

## JIS - TCS Report Codes for:

### Required SCAO Reports from Probate Courts and Judges

#### Chronological List by Due Date

Due Date	Report Name	JIS Report Code Trial Court System(TCS)
First business day of January + 7 days	Delay in Matters Submitted to Judge*	DMS
January 30	Probate Court Caseload*	CLD
January 30	Deficiencies in Guardianship/Conservatorship Administration	DGC
February 1	Judicial Annual Leave	Track manually
February 15	Counsel Appointments*	VSL—if voucher atty bills thru TCS
February 28	Caseload Verification*	Verify on MCAP
First business day of April + 7 days	Delay in Matters Submitted to Judge*	DMS
April 15	Financial Report	Track manually
April 30	Report of Jury Fees*	Jury system menu
First business day of July + 7 days	Delay in Matters Submitted to Judge*	DMS
July 30	Deficiencies in Guardianship/Conservatorship Administration	DGC
First business day of October + 7 days	Delay in Matters Submitted to Judge*	DMS
October 31	Report of Jury Fees*	Jury system menu

\*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>. Page 4 of 5 July 11, 2008 **Required Reports from Probate Courts and Judges**