Judicial Information Systems

Trial Court System

Spring/Summer Release - 2009

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The release summarizes fixes, software and form changes that have been applied to your Trial Court System through mid-year 2009.

IMPORTANT: Please forward or copy and distribute this announcement to all staff.
The Supreme Court, Court of Appeals, and SCAO, including SCAO regional offices, will be closed on the following State of MI furlough days:

- Friday, June 19
- Monday, July 6
- Friday, July 24
- Friday, August 7
- Friday, August 21
- Friday, September 4

TCS Help Desk and JIS Operations **are providing support** to the courts on the above listed furlough days from 9:00 a.m. - 4:00 p.m.

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 Collection Reports due to SCAO by July 15, 2009

ARR ~ Summary of Outstanding Receivables

ASY ~ Payment/Adjustment Distribution of Assessments by Payment Year

- The 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.

- **NEW!** These collection reports are to be uploaded from TCS(AS/400) to the MCAP system. Attached are detailed instructions to assist the court with this process. As always, the court may contact the TCS helpdesk for additional assistance with this new process.

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
(click on Court Systems to find TCS link)

Financial Updates

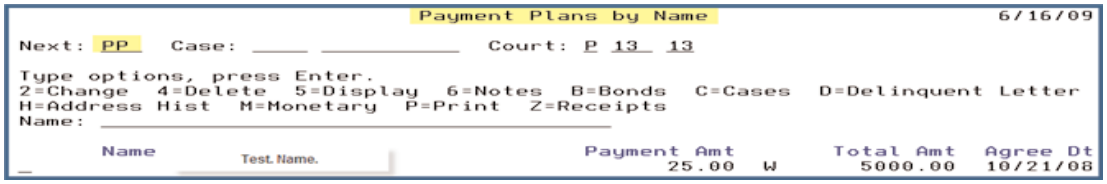
Financial Updates, continued:

- **Payment Plans per Name - see attachment.**

  Attached is a summary of the Payment Plan module available to all Courts on the TCS/Trial Court System. Please contact the TCS Helpdesk for assistance in using this feature. Payment plans may be created any time a case has financial orders. Below are two modifications to the payment plan module:

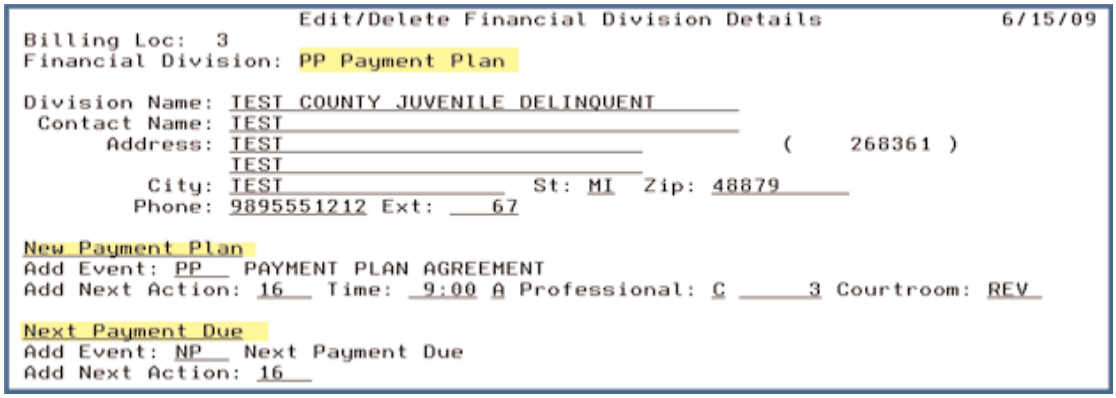
- **Payment Plans ~ PP**

  Hop code PP, allows the user to Work with all Payment Plans by Name. F21/Print on this screen prints a list of Payment Plans.



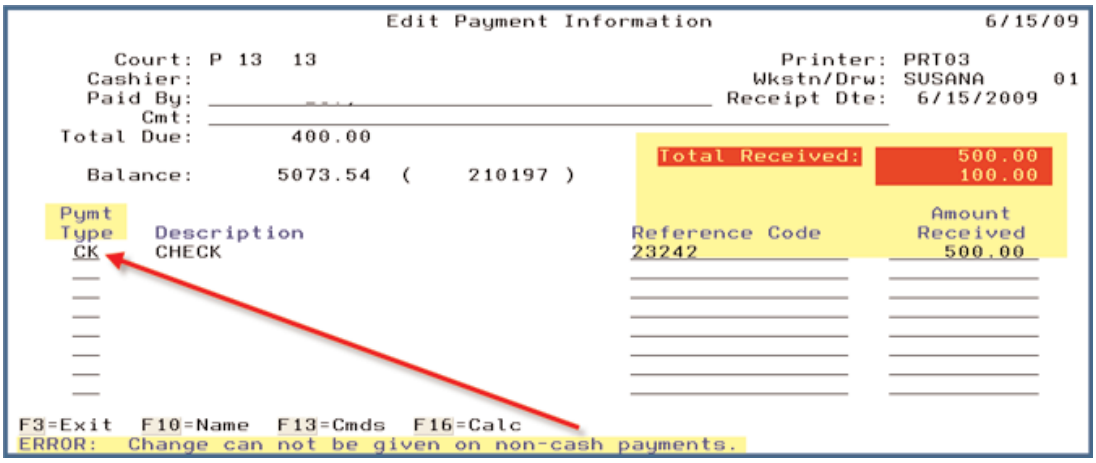
- **Payment Plan System Options for Creating Events and Next Actions**

  Hop code BLO, Option P=Payment Plan/on the appropriate Billing Location; allows the user to enter pertinent information for creating an event with a next action on the creation of a new payment plan.



- **Receipting**

  When receipting the system will only allow 'Change' when using the ''CASH' payment type.



Financial Updates

Financial Updates, continued:

- **Display Financial Orders screen ~ Work w/ Receipts** updated to allow the user to V=VOID Receipt directly from the Work w/ Receipts screen.

```
                    Work With Receipts for Fin Order                    6/15/09
Crt: P 13   13
Case: 2008 0800222201

Type options, press Enter.
5=Display Receipt   I=Payment Info   P=Print Receipt   V=VOID Receipt

   Evt Seq Cash
   Nbr  #  Code Amount Paid Printer       Receipt   Rec Dt    Paid By
V    3   3 CCF       150.00  PRT03             1657 12/01/08
                  Bill Date:  5/20/2009  Transmittal Date:  3/20/2009
```

- **Financial Orders/Billing - Financial order details will print on bills**
  When Financial Orders are added on a case with notes proceeded with two asterisk(**), the first two lines of notes will print on the bill as financial order details.

```
                          Edit Monetary Orders                          6/17/09
Court: P 13   13 Case: 2008 0800222201 DL
BURTON        Attorneys:                                  Inv Fee:

Event: DSP    6/10/2009 DISP HEARING Pty: JUV   1                    Notes: Y

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

ATT  450          __ JUV  __1  NF  __1 N  6/10/2009  __________  ____________
```

```
                        Display Fin Order Notes                         6/17/09
Court: P 13   13
 Case: 2008 0800222201 DL
Event:   37  Fin Order:   1

**Financial Note added to Financial Order/Assessment - for attorney
**services provided June 1 through June 15, 2009
```

```
                          JUVENILE - CRIM (DL)
                          320 BILLING COURT DRIVE
                          1392 EAST LONGWAY BLVD, STE 13
                          BATTLE CREEK, MI  3483920
                          989/555-1212 Ext: 67

OWENMONEY TEST                                Account#: 210348-268519
Billing Period:  6/10/2009 -  6/17/2009  Payment Due: JULY 17, 2009

  Date   Description                                                  Amount

 6/10/09 ATTORNEY FEES            2008 0800222201 DL                  450.00
  Note:  Financial Note added to Financial Order/Assessment - for attorney
         services provided June 1 through June 15, 2009
```

Financial Updates

Financial Updates, continued

- **Financial Cash Codes**
  Added a validation for Percent vs. Amount; if percentage type cash code the percent total must equal 100% -if it does not, an error message is given.

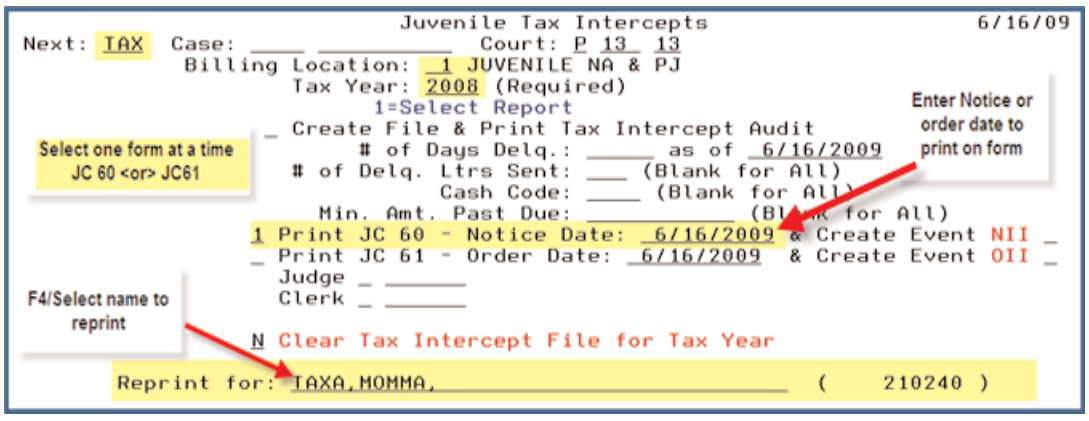
- **State Minimum Costs** - effective April 1, 2009, 2008 PA 547 increased the minimum state costs as follows:

  - not less than $68.00 for felony convictions
  - not less than $53.00 for serious or specified misdemeanor convictions
  - not less than $48.00 for other misdemeanors

*when courts enter the State Minimum Costs cash code on a financial order the amount assessed for the State Minimum Costs should be one of the costs listed above.

- **Juvenile Tax Intercepts(Batch processing) - see attached.**
  Attached are updated Juvenile Tax Intercept instructions. We encourage and look forward to working with courts to utilize this module and anticipate increased collections upon implementation. Please contact the TCS Helpdesk for assistance in running these. The Intercept process requires the SSN#, therefore, the courts will need to have the SSN # of the payor on the NAM / Edit screen.

  Form JC 60/Notice of Intent to Intercept State Income Tax and JC 61/Order to Intercept State Income Tax may be reprinted after the initial batch of notices or orders were ran:



Juvenile Tax Intercepts

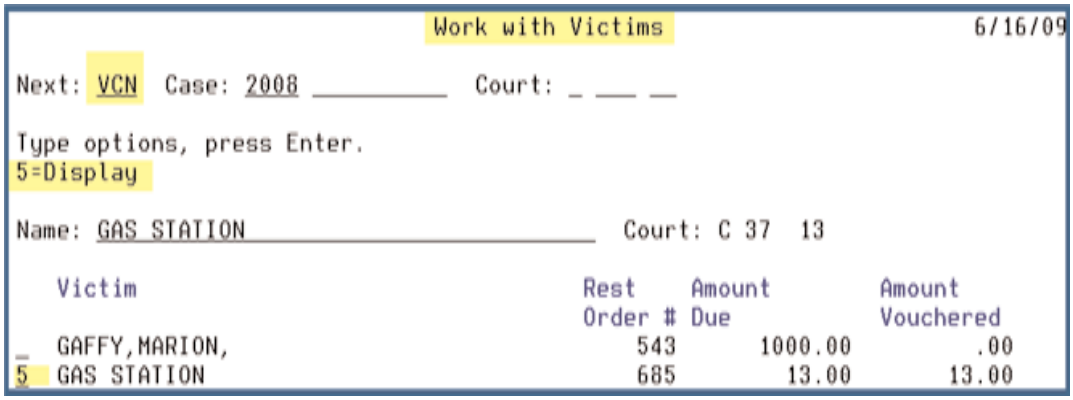
Livingston County Example:
636 intercepts sent in for 2008 and received payment for 139 or 22% of intercepts submitted through May/June of 2009- collecting $34,888 in approximately five months.

Financial Updates

Financial Updates, continued

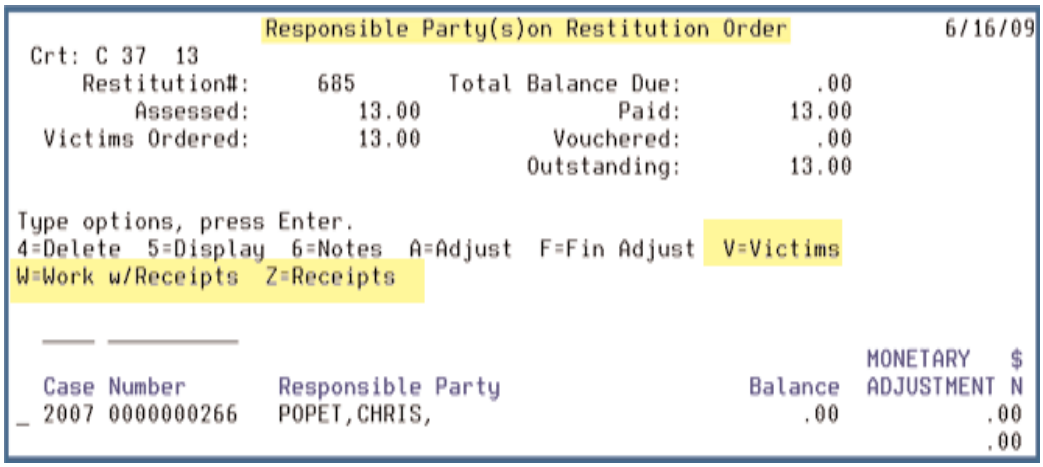
- **Work with Victims ~ VCN**

  Enter the hop code of VCN, then **search by the Victim's name** to locate the restitution order related to the victim. "5" and enter next to the Victim's name will display the case/s associated to the victim.



Many options are available form the Responsible Party(s) on Restitution Order screen, including:

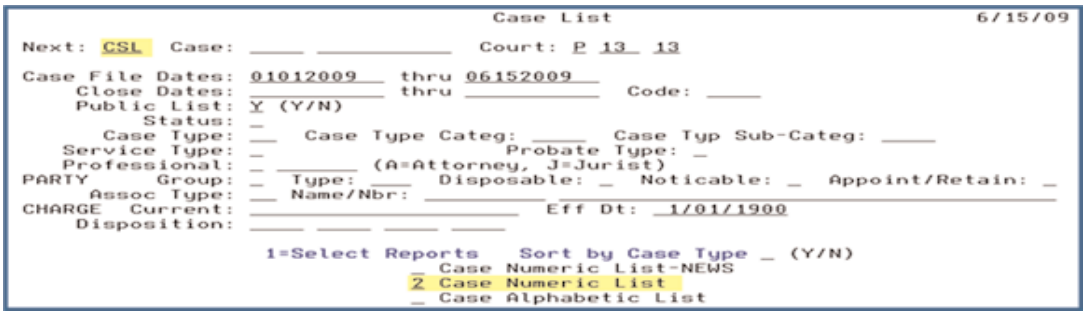
V=Victims(another way to access vouchering)
W=Work w/ receipts
Z=Receipts



General Updates

Case List Report ~ CSL

Entering **"2",** for the report type on the Case Numeric List selection, will produce a report that displays the **Last Action** on the case and date. ("1", next to Case Numeric List - will list the Next Action on the case).

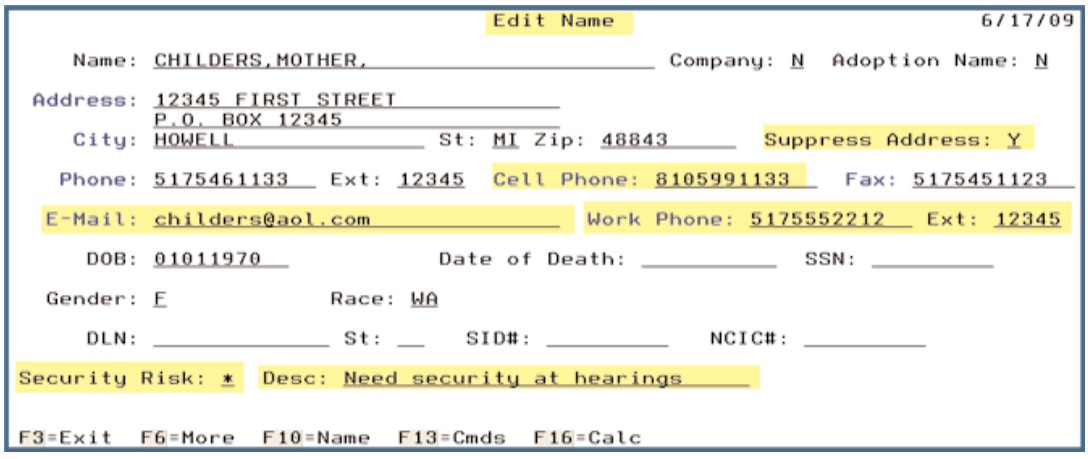


Attorney(Professional) File ~ ATY

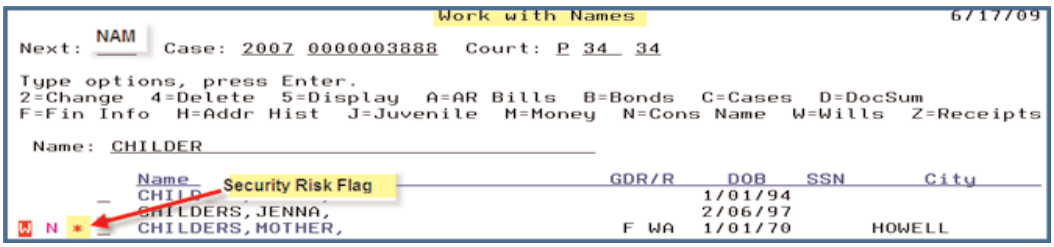
- Updates from the State Bar of Michigan will be applied to the Attorney/Professional File.

Edit Name ~ NAM

- Additional descriptive fields have been added to the Edit Name screen including:
  - **Suppress Address** - if suppress address is "Y", then the address will not display on the Register of Actions(ROA).
  - **Cell phone, Work Phone/Ext., Email Address** - are additional fields
  - **Security risk & description** - any character may be entered in the Security Risk field with a corresponding description. We recommend the courts develop a consistent procedure for data entry into these fields.



Any character entered in the Secuirty Risk: ___ field will display in red when searching in the NAM/Name index:



Financial Note on the Name will display N by their name in the Work with Names screen.

Recommend!

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

Caseload - Help Text is now available for most case types ~on-TCS!

General Updates

Quick Reference Caseload Guides have been *updated* and are available!!!

- Juvenile/Family Caseload Quick Reference Guide*
- Probate Caseload Quick Reference Guide*
- Financial/Collections Quick Reference Guide - **New!**

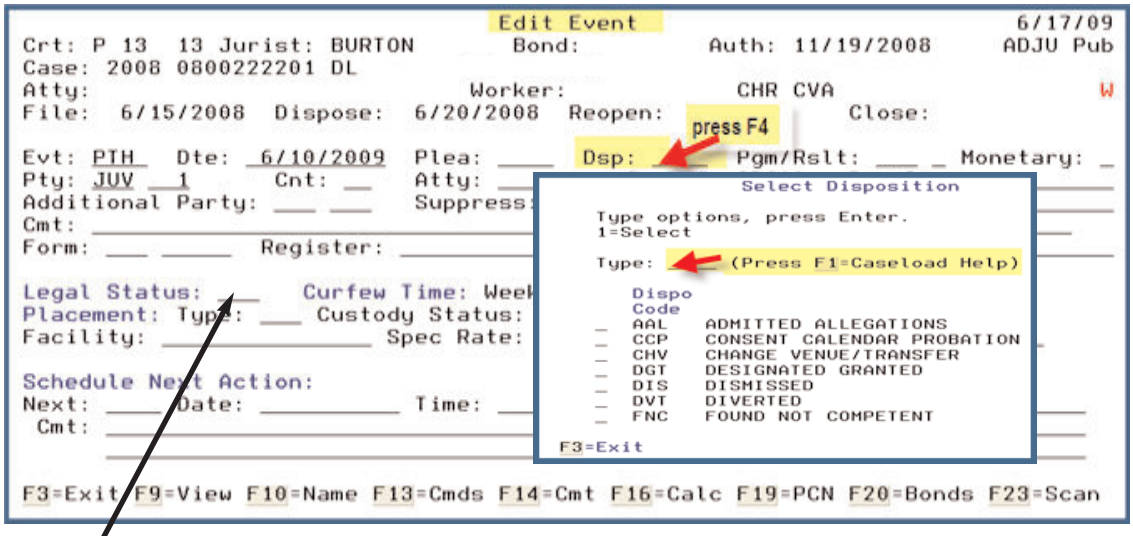
  Request through email to TCS Helpdesk or call 1-888-339-1547, option 4.

  *NOTE: these two guides will not be sent out until the JG/Juvenile Guardianship forms have been finalized at SCAO & final data entry procedures are determined to comply with caseload -JG/Section H.

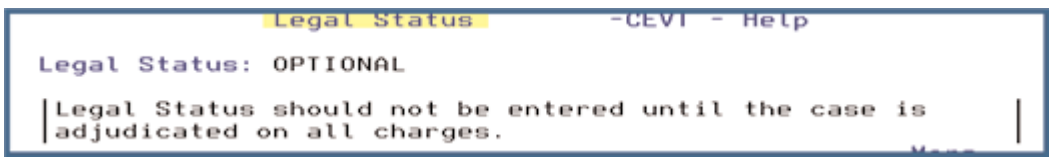
- Recommend: Courts are only required to upload the caseload report annually (we recommend running caseload at a minimum of quarterly to review data entry).

F1 HELP TEXT - New!

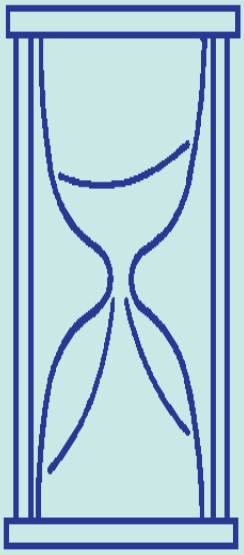
Although, Help Text is not completely 'new', the available help text was very limited on TCS. We are starting to add additional help text to assist our users. Pressing F1 on specific fields will bring up Help Text to assist uers. In some incidences the user will press F4 to inquire on the specific field, then F1 for assistance(such as for Caseload Part II - disposing cases/assistance).



F1, on the Legal Status field will also provide help:



Circuit/Juvenile Court Updates

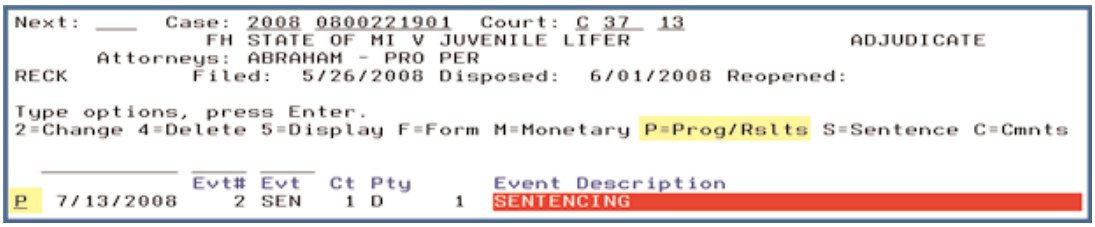


Police Incident Number

- Field size increased to 20 characters.

Deferral and Delay of Sentence Codes - forgot to add on initial event?

- If after adding an event, the deferral or delay of sentence program result was accidently omitted; the best way to add the code is to go to the Work w/ Events screen and then enter "P"=Prog/Rslts next to the applicable event and then enter the applicable deferral or delay of sentence code.



- If the incorrect code was added initially, then the event must be deleted and re-entered.

Default Referee & X-Reference Number

- The Edit Criminal/Juvenile screen will default Referee and X-Reference Number to previous when adding additional petitions to a juvenile case with "I" / CSI-Case Initation. Please contact the TCS Help Desk if the court would like to use this feature. (JUV system option 2 = "Y").

Warrant List ~ WRL

- New report sort selections:

  List by Judge,File/Case Number - **New!**
  List by Name,File/Case Number - **New!**
  List by File/Case Number

Abstract Adjudication List ~ ABS

- Now prints the charge description and disposition correctly on juvenile cases.

Personal Protection Orders - see attached updated PPO chapter 6.1

- Attached is the updated PPO chapter 6.1, to comply with the recent changes to Section E of the Circuit Court Caseload collection instructions regarding PJ cases.

Page 9, Line 3 – last bullet added details about when to report a PJ case reopened.

Page 28, Lines 30 and Line 33 – added details about when to report after being reopened

Although these changes will not be effective until 2010 and submitted until 2011, we recommend courts begin to follow the updated data entry instructions on PJ cases now. Caseload requires courts to track when PJ cases are reopened and disposed.

Circuit/Juvenile Court Updates

Circuit/Juvenile Court Updates, continued

Work with Juveniles Screen ~ JUV

- Added a system option - confirmation to the F21/print function, due to the numerous pages that print with this listing.
  (JUV system option 3 = "Y")

Probate Court Updates

Bonds ~ BND

- Expanded the sequence number on the bonds to accomodate the vast number of bonds associated to a Public Guardian.

Form Updates

Probate Forms updated/revised

- PC 653 - Order Regarding Appointment of Guardian/Limited of a Minor and PC 662 Letters of Guardianship of Individual with Developmental Disability- modified:
  If the user adds the fiduciary party on the event - that party will be brought into the form.
- PC 562 - Notice of Hearing - updated to make the Notice, Attorney and petitioner fields(F4'able) and Program Results will bring text into the hearing purpose section.
- PC 638a

Alternative Dispute Resolution(ADR) Forms updated/revised

- Notice to Appear for Evaluation Hearing, Proof of Service and MC 33 - Notice of Acceptance/Rejection of Evaluation Results; if **Juvenile** or **Probate** case type, the system will bring 'In the Matter of', otherwise it prints plaintiff/defendant.

TCS RELEASE & TRAINING DOCUMENTATION IS AVAILABLE ON THE WEBSITE:

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

Form Updates

Form Updates, continued

Circuit/General Forms updated/revised

- Increased Police Incident Number to 20 characters - updated forms: MC 207, MC 219, MC229, MC233, MC 242, MC 262, MC 263, MC 294, CC 219b, CC236, CC243a, CC382a, CC384
- MC POS - Generic Proof of Service - **NEW FORM!**
- CC NOT - Notice to Appear - new version is available upon request, prints multiple hearings on one form and comments may be added.
- CC 219B - Judgment of Sentence, Commitment to DOC
- CC 265 - Notice of Right to Appellate Review & Request for Appointment of Attorney - added feature on screen- Print Affidavit? y/n (defaults to "Y")
- Updated/revised, including SCAO 3/09 revisions - CC 219b, CC 381, MC 206, MC 219, MC 229, MC 230, MC 238, MC 258, MC 262, MC 263, MC 265, MC 274, MC 283

Juvenile Forms updated/revised

- JC 11a - Line 8 - There is good cause to adjourn the preliminary hearing because: **F4**/to enter additional text.
- JC 05A - #3b the offense will remain on the docsum version
- JC 40 Order for Contempt of Court - **NEW FORM!**
- JC 89 Order Transferring Petition from Formal Calendar to Consent Calendar(Delinquency) - **NEW FORM!**

Adoption Forms updated/revised

- PCA 303, PCA 307, PCA 308, PCA 312, PCA 321, PCA 322, PCA 341
- JC 12B - Proof of Service - enabled to use on adoption cases - brings 'In the Matter of' and case no. information in on adoption cases.
- PCA 319 - Order Placing Child (Stepparent Adoption)- **NEW FORM!**
- PCA 338 - Statement to Accompany Release - **NEW FORM!**
- MC 28 - Notice to Prior Court of Proceedings Affecting Minor(s) - enabled to use on adoption cases - brings 'In the Matter of' and case no. information, and Line 1c(F4) - only on adoption cases.

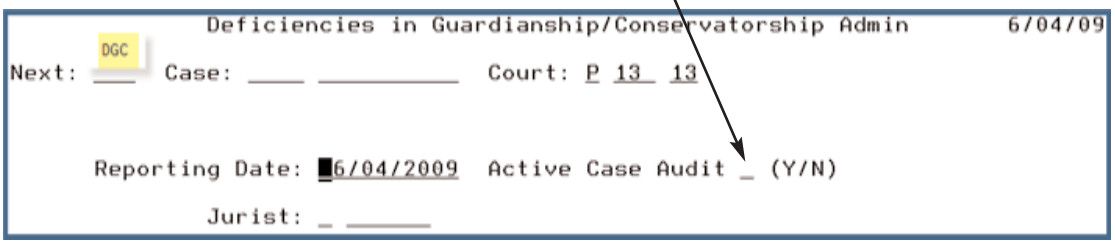
Probate Court Review

DGC - Deficiencies in Guardianship/Conservatorship Administration

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

- This report replaced the Delinquent Fiduciary Report (PDF) and is due to SCAO by **July 15, 2009**. 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



- **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

Notes:

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

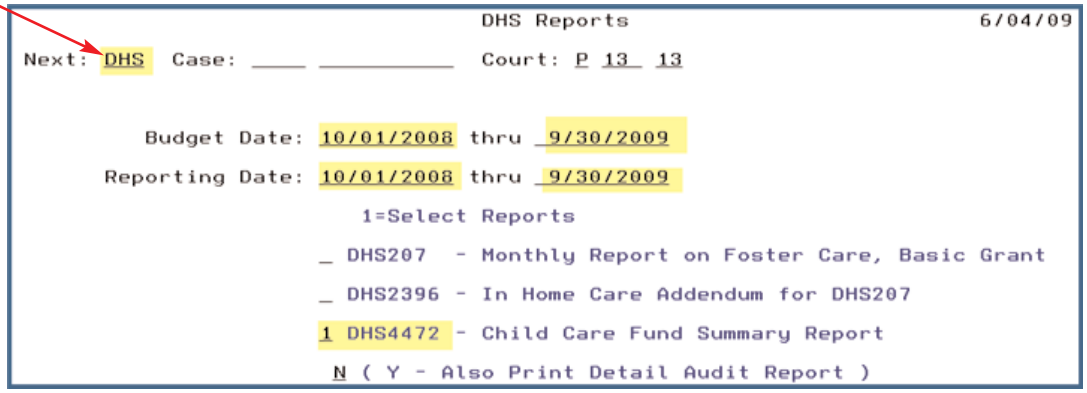
Juvenile Court Review

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

The hop code of DHS, is used at the Next Transaction line to access the DHS 4472 report screen, this report assists the court in preparing their Child Care Fund Budget.

- 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.

CCF summary report!



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
Required Information	Delin	Neglect Abuse	Total	Delin	Neglect Abuse	Total	(+ or -)
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%

(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
Required Information	Delin	Neglect Abuse	Total	Delin	Neglect Abuse	Total	(+ or -)
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%