

**Circuit Court System
December/2006
Software Release
Announcement**

**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS**

Contact: Circuit Court Team, Lansing: (888) 339-1547 #3 or cshelpdesk@courts.mi.gov

Release Highlights

- Delay in Matters Submitted
- Caseload annual upload

See the following pages for the details of the above and other enhancements.

Pilot courts: C48 Allegan and C44 Livingston

* added since the pilot release

Case Management Menu – Page 1

Register of Action

- Next Action Window – ADR event does not display if case is no longer in ADR status.
- When an attorney's P# is added in an event (such as ANS), the attorney's name and P# will now display and print not only in the heading portion of the ROA, but within the event also.

Clerk Screen

- Next Action Window – ADR event does not display if case is no longer in ADR status.

Cash Distribution screen from Clerk screen

- Payment type of EFT (Electronic Funds Transfer) has been added to accommodate EFT payments.
- Check No. field has been more appropriately named as Reference No. field.

Court Screen

- Next Action Window – ADR does not display if case is no longer in ADR status.
- * When a court event is modified, the initials of the user making the modification will display.

Non-Court Cash screen

- Check No. field has been more appropriately named as Reference No. field.

Calendar Print Request

- Option to print number of copies has been added.

Abstract Screen

- *Better explained error messages have been added for all checked fields.

Case Management Menu – Page 2

Forms

Forms have been updated to their most recent revisions.

- Notice to Appear
 - When printing a copy to the probation department, the address from the probation control file will print to allow for notifying probation departments located off site. If no control file established, it will print "Probation Office" as it does currently.
 - *If an attorney has a firm name, it will print beneath the attorneys name. However, the field can only be up to 35 characters in length, so a longer firm name will be truncated.
 - *The immediate notices program will now include an option to print (or not print) to the Friend of the Court, Probation Office and State of Michigan with the prosecuting attorney as the attorney. For FOC and Probation notices, the option defaults to "P" for party. Valid options are "P" or blank for no notice. For the Prosecutor's notice, the option defaults to "A" for attorney. Valid options are "A" or blank for no notice.
- Order for Fingerprints (MC 233)
 - Added boxes for arresting agency name, ORI, incident date, arrest date, CTN, and PACC code.
 - Added boxes for TCN and OCA.
- Notice of Right to Appellate Review and Request for Appointment of Attorney (CC 265)
 - In the Request for Appointment of Attorney and Affidavit of Indigency section, the check box and text requesting that the court waive the filing fee has been removed.
 - On the Affidavit of Indigency and Financial Schedule page, the Reimbursement section has been changed and the grammar has been corrected.

- Order after Hearing on Violation of Valid Personal/Foreign Protection Order (CC 384)
 - Added an instruction footer, “If 1a and either 4a or 4b are checked, send this order to the Michigan State Police”.
- Judgment of Sentence Commitment to Department of Corrections (CC 219b)
 - Added option to check item 8. Previously, the box was automatically checked when information was entered on the screen.
- *Advice of Rights (CC291)
 - Added to system. It can be generated using “ADV” as a code on the Next Transaction Line or from the forms menu.

Reports Menu

Courtroom Calendar

- Option to print number of copies has been added.

Caseload

- Part 4 will now count the age of each adjudication. Previously, the report only aged the case once which may have caused CRS data check errors.
- If there are no records for a judge then a report will not print. If a judge has no caseload activity for the reporting period, a report will not print.
- Adjustments have been made to accurately count case type changes. Previously, in some instances, case type changes were not counted correctly.
- A date range **or** quarter and year will print on the report header depending on the user’s selection.
- When uploading circuit caseload data to CRS, all cells of the circuit caseload report, including family division sections, will have a value. This will eliminate null values and the need to manually enter zeros. Therefore, it is imperative that the Append feature is used when uploading the file.
- To request a full year report, leave the quarter blank and enter a year **OR** enter the date range for a full year.
- When requesting a full year report, Parts 1, 2, and 4 must be selected to upload the file.
- Part 4B now has been appropriately labeled Delay in Criminal Proceedings Report for clarification.

Pending Civil Case List

- Motion hearings will be included as hearings on this report.

Delay in Matters Submitted report

- The process has been changed from a case level process to an event level process. When a matter is taken under advisement, enter a court event with a UAD result. When the U/A matter is removed, enter the RAD result indicating the matter(s) being resolved.
- When adding an RAD result code from the Court screen, a window will automatically display listing available UAD matters from which the user must select at least one. If there are no UAD’s prior or equal to the RAD date, an error message will display. Select the matters being resolved and press ENTER to update.
- If the user wishes to make a correction to the list of UAD’s associated with an RAD, go to the event with the RAD result and press F3 to modify. A window will display all associated UAD’s and unassociated UAD’s available for selection. The user may select additional UAD’s or remove associated UAD’s but there must be at least one UAD associated with the RAD.
- If an event with an RAD result is deleted, all associated UAD matters will be reset to Under Advisement.
- When removing an event with a UAD result and it has been resolved with an RAD, a message window will display informing the user that this RAD event will be deleted. If the user chooses to continue the modification and deletion, the user can press ENTER.

- The Under Advisement status of a case will now be evaluated on an individual matter basis. For instance, if there is at least one UAD for a case that is not associated with an RAD, then the case will be Under Advisement.
- The Court screen displaying a UAD result will display the corresponding RAD result if it has been entered.

ADR Calendar

- Option to print number of copies has been added.

Financial Menu

Outstanding Receivables Report

- The date range has been removed from the selection criteria. This modification was applied to all courts prior to this release.
- * The cutoff date of 0630 of the current year and the checked report requests have been defaulted. The only thing needed is to press ENTER to generate the required reports for SCAO submission.

Late Fee Report

- *An edit has been added to not allow a requested date prior to 01/01/1994.

Cash Receipts Journal

- *Negative receipts will now print in bold to help stand out on the report.
- A total line for Total Electronic Fund Transfer has been added.
- * A subtotal for cash and checks has been added.

Probation Menu

Forms have been updated to their most recent revisions.

- Motion and Order for Discharge from Probation (MC 245)
 - Revised Item 4 to follow language in statute.
- Order of Probation (CC 243a)
 - Redesigned Item 6 and revised Item 7.