

Frequently Asked Questions

1. What code do I use when I receive a **bankruptcy** stay?

Use ORR56 to reflect a stay of bankruptcy. This will close the defendant and prevent garnishments from being issued improperly.

2. How do I remove a **bankruptcy** stay warning message?

If ORR56 was entered BEFORE entry of a judgment, use ACF76; if it was entered AFTER a judgment, use ACFY1.

3. Why isn't my case on the **calendar**?

Check the ACT screen. Make sure the Next Court Date & Time are filled in on the same line as the scheduling code. The scheduling code must have a 'C' as the third character for it to appear on the calendar. MOF with a court date and time will not appear on the calendar, MOC will appear.

4. Why doesn't the **calendar** reflect all of the parties scheduled for trial? I used the party type code of ALL when I scheduled the case.

When adding parties to a case, always add them BEFORE you schedule the event. Even if you use the party type code ALL, the calendar will only reflect those parties who were on the case at the time you set the trial.

5. Why isn't the **caseload report** reflecting the judge's trials?

Trials will only be reflected if you are using JGE65/DSE65 for jury trials, or JGE66/DSE66 for bench trials. The case is not counted until all defendants have a disposition. Action codes such as BTH (bench trial held), or JTH (jury trial held) have no effect on the caseload report.

6. How are **consolidated cases** handled?

Check with your administrator. Here is what we would suggest:

- 1. Put a comment on both cases noting the consolidation.*
- 2. Add all future actions on one primary case.*
- 3. Set court dates on all cases to get proper notices and calendars (and to keep the secondary cases off the 'no progress' list).*
- 4. Close each case upon final determination.*

7. How do I know which **party type code** to use? P01? D01? ALL?

*Identify the party who filed the paperwork when you are using a filing code, e.g. MOF, ANF, STF. If the plaintiff filed the motion, use P01; if the defendant filed it, use D01, etc. Use **ALL** for scheduling purposes when you intend all parties to appear on the calendar.*

The status of the case is determined by what happens to the defendant, so use a defendant type code (D01, D02, etc.) when close codes are entered, when time is extended for service or the filing of an answer, when bankruptcy stays are received, or when review dates are set.

Frequently Asked Questions (continued)

8. Where do I document **periodic disclosures** on garnishments?

There are two fields on the GAR screen for documenting disclosures: the initial disclosure, and the final statement or disclosure. If the court is receiving and disbursing the proceeds document them on the Periodic Detail screen.

Most courts have elected to have the proceeds sent directly to the plaintiff or plaintiff's attorney; however, some employers continue to send interim disclosures to the courts. If you are required to document them, you can add them as a comment on the ACT screen.

9. Why is my case on the Intent/Dismissal **Pre-List** when I extended time for service?

Make sure that the party type code used when entering the ORE47 was a defendant type code (D01, D02), not a plaintiff type code.

10. How do I track Orders for **Seizure of Property** and Orders of Eviction?

On the ACT screen enter OREXS-Order for Seizure of Property, or OREXE-Order for Eviction, and the officer/bailiff's name or initials in the Misc. field. Set the case for a review date using RVC-Review Scheduled.

When the court officer/bailiff files his/her return, enter REFXS-Return Order for Seizure of Property Filed, or REFXE-Return Order for Eviction Filed, and delete or adjourn the review date. Cases without a return filed will remain on the Review List.

The review list is generated when Date Generated Notices are requested. Report Generator can be used to get a list of cases assigned to a court officer/bailiff by selecting the Misc. field for the name or initials of the officer/bailiff.

11. Why won't the CAS screen accept the bar number for our **visiting judge**?

*Judges must be identified in the Attorney File. Prompt on the Judge field, locate the visiting judge's name or bar number, enter a **2** to change; press **ENTER**. Add a **J** in the Type field; press **ENTER** to update.*

12. What code should I use for **Judgment Lien**?

Create a modifier for JL. See Adding a New Modifier on page 9-10. Then use NOFJL-Notice of Judgment Lien Filed.

13. What code is entered to comply with MCR 8.119(c)(vii) to show that the proceedings were heard on the record and the name and certification number of the court reporter or recorder present?

There isn't a code at this time. That information should be added as a comment on the Action (ACT) screen.

Frequently Asked Questions (continued)

14. Why won't my SC case transfer to GC? I've added ORE25.
*ORE25 must be the **last trigger code** entered on the case.*