

JIS Case Management Reports – Circuit Court - Juvenile Division

These reports are to be used for assessment and ongoing monitoring. They include both individual case progress reports and performance indicator reports as described in Chapter 5 of the Caseload Management Guide.

Individual Case Progress Reports - monitor case progress.

- **JUVENILE MASTER CASE LIST** –A list of active (open) and/or inactive (closed) cases. The report has a separate list for each caseworker or if the selection is blank it will include all caseworkers. A summary report is provided at the end of each report, which contains a breakdown by sex, race, status, placement (only PCS) and the judicial officer assigned.

Recommended: run and review monthly. If current status is active (open) 'O', then check for Next Scheduled Event/Action to ensure case is following the juvenile Caseload Management Time guidelines.

SUSAN UCVYPIK										
Juvenile Master File List										
UCSGEN - TEST										
COUNTY PROBATE COURT										
2/27/09 Pg: 1										
H0J 13:50:25										
Court: P										
Open File Date: 1/01/2009 thru 2/27/2009										
Close File Date: 1/01/1900 thru 2/27/2009										
Case Type:										
Name	File Number	Cur Sts	Worker	Lgl /Plcmt	DOB	Race	Age /Sex	Filed	Next Scheduled Event Jurist	Close Dat
BIG, JERRY,	2009 0000002239	DL	GJS	0 UNASSIGNED			0	1/02/2009		
CHILDERS, ZEEK,	2008 0000002180	NA	SLR	0 UNASSIGNED	10/24/1996		12	2/10/2009		
CROSS, JAMIE,	2009 0000002242	PJ	GJS	0 UNASSIGNED			0	1/02/2009		
HANKF	2009 0000002245	DL	SLR	0 UNASSIGNED	PHP		0	1/09/2009		
STEAMLR, STANLEY,	2009 0000002248	DL	GJS	0 UNASSIGNED			0	1/13/2009		

Total Files:	5					
SEX	DL	NA	DJ	PJ	TO/TL	
	3	1	0	1	0	
RACE	DL	NA	DJ	PJ	TO/TL	
	3	1	0	1	0	
MINOR LEGAL STATUS	DL	NA	DJ	PJ	TO/TL	
Blank			3	1	0	1 0
TOTALS:	3	1	0	1	0	
JUDGES	DL	NA	DJ	PJ	TO/TL	
	2	0	0	1	0	
	1	1	0	0	0	

How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT JUV
 Trial Court System (TCS): Enter "JML" at the hop line(Next Act: __), then "1"-to select, File, Worker or School list

JIS Case Management Reports – Circuit Court - Juvenile Division

Individual Case Progress Reports - monitor case progress.

- **OVER AGE REPORT** –Provides an alphabetical list of respondents 17 years of age or older whose case remains open.

Recommended: run and review monthly, check case status and determine if case should remain open due to the respondent's age.

OverAge Master Case List										
SUSAN UCPJPFK		UCSGEM - TEST						2/27/08		
Court: P		COUNTY PROBATE COURT						HOJ 13:49:2		
Report Date: 1/01/08 thru: 12/31/08										
File Number	Case Type	Worker	Juvenile Name	DOB	Age	Race	Sex	Stat	1st Pty File Date	Last Event
2008 0000002180	NA		JENNY CHILLA	10/10/91	17				2/14/07	9/18/08 SRE
2006 0000000123	NA		APRIL DOG	4/06/91	17	WA	F		11/16/06	
2006 0000002050	DL		FRED FEDEX	3/01/91	17				3/01/06	5/21/07 PCN
2001 0000000303	NA		CHARLIE GREEN	8/22/91	17	WA	M		2/19/03	4/07/06 XTF

How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT JUV

Trial Court System (TCS): Enter "JVR" at the hop line(Next Act: __), then "1"-to select, OverAge Master Case List

JIS Case Management Reports – Circuit Court - Juvenile Division

Individual Case Progress Reports - monitor case progress.

- **PETITION AGE REPORT** – Petitions that have been filed with the court, but have not been adjudicated (**not caseload case age**, which looks at the entry of the signed Order of Disposition). The age is based on the file date (or authorization date if one exists). Petitions that appear on this report should have a next action scheduled and the next action should not be a dispositional hearing or a type of review.

Recommended: run and review monthly

SUSAM UCS9PFK		JUVENILE CASE DURATION(AGE)										UCSGEN - TEST		HOJ 2/27/09 Pg: 14:45:04	
County: P		COUNTY PROBATE COURT													
Report Date: 2/27/2009															
<u>Judge Honorable</u>															
DELINQUENT															
File Nbr															
2001 0000000091															
Case Nbr	Days		Filed	Authorized	Last Evnt	Hearing Date	Next Evnt	Action Date							
2008 0100009101	140	ANDERSON	10/10/2008												
File Nbr															
2007 0000000125															
Case Nbr	Days		Filed	Authorized	Last Evnt	Hearing Date	Next Evnt	Action Date							
2007 0700012601	770	JONANNA SNOW	1/19/2007												
2007 0700012602	770		1/19/2007	1/19/2007	PRM	12/03/2007									
File Nbr															
2007 0000002004															
Case Nbr	Days		Filed	Authorized	Last Evnt	Hearing Date	Next Evnt	Action Date							
2007 0700200401	759	MAROLD	1/30/2007			PTK	1/30/2007								
NEGLECT AND ABUSE															
File Nbr															
2007 0000001992															
Case Nbr	Days		Filed	Authorized	Last Evnt	Hearing Date	Next Evnt	Action Date							
2007 0700199201	765	SIMON POWERS	1/04/2007	1/04/2007											
-----JUDGE SUMMARY----- IN CUSTODY AUTHORIZED															
0-30	31-60	61-90	91-120	121-150	151-180	181-210	211-240	241-270	271-300	301-330	331-360	+361	TOTAL		
0	0	0	0	0	0	0	0	0	0	0	0	0	0		

How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT JUV

Trial Court System (TCS): Enter "JVR" at the hop line(Next Act: __), then "1"-to select, Case Duration (Age)

JIS Case Management Reports – Circuit Court - Juvenile Division

Individual Case Progress Reports - monitor case progress.

- **PLACEMENT REPORT** – The placement report lists all cases with placements as of the report date.

Recommended: run and review monthly

PCS		PLACEMENTS, COSTS BY CASE					CIRCUIT COURT FAMILY DIVISION		RUN DATE : 03/02/2009	
		BEGIN DATE 01/01/2009		END DATE 02/28/2009		CONTACT :		PHONE # :		PAGE
CASE #	NAME									
00013616-01										
VENDOR	NAME	IN DATE	OUT DATE	DAYS	RATE	CHARGES	PETITION	EVENT	COMMENT	
CA41141	WEDGWOOD ACRES-CHRISTIAN HOME	1/01/2009	2/28/2009	58	\$50.00	\$2,900.00	00136161	34	*****	
TOTAL COST	\$2,900.00	TOTAL PAID DAYS	58	TOTAL NON PAID DAYS	0					

SUSAN UCJ8PFK		TCS		Placements, Costs and Payments by Vendor					UCSGEN - TEST		2/27/09 Pg: 31	
Court: P		Report Date: 10/01/08 thru: 2/27/09		COUNTY PROBATE COURT		H0J		15:29:57				
Vendor Name: SEINFELD		Vendor Number: 65										
PCN												
File Number	Name	In Date	Out Date	Days	Rate	Case	Charges	Evt#				
2003 0000000735	DL MARY	12/20/2003		895	1.00	2003 0000000735 DL	895.00	6				
Total # of Children:		1		Days:	895	Projected Cost:	895.00					

How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT FIN, then select option #2(Accounts Payable)

Trial Court System (TCS): Enter "VCC" at the hop line(Next Act: ___), leave Vendor Nbr: (blank to select all placements), enter Report date range, then "1"-to select, By Vendor Name

JIS Case Management Reports – Circuit Court - Juvenile Division

Performance Indicator Reports – measure inventory, delay, activity and scheduling practices.

- **Delay in Matters Submitted to Judge**

Required by SCAO: submitted electronically through MI Court Application Portal(MCAP) - Quarterly
 Recommended: run and review monthly

TCS: A judicial report listing each case where any issue (e.g. pretrial motion, post judgment motion) submitted to the judge has aged more than 56 days since submission. The report has two sections, one for undecided matters more than 56 days one for decided matters more than 56 days.

A result of “UAD”-Under Advisement older than 56 days, enters the undecided issue/case on the report, section “A”. A result of “RAD” Return from Advisement greater than 56 days from the UAD, enters the issue/case as decided on section “B” of the report. (Note: ‘Result’ means ‘Program result’ for TCS users.)

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SUSAN UCUCPFK                                2/12/09 Pg: 1
                                                15:26:52
Approved, SCAO                                DELAY IN MATTERS SUBMITTED TO JUDGE

Complete this report quarterly. This report shall be filed with the chief judge on the first business day of January, April,
July, and October. The chief judge shall submit this report to the State Court Administrator, c/o the Regional Administrator,
no later than 7 days after it has been filed with the chief judge.

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| Court number and name or county | Quarter | Year | Name of judge and bar no. (type or print) |
|-----|-----|-----|-----|
|                                     | 4       | 2007 |                                     |
|-----|-----|-----|-----|

A. Pending Matters
Report below each matter that remains undecided at the end of the reporting period that has aged more than 56 days since
submission. Include matters assigned from another court. Use additional pages if necessary.

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Case Number      Case Title      Submitted      Decided      Type of Matter      Reasons for Delay
-----
2004 0000000059 CZ      6/15/04      MOTION FILED
2005 0000000420 FH      4/01/06      MOTION FILED

B. NO DECIDED MATTER
There was no matter decided in this reporting period for which the decision was made more than 56 days after submission.
    
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How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT JUV

Trial Court System (TCS): Enter “DMS” at the hop line(Next Act: __)

JIS Case Management Reports – Circuit Court - Juvenile Division

Performance Indicator Reports – measure inventory, delay, activity and scheduling practices.

- **Caseload Report – Parts 1, 2 & 4**

Required by SCAO: submit GRID electronically through MI Court Application Portal(MCAP) – Annually by January 30th

Recommended: run and review AUDIT monthly

TCS: The caseload report includes three parts (parts 1, 2 and 4). The report may be generated for the entire court, or specifically for a judge. Each part may be generated independently by section or case type and an audit list may be included with the report detailing each case counted.

Caseload Part 1: A court report listing pending matters as of January 1 of the report year, new filings and reopened cases.

GRID:

PART 1 : New Filings and Reopened Cases					
SECTION E : JUVENILE					
Nbr	Case Type	DJ	DL	PJ	TL
1	Beginning Pending**	15	375	24	18
2	New Petitions	3	37	8	5
3	Reopened	0	4	0	0
TOTAL		18	416	32	23

AUDIT:

Part: 1 New Filings and Reopened Cases				
Section: E JUVENILE				
Line	Action	Case	Filed Date	Reopen Date
1	Beginning Pending**	2007 0700203001 TL DARLEEN	3/14/07	
Total Cases for Case Type: TL is 18				
2	New Petitions	2008 0200064101 DJ CRABBY ABBY	7/01/08	
		2008 0800219401 DJ TEST	6/25/08	
		2008 0877788801 DJ JENNY	5/08/08	
Total Cases for Case Type: DJ is 3				
2	New Petitions	2008 0100009101 DL MIKE	10/10/08	
		2008 0300112903 DL SAMUEL CLAU	3/03/08	
		2008 0400100917 DL TASHA	9/16/08	

How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT JUV

Trial Court System (TCS): Enter "CLD" at the hop line(Next Act: __)

JIS Case Management Reports – Circuit Court - Juvenile Division

Performance Indicator Reports – measure inventory, delay, activity and scheduling practices.

Caseload Report

The caseload report includes three parts (parts 1, 2 and 4). The report may be generated for the entire court, or specifically for a judge. Each part may be generated independently by section or case type and an audit list may be included with the report detailing each case counted.

Caseload Part 2: A court report listing the method of disposition reported for each case. Disposition types vary based on case type. When there are multiple parties or charges on a case, the highest disposition is recorded.

GRID:

PART 2 : Method of Disposition			
SECTION E : JUVENILE			
Nbr	Case Type	DL	TL
1	Jury Verdict	0	0
2	Bench Verdict	0	0
3	Admission/No Contest	18	3
4	Prosecutor Waiver	0	0
5	Traditional Waiver	0	0
6	Nolle Prosequi	0	0
7	Dismissed by Court	4	0
8	Consent Calendar	3	0
9	Transferred	0	0
10	Diversion/ Not Auth.	2	0
11	Designation Granted	2	0
12	Inactive Status	0	0
13	Not Charged	0	0
14	Case Type Change	0	0
	TOTAL	29	3

AUDIT:

Part: 2 Method of Disposition						
Section: E JUVENILE						
Line	Action	Case				Filed Date
7	Dismissed by Court	2004 0400125501 DL CLARENCE				5/05/04
		2006 0500199001 DL ALEXANDER				12/18/06
		2007 0307420202 DL ALEXANDER				2/16/07
		2008 0800218202 DL JENNY				3/05/08
		Total Cases for Case Type: DL is			4	
8	Consent Calendar	2008 0700211407 DL CHRIS				1/23/08
		2008 0700211408 DL CHRIS				1/28/08
		2008 0778787802 DL THOMAS				7/01/08
		Total Cases for Case Type: DL is			3	
10	Diversion/ Not Auth.	2002 0000000397 DL JOSEPH				4/01/02
		2008 0800221101 DL GALE				1/08/08
		Total Cases for Case Type: DL is			2	
11	Designation Granted	2008 0300112903 DL SAMUEL CLAUS				3/03/08
		2008 0800220001 DL CHILD DESIGNATED				1/22/08
		Total Cases for Case Type: DL is			2	

How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT JUV

Trial Court System (TCS): Enter "CLD" at the hop line(Next Act: __)

JIS Case Management Reports – Circuit Court - Juvenile Division

Caseload Report

The caseload report includes three parts (parts 1, 2 and 4). The report may be generated for the entire court, or specifically for a judge. Each part may be generated independently by section or case type and an audit list may be included with the report detailing each case counted.

Caseload Part 4(Case Age): A judicial report listing all petitions or cases reported during the report year for parts 1 and 2 and the age of each petition or case. Section E/Juvenile Delinquent has two classifications: pending (detained and not detained) or disposed (detained or not detained). Section F/Child Protective has two classifications: pending (In placement and Not in placement) or disposed (In placement and Not in Placement). The age requirement varies for the various case types - see – SCAO Admin. Order 2003-7 Caseload Management – Time Guidelines for details.

PART 4 : Case Age at Disposition and Pending Case Age		
Jurist:		
SECTION E : Juvenile - Delinquent		
Nbr	Case Type	DL
1	Disposed 0-84 Days - Juvenile Detained	0
2	Disposed 85-98 Days Juvenile Detained	0
3	Disposed +98 Days - Juvenile Detained	0
4	Pending 0-84 Days - Juvenile Detained	1
5	Pending 85-98 Days - Juvenile Detained	0
6	Pending +98 Days - Juvenile Detained	0
7	Disposed 0-119 Days Juvenile Not Detaine	0
8	Disposed 120-182 Day Juvenile Not Detaine	0
9	Disposed 183-210 Day Juvenile Not Detaine	0
10	Disposed +210 Days Juvenile Not Detaine	0
11	Pending 0-119 Days - Juvenile Not Detaine	0
12	Pending 120-182 Days Juvenile Not Detaine	0
13	Pending 183-210 Days Juvenile Not Detaine	0
14	Pending +210 Days - Juvenile Not Detaine	2

How to Run the Report:

Probate Court System (PCS): At the Nxt Tran line RPT JUV

Trial Court System (TCS): Enter "CLD" at the hop line(Next Act: __)