

Chapter 3: Case Management

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Accessing Case Management Screens

This section contains general instructions for accessing screens from the Circuit Case Management System menu and from the next transaction line.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the case management screens:

- Name
- Case Header
- Charge
- Party
- Action/Clerk
- Action/Court
- Case ROA Print
- Name (Partial)
- Name (Soundx)
- Abstract Update
- Calendar Print
- ADR
- Attorneys
- Cash
- Labels

Immediate Forms

This section contains general instructions for accessing screens from the immediate forms menu and from the next transaction line.

These sections contain an overview, detailed accessing instructions, and field definitions for each of the immediate forms screens:

- Judgment of Sentence/Jail
- Notice to Appear
- Acquittal/Dismissal/Remand
- Dismissal Non Service/ No Progress
- Dismissal
- Judgment of Sentence/Prison
- Notice of Intent to Dismiss
- Motion/Order of Nolle Prosequi
- Order
- Order to Show Cause
- Party Notification
- Youthful Trainee Status
- Hrg on PPO Violation
- Order for Vehicle Immobilization
- Bench Warrant
- Warrant Recall
- Bond
- Order Forfeiting Bond
- Satisfaction of Financial Obligation
- ADR Case Evaluation
- ADR Notice of Results
- ADR Notice to Appear
- Advice of Rights
- Hearing on Show Cause Viol PPO
- Right of Appellate Review
- Removal of Entry from LEIN
- Pretrial Release/Custody
- Order to Remit Prisoner Funds
- Order for Mediation
- Order for Fingerprints
- Order for DNA Sample
- Intent to Destroy Discovery
- Judgment after Bond Forfeiture
- Modify/Extend/Terminate PPO
- Order Delaying Sentence
- Order for Case Evaluation

ACCESSING CASE MANAGEMENT SCREENS

Overview

The circuit case management system is the "workhorse" of the CCS. It is the portion of the system used to record initial case information and daily court events, and to look up case summaries and other related information. All case management screens can be accessed from the circuit case management system menu; many of them can also be accessed from the next transaction line as well. Both methods are described below.

CIRCUIT CASE MANAGEMENT MENU Page 1 of 2

COUNTY 99 FINANCIAL LOCATION 01

CASE YEAR	NUMBER	TYPE	CHG/EVT	PARTY	ALT NO
<u>00</u>	_____	_____	_____	_____	_____
		NAME			
		JUDGE		DATE	
		_____		_____	
NAME	<u>F1</u>	(NAM)	ABSTRACT UPDATE (ABS)	CALENDAR	<u>F12</u> (CAL)
CASE HEADER	<u>F2</u>	(CAS)	CRIMINAL HISTORY (CHR)	CALENDAR (PRINT)	<u>F13</u> (CLP)
CHARGE	<u>F3</u>	(CHG)	SOS/LEIN MENU (SOS)	ALT DISPUTE RES	<u>F14</u> (ADR)
PARTY	<u>F4</u>	(PTY)		ATTORNEYS	<u>F15</u>
ACTION/CLERK	<u>F5</u>	(CLK)		CASH	<u>F16</u> (CSH)
ACTION/COURT	<u>F6</u>	(CRT)		LABELS	<u>F17</u> (LBL)
CASE ROA	<u>F7</u>	(ROA)		ADR CLERK	<u>F18</u> (ACK)
CASE ROA (PRINT)	<u>F8</u>	(PRT)		ADR ROA	<u>F19</u> (ASU)
CTN INQUIRY	<u>F9</u>	(CTN)		ADR ROA PRINT	<u>F20</u> (ASP)
NAME (SOUNDX)	<u>F10</u>			ADR CALENDAR	<u>F21</u> (ACL)
NAME (PARTIAL)	<u>F11</u>	(PAR)		DISPLAY RECEIPT	<u>F22</u> (D R)
				DISPLAY PRINT	<u>F23</u> (D P)
PAGE DOWN=PAGE 2				EXIT	<u>F24</u> (EXT)

Circuit Case Management Menu

The Circuit Case Management

Menu Page 1

The Circuit Case Management Menu appears whenever the CASE MANAGEMENT is selected from the Circuit Court Master Menu or exit one of the case management screens.

To access any of the case management screens, type the required data in the fields at the top of the menu and press the corresponding function key as listed on the menu. The following tables list the required fields and function keys.

SCREEN	ACTION	REQUIRED FIELDS	FUNCTION KEY	CODE
Name	add or update update alt.	CASE YEAR, NUMBER, TYPE,PTY CASE YEAR, NUMBER, TYPE,PTY, ALTERNATE NUMBER	F1	NAM
Case Header	add or update	CASE YEAR, NUMBER, TYPE	F2	CAS
Charge	add update	CASE YEAR CASE YEAR, NUMBER, CHG	F3	CHG
Party	add update	CASE YEAR, NUMBER CASE YEAR, NUMBER, PTY	F4	PTY
Clerk	add update	CASE YEAR, NUMBER CASE YEAR, NUMBER, EVT	F5	CLK
Court/Disposition	add update	CASE YEAR, NUMBER CASE YEAR, NUMBER, EVT	F6	CRT
Case ROA	inquiry only	CASE YEAR, NUMBER	F7	SUM
Case ROA (Print)	print only	CASE YEAR, NUMBER	F8	PRT
Name (Soundx)	inquiry only	NAME (last-sound-alike)	F10	none
Name (Partial)	inquiry only	NAME (last-partial)	F11	none
Abstract Update	add update	CASE YEAR, NUMBER, COUNT CASE YEAR, NUMBER, SEQ #	none none	ABS ABS
Calendar	add or update	JUDGE (judge/attorney#), DATE	F12	CAL
Calendar (Print)	print only	JUDGE (judge/attorney#), DATE	F13	CLP
ADR	add or update	CASE YEAR, NUMBER	F14	ADR
Attorneys	add update	None NAME (attorney's last-partial)	F15	none none
Cash (Court related)	add	CASE YEAR, NUMBER	F5	CLK
Cash (non-court related)	add	none	F16	CSH

SCREEN	ACTION	REQUIRED FIELDS	FUNCTION KEY	CODE
Labels	print only	none	F17	LBL
ADR Clerk	add or update	CASE YEAR, NUMBER CASE YEAR, NUMBER,EVT	F18	ACK
ADR ROA	inquiry only	CASE YEAR, NUMBER	F19	ASU
ADR ROA (Print)	print only	CASE YEAR, NUMBER	F20	ASP
ADR Calendar	inquiry only	none	F21	ACL

Required Fields for Accessing Case Management Screens

Field Definitions

CASE YEAR	Year the case was initiated.
NUMBER	Case number assigned to individual cases.
TYPE	Code designation for the case type. See Appendix B for a list of valid case types.
CHG/EVT	Sequential charge or event number assigned to the charge (charge screen) or event (clerk or court screens), by the computer.
PTY	Party description assigned to an individual on the party screen. See Appendix B for a list of party codes.
ALT NO	Alternate number assigned when adding additional alias or alternate names for a party. This number is displayed on the far right of the name inquiry display.
NAME	Last name of any party involved in the case (or an attorney to access attorneys screen).
JUDGE	P-Number of judge or attorney involved in circuit court activities.
DATE	Date requested for calendar information; format = MMDDYYYY.

Four of the case management screens -- charge, party, clerk, and court/disposition -- are accessed in two different ways, depending on the action being performed. To add new information to one of

these screens, type the CASE YEAR and NUMBER. To update existing information, you must also type the desired CHARGE, PARTY, or EVENT to update. The data maintained on these screens can also be viewed on the register of actions screen.

More details about accessing particular screens are presented in the sections of this chapter which discuss each screen.

F1=EXIT	F2=ADD	F8=NEXT ACTION	F14=PROMPT	HELP
NEXT _____	CASE# 06-	115 - FH	CHG/EVT _____	PTY _____
			JUDGE _____	DATE _____

Next Transaction Line - Case Management System

Next Transaction Line

The next transaction line can be used to access some of the case management screens from any other screen in the case management system. Those screens for which a code is listed in these tables can be accessed in this way; those with "none" cannot. The next transaction line used on all case management screens is illustrated above.

When a screen is displayed, the next transaction line displays information about the case currently being worked with. The current information can be updated by using the appropriate function key, access another screen for the same case, or change it to access a screen for another case.

To access a screen from the next transaction line, type the screen code in the NEXT field, type the other required information, and perform the associated update function based on the function key selected. The screen codes and required fields are listed in these tables.

The field definitions, rules, and exceptions presented for accessing case management screens from the case management menu also hold true for accessing screens from the next transaction line.

NAME SCREEN

Overview

The name screen is used to add or update information about parties involved in inactive case files or alternate names on active cases. An inactive case is a case in which no case header has been entered. This provides an option for entering all old cases to have a complete name index. These names will only be found on the name inquiry screen. No case header screen will exist for the case file. An active case is a case which has had a case header entered. Additional alternate names can be entered per party using this screen. **A party record must exist first.**

NAME							
CASE#	00	-	12345	-	DM		
TITLE	***		I N A C T I V E		***		
	ALT						
DESC	NUM	LAST NAME, FIRST NAME, MI, SFX				ALT TYPE	FILED
D	001	_____				_____	_____
		ARCHIVE#	_____	PUBLIC	_____		
F1=EXIT F2=ADD F14=PROMPT HELP NEXT _____ CASE# <u>00</u> - <u>12345</u> - <u>DM</u> CHG/EVT _____ PTY <u>D</u> <u>1</u> JUDGE _____ DT _____							

Sample Name Screen - Inactive Case

Accessing the Screen

The name screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in this chapter.

To Add a Name

To access the screen when a party is being added, enter the CASE#, CASE TYPE, and PARTY DESC, press **[F1]**. The name screen then appears, type name information and press **[F2]**.

To Update a Name Access the name screen to update name information, type the CASE #, CASE TYPE, PTY code (The PTY code is the descriptive code assigned when a party is added (see DESC field definition below) and the alternate number (if the name was an alternate name - see field definition below). Press **[F1]**. The name screen that appears identifies the requested party. To correct information, type new data over the old information and press **[F3]**.

To Delete a Name To delete a name press **[F4]**.

Field Definitions

The following fields on the name screen identify general information about the case and may not be changed:

CASE #	The case number, as entered on the menu.
FILED	Date the case was filed; format = MMDDYYYY.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) the case was reopened.
TITLE	Official title of the case.
DESC	Code consisting of a letter category code and a digit sequential number. The following examples indicate the code to use for the first party in each category. For each additional party in a category, increase the sequential number by one.
	<ul style="list-style-type: none"> P 001 =plaintiff D 001 =defendant CP 001 =counter plaintiff CD 001 =counter defendant XP 001 =cross plaintiff XD 001 =cross defendant TP 001 =third party plaintiff TD 001 =third party defendant B 001 =bondsman G 001 =garnishee defendant IP 001 =interested party IV 001 =intervening party R 001 =restitution party
ALT NUM	Sequential number assigned by the computer to a party (1-999) when an alternate name is entered. Name inquiry far right column displays this number if not zero. The first alternate name entered will be assigned 1. As alternate names are entered for a selected

party code, this number is automatically incremented by the computer.

NAME The name of the party being referenced; format = LAST NAME, FIRST NAME, MIDDLE INITIAL, SUFFIX (JR, SR, II, III, IV, V)

NOTE: A company name must be followed by two commas.

+ALT TYPE Code indicating the type of alias or alternate name used by the party. See Code Table 6 in the Appendix for a list of codes. This field is promptable and activated by **[F14]**.

FILED Date party was added to case.

ARCHIVE# Location identification number for case.

PUBLIC Indicates whether case information may be made public:
S =suppressed
E =expunged
blank =public

CASE HEADER SCREENS

Overview

There are two versions of the case header screen, one for criminal cases and another for civil cases, which includes domestic and appeal cases. Completing the case header screen is the first step in recording case information. Thereafter, the case header screen is used for updating general case information. Each case is entered at the time of initiation and becomes a permanent entry in circuit court records. The information entered on the case header screen can be viewed on the register of actions screen.

Accessing the Screen

The case header screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in this chapter.

When accessing the case header screen for a new case; enter the CASE YEAR, CASE NUMBER, and TYPE. If the type is criminal, the criminal case header screen appears. If any other CASE TYPE is entered, the civil case header screen appears. Case TYPE codes are listed in Appendix B.

- | | |
|-------------------------------|--|
| To Add a Header | Type information for a civil or criminal case and press [F2] . |
| To Modify a Header | Type new data over the old information and press [F3] . |
| To Delete Header | To delete the entire case press [F4] . A message to confirm will be displayed. Press [ENTER] to confirm or [F1] to cancel request. |
| To Change Case Number or Type | Press [F10] . The Case Number/Type Transfer window will display. Type the new case number OR the case type in the appropriate field and press [F3] to modify. If changing both the case number and case type, it must be done in two steps. |

NOTE: A civil case cannot be changed to a criminal case type. A criminal case cannot be changed to a civil case type.

```

CASE -CRIMINAL
CASE# 00 -      - FH  STATUS 0  JUDGE █  FILED      ADJ DATE
                                PUBLIC  _      REOPENED
DEF NAME _____ SSNO _____ CASELOAD OMIT _
ARREST _____ ALIAS _____
ADDRESS _____ ADDR2 _____
CITY _____ ST _ ZIP _____ PROSECUTOR 14510
ATTORNEY _____ TYPE _ SEX _ DOB _____ RACE _ ARCHIVE# _____

INCAR DT _____ DC ARR _____ PRELIM DT _____ TYPE _____ PRISON CASE _
LOWER CT _____ CTY _ CASE _____ DLN _____ ST _ PAPER PLATE _
CTN _____ TCN _____ SID _____ NCIC _____ PIN _____
BOND#: 1  SET AMT: _____ TYPE: _____ +

HABITUAL _____ SOS _____
NUM ORIGINAL CHARGE A/S/C T OFF/DT DESCRIPTION/COMMENT
1 _____ - _____ NOTICE _____
2 _____ - _____ NOTICE _____ +

F1=EXIT      F2=ADD      F14=PROMPT      HELP
NEXT _____ CASE# 00 - _____ - FH CHG/EVT _____ PTY _ JUDGE _____ DT _____
    
```

Sample Criminal Case Header Screen

Field Definitions

The following fields appear on the criminal case header screen.

- W** If a bench warrant is issued on a case a **W** will appear on the top line of this screen.
- STATUS** The case status is a display only field which is updated from the clerk screen. Categories are as follows:
 - O =Open
 - C =Closed
 - M =ADR
 - D =Deferred
- +*JUDGE** The P-Number of the presiding judge, from the Attorney Bar File (e.g., 12345). When the judge of record is changed an entry is made to the register of actions indicating reassignment. All calendar entries are moved to the newly assigned judge of record. Entries not able to be moved for reason of calendar conflict will remain on the original judge of record's calendar.
- *FILED** Date the case was filed (today or earlier).
- ADJ DT** Date (if any) when case is adjudicated, format = MMDDYYYY,

PUBLIC	updated from the court/disposition screen. Indicates whether case information may be made public: S =Suppressed E =Expunged blank =public
REOPENED	This is a display only field and is updated from the clerk screen.
*DEFENDANT	Defendant's name; format = LAST NAME, FIRST NAME, MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V). <u>At least two commas must be typed</u> , even if the first name and/or middle name is omitted. If suffix is used, three commas must be typed. Example: JONES,JAMES,JOHN,JR. If the defendant has a hyphenated last name, enter it with the hyphen. Example: JONES-SMITH,JAMIE,JO
NOTE:	A company name must be followed by two commas.
ARREST NAME	Defendant's name at arrest; format = LAST NAME,FIRST NAME,MIDDLE NAME,SUFFIX (JR, SR, II, III, IV, V). Used for CHR. If the defendant has a hyphenated last name, remove the hyphen from between the two names in this field only.
ALIAS	Defendant's alias; format = LAST NAME,FIRST NAME, MIDDLE NAME, SUFFIX (JR, SR, II, III, IV, V).
ADDRESS	Defendant's street address.
ADDR2	Second Address line to allow for P.O. Box, Inmate Number, name of building, etc.
CITY	City where defendant resides.
ST	State where defendant resides.
ZIP-PREFIX, ZIP SUFFIX	ZIP prefix and suffix code for city.
PROSECUTOR	Prosecuting attorney's P-number assigned to the case.
+ATTORNEY	Defending attorney's P-number from the bar file. If modified, calendars are updated, when possible.
ATTORNEY TYPE	Defending attorney's status: R =Retained A =Appointed
SEX	Sex of the defendant: M =Male

	F =Female U =Unknown
DOB	Defendant's date of birth; format = MMDDYYYY.
RACE	Code indicating the defendant's race.
ARCHIVE #	Location identification number for case.
INCAR DT	Date of the defendant's incarceration; format = MMDDYYYY.
DC ARR	Date of arraignment in district court; format = MMDDYYYY.
PRLM DT	Date of preliminary examination in district court; format = MMDDYYYY.
TYPE	Indicates whether preliminary examination was held: WAV = Waived HLD = Held
PRISON CASE	Denotes whether defendant is in prison Y = Yes N = No
LOWER CT	Number of the district court which bound over the case.
COUNTY	Number for the county of the district court which handled the preliminaries.
CASE#	District court case number for the case.
DLN	Defendant's driver's license number.
ST	State which issued defendant's driver's license.
CTN	12 digit Criminal tracking number.
SID	State identification number.
NCIC	Federal identification number.
PIN	Police Incident Number.
PAPER PLATE	Valid values are Y, N, V, or blank. Indicate Y if a paper plate was issued to the defendant because the defendant is a repeat offender. Indicate V if vehicle information must be entered even though a paper plate was not issued. If Y or V is entered, the vehicle plate number, vehicle year, vehicle make, and Vehicle

Identification Number (VIN) is required and a Vehicle Information window will appear to capture this information. In addition, the Drivers License Number (DLN) and state are also required.

Enter **N** or leave blank if a paper plate was not issued to the defendant.

```

CASE -CRIMINAL
CASE# 01 - 1235 - FH STATUS 0 JUDGE 10571 FILED 1012001 ADJ DATE
PUBLIC _ REOPENED
DEF NAME JONES,DWAYNE,EARL SSNO CASELOAD OMIT _
ARREST JONES,DWAYNE,EARL ALIAS
ADDRESS 123 SOMERSET DR ADDR2
CITY ANYWHERE ST MI ZIP 48887 PROSECUTOR 14510
ATTORNEY 52635 TYPE A SEX M DOB 12051970 RACE ARCHIVE#

INCAR DT 12202000 DC ARR 122
LOWER CT CTY CASE
CTN TCN
BOND#: 1 SET AMT: 5,0

HABITUAL
NUM ORIGINAL CHARGE
1 257 . 7326
2

01-001235 Vehicle Information ADD
Plate: Year: Make:
VIN:
F3=Exit Enter=Continue F14=Prompt HELP

NOTICE

F1=EXIT F2=ADD F14=PROMPT HELP
NEXT CASE# 01 - 1235 - FH CHG/EVT PTY JUDGE DT
    
```

Sample Vehicle Information Window

BOND# 1 - 10 Number of bond set. Up to 10 bonds can be set on a case. Bond # 1 will be the first to display. Enter the set amount and type of the bond

- CSH =cash
- TEN =10% of amount
- PER =personal recognizance
- CS% =cash/surety/10%
- SUR = Surety
- NOB = Held without Bond

If there are additional bonds ordered, press the PAGE DOWN key for the next bond number. There are display only fields next to the bond type fields, they are receipt number and bond posted. These fields will be blank when the case is initiated or a "Y" or "N" may be displayed in the bond posted field.

- HAB State charge code for habitual offenders (obtained from PACC Warrant File, prefix is always 769.).
- SOS SOS reportable charges. The DLN will print on the judgment of sentence when this field is completed.

To Modify a Case Number
OR Case Type

To access the Case Number/Type Transfer screen when changing a case number or case type, press the **F10** function key. The Case Number/Type Transfer screen appears and displays the current case number and type. To change the case number or type, enter the correct information in the new case fields and press the **F3** function key. To change BOTH the case number and type, the user must change them individually. The case type must be active.

```

CASE -CRIMINAL
CASE# 01 - 1235 - FH STATUS 0 JUDGE 10571 FILED 1012001 ADJ DATE
PUBLIC REOPENED
DEF NAME JONES, DWAYNE, EARL SSNO CASELOAD OMIT _
ARREST JONES, DWAYNE, EARL ALIAS
ADDRESS 123 SOMERSET DR ADDR2
CITY ANYWHERE ST MI ZIP 48887 PROSECUTOR 14510
ATTORNEY VE#
INCAR DT PRISON CASE _
LOWER CT PAPER PLATE _
CTN 9901 NEW CASE: 01 - 001235 - FH PIN _
BOND#: +
HABITUAL
F1=Exit F3=Modify
F1=EXIT F3=MODIFY F4=DELETE F10=MODIFY CASE/TYPE F14=PROMPT HELP
NEXT CASE# 01 - 1235 - FH CHG/EVT PTY JUDGE DT
    
```

Sample Case Number/Type Transfer Screen

The following fields appear on add transactions only:

- +ORIGINAL CHARGE State charge code for original charge (obtained from PACC Warrant File). To enter more than two charges when adding the case, use the Roll/Page keys to provide more charge lines.
- ORIGINAL CHARGE TYP (S)ollicit, (A)ttempt, (C)onspire.

ORIGINAL CHARGE TRF	(T)raffic. When using this field, it will print the driver's license number on the judgment of sentence when generated.
OFF/DT	Date of specified offense, commonly known as the on or about date; format = MMDDYYYY.
DESCRIPTION OR COMMENT	Optional field to enter a more detailed comment about the charge.
+NOTICE	State charge code for offense notices (obtained from PACC Warrant File).

Civil Case Header Screen

If a **civil CASE TYPE code** is entered along with the CASE YEAR and CASE NUMBER, the civil case header screen is accessed.

```

CASE -CIVIL
CASE# 01 - 5555 - CZ STATUS 0 JUDGE _____ FILED _____ ADJ DATE
PUBLIC _ REOPENED
PLAINTIFF _____ CASELOAD OMIT _
ALT NAME _____ TYPE ____
ADDRESS _____
ADDR 2 _____
CITY _____ ST ____ ZIP _____
ATTORNEY _____ SSNO _____ DLN _____ ST ____

DEFENDANT _____
ALT NAME _____ TYPE ____
ADDRESS _____
ADDR 2 _____
CITY _____ ST ____ ZIP _____
ATTORNEY _____ TYPE _ SSNO _____ DLN _____ ST ____ ARCHIVE# _____

PRISON CASE _ CTN _____ TCN _____ OCA _____
BOND#: 1 SET AMT: _____ TYPE: _____ +

F1=EXIT F2=ADD F14=PROMPT HELP
NEXT ____ CASE# 01 - 5555 - CZ CHG/EVT ____ PTY ____ JUDGE _____ DT _____

```

Sample Civil Case Header screen

Field Definitions

The following is a list of field definitions for the civil case header screen.

- W** If a bench warrant is issued on a case a **W** will appear on the top line of this screen.
- STATUS** The case status is a display only field which is updated from the clerk screen. Categories are as follows:
- O =Open
 - C =Closed
 - M = ADR
 - D =Deferred
- +*JUDGE** The P-Number of the presiding judge (from the system file). When judge is changed, an entry to the register of actions is made indicating re-assignment. All calendar entries are moved to the newly assigned judge of record. Entries not able to be moved for reason of calendar conflict will remain on the original judge of record's calendar.

*FILED	Date filed date; format = MMDDYYYY.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY, updated from the court/disposition screen.
PUBLIC	Indicates whether case information may be made public: S = Suppressed E = Expunged blank = Public
REOPENED	Display only, updated from the clerk screen.
*PLAINTIFF	Plaintiff's name; format = LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX (JR, SR, II, III, IV, V). At least two commas must be used, even if the first name and/or middle name is omitted. If suffix is used, three commas must be typed.
NOTE:	A company name must be followed by two commas.
ARCHIVE #	Location identification number for case.
ALT NAME	Plaintiff's alternate name; format = LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX (JR, SR, II, III, IV, V).
NOTE:	A company name must be followed by two commas.
+TYPE	Required code indicating the type of alternate name used by plaintiff (e.g. AKA = also known as, DBA = doing business as). See Code Table 6 in the Appendix for a complete list of alias codes.
ADDRESS	Plaintiff's street address.
ADDR2	Second Address line to allow for P.O. Box, name of building, etc.
CITY	City where plaintiff resides.
ST	State where plaintiff resides.
ZIP-PREFIX	ZIP prefix code for city.
ZIP-SUFFIX	ZIP suffix code for city.
+ATTORNEY	Plaintiff's attorney's P-Number (from the Attorney Bar File). If modified, calendars are updated when possible.
SSNO	Plaintiff's social security number.
DLN	Plaintiff's driver's license number.

ST	State which issued plaintiff's driver's license.
*DEFENDANT	Defendant's name; format = LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX (JR, SR, II, III, IV, V). At least two commas must be used, even if the first name and/or middle name is omitted. If a suffix is used, three commas must be typed.
NOTE:	A company name must be followed by two commas.
ALT NAME	Any alternate name used by defendant; format = LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX (JR, SR, II, III, IV, V).
NOTE:	A company name must be followed by two commas.
+TYPE	Required code indicating the type of alternate name used by the defendant (e.g., AKA = also known as, DBA = doing business as). See Code Table 6 in the Appendix for a complete list of alias codes.
ADDRESS	Defendant's street address.
CITY	City where defendant resides.
ST	State where defendant resides.
ZIP-PREFIX	Prefix Zip code for city.
ZIP-SUFFIX	Suffix Zip code for city.
+ATTORNEY	Defendant's attorney P-Number (from the Attorney Bar File).
TYPE	Defendant's attorney status: R =Retained A =Appointed
SSNO	Defendant's social security number.
DLN	Defendant's driver's license number.
ST	State which issued defendant's driver's license.
PRISON CASE	Denotes whether case was initiated from prison. Y = Yes N = No
CTN	Criminal Tracking Number. The CTN is a 13 digit number and should be entered without hyphens or spaces. The first 2 digits represent the county number. Digits 3 and 4 represent the year.

Digits 5 through 11 represent the prosecutor's case number and the last two digits always end in 01.

BOND#1 - 10

Number of civil bond set. Up to 10 bonds can be set on a case. Bond # 1 will be the first to display. Enter the amount and type of the bond.

CSH =Cash

TEN =10% of Amount

PER =Personal Recognizance

CS% =Cash/Surety/10%

SUR = Surety

NOB = Held without bond

If there are additional bonds ordered, place the cursor in the bond # field and press the PAGE DOWN key for the next bond number. There are display only fields next to the bond type fields, they are receipt number and bond posted. These fields will be blank when the case is initiated or a "Y" or "N" may be displayed in the bond posted field.

**To Modify a Case Number
OR Case Type**

To access the Case Number/Type Transfer screen when changing a case number or case type, press the **F10** function key.

The Case Number/Type Transfer screen appears and displays the current case number and type. To change the case number or type, enter the correct information in the new case fields and press the **F3** function key. To change BOTH the case number and type, the user must change them individually. The case type must be active.

(see above sample 'Case Number/Type Transfer' screen)

CHARGE SCREEN

Overview

The charge screen is used to record or update charges in a criminal case. If charges need to be added at a later date or update a charge to a lesser offense, the charge screen should be used. Charges are entered in the PACC warrant format along with an optional offense date and additional descriptions or comments. All numerical codes for charges are listed in the PACC code files. The system automatically assigns the count number associated with the charge.

A charge may not be updated if an error was made in initial data entry. A charge may also be updated if the charge has been changed to a lesser offense as a result of a court action. When a charge is updated to a lesser offense, leave the original charge unchanged and enter the lesser charge in the appropriate field.

```

CHARGE
CASE# 09 - 128 - FH BEACH OPEN FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH. VS KINGSFORD, ROCKY, B REOPENED 32510

NUM ORIGINAL CHARGE A/S/C T LESSER CHARGE A/S/C T OFF/DT
  1 . _____ : _____ : _____ : _____ : _____ : _____
                                NOTICE _____ : _____ : _____ : _____
                                DESC / COMMENT _____ : _____ : _____ : _____
  . . . . .
                                NOTICE _____ : _____ : _____ : _____
                                DESC / CMMNT _____ : _____ : _____ : _____
  . . . . .
                                NOTICE _____ : _____ : _____ : _____
                                DESC / CMMNT _____ : _____ : _____ : _____
  . . . . .
                                NOTICE _____ : _____ : _____ : _____
                                DESC / CMMNT _____ : _____ : _____ : _____

F1=EXIT F2=ADD F14=PROMPT HELP
NEXT ___ CASE# 09 - 128 - FH CHG/EVT ___ PTY ___ JUDGE ___ DT ___
    
```

Sample Charge screen

Accessing the Screen

The charge screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described this chapter.

To Add a Charge To access the charge screen to add a charge, enter the CASE# and press **[F3]**. The Charge screen that appears identifies the case but does not list any charges. Type information for up to four charges and press **[F2]**.

To Update a Charge To access the charge screen to update, a charge on the next transaction line enter CHG, CASE # and the CHG number to be updated. The CHG number is not the PACC charge number, but a sequential charge number (1-98) for this case, assigned by the system when the charge was added. The Charge screen that appears identifies the case and lists information about the specified charge. To update the charge, type new information over the old information and press **[F3]**. To update the charge to a lesser offense, leave the original charge unchanged, type the lesser charge in the LESSER CHG field, and press **[F3]**.

Field Definitions

The following fields on the Charge screen identify general information about the case and may not be changed:

CASE#	The case number, as entered on the menu.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was filed; format = MMDDYYYY.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
TITLE	Official title of the criminal case (e.g., "People of Michigan vs. Jones, James, J").
REOPENED	Date (if any) this case was reopened.

Data Entry Fields

The following fields are used for entering information for up to four charges.

CHG NUM	System assigned number (no entry).
+ORIGINAL CHARGE	Code number for the original charge, based on data contained in the PACC file; required when adding a new charge.
ORIGINAL CHARGE TYP	(S)ollicit, (A)ttempt, (C)onspire.
ORIGINAL CHARGE TRF	(T)raffic. When using this field, the drivers license number will print on the judgment of sentence when generated.
+LESSER CHARGE	Code number for updating an original charge to a lesser charge.
LESSER CHARGE TYP	(S)ollicit, (A)ttempt, (C)onspire.
LESSER CHARGE TRF	(T)raffic. When using this field, the drivers license number will print on the judgment of sentence when generated.
OFF/DT	The date of the offense for the charge.
+NOTICE	State charge code for offense notices (obtained from PACC Warrant File).
DESCRIPTION OR COMMENT	If blank, the description will be obtained from the PACC File. If there is a comment, the description and comment will be displayed on the register of actions screen.

PARTY SCREEN

Overview

The party screen is used to add or update information about parties. The party screen also serves as a convenient reference for SER/ANS data and LAST and NEXT DATE information.

When originally setting up a civil case on the case header screen, the primary plaintiff and defendant are entered. If additional parties need to be entered, use the party screen. Information entered on the party screen becomes a part of the case record and can be viewed on the register of actions screen.

PARTY		CASE# 09 - 101 - DC BEACH		OPEN	FILED 010109	ADJ DATE
TITLE BEACH, SANDY,		VS JONES, DARWIN,				REOPENED
DESC	NAME			FILED		SER/ANS
ALT NAME				TYPE		LAST
ADDRESS				ADDR2		NEXT
CITY		ST	ZIP			
ATTORNEY	SSNO	RESTITUTION	OWED			RECD
ALT NAME				TYPE		
ADDRESS				ADDR2		
CITY		ST	ZIP			
ATTORNEY	SSNO	RESTITUTION	OWED			RECD
ALT NAME				TYPE		
ADDRESS				ADDR2		
CITY		ST	ZIP			
ATTORNEY	SSNO	RESTITUTION	OWED			RECD
F1=EXIT	F2=ADD	F14=PROMPT		HELP		
NEXT	CASE# 09 - 101 - DC	CHG/EVT	PTY	JUDGE	DT	

Sample Party screen

Accessing the Screen

The party screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described in this chapter.

To Add a Party

To access the party screen to add a party, enter PTY and the CASE# on the next transaction line. The party screen that appears identifies the case but does not list any parties. Type information for up to three parties and press **[F2]**.

To Update a Party

To access the party screen when updating party information, on the next transaction line enter PTY, the CASE # and the party code (The PTY code is the descriptive code assigned when the

party was added - see DESC field definition below). The party screen that appears identifies the case and lists the specified party. To correct information, type new data over the old information and press **[F3]**.

To Delete a Party

To access the party screen when deleting a party, on the next transaction line enter PTY, the CASE # and the party code (The PTY code is the descriptive code assigned when the party was added - see DESC field definition below) The party screen that appears identifies the case and lists the specified party. To delete a party press **[F4]** A message will display to confirm the delete. Press **[ENTER]** to delete or **F1** to exit. Primary plaintiffs and defendants may not be deleted. Parties with outstanding restitution may not be deleted.

Field Definitions

The following fields on the party screen identify general information about the case and may not be changed.

CASE#	The case number, as entered on the menu.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was filed; format = MMDDYYYY.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
TITLE	Official title of the case.
REOPENED	Date (if any) that the case was reopened.

Data Entry Fields

The following fields are used for entering information for up to three parties.

DESC	Code, consisting of a letter category code and a digit sequential number. The following examples indicate the code to use for the first party in each category. For each additional party in a category, increase the sequential number by one. P 001=Plaintiff D 001=Defendant CP 001=Counter plaintiff CD 001=Counter defendant XP 001=Cross plaintiff XD 001=Cross defendant
------	---

TP 001=Third party plaintiff
 TD 001=Third party defendant
 B 001=Bondsman
 G 001=Garnishee defendant
 IP 001=Interested party
 IV 001=Intervening party
 R 001=Restitution party

NAME The name of the party being added to the case record; format = LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX (JR, SR, II, III, IV, V). At least two commas must be entered, even if the first name and/or middle name is omitted. If Suffix is used, three commas must be typed.

NOTE: A company name must be followed by two commas.

FILED Date of party's official filing date (or action by a bondsman).

ALT NAME Any alternate or alias name used by party being added; format = LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX (JR, SR, II, III, IV, V).

NOTE: A company name must have a comma following the name. Otherwise, commas are not required.

+TYPE Code indicating the type of alias or alternate name used by party. See Code Table 6 in the Appendix for a list of codes. (Required if alias is used.)

ADDRESS Party's street address.

ADDR2 Second address line allows for P.O. Box, name of building, etc.

CITY City where party resides.

ST State where party resides.

ZIP-PREFIX Prefix Zip code for city.

ZIP-SUFFIX Suffix Zip code for city.

+ATTORNEY State of Michigan bar number of the party's attorney.

SSNO Party's social security number.

RESTITUTION OWED Amount of restitution ordered to be paid to a restitution party. This is not checked for verification.

The party must be a restitution party when using this field. The party screen has fields for entering up to three additional parties to a given case. If more parties need to be entered, simply access an additional party screen using the established case number and continue to add party information.

Display Only

The following fields display information that was entered on the court or clerk screen and may not be changed.

SER/ANS	Date and three-letter code for either service or answer.
LAST	Date and three-letter code of the last action involving the party. Event codes are listed in code tables in the Appendix.
NEXT	Date and three-letter code of the next action involving the party.
RESTITUTION RECD	Amount paid to the restitution party as entered through the clerk screen using the party designation and "RSD" event code.

CLERK SCREEN

Overview

The clerk screen is used to record events initiated or recorded by the clerk's office for either a criminal or civil case. The screen is also used to add relevant comments about clerk events and to receive cash associated with a case, i.e. summons and complaint filing fees, bonds posted, etc. These events include such activities as the issuance of a summons, notifications of trial and pretrial activities, payment of fines, etc. These should be distinguished from court events, which are actions and events that are performed in court and are recorded on the court/disposition screen.

When a case is originally entered into the circuit court system on the case header screen, all known information should be included. All subsequent events in the clerk's office are recorded on the clerk screen. All events recorded on this screen can be reviewed on the register of actions screen.

CLERK											
CASE#	09	-	101	-	DC BEACH	OPEN	FILED	010109	ADJ DATE		
TITLE	BEACH, SANDY,				VS JONES, DARWIN,				REOPENED		
	ZACK				PRO PER						
NEXT ACTION											
NUM	DATE	CHG/PARTY	EVT	ATTNY	DATE	TIME	A/P	TYPE	JUDGE	CTRM	
7	3252010									CC01	
	AMOUNT	BOND#	RECEIPT		COMMENT						
	COMMENT										
					BALANCE DUE						
					Victim Rights:						
					Restitution:						
					Costs:						
					Fines:						
					Atty Fees:						
					State min. costs:						
					Other:						
					TOTAL:						
F1=EXIT	F2=ADD	F8=NEXT ACTION	F14=PROMPT	HELP							
NEXT	CLK	CASE#	09	-	101	-	DC	CHG/EVT	PTY	JUDGE	DT

Sample Clerk Screen

Accessing the Screen

The clerk screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, using the procedures described this chapter.

To Add an Event

To access the clerk screen when adding an event or comment, enter CLK and the CASE# on the next transaction line. The clerk

screen that appears identifies the case but does not list any previous events or comments. Type information for the event in the appropriate fields and press **[F2]**. The added event or comment becomes a part of the case record.

To Update an Event	To access the clerk screen when updating an event or comment, enter CLK, the CASE# and the EVT number on the next transaction line. (This is a sequential event number for the case assigned by the system when the event was entered, to find this EVT number review the register of actions screen.) The clerk screen that appears identifies the case and lists information about the specified event or comment. To update the recorded data, type the new information over the old and press [F3] .
To Delete an Event	To access the clerk screen when deleting an event or comment, enter CLK, the CASE# and the EVT number on the next transaction line. (This is a sequential event number for the case assigned by the system the event was entered, to find this EVT number review the register of actions screen.) The clerk screen that appears identifies the case and lists information about the specified event or comment. To delete an event, press [F4] after verifying the event and function being done.

****NOTE: Do not delete receipting events. This won't delete the actual receipt or any financial updates, this only deletes the event from the Register of Actions.**

Field Definitions

The following fields on the clerk screen identify general information about the case and may not be changed:

W	If a bench warrant is issued on a case a W will appear on the top line of this screen.
CASE#	The case number, as entered in the system.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.

TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title).
COD	COD will display if co-defendants exist for case if criminal or a civil case consolidated with another civil case. Display the register of actions to get co-defendant case numbers.
NUM	System-generated sequential number for an event. The sequential numbering system applies to both clerk and court events.

Data Entry Fields

The following fields are used for entering information about clerk events.

*DATE	The date of the clerk event; format = MMDDYYYY. On first access of the clerk screen, today's date will be displayed. Change the date as necessary. *Note: Thereafter, the last date keyed will be displayed.
+CHG/PTY	Identification of the charge or party involved in the event being recorded.
+*EVENT NOTE:	Code for the event entered (from Code Table 1, Appendix A). Either EVENT or COMMENT is required for clerk screen action.
+ATTNY NOTE:	The P-number of the attorney filing an appearance (APP) or answer (ANS). ATTNY must be keyed with a PTY designation and an EVT code. The attorney will be re-assigned and a docket event will automatically be added displaying "re-assigned <u>(atty last name)</u> _ to <u>(atty last name)</u> ." If this clerk entry is being deleted, the party's attorney will be left as is. Enter another clerk event with an attorney or go to the party screen (PTY) to re-assign an attorney.
AMOUNT	Amount of any money received and recorded by clerk's office; format = XXXXXXXX.XX.
+BOND#	Number of bond being referenced by any bond event.
RECEIPT	Receipt number. If left blank and event represents cash being received, when [F2] is pressed to add the event the cash distribution screen will be displayed and a receipt generated. If money has already been receipted, enter the receipt number so the system will bypass the receipting process and not generate another receipt.

NOTE:	Please refer to the section on cash (non-court related) for information regarding the cash receipts distribution screen.
CLERK COMMENT	Comment(s) about this entry.
NOTE:	Either EVENT or COMMENT is required for clerk screen action.
	The following fields under the heading "NEXT ACTION" are used to enter information about scheduled court events:
DATE	Date of scheduled next event; format = MMDDYYYY.
TIME	Time of scheduled next event; format = XXXX.
A/P	Indicate A = A.M. or P = P.M.
+TYPE	Code indicating type of next event (from Code Table 2).
+JUDGE	P-Number (from the bar file) of the judge assigned to the next event, if it differs from judge of record.
*+CTRM	Courtroom Code from the County File Maintenance used to insure proper court location address on notices.
BLOCK CONFLICT	A warning message will display if a calendar block exists for the requested judge, date and time. Press [ENTER] to update or F1 to exit.
ATTORNEY CONFLICT	A warning message can be displayed when an attorney conflict occurs for trial category types and ADR hearings. The warning displays the attorney's P-number and case number in conflict with an option to add the next event anyway or to exit. See County File Maintenance in Chapter 5 to set the attorney conflict option.
NEXT ACTION COMMENTS	Used for additional information about the Next Action. These comments will display and print on the calendar, ROA and on notices.
BALANCE DUE	The balance due of monies ordered is displayed to assist when receipting a payment.

To Add an Event	To access the court/disposition screen when adding a court/dispositional event, enter CRT and the CASE# on the next transaction line. The court/disposition screen that appears identifies the case number, but does not list any previous events or results. Type information about the event in the appropriate fields and press [F2] .
To Update an Event	To access the court/disposition screen when updating a court/dispositional action or event, enter CRT, the CASE# and the EVT number on the next transaction line. (This is a sequential number for the case, assigned by the system when the event was added, to find this EVT number review the register of actions screen.) The court/disposition screen that appears identifies the case and lists information about the specified event. To update the event, type new data over the old information and press [F3] .
To Delete an Event	To access the court/disposition screen when deleting a court action or event, enter CRT, the CASE# and the EVT number on the next transaction line. (This is a sequential number for the case, assigned by the system when the event was added, to find this EVT number review the register of actions screen.) The court/disposition screen that appears identifies the case and lists information about the specified event. To delete an event, press [F4] after verifying correct event and function.

****NOTE: Do not delete prior dispositional codes to get case to reopen or to enter new disposition as this causes exceptions on the Caseload Report. Always work forward by actually reopening the case using clerk event code REO and continue on by entering new disposition as of date of reopen.**

Field Definitions

The following fields on the court/disposition screen identify general information about the case and may not be changed:

W	If a bench warrant is issued on a case a W will appear on the top line of this screen.
CASE#	The case number, as entered on the system.
JUDGE	The last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.

REOPENED	Date (if any) that this case was reopened.
TITLE	Official title of the case. (attorneys for the primary plaintiff and defendant are displayed below title.)
COD	COD will display if co-defendants exist for a criminal case or if a civil case consolidated with another civil case. Display the case register of actions to get co-defendant and consolidated case numbers.

Data Entry Fields

The following fields are used for entering information about court events or results.

NUM	System-generated sequential number for an event. The sequential numbering system applies to both clerk and court events.
*DATE	The date of the specific court event. On first access of the court/disposition screen, today's date will be displayed. Change the date as necessary, thereafter, the last date keyed will be displayed. Format = MMDDYYYY.
+*EVT	Three-letter code (from Code Table 3 in Appendix A) for the court event being entered.
+JUDGE	P-Number (from the Attorney Bar File) for the presiding judge. If other than the judge of record.
+ATTNY	P-Number (from the Attorney Bar File) for the attorney present, if other than the attorney that filed appearance.
+RESULT	Three-letter code (from Code Table 4 in Appendix A) for the result determined by the court action. See Appendix A for details on disposing result codes.
+CHG/PTY	Identification of the charges or party involved in the event. (99 or 999 indicates remaining charges or parties)
ACTION/COMMENT	<p>Actions determined by the judge in the case or comments about the case. Use the roll/page keys for additional comment lines.</p> <p>The following fields under the heading "NEXT ACTION" are used to enter scheduled court events:</p>
DATE	Date of scheduled next event; format = MMDDYYYY
TIME	Time of scheduled next event; format = XXXX.

A/P	Indicates A = A.M. P = P.M.
+TYPE	Type of next event (from Code Table 2).
+JUDGE	P-Number (from the Attorney Bar File) of the judge assigned to the next event if it differs from the judge of record, however, the judge of record still is maintained.
*+CTRM	Courtroom Code from the County File Maintenance used to insure proper court location address on notices.
PRT	Enter Y in this field when requesting a notice to print.
BLOCK CONFLICT	A warning message will display if a calendar block exists for the requested judge, date and time. Press [ENTER] to update or F1 to exit.
ATTORNEY CONFLICT	A warning message can be displayed when an attorney conflict occurs for trial category types and ADR hearings. The warning displays the attorney's P-number and case number in conflict with an option to add the next event anyway or exit. See County File Maintenance in Chapter 5 to set an attorney conflict option.
NEXT ACTION COMMENT	Used for additional information about the Next Action. These comments will display and print on the calendar, ROA and on notices.

CASHIER	Enter user's cash id (established in the security record) in this field when adding subsequent SEN events, MNY events, or modifying SEN or MNY events. The only time the cash id is not required is on an original SEN event.
+CODE	Enter an assessable cash code from the cash code list. NOTE: Inactive cash codes may be reduced but not added or increased.
DESC	The cash code description will fill in when the cash code is added.
ORDERED	Enter the ordered amount as ordered by the judge at sentence. Enter - To verify totals. After entering the ordered amounts, press [Enter] to display the total amount ordered for verification.
TOTAL ORDERED COLUMN	All assessments ordered for this case will be accumulated and displayed under the TOTAL ORDERED column.
PAID COLUMN	All payments will be accumulated and displayed by account under the PAID column.
BALANCE COLUMN	The balances will be calculated by subtracting payments from the ordered amount and displayed by account under the BALANCE column.
TOTALS	The total for each column displayed; Ordered, Total Ordered, Paid, and Balance.
PAYMENT DUE	Date any fines and costs are due; format = MMDDYYYY. (Defaults to current date, but can be modified)
REASON	A reason is required in this field when entering a subsequent sentence event or modifying a SEN or MNY event.
PRISON/JAIL	Code to indicate if sentence is for Prison or Jail. P = Prison J = Jail

TERM TYPE	Code to indicate if sentence is to run concurrent, consecutive or is a life sentence. CR = Concurrent CS = Consecutive LI = Life
JAIL MIN	Minimum jail sentence prescribed by judge; format = YMD (Y(1-999), M(1-999), D(1-999)).
MAX	Maximum jail sentence prescribed by judge; format = YMD (Y(1-999), M(1-999), D(1-999)).
CREDIT	Credit for time spent in incarceration prior to court event; format = YMD (Y(1-999), M(1-999), D(1-999)).
BEGINS	Date prescribed jail sentence begins; format = MMDDYYYY.
ENH SENT	Indicates whether sentence is enhanced for habitual offenders. Y = Yes N = No OR leave blank
PROBATION	Any period of probation determined by judge; format = Months 1-999.
TERMS/COMMENTS	Any short terms or comments attached by judge to defendant's repayment of fees, fines or probation. (Any long probation order could be indicated "see probation order.")

REGISTER OF ACTIONS SCREEN

Overview

The Register of Actions (ROA) screen is an inquiry-only screen which displays complete up-to-date information about a case. The top of the screen lists general information about the case as entered on the case header screen. This is followed by a listing of all parties involved in the case. The next section identifies the charges for a criminal case. The last section is a chronological listing of all events in the case. Since most cases will fill more than one screen with information, press the roll/page keys and view additional information about the case.

All information entered in the circuit court system is immediately recorded in the case record files and is accessible through the Register of Actions screen. "SUPPRESSED" cases or cases with active "Warrants" will be indicated at the top of the Register of Actions screen. The word "**SUPPRESSED**" or the letter "**W**" will be red on PC's, on terminals they will also flash. **Only users with non-public access will be able to view the "Suppression" warning.

```

DEFERRED -BWI          W CASE REGISTER OF ACTIONS          03/25/10 PAGE 1
09-000127-FH JUDGE BEACH FILE 03/20/09 ADJ DT 06/30/09 CLOSE 06/30/09
                PLEASANT COUNTY                          COD   SCAO:SEC B LINE 07

D 001 WOODS,TURTLE,          DOB: 05/01/80   SEX: M RACE:
    1254 BADSON BLVD        CTN:990005647883 TCN:
    SOMEWHERE, MI 48888     SID:
    ATY: HARDY,THOMAS G.,   PROSECUTOR: HADLEY,ROBERT J.,
    P-14638 248-645-0800 RETAINED P-14510
    LOWER DISTRICT:        CTY#   CASE#           PRELIM: WAIVE 03/20/09
    INCARCERATION DATE:    DISTRICT ARRAIGNMENT: 02/02/09

B 001 WOODS,TIGER,
    465 NOTHAPPY LANE
    SOMEWHERE, MI 48887

                                Bond History
-----
      Num      Amount      Type      Posted Date      Status
-----
      1          $5,000.00  Cash/Surety      3/20/09      Forfeited

                                Charges
-----
      Num Type      Charge(Pacc)  Asc/Trf  Charge Description      Offense Dt  Dsp Evt
-----
      01 ORG 750.3563A          LARCENY $1000 LESS $20000 01/31/09  BWI
      02 ORG 750.356A2B1      B&E VEHICLE 200-1000      01/31/09  BWI

                                Actions, Judgments, Case Notes
-----
      Num  Date  Judge  Chg/Pty  Event Description/Comments
-----
      1 03/20/09 BEACH  B 001  BOND POSTED (01)          CLK ARC
      2                               SET NEXT DATE FOR: 06/30/09 11:00 AM CLK ARC
                               MISCELLANOUS HEARING
      7                               plea          CLK
                               CO-DEFENDANT/CONSOLIDATED CLK ARC
                               09-125-FH    CLK
                               WILLIAM FRENCH CLK
      8                               CO-DEFENDANT/CONSOLIDATED CLK ARC
                               09-126-FH    CLK
                               BETTY BOOP   CLK
      3 06/30/09          MISCELLANOUS HEARING HELD CRT ARC
                               B PEACHY, #12345 CRT
                               DEF DIDN'T SHOW BENCH WARRANT CRT
                               TO ISSUE AND BOND FORFEITED CRT
      4                               00099 BENCH WARRANT ISSUED CLK ARC

```

Sample Register of Actions Screen

Accessing the Screen

The Register of Actions screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, by entering the CASE# as described in this chapter.

Each clerk or court event is assigned a sequential number by the system. On the Register of Actions screen, however, all events are displayed chronologically (by DATE). The event number designation is used primarily for accessing information that will be updated or deleted.

Printing the Register of Actions

To print a hard copy of the Register of Actions screen from the Circuit Case Management Menu, type the CASE YEAR and NUMBER and press **[F8]**.

To print a hard copy of the Register of Actions screen from the next transaction line of another case management screen, type the CASE # and **PRT** in the NEXT field and press the appropriate function key.

To print a hard copy of the Register of Actions screen from the name inquiry screen, position the cursor on the requested case and press **[F8]**.

Displaying Account History

To display the account history for a case, display the Register of Actions, press **[F7]**.

```

OPEN                                CASE REGISTER OF ACTIONS          03/25/10 PAGE 1
09-000128-FH JUDGE BEACH           FILE 01/22/09                    REOPEN 03/25/10
                                PLEASANT COUNTY                  COD
    
```

Account History

Position to date: _____ Balance: 9,480.00

Date	Event	A/P	Acct	Receipt#	Loc	Amount	Balance
6/24/09		P	RS		1	500.00-	500.00-
6/24/09	5	A	RS		1	8,000.00	7,500.00
6/24/09	5	A	CC		1	2,000.00	9,500.00
6/24/09	5	A	CV		1	60.00	9,560.00
6/24/09	10	P	RS	27	1	80.00-	9,480.00

F1/F3=Exit **F10=Print** **F11=Alt View** **F17=Top** **F18=Bottom** Roll/Page

F

```

NEXT ___ CASE# 09 - 128 - FH CHG/EVT ___ PTY ___ JUDGE ___ DT ___
    
```

Figure 21. Sample Account History

The account history displays all assessments/payments (A/P) for a case. Press **[F10]** to print a hard copy of the account history. The defendant's name and address will print on the hard copy so that a window envelope may be used to mail it. Only the plaintiff's name and address will print on copies for civil cases. Press **[F11]** to display the description/reason of the transaction and the initials of the user. It is possible to position the list to a certain date by entering that date and pressing **[Enter]**. **[F17]** and **[F18]** will display the top or bottom of the list.

Printing Account History

To print a hard copy of the account history, display the account history then press **[F10]**.

```

OPEN                                CASE REGISTER OF ACTIONS          03/25/10 PAGE  1
09-000128-FH JUDGE BEACH            FILE 01/22/09                    REOPEN 03/25/10
                                PLEASANT COUNTY                  COD
D  09-000128-FH                    Next Action Dates                3/25/10
   Position to Date: 03252010
   Date      Time   Judge          Next Action / Comment          Evt
   6/24/09   8:30A BEACH          MISCELLANOUS HEARING          3 CLK
R
--
F1/F3=Exit   F10=Print   F17=Top     F18=Bottom   Roll/Page
F1/
NEXT  ___ CASE# 09 -  ___128 - FH CHG/EVT  ___ PTY  ___ JUDGE  ___ DT  ___
    
```

Sample Next Action Dates Window

Displaying Next Actions

To display activity scheduled for the case, display the Register of Actions, press **[F8]**.

Search Register of Actions

To search the Register of Actions for a particular event code, event number or word, display the Register of Actions and press **[F16]**. A search line will display on the Register of Actions screen just above the function keys. Enter the desired event code, event number or word and press **[F16]** to search the ROA. The cursor will position next to the line where a match is found. Press **[F16]** again to find the next occurrence. The cursor will return to the search line when no matches are found.

Position the Register of Actions

Press **[F17]** or **[F18]** to position to the top or bottom of the Register of Actions.

NAME INQUIRY SCREEN

Overview

The name screen is an inquiry-only screen which displays information about all individuals (alternate name and alias) involved in any circuit court activity. The list is maintained alphabetically by last name and includes the case number, judge of records' alpha identification, county number, party designation, alternate type, filing date, case status, alternate number, outstanding balance, date of birth and warrant indicator. This list is a permanent index and remains after the case information has been purged (see microfilm).

County: —	NAME INQUIRY	03/25/10
Position to: _____		
LAST NAME, FIRST, MI, SUFFIX	CASE NUMBER	PARTY/ALT FILE DATE ALT#
WOODS, TURTLE,	09-000127-FH-B 99 D 001	03/20/09 D
		DOB 05/01/80 W COD
WOODS, WILLIAM, H,	95-018194-NI-* 03 D 001	05/05/95 C
WOODSHED TAVERN INC, ,	86-007916-CK-* 03 P 001	03/17/86 C
WOODSHED TAVERN INC, ,	90-012663-CK-B 03 P 001	07/10/90 C
WOODSTOCK, ARCHER, EUGENE III,	97-021682-D0-* 03 P 001	12/04/97 C

Sample Name Inquiry Screen

Accessing the Screen

The name screen can be accessed only from the Circuit Case Management Menu by using one of two methods:

To Access by Last Name

If it is unknown how to spell the party's last name, type "Sound-Alike" a "sound-alike" last name in the NAME field and press **[F10]** (the SOUNDX option).

To Access by Partial Last Name

If it is unknown how to spell part of the party's last name, type the first letters in the NAME field and press **[F11]**.

Scrolling the List

When accessing the name screen by partial last name, the system lists all names in the name file beginning with the specified letters. If the SOUNDX option is used, the system lists all names meeting the SOUNDX criteria. To scroll DOWN one full screen, press the roll down key. To scroll UP one full screen, press the roll up key.

Field Definitions

The name inquiry screen provides the following information about the party name you access:

COUNTY	Allows multi-county courts to list only cases for their county. Enter a valid county number and press [ENTER] .
POSITION TO	This field allows a party's name to be entered and press [ENTER] . This will automatically reposition the cursor on that party without having to exit to the Case Management Menu every time.
NAME	Full name of party by last name, first, middle initial, suffix.
CASE#	The case number with which a party is associated.
PARTY	Party designation (from Appendix B) for individuals involved in circuit court cases.
ALT	Alternate type code (from Code Table 6) for alias (if any) of party.
FILE DATE	Date party was initiated into the case.
STATUS	This unmarked field displays the status of the case: C = Closed D = Deferred M = ADR O = Open
ALT #	Number assigned to alternate name referred to as alternate number. Needed if name screen modification is required.
BAL	Party's outstanding balance.
DOB	Party's date of birth.
W	Indicates there is an outstanding warrant.

Display or Print a Register of Actions

F7 = Display ROA	Move the cursor using the arrow or tab keys to the case number to be displayed. Press the [F7] key. The register of actions of the case will be displayed.
F8 = Print ROA	Move the cursor using the arrow or tab keys to the case number to be printed. Press the [F8] key. The register of actions will be printed.

ABSTRACT UPDATE

Overview

The Abstract Module is accessible from the Next Transaction Line or through the Abstract Reporting Menu from the Circuit Court Master Menu. See Chapter 9 for detailed documentation.

Accessing the Abstract Menu

To access the abstract screen from the Next Transaction Line, enter **ABS** in the NXT field, the case year and number, and the abstractable count in the CHG/EVT field and enter **[F1]**. To access the Create/Update Abstract screen to modify and existing abstract, leave CHG/EVT field blank and enter **[F1]**.

```

F1/F3=Exit  F7=Acct Hist  F8=Nxt Action  F16=Search  F17=Top  F18=Bottom  Roll/Page
NEXT ABS CASE# 09 - 130 - FH CHG/EVT 1 PTY  JUDGE  DT
  
```

Sample Next Transaction Line

Create/Update Abstracts

Case: 09 - 130 FH Charge: Name: FOLLIE, APRIL,

Options: 2=Change

Opt	Charge	Abs Date	Off Code	Offense Description	Adj Date	Abs Type	Sent Date
2	01	5/19/10	9200	CONTROLLED SUBSTANCES	6/30/09	A	0/00/00

Bottom

F1/F3=Exit

F6=Add

Roll/Page

Sample Create/Update Abstract Screen

CALENDAR MONTH AT A GLANCE

Overview

The Calendar Month at a Glance screen displays the requested month of the calendar for the requested judge or attorney. If no date was requested from the Case Management menu, the current month will display. A day which displays brighter or white, has hearings scheduled. The cursor can be positioned to the desired date to display the Daily Detail, Daily Summary, or Print Request screens.

99 PLEASANT COUNTY		Month at a Glance					
HONORABLE HARRY A. BEACH							
Bar#: <u>10571</u>							
MARCH 2010							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
—	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	—	—	—	
—	—	—	—	—	—	—	
F1/F3=Exit F5=Detail F6=Summary F7=Prev F8=Next F9=Print F11=Block							

Sample Calendar Month at a Glance Screen

Accessing the Screen

The Calendar Month at a Glance screen can be accessed from either the Case Management menu or the next transaction line by entering the judge's or attorney's P-Number and leaving the date blank as described in Chapter 3 -Accessing Case Management Screens.

Display Daily Detail

Press **[F5]** to display the Daily Detail screen which lists all events for the requested day.

Display Daily Summary

Press **[F6]** to display the Daily Summary screen which displays a count of each event scheduled for the requested day.

- Scrolling the Calendar To scroll through the calendar by month, press **[F7]** to display the previous month or **[F8]** to display the next month.
- Printing the Calendar To print the calendar for a judge or attorney, press **[F9]** on this screen. The calendar may be printed from the Case Management menu by entering the P-Number in the JUDGE field and the desired date in the DATE field and press **[F13]**. To print a calendar from the next transaction line of another screen, enter CLP in the NEXT field, the P-Number in the JUDGE field and the desired date in the DATE field and press **[F1]**. A pop-up window will display for you to print the calendar.
- Calendar Blocking To block a date or date range, press **[F11]** on Month at a Glance or Daily Detail screen. Any part of a day, full day or date range may be blocked. Time can also be blocked for one judge, all judges, one county or all counties for multi-county circuits. The following steps will place a block on the calendar:
- After pressing **F11** to display the Calendar Blocking screen, choose county number or for multi-county circuits who wish to block all counties, enter zero for all counties.
 - Press **F6** to add a block.
 - Enter the judge's or referee's P number or leave blank for all.
 - Enter the date range in the appropriate fields. If times are left blank, the entire day will be blocked.
 - Press ENTER.
- NOTE:** When scheduling a case from the Clerk, Court, or Calendar update screens, a warning message will display if a block exists for the requested judge, date and/or time.

CALENDAR BLOCKING

<p><u>99</u> PLEASANT COUNTY HONORABLE HARRY A. BEACH Bar#: <u>10571</u> Options: 2=Change 4=Delete 5=Display</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Opt Co</th> <th style="text-align: left;">Bar No.</th> <th style="text-align: left;">From Date</th> <th style="text-align: left;">To Date</th> <th style="text-align: left;">From Time</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Opt Co	Bar No.	From Date	To Date	From Time						<p>Calendar Blocking THURSDAY MARCH 25, 2010 Position To Date: <u>03252010</u></p>	<p style="text-align: center;">Calendar Blocking Detail</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Co</td> <td style="width: 15%;">Bar No.</td> <td style="width: 15%;">From Date</td> <td style="width: 15%;">To Date</td> <td style="width: 15%;">From Time</td> <td style="width: 15%;">To Time</td> </tr> <tr> <td><u>99</u></td> <td><u>10571</u></td> <td><u>01012010</u></td> <td><u>01012010</u></td> <td><u>0800</u></td> <td><u>A</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><u>0500</u></td> <td><u>P</u></td> </tr> </table> <p>Description <u>New Year's Day</u></p> <p style="text-align: center;">F1/F3=Exit ENTER=Process</p>	Co	Bar No.	From Date	To Date	From Time	To Time	<u>99</u>	<u>10571</u>	<u>01012010</u>	<u>01012010</u>	<u>0800</u>	<u>A</u>					<u>0500</u>	<u>P</u>
Opt Co	Bar No.	From Date	To Date	From Time																										
Co	Bar No.	From Date	To Date	From Time	To Time																									
<u>99</u>	<u>10571</u>	<u>01012010</u>	<u>01012010</u>	<u>0800</u>	<u>A</u>																									
				<u>0500</u>	<u>P</u>																									
<p>F1/F3=Exit F5=Detail F6=Add F9=Print</p>																														

Sample Calendar Blocking screen

Field Definitions

The Calendar Month at a Glance screen displays the following information at the top of the screen:

- | | |
|-------------------|--|
| BAR# | The requested bar number for the judge or attorney. The name of the judge or attorney specified displays for verification. To display the calendar for another judge or attorney, enter the new bar number in the BAR# field and press [ENTER] . |
| Days of the Month | The days of the requested month display. The days which are brighter or white have something scheduled. Position your cursor to the desired day and press the appropriate function key to display the Daily Detail, Daily Summary, or Print Request screens. |

CALENDAR DETAIL

Overview

The Calendar Detail screen displays events scheduled for a requested judge or attorney, and requested date. Scheduled events which have been entered on the Clerk and Court/Disposition screen next action fields are included. Press the Roll/Page keys and view additional scheduled events for the day. With proper authority, the calendar may be updated by using the appropriate options or function key.

<u>99</u> PLEASANT COUNTY	Daily Detail	THURSDAY
HONORABLE HARRY A. BEACH		MARCH 25, 2010
Bar#: <u>10571</u>		Date: <u>03252010</u>
Opt: 2=Change 4=Delete 5=Display 6=Reschedule 7=Remove 8=Next Actn R=ROA		
Opt	Time	Event
—	01:30P	MISC HEARING
	Case Number	Parties
	09-000129-FH	BUNDY, TED, F
		Attorneys
		HAACK
F1/F3=Exit		F5=Summary
F6=Add		F7=Prev
F8=Next		F9=Print
F10=Month		F11=Block
Bottom		Roll/Page

Sample Calendar Detail Screen

Accessing the Screen

The Calendar Detail can be accessed from either the Case Management Menu or the next transaction line, by entering the judge's or attorney's P-Number and date as described in this chapter.

Field Definitions

The Calendar Detail displays the following information at the top of the screen:

BAR# The requested bar number for the judge or attorney. The name of the judge or attorney specified displays for verification. To display the calendar for another judge or attorney, enter the new bar number in the BAR# field and press **[ENTER]**.

DATE	The requested date for the calendar to display. The day, month and year display for verification. To display another date, type the date in the DATE field and press [ENTER] .
OPTIONS	<p>If the user has authority to update the calendar, the options will be 2=Change 5=Display 6=Reschedule 7=Remove 8=Next Action R=Register of Actions.</p> <p>If the user does not have authority to update the calendar, the only option that will appear is 5=Display.</p>
TIME	Scheduled time of the event.
EVENT	Type of event (SENTENCING, MOTION, etc.)
CASE NUMBER	Circuit assigned cases numbers.
PARTIES	Primary party(s) for the case. The name of the defendant displays for criminal cases. The last names of the primary plaintiff and defendant displays for civil cases.
ATTORNEY	Last names of attorneys for primary plaintiff and defendant on civil cases. Last name of attorney for defendant on criminal cases.
Display Calendar Summary	Press [F5] to toggle to the Calendar Summary screen. This screen displays a count of each event scheduled for that date. The summary screen can be helpful when trying to determine when an event can be scheduled.
Updating the Calendar	To access the screen to add a calendar event press the [F6] function key from the Daily Detail screen. The Calendar Entry Detail window will be displayed. Type the appropriate information in the available fields and press the [ENTER] key.

<u>99</u> PLEASANT COUNTY HONORABLE HARRY A. BEACH Bar#: <u>10571</u> Opt: 2=Change 4=Delete 5=Display		Daily Detail	THURSDAY MARCH 25, 2010 Date: <u>03252010</u>												
Opt Time Event Case Number _ 01:30P MISC HEARING 09-000129-F	<table border="1"> <tr> <td colspan="6"> Add Calendar Entry Detail Case: <u>00</u> - _____ - Event Date Event Prnt Evt# <u>3252010</u> _____ - Next Date Time A/P Type Judge CrtRm <u>3252010</u> _____ - _____ <u>10571</u> <u>CC01</u> Comments: _____ _____ _____ _____ </td> </tr> <tr> <td colspan="6"> F1/F3=Exit F14=Prompt ENTER=Process </td> </tr> </table>			Add Calendar Entry Detail Case: <u>00</u> - _____ - Event Date Event Prnt Evt# <u>3252010</u> _____ - Next Date Time A/P Type Judge CrtRm <u>3252010</u> _____ - _____ <u>10571</u> <u>CC01</u> Comments: _____ _____ _____ _____						F1/F3=Exit F14=Prompt ENTER=Process					
Add Calendar Entry Detail Case: <u>00</u> - _____ - Event Date Event Prnt Evt# <u>3252010</u> _____ - Next Date Time A/P Type Judge CrtRm <u>3252010</u> _____ - _____ <u>10571</u> <u>CC01</u> Comments: _____ _____ _____ _____															
F1/F3=Exit F14=Prompt ENTER=Process															
F1/F3=Exit F5=Summary F6=Add F7=	F11=Block														

Sample Calendar Entry Detail Screen

Field Definitions

- CASE The number of the case for which the calendar event is being scheduled.
- EVENT DATE The date the scheduled event is entered into the database. The current date will default to this field.
- EVENT The code for the event entered (Code Table 1, Appendix A).
- PRNT Type a 'Y' in this field to print a Notice of Hearing for this calendar event.
- EVT# The clerk event number assigned to this entry.
- NEXT DATE The date the event will appear on the calendar; format = MMDDYYYY.
- TIME The time of the scheduled event will be heard; format = 9999.
- A/P Indicate A for A.M. or P for P.M.

TYPE JUDGE	The code indicating type of scheduled event (Code Table 2). The P-number (from the bar file) of the judge that will hear the scheduled event.
CRTRM	The identifier of the courtroom location where the scheduled action will be heard.
COMMENTS	These fields are used to further describe the schedule event.
CALENDAR BLOCK	A warning message will display if a calendar block exists for the requested judge, date and time. Press [ENTER] to update or F1 to exit.
To Change a Calendar Entry	To access the screen to update calendar information, enter the number 2 in the option field next to the appropriate calendar entry from the Daily Detail screen and press the [ENTER] key. The Calendar Entry Detail screen will be displayed, make the necessary changes and press the [ENTER] key.
To Display a Calendar Entry	To access the screen to display calendar information, enter the number 5 in the option field next to the appropriate calendar entry from the Daily Detail screen and press the [ENTER] key. The Calendar Entry Detail screen will be displayed.
To Reschedule a Calendar Entry	To access the screen to reschedule a calendar entry, enter the number 6 in the option field next to the appropriate calendar entry from the Daily Detail screen and press the [ENTER] key. The Calendar Entry Detail screen will be displayed, make the necessary entry to reschedule the event and press the [ENTER] key. Two clerk events will be written to the register of actions, one to remove the old calendar event, the other to add the new calendar event.
To Remove a Calendar Entry	To access the screen to remove a calendar entry, enter the number 7 in the option field next to the appropriate calendar entry from the Daily Detail screen and press the [ENTER] key. A clerk event will be written to the register of actions to remove the old calendar event.
To Display the Next Action Window	To access the screen to display the Next Action Window, enter the number 8 in the option field next to the appropriate calendar entry from the Daily Detail screen and press the [ENTER] key.
Scrolling the Calendar	To scroll through the Calendar Detail by day, press [F7] to display the previous day or [F8] to display the next day.

Printing the Calendar To print the calendar for a judge or attorney, press **[F9]** on this screen. The calendar may be printed from the Case Management menu by entering the P-Number in the JUDGE field and the desired date in the DATE field and press **[F13]**. To print a calendar from the next transaction line of another screen, enter CLP in the NEXT field, the P-Number in the JUDGE field and the desired date in the DATE field and press **[F1]**. A pop-up window will display for you to print the calendar.

Display Month at a Glance Press **[F10]** to display the calendar for the month.

CALENDAR SUMMARY

Overview

The Calendar Summary screen displays a count of each event scheduled for the requested judge or attorney, and requested date. This screen can be helpful when trying to determine when to schedule a court event.

<u>99</u> PLEASANT COUNTY	Daily Summary	THURSDAY
HONORABLE HARRY A. BEACH		MARCH 25, 2010
Bar#: <u>10571</u>		Date: <u>03252010</u>
Count Event		
1 MISCELLANOUS HEARING		
F1/F3=Exit F5=Detail	F7=Prev F8=Next F9=Print F10=Month	Bottom Roll/Page

Sample Calendar Summary Screen

- | | |
|-------------------------|--|
| Accessing the Screen | The Calendar Summary screen can be accessed from either the Calendar Month at a Glance screen by pressing [F6] or the Calendar Daily Detail screen by pressing [F5] . |
| Display Calendar Detail | Press [F5] to toggle to the Calendar Detail screen. |
| Scrolling the Calendar | To scroll through the Calendar Summary by day, press [F7] to display the previous day or [F8] to display the next day. |
| Printing the Calendar | To print the calendar for a judge or attorney, press [F9] on this screen. The calendar may be printed from the Case Management menu by entering the P-Number in the JUDGE field and the desired date in the DATE field and press [F13] . To print a calendar from the next transaction line of another screen, enter |

CLP in the NEXT field, the P-Number in the JUDGE field and the desired date in the DATE field and press **[F1]**. A pop-up window will display for you to print the calendar.

Display Month at a Glance

Press **[F10]** to display the calendar for the month.

Field Definitions

The Calendar Summary displays the following information at the top of the screen:

- | | |
|-------|---|
| BAR# | The requested bar number for the judge or attorney. The name of the judge or attorney specified displays for verification. If you want to display the calendar for another judge or attorney, enter the new bar number in the BAR# field and press [ENTER] . |
| DATE | The requested date for the calendar to display. The day, month and year display for verification. If you want the calendar to display another date, type the date in the DATE field and press [ENTER] . |
| COUNT | A number of times a particular event is scheduled for the requested date. |
| EVENT | The description of the event being counted. |

CALENDAR PRINT REQUEST

Overview

The Calendar Print Request screen is used to print a calendar for the requested judge or attorney, and requested date or date range.

99 PLEASANT COUNTY		Daily Detail	THURSDAY
HONORABLE HARRY A. BEACH			MARCH 25, 2010
Bar#: 10571			Date: 03252010
Opt: 2=Change 4=Delete 5=Display 6			
Opt	Time	Event	Case Number
_	01:30P	MISC HEARING	09-000129-FH

Calendar Print Request

County: 99

Bar#: 10571
HARRY A. BEACH

From: 3252010 MARCH 25, 2010

To: 3252010 MARCH 25, 2010

Copies: 1

F1/F3=Exit F9=Print

Bottom

F1/F3=Exit F5=Summary F6=Add F7=Prev F8=Next F9=Print F10=Month Roll/Page
F11=Block

Sample Calendar Print Screen

Field Definitions

The Calendar Print Request window displays the following information:

BAR# The requested judge or attorney. The Bar# can be changed while in the print request window.

DATES The requested From and To dates default from the previous screen. The dates can also be changed while in the window. A single date can be entered or a date range.

Printing the Calendar Press **[F9]** to print the calendar.

ATTORNEY WINDOW

Overview

The attorney window is used to look up, modify or delete general information about attorneys, judges, and evaluators. The system alphabetically lists all attorneys included in your circuit court attorney file, which is maintained on the attorney bar file maintenance screen in the utility system. The attorney file is a shared JIS application. It is maintained at the local level with periodic updates from JIS. When a change is made to an attorney's record, a date stamp will be applied to it. If there is an update on the JIS file, it will compare the two dates and apply the most current change.

CIRCUIT CASE MANAGEMENT MENU						Page 1 of 2																																																																																				
COUNTY <u>99</u> FINANCIAL LOCATION <u>01</u>																																																																																										
CASE YEAR	NUMBER	TYPE	CHG/EVT	PARTY	ALT NO																																																																																					
<u>00</u>																																																																																										
<div style="border: 2px solid black; padding: 5px;"> <p>Professionals Selection by Bar#</p> <p>Position to: _____</p> <p>1=Select 2=Change 4=Delete 5=Display</p> <p>Opt Bar# Name</p> <table border="0"> <tr> <td>NAME</td> <td>-</td> <td>10571</td> <td>BEACH, HARRY A.,</td> <td>ALENDAR</td> <td>F12</td> <td>(CAL)</td> </tr> <tr> <td>CASE H</td> <td>-</td> <td>10573</td> <td>BEACH, WILLIAM B.,</td> <td>ALENDAR (PRINT)</td> <td>F13</td> <td>(CLP)</td> </tr> <tr> <td>CHARGE</td> <td>-</td> <td>10574</td> <td>BEAGEN, THOMAS P.,</td> <td>LT DISPUTE RES</td> <td>F14</td> <td>(ADR)</td> </tr> <tr> <td>PARTY</td> <td>-</td> <td>10575</td> <td>BEAGLE, JOHN S.,</td> <td>TTORNEYS</td> <td>F15</td> <td></td> </tr> <tr> <td>ACTION</td> <td>-</td> <td>10576</td> <td>BEALE, THOMAS A.,</td> <td>ASH</td> <td>F16</td> <td>(CSH)</td> </tr> <tr> <td>ACTION</td> <td>-</td> <td>10577</td> <td>BEALE, THOMAS J.,</td> <td>ABELS</td> <td>F17</td> <td>(LBL)</td> </tr> <tr> <td>CASE R</td> <td>-</td> <td>10578</td> <td>BEALL, JAMES E.,</td> <td>DR CLERK</td> <td>F18</td> <td>(ACK)</td> </tr> <tr> <td>CASE R</td> <td></td> <td></td> <td></td> <td>DR ROA</td> <td>F19</td> <td>(ASU)</td> </tr> <tr> <td>CTN IN</td> <td></td> <td></td> <td></td> <td>DR ROA PRINT</td> <td>F20</td> <td>(ASP)</td> </tr> <tr> <td>NAME (</td> <td></td> <td></td> <td></td> <td>DR CALENDAR</td> <td>F21</td> <td>(ACL)</td> </tr> <tr> <td>NAME (P</td> <td></td> <td></td> <td></td> <td>ISPLAY RECEIPT</td> <td>F22</td> <td>(D R)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISPLAY PRINT</td> <td>F23</td> <td>(D P)</td> </tr> </table> <p>F3=Exit F6=Add F7=Alt Seq Roll/Page</p> <p>More..</p> </div>							NAME	-	10571	BEACH, HARRY A.,	ALENDAR	F12	(CAL)	CASE H	-	10573	BEACH, WILLIAM B.,	ALENDAR (PRINT)	F13	(CLP)	CHARGE	-	10574	BEAGEN, THOMAS P.,	LT DISPUTE RES	F14	(ADR)	PARTY	-	10575	BEAGLE, JOHN S.,	TTORNEYS	F15		ACTION	-	10576	BEALE, THOMAS A.,	ASH	F16	(CSH)	ACTION	-	10577	BEALE, THOMAS J.,	ABELS	F17	(LBL)	CASE R	-	10578	BEALL, JAMES E.,	DR CLERK	F18	(ACK)	CASE R				DR ROA	F19	(ASU)	CTN IN				DR ROA PRINT	F20	(ASP)	NAME (DR CALENDAR	F21	(ACL)	NAME (P				ISPLAY RECEIPT	F22	(D R)					DISPLAY PRINT	F23	(D P)
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ACTION	-	10576	BEALE, THOMAS A.,	ASH	F16	(CSH)																																																																																				
ACTION	-	10577	BEALE, THOMAS J.,	ABELS	F17	(LBL)																																																																																				
CASE R	-	10578	BEALL, JAMES E.,	DR CLERK	F18	(ACK)																																																																																				
CASE R				DR ROA	F19	(ASU)																																																																																				
CTN IN				DR ROA PRINT	F20	(ASP)																																																																																				
NAME (DR CALENDAR	F21	(ACL)																																																																																				
NAME (P				ISPLAY RECEIPT	F22	(D R)																																																																																				
				DISPLAY PRINT	F23	(D P)																																																																																				
PAGE DOWN=PAGE 2				EXIT	F24	(EXT)																																																																																				

Sample Attorney Window

Accessing the Window

The attorneys window is accessed from the Circuit Case Management Menu by typing the attorney's last name or a portion of the name in the NAME field and pressing **[F15]** or by prompting **[F14]** on the attorney field on the clerk screen or the court/disposition screen. The attorney window that appears lists seven attorneys, beginning with the specified name and followed by an alphabetical listing of other attorneys in the file.

Scrolling the List To display the next seven attorneys, press the roll/page down key. To display the previous seven attorneys, press the roll/page up key.

Field Definitions

The attorney window displays the following information:

POSITION TO Enter attorney's last name and press enter to position to another attorney.

OPTIONS By choosing one of the options, you may Select, Change, Delete, or Display a single attorney's information.

BAR NO. The State of Michigan Bar P-Number for each attorney.

NAME The attorney's name; format = LAST NAME,FIRST NAME,MIDDLE INITIAL.

Display Attorney Address

To display the address of an attorney, position the cursor by using the arrow keys on the desired attorney line, enter **5** to Display and press **[ENTER]**. The address of the attorney will display.

If you need to modify an attorney's address, enter **2** in the option field next to the attorney's name and press **[ENTER]**.

The acceptable "Type" codes are **J** = Judge, **A** or blank= Attorney, **P**=Probation Officer, **R**=Referee, **W**=Worker and **M**=Magistrate.

ADR CASE MANAGEMENT SCREEN

Overview

The Alternative Dispute Resolution screen is used to enter information about civil case ADR. The screen records activity involving parties in the ADR process for a given case, including dates of activities, notices, receipt of brief information, and acceptance or rejection of ADR findings by each party. This screen is accessed to begin the recording of the ADR process and will change the status of the case to "M".

```

ALTERNATIVE DISPUTE RESOLUTION
CASE# 09 - 101 - DC JUDGE BEACH OPE FILED 1/01/09 ADJ DATE 3/25/10
TITLE BEACH, SANDY, VS JONES, DARWIN, REOPENED
DATE ADR DISCOVERY NOTICE ----- HEARING ----- RESULT DAMAGE
ORDERED CTG CLERK DEADLINE DATE DATE TIME A/P LOC SERVICE DTE O/U
█
EVALUATOR #1 ____ C/P: _ EVALUATOR #2 ____ EVALUATOR #3 ____
#4 ____ #5 ____
PARTY PARTY NAME ATTORNEY FEE LATE BRIEFS POS ACCEPT
P 001 BEACH, SANDY, ZACK, OTTO AMT FEE REC DT REC DT REJECT
D 001 JONES, DARWIN,
F1=EXIT F2=ADD F8=NEXT ACTION F14=PROMPT HELP
NEXT ____ CASE# 09 - 101 - DC CHG/EVT ____ PTY ____ JUDGE ____ DT ____
    
```

Sample Alternative Dispute Resolution Screen

Accessing the Screen

The ADR screen can be accessed from either the case management menu or the next transaction line by using the procedures described in this chapter. The ADR screen that appears identifies the case and contains fields for entering or reviewing the pertinent ADR data and the settlement reached with each party involved in the case. To add or update any of the information, type data in the corresponding fields and press the appropriate function key.

Scrolling the Screen

The ADR screen has space to list up to nine parties involved in the case. If there are more than nine parties, NXT will appear in the NEXT field. Press the appropriate function key to process the

current screen. Then additional screens will be displayed for the remaining active parties.

Field Definitions

The following fields on the ADR screen identify general information about the case and may not be changed.

Next scheduled TRL category (ie JYT, NJT) is displayed.

CASE#	Case number, as entered on the menu.
JUDGE	Last name of the judge ordering the ADR.
FILED	Case filed date.
TITLE	Official title of the case.
COD	When this unlabeled field displays COD, it indicates that the case is consolidated with another civil case.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) the case was reopened.
PARTY	Party description for each party active on the case. (Each screen has space for up to nine parties.) These are only entered on the party screen.
PARTY NAME	Name of each party involved in ADR.
ATTORNEY	Last name of the attorney representing each party involved in the ADR. Entered through party screen.

Data Entry Fields

The following fields on the ADR screen are used for entering information about the ADR process and parties.

*DATE ORDERED	Date on which the ADR was ordered.
*CLERK	ADR Clerk number as set up in the ADR Clerk Control File.
*DISCOVERY DEADLINE	Date after which a hearing can be conducted (usually an SCAO stipulated amount of time after the DATE ORDERED(motion and discovery deadlines)); must be entered at the same time as DATE ORDERED.
NOTICE DATE	Date a notice is officially sent to involved parties. This field is updated when an ADR notice is printed.

HEARING DATE	Date of the official ADR hearing; must be entered to have an ADR notice generated.
HEARING TIME	Time of the ADR hearing; must be entered at the same time as the HEARING DATE; format = HHMM.
A/P	Indicates A = A.M. or P = P.M.
*HEARING LOC	Location for the ADR hearing. If left blank, the county address will be printed on the ADR hearing notices. If a location number is entered it must be found in the ADR location file.
ATTORNEY CONFLICT	A warning message can be displayed when an attorney conflict occurs for trial category types and ADR hearings. The warning displays the attorney's P-number and case number in conflict with an option to add the next event anyway or to exit. See County File Maintenance in Chapter 5 to set the attorney conflict option.
RESULT SERVICE DATE	Date by which parties were served with the results of the ADR hearing.
DAMAGES	This field is no longer used. It use to be used to indicate whether damages were (O)ver, or (U)nder the amount of \$10,000.00
+MEDIATOR #1-5	P-Numbers for the ADR panel found in the Attorney Bar File. Up to five evaluators may be entered.
FEES	ADR filing fees that have been paid.
BRIEFS RECEIVED DT	Date the brief was filed by each party's attorney.
POS REC DT	Date the proofs of service were received by the ADR clerk for briefs mailed to evaluators.
ACCEPT/REJECT	Indicates whether each party has (A)ccepted, (R)ejected, (C)onditionally accepted, or accepted a (B)ifurcated response for the ADR recommendation.
	Note: When entering a conditional or bifurcated response, be sure to enter an ADR clerk event of CON or BIF with the conditions of the response. Any CON or BIF clerk event will print on the Notice of Results.

- To Add an Event** To access the ADR clerk screen when you are adding an event or comment, enter the CASE#. The clerk screen that appears identifies the case but does not list any previous events or comments. Type information for the event in the appropriate fields and press **[F2]**. The added event or comment becomes a part of the ADR case file.
- To Update an Event** To access the ADR clerk screen when you are updating an event or comment, enter the CASE# and the EVT number. This is a sequential event number for the case assigned by the system when the event was entered. This EVT number can be found by reviewing the ADR register of actions screen. The screen that appears identifies the case and lists information about the specified event or comment. To update the recorded data, type the new information over the old and press **[F3]**.
- To Delete an Event** To access the ADR clerk screen when you are deleting an event or comment, enter the CASE# and the EVT number. This is a sequential event number for the case assigned by the system when the event was entered. This EVT number can be found by reviewing the ADR register of actions screen. The screen that appears identifies the case and lists information about the specified event or comment. To delete an event, press **[F4]**. A message will display to confirm the delete. Press **[ENTER]** to confirm or **F1** to exit.

Field Definitions

The following fields on the ADR clerk screen identify general information about the case and may not be changed:

CASE#	The case number, as entered on the menu.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (attorneys for the primary plaintiff and defendant are displayed below this title.)

COD This unlabeled field indicates that this case is consolidated with another civil case.

Data Entry Fields

The following fields are used for entering information about ADR clerk events

NUM System-generated sequential number for an event.

*DATE The date of the event or comment; format = MMDDYYYY.

+PARTY Identification of the party involved in the event being recorded.

+*EVENT Code for the event entered (from Code Table 7, Appendix A). When one of the ADR clerk codes are used to remove the ADR status from a case, the first 30 characters of the long description will be written on the circuit case register of actions.

NOTE: Either EVENT or COMMENT is required for ADR clerk screen action.

COMMENT Comment(s) about this entry. Up to 20 may be entered on this screen.

ADR REGISTER OF ACTIONS

Overview

The ADR register of actions screen is an inquiry-only screen which displays all up-to-date information about the ADR of a case. The top of the screen lists general information about the case as entered on the case header screen. This is followed by a listing of all active parties in the case. The last section is a chronological listing of all events and comments entered from the ADR clerk screen. Since most cases will fill more than one screen with information, you can press the roll/page keys and view additional information about the case.

This screen represents the sealed ADR file. The security utility should be used to grant access to the ADR clerk only. All users are automatically denied access to all ADR screens, notices, and reports. See Security File Maintenance in Chapter 5 for more information.

```

ADR          MED          ADR REGISTER OF ACTIONS          03/25/10  PG  1
09-000101-DC JUDGE BEACH          FILE 01/01/09 ADJ DATE          CLOSE
                PLEASANT COUNTY
                HEARING DATE:  5/03/10 TIME:  1:30A  LOCATION:  01
                CLERK:  ARLENA CRAVEN

P 001 SANDY BEACH          VS D 001 DARWIN JONES
  101 BOARDWALK PLACE          123 PRETEND BLVD
  SUNNY TOWN          MI 48888          SUNNY TOWN          MI 48888
  ATTNY: OTTO J. ZACK

                                SERVICE/ANS 03/10/09  ANS

NUM  DATE          PARTY  EVENT DESCRIPTION/COMMENTS
-----
.....          END OF FILE          .....

F1=Exit          F17=Top  F18=Bottom          Roll/Page
NEXT  ___ CASE# 09 - 101 - DC CHG/EVT ___ PTY ___ JUDGE ___ DT ___
    
```

Sample ADR ROA Screen

Printing

To print a hard copy of the ADR register of actions screen from the Circuit Case Management Menu, type the CASE YEAR and NUMBER and press **[F20]**.

To print a hard copy of the ADR screen from the next transaction line of another case management screen, type **MSP** in the NEXT field then the CASE# and press **[F1]**.

DATE	Unmarked field indicating the first scheduled future ADR date or other future date specified on the Circuit Case Management Menu or next transaction line.
TIME	Scheduled time of ADR hearing.
ATY'S	Number of evaluators.
LOC	ADR Location number.
CLK	ADR clerk number.
CASE NUMBER-JDG	CCS number for case(s) and judge's initial as set up in the County Maintenance file.
CAST TITLE	Official title for the case on the calendar for the requested date (in "PARTY V PARTY" format).
Evaluators	Last name of each scheduled evaluator.

CASH SCREENS

Overview

The cash screen is used to receive non-court related cash, i.e. pistol permits, clerk certified copies, etc. Cash receipt transactions are generated and cash is distributed as set up in the cash code file. Receipts will be printed at a designated printer if the print receipts option was selected in the cash system file (see utility menu).

Also included in this section is information for cash distribution of court related cash receipts entered through the clerk screen.

Please Note: Cash transactions are an entry process only. If an error is made, the transaction may not be modified or deleted. An offsetting transaction with either a negative or a positive amount to correct the cash distribution must be entered. Or, you may make cash adjustments to the cash code file to balance the account (see Cash Menu, Chapter 6).

DATE	AMOUNT	RECEIVED FROM	CASH CODE
3/25/2010			
PAYMENT TYPE	REFERENCE NO.	AMT TENDERED	
F2=CONTINUE F1=EXIT F14=PROMPT NEXT CSH CASE# 00 - _____ - ____ CHG/EVT _____ PTY _____ JUDGE _____ DT _____			

Sample Non-court Related Cash Receipts Screen

Accessing Non-Court Cash Receipts Screen

Non-court cash receipts either issued for:

1. Transactions that do not pertain to a case (clerk certified copies, marriage licenses, etc)

- OR -

2. Transactions that do pertain to a case that is not entered into system yet.

To access the non-court cash receipts screen, press **[F16]**, or use the next transaction line of another case management screen, using procedures described in this chapter. The non-court related cash receipts screen appears.

Field Definitions

DATE	The date field is displayed. This will be the current day's date and may not be overridden. The format is MMDDYYYY.
AMOUNT	Amount of cash owed; format = XXXXXXXX.XX Negative or credit amounts may be keyed to correct errors in cash distribution or issue refunds; format = XXXXXXXX.XX-.
RECEIVED FROM	Name of the person the cash is received from.
+CASH CODE	The cash distribution code as keyed in the cash code file (i.e. PTL for pistol permits, CCC for clerk certified copies, etc.)
CSH/CHK/CHG	Code indicating what was tendered, i.e. CSH = cash, CHK = check, CHG = charge, EFT = Electronic Funds Transfer.
CHECK NO	Number of check or money order tendered.
AMOUNT TENDERED	Amount of money received. When used the change due will display and print on receipt.

Accessing the Cash Distribution Screen

The cash distribution screen is used to edit and/or override the distribution of cash received to the fund accounts.

TITLE	Official title of the case. (attorneys for the primary plaintiff and defendant are displayed below title.) (Blank for non-court cash receipt.)
DATE	Date of cash receipt as entered on the non-court related cash receipts screen or in the date field on the clerk screen.
AMOUNT	Amount of cash receipt as entered on the non-court related cash receipts screen or in the amount field on the clerk screen.
	The following fields are used for entering information about the cash distribution:
RECEIVED FROM:	The name of the person cash is being received from. (If receiving non-court cash this field is keyed on the non-court related cash receipts screen and may be changed here if necessary.)
CASH CODE	The cash distribution code as keyed on the non-court related cash receipts screen or in the event field on the clerk screen. You may not change this field. To correct, press [F1] to return to the previous screen.
CASHIER	The unique three character cashier ID as set up in the security file. This is a non-display field so the user must remember their cashier ID (similar to a user password). NOTE: DO NOT USE YOUR INITIALS.
CODE/REF#/ACCOUNT#/ AMOUNT/COMMENT	Based on the requested cash code, the system will display each cash code reference number and its corresponding account number and comment. The distribution amount is determined by the cash code reference as either a flat amount or a percentage of the payment. If requesting cash code COP for court cash, the system will automatically distribute the payment towards the remaining balance for each account if the COP distribution option is selected on the cash system file (see Cash System File Maintenance in Chapter 5). To override or change a distribution amount, type the new amount over the old and press [ENTER] to verify. The total of the distribution amounts must equal the total amount owed or the system will display a message "Distribution total does not equal amount received". The comment lines may be overridden as necessary by typing the new comment over the old. The comment area on blank

distribution lines may be used for additional comment space as necessary. Press **[ENTER]** to verify new comments.

When all information appears correct, press **[F2]** to add the cash distribution transactions. A receipt will print at the designated printer if the print receipts option is selected in the cash system file (see Cash System File Maintenance in Chapter 5).

```

CLERK
CASE# 09 - 128 - FH BEACH OPEN FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH. VS KINGSFORD, ROCKY, B COD REOPENED 32510
ABDELNOUR 2000.00 CS%
NEXT ACTION
NUM DATE CHG/PARTY EVT ATTNY DATE TIME A/P TYPE JUDGE CTRM
12 3262010 COP CC01
AMOUNT BOND# RECEIPT COMMENT
20.00
COMMENT
BALANCE DUE
Victim Rights: 60.00
Restitution: 7,420.00
Costs: 2,000.00
Fines:
Atty Fees:
State min. costs:
Other:
TOTAL: 9,480.00
F1=EXIT F2=ADD F8=NEXT ACTION F14=PROMPT HELP
NEXT CLK CASE# 09 - 128 - FH CHG/EVT PTY JUDGE DT
    
```

Sample Court Cash Receipts Screen

Accessing Court Cash Receipts Screen

Court cash receipts are transactions related to an established case number, (i.e. restitution, court ordered costs, attorney fees, etc. that a defendant has been ordered to pay; bond money being posted, etc.)

Court cash receipts are initiated on the clerk screen typing information in the following fields:

- NOTE:** For a detailed explanation see the clerk screen section.
- *DATE Date of cash receipt. (MMDDYYYY)
- +CHG/PTY Identification of the party involved in the event being recorded. Example: party posting bond or party filing motion.
- +EVT Cash event code. This must be a valid code from table 1 or a clerk event code (see Appendix A). Also, see Appendix C for codes given special consideration.
- *AMOUNT Amount of money owed for transaction.
- +BOND# Number of bond being referenced by any bond event.

RECEIPT To use cash distribution and generate receipt transactions leave this field blank. If a receipt number is entered, the system assumes you have manually distributed cash and will not redistribute.

After all cash receipt information has been typed, press **[F2]** to enter the clerk event and display the cash distribution screen.

CASH RECEIPT

Overview

A cash receipt will be printed when the Open for Day, Cash Adjustments, or Cash Receipt programs are run, and the print receipts option has been selected in the cash system file (see Chapter 5).

The cash receipts print on 8.5x11 copy paper when using a laser printer. If multiple copies are required of each receipt, the receipt copies option in the cash system file may be modified (see Chapter 5) Multi-part carbon or no-carbon required (NCR) forms are used when printing receipts on a pin-fed dot matrix printer. Consult your printer specifications manual to determine the maximum number of parts-per-form allowed.

123 SUNNY DRIVE	JIS TESTING	RECEIPT	51
ANYWHERE, MI 47777		DATE	03/26/10
888-339-1547		PAGE	1
COURT CASE NO. 09-000128-FH-B		PEOPLE OF MICH.	VS KINGSFORD, ROCKY, B
RECEIVED OF MR. KINGSFORD			
FOR THE ITEMS INDICATED BELOW:		CASH	
ACCOUNT NO.	DESCRIPTION	PAYMENT	BALANCE
	BEGINNING BALANCE		\$9,480.00
701.0-010-105.00-00-00	RESTITUTION	10.00	10.00-
101.0-010-010.02-00-00	COURT COSTS	10.00	10.00-
	TOTAL/ENDING BALANCE	\$20.00	\$9,460.00

Sample Receipt

Receipt Information

The cash receipt provides the following information:

CLERK NAME	Official office name issuing the receipt as entered in the cash system file.
RECEIPT NUMBER	Receipt number automatically assigned by the system.
COURT CASE NO.	Official number of the case. (This will not print on non-court related cash receipts.)
CASE NAME	Name of circuit court case.
RECEIVED OF	Name of person cash was received from as entered in the FROM NAME field during cash distribution, or notation "Open For Day" or "Adjustment" from cash management jobs run.
CSH/CHK	Indicates type of tender.

ACCOUNT	Fund account number of each account where money was distributed.
DESCRIPTION	Description of each fund account distribution or comments entered during cash distribution.
PAYMENT	Amount of payment.
BALANCE	Amount of beginning and ending balances.
INITIALS	Initials of the clerk issuing the receipt.
TOTAL	Total cash received on this receipt.
AMOUNT TENDERED	Amount of money tendered.
CHANGE	Change due.

LABELS SCREEN

Overview

The Labels screen is used to assist the courts in processing case files as they come in for initiation. Once cases have been initiated on the case header screen, the label may be printed by following the instructions below. NOTE: Labels require a designated printer.

```

                                CASE FILE LABELS                                3/26/10
                                                                                   09:09:39

ENTER CASE NUMBER RANGE FOR LABELS
TO BE PRINTED:

BEGINNING CASE NO.    ___ - _____

ENDING CASE NO.      ___ - _____

-----
!  XX-XXXXXX-XX   (JUDGE NAME)  !
!  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX !
!  VS XXXXXXXXXXXXXXXXXXXXXXXXXXX !
!  ATTY           !
-----

F1=EXIT                F2=PRINT LABELS

NEXT  ___  CASE# 00 - _____ - ___ CHG/EVT ___ PTY ___ JUDGE ___ DT _____

```

Sample Labels Screen

Accessing the Screen

The labels screen can be accessed from either the Circuit Case Management Menu or the next transaction line of another case management screen, by entering the three letter codes described in this chapter.

Printing

To print the labels type the beginning case number in the first field on the screen, and type the ending case number in the second field on the screen (These case numbers should correspond to the cases which were just initiated recently), press **[F2]** to print labels.

IMMEDIATE FORMS

Overview

The immediate forms section of the circuit court system provides courts with the ability to produce many state approved forms for use within the judicial system. These forms are produced from the data in the computer along with some information provided by the requestor.

CIRCUIT CASE MANAGEMENT MENU					Page 2 of 2
COUNTY <u>99</u>		FINANCIAL LOCATION <u>01</u>			
CASE YEAR <u>00</u>	NUMBER _____	TYPE _____	CHG/EVT _____	PARTY _____	ALT NO _____
NAME					
JUDGE _____			DATE _____		
FORM CODE: _____					
					F21 (OVR)
					F22 (D R)
					F23 (D P)
					F24 (EXT)
PAGE UP=PAGE 1	F14=PROMPT		CHANGE # OF COPIES		
			DISPLAY RECEIPT		
			DISPLAY PRINT		
			EXIT		

Sample Immediate Forms Menu

Immediate Forms Menu

The immediate forms menu appears when the **[PAGE DOWN]** key is pressed on page 1 of the case management system menu.

To access any of the immediate forms screens, type the required data in the fields at the top of the screen and the correct code in the Form Code field. If unsure of correct form code, press **F14** to prompt. a list of the valid form codes.

JUDGMENT OF SENTENCE/COMMITMENT TO JAIL

Overview

The judgment of sentence/commitment to jail screen is used to input information not currently recorded on circuit court/disposition screens and to print the SCAO approved commitment to jail form.

```

MC 219  JUDGMENT OF SENTENCE/COMMITMENT TO JAIL
CASE# 09 - 129 - FH BEACH          CLOSED          FILED 012209  ADJ DATE  62409
TITLE PEOPLE OF MICH.    VS BUNDY, TED, F          REOPENED
                                HAACK
                                Page 1 of 2
OPTIONS:  N Amended   Y Dismissed chgs   Y Comments   N Worksheet   N Conditional
PEOPLE OF:  STATE OF MICHIGAN
Probation Violation Date: _____
                                Police Report No.: _____
                                Convicted by P/C:  _
                                Charge(s):      _

4. Sanctions reportable to State Police:
   _ Revoked   _ Suspended _____ Days   _ Restricted _____ Days
_ 5. HIV testing and sex offender registration is completed.
_ 6. Defendant has been fingerprinted according to MCL 28.243.
_ 7. Probation is revoked.  8. Report at: _____ m.      Release Period
   Release Authorized for the Following Purpose:      From      To
   _ Upon payment of fine and costs.....            _____
   _ To work or seek work.....                       _____
   _ For attendance at school.....                   _____
   _ For medical treatment.....                      _____
   _ Other: _____                                _____

9. Jail for Failure to Pay on Time:  Beginning _____  Serve _____ days
11. Defendant shall complete:  _ Alcohol Highway Safety Education
   Treatment:  _ Outpatient  _ Inpatient  _ Residential  _ Mental Health
F1=EXIT  F14=PROMPT  (PRESS ENTER TO CONTINUE)

```

Judgment of Sentence/Commitment to Jail - Page 1 screen

TITLE Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

COUNT The charge number pertaining to this judgment of sentence.

The remaining fields may be input as required to supply judgment of sentence information not currently recorded on court/disposition screens.

Processing Multiple Sentencing Events

Normally, one sentencing event (SEN) is entered per case. If the defendant is sentenced per charge, a line will be printed for each charge. The most recent sentencing event(s) will be used to generate the judgment of sentence form.

Data Entry Fields

AMENDED Enter **Y** in this field to have the word 'Amended' print at the top of the form. Leave the **N** in this field if not printing an Amended judgment.

DISMISSED CHGS Leave the **Y** in this field to print dismissed charges. Enter **N** in this field to not have dismissed charges print.

COMMENTS Leave the **Y** in this field to print the comments from the Court SEN screen. Enter **N** to omit the comments when printing.

SENTENCE Allows you to print a judgment of sentence with all information or only heading information.
Y = Print sentence information
N = Print only heading information and guilty charges, sentence information is not printed.

CONDITIONAL Leave the **N** to print all statements from the judgment screens. Enter **Y** to print only statements selected from the judgment screen.

POLICE REPORT NO. When the Police Incident Number field is filled in on the case header screen, the PIN will automatically print on the judgment of sentence form. If entered on the case header, it cannot be changed on the judgment screen. If the PIN is not entered on the case header screen, it can be entered on the judgment screen but the system will not retain it.

PROBATION VIOLATION**DATE**

Enter the date of the probation violation, format (MMDDYYYY). If a date is entered, the judgment of sentence will indicate the defendant was found guilty of a probation violation.

CONVICTED BY

If a probation violation date is entered, enter 'P' if the defendant enters a plea of guilty or 'C' if found guilty by court.

CHARGES

Charge numbers wished to print on judgment, leave blank for all to print.

NOTICE TO APPEAR

Overview

The notice to appear form is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for court actions. The notices may be requested by date for one case or all cases for one judge. The system also provides an additional notice to be placed in the file and indicates proof of service. All parties served with a computer or manually generated notice will be listed on this final notice.

Printing Notices

1. Enter "NOT" in event field on the clerk entry screen when scheduling ANY event (instead of "SND").
2. Notice to appear may be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in this chapter.
3. To print notices for one CASE using the next transaction line, enter "NOT" for NEXT and enter the case number and the date in which the event was entered. If no date is entered, the system will use the current system date.

The NOTICE - PARTY SELECTION screen will appear. The system will default to the parties who are required to receive notice per court rule. However, there is the ability to override who receives notice. Enter **A** for the notice to print for attorney only. Enter **P** for the notice to print for the party only. Enter **B** for the notice to print for the attorney and the party. Leave blank if no notice is required.

4. To print notices for one CASE using the immediate forms menu, enter the case number, enter the file date that was keyed on the clerk screen when "NOT" was entered, and enter a valid form code. If no date is entered, the system will use the current system date.
5. To print notices for one JUDGE, using the immediate forms menu, enter the judge number, the event date that was keyed on the clerk screen when "NOT" was entered, and enter **NOT** in the Form Code field. If no date is entered, the system will use the current system date.
6. To print notices for one judge using the next transaction line, enter "NOT" for NEXT, enter the judge number, and the event date that was keyed on the clerk screen when "NOT" was entered. If no date is entered, the system will use the current system date.
7. To print a notice for one PARTY using the next transaction line, enter "NOT" for NEXT, enter the case number, enter the party designation code and number, enter the event date that was keyed on the clerk screen when "NOT"

was entered and press the appropriate function key ([F1], [F2], or [F3]). If no date is entered, the system will use the current system date. Make sure the NOT EVENT code is in the EVENT field and not NTS.

8. To print a notice for one PARTY using the immediate forms menu, enter the case number, enter the party designation code and number, enter the event date that was keyed on the clerk screen when "NOT" was entered and enter **NOT** in the form code field. If no date is entered, the system will use the current system date.

UPDATE "NOT" TO "NTS"

"NOT" on the clerk screen is changed to "NTS" (notice sent) and the date the notice is printed replaces the original clerk event date. If a re-run of a case number or event is needed the operator may change the "NTS" to "NOT" on the clerk screen and re-run the notices. The purpose is to allow multiple notice runs per day without printing previously printed notices. The register of actions (print & screen display) will display "SEND NOTICE" when "NOT" is the event code, followed by the scheduled event information and "NOTICE SENT" when "NTS".

MULTIPLE EVENTS

Multiple events can print on 1 notice (up to 10). To accomplish this, on the clerk screen, schedule all the events with "NOT" and the same event date. When immediate notices are selected for that filed date all events will be printed on the same notice.

ADDITIONAL COMMENTS

Comments can appear after each event on notices. To do this, when using "NOT" to schedule an event, comments entered on lines 1 and 2 will be printed as 1 line, lines 3 and 4 will also be printed as one line on the notice. They will appear after the printing of the event date.

NOTICES WILL BE PRINTED FOR:

1. The attorneys for or pro per plaintiffs, defendants with a ROS event, third parties, cross parties, counter parties, bondsmen (if a company), intervening parties, and interested parties.
2. Non-disposed civil parties with a ROS event for open cases.
All civil parties for closed cases.
3. "PROSECUTOR'S OFFICE" or prosecuting attorney (if prosecutor P# entered on case initiation screen) and will appear under "This Notice Has Been Sent To:" and Proof of Service.
4. "PROBATION DEPT." - for SEN, PVH, or HYT only.
5. "FRIEND OF THE COURT" for all domestic cases.

6. There is a limit of 800 parties per case that can be printed.

STATE OF MICHIGAN 48TH JUDICIAL CIRCUIT	NOTICE TO APPEAR	CASE NO. 09-000128-FH
Court Address PLEASANT COUNTY 309 WASHINGTON SQUARE P. O. BOX 30048 LANSING MI 48909		Court Telephone No. 517-373-8777
		Mailing Date 11/29/10
Mail to: JOAN ZERACKI ABDELNOUR PO BOX 302 STERLING HEIGHTS MI 48311		YOU ARE DIRECTED TO APPEAR AT: The court address above, CIRCUIT COURTROOM NUMBER 1 <hr/> HON. HARRY A. BEACH
Plaintiff PEOPLE OF MICHIGAN	v	Defendant ROCKY B KINGSFORD
FOR THE FOLLOWING PURPOSE:		
1. ON - FRIDAY DATE - NOVEMBER 5, 2010 TIME - 11:00AM FOR MISCELLANEOUS HEARING		
THIS NOTICE HAS ALSO BEEN SENT TO: ROBERT J. HADLEY P14510		

Sample Notice to Appear

STATE OF MICHIGAN 48TH JUDICIAL CIRCUIT	PROOF OF SERVICE AND NOTICE TO APPEAR	CASE NO. 09-000128-FH
		Mailing Date 3/26/10
Court Address PLEASANT COUNTY 303 WASHINGTON SQUARE P.O. BOX 30048 LANSING MI 48909	YOU ARE DIRECTED TO APPEAR AT: The court address above, <u>CIRCUIT COURTROOM NUMBER 1</u> <hr/> HON. HARRY A. BEACH	
Plaintiff PEOPLE OF MICHIGAN	v	Defendant ROCKY B KINGSFORD
FOR THE FOLLOWING PURPOSE:		
1. ON - WEDNESDAY DATE - MARCH 31, 2010 FOR MISCELLANEOUS HEARING Probation Hearing	TIME - 1:00PM	EVI 13
CERTIFICATE OF MAILING		
THIS NOTICE HAS BEEN SENT TO: JOAN ZEBRACKI ABDELMOUR, PO BOX 302, STERLING HEIGHTS ROBERT J. HADLEY, 222 E MERRILL ST 101-D, BIRMINGHAM		<u>PARTY SENT</u> D 001 --- ---

Sample Proof of Service & Notice to Appear

Notice Information

	The notice to appear form is headed "STATE OF MICHIGAN". The title "NOTICE TO APPEAR" is followed by this information about the case.
CASE NO.	Circuit court number for the case.
COUNTY	The name of the county (venue) of the case.
CIRCUIT	The name of the circuit (venue) of the case.
ADDRESS	The address of the courtroom location.
JUDGE	The name of the judge that will hear the scheduled event.
COURTROOM	The name of the courtroom where the scheduled matter will be heard.
TELEPHONE NO	The telephone number as entered in the courtroom file for the specified location. If no telephone number exists for the courtroom location, the number will be used from the bar file for the judge hearing the matter. If no telephone numbers exist for the two previous sources, it will be used from the county file.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified. Designed to fit in a standard left side window envelope.
PLAINTIFF/PEOPLE	Name of the primary plaintiff (or "State of Michigan").
DEFENDANT	Name of the primary defendant.
	The following information is printed under the heading "FOR THE FOLLOWING PURPOSE:"
ON	Day of scheduled appearance. Date of scheduled appearance. Time of day of scheduled appearance.
FOR	Long description for event that indicates what scheduling code from Table 2 was used to get the case on the calendar.
COMMENTS	Next Action Comment line 1 through 4 of the entry that scheduled the event on the calendar.
THIS NOTICE HAS BEEN SENT TO	List of other parties to whom notices have been sent. The names of the individuals who have received a copy of the notice.

DATE Space for date of clerk or other court administrator sending the notice to appear.

Proof of Service Notice

The last notice that is generated from the program for a case is the proof of service notice. This notice is to be placed in the court file. It indicates which parties on the case were printed a computer-generated notice. It also indicates those parties that did not receive a notice due to inadequate address information. Whether computer or manually generated, the verification of who checked and sent the notices can be indicated by initialing the field provided and entering a number from 1 to 3 to show the type of service.

1 = By Ordinary Mail

2 = Personally

3 = By Attorney Mailbox

NOTE: Interested parties will receive a copy of a notice and it will designate that it is a "COURTESY COPY".

CLERK/ADMINISTRATOR

Space for signature of clerk or assignment clerk sending the notice to appear.

ORDER OF ACQUITTAL/DISMISSAL OR REMAND

Overview

The order of acquittal/dismissal or remand screen is used to input information not currently recorded on circuit court/disposition screens and to print the SCAO approved form.

MC 262 ORDER OF ACQUITTAL/DISMISSAL OR REMAND			
CASE# 09 -	128 - FH BEACH	OPEN	FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH.	VS KINGSFORD, ROCKY, B		REOPENED 32510
	ABDELNOUR		
OPTIONS: <u>N</u> Conditional		Charge(s): ___	
PEOPLE OF: <u>STATE OF MICHIGAN</u>		Police Report No.: _____	
1. Case dismissed ___ with ___ without prejudice. Defendant's motion for dismissal granted:			
2. ___ with ___ without prejudice			
3. in part ___ with ___ without prejudice; following charges are dismissed:			

4. Defendant acquitted by ___ judge ___ jury.			
5. Defendant acquitted after trial by ___ judge ___ jury on the following:			

6. ___ Defendant shall be immediately discharged from confinement.			
7. ___ Bond is canceled. 8. ___ Bond/bail is continued.			
9. Case is remanded to _____ district court for following reasons:			

10. ___ If item 4 is checked, the arresting agency shall destroy the fingerprints and arrest card according to law.			
F2=PRINT F14=PROMPT F1=EXIT			
NEXT ___ CASE# <u>09</u> - <u>128</u> - <u>FH</u> CHG/EVT ___ PTY ___ JUDGE ___ DT _____			

Sample Order of Acquittal/Dismissal or Remand Screen

Accessing the Screen

The order of acquittal/dismissal or remand screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the order of acquittal/dismissal or remand screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed.

DISMISSAL NON SERVICE/NO PROGRESS

Overview

The DISMISSAL non service/no progress screen is used to input information not currently recorded on circuit court/disposition screens and to print the SCAO approved form.

MC 09a DISMISSAL Non Service/No Progress			
CASE# 09 -	101 - DC	BEACH	ADR
TITLE SANDY BEACH	VS DARWIN JONES		FILED 010109 ADJ DATE
ZACK	PRO PER		REOPENED

1. The court records disclose that defendant(s)/respondent(s) have not been timely served with process according to court rule.
2. Progress has not occurred as specified in the notice of intent to dismiss.
3. There has been no progress in this case since _____ and parties have been notified by _____ to appear on _____ and did not appear.

IT IS ORDERED that this case is dismissed without prejudice as to:
 all parties.
 the following defendant(s)/respondent(s):

F2=PRINT **F1=EXIT**
 NEXT ___ CASE# 09 - ___ 101 - DC CHG/EVT ___ PTY ___ JUDGE ___ DT ___

Sample Dismissal Non-Service/No Progress Screen

Accessing the Screen

The DISMISSAL non service/no progress screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the DISMISSAL non service/no progress screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed.

RIGHT TO APPELLATE REVIEW AND REQUEST FOR APPOINTMENT OF ATTORNEY

Overview

The Right to Appellate Review and Request for Appointment of Attorney screen is used to verify the case requested and to print the SCAO approved form.

CC 265 RIGHT TO APPELLATE REVIEW AND REQUEST FOR APPOINTMENT OF ATTORNEY							
CASE# 09 -	129 - FH	BEACH	CLOSED	FILED	012209	ADJ DATE	62409
TITLE PEOPLE OF MICH.		VS BUNDY, TED, F				REOPENED	
		HAACK					
RETURN TO:	<u>PLEASANT COUNTY</u>						
	<u>123 SUNNY DRIVE</u>						
	<u>ANYWHERE</u> <u>MI</u> <u>47777</u>						
PHONE#:	<u>888</u> <u>3391547</u>						
Verify Case ID and return address							
F1 =EXIT	F2 =PRINT	F3 =MODIFY ADDRESS AND PRINT					
NEXT	CASE# 09 -	129 - FH	CHG/EVT	PTY	JUDGE	DT	

Sample Notice of Right to Appeal/Appt of Attorney screen

Accessing the Screen

The Right to Appellate Review and Request for Appointment of Attorney screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the Right to Appellate Review and Request for Appointment of Attorney screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.) There is no additional information required to print this form.
RETURN TO	Initially, the address from the county file is displayed to print on the notice. If this notice needs to be returned to a different address, type in the new address and telephone number. The next time this notice is requested, the new address will display. Changing this address will not effect the county file address.

JUDGMENT OF SENTENCE/COMMITMENT TO CORRECTIONS DEPARTMENT

Overview

The judgment of sentence/commitment to corrections department screen is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form.

CC 219b JUDGMENT OF SENTENCE COMMITMENT TO DEPARTMENT OF CORRECTIONS			
CASE# 09 -	129 - FH BEACH	CLOSED	FILED 012209 ADJ DATE 62409
TITLE PEOPLE OF MICH.	VS BUNDY, TED, F		REOPENED
	HAACK		
OPTIONS: <input type="checkbox"/> Amended <input type="checkbox"/> Dismissed chgs <input type="checkbox"/> Comments <input type="checkbox"/> Worksheet <input type="checkbox"/> Conditional			
	<input type="checkbox"/> Remit Prisoner Funds Order		
PEOPLE OF: STATE OF MICHIGAN		Police Report No.:	_____
Probation Violation Date: _____		Convicted by P/C:	__
		Charge(s):	__
_ 3. HIV testing and sex offender registration is completed.			
_ 4. The defendant has been fingerprinted according to MCL 28.243.			
_ 5. Probation is revoked.			
6. Participating in a special alternative incarceration unit is <input type="checkbox"/> prohibited.			
<input type="checkbox"/> permitted.			
_ 8. Sentence(s) to be served consecutively to: (if item not checked, sentence is concurrent) <input type="checkbox"/> each other			
case numbers _____			
10. The concealed weapon board shall: <input type="checkbox"/> suspend for ____ days			
<input type="checkbox"/> permanently revoke			
the concealed weapon license, permit number _____, issued by			
_____ County.			
F1=EXIT F14=PROMPT (PRESS ENTER TO CONTINUE)			

Sample Judgment of Sentence Commitment to Department of Corrections

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MC 288 ORDER TO REMIT PRISONER FUNDS
CASE# 09 - 129 - FH BEACH CLOSED FILED 012209 ADJ DATE 62409
TITLE PEOPLE OF MICH. VS BUNDY, TED, F REOPENED
HAACK
OPTIONS: N Amended Y MDOC Business Office copy

PEOPLE OF STATE OF MICHIGAN _____
Prisoner no.: _____ DOB: 6181981 SID: _____

Institution name & address: _____
_____
_____
_____
_____

MDOC Business Office: MICHIGAN DEPARTMENT OF CORRECTIONS
REGIONAL BUSINESS OFFICE
COURT ORDER PROCESSING
4000 COOPER STREET
JACKSON MI 49201 - _____

F1=EXIT (PRESS ENTER TO CONTINUE)

```

Sample Order to Remit Prisoner Funds

Accessing the Screen

The judgment of sentence commitment to corrections department screen can be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the judgment of sentence commitment to corrections department screen identify general information about the case and may not be changed:

CASE #	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.

TITLE	Official title of the case. (Attorney for the defendant is displayed below the title.)
AMENDED	Enter Y in this field to have the word Amended print at the top of the form. Leave the N in this field if not printing an Amended judgment.
DISMISSED CHGS	Leave Y in this field to print dismissed charges on the judgment form. Enter N in this field to not print dismissed charges.
COMMENTS	Leave Y in this field to print all comments from the SENTencing screen onto the judgment. Enter N in this field when not printing the SENTencing comments.
SENTENCE	Leave Y in this field to print sentence information on the judgment form. Enter N when requesting a blank judgment form with only case header information included.
CONDITIONAL	Leave N in this field to print entire form. Enter Y to print only the lines selected.
REMIT PRISONER FUNDS ORDER	Leave Y to automatically print the Remit Prisoner Funds Order form which gets sent to Department of Corrections along with the Judgment of Sentence. Enter N if form is not needed.

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the court/disposition screens.

Processing Multiple Sentencing Events

Normally, one sentencing (SEN) event is entered per case. If the defendant is sentenced per charge, a line will be printed for each charge with its corresponding sentencing information. The most recent sentencing event(s) will be used to generate the judgment of sentence form when all SEN events are charge specific. (Modify case wide SEN events to have 99 in the charge field.)

CASE EVALUATION HEARING NOTICE

Overview

The circuit court system case evaluation hearing notice to appear form is mailed to litigants in circuit court cases to inform them of dates, times, and places to appear for a hearing. The system also provides an additional notice to be placed in the file and indicates proof of service. All attorneys or parties served with a notice will be listed on this final notice.

Printing Notices for a Selected case number

1. On the screen, enter a hearing date and time (must be future). Notice date must be blank.
2. On the next transaction line, enter **MNT** and the case number (should already be there). To post-date or pre-date the notices, enter the desired date in the next transaction line's date field. Press the appropriate function key. The mailing date printed on the notices defaults to the current date.

-OR-

On the case management menu - page 2, enter case number and enter **MNT** in the Form Code field. The mailing date will default to the current date. To post-date or pre-date the notices enter the desired date in the date field on the case management menu - page 2.

UPDATE NOTICE DATE

As notices are generated the notice date field is updated with the mailing date printed on notices. If a re-run of a case number is needed, the operator may remove the notice date from the screen and re-run the notice.

VARIABLE LOCATION ADDRESS AND COMMENTS

The address printing on the top of each notice and the 12 lines of comments that may print in the body of the notice are determined by the screen's location field ("LOC"). If left blank the court address from the county file will be printed and no comments will print. The location number must correspond with the location number entered on the maintenance menu's location option. See Chapter 5 for entering data for location. This allows for flexibility in hearings held at different addresses, room numbers and instructions to the litigants.

NOTICES WILL BE
PRINTED FOR:

1. The evaluators entered on the screen.
2. The attorneys for or pro per plaintiffs, defendants, third parties, cross and counter parties, intervening parties, and interested parties.
3. Civil parties not disposed.
4. There is a limit of 100 attorneys/parties per case that can be printed.

Notice Information

The Notice to Appear form is headed "STATE OF MICHIGAN". The title "NOTICE TO APPEAR FOR HEARING" is followed by this information about the case:

COUNTY NO.	This unmarked field denotes the county of record for this case.
CASE NO.	Circuit court number for the case with the alpha identifier of the judge of record.
DATE	Mailing date entered on menu.
LOCATION ADDRESS	Address of the location.
LOCATION TELEPHONE	Telephone number of the clerk.
MAIL TO:	Mailing address of attorney or name of party (if pro per) being notified. Designed to fit in a standard window envelope.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of the primary defendant.

NOTICE OF EVALUATION

Overview

The circuit court system notice of evaluation form is used by the evaluators to record their evaluations of the case in. The system also provides an additional notice to be placed in the file and indicates proof of service. Notices may be printed for one case or for one hearing date. Each attorney or pro per party is listed along with the parties represented.

Printing Notices

1. The notice of evaluation may be accessed from either the immediate forms menu or the next transaction line of another case management screen, using the procedures described in this chapter.
2. To print a notice for one CASE using the next transaction line, enter "NME" for NEXT and enter the CASE NUMBER.
3. To print a notice for one CASE using the immediate forms menu, enter the case number and enter **NME** in the Form Code field.
4. To print notices for all cases for a particular hearing date using the next transaction line, enter "NME" for NEXT, make sure the case number is blank, and enter the hearing date in the next transaction line's date field.
5. To print notices for all cases for a particular hearing date using the immediate forms menu, enter the hearing date and enter **NME** in the Form Code field.

Notice Information

CASE NO.	Circuit court number for case.
COURT ADDRESS	Address of the ADR clerk.
COURT TELEPHONE NO.	Telephone number of the ADR clerk.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of the primary defendant.
ATTORNEY NAME	The attorney name or party name (if pro per) along with each party being represented.
EVALUATIONS	Space for the evaluators to record their evaluation of the case.

MEDICAL CASES

Medical cases filed after July 1, 1987 will have additional evaluation selections printed as follows:

"Pursuant to MCR 2.403(K)(6), you are hereby notified that the panel has evaluated this case for settlement purposes as follows:

--There has been a breach of the applicable standard of care.

--There has NOT been a breach of the applicable standard of care.

--Reasonable minds could differ as to whether there has been a breach of the applicable standard of care."

DATE Date the form is signed by the evaluators evaluating the case.

EVALUATOR SIGNATURE Name of each evaluator and space for evaluator signatures.

CERTIFICATE OF SERVICE Space for date and signature of court administrator who sends copies of evaluation to each attorney or pro per party.

ACCEPTANCE/REJECTION Space for response, date, and signature of each attorney or pro per party.

NOTICE OF RESULTS

Overview

The circuit court system notice of results form is mailed to litigants in circuit court cases to inform them of acceptance, rejection, or conditional acceptance of evaluator's evaluations. The system also provides an additional notice to be placed in the file and indicates proof of service.

Printing Notices

1. On the ADR screen, enter **Result Service Date**, and Accept/Reject status of each party. On clerk screen, enter "CON" event where necessary for parties entering conditional acceptances or ABIF@ event where necessary for parties entering a bifurcated response.
Enter the terms of the condition or bifurcation on the comment lines. By doing so, the terms will print on the notice of results when requested.
2. To print notices for one CASE using the next transaction line, enter "NRM" and enter the CASE NUMBER.
3. To print notices for one CASE using the immediate forms menu. Enter the case number and enter **NRM** in the Form Code field.
4. To print notices for one hearing date using the next transaction line, enter "NRM" for NEXT, make sure the case number is blank, and enter the hearing date in the next transaction line's date field.
5. To print notices for one HEARING DATE using the immediate forms menu, enter the hearing date and enter **NRM** in the Form Code field.

NOTICES WILL BE PRINTED FOR:

1. The attorneys for or pro per plaintiffs, defendants, third parties, cross parties, counter parties and intervening parties.

Notice Information

CASE NO.	Circuit court number for the case.
COURT ADDRESS	Address of the clerk generating the notice.
COURT TELEPHONE NO.	Telephone number of the clerk generating the notice.
DATE	Date of mailing and notice .

MAIL TO	Mailing address of attorney or name of party (if pro per) being notified.
PLAINTIFF	Name of the primary plaintiff.
DEFENDANT	Name of primary defendant.
EVALUATIONS	Each attorney along with the party represented or party name (if pro per) along with the parties' response to the evaluation.
DATE	Space for date of signature of clerk.
CLERK	Space of signature of clerk sending the notice.
CERTIFICATION OF MAILING	Space for date and signature of clerk or other court administrator sending the notice.
<u>Proof of Service Notice</u>	The last notice that is generated is the proof of service notice. This notice is to be placed in the court file.

STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

MOTION/ORDER OF NOLLE PROSEQUI

Overview

The motion/order of nolle prosequi screen is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form.

MC 263 MOTION/ORDER OF NOLLE PROSEQUI			
CASE# 09 -	128 - FH BEACH	OPEN	FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH.	VS KINGSFORD, ROCKY, B		REOPENED 32510
	ABDELNOUR		
OPTIONS: <input checked="" type="checkbox"/> Conditional		Charge(s):	___
PEOPLE OF: STATE OF MICHIGAN		Police Report No.:	_____
Prosecuting Official: _____			
Reasons: _____			

_ 1. Motion for nolle prosequi is granted and the case is dismissed without prejudice.			
_ 2. Motion for nolle prosequi is granted as to the following charge(s) which are dismissed without prejudice:			

_ 3. Motion for nolle prosequi is denied.			
_ 4. Defendant shall be immediately discharged from confinement in this case.			
_ 5. Bond is canceled and shall be returned after costs are deducted.			
_ 6. Bond is continued on the remaining charge(s).			
F2=PRINT	F14=PROMPT	F1=EXIT	
NEXT ___	CASE# 09 -	128 - FH	CHG/EVT ___ PTY ___ JUDGE ___ DT _____

Sample Motion/Order of Nolle Prosequi Screen

Accessing the Screen

The motion/order of nolle prosequi screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another case management screen, using the procedures described in Chapter this chapter.

Field Definitions

The following fields on the motion/order of nolle prosequi screen identify general information about the case and may not be changed:

CASE #	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on Court/Disposition screens.

ORDER

Overview

The Order Screen is used to input information not currently recorded on Circuit Court/Disposition screens and print the SCAO approved form.

MC 327	ORDER					COUNTY	99
CASE# 09 -	128 - FH	BEACH	OPEN	FILED	012209	ADJ DATE	
TITLE PEOPLE		VS KINGSFORD, ROCKY, B				REOPENED	32510
HADLEY		ABDELNOUR		Party: D	001		
People of: <u>STATE OF MICHIGAN</u>							
1. Motion title: _____							
2. Moving Party: ROCKY B KINGSFORD							
3. This matter has been placed on the motion calendar for:							
Judge: <u>10571</u> Date: _____ at __ : __ _ m.							
Hearing location: _ Court address above _____							
The motion is _ granted _ granted/denied in part _ denied.							

F1=EXIT		(PRESS ENTER TO CONTINUE)					

Sample Order Screen

Accessing the Screen

The Order screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the Order screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.

FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the court/disposition screens.

ORDER TO SHOW CAUSE

Overview

The Order to Show Cause Screen is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form.

MC 230	ORDER TO SHOW CAUSE	COUNTY	99
CASE# 09 -	128 - FH BEACH	OPEN	FILED 012209
TITLE PEOPLE	VS KINGSFORD, ROCKY, B	ADJ DATE	REOPENED 32510
HADLEY	ABDELNOUR	Party: D	001

People of State of Michigan

- I am interested in this matter as _____
- _____ has not complied with an order dated _____ by failing to:

- I request an order directing _____ to show why
 - he/she should not be found in _ civil _ criminal contempt of court.
 - judgment should not be entered against him/her (as surety/agent) for the full amount of recognizance.
 - judgment should not be entered against him/her for failure to file a garnishee disclosure.

F1=EXIT (PRESS ENTER TO CONTINUE)

Sample Order to Show Cause Screen 1

MC 230	ORDER TO SHOW CAUSE	COUNTY	99
CASE# 09 -	128 - FH BEACH	OPEN	FILED 012209
TITLE PEOPLE	VS KINGSFORD, ROCKY, B	ADJ DATE	
HADLEY	ABDELNOUR	REOPENED	32510
	ORDER		

Subscribed and sworn to before me on County, MI.
My commission expires: Notary public, County of

5. You are ordered to appear before this court on at : m.
 the court address above
at courtroom number

to show cause why
 you should not be held in civil criminal contempt.
 a judgment should not be entered against you
 your case should not be dismissed
 other:

7. A copy of this must be served personally by mail on the person
ordered to appear at least days before the hearing.

F2=PRINT **F1=EXIT** ROLL UP=PREVIOUS PAGE
NEXT CASE# - - FH CHG/EVT PTY JUDGE DT

Sample Order to Show Cause Screen 2

Accessing the Screen

The Order to Show Cause screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the Order to Show Cause screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.

TITLE Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the Court/Disposition screens.

FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)
	The remaining fields may be input as required to supply information to be printed.
PARTY	If only one party is to be notified, indicate the party designation either on the case management menu or the next transaction line party fields.

ASSIGNMENT TO YOUTHFUL TRAINEE STATUS

Overview

The Assignment to Youthful Trainee Status Screen is used to input information not currently recorded on Circuit Court/Disposition screens and print the SCAO approved form.

```

MC 242 ASSIGNMENT TO YOUTHFUL TRAINEE STATUS          COUNTY    99
CASE# 09 - 128 - FH BEACH          OPEN          FILED  012209 ADJ DATE
TITLE PEOPLE OF MICH.    VS ROCKY B KINGSFORD          REOPENED  32510

OPTIONS:  Conditional          Charge(s):  __
PEOPLE OF: STATE OF MICHIGAN          Police Report No.:  _____
_ 4. HIV testing and sex offender registration was completed.
_ 5. The defendant has been fingerprinted according to MCL 28.243.
6. The defendant is assigned to youthful trainee status and is: (Check one)
_ a. Committed to DOC for a period of _____
_ b. Placed on probation for not more than 3 years under DOC per order
_ c. Placed on probation for not more than 2 years per order
_ d. Committed to jail ___ days beginning _____, Credit ___ days
    During this period defendant may be released for the purpose
    and during the times specified below:
    _ seeking work    _ working at regular employment
    _ attendance at an educational institution
    Times:  _____
_ e. other:  _____

7. Jail for Failure to Pay on Time:  Beginning _____  Serve ___ days
F2=PRINT          F14=PROMPT          F1=EXIT
NEXT ___ CASE# 09 - 128 - FH CHG/EVT ___ PTY ___ JUDGE ___ DT _____
    
```

Sample Assignment to Youthful Trainee Status Screen

Accessing the Screen

The Assignment to Youthful Trainee Status screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the Assignment to Youthful Trainee Status screen identify general information about the case and may not be changed:

- CASE# Official number assigned to the case.
- JUDGE This unlabeled field following the case number contains the last name of the judge assigned to the case.
- STATUS OPEN, UNDER ADVISEMENT or DEFERRED is displayed to

identify the status of the case.

FILED	Date the case was originally filed.
ADJ DT	Date (if any) when case is adjudicated, format = MMDDYYYY.
REOPENED	Date (if any) this case was reopened.
TITLE	Official Title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the Court/Disposition screens.

ORDER FOR COUNSELING AND TESTING

Overview

The Order for Counseling and Testing screen is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form.

```

MC 234 Order for Counseling and Testing for Disease/Infection
CASE# 09 - 128 - FH BEACH OPEN FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH. VS KINGSFORD,ROCKY,B REOPENED 32510
ABDELNOUR Page 1 of 3
PEOPLE OF: STATE OF MICHIGAN Print instructions: N

1. On _____ _ defendant/juvenile was arraigned on a warrant for:
   _ defendant was assigned to youthful trainee status for:
   _ defendant/juvenile was convicted of:
   _ defendant/juvenile was bound over to the circuit court for:
   _ juvenile was found to be within the provisions of
     MCL 712A.2 for violation of:

_____  

(Specify)

2. The defendant/juvenile is _ on bond
   _ incarcerated in _____

F1=EXIT (PRESS ENTER TO CONTINUE)

```

Sample Order for Counseling and Testing Screen 1

Accessing the Screen

The Order for Counseling and Testing screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case Management screen using the procedures described in this chapter.

Field Definitions

The following field on the Order for Counseling and Testing screen identify general information about the case and may not be changed:

CASE#	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.

FILED Date the case was originally filed.

ADJ DT Date (if any) when case is adjudicated, format = MMDDYYYY.

REOPENED Date (if any) this case was reopened.

TITLE Official title of the case. (Attorney for the defendant is displayed below the title.)

The remaining fields may be input as required to supply information to be printed that is not currently recorded on the Court/Disposition screens.

```

MC 234 Order for Counseling and Testing for Disease/Infection
CASE# 09 - 128 - FH BEACH OPEN FILED 012209 DISPOSED
TITLE PEOPLE OF MICH. VS KINGSFORD, ROCKY, B REOPENED 32510
ABDELNOUR Page 2 of 3

```

3. The defendant/juvenile shall receive counseling regarding venereal disease, hepatitis B and C infection, human immunodeficiency virus (HIV) infection; acquired immunodeficiency syndrome; and acquired immunodeficiency syndrome related complex including, at a minimum, information regarding treatment, transmission, and protective measures from

- a local health department, at the defendant's/juvenile's expense,
- an assigned counseling and testing agency, at the defendant's/juvenile's expense,
- a licensed physician, at the defendant's/juvenile's expense,

(Name of physician or contact person of agency or health dept and address)

(PRESS ENTER TO CONTINUE) ROLL UP=PREVIOUS PAGE

Sample Order for Counseling and Testing Screen 2

MC 234 Order for Counseling and Testing for Disease/Infection
CASE# 09 - 128 - FH BEACH OPEN FILED 012209 DISPOSED
TITLE PEOPLE OF MICH. VS KINGSFORD, ROCKY, B REOPENED 32510
ABDELNOUR Page 3 of 3

6. All testing and counseling of the defendant/juvenile must be completed and test results transmitted to the court

_ before the sentencing/dispositional hearing date on _____

_ within 30 days of this order.

Test results must be transmitted to

_ the ____ circuit court at _____

_ this court at the address stated above.

7. The defendant/juvenile shall pay to the clerk of the court the costs of examination/testing by a local health department or assigned counseling and testing agency

_ within 30 days after this order is issued.

_ as follows:

(Specify payment arrangements)

F1=EXIT

F2=PRINT

ROLL UP=PREVIOUS PAGE

NEXT ____ CASE# 09 - 128 - FH CHG/EVT ____ PTY ____ JUDGE ____ DT ____

Sample Order for Counseling and Testing screen 3

ORDER AFTER HEARING ON VIOLATION OF PERSONAL PROTECTION ORDER

Overview

The Order After Hearing on Violation of Personal Protection Order is used to input information not currently recorded on circuit court/disposition screens and print the SCAO approved form.

```

CC 382 Order After Hearing on Show Cause For Violating Valid PPO/FPO
CASE# 10 - 501 - PP RANSOM          CLOSED      FILED 050510 ADJ DATE 50510
TITLE OUTTHEDOOR,LESLIE, VS TROUBLEMAKER,PAUL,          REOPENED
      PRO PER              PRO PER              Page 1 of 3

 PACC Code MCL 600.2950 _ PACC Code MCL 600.2950a _ PACC Code MCL 600.2950m

Date of hearing: _____ Judge: 19226 Police Report No.: _____
Respondent DOB: _____

_ 2. The respondent was present at the show-cause hearing on violation of a
    valid personal/foreign protection order and was advised of his/her rights.
_ 3. The respondent pled guilty to the violations in the motion to show cause.
_ 5. The respondent failed to appear as ordered and a bench warrant
    should issue for his/her arrest.
_ 6. A bench warrant shall issue for the respondent`s arrest.
_ 7. The hearing on the _ bench warrant _ show cause
    is adjourned to _____
    Reason: _____
_ 8. The order to show cause is dismissed.

F1=EXIT      (PRESS ENTER TO CONTINUE)
  
```

Sample Order After Hearing on Violation of PPO screen 1

Accessing the Screen

The Order After Hearing on Violation of Personal Protection Order screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another Case management screen, using the procedures described in Chapter 3 - Accessing Case Management Screens.

Field Definitions

The following fields on the Order After Hearing on Violation of PPO screen identify general information about the case and may not be changed:

CASE #	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS OPEN, CLOSED, or DEFERRED is displayed to identify the status of the case.

FILED Date the case was originally filed.

ADJ DT Date (if any) when case is adjudicated, format = MMDDYYYY.

REOPENED Date (if any) this case was reopened.

TITLE Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.) The remaining fields may be input as required to support information to be printed that is not currently recorded on the Court/Disposition screens.

```

CC 382 Order After Hearing on Show Cause for Violating Valid PPO/FPO
CASE# 10 - 501 - PP RANSOM CLOSED FILED 050510 ADJ DATE 50510
TITLE OUTTHEDOOR,LESLIE, VS TROUBLEMAKER,PAUL, REOPENED
PRO PER PRO PER Page 2 of 2

9. A hearing on the violation is scheduled for _____ at ____ _ m
   at _____ in accordance with MCR 3.708(F).
_ 10. The respondent shall be committed to _____ days in the county jail.
_ 11. The respondent shall pay a fine of $ _____ to be paid as follows:
_____
_ 12. The respondent shall reimburse _____
      (Name of state or local unit of govt.)
      for expenses incurred in relation to the violation as follows:
_____
_ 13. Other:
_____
_____
_____

F1=EXIT F2=PRINT ROLL UP=PREVIOUS PAGE
NEXT ___ CASE# 10 - 501 - PP CHG/EVT ___ PTY ___ JUDGE ___ DT ___

```

Sample Order After Hearing on Violation of PPO screen 2

ORDER FOR VEHICLE IMMOBILIZATION

Overview

The Order for Vehicle Immobilization Screen is used to input information not currently recorded on circuit court/disposition screen and print the SCAO approve form.

MC 267 ORDER FOR VEHICLE IMMOBILIZATION	COUNTY	99
CASE# 09 - 128 - FH BEACH OPEN	FILED 012209	ADJ DATE
TITLE PEOPLE OF MICH. VS KINGSFORD, ROCKY, B ABDELNOUR	REOPENED	32510

People of STATE OF MICHIGAN

1. The defendant was convicted on _____ for
 - _ violating section 625 of the Michigan vehicle code or a substantially corresponding local ordinance.
 - _ violating section 625(4) or (5) of the Michigan vehicle code or a substantially corresponding local ordinance.
 - _ driving in violation of a suspension/revocation with at least two or more prior violations of a suspension or revocation.
2. The violation occurred while the defendant was driving a vehicle identified as: Year: _____ Make: _____
License Plate Number: _____ VIN: _____
3. The defendant shall have:
 - _ a. himself/herself and the vehicle immobilized through tether technology.
 - _ b. the above described vehicle immobilized by use of any available means that locks the ignition, wheels, or steering of the vehicle or otherwise prevents the defendant from operating the vehicle.

F1=EXIT (PRESS ENTER TO CONTINUE)

Sample Order for Vehicle Immobilization screen 1

MC 267	ORDER FOR VEHICLE IMMOBILIZATION	COUNTY	99
CASE# 09 -	128 - FH BEACH	OPEN	FILED 012209
TITLE PEOPLE OF MICH.	VS KINGSFORD, ROCKY, B	ADJ DATE	
	ABDELNOUR	REOPENED	32510
People of	<u>STATE OF MICHIGAN</u>		

5. This order shall be satisfied at the expense of the owner, co-owner, lessee, or co-lessee for days starting _____ unless otherwise ordered by the court.

_ 6. Other:

F2=PRINT F1=EXIT ROLL UP=PREVIOUS PAGE

NEXT ___ CASE# 09 - 128 - FH CHG/EVT ___ PTY ___ JUDGE ___ DT _____

Sample Order for Vehicle Immobilization screen 2

STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when the case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

WARRANT RECALL/ ORDER TO APPREHEND

Overview

The Warrant Recall/Order to Apprehend screen is used to input information not currently recorded on circuit court screens and print the SCAO approved form.

MC 220 RECALL OF WARRANT/ORDER TO APPREHEND		COUNTY	99
CASE# 09 - 128 - FH BEACH	OPEN	FILED 012209	ADJ DATE
TITLE PEOPLE OF MICH.	VS KINGSFORD, ROCKY, B	REOPENED	32510
ABDELNOUR			
Police Report No.:	_____		
JUDGE:	10571		
PARTY:	D 1 KINGSFORD, ROCKY, B		
BENCH WARRANT ISSUE DATE:	_____		
BENCH WARRANT NUMBER:	_____		
CHARGE:	_____		
T0: Police agency and address: _____			
Reason: _____			
(optional)			
F2=PRINT F14=PROMPT F1=EXIT NEXT ____ CASE# 09 - 128 - FH CHG/EVT ____ PTY ____ JUDGE ____ DT ____			

Sample Recall of Warrant/Order to Apprehend

Accessing the Screen

The Warrant Recall/Order to Apprehend screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another case management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the Warrant Recall/Order to Apprehend screen identify general information about the case and may not be changed:

- CASE # Official number assigned to the case.
- JUDGE This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.
FILED	Date the case was originally filed.
ADJ DT	Date (if any) when the case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

BOND

Overview

The Bond screen is used to input information not currently recorded on circuit court screens and print the SCAO approved form.

MC 241 BOND	
CASE# 09 - 128 - FH BEACH	OPEN FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH. VS KINGSFORD, ROCKY, B	REOPENED 32510
ABDELNOUR	
Interim: <input checked="" type="checkbox"/>	Amended: <input type="checkbox"/>
Arrest Date: _____	Misdemeanor: <input type="checkbox"/> Felony: <input type="checkbox"/>
Arresting agency: _____	File no.: _____
Offense(s): _____	
Citation(s): _____	
Purpose of next appearance: _____	
Time: ____ A/P: <input type="checkbox"/> Date: _____	Place: <input type="checkbox"/> Court address
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Bond denied
Type of Bond: <input type="checkbox"/> Personal recognizance	<input type="checkbox"/> Cash/Surety
<input type="checkbox"/> Cash/Surety/10% Cash	<input type="checkbox"/> Real property*
<input type="checkbox"/> *Proof of value and interest in real property is required	
Full bail amount \$ _____	Bond set by: _____
I will abide by the other conditions specified in items:	

F1=EXIT	F2=PRINT
NEXT ____ CASE# 09 - 128 - FH	CHG/EVT ____ PTY ____ JUDGE ____ DT ____

Sample Bond Screen

Accessing the Screen

The Bond screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another case management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the Bond screen identify general information about the case and may not be changed:

CASE #	Official number assigned to the case.
JUDGE	This unlabeled filed following the case number contains the last name of the judge assigned to the case.
STATUS	OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.

FILED	Date the case was originally filed.
ADJ DT	Date (if any) when the case is adjudicated.
REOPENED	Date (if any) this case was reopened.
TITLE	Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

ORDER REVOKING, RELEASE, AND FORFEITING BOND

Overview

The Order Revoking, Release, and Forfeiting Bond screen is used to input information not currently recorded on circuit court screens and print the SCAO approved form.

```

MC 218 ORDER REVOKING RELEASE AND FORFEITING BOND
CASE# 09 - 128 - FH BEACH OPEN FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH. VS KINGSFORD, ROCKY, B REOPENED 32510
ABDELNOUR

TO: DEFENDANT/PARENT POSTING BOND
Party Id and Name: █ _____
Address: _____
Address Two: _____
City, State, Zip: _____ - _____

OR SURETY/DEPOSITOR POSTING BOND
Party Id and Name: _____
Address: _____
Address Two: _____
City, State, Zip: _____ - _____

F1=EXIT F14=PROMPT (PRESS ENTER TO CONTINUE)

```

Sample Order Revoking, Release and Forfeiting Bond Screen 1

Accessing the Screen

The Order Revoking, Release, and Forfeiting Bond screen can be accessed from either the Immediate Forms Menu or the Next Transaction Line of another case management screen, using the procedures described in this chapter.

Field Definitions

The following fields on the Order Revoking, Release, and Forfeiting Bond screen identify general information about the case and may not be changed:

CASE #	Official number assigned to the case.
JUDGE	This unlabeled field following the case number contains the last name of the judge assigned to the case.

STATUS OPEN, CLOSED, ADR, or DEFERRED is displayed to identify the status of the case.

FILED Date the case was originally filed.

ADJ DT Date (if any) when the case is adjudicated.

REOPENED Date (if any) this case was reopened.

TITLE Official title of the case. (Attorneys for the primary plaintiff and defendant are displayed below the title.)

```

MC 218 ORDER REVOKING RELEASE AND FORFEITING BOND
CASE# 09 - 128 - FH BEACH OPEN FILED 012209 ADJ DATE
TITLE PEOPLE OF MICH. VS KINGSFORD,ROCKY,B REOPENED 32510
ABDELNOUR

The defendant/juvenile has violated the conditions of bail as described below:

Offense(s): _____
Violation(s): _ Nonappearance on: _____
              _ Other: _____

Full bail amount: _____ Amount of cash deposited: _____

Type of Bond: _ Personal recognizance _ Cash
              _ 10% Cash _ Real property _ Surety

_ The surety shall appear before the court to show cause why judgment should not
enter against the surety for the full amount of the surety bond,
Date and time: _____ at _____

_ A warrant for your arrest/order to apprehend _ has been _ will be issued.

F1=EXIT F2=PRINT ROLL UP=PREVIOUS PAGE
NEXT ___ CASE# 09 - 128 - FH CHG/EVT ___ PTY ___ JUDGE ___ DT ___

```

Order Revoking, Release, and Forfeiting Bond screen 2

immediate form to be printed, the number of copies and hold value most recently entered will be used. These values may be changed at anytime by pressing **[F21]** again. If the Case Management Menu is exited the number of copies and hold value will return to their default values.