



MICHIGAN SUPREME COURT
State Court Administrative Office
Judicial Information Systems
Michigan Hall of Justice • P.O. Box 30205 • Lansing, MI 48909

Michigan State Police & Secretary of State
Training on Abstracting and Criminal History Reporting
Tuesday, July 19, 2016
Holiday Inn, Marquette, Michigan
8:30 a.m. – 4:30 p.m.

INTRODUCTION

The Michigan State Police and Secretary of State are pleased to announce a one-day training/workshop on Abstracting & Criminal History Reporting. **NOTE:** If you are on the waitlist, you still need to register for the new session you wish to attend.

DESCRIPTION

The Michigan State Police and Secretary of State will provide training on topics, such as:

Michigan State Police		Secretary of State
Criminal History Overview		General Abstract Information
CHR Process Flow		Modes of Transmission
Review of Arrest Data Processing		Minor in Possession
Review of Charge Data Processing		Alcohol/Drugged Driving Violations
Review of Court Disposition Processing		Michigan Drunk Driving Audit
Matching Court Disposition to Arrests (submitting court data electronically)		Drug Violations
Review of Incomplete Records Training		Felony Convictions
Criminal History Overview		Exception Codes
Open Case iChat		Error Messages
iChat		Masking CDL Convictions
		Offense Code Index

These sessions have been offered separately in the past, but this collaboration will provide a more thorough look into some very important court processing.

PARTICIPANTS

All circuit, district, probate, and juvenile court personnel responsible for data entry of Abstracts & Criminal History Reports should attend. Please distribute this announcement to the appropriate personnel in your court. **Training is open to all courts in Michigan, so reserve your seat soon.**

SCHEDULE

Tuesday, July 19, 2016

8:30 – 9:00 a.m.

9:00 – Noon

Noon – 1:30 p.m.

1:30 – 4:30 p.m.

Marquette – Holiday Inn

Registration

Michigan State Police – Criminal History Reporting

Lunch

Secretary of State – Abstracting

REGISTRATION

We are pleased to offer online registration. Please click on the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **9DC95C**. Please use **Internet Explorer** as your browser when registering for this seminar.

CONFIRMATION

Applicants will receive an e-mail confirmation with specific seminar information. If you have not received confirmation by July 1, then please contact Londa Wilkes at (517) 373-4458 or WilkesL@courts.mi.gov.

LODGING AND MEALS

Coffee and water will be provided during the seminar. There will be an extended break around noon for participants to go out for lunch. Parking is free at this venue. All other incidentals, including meals, mileage, entertainment, phone calls, etc., are the responsibility of each individual or his/her funding unit. All lodging accommodations must be coordinated by your administrator.

If you require special accommodations during the training, please indicate your needs when registering & send me an email.

QUESTIONS

If you have any questions regarding registration, contact Londa Wilkes at (517) 373-4458 or WilkesL@courts.mi.gov.

REGISTRATION DEADLINE

June 30, 2016