caseload. JC 101, #8 - Event Code: JGRC - case continued - not counted on caseload.

**\*Co-guardians:** Juvenile Guardianship cases that have co-guardians must include both guardians on the initial appointment order (JC91) - only one IOAG event is entered on the HDR party.

**Note:** Event codes: AOA(JC92) & JLET(JC93) are entered on each GDN party appointed; and subsequent Guardians appointed may be entered with Event code: OAJG on the new GDN party. If one co-guardian is discharged and the other remains active on the case, then enter an Order of Discharge/DIS on the applicable guardian. Only use JC 100 if ALL co-guardians are terminated & a successor is appointed/must list all guardians on JC100.

Once the JG is appointed in the NA case, the NA case remains open for one more Review Hearing(held w/i 91 days, if 1 year or less from date child last removed from home <or> held w/i 182 days, if it has been more than one year from the date the child was last removed from the home), then the NA case is closed. The JG case is a NEW case created on the system at the time of the juv. gdn. appointment(JC91) - do not case type change the NA case or REO/reopen a closed JG case - always create a NEW case.



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

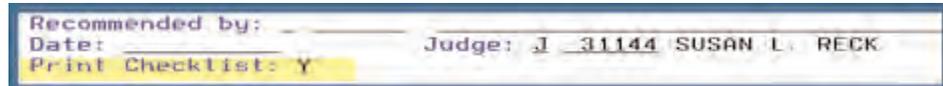
**JG cases will not be displayed from hop JUV ~ Work w/Juveniles screen**  
Use NAM~Work with Names

# Form Updates:

## Juvenile Forms - updated/revised/new

- MC 309 - Order for Adjournment will print the case number on the top regardless of where the form is printed from and the user may now F4 on the hearing dates and pull in the scheduled hearing date.
- JC 05b, JC 10/Doc Sum, JC 19, JC 63, JC 67, JC 75, JC 76 - updated

JC 11a - updated & note: Print Checklist: Y - will print the checklist on the last page of the form.



Recommended by: \_\_\_\_\_  
Date: \_\_\_\_\_ Judge: J 31144 SUSAN L. RECK  
Print Checklist: Y

JC 98 - Petition to Terminate Appointment of Juvenile Guardian, Notice of Hearing and Order for Investigation - **new form!**

JC 99 - Petition to Revoke Juvenile Guardianship, Notice of Hearing and Order for Investigation - **new form!**

JC 100 - Order Following Hearing on Petition to Terminate Appointment of Juvenile Guardian - **new form!**

JC 101 - Order Regarding Revocation of Juvenile Guardianship - **new form!**

**NA forms** updated to allow the user to F4/select parties on the parenting time and other fields - to eliminate the need for typing in names  
- JC 49, JC 19, JC 76, JC 11a, JC11B, JC 75, JC 17, JC 17a, JC 65, JC 05b

## Probate Forms - updated/revised

- PC 640 - Order Regarding Appointment of Conservator

## Adoption Forms - updated/revised

- PCA 312 - Order Terminating Rights of Father Without Release or Consent

## Circuit Court Forms - updated/revised

- CC 219b - Judgment of Sentence Commitment to Department of Corrections

## Form Updates, continued:

**Personal Protection Order Forms - updated/revised** - address will not show if the name is suppressed, the user may prompt and select the address. The text above the name will appear in red. On the notice the address will only print on the copy to be mailed, however on the proof of service it will have "Address Suppressed" instead of the address. Forms with this change include: CC376, CC376M, CC380, CC380M, CC381, CC382, CC382A, CC383, CC384, CC385 and MC 26.

PPO (DOMESTIC RELATIONSHIP) CC 376 10/21/09  
 EX PARTE  
Print All: Y Exit After: N Hold Pnt: N Copies: 1 Page 1 of 3  
Case: 2009 000000227 PP ADJUDICATE

Petitioner name and address Respondent name and address  
DAD MOM

Red means the ADDRESS is suppressed - F4  
and select to include on form

Phone Number: Phone Number:

### General Forms - updated/revised

- MC 240 - Order for Pretrial Release/Custody - **new form!**
- MC 283 - Order for DNA Sample - added a check to include the charges if there is not a disposition and the charge or notice includes the DNA flag.
- MC 309 - Order for Adjournment - user may now F4 on the hearing dates and pull in the scheduled hearing date.