

Chapter 8: Criminal History Reporting Menu

January-2011

Criminal History Reporting

This section contains general instructions for generating Criminal History Reporting information.

These sections contain an overview, automated reporting procedure, rejections and corrections handling, and information presented for each of the menu options:

- **CHR Master List**
- **CHR Transactions**
- **Display CHR Audit**

CRIMINAL HISTORY REPORTING

Overview

Criminal History Reporting (CHR) is the reporting of dispositions on criminal cases to Michigan State Police Lien system. The Circuit Court System automatically generates and sends a report regarding CHR transactions. The report is generated when any significant modifications are entered into the system and is sent electronically to MSP each night. Whoever is in charge of verifying CHR will receive a message on their printer by the following morning as to whether it was sent successfully or an error has occurred.

ACCESSING CRIMINAL HISTORY REPORTING MENU

Accessing the Screen

The Criminal History Reporting Menu appears when the Criminal History Reporting Menu option is selected from the Circuit Court Master Menu. The Criminal History Reporting Menu can be secured to user access through Security File Maintenance (see Chapter 5).

Criminal History Reporting	OSMLANS
■ CHR Master List Sent Date _____ thru _____	
_ CHR Transactions Caseid: __ - _____ - __ CTN: _____	
_ Display CHR Audit	
F23=DISPLAY SUBMITTED JOBS	F24=EXIT

Criminal History Reporting Menu

CHR MASTER LIST

Accessing the screen

Place an X in front of the CHR Master List and enter a date range. If date range fields are left blank the list will contain all CHR reports that have been sent to MSP by that county.

CHR MASTER LIST: *** MASTER FILE ***											PAGE 303
REPORT DATE 5/05/2010											CULIST
REPORT TIME 8:40:34:08											
ORI-											
CASE NUMBER	NAME	DISP	EVT/DATE	STATE ID	CTM	DOB	ATTNY	FILE DT	CIR ARR	CLOSE DT	SENT DT
02-012290-FH	ALONZO/DANIEL/				030100293501	4/13/1978	59449-A	1/03/2002		7/01/2002	2/24/2004
E 1	750.82	SEM-NOP	5/28/2002								
E 2	750.81A	REA-PLG	4/26/2002	SEM-	5/28/2002	JAIL-	MN 000-000-191				
02-012291-FH	SMITH/DAVID/				030100534601	7/30/1982	15276-A	1/03/2002		5/13/2002	
E 1	750.520D1A	SEM-NOP	5/10/2002								
E 2	750.520E1A-A	SEM-NOP	5/10/2002								
E 3 A	750.520D1A	REA-PLG	3/15/2002	SEM-	5/10/2002	JAIL-	MN 000-011-000	60M PROB			
02-012293-FH	TAYLOR/WILLIAM/				030100486601	1/10/1959	53923-R	1/09/2002		4/26/2002	
E 1	750.520C1B	JTW-FMG	4/24/2002								
E 2	750.520E1A	JTW-FMG	4/24/2002								
02-012294-FH	GARCIA/RAUL/				030100497801	9/26/1951	15276-A	1/09/2002		7/15/2002	
E 1	333.74012D11	SEM-NOP	7/12/2002								
E 2	333.74012D3	REA-PLG	5/10/2002	SEM-	7/12/2002	JAIL-	MN 000-006-000				
02-012295-FH	BARTON/JASON/				030100505001	10/12/1976	15276-A	1/09/2002		7/15/2002	2/25/2004
E 1	333.74032E1	SEM-NOP	7/12/2002								
E 2	333.74032D	SEM-NOP	7/12/2002								
E 3	257.9041E	SEM-NOP	7/12/2002								
M 4 A	333.74032E1	REA-PLG	5/10/2002	SEM-	7/12/2002	JAIL-	MN 000-006-000	24M PROB			
02-012296-FH	FROST/CRAIG/				030100523101	7/22/1981	53713-A	1/09/2002		4/29/2002	2/25/2004
M 1	750.413	REA-PLG	2/15/2002	SEM-	4/26/2002	PRISON-	MN 000-023-000	MX 000-060-000	CONCURRENT		
02-012297-FH	FROST/CRAIG/				030100523301	7/22/1981	53713-A	1/09/2002		4/29/2002	2/25/2004
M 1	750.1972	REA-PLG	2/15/2002	SEM-	4/26/2002	PRISON-	MN 000-024-000	MX 000-048-000	CONSECUTIVE		
02-012298-FH	ANLEITNER/JEANNINE/				030100510901	11/13/1975	41934-R	1/09/2002		6/03/2002	2/25/2004
M 1	750.72-A	SEM-NOP	5/31/2002								
M 2	750.75	REA-NOC	4/08/2002	SEM-	5/31/2002	36M PROB					
02-012299-FH	ANLEITNER/JEANNINE/				030100433101	11/13/1975	41934-R	1/09/2002		5/31/2002	2/25/2004
M 1	750.411A1B	SEM-NOP	5/31/2002								
6267 ENTRY CONVICTIONS											
25 MODIFY CONVICTIONS											
394 CANCEL CONVICTIONS											
6686 TOTAL CHR RECORDS ON FILE											

CHR Master List

Field Definition

- Case Number: The number assigned to the case at case initiation.
- Name: The Defendant's name.
- Disp: The disposition or significant modification being reported to MSP.
- EVT/Date: The date the disposition.

CTN	Criminal Tracking Number assigned by the Prosecutor's Office at the time charges are filed.
DOB	Date of birth of the defendant.
ATTNY	The attorney p-number that is assigned to the case.
FILE DT	The date the case was filed.
CIR ARR	The date the circuit court arraignment was held or waived.
CLOSED DT	The date the case was closed.
SENT DT	The date CHR was reported to MSP.

CHR TRANSACTIONS

Accessing the Screen

Place an X in front of CHR Transactions field. Enter a case number or a CTN number in the appropriate fields.

Crt: C 48	Co: 03	CHR Transactions		
Caseid: <u>02-012291-FH</u>	CTN: <u>030100534601</u>			
Options: 2=Change and Re-send 3=Re-send				
Opt Tran	Caseid	Petition Chg Name	CTN	Sent
-	EJUD 02-012291-FH	1 SMITH/DAVID/	030100534601	Y
-	EJUD 02-012291-FH	2 SMITH/DAVID/	030100534601	Y
-	EJUD 02-012291-FH	3 SMITH/DAVID/	030100534601	Y
Bottom				
F1/F3=Exit				Roll/Page

CHR Transactions

Field Definitions

Opt	Options field the available options are listed above '2'-Change and Re-Send '3'-Re-Send
Tran	CHR transaction type, there are three types: EJUD- End Judgment MJUD- Modified Judgment CJUD- Cancelled Judgment
Caseid	The case number assigned to the case at initiation.
Petition Chg	The charge number.
Name	The defendant's name as entered on the Case Header screen.

CTN	The criminal Tracking Number assigned by the Prosecutor's Office at the time charges were issued.
Sent	Flagged by a 'Y' if CHR was sent.

DISPLAY CHR AUDIT

Overview

This is a chronological display of all the number of CHR records that have been sent electronically from the court.

Accessing the Screen

Place an X in front of Display CHR Audit and press ENTER.

FILES SENT TO JIS					OSMLANS	
CHR					5/05/10	
FILE CREATED	-----				SENT TO JIS -----	
TYPE DATE	TIME	USERID	# RECORDS	DATE	TIME	
<input checked="" type="checkbox"/> CHR	11/20/2009	09: 21	DAN	0000000003	11/20/2009	09: 21
CHR	06/02/2008	11: 28	GLEN	0000000000	06/02/2008	11: 28
CHR	08/23/2007	12: 55	GLEN	0000000001	08/23/2007	12: 55
CHR	06/27/2007	09: 52	GLEN	0000000008	06/27/2007	09: 52
CHR	08/09/2005	11: 07	GLEN	0000000000	08/09/2005	11: 07
CHR	08/08/2005	15: 40	GLEN	0000000044	08/08/2005	15: 40
CHR	08/05/2004	14: 03	GLEN	0000000001	08/05/2004	14: 03
CHR	08/05/2004	13: 57	GLEN	0000000001	08/05/2004	13: 57
CHR	08/05/2004	13: 55	GLEN	0000000000	08/05/2004	13: 55
CHR	08/05/2004	13: 55	GLEN	0000000000	08/05/2004	13: 55
CHR	08/05/2004	13: 17	GLEN	0000000001	08/05/2004	13: 17
CHR	08/05/2004	13: 15	GLEN	0000000000	08/05/2004	13: 15
CHR	07/20/2004	14: 48	ARLENA	0000000006	07/20/2004	14: 48
CHR	06/01/2004	15: 38	GLEN	0000000000	06/01/2004	15: 38
CHR	06/01/2004	14: 29	GLEN	0000000000	06/01/2004	14: 29

More . . .

F24/F3=EXIT F11=NEXT VIEW

CHR Files Sent Report

Field Definitions

- FILE TYPE The type of file sent
CHR-Criminal History Report
- CREATED DATE The date CHR was created
- TIME The time CHR was created
- USERID The user that created the records
- # RECORDS The number of CHR records that were being sent by that user.

DATE The date CHR was sent to JIS.

TIME The time CHR was sent to JIS.

***Note—The date and time 'created' should be the same as the date and time 'sent to JIS', unless the system was down for some reason then the date and time could be different for those two fields.