

Michigan State Police & Secretary of State

Training on Abstracting & Criminal History Reporting

NEW DATES - June 8 & 9 at Gaylord Regional Office

and July 19 at Marquette – Holiday Inn

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. In order to ensure the greatest opportunity for participation in the seminar, we have added three additional dates. We are still working on an additional session in the fall in Region 2, Washtenaw County. **Seating is limited, so please register now.**

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

Wednesday, June 8, 2016

Gaylord – Regional Office

8:30 – 9:00 a.m.

Registration

9:00 – Noon

Secretary of State – Abstracting

Noon – 1:30 p.m.

Lunch

1:30 – 4:30 p.m.

Michigan State Police – Criminal History Reporting

SCHEDULE

Thursday, June 9, 2016	Gaylord – Regional Office
8:30 – 9:00 a.m.	Registration
9:00 – Noon	Michigan State Police – Criminal History Reporting
Noon – 1:30 p.m.	Lunch
1:30 – 4:30 p.m.	Secretary of State – Abstracting

SCHEDULE

Tuesday, July 19, 2016	Marquette – Holiday Inn
8:30 – 9:00 a.m.	Registration
9:00 – Noon	Michigan State Police – Criminal History Reporting
Noon – 1:30 p.m.	Lunch
1:30 – 4:30 p.m.	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 May 20, for the Gaylord sessions, then please contact Londa Wilkes at (517) 373-4458 or WilkesL@courts.mi.gov. Marquette participants should have confirmation by July 1.

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 e-mail.

QUESTIONS

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

REGISTRATION DEADLINES

May 19 for the June 8 & 9 Training in Gaylord
June 30 for the July 19 Training in Marquette