

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

**STATE COURT ADMINISTRATIVE OFFICE  
JUDICIAL INFORMATION SYSTEMS**

**Michigan Hall of Justice  
925 West Ottawa Street  
Lansing, Michigan 48909  
[www.courts.mi.gov/jis](http://www.courts.mi.gov/jis)**

---

**Contact:** Circuit Court Team, Lansing: (888) 339-1547 #3 or [ccshelpdesk@courts.mi.gov](mailto:ccshelpdesk@courts.mi.gov)

**Release Highlights**

- Required Reporting
  - Delay in Criminal Proceedings
  - Delay in Matters Submitted
  - Outstanding Receivables

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

Pilot courts: C05 Barry and C44 Livingston

## **Case Management Menu – Page 1**

### **Abstracts**

- A new federally required CDL indicator has been added to the Abstract screen. Effective October 1, 2005, a new CDL field is required for all abstracts submitted to the Secretary of State. Because of the late notice, we were unable to add the new CDL flag to the Abstract screen in the Dec/2005 release, but we did report on all abstract records to the Secretary of State a “U”, unknown, value for the CDL field.
- The CDL field requires a value of “Y”, “N”, or “U”. If the CDL box is checked on the citation, Complaint Misdemeanor or Information Felony, type "Y" in this field. Otherwise, type "N" for no CDL, or "U" for unknown. The CDL indicator should be located on the document near the Driver License Number.
- Do not confuse this new CDL field with the existing CDL Sanction field on the Abstract screen. Please refer to the most recent version of the Michigan Department of State Court Manual for clarification.

### **Court Ordered Restricted Driver’s License (printed from the Abstract screen)**

- The Issuance Date has been changed to print the current date instead of the original date of the abstract.

## **Reports Menu**

### **Delay in Criminal Proceedings (Caseload option)**

- This is a new SCAO reporting requirement which replaces the Speedy Trial report. This report has been added to the Caseload Report Menu listed as Part 4B.
- To run the report, go to the Report Menu (Page 1 of 2) and select the Caseload Report. Enter a quarter/year or date range. Clear the File flag. Place an X next to PART 4B, and press ENTER.
- The report lists by judge every criminal case disposed of after 154 days (Report B1) and every pending criminal case older than 154 days (Report B2).
- Delay codes listed at the end of the report must be written onto the report under the Delay Codes column next to each case.
- In the future, we plan to allow for entry of delay codes into the system so they will be stored and reported on subsequent requests of the report.
- Please refer to SCAO’s Delay in Criminal Proceedings memo for details and reporting instructions.

### **Caseload Parts 1, 2, and 4**

- A HOLD option has been added for the AUDIT Report portion for parts 1, 2, and 4 of Caseload. If the audit is requested, it will automatically be placed on a HOLD status in the output queue and must be released in order to print.

### **Delay in Matters Submitted report**

- This is a new SCAO reporting requirement which replaces the Statement of Matters Undecided report.
- To run the report, go to the Report Menu (Page 2 of 2) and select the Delay in Matters report. Enter a quarter/year or date range and press ENTER.
- The report lists by judge cases remaining under advisement at the end of the reporting period that have aged more than 56 days since taken under advisement (A. Pending Matters) and cases that were under advisement more than 56 days since taken under advisement and decided within the reporting period (B. Decided Matters).
- To enter an under advisement event, go to the Court screen, enter the event where the matter was taken under advisement and UAD as the result code. For example, Date = date of event, Evt = MOH (motion hearing or other event code), Result = UAD (under advisement).
- To enter a remove from under advisement event, go to the Court screen, enter the event where the matter was taken under advisement and RAD as the result code. For example, Date = date of event, Evt = MAJ (miscellaneous action by judge or other event code), Result = RAD (remove from under advisement).
- The report will list the UAD event comments as the Reasons for Delay.

- Currently, this report lists cases under advisement, not events or matters under advisement. Depending on the need to report multiple matters for a case, we may enhance the system and this report in the future.
- Please refer to SCAO’s Delay in Matters Submitted memo for details and reporting instructions.

## **Utility Menu**

### **SOS Abstract codes on the PACC offense file**

- Based on instructions from the Department of State, we have revised the Secretary of State offense codes.
- **Offense Code 3020** - Drove w/o Proper License/Endorsement/Veh Group Designator. This code has been eliminated by SOS. During the release procedure, we will remove any reference to this SOS code in the PACC offense file.
- **New Offense Code 3011** – Drove While Unlicensed or Without Cycle Endorsement for offenses written under MCL 257.904a, MCL 257.312a(1) and (2). During the release procedure, we will add SOS code 3011 to PACC codes 257.312A, 257.904A-A, and 257.904A-B.
- **Offense Code 3010** - Drove While Unlicensed or License Not Valid. This description has been changed to read “Drove While License Not Valid or Improper License” written under MCL 257.301. During the release procedure, we made certain that SOS code 3011 is listed on PACC code 257.301.
- Also during the release procedure, we updated PACC codes 257.312E1 and 257.312E2 to have SOS code 3027 and PACC code 257.319D to have SOS code 3240.

## **Financial Menu**

### **Outstanding Receivables reports**

- This is a new SCAO reporting requirement.
- To run the report, go to the Financial Menu (Page 1 of 2) and select the Outstanding Receivables Reports. To submit this report to SCAO, enter the As of Date (June 30<sup>th</sup> of the current year), select reports 1, 2, and 3 by placing an X next to each, and press ENTER. To run the report for your own financial management purposes, you may request only certain reports and add other selection criteria as needed.
- The Outstanding Receivables by Cash Code report lists all financial codes within the system with an outstanding balance.
- The Outstanding Receivables Aging report summarizes outstanding receivables by the number of days outstanding.
- The Payment/Adjustment Distribution report provides an annual payment and adjustment history for monies assessed by the court in a specified calendar year. Up to seven pages of this report will print for each year of financial history.
- The audit report is optional. To request the audit report, request either or both reports 1 and 2, and place an X next to Audit Report. If requested, it will automatically be placed on a HOLD status in the output queue and must be released in order to print. If the report is run with just the “As of date”, the audit report may be very large depending on the amount of financial history is on your system. The audit report is a combined audit for reports 1 and 2 listing the age and cash code for each outstanding assessment.
- Please refer to SCAO’s Outstanding Receivables Reports memo for details and reporting instructions.

### **Account History report**

- The report has been corrected to always print the sentencing date regardless of the selection dates for the report.

## **Probation Menu**

- Order for Discharge from Probation (MC245) has been updated to the 1/06 revision.

## **Abstract Menu**

### **Create Abstract Media**

- For the few courts that run the abstract media process (typically this is done by the district court if they use the JIS system), the screen has changed. Simply place an X next to Abstracts and press ENTER. This will create the electronic file. JIS will check daily for a new abstract file and forward it to SOS.