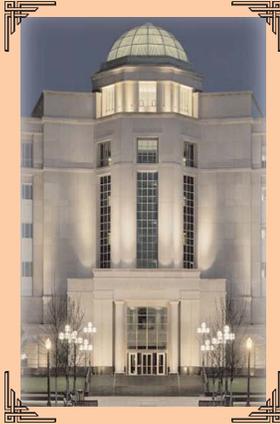


Judicial Information Systems

Trial Court System

Fall Release - December 2010

Contact: Starr Wieber, Technical Service Representative
Susan Svoboda, Technical Service Representative
e-mail at TCSHELPDESK@courts.mi.gov



The release summarizes fixes, software changes that have been applied to the Trial Court System.

IMPORTANT

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

Help Desk Phone:

1-888-339-1547

Option 4:

TCS Help Desk
(Software questions)

Option 5:

Operations
(Hardware)

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 Reporting

Bills

- Bills will include the Amount Due in the header portion of the billing statement.

	CIRCUIT BILLING 103 MAIN STREET 2ND FLOOR CIRCUIT DIVISION Lansing, MI 48909 517/373-5555 Ext: 298	
ARTHUR BENSON		Account#: 205-18763
Billing Period: 9/30/2010 - 10/15/2010		Payment Due: NOVEMBER 14, 2010
		Amount Due: 930.00

Receipts

- The **system will not allow an overpayment on an assessment** unless the assessment has a frequency and the amount paid is less than the Total Assessed amount or Total Assessed is blank.

JIS Website:

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

Restitution/Vendor

- Vouchers may also be created for Restitution Victims through Work with Vendors screen. The victim must already exist as a vendor (vouchered through case/money/victims/voucher or F6 to create-call helpdesk for assistance).
- Go to VND at the hop line

```

Court: C 37 13                               Work with Vendors                               11/05/10
Type options, press Enter.
2=Change 4=Delete 5=Display H=Addr Hist R=Roles V=Voucher
Vendor Name: VICTIM                               Vendor Nbr: _____
Vendor Name           Vendor Nbr Contact Name
V VICTIM,ONE,         448
  
```

- F6 to Create a new voucher

```

Court: C 37 13                               Work With Vouchers for Vendor (D)                               11/05/10
Vendor: 448 VICTIM,ONE,                               Role: 2
Remit To Address: 121 MAIN ST
LANSING, MI 48909
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
_             589     3/26/2009     50.00
Status
C O P Y
  
```

- Displays all cases where the Name/Vendor appears as a Victim
- Select each case to be included on the voucher and enter the amount to be disbursed
- Enter will calculate the Total Voucher Amount:

```

Restitution Victim Voucher                               11/05/10
Cashier:
Court: C 37 13
Victim: VICTIM,ONE,                               ( 210290 )
Remit To: 121 MAIN ST
City: LANSING St: MI Zip: 48909
Voucher Date: 11/05/2010 Print Voucher: Y Copies: 1 Vendor: 448
Note: If multiple cases exist for a Victim - can create 1 voucher with all
Type options, press Enter.                               Total Voucher Amount: 1335.00
1=Select 5=Display
Case      Rest Balance Others Due Available Add to
Order#   Due   on Rest#   to Voucher   Voucher
1 2009 0000000903 FC 715 3000.00 2000.00 350.00 175.00
1 2009 0000000456 FH 716 450.00 .00 660.00 660.00
1 2009 0000000456 FH 718 500.00 1000.00 1115.86 500.00
  
```

The screen displays how much is available to voucher and what amount is due to other victims.

Option 5 to display next to the case and then option V=Victims will display the specific details for each victim.

- Press Enter to Confirm - Voucher will print



Financial Assessments/Adjustments

Due to the Collections Data Reports and trying to minimize reporting errors a number of changes have been implemented:

- A financial assessment may never be **deleted** (even if there are no receipts attached)
Enter F= Fin Adjust with an adjustment type of: Error(Reduce Assmt Amt) and comment note.

```

Add Fin Adjustments for Fin Order 11/04/10
Cashier:
  Crt: C 08 34 Case: 2010 0000000238 FH STATE OF MI V EDDIE MONEY
  Event: 3 SENTENCING
  Event Party: D 1 Joint/Several: MONEY, EDDIE,
  Payer Party: D 1 MONEY, EDDIE,
  Fin Order: 4 Restitution Order: 0
  Cash Code: CCF CIRCUIT COURT FINES
  Total Order: 500.00 Total Paid: .00 Total Due: 500.00

Adjustment Adjust Effect on
Date Type Amount Total Due
11/04/2010 ERR 500 - Error (Reduce As
Memo: entered in error

```

- Upon enter of all adjustment types the **Confirm Assessment Totals-OK** screen will be presented displaying the adjusted Totals and asking for confirmation by pressing Enter/Continue to complete the transaction

```

Add Fin Adjustments for Fin Order 11/04/10
Cashier:
  Crt: C 08 34 Case: 2010 0000000238 FH STATE OF MI V EDDIE MONEY
  Event: 3 SENTENCING
  Event Party: D 1 Joint/Several: MONEY, EDDIE,
  Payer Party: D 1 MONEY, EDDIE,
  Fin Order: 4 Restitution Order: 0
  Cash Code: CCF CIRCUIT COURT FINES
  Total Order: 500.00 Total Paid: .00 Total Due: 500.00

STARR UCCSPVK Lansing Test (Rel Pilot) Rel1210
Confirm Assessment Totals-OK 11/04/10
Please verify these new totals. If correct, PRESS ENTER to continue.
If not correct, F3=Exit and re-enter adjustment.

Totals Order: .00 Paid: .00 Due: .00
Amount: 500.00

F3=Exit/Cancel ENTER=Continue

```



Financial Assessments/Adjustments continued

- Once an adjustment has been entered, if it is incorrect must use option **R=Void/Re-Enter** or **V=Void** to reverse the incorrect adjustment.

```
Type options, press Enter.
2=Change 5=Display R=Void/Re-Enter V=Void Only
```

Seq	Type	Adjustment	Date	Amount	Effect on Total Due	Bill Sts
V 1	ERR	Error(Reduce Assmt Amt) entered in error	11/04/2010	500.00	-	N

```
Edit Fin Adjustment for Fin Orders 11/04/10
Cashier: *** VOID THIS ADJUSTMENT ***
  Crt: C 08 34 Case: 2010 0000000238 FH STATE OF MI V EDDIE MONEY
  Event: 3 SENTENCING
  Event Party: D Joint/Several: 1 MONEY, EDDIE,
  Payer Party: D 1 MONEY, EDDIE,
  Fin Order #: 4 Restitution Order: 0
  Cash Code: CCF CIRCUIT COURT FINES
  Total Order: .00 Total Paid: .00 Total Due: .00

Date: 11/04/2010 1 Payer Name#: Respond Name#:
Adjustment Type: ERR Error(Reduce Assmt Amt)
Amount: 500.00 Effect on Balance: - Last Billed: Status: N
Note: entered in error
Void Note: VOID ADJUSTMENT # 1
```

- Upon enter of Void / Re-enter the **Confirm Assessment Totals-OK** screen will be presented displaying the adjusted Totals and asking for confirmation by pressing Enter/Continue to complete the transaction.
- Void / Re-enter transactions will also be displayed in the *Fin Adjustments to Fin Orders* screen
- All fin adjustments, voids and re-enter transactions are included on reports, such as Bills and Outstanding Receivables.

```
Type options, press Enter.
2=Change 5=Display R=Void/Re-Enter V=Void Only
```

Seq	Type	Adjustment	Date	Amount	Effect on Total Due	Bill Sts
- 1	ERR	Error(Reduce Assmt Amt) entered in error	11/04/2010	500.00	-	N
- 2	ERR	Error(Reduce Assmt Amt) VOID ADJUSTMENT # 1	11/04/2010	500.00-	-	N
- 3	ERR	Error(Reduce Assmt Amt) RE-ENTRY FOR ADJUSTMENT # 1	11/04/2010	400.00	-	N

Bottom

```
F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc F21=Print
Fin Adjustment has been VOIDED.
```

TCS RELEASE & TRAINING DOCUMENTATION IS AVAILABLE ON THE WEBSITE:

www.courts.mi.gov/jis



(click on Court Systems to find TCS link)

Circuit/Juvenile Court Updates

General Updates

Processing Delayed Sentence Cases

Pursuant to a recommendation by SCAO, we have updated our procedures for processing cases that are delayed under MCL 771.1 and later dismissed. Instructions were e-mailed to the Circuit Courts on October 25, 2010. If your court has any questions or did not receive these instructions please call the helpdesk.

Note: EJUD clarification: The comment of 'Sentence Delayed Until:' in the CSR (Court Sentencing Remarks) field of the EJUD screen will only be included if the DLS program/result is attached to the sentencing event, otherwise the court should add it manually. The court should insert the date.

Example: CSR: Sentence Delayed Until: F/C/R\$300 PROB 24MO

Super Drunk Offense Changes~Effective 10/31/2010

The Super Drunk Offense codes and SOS codes have been added to the court offense tables and are available for use.

Please also review the attached memorandums included in the release email:

Department of State Memorandum: 2008 Public Acts 461, 462 and 463 Effective 10-31-2010 (2010Sept14)

State Court Administrative Office Memorandum: New Traffic Legislation Effective 10-31-2010 (2010Sept16)

Criminal History Reporting~EJUD/MJUD

MSP has added a new LEIN scan line for Enhanced Citation~ECIT:/246

EJUD & MJUD screens will include this new field and will be completed with Notice information as it relates to the charge/offense on the Edit

```
Count: 1 Prosecutor Count: 1 Offense Date: 1/01/2010

Charge A/S/C
Original: 2576251-A ___ OPERATING WHILE INTOXICAT M
Current: 2576251-A ___ OPERATING WHILE INTOXICAT M
Notice: 2576256D ___ 3RD OFFN OPER INTOXICATED F
```

```
Type of Entry: EJUD

JUDORI: MI340015J CIRORI: ___ CTD: 20100205 CFN: 100000000523
NAA: ___ SID: 2232290T
CTN: 382923820289 TCN: ___ OCA: ___

CCN: 1 ORF: ___ GOC: ___ CIT: 257/6251-A ECIT: 257/6256D
CDC: PLG CSR: 05/05/2010 F/C/R:$420 CONF 180D Concurrent PROB: 24M
```

REMEMBER

Now is the
time to start
reviewing
Caseload
Reports!!

Don't Delay

Juvenile Court Updates

DMC – Disproportionate Minority Contact Points Report

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) requires all states to collect disproportionate minority contact points data statewide on a continuing basis (updated at least every 3 years). The Department of Human Services (DHS) is responsible for collecting and submitting this information with their comprehensive juvenile justice and delinquency prevention plan and has asked that this report be programmed within the juvenile case management systems to provide the courts the ability to generate the report.

VIP

If no Race is entered on the Edit Name screen then the juvenile's race will be listed as BLANK on the report.

Blank records should be corrected

Please ensure the following **key data** entry points are entered correctly to ensure an accurate DMC report:

- Race on all juvenile delinquents (DL/TL/DJ)
- Disposition entry, e.g. DVT/Diversion, AAL/Admitted Allegations, GTY/Guilty, FPC/Found Within the Provision of the Code, NOC/Nolo Contendere, PWAV/Prosecutor Waiver-5day Special Adj., or TWAV/Traditional Waiver
- PCN-Placement Change Notices with Custody Status = 'Y'
- Authorization Dates
- Legal Status – TWC, TWS, TWA or PRO on the date of adjudication.

How to run the report:

```

SUSAN          UCARPVK          UCSGEN - TEST          HOJ
                                DMC Decision Point Data          11/05/10
Next: DMC Case: _____ Court: P 13 13

Case File Dates: 01012010 thru 11052010
Print Audit: Y (Y/N) Print Summary: Y (Y/N)
Hold Print Audit: Y (Y/N)

*** Enter reporting period and press ENTER to print report. ***
    
```

DMC Summary Report:

SUSAN UCARPVK		DECISION POINT DATA		UCSGEN - TEST		HOJ		11/04/10 Pg: 15:07:57	
Court: P 13 13		COUNTY PROBATE COURT		P.O. BOX 161		BATTLE CREEK, MI 48829			
File Dates: 1/01/2010 thru 11/04/2010									
	Total Youth	White	Black or African American	Hispanic or Latino	Asian	Native Hawaiian	American Indian	Other Mixed	All Minorities
1 Population at risk (age 10 through 17)									
2 Juvenile Arrests	19	4		2	1		2	10	16
3 Referrals to Juvenile Court	19	4		2	1		2	10	16
4 Cases Diverted									
5 Cases Involving Secure Detention									
6 Cases Petitioned (Charge Filed)	7	1		1			2	3	6
7 Cases Resulting in Delinquent Findings									
8 Cases Resulting in Probation Placement									
9 Cases Resulting in Confinement in Secure									
10 Cases Transferred to Adult Court									

Juvenile Caseload~Section F, Line 7~Changes ****IMPORTANT****

SCAO has further defined the language for Caseload on Part 1, Section F: Child Protective, Line 7. It now reads:

General Reporting Instructions

Line 7: Provide the total number of children in line 2 who have had prior court jurisdiction under child protective proceedings in any county in the state.

SECTION F: CHILD PROTECTIVE							
Line	CASE TYPE	NA	Children	Line	CASE TYPE	NA	Children
1	Beginning Pending			4	Term. Pet. (Orig./Amend)		
2	New Petitions	6	9	5	Term. Pet. (Supplemental)		
3	Reopened			6	Supplemental Petitions		
							7
							Children (NA)
							2

Number of children in line 2 who have had prior court jurisdiction under child protective proceedings

NOTE

The NPNA event is only entered when the 'previously filed' was regarding protective proceedings

JC04b~PETITION (CHILD PROTECTIVE PROCEEDINGS)

This information may be stated on JC04b, Line 3.

3. An action within the jurisdiction of the family division of circuit court involving the family or family members of the minor has been previously filed in 29th Circuit Court, Case Number 2009-12345-NA, was assigned to Judge R. Smith, and remains is no longer pending.

In order to properly track this on caseload:

TCS has created a new event of **NPNA** ~Notice to Prior Court Jurisdiction / Child Protective

- **Courts will need to enter this event** when the NA petition is filed, and it is determined that the child had prior court jurisdiction under **child protective proceedings** in another county
- NPNA event **must be the same or less than the petition filed date**
- NPNA event **must be entered for EACH child** related to the petition
- If there were prior child protective proceedings within your court's jurisdiction for a child, the system will automatically include the child on caseload, an NPNA event is not necessary.

Juvenile Worker

- When the Worker field is modified in the Edit Juvenile screen an event will be created and displayed in the Register of Actions as:
Worker changed from SMITH to TELLER

Juvenile Tax Intercepts - New Cash Code field

Juvenile Tax Intercept notices and orders may be run by batch process. A new Tax Intercept field/flag has been added to the cash code setup. This field allows the court to easily identify what cash codes will be included in the batch process.

Please review the Juvenile Tax Intercept documentation that was included with your release for step by step instructions.

Work with Cash Codes 11/17/10

Court: P 34 34

Type options, press Enter.
2=Change 5=Display 4=Delete P=Price

Code: DET

Code	Description	Paydwn Seq#	AUD SUM	Report Typ /Event	Full Pay	Allow Non\$-	T X
2 DET	DETENTION REIMBURSEMENT	3	R	D FIA207	N	Y	Y
DNA	DNA SAMPLE FEE	15	DNA	R H DNA Assess	N	N	

Edit Cash Code 11/

Court: P 34 34

Cash Code: DET DETENTION REIMBURSEMENT Audit Summary Group:

Paydown Priority Seq: 3

Exp/Rev/Bth Type: R Revenue

Report Type/Event Created: D FIA207

Full Payment Needed: N

Allow Non-Monetary Payment Types: Y

Tax Intercept Flag: Y