



Judicial Information Systems

District Court System Spring Software Release - 2006/1

Release Details

The Spring 2006 Software Release is scheduled to be available:

Help Desk Phone:
888-339-1547

Option 1:
DCS Help Desk
(Software questions)

Monday, April 24, 2006 – Online courts
Week of May 8, 2006 – Pilot courts
Week of May 30, 2006 – All other courts

Option 5:
Operations
(Printers, Hardware,
SOS/LEIN)

The release should take less than one hour to load, not including time for required back-up.

Software changes are noted in this announcement.

Help Desk Fax:
517-373-7451

IMPORTANT: Please forward or copy and distribute this announcement to all staff. We will not be providing a training session for the spring release. Please call or email if you have any questions or discover any problems with the release.

Administrative Updates

Help Desk E-mail:
dcshelpdesk
@courts.mi.gov

1. Z-Record changes

An effective date can now be set for WAN notice and 20% late fee. This feature was previously only available for FJD notice. These three fields are highlighted on the Z-Record screen, and the update window is available by pressing F4-Prompt with your cursor positioned on the field.

- WAN notice effective date is based on case offense date.
- FJD and 20% late fee dates are based on charge disposition date.

NOTE: After you **ENTER** the effective date in the update window you must press **ENTER** again to update the code. You will receive a message "CODE HAS BEEN UPDATED" at the bottom of the screen.

JIS Website:
www.courts.mi.gov/jis
(click on Court
Systems to find DCS
link)

Reminder:
As of January 1,
2006, Local
Diversion (DS47) is
no longer a valid
disposition, per
SCAO.

2. Changes to Traffic/Criminal Code file

- Code for Local Diversion (DS47) is no longer a valid disposition code.
- Six new warrant codes have been added:

WR32 - WARRANT ENTRY REQUESTED
WR33 - SYSIDNO (20:) GENERATED BY LEIN
WR34 - WARRANT REJECTED BY MSP, NOT ENTERED INTO LEIN
WR35 - WARRANT CANCELLATION REQUESTED
WR36 - WARRANT CANCELLATION ACCEPTED
WR37 - WARRANT CANCELLATION REJECTED BY LEIN

Use of these codes is described more fully on pages 8 and 9 of this Software Announcement.

3. New Option on Abstract & FAC/FCJ/FCPV Menu

An additional menu item (Display Media History File) has been added to the menu. Access for this option was granted to users who were authorized to use the Create Media function. Security can be changed using the Program/Menu Access Authority selection with the Administrative sign-on.

```
JIS 1500 State Court Administrative Office
Abstract & FAC/FCJ/FCPV Menu

Date
- Create Media
- Display Media History File ← New Menu Option!!
- Update Abstract Record
- Display Printer Outq
- Clear Abstract Production _____
- Clear FAC Production _____

Alp Num Date Range
- Abstract List _____ - _____
- Audit Review List _____ - _____
- Abstract Held List _____

- FAC List _____ - _____
- FAC Clearance List _____ - _____
- FAC Held List _____

F24-Previous Menu Help
```

Abstract & FAC/FCJ/FCPV Menu

At this time, there are two screens for the Media History File.

Examples of both screens are shown, and highlighted fields are described in the chart at the bottom of the page.

The screens may be combined into one screen in a future release.

FILES SENT TO JIS ABS/FAC						OSMSOUTH 5/03/06	
FILE TYPE	CREATED DATE	TIME	USERID	# RECORDS	SENT TO JIS DATE	TIME	
ABS	05/01/2006	11:22	KAREN	0000000006	05/01/2006	11:22	
FAC	04/21/2006	14:05	MARIE	0000000001	04/21/2006	14:05	
ABS	04/21/2006	14:05	MARIE	0000000008	04/21/2006	14:05	
ABS	04/21/2006	12:54	PEELU	0000000009	04/21/2006	12:54	
FAC	04/21/2006	12:54	PEELU	0000000013	04/21/2006	12:54	
ABS	04/21/2006	12:52	PEELU	0000000009	04/21/2006	12:52	
ABS	04/21/2006	12:47	PEELU	0000000009	04/21/2006	12:47	
FAC	04/21/2006	12:47	PEELU	0000000013	04/21/2006	12:47	
ABS	04/20/2006	10:23	MARIE	0000000001	04/20/2006	10:23	
ABS	04/20/2006	10:06	MARIE	0000000008	04/20/2006	10:06	
ABS	04/19/2006	08:33	MARIE	0000000150	04/19/2006	08:33	
FAC	04/19/2006	08:33	MARIE	0000000746	04/19/2006	08:34	
FAC	04/19/2006	08:29	MARIE	0000000044	04/19/2006	08:29	
ABS	04/19/2006	08:29	MARIE	0000000049	04/19/2006	08:29	
ABS	04/17/2006	15:35	LARRY	0000000001	04/17/2006	15:35	

More...

F24/F3=EXIT F11=NEXT VIEW ← Press F11 to view second screen.

Media History File - 1st screen

FILES SENT TO JIS ABS/FAC						OSMSOUTH 5/03/06	
FILE TYPE	CREATED DATE	TIME	USERID	NOT SENT TO JIS-DATA LOST DATE	TIME	USERID	COMMENTS
ABS	05/01/2006	11:22	KAREN				PROCESS COMPLETED
FAC	04/21/2006	14:05	MARIE				PROCESS COMPLETED
ABS	04/21/2006	14:05	MARIE				PROCESS COMPLETED
ABS	04/21/2006	12:54	PEELU				PROCESS COMPLETED
FAC	04/21/2006	12:54	PEELU				PROCESS COMPLETED
ABS	04/21/2006	12:52	PEELU				PROCESS COMPLETED
ABS	04/21/2006	12:47	PEELU				PROCESS COMPLETED
FAC	04/21/2006	12:47	PEELU				PROCESS COMPLETED
ABS	04/20/2006	10:23	MARIE				PROCESS COMPLETED
ABS	04/20/2006	10:06	MARIE				PROCESS COMPLETED
ABS	04/19/2006	08:33	MARIE				PROCESS COMPLETED
FAC	04/19/2006	08:33	MARIE				PROCESS COMPLETED
FAC	04/19/2006	08:29	MARIE				PROCESS COMPLETED
ABS	04/19/2006	08:29	MARIE				PROCESS COMPLETED
ABS	04/17/2006	15:35	LARRY				PROCESS COMPLETED

More...

F24/F3=EXIT F11=NEXT VIEW

Media History File - 2nd screen

DISPLAY MEDIA HISTORY FILE	
Column heading	Data contained in column
File Type (Both screens)	ABS = Abstracts FAC = FAC/FCJ/FCPV Suspensions
Created Date, Time and User ID (Both screens)	Date, time and user ID of person who performed the Create Media function.
# Records (First screen only)	Number of records sent to JIS.
Comments (Second screen only)	If records were successfully received by JIS, the message "Process Completed" will appear. If any other message appears, please contact JIS for further instructions.

4. Changes to Create Media Screen

The Create Media screen has been updated and simplified. The new screen is shown below.

State Court Administrative Office
Electronic Transfer to Department of State

Abstract _
FAC/FCJ _

NEW!!!
You can now request Abstracts and
FAC/FCJs at the same time, or you can
still request them separately.

F3/F24-Exit Enter-Transfer File(s)

New Create Media screen

Traffic/Criminal Updates

1. Changes to Case Entry (CAS) screen

- *CTN/TCN* has been separated into separate fields for *CTN* and *TCN*. If an entry had been made in the *CTN/TCN* field that was eleven characters long, that data was transferred to the *TCN* field. All other entries will appear in the *CTN* field.
- *CDL* field is now a required field when adding a case with an abstractable charge and an entry in the *DLN* field. Valid options are Y (yes), N (no) and U (unknown). Any entries that had previously been made in this field have been removed from the *CDL* field and added as a note in the text portion of the ROA.
- *Energy Speed* field was removed. The field still appears on the Disposition (DSP) screen if needed.
- Other fields have been moved to accommodate these changes. See screen examples on next page.

HELP!!

Do you see a field that doesn't look familiar? Wonder what to put in it? Maybe a new function key?

HELP is always just a click away!

For all screens that have Help listed on the bottom of the screen with the function keys, press Alt-F1 and a mini-manual is at your fingertips!

```

JIS Traffic / Criminal Case Entry Status
Court @ Case _____ Pty _____ Same Incident _____ Filing Date _____
Offense Date _____ Time _____ DLN _____ Sex _____ DOB _____
Name _____ Race _____ SID _____
Street _____ Apt _____ CTN/TCN _____
City _____ State _____ Zip _____ Phone _____
Charge _____ A/C/S _____ Case Type _____ X-Ref _____
Speed Charged/Allowed/Energy _____ / _____ / _____ Accident Type _____
Officer # _____ Agency _____ Venue _____ PIN _____
2nd Officer # _____ Agency _____ ROA _____ Label _____ Abstract _____ SOS-Inquiry _____

Ticket Information: Default Due Date is 10 Days from Offense Date
Court Date _____ Time _____ Nxt Judge _____ Set for _____ Atty _____ NTA _____
Vehicle Type _____ Plate Number/Year/State _____ / _____ / _____ CDL _____
Paper Plate _____ VIN _____ Vehicle Year _____ Vehicle Make _____
Judge of Record _____ Victim/Desc _____ CCW _____

Complaint Information:
Authorize Complaint Date _____ Prosecutor _____ Complaint/Iss Date _____
Judge _____ Warrant Issue Date _____

Additional Charges: #2 _____ #3 _____
#4 _____ #5 _____

NXT _____ CASE _____ PTY _____ COUNT _____ INQ _____ ST _____
F1-Clr F4-Prompt F6-Same Pty F24-Prev Help
  
```

Current Case Entry (CAS) screen

```

JIS 1500 Traffic / Criminal Case Entry Status
Court @ Case _____ Pty _____ Same Incident _____ Filing Date _____
Offense Date _____ Time _____ DOB _____ CDL _____ DLN _____
Name _____ Race _____ Sex _____
Street _____ Apt _____ Phone _____
City _____ State _____ Zip _____ CTN _____
Charge _____ A/C/S _____ Case Type _____ TCN _____
Speed Charged/Allowed _____ / _____ PIN _____ X-Ref _____
Officer # _____ Agency _____ Venue _____ SID _____
2nd Officer # _____ Agency _____ ROA _____ Label _____ Abstract _____ SOS-Inquiry _____

Ticket Information: Default Due Date is 10 Days from Offense Date
Court Date _____ Time _____ Nxt Judge _____ Set for _____ Atty _____ NTA _____
Vehicle Type _____ Plate Number/Year/State _____ / _____ / _____ Acc Type _____
Paper Plate _____ VIN _____ Vehicle Year _____ Vehicle Make _____
Judge of Record _____ Victim/Desc _____ CCW _____

Complaint Information:
Authorize Complaint Date _____ Prosecutor _____ Complaint/Iss Date _____
Judge _____ Warrant Issue Date _____

Additional Charges: #2 _____ #3 _____
#4 _____ #5 _____

NXT ■ CASE _____ PTY _____ COUNT _____ INQ _____ ST _____
F1-Clr F4-Prompt F6-Same Pty F24-Prev Help
  
```

New Case Entry (CAS) screen

Fields that have been added and/or moved are highlighted.

Reminder:

The MSP deadline of September, 2006 for electronically submitting judgments is rapidly approaching!

If you are not yet using the EJD screen to report your dispositions to CHR, please call our Ops Dept to get this feature ready to use!

3. New Field on Abstract Update (ABS) screen

- The CDL field appears to the left of the Crt CD (formerly Court Code) field, and will contain values **Y** (yes), **N** (no) or **U** (unknown), if those codes had been entered on the Case Entry (CAS) screen.
- The field will be blank for existing ABS records and for abstracts that generate where the case did not have a valid CDL entry on the CAS screen.
- When updating (F3-Update) an ABS record that did not have a CDL entry, **U** will be automatically inserted.

Court	1500	Abstract Update for SOS				4/17/06	12:28:53		
Sequence	Driver Lic	Use	Name			Birth			
CDL	Crt CD	ViolDate	Adjudicate	OffCd	Speed	Nature of Offense			
Veh	SI/BF	Rev	Susp	Rest	Orig Chg	Trial Judge	Court Finding	Ticket/Case	
Code		Work	Name and Location		Work Hours	Days Allowed			
1									
2									
CDL Sanct	Intrlck	Driving	Prb Com	Alc	Med	Sch	Plate#	Veh Yr	Veh Make
		To/From:					VIN		
Driver Address									
Court Name and Address									
Fine	Jail	Community	Service	Alcohol Program					
Veh Forf	Veh Immobilization:	Yes/No	Start Date	#Days					
Sentence Judge		Comment #1							
		Abstract Date							
Abstract Type	Production Date	Produced							
NXT	CASE	PTY	COUNT	INQ	ST				
Enter-Inq	F1-Clr	F3-Update	F4-Prompt	F7-Hold	F23-Delete	F24-Prev	Pg/Roll		

Abstract Update (ABS) screen
New CDL field is highlighted

4. Changes in Enter Warrant (EWR) process

- **When a warrant is sent to LEIN using the Enter Warrant (EWR) hop code and screen**, code WR32 [WARRANT ENTRY REQUESTED] will be automatically entered. The date and time of the request will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.
- **If the warrant is entered into LEIN**, code WR33 [SYSIDNO (20:) GENERATED BY LEIN] will be entered. The SYSIDNO will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen. It also will be stored, and if the warrant is cancelled using the EWR screen, the SYSIDNO will be automatically filled in on the screen. Also, code WR30 [WARRANT ENTERED INTO LEIN] will be entered, and the case will be placed in warrant status.
- **If the warrant entry is rejected by LEIN**, code WR34 [WARRANT REJECTED BY MSP, NOT ENTERED INTO LEIN] will be entered. The date and time of the rejection will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.
- **When a warrant cancellation is sent to LEIN using the Enter Warrant (EWR) hop code and screen**, code WR35 [WARRANT CANCELLATION REQUESTED] will be entered. The date and time of the request will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.
- **If the warrant cancellation is accepted by LEIN**, code WR36 [WARRANT CANCELLATION ACCEPTED] will be entered. Also, code WR31 [WARRANT CANCELED FROM LEIN] will be entered, and the case will be removed from warrant status.
- **If the warrant cancellation is rejected by LEIN**, code WR37 [WARRANT REJECTED BY MSP, NOT ENTERED INTO LEIN] will be entered. The date and time of the rejection will be recorded in the text portion of the ROA, and in the *Misc* field of the Action (ACT) screen.

See examples of ROA entries on following pages.

```

04/01/06
  1 ORIGINAL CHARGE          DWLS          BKD
    DUE DATE                 041106       BKD
04/20/06
  FILING DATE               040106       BKD
  WARRANT ENTRY REQUESTED   42006 1222P  BKD
  SYSIDNO (20:) GENERATED BY LEIN
  15398881                BKD
  WARRANT ENTERED INTO LEIN
  ***** END OF REGISTER OF ACTIONS

```

Date and time of warrant request

SYSIDNO generated by LEIN

WR30 entered; case placed in WARRANT status

ROA Entry
Warrant entered into LEIN

```

04/01/06
  1 ORIGINAL CHARGE          RECKLESS DRV BKD
    DUE DATE                 041106       BKD
04/20/06
  FILING DATE               040106       BKD
  WARRANT ENTRY REQUESTED   42006 1222P  BKD
  WARRANT REJECTED BY MSP, NOT ENTERED INTO LEIN
  42006 159P              BKD
  ***** END OF REGISTER OF ACTIONS

```

Date and time of warrant request

Date and time of LEIN response

ROA Entry
Warrant not entered into LEIN

```

04/21/06
  WARRANT ENTRY REQUESTED   42106 828A   DCS
  SYSIDNO (20:) GENERATED BY LEIN
  15333321                DCS
  WARRANT ENTERED INTO LEIN
  ***** END OF REGISTER OF ACTIONS
05/03/06
  WARRANT CANCELLATION REQUESTED
  50306 742A              DCS
  WARRANT CANCELLATION ACCEPTED
  50306 1251P            DCS
  WARRANT CANCELED FROM LEIN
  ***** END OF REGISTER OF ACTIONS

```

Date and time of warrant cancellation request

Date and time of LEIN response

WR31 entered; case removed from WARRANT status

ROA Entry
Warrant canceled from LEIN

```

11/06/01
  1 PETITION, AFFIDAVIT & BENCH WARRANT GENERATED
    SPD 6 OVER          KMG
  BENCH WARRANT ISSUED     SPD 6 OVER     KMG
05/03/06
  WARRANT CANCELLATION REQUESTED
  50306 1228P            PK
  WARRANT CANCELLATION REJECTED BY LEIN
  50306 1251P            PK
  ***** END OF REGISTER OF ACTIONS ***

```

Date and time of cancellation request

Date and time of LEIN response

ROA Entry
Warrant not canceled from LEIN

5. New Report: Warrant Entry/Cancellation List

A new report has been created which will list cases that were submitted for warrant entry and/or cancellation into LEIN using the EWR hop code and screen.

- The report is available from the second page of the T/C Reports Menu.
- It can be requested in either alphabetic or numeric order.
- A date range must be specified when requesting report.
- Report will be listed in output queue as WARRLIST.
- Columns are described in the chart below.

WARRANT ENTRY/CANCELLATION LIST	
Column heading	Data contained in column
Case No.	Case number.
Type	Case type.
Name	Defendant name.
DOB	Date of birth.
Request User	User ID for person who processed EWR request.
Warrant Type	Code for type of warrant entry used on line 14 [ENT] field on EWR screen. If a warrant cancellation was submitted, the code "CNCL" will be displayed.
Request Date and Time	Date and time the LEIN request was sent to MSP.
Response Date and Time	Date and time of MSP response.
SYSID/PNO	The SYSIDNO generated by LEIN. If the request was rejected and the warrant was not entered into LEIN or cancelled from LEIN, "REJECTED" will appear in the field.

Note: If you use pre-printed SCAO approved ROA forms (DC250 - Felony and DC251 - Misdemeanor), the TCN number will not print on the form. The forms have not yet been updated by SCAO to include a field for the TCN number.

6. Changes to ROA screen and 8x11 form

CTN/TCN combined field was separated. Vehicle Type field was moved to accommodate new TCN field. See examples below.

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT ORI123XYX PIN: 05-83927	REGISTER OF ACTIONS	CASE NO: 05-9920 D01 OT X-REFERENCE #: 05-380297 STATUS: PEND
STATE/COUNTY v		JUDGE OF RECORD: JEFFRIES, BRIAN C., P-36363 JUDGE: JEFFRIES, BRIAN C., P-36363
GERBER/SHANE/MICHAEL 4902 FOREST HILLS DR APT 231 LANSING MI 48912		CCW#: CCW4890 CTN: 330598765401 SID: 852963 ENTRY DATE: 09/20/05 OFFENSE DATE: 02/10/05 VEHICLE TYPE: PA
DEFENDANT TELEPHONE: (517) 121-3456		VPN: MI 603NDK 06
DOB: 04/10/1958 SEX: M RACE: W DLN: MI G616765603280		CDL: A
VEH YR: 2005 VEH MAKE: FORD VIN: 47P2WYU098CHP9S8D		PAPER PLATE: X

Current ROA screen and 8x11 form

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT ORI123XYX PIN: 05-83927	REGISTER OF ACTIONS	CASE NO: 05-9920 D01 OT X-REFERENCE #: 05-380297 STATUS: PROB
STATE/COUNTY v		JUDGE OF RECORD: JEFFRIES, BRIAN C., P-36363 JUDGE: JEFFRIES, BRIAN C., P-36363
GERBER/SHANE/MICHAEL 4902 FOREST HILLS DR APT 231 LANSING MI 48912		CCW#: CCW4890 CTN: 330598765401 TCN: 44526418501 SID: 852963 ENTRY DATE: 09/20/05 OFFENSE DATE: 02/10/05
DEFENDANT PHONE: (517) 121-3456	VEHICLE TYPE: PA	VPN: MI 603NDK 06
DOB: 04/10/1958 SEX: M RACE: W DLN: MI G616765603280		CDL: N
VEH YR: 2005 VEH MAKE: FORD VIN: 47P2WYU098CHP9S8D		PAPER PLATE: X

New ROA screen and 8x11 form
Highlighted fields have been added and/or moved

7. Changes to Report Generator

The combined CTN/TCN field has been changed to separate fields.

Note: CDL field will be added to Report Generator in a later release.

Valid selection options for both fields are:

P - Print and Select a given field

S - Select a given field, but do not print a column for that information

1-9 - Sort the data. This function does not change the order the columns will print, but does affect how the data is sorted.

X - Include cases on the report that have that data item

O - Include cases on the report where the field is blank

Wildcarding feature is available when using **P** and **S** options.

JIS 1500		REPORT GENERATION SELECTION		4/18/06 11:43:00	
<input type="checkbox"/> Disposition	_____ - _____	<input type="checkbox"/> Close Date	_____ - _____	<input type="checkbox"/> Probation Officer	_____
<input type="checkbox"/> Xreference	_____	<input type="checkbox"/> SID	_____	<input type="checkbox"/> Next Action	_____
<input type="checkbox"/> CTN	_____	<input type="checkbox"/> TCN	_____	<input type="checkbox"/> Next Date	_____
<input type="checkbox"/> Warrant Code	_____ - _____	<input type="checkbox"/> Next Judge	_____	<input type="checkbox"/> Non-Public	_____ Delayed
<input type="checkbox"/> Warrant Date	_____ - _____	<input type="checkbox"/> Deferred	_____	<input type="checkbox"/> Sentence Date	_____ - _____
<input type="checkbox"/> Recall Date	_____ - _____	<input type="checkbox"/> FAC Date	_____ - _____	<input type="checkbox"/> Rehab	_____ - _____
<input type="checkbox"/> Arraignment	_____ - _____	<input type="checkbox"/> Prob End Date	_____ - _____	<input type="checkbox"/> Probation Term	_____ - _____
<input type="checkbox"/> Sex	_____ Race	<input type="checkbox"/> Jail Term	_____ - _____	<input type="checkbox"/> Optional Jail Term	_____ - _____
<input type="checkbox"/> Disposed Date	_____ - _____	<input type="checkbox"/> Jail Location	_____	<input type="checkbox"/> Restitution	_____ - _____
<input type="checkbox"/> Disposed Code	_____ - _____	<input type="checkbox"/> Event Date	_____ - _____	<input type="checkbox"/> Event Code	_____
<input type="checkbox"/> Plea Date	_____ - _____	<input type="checkbox"/> Event Term	_____	<input type="checkbox"/> Event Clerk	_____
<input type="checkbox"/> Plea Code	_____ - _____	<input type="checkbox"/> Immob Start Date	_____ - _____	<input type="checkbox"/> Immob Days	_____ - _____
<input type="checkbox"/> Suspension	_____	<input type="checkbox"/> Paper Plate	_____ VIN	<input type="checkbox"/> Vehicle Make	_____
<input type="checkbox"/> Suspension Days	_____ - _____	<input type="checkbox"/> Community Service	_____ - _____	<input type="checkbox"/> Vehicle Year	_____
<input type="checkbox"/> Restriction Days	_____ - _____	<input type="checkbox"/> Service in Lieu	_____ - _____		
<input type="checkbox"/> Community Service	_____ - _____	<input type="checkbox"/> Event Date	_____ - _____		
<input type="checkbox"/> Service in Lieu	_____ - _____	<input type="checkbox"/> Event Term	_____		
<input type="checkbox"/> Event Date	_____ - _____				
<input type="checkbox"/> Event Term	_____				
<input type="checkbox"/> Immob Start Date	_____ - _____				
<input type="checkbox"/> Paper Plate	_____ VIN				
<input type="checkbox"/> F24-Previous Menu		<input type="checkbox"/> Page/Roll		<input type="checkbox"/> Help	

2nd screen of T/C Report Generator
Separate CTN and TCN options

8. **Form changes**

Changes were made to many forms based on the separation of the CTN/TCN fields.

- If the field name on the SCAO approved form is CTN/TCN and you have:
 - Both CTN and TCN numbers, the CTN will print
 - Only CTN number, the CTN will print
 - Only TCN number, the TCN will print
- If the field name on the SCAO approved form is CTN, only a CTN will print
- If the field name on the SCAO approved form is TCN, only a TCN will print

Forms with combined CTN/TCN field

YTA Assignment to Youthful Trainee Status (MC242)
JGS Judgment of Sentence (MC219)
VIO Motion, Affidavit and Summons Regarding Probation Violation (MC246)
ROF Motion and Order for Destruction of Fingerprints and Arrest Card (MC235)
DCG Motion and Order for Discharge from Probation (MC245)
NLP Motion/Order of Nolle Prosequi (MC263)
PRC Order for Pretrial Release Custody/Bond (MC240, 241)
ACQ Order of Acquittal/Dismissal or Remand (MC262)
ORD Order of Probation (DC243)
SAC Order on Application to Set Aside Conviction (MC228)
WAR Recall of Warrant/Order to Apprehend (MC220)
NPR Report of NonPayment of Restitution (MC258)

Forms with separate CTN & TCN fields

PBW Motion, Affidavit, and Bench Warrant (MC229)
OFB Order Revoking Release and Forfeiting Bond (MC218)*

*Note: The 8x11 form incorrectly has the field identified as CTN/TCN, and will be changed in a future release

Forms with CTN only

OFF Order for Fingerprints (MC233)
JBF Judgment after Bond Forfeiture (MC238)
WAM Warrant Misdemeanor (DC226-OSM-1)
WAN Warrant Notice (DC266-OSM-2)
ROAF Felony ROA (DC250) and Misdemeanor ROA (DC251)

Form updated to 1/06 version:

DCG Motion and Order for Discharge from Probation (MC245)
Changed wording of paragraph 2. Added citations to bottom of form.

Caseload Report

Reminder: As of April 6, 2006, Caseload Parts 1 and 2 only need to be reported to SCAO annually instead of quarterly.

Suggestions for preparing Delay in Criminal Proceedings Report due July 7, 2006:

1) Run Caseload Report and Case Age Report (Caseload Part 4) for date range 4/1/06 - 6/30/06.

2) Make any necessary corrections to cases appearing on Exception Lists.

3) Re-run Case Age Report for 4/1/06 - 6/30/06.

4) Use grids for each judge/attorney magistrate to determine number of cases to report on Delay in Criminal Proceedings Report.

- Case Age Report (Caseload Part 4) can now be requested with a begin and end date. The date range must be within the same calendar year. This report can be used to prepare the Delay in Criminal Proceedings Report.
- Case aged days will now be counted correctly for Lines 1a and 2a based on the following guidelines:
 - You must use POEX when updating preliminary examinations that were held.
 - You must use the Reduce/Amend field on the Disposition screen (DSP) when reducing or amending a charge from a felony to a misdemeanor.

Cash Updates

The Collections Report which will be required by SCAO beginning July 15, 2006 is a work in progress. A menu option has been added to the Cash Reports Menu, but the report is not available at this time.

JIS 1500		State Court Administrative Office Court Wide Cash Report Screen		
	Date Range	Terminal	Cash Code	
_ Cash Detail	41806	-	___	___
_ Adjustments	41806	-	___	___
_ Assessment Adjustments	41806	-	___	___
_ Cash/Case Un-Matched	41806	-	___	___
_ Closed - Balance Due	___	-	___	___
_ Monies by Venue	___	-	___	___
_ SOS Clearances	___	-	___	___
_ Crime Victims	___	-	___	___
_ Court Summary	___	-	___	___
_ State _ Local Transmittal	___	-	___	___
_ Code/Payer Audit	___	-	___	___
_ Collections				
_ Outstanding Receivables as of: _____				
Omit > 7 Yrs Old? _		Omit Closed? _	Aging Detail	___ - ___
_ Payment Distribution as of: _____			Offense Year	___
_ Uncollected Detail _				
F24-Previous Menu Page/Roll Help				

Cash Reports Menu
New Collections Report

Civil

Judge of Record

Per SCAO: Due to the fact that SC case types must be heard by an attorney magistrate or a judge, they must be assigned.

In the JIS 2006 Fall Release, the Civil Case Entry (CAS) screen will require a bar number in the *Judge* field when entering a SC case. You may want to evaluate your procedures now, and begin adding the bar number on the CAS screen, so that you will have fewer cases reporting as unassigned at the end of the year.

Please call Sandi Hartnell at 517.373.0122 or email her at hartnells@courts.mi.gov if you have questions about this new requirement.

Program Corrections

Traffic/Criminal/Probation Module

1. The probation officer will now continue to display in the Charge Section of the ROA if the charge had been deferred and is subsequently dismissed.
2. If a payment due date is removed from the Judgment of Sentence (JGS) screen, it will not print on the form.
3. The problem with the Report/Requests (RPT) screen showing duplicate records when pressing Page Up has been corrected.
4. The page overflow problem that occasionally occurred when printing the Civil Infraction Judgment form (CIJ) has been corrected.
5. It was discovered that when a charge was added after case initiation, the count number was not being correctly updated on the Register of Actions (ROA) and Status (STS) screen. This has been corrected.