

# **Judicial Information Systems**

## **District Court System**

### **Traffic/Criminal/Probation User Guide**

**2007**

*(Includes software updates through Release 2006/2)*

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This edition of the User Guide includes notes and references to Release Announcements concerning software updates from 2007 through December 2010. Any referenced Release Announcements or Memos can be found on the website, [courts.mi.gov/jis](http://courts.mi.gov/jis)



# Table of Contents - Traffic/Criminal/Probation User Guide

<b>Getting Started</b>	<b>1-1</b>
What is JIS?	1-1
<b>Components</b>	<b>1-1</b>
What will the JIS system do for you?	1-1
Inquiry Screens	1-2
Entry Screens	1-3
Immediate Forms	1-4
Individually Requested Reports and Lists	1-5
Batch Reports	1-6
Calendars	1-7
Code Files	1-7
<b>Software Enhancements</b>	<b>1-8</b>
<b>AS/400 Sign On</b>	<b>1-8</b>
<b>District Selection and Operator Menu</b>	<b>1-9</b>
<b>District Court System</b>	<b>1-10</b>
<b>Traffic/Criminal Subsystem</b>	<b>1-11</b>
<b>Traffic/Criminal Selection (Case Management) Menu</b>	<b>1-12</b>
<b>Probation Subsystem</b>	<b>1-14</b>
<b>Probation Selection Menu</b>	<b>1-15</b>
<b>Moving Around The System</b>	<b>1-17</b>
Enter Option Field	1-17
Function Keys	1-18
Hop Line	1-19
<b>Where to Get Help</b>	<b>1-21</b>
On-Screen Help	1-21
Traffic/Criminal/Probation User Guide	1-21
Training	1-22
Help Desk	1-22
Website	1-22
<b>Inquiry Screens</b>	<b>2-1</b>
<b>Basic Search Inquiry Screens</b>	<b>2-2</b>
Partial Name/Name Inquiry (NAM)	2-3
Soundex Inquiry (SDX)	2-7
Police Identification Number Inquiry (PIN)	2-8
X-Reference Inquiry (XRF)	2-9
Driver License Inquiry (DLN)	2-10
Vehicle Plate Inquiry (VPN)	2-11
Accessing Other Screens after Inquiry	2-12
<b>Expanded Search Inquiry Screens</b>	<b>2-13</b>
Defendant History Inquiry (DHI)	2-14
Central Name Index (CNI)	2-16
<b>Case Information Screens</b>	<b>2-18</b>
Register of Actions (ROA)	2-19
Register of Actions Print (RAP)	2-19
Financial Register of Actions (FIN)	2-21
Status Screen (STS)	2-23

# Table of Contents - Traffic/Criminal/Probation User Guide

<b>Case Entry &amp; Update</b> .....	<b>3-1</b>
<b>Case Entry Screen (CAS)</b> .....	<b>3-4</b>
Case Information .....	3-5
Ticket Information .....	3-9
Complaint Information .....	3-10
Prompt Windows .....	3-11
Copying Case Information .....	3-12
Warrant Requested/Received .....	3-12
Ticket Upload .....	3-15
<b>Scheduling Screen (SCH)</b> .....	<b>3-18</b>
Case Information .....	3-19
Scheduling Information .....	3-20
Setting Aside a Disposition .....	3-22
Bond Information .....	3-24
Status/Warrant/Appeal/Custody Information .....	3-26
Supplemental Actions .....	3-29
Date Generated Notices .....	3-30
Status Line .....	3-32
Prompt Windows .....	3-32
<b>Disposition Screens (DSP)</b> .....	<b>3-33</b>
Case Information .....	3-35
Plea/Disposition Information .....	3-36
Monetary Sentence Information .....	3-42
Status Line .....	3-45
Jail/Community Service Information .....	3-46
Vehicle Immobilization/Forfeiture Information .....	3-46
Probation/Rehab Information .....	3-47
License/CCW Information .....	3-47
Prompt Windows .....	3-48
Setting Aside a Disposition .....	3-49
Processing Deferred Disposition Cases .....	3-51
Processing 771.1 Delayed Sentence Cases .....	3-52
Processing Local Diversion Cases .....	3-53
Processing Single Count Alcohol Cases (Non-Repeat Offender) .....	3-54
Processing Single Count Repeat Offender Cases .....	3-55
Processing Multi-Count Alcohol Cases (Non-Repeat Offender) .....	3-56
Processing Multi-Count Repeat Offender Cases .....	3-57
Bindovers .....	3-58
<b>Action Screen (ACT)</b> .....	<b>3-60</b>
Case Information .....	3-61
Code Information .....	3-61
Text Comments .....	3-63
Status Line .....	3-63

## **Table of Contents - Traffic/Criminal/Probation User Guide**

<b>Delete Screen (DEL)</b> .....	<b>3-64</b>
Deleting an Entire Case .....	3-64
Deleting a Specific Count .....	3-65
<b>Removal Screen (REM)</b> .....	<b>3-66</b>
Removing Disposition Code .....	3-67
<b>Transfer Screen (TRN)</b> .....	<b>3-68</b>
<b>Abstract Update Screen (ABS)</b> .....	<b>3-69</b>
<b>FAC/FCJ/FCPV Update Screen (FAC)</b> .....	<b>3-70</b>
<b>Enter Warrant (EWR)</b> .....	<b>3-71</b>
<b>Enter Judgment (EJD)</b> .....	<b>3-73</b>
<b>Modify Judgment (MJD)</b> .....	<b>3-74</b>
<b>Cancel Judgment (CJD)</b> .....	<b>3-75</b>
<b>Report/Requests Screen (RPT)</b> .....	<b>3-76</b>
Adding a Report Request .....	3-77
Deleting a Report Request .....	3-78
<b>Defendant History Update (DHU)</b> .....	<b>3-79</b>
<b>Forms</b> .....	<b>4-1</b>
<b>AFP/HPT Printing</b> .....	<b>4-2</b>
<b>Assignment to Youthful Trainee Status</b> .....	<b>4-4</b>
<b>Judgment after Bond Forfeiture</b> .....	<b>4-6</b>
<b>Judgment Civil Infraction</b> .....	<b>4-8</b>
<b>Judgment of Sentence/Commitment to Jail</b> .....	<b>4-10</b>
<b>Michigan Court-Ordered Restricted Driver License</b> .....	<b>4-13</b>
<b>Motion, Affidavit, and Bench Warrant</b> .....	<b>4-15</b>
<b>Motion, Affidavit and Summons Regarding Probation Violation</b> .....	<b>4-17</b>
<b>Motion and Order for Destruction of Fingerprints and Arrest Card</b> .....	<b>4-19</b>
<b>Motion and Order for Discharge from Probation</b> .....	<b>4-21</b>
<b>Motion and Order to Show Cause</b> .....	<b>4-23</b>
<b>Motion/Order of Nolle Prosequi</b> .....	<b>4-25</b>
<b>Notice of Adjudication</b> .....	<b>4-27</b>
<b>Notice to Appear</b> .....	<b>4-29</b>
<b>Notice to Appear Civil Infraction</b> .....	<b>4-31</b>
<b>Order for Fingerprints</b> .....	<b>4-33</b>
<b>Order for Pretrial Release/Custody/Bond</b> .....	<b>4-35</b>
<b>Order for Substance Abuse Evaluation</b> .....	<b>4-44</b>
<b>Order for Vehicle Immobilization</b> .....	<b>4-46</b>
<b>Order for Vehicle Impoundment</b> .....	<b>4-48</b>
<b>Order of Acquittal/Dismissal or Remand</b> .....	<b>4-50</b>
<b>Order of Probation (Misdemeanor)</b> .....	<b>4-52</b>
<b>Order on Application to Set Aside Conviction</b> .....	<b>4-55</b>
<b>Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter     Judgment</b> .....	<b>4-57</b>
<b>Petition and Order for Amendment of Order of Probation</b> .....	<b>4-59</b>
<b>Plea by Mail</b> .....	<b>4-62</b>
<b>Recall of Warrant/Order to Apprehend</b> .....	<b>4-65</b>
<b>Removal of Entry from LEIN</b> .....	<b>4-67</b>
<b>Report of Nonpayment of Restitution</b> .....	<b>4-69</b>
<b>Subpoena - Order to Appear and/or Produce</b> .....	<b>4-71</b>

# Table of Contents - Traffic/Criminal/Probation User Guide

<b>Traffic/Criminal Reports &amp; Notices</b> .....	<b>5-1</b>
<b>Batch Reports</b> .....	<b>5-4</b>
Labels .....	5-5
Register of Actions .....	5-7
Postcard Notice to Appear .....	5-11
<b>Date Generated Notices</b> .....	<b>5-13</b>
Abstract .....	5-14
FAC/FCJ/FCPV .....	5-14
Default Judgment .....	5-15
14-Day Civil Infraction Notices .....	5-16
14-Day Misdemeanor Notices .....	5-17
Notice of Non-Compliance .....	5-18
Warrant Misdemeanor .....	5-19
Warrant Notice .....	5-20
<b>Date Generated Reports</b> .....	<b>5-21</b>
Abstract List .....	5-22
Abstract Error List .....	5-23
Bond Forfeiture Tickler .....	5-24
Delete Audit Report .....	5-25
Deleted Bonds Report .....	5-26
Drunk Driving Report .....	5-27
FAC Electronic Clearance List .....	5-28
FAC/FCJ/FCPV List .....	5-29
Party Calendar .....	5-30
20% Late Penalty Assessment Report .....	5-31
<b>Individually Requested Reports</b> .....	<b>5-32</b>
Alcohol Report .....	5-33
Appealed Case List .....	5-34
Attorney Case List .....	5-35
Case Index (Case List) .....	5-36
Caseload Report .....	5-37
Requesting Caseload .....	5-37
Criteria - Part 1 - New Filings & Reopened Cases .....	5-40
Criteria - Part 2 - Method of Disposition .....	5-42
Report Examples for Caseload Parts 1 & 2 .....	5-47
Troubleshooting - Caseload Parts 1 and 2 .....	5-53
Criteria - Part 4 - Case Age at Disposition and Pending Case Age .....	5-54
Report Examples for Caseload Part 4 .....	5-55
Merging Files - Multi-Location Courts .....	5-60
Transferring Caseload from the AS/400 to your PC .....	5-62
Upload Data to MCAP Website .....	5-66
CCW Report .....	5-67
Crime Victim Rights Report .....	5-69
Delay in Criminal Proceedings .....	5-71

## **Table of Contents - Traffic/Criminal/Probation User Guide**

Disposed List .....	5-72
Drunk/Drug New Cases .....	5-73
Expired Activity Report .....	5-75
FAC, Bench Warrant and Warrant List .....	5-76
Non-Public Case List .....	5-77
Speedy Trial and 120-Day Report .....	5-78
Speedy Trial Report by Judge .....	5-79
120-Day Report and Custody Review List by Judge .....	5-80
Warrant Entry/Cancellation List .....	5-81
<b>Automatically Generated Overnight Reports from DOS .....</b>	<b>5-82</b>
SOS VPN/DLN Update Exception Report .....	5-82
<b>Probation Update Screens and Reports .....</b>	<b>6-1</b>
<b>Probation Scheduling Screen (PRB) .....</b>	<b>6-4</b>
Case Information .....	6-5
Scheduling Information .....	6-6
Probation Officer/Case Status .....	6-8
Comments .....	6-9
Status Line .....	6-9
Prompt Windows .....	6-10
<b>Probation Reports .....</b>	<b>6-11</b>
Discharge List .....	6-13
Non-Payment of Restitution List .....	6-14
Probation List .....	6-15
Review List .....	6-16
<b>Calendar .....</b>	<b>7-1</b>
<b>Month at a Glance Calendar .....</b>	<b>7-2</b>
Reading the Month at a Glance Calendar .....	7-3
Using the Month at a Glance Calendar .....	7-4
Days/Times Blocked Off Screen .....	7-5
Printing the Week at a Glance Calendar .....	7-7
<b>District Court Calendar .....</b>	<b>7-8</b>
<b>Courtroom (Detail) Calendar .....</b>	<b>7-10</b>
Accessing the Courtroom (Detail) Calendar .....	7-10
Supplemental Entries .....	7-12
Removing Calendar Entries .....	7-14
Viewing a Register of Actions Directly from the Calendar .....	7-14
<b>Calendar Summary .....</b>	<b>7-15</b>
Printing the Calendar Summary .....	7-15
<b>Party Calendar .....</b>	<b>7-16</b>
<b>Central/Combined Calendar (CCL) .....</b>	<b>7-17</b>

# Table of Contents - Traffic/Criminal/Probation User Guide

<b>Bond &amp; Trust</b> .....	<b>8-1</b>
<b>Bond &amp; Trust Update Screen (BND) aka Bond Screen</b> .....	<b>8-1</b>
Posting a Bond .....	8-2
Retrieving a Bond Record .....	8-5
Modifying a Bond Posting .....	8-7
Bond Paydowns (Closings) .....	8-8
Deleting a Bond .....	8-10
Deleting a Bond Paydown .....	8-11
<b>Bond Inquiries</b> .....	<b>8-12</b>
Bond Alpha Inquiry (BDI) .....	8-12
Restitution Alpha Inquiry (RSI) .....	8-13
Trust Alpha Inquiry (TRI) .....	8-14
All Alpha Inquiry (AAI) .....	8-15
<b>Bond Forfeiture Tickler</b> .....	<b>8-17</b>
<b>Code Files</b> .....	<b>9-1</b>
<b>Updating Code Files</b> .....	<b>9-2</b>
<b>Attorney (Professional) File</b> .....	<b>9-3</b>
Adding a Record to the Attorney File .....	9-5
Attorney File Updates from State Bar .....	9-6
Maintaining the Professional File .....	9-7
<b>Code File</b> .....	<b>9-8</b>
Viewing a Code in the Code File .....	9-8
Adding a New Code in the Code File .....	9-9
Modifying a Code in the Code File .....	9-10
Reusing Codes in the Code File .....	9-11
Deleting a Code from the Code File .....	9-13
Y-Record .....	9-17
Z-Record .....	9-19
<b>Holiday File</b> .....	<b>9-22</b>
Days/Times Blocked Off Screen .....	9-23
<b>Officers File</b> .....	<b>9-25</b>
Creating Header Records .....	9-27
<b>Statute File</b> .....	<b>9-28</b>
Viewing a Record in the Statute File (From Code Files) .....	9-29
Viewing a Record in the Statute File (From Prompt Window) .....	9-30
Adding a Record in the Statute File (From Code Files) .....	9-32
Adding a Record in the Statute File (From Prompt Window) .....	9-33
Modifying a Record in the Statute File (From Code Files) .....	9-34
Modifying a Record in the Statute File (From Prompt Window) .....	9-35
Reusing Charge Codes in Statute File .....	9-36
Deleting a Record from the Statute File (From Code Files) .....	9-38
Deleting a Record from the Statute File (From Prompt Window) .....	9-39
<b>Vehicle Make File</b> .....	<b>9-42</b>
Adding a Record to the Vehicle Make File .....	9-43
<b>Printing Code Files</b> .....	<b>9-44</b>

## Table of Contents - Traffic/Criminal/Probation User Guide

<b>Abstract/FAC Processing</b> .....	<b>10-1</b>
Create Media .....	10-2
Display Media History File .....	10-5
Update Abstract Records .....	10-7
Update FAC Records .....	10-10
Processing Immediate FAC/FCJ/FCPV Clearances .....	10-12
Display Printer Outque .....	10-15
Clear Abstract/FAC Production .....	10-16
<b>Reports and Lists</b> .....	<b>10-17</b>
Abstracts Sent to SOS List .....	10-18
Abstract List .....	10-19
Abstract Error List .....	10-20
Audit Review List .....	10-21
Abstract Held List .....	10-22
FAC/FCJ/FCPV Sent to SOS List .....	10-23
FAC/FCJ/FCPV Case List .....	10-24
FAC/FCJ/FCPV Immediate Clearance List .....	10-25
FAC/FCJ/FCPV Held List .....	10-26
<b>Report Generator</b> .....	<b>11-1</b>
Retrieving Reports .....	11-3
<b>Report Generator Options</b> .....	<b>11-4</b>
Case Selection .....	11-4
Officer File Selection .....	11-6
Docket File Selection .....	11-7
Purge File Selection .....	11-8
<b>Report Generator Field Descriptions</b> .....	<b>11-9</b>
<b>Report Generator Selection Options</b> .....	<b>11-14</b>
Using a Wildcard .....	11-19
Saving and Generating a Report .....	11-20
<b>Batch Show Cause Processing</b> .....	<b>12-1</b>
Select Options .....	12-3
Selection Criteria .....	12-4
Civil/Criminal Contempt .....	12-5
<b>Printing Summary, List, Labels, Notices</b> .....	<b>12-6</b>
Number of Cases Meeting Criteria (Count Only) .....	12-6
Pre-List of Cases .....	12-7
Notice Generation .....	12-8
Clear Show Cause Flag .....	12-9
<b>Printing</b> .....	<b>13-1</b>
<b>Accessing Print Options</b> .....	<b>13-1</b>
Working with the Output Queue .....	13-3
Working with Submitted Jobs .....	13-13
Using the Attention/Escape Key - Operational Assistant .....	13-15

# Table of Contents - Traffic/Criminal/Probation User Guide

<b>Appendices</b> .....	<b>i</b>
Appendix A: Master List of Field Descriptions .....	ii
Appendix B: Function Keys .....	xlii
Appendix C: Hop Codes .....	xlvi
Appendix D: Case Type Codes .....	xlix
Appendix E: Proceeding Codes, Scheduling Codes .....	l
Appendix F: Plea Codes, Disposition Codes, Deferral Codes, Dismissal Codes .....	li
Appendix G: Bond Type Codes, Bond Action Codes, Bond Paydown Codes ..	lii
Appendix H: Warrant Codes, Appeal Codes .....	liii
Appendix I: Code Listing Groups, Report Codes .....	liv
Appendix J: LEIN Entry Codes .....	lv
Appendix K: DOS Vehicle Type Codes .....	lvi
Appendix L: DOS Inquiry Key .....	lvii
Appendix M: State/Province/Country Abbreviations .....	lviii
Appendix N: Crime Victim Fee Offenses .....	lix
Appendix O: Help Desk Fax Sheet .....	lxii
Appendix P: JIS Enhancement Request Form .....	lxiii
Appendix Q: Request for JIS Training .....	lxiv
Appendix R: Frequently Asked Questions .....	lxv

# Getting Started

*In this chapter you are introduced to JIS and the Traffic/Criminal and Probation modules.*



## What is JIS?

Judicial Information Systems (JIS) is a division of the Michigan Supreme Court - State Court Administrative Office. We provide software for District, Circuit (Family) and Probate/Juvenile courts.

## Components

- The system contains Traffic/Criminal, Probation, Civil and Cash modules.
- There is a central name index available for JIS District, Circuit and Probate systems when all of the systems reside on the same AS/400.
- Security is available to limit access to screens, reports, code file maintenance and audit reports.

## What will the JIS system do for you?

Our programs are designed to reduce the amount of paperwork needed to maintain records, provide for easy access to information and save time preparing forms. Other features of the system include immediate posting of cash receipts, chronological case histories, calendars and reports. Abstracts and suspensions can be sent electronically to Department of State. Suspensions can be cleared immediately on-line. Warrants can be immediately entered into and cancelled from the Law Enforcement Information Network (LEIN) system. Dispositions can be reported electronically to MSP for Criminal History Reporting (CHR) purposes.

See pages 1-2 through 1-7 for further descriptions of available functions of the system.

Inquiry Screens		
Screen	Hop Code	Description
Central Name Index	CNI	Used by courts that share their AS/400 with one or more courts in the county. Will produce a listing of all defendants with a common last name, regardless of the court of origin of their case. Allows all courts to view their Traffic, Criminal, Probation and Civil cases in one inquiry.
Defendant History Inquiry	DHI	Display a listing of dispositional information on every purged and active case and any case that was added through the Defendant History Update (DHU) screen.
Driver License Number Inquiry	DLN	Display all cases related to the defendant's driver license number and state of issuance.
Financial ROA	FIN	View and/or print a complete financial history (assessments/payments) on a case. Case/charge balances, as well as specific amount type balances, will also display and may be printed.
Name Inquiry	NAM	Display a list of defendants who have been involved in cases in the court and their charge, address, balance due and next court date. It can be accessed by providing all or part of the last name.
Police Identification Number Inquiry	PIN	Display a list of cases matching information found in the Police Identification Number field on the Case Entry (CAS) screen, i.e. incident number, ticket number, etc.
Register of Actions	ROA	View and/or print all information currently on the system for a case.
Register of Actions (Print)	RAP	Print Register of Actions.
Soundex (sound alike) Inquiry	SDX	Display a list of defendants who have been involved in cases in the court and their charge, address, balance due, and next court date. It can be accessed by entering the last name the way it <i>sounds</i> .
Status Screen	STS	Two different screens are available. The Detail Event screen displays the entry date and time that all entries were made on a case. The Caseload screen displays all events that are used to determine how the case was counted for caseload purposes. Both screens will also show the date an entry was deleted, if applicable.
Vehicle Plate Number Inquiry	VPN	Display a list of cases related to the vehicle plate number and state of registration.
X-Reference Inquiry	XRF	An inquiry used to link cases and/or defendants together, i.e., case numbers can be cross referenced to a ticket number, etc.



For more information on inquiry screens, see Chapter 2 - Inquiry Screens.

Entry Screens		
Screen	Hop Code	Description
Abstract Update	ABS	Update, delete and resubmit abstract records electronically to DOS.
Action	ACT	Stores and displays all actions in 4-character code format, as well as all comments that have been added to a case. Codes and comments may be added to the case by using this screen.
Cancel Judgment	CJD	Remove information from the judicial portion of a Criminal History Record (CHR) for MSP Criminal Justice Information Center.
Case Entry	CAS	Enter criminal complaints or tickets including defendant, charge, vehicle, officer information and initial court date. Limited ability to update case information after case has been entered.
Defendant History Update	DHU	Add, update, delete or access information for cases that have been purged, or that occurred prior to the implementation of the JIS District Court System.
Delete	DEL	Delete an individual count or the entire case.
Disposition	DSP	Enter plea and disposition (sentence) information including assessments, probation, license sanctions, jail and community service. Assessments may be modified on this screen.
Enter Judgment	EJD	Add information to the judicial portion of a Criminal History Record (CHR) for MSP Criminal Justice Information Center.
Enter Warrant	EWR	Enter warrant information directly into LEIN/NCIC.
FAC/FCJ/FCPV Update	FAC	Update, delete and resubmit FAC/FCJ/FCPV records electronically to DOS.
Modify Judgment	MJD	Modify information to the judicial portion of a Criminal History Record (CHR) for MSP Criminal Justice Information Center.
Removal	REM	Remove dispositional errors and data that no longer apply to a case.
Report Requests	RPT	Check the notices or forms requested on certain cases prior to the batch report cycle. Individual requests/deletes can also be made on this screen.
Scheduling (Probation)	PRB	Schedule events for judges, magistrates and probation officers; assign probation officers to a case, add comments to the Register of Actions (ROA).
Scheduling (Traffic/Criminal)	SCH	Schedule court events; enter bond and warrant information; request/stop notices; add comments to the Register of Actions (ROA).
Transfer	TRN	Transfer a case from one court location to another, or transfer case information from one case number to another because of reassignment or data entry error.



For more information on entry screens, see Chapter 3 - Case Entry & Update and Chapter 6 - Probation.

Immediate Forms		
Form Name	Hop Code	SCAO Form #
Assignment to Youthful Trainee Status	YTA	MC242
Judgment After Bond Forfeiture	JBF	MC238
Judgment Civil Infraction	CIJ	CIA02
Judgment of Sentence/Commitment to Jail	JGS	MC219
Michigan Court-Ordered Restricted Driver License	RLF	DS1-22F
Motion, Affidavit and Bench Warrant	PBW	MC229
Motion, Affidavit and Summons Regarding Probation Violation	VIO	MC246
Motion and Order for Destruction of Fingerprints and Arrest Card	ROF	MC235
Motion and Order for Discharge from Probation	DCG	MC245
Motion and Order to Show Cause	SCS	MC230
Motion/Order of Nolle Prosequi	NLP	MC263
Notice of Adjudication	NOA	DS1-22F
Notice to Appear	NTA	MC06
Notice to Appear Civil Infraction	CIN	CIA01
Order for Fingerprints	OFF	MC233
Order for Pretrial Release/Custody/Bond	PRC	MC240 MC241
Order for Substance Abuse Evaluation	SAE	MC211
Order for Vehicle Immobilization	IMM	MC267
Order for Vehicle Impoundment	IMP	MC254
Order of Acquittal/Dismissal or Remand	ACQ	MC262
Order of Probation (Misdemeanor)	ORD	DC243
Order on Application to Set Aside Conviction	SAC	MC228
Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment	OFB	MC218
Petition and Order for Amendment of Order of Probation	AMD	MC244
Plea by Mail	PBM	DC223
Recall of Warrant/Order to Apprehend	WAR	MC220
Removal of Entry from LEIN	RFL	MC239
Report of Nonpayment of Restitution	NPR	MC258
Subpoena - Order to Appear and/or Produce	SUB	MC11



For more information on immediate forms, see Chapter 4 - Forms.

Individually Requested Reports and Lists	
Report	Description
Alcohol Report	A basic statistical report counting alcohol related cases and their dispositions.
Appealed Case List	A list of all open cases that are currently under appeal.
Attorney Case List	A list by attorney of all cases with <i>future</i> scheduled activity in the court.
Case Index (Case List)	An alphabetical or numerical list of all cases on the District Court System.
Caseload Report	Annual reports documenting the number of new filings, reopened cases and methods of disposition as required by SCAO (Caseload Parts 1 and 2) and case age at disposition and pending case age (Caseload Part 4). Part 4 can be requested separately as needed. This report is uploadable to the SCAO Caseload Reporting System (CRS).
CCW Report	A list of state civil infraction CCW convictions under 381 PA 2000. This list is used for reporting to MSP and the county gun board where the license was issued.
Crime Victim Rights Report	A report that shows all cases that have been or <u>should</u> have been assessed the "MYCV" fee amount and the amount of money collected for the Crime Victim Rights Fee.
Delay in Criminal Proceedings	Quarterly report, required by SCAO, listing cases that are aged beyond the 98 percent guidelines (92+ days) for timeliness.
Discharge List	A list of cases due to be discharged from probation within a selected date range.
Disposed List	A list of all cases broken down by law enforcement agency that have been disposed of within a specified date range.
Drunk/Drug New Cases	A summary of drunk driving cases and drug charges with an accompanying audit for completion of the SCAO Drunk Driving Caseload Assistance Fund Report.
Expired Activity Date	A list of disposed cases where the last scheduled date on the system is at least 30 days prior to the date the report is run and no suspension or warrant has been issued. This list will include probation and non-probation cases.
FAC, Bench Warrant and Warrant List	A list of all cases in case number sequence that have an outstanding warrant or FAC issued.
Non-Payment of Restitution List	A list of cases that have not paid their assessed restitution amount and are scheduled to be discharged from probation within a specified time frame.
Non-Public Case List	A list of cases that are currently in non-public status.
Probation List	A list of all cases in probation status.
Probation Review List	A list of probation cases that have no future activity scheduled.
Speedy Trial and 120 Day Report	This request produces two separate reports: A list of cases that qualify for the Speedy Trial Report which was previously required by SCAO; and a list to identify cases before they qualify for the Speedy Trial Report. This report can still be used to help track age of pending cases, and to identify cases where the defendant is in custody.
Warrant Entry/Cancellation List	A list of warrants that were submitted to LEIN for entry or cancellation, using the Enter Warrant (EWR) screen.

Individually Requested Reports and Lists (continued)	
Trust and Agency Reports	
Account Activity Report	A report listing bond, restitution, trust and trust/agency postings and paydowns.
Check Register	A listing of all checks entered for the day or date range specified.
Open/Closed/ Partial Paid Bond/ Restitution/Trust/ T&A Reports	Various options for bond, restitution, trust and trust/agency reports using selected date or date range.
Summary Totals	Report of subtotal and grand total balances for Trust/Agency types for the date specified.
Account Activity	A report listing bond, restitution, trust and trust/agency postings and paydowns.
Batch Reports	
Report	Description
Labels	Will print address labels for defendant or file labels that were requested from the Case Entry Screen (CAS) or the Report Requests Screen (RPT).
Register of Actions (ROAs)	Will print ROAs on 8x11 plain paper or on preprinted forms DC250 (Felony) and DC251 (Misdemeanor). ROAs can be requested from the Case Entry (CAS), Disposition (DSP), Scheduling (SCH), Report /Requests (RPT) or Cash screens.
Postcard Notices to Appear (NTAs)	Will print Postcard Notices to Appear that were requested from Case Entry (CAS), Scheduling (SCH) or Reports/Requests (RPT) screens.
Batch Show Cause Processing	Order to Show Cause notices are produced in batch mode based on criteria the user selects.
Date Generated Notices and Reports	
Notices	<ul style="list-style-type: none"> <li>• Abstracts</li> <li>• Default Judgments</li> <li>• 14-Day Civil Infraction and Misdemeanor Notices</li> <li>• FAC, FCJ and FCPV Suspensions</li> <li>• Notice of Non-Compliance</li> <li>• Warrant Notice</li> <li>• Warrant Misdemeanor</li> </ul>
Reports	<ul style="list-style-type: none"> <li>• Abstract List</li> <li>• Abstract Error List</li> <li>• Bond Forfeiture Tickler</li> <li>• Delete Audit Report</li> <li>• Deleted Bond, Restitution &amp; Trust Report</li> <li>• Drunk Driving Report</li> <li>• FAC Immediate Clearance List</li> <li>• FAC List</li> <li>• Party Calendar</li> <li>• 20% Late Penalty Assessment Report</li> </ul>



For more information on reports, see Chapter 5 - Traffic/Criminal Reports and Notices, Chapter 6 - Probation Update Screens and Reports and Chapter 12 - Batch Show Cause Processing. Information regarding Trust and Agency Reports can be found in the Cash User Guide.

Report Generator is also available. Using Report Generator allows you to create your own reports, using criteria that you designate. For more information, see Chapter 11 - Report Generator.

Calendars	
Type of Calendar	Description
Central/Combined Calendar	This feature can be used by courts that share their AS/400 with one or more courts in the county, i.e. District, Circuit or Probate. The calendar inquiry will produce a listing of all court proceedings for the same jurist, regardless of the court of origin of the case.
Courtroom (Detail) Calendar	A calendar which lists case information by time for a specified date or date range. Non-case related matters may also be added. This calendar can be displayed or printed.
Month at a Glance	Shows court holidays, judge/magistrate availability and highlights days that have events scheduled.
Party Calendar	An alphabetical case listing of people scheduled to appear in court for the day or date range.
Summary	A number of each proceeding type scheduled for a day or date range.
Week at a Glance	A weekly calendar for a specific judge or magistrate. This calendar is available to print only.



For more information on calendar options, see Chapter 7 - Calendar.

Code Files	
Code File	Description
Attorney File	Used to maintain the attorney bar numbers and updates for new attorneys and address changes.
Code File	This file contains all codes used in the District Court System.
Holiday File	Used to maintain a list of all full and partial days that the court, judge, magistrate or probation officer will be unavailable to the public, also includes court hours and weekend schedule. Events cannot be scheduled during hours or days that have been blocked off.
Officers File	List of all officers that may write tickets in the jurisdiction of the court.
Statute File	Two types of tables are stored in this file: Local Ordinance (L) and State Statute (M). Charge information including fine and cost information for payable offenses, ordinance or PAAM number, SOS code, notice requirements and effective dates are stored in this file.
Vehicle Make File	List of the most common vehicle makes.



For more information about code files, see Chapter 9 - Codes Files.

## Software Enhancements

You will receive enhancements to the software semi-annually, unless there are unusual circumstances. These enhancements include changes to accommodate new or changed legislation that impact the District Court, new forms and improved functionality in all modules.

Please use the JIS Enhancement Request Form provided in Appendix P to submit suggestions for enhancements to the software. An Executive Committee, comprised of District Court representatives across the state, will review the request and provide direction to JIS as to which enhancements are ultimately added to the software.

## AS/400 Sign On

Sign On		
Michigan Supreme Court	System . . . . .	OSMSOUTH
State Court Administrative Office	Subsystem . . . . .	QINTER
Judicial Information Systems	Display . . . . .	KARENA
User . . . . . <input style="width: 100px;" type="text"/>		
Password . . . . . <input style="width: 100px;" type="password"/>		
(C) COPYRIGHT IBM CORP. 1980, 1999.		

**AS/400 Sign on screen**

At the AS/400 **Sign On** screen:

- 1) type in your user name and password
- 2) press **ENTER**

After pressing **ENTER**, the next screen may be a menu customized by your court or IT Department. If so, enter the option listed for the District Court software. Menu options and verbiage will differ from court to court. If no menu exists, the next screen will be the District Selection and Operator Menu.

## District Selection and Operator Menu

**JIS** District Selection and Operator Menu 2006/2 DCS

**Court location** **Release version**

1. District Selection Menu
- Printer Writer/Output Queue: HOJPRT03
3. Start Printer Writer
4. Work with Printer Writer
5. Work with Output Queue
6. Display Messages
7. Work with Submitted Jobs
8. Work with All Spooled Files
9. Reports Archives

     Enter Option

**To move further into the JIS system, type a 1 in the *Enter Option* field and press ENTER.**

F24-Sign Off System

**District Selection and Operator Menu**

Court location is helpful for those courts with multi-locations. It is displayed in the upper left-hand corner of the screen. In this example, the court location is JIS.

The software release version is found in the upper right hand corner of this screen. In the screen above, 2006/2 DCS represents the second release of 2006 of the District Court Software. If you need to contact the Help Desk for assistance, you may be asked to furnish the release version to support staff.

# District Court System

```
JIS State Court Administrative Office
District Court System

Select one of the following Subsystems:

1. Traffic/Criminal
2. Civil
3. Cash
4. Probation
5. SOS/LEIN

Option: _

Type a 1 and press ENTER to access
the Traffic/Criminal Subsystem

Type a 4 and press ENTER to access
the Probation Subsystem

F24-Previous Menu
```

## District Court System menu

The District Court System contains four modules. The fifth option on this screen provides access to SOS/LEIN. JIS User Guides are also available for Civil, Cash, Administrative and SOS/LEIN.

The Traffic/Criminal module contains only names associated with traffic and criminal cases, including cases in probation status. The Civil module contains only names of parties in civil cases. Central Name Index (CNI) is an option you can use to display all names, regardless of the type of case. Further information about CNI can be found in Chapter 2 - Inquiry Screens.

# Traffic/Criminal Subsystem

**JIS** State Court Administrative Office

Traffic/Criminal Subsystem

Select one of the following:

1. Traffic/Criminal Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Abstract & FAC/FCJ/FCPV Menu
7. Report Generator
8. Batch Show Cause Processing

Option: \_  **Type option number and press ENTER.**

**F24-Previous Menu**

**Traffic/Criminal Subsystem Menu**

Traffic/Criminal Subsystem		
Options / Name	Why Go There?	
1	Traffic/Criminal Online	Enter cases, inquire about cases and calendars, print <u>immediate</u> forms.
2	Reports	Request <u>batch</u> reports and forms for printing.
3	Code Files Update	Maintain utility files, e.g. holiday, bar, and code files.
4	Code Files Print	Print the above utility files.
5	Calendar	View or print a court calendar.
6	Abstract & FAC/FCJ/FCPV Menu	Transfer abstract and FAC file to JIS for submission to DOS, work with abstract and FAC production, request abstract and FAC lists.
7	Report Generator	Create reports where YOU define the criteria.
8	Batch Show Cause Processing	Produce batch Order to Show Cause forms based on criteria you select.

# Traffic/Criminal Selection (Case Management) Menu

JIS		1/11/07 09:33:40	
Court	T R A F F I C and C R I M I N A L		
0	CASE MANAGEMENT MENU		
Case Entry	(CAS)	Police ID Number	(PIN)
Scheduling	(SCH)	X-Reference	(XRF)
Disposition	(DSP)	Driver License	(DLN)
Partial Name	(NAM)	Veh Plate Number	(VPN)
Soundex	(SDX)	Defendant Hist Inqry	(DHI)
Action	(ACT)	Enter Judgment	(EJD)
Delete	(DEL)	Modify Judgment	(MJD)
Transfer	(TRN)	Cancel Judgment	(CJD)
Removal Screen	(REM)	Enter Warrant	(EWR)
Status	(STS)		
Def History Update	(DHU)	ROA Online	(ROA)
Abstract Update	(ABS)	ROA Print	(RAP)
FAC Update	(FAC)	Financial ROA	(FIN)
Report Requests	(RPT)	Central Name Inq	(CNI)
Calendar	(CAL)	Combined Calendar	(CCL)
NXT	___	CASE	_____
	PTY	___	COUNT
	INQ	_____	ST
			___
F1-Clear Screen F24-Previous Menu Page/Roll-Additional Options			

## Traffic/Criminal Online Selection Menu

The Traffic/Criminal Selection Menu lists all entry, update and inquiry screens. Use the 3-letter code (hop code) listed in parenthesis after the screen name to hop to that screen. For more information about the screens listed on this menu, see Chapter 2 - Inquiry Screens and Chapter 3 - Case Entry & Update.

RAP is the only code that doesn't hop anywhere. It's a quick way to print a Register of Actions. When you type **RAP** in the *Nxt* field, the **case number** in the *Case* field, and press **ENTER**, a complete Register of Actions for that case will be immediately sent to your designated printer.

Screens listed on this menu are arranged with those most frequently used at the top.

**Page Down** to get to the Immediate Forms Menu. Forms are listed in alphabetical order as shown on the next page.

JIS
1/11/07 09:34:37

Court
T R A F F I C and C R I M I N A L

@
IMMEDIATE FORMS MENU

C/I Notice Appear	(CIN)	Pet & Bench Warrant	(PBW)
C/I Judgment	(CIJ)	Plea by Mail	(PBM)
Judg/Bond Forfeiture	(JBF)	Pre-Trl Release/Cust	(PRC)
Judgment of Sentence	(JGS)	Removal from LEIN	(RFL)
Nolle Prosequi	(NLP)	Restricted License	(RLF)
Notice Adjudication	(NOA)	Return Fingerprints	(ROF)
Notice to Appear	(NTA)	Subpoena	(SUB)
Order Fingerprints	(OFP)	Substance Abuse Eval	(SAE)
Order Forfeit Bond	(OFB)	Warrant Recall	(WAR)
Order of Acquittal	(ACQ)	Vehicle Immobilize	(IMM)
Order of Probation	(ORD)	Vehicle Impoundment	(IMP)
Order to Show Cause	(SCS)	Youthful Trainee	(YTA)
Order to Set Aside	(SAC)		

NXT
CASE
PTY
COUNT
INQ
ST

F24-Previous Menu Page/Roll-Additional Options

Order Delaying Sentence (ODS) added. See Fall 2007 Announcement for details.  
 Order Destroy Prints (ODP) added and Destroy Fingerprints (ROF) removed. See Fall 2009 Announcement for Details.

**Traffic/Criminal Immediate Forms Menu**

For more information about the forms listed on this screen, see Chapter 4 - Forms.

Throughout this User Guide you will find reference to charts and tables in the Appendices, including a Master List of Field Descriptions which lists data entry fields used in the Traffic/Criminal and Probation modules, what screen(s) they are found on and how to format the data that go into those fields.

**Please keep in mind that the procedures established in your court for data entry may vary from the examples given in this User Guide. In most instances, our examples show a minimum amount of data entry necessary to update the system.**

# Probation Subsystem

JIS XXXXXXXXXX State Court Administrative Office 1/11/07 09:35:30

Probation Subsystem

Select one of the following:

1. Probation Online
2. Reports
3. Calendar
4. Report Generator

Option: \_  Type option number and press ENTER.

F24-Previous Menu

## Probation Subsystem Menu

Probation Subsystem		
Options / Name	Why Go There?	
1	Probation Online	Update cases, inquire about cases and calendars, print <u>immediate</u> forms.
2	Reports	Request reports for printing.
3	Calendar	View or print a court calendar.
4	Report Generator	Create reports where YOU define the criteria.

## Probation Selection Menu

JIS			1/11/07 09:36:23
	Court	P R O B A T I O N	
		0	
Prob. Scheduling (PRB)	Soundex (SDX)		
Partial Name (NAM)	X-Reference (XRF)		
	Driver License (DLN)		
	Veh Plate Number (VPN)		
Calendar (CAL)	ROA Online (ROA)		
Central Name Inq (CNI)	ROA Print (RAP)		
Combined Calendar (CCL)	Financial ROA (FIN)		
	Enter Judgment (EJD)		
	Modify Judgment (MJD)		
	Cancel Judgment (CJD)		
NXT	CASE	PTY	COUNT
			INQ
			ST
F24-Previous Menu Page/Roll-Additional Options			

### Probation Selection Menu

The Probation Selection Menu lists all entry, update and inquiry screens. Use the 3-letter code (hop code) listed in parenthesis after the screen name to hop to that screen. All hop codes that are available in the Traffic/Criminal Module will also work in the Probation Module, even though they are not listed on the menu. For more information about the screens listed on this menu, see Chapter 2 - Inquiry Screens, Chapter 3 - Case Entry & Update and Chapter 6 - Probation Update Screens and Reports.

RAP is the only code that doesn't hop anywhere. It's a quick way to print a Register of Actions. When you type **RAP** in the *Nxt* field, the case number in the *Case* field, and press **ENTER**, a complete Register of Actions for that case will be immediately sent to your designated printer.

Screens listed on this menu are arranged with those most frequently used at the top.

**Page down** to get to the Immediate Forms Menu. Forms are listed in alphabetical order as shown on the next page.

<b>JIS</b>		1/11/07 09:37:12	
Court P R O B A T I O N			
① IMMEDIATE FORMS MENU			
Amended Order	(AMD)	Pet & Bench Warrant	(PBW)
Discharge Order	(DCG)	Removal from LEIN	(RFL)
Judgment of Sentence	(JGS)	Restricted License	(RLF)
Nonpayment of Rest	(NPR)	Substance Abuse Eval	(SAE)
Notice Adjudication	(NOA)	Violation and Order	(VIO)
Notice to Appear	(NTA)	Warrant Recall	(WAR)
Order of Probation	(ORD)	Youthful Trainee	(YTA)
Ord to Show Cause	(SCS)		
NXT ___ CASE _____ PTY ___ COUNT ___ INQ _____ ST ___			
F24-Previous Menu Page/Roll-Additional Options			

**Probation Immediate Forms Menu**

For more information about the forms listed on this screen, see Chapter 4 - Forms.

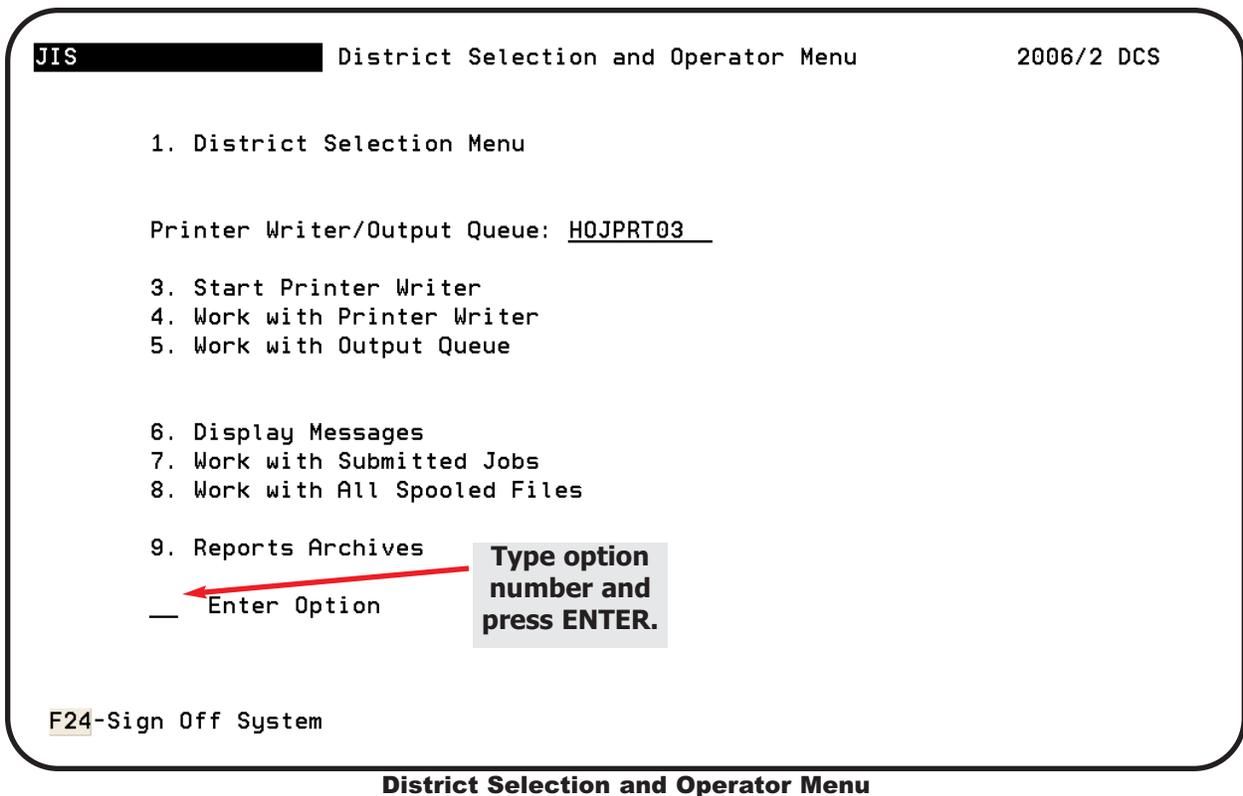
Throughout this User Guide you will find reference to charts and tables in the Appendices, including a Master List of Field Descriptions which lists data entry fields used in the Traffic/Criminal and Probation modules, what screen(s) they are found on and how to format the data that go into those fields.

**Please keep in mind that the procedures established in your court for data entry may vary from the examples given in this User Guide. In most instances, our examples show a minimum amount of data entry necessary to update the system.**

# Moving Around The System

There are three ways to move around the system. These features eliminate the need to “back out” to a menu each time you want to change to a different screen.

## Enter Option Field



JIS District Selection and Operator Menu 2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: HOJPRT03

3. Start Printer Writer
4. Work with Printer Writer
5. Work with Output Queue
6. Display Messages
7. Work with Submitted Jobs
8. Work with All Spooled Files
9. Reports Archives

     Enter Option

Type option number and press ENTER.

F24-Sign Off System

**District Selection and Operator Menu**

The *Enter Option* or *Option* field is used by identifying which of the numbered options on the screen you need to access. On this screen, options 3-9 work with print options, messages, and submitted jobs. These options are covered in Chapter 13 - Printing.

## Function Keys

**JIS** District Selection and Operator Menu 2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: HOJPRT03

3. Start Printer Writer  
4. Work with Printer Writer  
5. Work with Output Queue

6. Display Messages  
7. Work with Submitted Jobs  
8. Work with All Spooled Files

9. Reports Archives

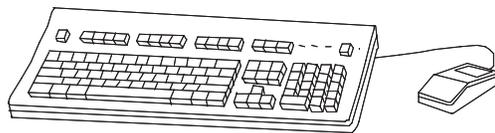
\_\_ Enter Option

**F24-Sign Off System**

**From this screen, use the function key F24 to sign off the system.**

### District Selection and Operator Menu

At the bottom of each screen we indicate which function keys are valid for that screen. Function keys are located across the top of the keyboard. They are usually identified as **F1** through **F12** on a single row of keys, and as **F1** through **F12** and **F13** through **F24** on a double row keyboard. If you have a single row of function keys, hold down the **SHIFT** key while pressing **F1** through **F12** for **F13** through **F24**.



*Yes, you can use your mouse to position your cursor on the screen!*

A complete list of the function keys used in the Traffic/Criminal and Probation modules can be found in Appendix B.



**Inquiry by Name**

Type **NAM** in the *Nxt* field and tab over to the *Inq* field. Type the name as shown in the example below. You may type all or part of a name, beginning with the last name. The name you enter will stay in the *Inq* field until you change it, and it will not interfere with subsequent inquiries or updates that are accessed by case number. Press **ENTER** to hop to the Name Inquiry screen.

NXT **NAM** CASE \_\_\_\_\_ PTY \_\_\_ COUNT \_\_\_ INQ **JONES/SAM** \_\_\_\_\_ ST \_\_\_

**Inquiry by Police ID Number, X-Reference Number, Driver License Number or Vehicle Plate Number**

Type the 3-letter code for the inquiry screen you want to access (shown in parenthesis after the name of the screen) in the *NXT* field, enter the information you want to use for your inquiry in the *INQ* field and press **ENTER**. Note: If you are doing a DLN or VPN inquiry, you must type the two-character state abbreviation in the the *ST* field if it is an out-of-state license or plate. It will default to MI if no information is typed in the *ST* field. The information in the *INQ* or *ST* field will not interfere with subsequent inquiries or updates that are accessed by case number.

NXT **PIN** CASE \_\_\_\_\_ PTY \_\_\_ COUNT \_\_\_ INQ **04-0123MSP** \_\_\_\_\_ ST \_\_\_



For more information on inquiry screens, see Chapter 2 - Inquiry Screens.

# Where to Get Help

## On-Screen Help

**JIS** Traffic / Criminal Case Entry Status

Court @ Case \_\_\_\_\_ Pty \_\_\_ Same Incident \_ Filing Date \_\_\_\_\_

Offense Date \_\_\_\_\_ Time \_\_\_\_\_ DOB \_\_\_\_\_ CDL \_ DLN \_\_\_\_\_

Name \_\_\_\_\_ Race \_ Sex \_

Street \_\_\_\_\_ Apt \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_ CTN \_\_\_\_\_

Charge \_\_\_\_\_ A/C/S \_ Case Type \_ TCN \_\_\_\_\_

Speed Charged/Allowed \_\_\_ / \_\_\_ PIN \_\_\_\_\_ X-Ref \_\_\_\_\_

Officer # \_\_\_\_\_ Agency \_\_\_\_\_ Venue \_ SID \_\_\_\_\_

2nd Officer # \_\_\_\_\_ Agency \_\_\_\_\_ ROA \_ Label \_ Abstract \_ SOS-Inquiry \_

Ticket Information: Default Due Date is 10 Days from Offense Date

Court Date \_\_\_\_\_ Time \_\_\_\_\_ Nxt Judge \_\_\_\_\_ Set for \_\_\_ Atty \_\_\_\_\_ NTA \_

Vehicle Type \_ Plate Number/Year/State \_\_\_\_\_ / \_\_\_ / \_\_\_ Acc Type \_

Paper Plate \_ VIN \_\_\_\_\_ Vehicle Year \_\_\_\_\_ Vehicle Make \_\_\_\_\_

Judge of Record \_\_\_\_\_ Victim/Desc \_\_\_\_\_ CCW \_\_\_\_\_

Complaint Information:

Authorize Complaint Date \_\_\_\_\_ Prosecutor \_\_\_\_\_ Complaint/Iss Date \_\_\_\_\_

Judge \_\_\_\_\_ Warrant Issue Date \_\_\_\_\_

Additional Charges: #2 \_\_\_\_\_ #3 \_\_\_\_\_

#4 \_\_\_\_\_ #5 \_\_\_\_\_

NXT \_\_\_ CASE \_\_\_\_\_ PTY \_\_\_ COUNT \_\_\_ INQ \_\_\_\_\_ ST \_\_\_

F1-Clr F4-Prompt F5-War F6-Same Pty F7-TKT F24-Prev Help

**Press Alt+F1 on a PC, or the HELP key on a terminal keyboard, for on-screen help. It is available whenever the word Help appears at the bottom of the screen.**

Help Text has now been updated on many screens throughout the system. The new Help Text is field specific and more descriptive. To view Help Text for a specific field on a screen, place your cursor in that field and press Alt+F1. For more information, refer to the Fall 2008 Announcement.

## Traffic/Criminal/Probation User Guide

This User Guide is designed to answer many of your questions. Please note the Frequently Asked Questions and Appendices in the back of this book.

JIS also produces User Guides for Civil, Cash, Administrative and SOS/LEIN.

 **Training**

Training is offered by JIS Technical Services Representatives at the Michigan Hall of Justice in Lansing. Requests for training can be submitted using the Request for Training form found in Appendix Q of this User Guide.

 **Help Desk**

Software questions or problems can be directed to our Help Desk by phone, fax, or email. Hardware questions, e.g. printer problems, DOS/LEIN slow or down, installing releases, performing system backups and user profile questions are handled by our Operations Department.

Phone:	888-339-1547
Monday - Friday 9:00 A.M.-4:00 P.M.	Option 1 - Software questions
Monday - Friday 8:00 A.M.-5:00 P.M	Option 5 - Operations Dept.
Fax Help Sheet (Appendix P)	517-373-7451
Email	<a href="mailto:DCSHelpdesk@courts.mi.gov">DCSHelpdesk@courts.mi.gov</a>

 **Website**

The JIS District Court System website contains User Guides, Release Documentation, JIS Communications, Webcasts and other helpful information. The address for the website is:

<http://courts.michigan.gov/jis>

# Inquiry Screens

*The inquiry screens described in this chapter are available through both the Traffic/Criminal and Probation Modules.*



Inquiry screens are used to view information about a case. They are “display only” screens. You cannot input data on an inquiry screen.

There are three types of inquiry screens:

**Basic Search Inquiry Screens:** Name Inquiry (NAM), Soundex (SDX), Police Identification Number (PIN), X-Reference Number (XRF), Driver License Number (DLN) and Vehicle Plate Number (VPN)

**Expanded Search Inquiry Screens:** Central Name Index (CNI) and Defendant History Inquiry (DHI)

**Case Information:** Register of Actions (ROA), Financial Register of Actions (FIN), Status Screen (STS)

## Basic Search Inquiry Screens

These inquiry screens are used to access limited information about a case, such as defendant's name, case number, case type, brief description of count one, total amount due on case, case status, date of birth, driver license number, vehicle plate number, date of offense, partial display of defendant's address of record, information about next scheduled event and whether the defendant's driver license is currently suspended for a particular case.

Screen Name	Hop Code	Information required for Inquiry (INQ) field	Function
<b>Partial Name</b>	NAM	All or part of a full name	A name inquiry screen for all or part of a defendant's name.
<b>Soundex (Sound alike)</b>	SDX	Last name that sounds like the name you are looking for	A name inquiry screen for last names that sound alike.
<b>Police Identification Number</b>	PIN	Police Identification Number	Used to locate cases using the Police Identification Number which is entered on the Case Entry (CAS) screen.
<b>X-Reference Number</b>	XRF	X-Reference Number	Used to locate cases using the X-Reference Number, which is entered on the Case Entry (CAS) screen.
<b>Driver License Number</b>	DLN	Driver license number and state, if not Michigan	An inquiry screen for cases in <i>your court</i> with the same DLN. This is not a Department of State (DOS) inquiry screen.
<b>Vehicle Plate Number</b>	VPN	Vehicle plate number and state, if not Michigan	An inquiry screen for cases in <i>your court</i> with the same plate number. This is not a DOS inquiry screen.

You may access any of these screens by typing the 3-letter hop code on any hop line.

Each of these screens will display three pages of information. Use **F11-Alt View** to move through the pages.

## Partial Name/Name Inquiry (NAM)

Use this inquiry to access information about a case when you have all or part of the defendant's last name.

1. Type **NAM** in the *NXT* field on the hop line
2. Type the last name or portion of the last name in the *INQ* field
3. Press **ENTER**

**NXT NAM** CASE \_\_\_\_\_ PTY \_\_\_\_ COUNT **00** **INQ SMI** \_\_\_\_\_ ST \_\_\_\_



Tip: You can begin a search with as few as one character in the *INQ* field.

You will see this:

**JIS** \_\_\_\_\_ TRAFFIC / CRIMINAL INQUIRY  
Court 0

	Name	Case/Pty/Type	Cnts	Charge	Amt Due	Sts
1	SMIESKA/ROGER/MONTGOMERY	06C974218	01 01 01	STOP SIGN	.00	CLSD
2	SMILEY/FRANCINE/	03112942A	01 01 01	SPD 1-10 OLD	208.80	DISP
3	SMILEY/FRANCINE/	03112942B	01 01 01	NO PROOF INS	192.00	DISP
4	SMILEY/FRANCINE/	04-7124	01 SM 01	RETL FRAUD 3	.00	WRNT
5	SMIT/BILLY/JO	06-6081	01 SM 01	DISOR IL OCC	.00	PEND
6	SMITH-HANDLEY/SUSAN/MARIE	06-4005	01 OT 01	FAIL TO REPT	.00	WRNT
7	SMITH/CHAD/ALLEN	06-3788	01 OD 01	OWI	.00	PEND
8	SMITH/DELBERT/HARVEY	03-0801	01 OD 01	OWI	.00	CLSD
9	SMITH/DONALD/PAUL	05-1201	01 EX 01	FUGITIVE(FY)	.00	CLSD
10	SMITH/DONALD/WAYNE	06-2241	01 OM 01	MIP	45.00	PEND
11	SMITH/FREDERICK/MARTIN JR	06-2889	01 FD 01	OWI	.00	DISP
12	SMITH/FREDERICK/MARTIN JR	06392844A	01 01 01	CARELESS DR	.00	DISP
13	SMITH/GEORGE/	05-0921	01 OT 02	DWLS	108.00	DISP
14	SMITH/HOWARD/EUGENE	05-0756	01 FT 02	FLEE/ELUDE 2	.00	PEND
15	SMITH/HOWARD/EUGENE	06-0505	01 01 01	SPD 1-10 OVR	241.20	DISP
16	SMITH/HOWARD/WILBUR	05-1913	01 OT 02	DWLS	90.00	PEND
17	SMITH/JONATHAN/MARC	06-2211	01	<b>Non-Public</b>		

NXT **NAM** CASE 06-0505 PTY D01 COUNT 00 INQ SMI \_\_\_\_\_ ST \_\_\_\_

F7-ROA From Line F11-Alt View F24-Prev Page/Roll Help

First page of NAM Inquiry screen

This screen will display:

- Name of Defendant
- Case Number (Case), Party Number (Pty), Case Type designation (Type)
- Number of counts associated with the case (Cnts)
- Brief description of Count One (Charge)
- Amount of fines and costs still owing for **all counts** of the case (Amt Due)
- Case status, e.g. Pending, Disposed, Probation, Warrant, Closed (Sts)

Non-public cases have the “Non-Public” marker in place of the charge. The only information that will be shown on an inquiry screen for a non-public case is the name, case number and party number.

Cases that are currently in warranted status will be indicated by WRNT in the status column. The WRNT will either be blinking (terminals) or solid red (PCs).



Tip: When using the INQRY sign-on, all non-public information, including name and case number, will be suppressed. More information on this sign-on can be found in the Administrative User Guide.

To view the second of three pages of information, press **F11- Alt View**.

JIS		TRAFFIC / CRIMINAL INQUIRY				
Court 0	Name	DOB	DLN	VPN	Offense Date	Address
1	SMIESKA/ROGER/MONTGO	8/16/59	S520744609640	03AJRS	8/31/06	316 N WILLIAMSB
2	SMILEY/FRANCINE/	3/21/65	S540261001229	821NJD	6/01/03	3012-1/2 N FORE
3	SMILEY/FRANCINE/	3/21/65	S540261001229	821NJD	6/01/03	3012-1/2 N FORE
4	SMILEY/FRANCINE/	3/21/65	S540261001229		5/18/04	3012-1/2 N FORE
5	SMIT/BILLY/JO	4/01/75	S530089420258		10/31/06	HOMELESS
6	SMITH-HANDLEY/SUSAN/	6/10/57	S535778585435		3/15/06	904 N MONROE ST
7	SMITH/CHAD/ALLEN	1/06/74	S530115051020		3/07/06	3902 N HARTWICK
8	SMITH/DELBERT/HARVEY	7/30/80	S530139298597	389NSP	6/29/03	214 S RIVER ST
9	SMITH/DONALD/PAUL	11/18/67	S530149676883		8/01/05	824 W MAPLE BLV
10	SMITH/DONALD/WAYNE	10/12/87	S72946140376		9/13/06	201 N FERGUSON
11	SMITH/FREDERICK/MART	8/15/78	S530261585638		3/20/06	1221 N BAKER RD
12	SMITH/FREDERICK/MART	8/15/78	S530261585638	492USA	5/07/06	3892 N HOLLOWAY
13	SMITH/GEORGE/	6/10/52	SE830720987	027836	6/01/05	209 W WASHINGTO
14	SMITH/HOWARD/EUGENE	4/04/64	S530313237265	18CNH	5/10/05	4092 N HARPER W
15	SMITH/HOWARD/EUGENE	4/04/64	S530313237265		4/01/06	4092 N HARPER W
16	SMITH/HOWARD/WILBUR	8/15/69	S530313886638		6/01/05	4001 W GREENLEA
17	SMITH/JONATHAN/MARC					

NXT NAM CASE 06-0505 PTY D01 COUNT 00 INQ SMI ST    

F4-Prompt F7-ROA From Line F11-Alt View F24-Prev Page/Roll Help

Second page of NAM Inquiry screen

From this screen you can view :

- Defendant's name
- Date of Birth (DOB)
- Driver License Number (DLN)
- Vehicle Plate Number (VPN)
- Offense Date
- Defendant's partial address

On the second page, the only information displayed for a non-public case is the defendant's name.

From the second page of an inquiry screen, you can prompt on the name, driver license number or vehicle plate number to show total assessed for each case and calculate a total balance due for all cases that match that information.

For example:

**JIS :** TRAFFIC / CRIMINAL INQUIRY

Court 0

	Name	DOB	DLN	VPN	Offense	Date	Address
1	SMIESKA/ROGER/MONTGO	8/16/59	S520744609640	03AJRS		8/31/06	316 N WILLIAMSB
2	SMILEY/FRANCINE/	3/21/65	S540261001229	821NJD		6/01/03	3012-1/2 N FORE
3	SMILEY/FRANCINE/	3/21/65	S540261001229	821NJD		6/01/03	3012-1/2 N FORE
4	SMILEY/FRANCINE/	3/21/65	S540261001229			5/18/04	3012-1/2 N FORE
5	SMI		089420258			10/	
6	SMI		778585435			3/	
7	SMI		115051020			3/	
8	SMI		139298597	389NSP		6/	
9	SMITH/DONALD/PAUL	11/18/67	S530149676883			8/	
10	SMITH/DONALD/WAYNE	10/12/87	S72946140376			9/13/06	201 N FERGUSON
11	SMITH/FREDERICK/MART	8/15/78	S530261585638			3/20/06	1221 N BAKER RD
12	SMITH/FREDERICK/MART	8/15/78	S530261585638	492USA		5/07/06	3892 N HOLLOWAY
13	SMITH/GEORGE/	6/10/52	SE830710987	027836		6/01/05	209 W WASHINGTO
14	SMITH/HOWARD/EUGENE	4/0				10/05	4092 N HARPER W
15	SMITH/HOWARD/EUGENE	4/0				01/06	4092 N HARPER W
16	SMITH/HOWARD/WILBUR	8/1				01/05	4001 W GREENLEA
17	SMITH/JONATHAN/MARC						

NXT NAM CASE 06-0505 PTY D01 COUNT 00 INQ SMI ST    

F4-Prompt F7-ROA From Line F11-Alt View F24-Prev Page/Roll Help

You will get a screen that looks like this:

Name	DOB
SMITH/FREDERICK/	8/15/78

Case No.	Charge	Assessments	Balance Due
06-2889	OWI	.00	.00
06392844A	CARELESS DR	354.00	.00
Total		Assessments 354.00	Total Due .00

F9-Print F13-OutQ F24-Previous Menu Page/Roll

The address for the defendant that will appear on the printed version of this screen will be from the case that you used the F4-Prompt function. This printout is designed to be put in a window envelope for easy mailing.

**This screen displays total assessments and balance due for Smith/Frederick, DOB 8/15/78.**



Tip: This feature will not display non-public cases or cases that are closed with a balance due. Those amounts will not be added in the total due.

From this screen, you can press **F9-Print** to print this screen, **F13-OutQ** to change or work with the printer output queue or **F24-Previous Menu** to return to inquiry screen.

From the second page of the inquiry screen, press **F11-Alt View** again to display the third page of information.

JIS 1700		TRAFFIC / CRIMINAL INQUIRY				
Court #	Name	Next Date	Next Time	Next Judge	Action	DLRF Susp
1	SMIESKA/ROGER/MONTGOMERY					
2	SMILEY/FRANCINE/					X
3	SMILEY/FRANCINE/					X
4	SMILEY/FRANCINE/					
5	SMIT/BILLY/JO	11/15/06	8:30 AM	12345	ARRAIGN	
6	SMITH-HANDLEY/SUSAN/MARIE	12/18/06	9:30 AM	12345	PLEA	
7	SMITH/CHAD/ALLEN	12/18/06	9:00 AM	12345	PRETRIAL	
8	SMITH/DELBERT/HARVEY					
9	SMITH/DONALD/PAUL					
10	SMITH/DONALD/WAYNE	9/25/06			DUE DATE	X
11	SMITH/FREDERICK/MARTIN JR	12/21/06	9:00 AM	12345	SENTENCE	
12	SMITH/FREDERICK/MARTIN JR					
13	SMITH/GEORGE/					X
14	SMITH/HOWARD/EUGENE					
15	SMITH/HOWARD/EUGENE					X
16	SMITH/HOWARD/WILBUR					X
17	SMITH/JONATHAN/MARC					

NXT NAM CASE 06392844A PTY D01 COUNT 00 INQ SMI ST    

F7-ROA From Line F11-Alt View F24-Prev Page/Roll Help

**Third page of NAM Inquiry screen**

From this screen you can view:

- Name of Defendant
- Next future court/due date
- Time of next scheduled court date
- Bar # for the person on whose calendar the next scheduled date appears (Next Judge)
- Type of event scheduled (Action)
- If a case currently has a driver license suspension. A case will have an **X** in this column if money is due for cash assessment codes DLRJ or DLRJ. (DLRF Susp)



Tip: If there are no future dates set, the information for the most recent court date will be displayed.

## Soundex Inquiry (SDX)

Use this inquiry to search for last names that *sound* alike.

1. Type **SDX** in the *NXT* field on the hop line
2. Type the last name how it sounds in the *INQ* field
3. Press **ENTER**

```
NXT SDX CASE 03-2293 PTY D01 COUNT 00 INQ SMITH ST __
```

You will get a screen that looks like this:

**JIS** TRAFFIC / CRIMINAL INQUIRY  
Court 0

	Name	Case/Pty/Type	Cnts	Charge	Amt Due	Sts
1	SMIT/BILLY/JO	06-6081	01 SM 01	DISOR IL OCC	.00	PEND
2	SMITH/CHAD/ALLEN	06-3788	01 OD 01	OWI	.00	PEND
3	SMITH/DELBERT/HARVEY	03-0801	01 OD 01	OWI	.00	CLSD
4	SMITH/DONALD/PAUL	05-1201	01 EX 01	FUGITIVE (FY)	.00	CLSD
5	SMITH/DONALD/WAYNE	06-2241	01 OM 01	MIP	45.00	PEND
6	SMITH/FREDERICK/MARTIN JR	06-2889			.00	DISP
7	SMITH/FREDERICK/MARTIN JR	06392844A			.00	DISP
8	SMITH/GEORGE/	05-0921	01 OT 02	DWLS	108.00	DISP
9	SMITH/HOWARD/EUGENE	05-0756	01 FT 02	FLEE/ELUDE 2	.00	PEND
10	SMITH/HOWARD/EUGENE	06-0505	01 OI 01	SPD 1-10 OVR	241.20	DISP
11	SMITH/HOWARD/WILBUR	05-1913	01 OT 02	DWLS	90.00	PEND
12	SMITH/JONATHAN/MARC	06-2211	01	<b>Non-Public</b>		
13	SMITH/LAURA/	05-2009	01 FY 01	CHK NO ACCT	.00	CLSD
14	SMITH/MARY/LOUISE	05-0735	01 FT 01	FLEE/ELUDE 2	.00	DISP
15	SMITH/THEODORE/LEONARD JR	05-0733	01 FY 01	B&E POSS EQU	.00	CLSD
16	SMYTHE/LAURA/MAY	06-4993	01 SM 01	DOMESTIC VIO	.00	PEND
17	SMYTHE/WILLIAM/HENRY	06-1394	01 OM 01	MIP	.00	PEND

NXT SDX CASE 04-0991 PTY D01 COUNT 01 INQ SMITH ST \_\_

F7-R0A From Line F11-Alt View F24-Prev Page/Roll Help

**This inquiry displays cases with last names that “sound like” Smith.**



Tip: You will get last names that sound like the name you requested. You will not get hyphenated last names (i.e. Smith-Handley).

## Police Identification Number Inquiry (PIN)

Use this inquiry to locate information that was entered in the *PIN* field of the Case Entry screen (CAS). This will probably be the police report number or ticket number, depending on what your court chooses to enter in that field.

1. Type **PIN** in the *NXT* field on the hop line
2. Type the number in the *INQ* field exactly as it would have been added on the CAS screen
3. Press **ENTER**

NXT **PIN** CASE 06-4683 PTY D01 COUNT 00 INQ 2006-28832 ST

You will get a screen like this:

JIS		TRAFFIC / CRIMINAL INQUIRY				
Court 0		Name	Case/Pty/Type	Cnts	Charge	Amt Due Sts
1		BURDICK/CHARLES/GORDON	06-1127	01 FY 01	ASSAULT-GUN	.00 PEND
2		NELSON/MARK/LAWRENCE	06-1128	01 FY 01	ASSAULT-GUN	.00 PEND
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

NXT **PIN** CASE \_\_\_\_\_ PTY \_\_\_\_ COUNT 00 INQ 2006-28832 ST

F7-ROA From Line F11-Alt View F24-Prev Page/Roll Help

**This inquiry displays all cases that have 2006-28832 entered as PIN on CAS screen**



Tip: The Police Identification Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

## X-Reference Inquiry (XRF)

Use this inquiry to locate information that was entered in the *X-Ref* field of the Case Entry screen (CAS). This may be the police report number or ticket number, or another number that your court chooses to enter in this field.

1. Type **XRF** in the *NXT* field on the hop line
2. Type the number in the *INQ* field exactly as it would have been added on the CAS screen
3. Press **ENTER**

NXT **XRF** CASE 06-4683 PTY D01 COUNT 00 **INQ 06-8832MSP** ST    

You will get a screen that looks like this:

JIS		TRAFFIC / CRIMINAL INQUIRY					
Court 0							
	Name	Case/Pty/Type	Cnts	Charge	Amt Due	Sts	
1	DUBENDORF/HARVEY/JOHN	06-3982	01 SM 01	ASSAULT/BATR	.00	PEND	
2	IRISH/MARCUS/WILLIAM	06-3983	01 SM 01	ASSAULT/BATR	.00	PEND	
3	WATSON/BRIAN/JOSEPH	06-3984	01 SM 01	ASSAULT/BATR	.00	PEND	
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

NXT **XRF** CASE 06-3984 PTY     COUNT 00 **INQ 06-8832MSP** ST    

F7-R0A From Line F11-Alt View F24-Prev Page/Roll Help

**This inquiry displays all cases that have 06-8832MSP entered as X-Reference # on CAS screen.**



Tip: The X-Reference Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

## Driver License Inquiry (DLN)

This inquiry will display all cases in your court that are associated with a specific driver license number. You can look up cases that have a Michigan driver license number or any other state.

1. Type **DLN** in the *NXT* field on the hop line
2. Type the driver license number in the *INQ* field
3. If it is an out-of-state license, you must enter the two-letter state abbreviation in the *ST* field. If it is a Michigan license, you may leave this field blank and it will default to MI.
4. Press **ENTER**

NXT **DLN** CASE 06-4683 PTY D01 COUNT 00 INQ **E232441676521** ST    

And you will get:

```

JIS
Court 0
Name                Case/Pty/Type Cnts   Charge          Amt Due   Sts
1 ESTES/JOSEPH/PAUL 04-4005   01 SM 01 DOMESTIC VIO A      .00  PROB
2 ESTES/JOSEPH/PAUL 05-0743   01 FD 02 OWI                  .00  DISP
3 ESTES/JOSEPH/PAUL 06M478932 01 OI 01 STOP SIGN          60.00 PEND
4
5
6
7
8
9
10
11
12
13
14
15
16
17

NXT DLN CASE 06M478932 PTY D01 COUNT 00 INQ E232441676521 ST MI

F7-R0A From Line  F11-Alt View  F24-Prev  Page/Roll  Help

```

**DLN Inquiry screen showing all cases that have E232441676521 added as DLN on CAS screen.**



Tip: The Driver License Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

## Vehicle Plate Inquiry (VPN)

This inquiry will display all cases in your court that are associated with the specific vehicle plate number and state requested.

1. Type **VPN** in the *NXT* field on the hop line
2. Type the vehicle plate number in the *INQ* field
3. If it is an out-of-state plate, you must enter the two-letter state abbreviation in the *ST* field. If it is a Michigan plate, you may leave this field blank and it will default to MI.
4. Press **ENTER**

NXT **VPN** CASE \_\_\_\_\_ PTY D01 COUNT 00 INQ **661HUQ** \_\_\_\_\_ ST MI

And you will see:

**JIS** \_\_\_\_\_ TRAFFIC / CRIMINAL INQUIRY

Court 0

	Name	Case/Pty/Type	Cnts	Charge	Amt Due	Sts
1	HOUSER/KENNETH/WALTER	05-0746	01 FD 02	OUIL - 3RD	.00	DISP
2	DEROSE/ANITA/MARIE	05-3387	01 OT 01	DWLS	300.00	DISP
3	HARRINGTON/DAVID/RICHARD	06-0413	01 OT 01	DWLS	.00	PEND
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

NXT **VPN** CASE \_\_\_\_\_ PTY    COUNT 00 INQ **661HUQ** \_\_\_\_\_ ST MI

F7-R0A From Line F11-Alt View F24-Prev Page/Roll Help

**VPN Inquiry screen showing all cases that have 661HUQ added as Vehicle Plate # on CAS screen.**



Tip: The Vehicle Plate Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

## Accessing Other Screens after Inquiry

To save time, you can access any case shown on the inquiry screen by using the number to the left of the defendant's name.

1. Type the hop code you want to use in the *NXT* field on the hop line
2. Type the line number for the case you want to access in the *CASE* field on the hop line
3. Press **ENTER**

**JIS** TRAFFIC / CRIMINAL INQUIRY  
Court 0

	Name	Case/Pty/Type	Cnts	Charge	Amt Due	Sts
1	SMIESKA/ROGER/MONTGOMERY	06C974218	01 OI 01	STOP SIGN	.00	CLSD
2	SMILEY/Francine/	03112942A	01 OI 01	SPD 1-10 OLD	208.80	DISP
3	SMILEY/Francine/	03112942B	01 OI 01	NO PROOF INS	192.00	DISP
4	SMILEY/Francine/	04-7124	01 SM 01	RETL FRAUD 3	.00	WRNT
5	SMIT/BILLY/JO	06-6081	01 SM 01	DISOR IL OCC	.00	PEND
6	SMITH-HANDLEY/SUSAN/MARIE	06-4005	01 OT 01	FAIL TO REPT	.00	WRNT
7	SMITH/CHAD/ALLEN	06-3788	01 OD 01	OWI	.00	PEND
8	SMITH/DELBERT/HARVEY	03-0801	01 OD 01	OWI	.00	CLSD
9	SMITH/DONALD/DANN	05-1201	01 EX 01	FUGITIVE (FY)	.00	CLSD
10	SMITH/DO		0M 01	MIP	45.00	PEND
11	SMITH/FRI		FD 01	OWI	.00	DISP
12	SMITH/FRI		OI 01	CARELESS DR	.00	DISP
13	SMITH/GE		OT 02	DWLS	108.00	DISP
14	SMITH/HOWARD/EUGENE	05-0756	01 FT 02	FLEE/ELUDE 2	.00	PEND
15	SMITH/HOWARD/EUGENE	06-0505	01 OI 01	SPD 1-10 OVR	241.20	DISP
16	SMITH/HOWARD/WILBUR	05-1913	01 OT 02	DWLS	90.00	PEND
17	SMITH/JONATHAN/MARC	06-2211	01	<b>Non-Public</b>		

**To access SCH screen for this defendant, you may use the line number instead of typing the entire case number in the CASE field.**

NXT SCH CASE 7 PTY     COUNT 00 INQ SMI ST MI +

F7-ROA From Line F11-Alt View F24-Prev Page/Roll Help

To access an ROA immediately from any of the inquiry screens, place your cursor anywhere on the line for the case you want to access and press **F7-ROA From Line**.

## Expanded Search Inquiry Screens

There are two types of expanded search inquiry screens:

### **Defendant History Inquiry (DHI)**

This is used to display charge and disposition information for all purged and active Traffic/Criminal cases on the system for the same defendant.

### **Central Name Index (CNI)**

Provides name inquiry and ROA access for all Traffic, Criminal, Probation and Civil cases with the District Court. For District Courts who share their AS/400 with other District Courts, Circuit and/or Probate Courts, it allows name inquiry and ROA access to all cases in these courts for viewing or printing.

## Defendant History Inquiry (DHI)

This inquiry will display charge and disposition information for all purged and active cases on the Traffic/Criminal subsystem for the same defendant. It will not display Civil cases.

1. Type **DHI** in the *NXT* field on the hop line
2. Type the last name or portion of the last name in the *INQ* field
3. Press **ENTER**

**NXT DHI** CASE \_\_\_\_\_ PTY D01 COUNT 00 **INQ SMI** \_\_\_\_\_ ST MI

You will get a screen like this:

JIS		DEFENDANT HISTORY INQUIRY		14:15:35
NAME: SMI		BIRTH DATE: _____		
SELECTION: ____				
RECORD#	NAME	BIRTH DATE	PURGE DATE	
1	SMILEY/FRANCINE/	9/07/45		
2	SMILEY/FRANCINE/	9/07/45		
3	SMITH-HANDLEY/SUSAN/MARIE	6/10/57		
4	SMITH/CHAD/ALLEN	1/06/74		
5	SMITH/DELBERT/HARVEY	4/20/63		
6	SMITH/DONALD/WAYNE	12/11/66		
7	SMITH/FRANCES/JOAN	3/12/80		
8	SMITH/FREDERICK/MARTIN JR	8/15/78		
9	SMITH/LAURIE/LOU	5/03/44	12/31/85	
10	SMITH/LORNA/MARIE	6/10/70		
11	SMITH/LOUISE/			
12	SMITH/LOUISE/			
13	SMI	9/24/69		+

This is the only case on this screen that has been purged from the system.

NXT \_\_\_\_ CASE \_\_\_\_\_ PTY D01 COUNT 00 INQ SMI \_\_\_\_\_ ST \_\_\_\_

Enter-W/O select#=New name list Enter-W/select#=History F1-Clear Screen  
 F4-Prompt F5-Name list-match on DOB F24-Previous menu HELP

**Defendant History Inquiry screen beginning with "SMI"**



Tip: The only information that is available for a purged case is the Defendant History.

Next,

1. Type in the DOB for the person you are looking for.
2. Press **F5-Name list-match on DOB**.

JIS ██████████ DEFENDANT HISTORY INQUIRY 09:31:58

NAME: SMI \_\_\_\_\_ BIRTH DATE: 010674 Type DOB here

SELECTION: \_\_\_\_

You will then get a screen that displays all cases that match the last name and DOB.

JIS ██████████ DEFENDANT HISTORY INQUIRY 15:47:58

NAME: SMI \_\_\_\_\_ BIRTH DATE: 10674

SELECTION: \_\_\_\_

RECORD#	NAME	BIRTH DATE	PURGE DATE
1	SMITH/CHAD/ALLEN	1/06/74	
2	SMITH/CHAD/ALLEN	1/06/74	

**Top portion of DHI screen, lists cases that begin with "SMI" and have DOB of 1-6-74**

To display a full defendant history, press **F6-History all**.

TCRDHI2 ██████████ DEFENDANT HISTORY INQUIRY 15:48:40

JIS ██████████

NAME: SMITH/CHAD/ALLEN \_\_\_\_\_ BIRTH DATE: 10674

CASE#	OFFENSE	CHARGE	CNT	DATE	DESCRIPTION	FINES	JAIL	PROB
03-20193	32003	RECKLESS DRV	1	72103	DSP GLTY PL	54.00		C
03-20194	32003	DWLS	1			45.00		

Case status: **C** - Closed **P** - Purged  
 W- Warrant D- Disposed R- Probation N- Pending

**Top portion of DHI screen for Chad Allen Smith, DOB 1-6-74**

To print the Defendant History, press **F9-Print Def History**.

To display the defendant history for a specific record, type the record number in the *Selection* field and press **ENTER**.

JIS ██████████ DEFENDANT HISTORY INQUIRY 14:19:05

NAME: SMI \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

SELECTION: 3 To view a specific defendant history, type the record # in the Selection field and press ENTER.

RECORD#	NAME	BIRTH DATE	PURGE DATE
1	SMILEY/FRANCINE/	9/07/45	
2	SMILEY/FRANCINE/	9/07/45	
3	SMITH-HANDLEY/SUSAN/MARIE	6/10/57	
4	SMITH/CHAD/ALLEN	1/06/74	

**Top portion of DHI screen - viewing specific record**

 **Central Name Index (CNI)**

This inquiry will provide information and ROA access for all Traffic, Criminal, Probation and Civil cases.

You can also access the same information for all other courts who share your AS/400 and use JIS software, including other District Courts, Circuit and/or Probate Courts.

To access the Central Name Index screen:

- 1) Type **CNI** in the *NXT* field on the hop line
- 2) Press **ENTER**

CENTRAL NAME INDEX

The Central Name Index contains the names of persons associated with cases that have been entered on the computer.

To locate a particular name, type in the person's LAST NAME in the space below. Then press the ENTER key.

A list of names will be displayed beginning with the name that most closely matches the one you selected.

Enter Surname Here: \_\_\_\_\_

Press the ENTER key to continue

F1=HELP      F3=Exit

**First Screen of Central Name Index (CNI)**

To locate a particular name in the index:

1. Type the last name or full name (last/first/middle) in the *Enter Surname Here:* field
2. Press **ENTER**

You will see a screen like this:

**CENTRAL NAME INDEX**

Type in an option. Press ENTER.  
 Options: 1=Display Case Summary    2=Print Case Summary to OUTQ    PRT04  
 Position to Name: \_\_\_\_\_

Opt	Name	Attorney	Date	Party	Court ID	Case No	Petition	Type	Sts
CTN									Pub
—	WILLIAMS AND SONOMA//		A---	P01	D9990	98001		GC	C
—	WILLIAMS DISTRIBUTING CO		A---	P 001	C4803	89-011		CZ	C
—	WILLIAMS//		A---	D01	D9990	99-010		LT	C
—	WILLIAMS//		A---	SE	P44	00017103		SE	C
—	WILLIAMS//		---NA---	SUT	P44	00017103		SE	C
—	WILLIAMS//		---NA---	GD	P44	00016848		GD	C
—	WILLIAMS/ADA/B		---NA---	LIP	P44	00016848		GD	C
—	WILLIAMS/ADA/B		---NA---	WSK	P44	91028664		TR	O
—	WILLIAMS/ADAM/		---NA---	P01	D9992	03-0401C		GC	C
—	WILLIAMS/ALBERT/		---NA---	SE	P44	00006552		SE	C
—	WILLIAMS/ALICE/E		---NA---	SE	P44	00009951		SE	C
—	WILLIAMS/ALICE/E		---NA---	SUI	P44	00009951		SE	C

More...

F1=HELP    F3=Exit    F5=Work w/Output    F11=Alternate View    Pageup/down=More Names

**Central Name Index beginning with Williams**



Tip: To obtain help on any field on this screen, place your cursor on the field and press **F1-Help**.

## Case Information Screens

Case information screens will display details about a specific case:

### **Register of Actions (ROA)**

The Register of Actions screen lists all actions that have occurred on a case, in chronological order, including assessment and payment records.

### **Financial Register of Actions (FIN)**

The Financial Register of Actions screen details all monetary assessments and payments that have been applied to a case.

### **Status Screen (STS)**

This screen displays the entry date and time that all entries were made on a case, and the deletion date for any entry that has been deleted.



## Register of Actions (ROA) Register of Actions Print (RAP)

The Register of Actions chronologically lists all actions that have occurred in a case, including assessment and payment records. It can be accessed in one of the following ways:

1. Type **ROA** in the *NXT* field and the desired case number in the *CASE* field on the hop line and press **ENTER**,  
or
2. From any of the Basic Inquiry Screens, type **ROA** in the *NXT* field and the line number for the desired case in the *CASE* field and press **ENTER**,  
or
3. From any of the Basic Inquiry Screens, move the cursor to any of the fields on the desired case and press **F7-ROA From Line**.

To print a Register of Actions without viewing it on the screen first, type **RAP** in the *NXT* field and the desired case number in the *CASE* field on the hop line and press **ENTER**.

An example of a Register of Actions appears on the following page.

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT ORI123XYX PIN: 2006-37826	REGISTER OF ACTIONS	CASE NO: 06-4683 D01 SD X-REFERENCE #: 06-37826 STATUS: PEND
---	---------------------	--

JUDGE OF RECORD: CROCKETT, GEORGE W., P-12345  
JUDGE: JEFFRIES, BRIAN C., P-36363

STATE OF MICHIGAN v

KNOP/SUZETTE/JANICE  
2337 N MICHIGAN AVE APT 321  
LANSING MI 48933

CTN: 990603828301  
TCN:  
SID:  
ENTRY DATE: 12/06/06  
OFFENSE DATE: 11/20/06 1130 PM

DEFENDANT PHONE: (517) 327-5845 VEHICLE TYPE: PA VPN: MI 923KLM 06  
DOB: 04/04/1944 SEX: F RACE: W DLN: MI K510778368265 CDL: N  
VEH YR: 2003 VEH MAKE: FORD VIN: 4JO98D9288C769D76 PAPER PLATE: X

DEFENSE ATTORNEY ADDRESS BAR NO.  
SULLIVAN, ALFRED A., P-21133  
6545 MERCANTILE WAY Telephone No.  
PO BOX 30221  
LANSING MI 48909 (517) 334-6374

OFFICER: BOAK/WILLIAM/ TRPR DEPT: MICHIGAN STATE POLICE  
P-36195

PROSECUTOR: NEWTON, JAMES A.,  
VICTIM/DESC:

COUNT 1 C/M/F: M 1025 PAAM#257.625  
OPERATING WHILE INTOXICATED  
ARRAIGNMENT DATE: 12/01/06 PLEA: PLEA N-GLTY PLEA DATE: 12/01/06  
FINDINGS: DISPOSITION DATE:  
SENTENCING DATE:

FINE	COST	ST.COST	CON	MISC.	REST	TOT FINE	TOT DUE
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

JAIL SENTENCE: PROBATION:  
VEH IMMOB START DATE: NUMBER OF DAYS: VEH FORFEITURE:

BOND HISTORY:  
500.00 PERSONAL BOND SET

DATE	ACTIONS, JUDGMENTS, CASE NOTES	INITIALS
11/20/06	1 ORIGINAL CHARGE OWI	DCS
	SCHEDULED FOR ARRAIGNMENT 120106 900A CROCKETT, GEORGE W., P-12345	DCS
12/01/06	ARRAIGNMENT HELD ALL COUNTS	DCS
	JDG JEFFRIES, BRIAN C., P-36363	DCS
	PLEAD NOT GUILTY	DCS
	SCHEDULED FOR PRE-TRIAL 120506 900A CROCKETT, GEORGE W., P-12345	DCS
	PERSONAL	DCS
	BOND SET \$ 500.00	DCS
	BOND CONDITION: NO ALCOHOL OR DRUGS	DCS

\*\*\*\*\* END OF REGISTER OF ACTIONS \*\*\*\*\* 12/06/06 15:11

Register of Actions (ROA) for Case 06-4683

 **Financial Register of Actions (FIN)**

The Financial Register of Actions lists all assessments and payments that have been applied for the case, party and charge that is requested. There is a running balance displayed that is calculated as assessments and payments are being made. You can also view the last payment date and next payment due date from this screen.

To access a Financial Register of Actions:

1. Type **FIN** in the *NXT* field of the hop line
2. Type the case number in the *CASE* field of the hop line
3. Type the count number in the *COUNT* field of the hop line
4. Press **ENTER**

**NXT FIN CASE 06-0321** PTY **D01** **COUNT 01** INQ SMI \_\_\_\_\_ ST \_\_\_\_\_

You will see a screen like this:

<b>JIS</b>				Status	<b>DISP</b>
Court 0	CASE 06-0321	Pty D01	Charge OWI	Type	SD
Name LOCKWOOD/JULIE/SUSAN					
<u>LST PAYMENT</u>	91906	50.00-	D100057	Balance	915.00
<u>NXT DATE</u>	12/14/06	SCHED TO PAY		Balance Due All Counts	915.00
ASSESSMENT/PAYMENT REGISTER of ACTIONS					
<u>DATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>ASSESSMENT</u>	<u>PAYMENT</u>	<u>BALANCE</u> <u>RECEIPT</u>
3/22/06	<u>MYSF</u>	<u>STATUTE FINE</u>	150.00		150.00 <u>BKDDISP</u>
	<u>MYCV</u>	<u>CRIME VICTIM</u>	50.00		200.00 <u>BKDDISP</u>
	<u>JSSS</u>	<u>STATE COSTS</u>	45.00		245.00 <u>BKDDISP</u>
	<u>MYFE</u>	<u>STATUTE COST</u>	150.00		395.00 <u>BKDDISP</u>
	<u>PBOF</u>	<u>PBTN OVRSIGT</u>	360.00		755.00 <u>BKDDISP</u>
5/17/06	<u>DLRF</u>	<u>CLR FEE/DLRF</u>	25.00		780.00    _____
	<u>DLRJ</u>	<u>CLR FEE-DLRJ</u>	20.00		800.00    _____
5/19/06	<u>DLRF</u>	<u>CLR FEE/DLRF</u>	25.00-		775.00 <u>BKDDISP</u>
	<u>DLRJ</u>	<u>CLR FEE-DLRJ</u>	20.00-		755.00 <u>BKDDISP</u>
7/11/06	<u>LATE</u>	<u>20% LATE FEE</u>	160.00		915.00    _____
9/19/06	<u>MYCV</u>	<u>CRIME VICTIM</u>		50.00	865.00 <u>D100056</u>
		<u>CASH</u>			
9/19/06	<u>MYCV</u>	<u>CRIME VICTIM</u>		50.00-	915.00 <u>D100057</u>
		<u>CASH</u>			
NXT FIN CASE 06-0321 PTY D01 COUNT 01 INQ _____ ST _____					
F5-Cashcode Balances    F9-Print Roa    F13-OutQ    F24-Prior Screen    HELP					

**Financial ROA for Case 06-0321, Count 1**

**See Appendix A for complete list of field descriptions used on this screen.**

You can also display all cash codes with a balance due. To display the balances press **F5-Cashcode Balances** from the Financial Register of Actions.

JIS		Status	DISP
Court 0	CASE 06-0321	Pty D01	Charge OWI
Name	LOCKWOOD/JULIE/SUSAN		Type SD
LST PAYMENT	91906	50.00-	D100057
NXT DATE	12/14/06	SCHED TO PAY	Balance 915.00
			Balance Due All Counts 915.00
ASSESSMENT/PAYMENT REGISTER of ACTIONS - BALANCES			
CODE - DESCRIPTION	BALANCE	CODE - DESCRIPTION	BALANCE
MYSF	STATUTE FINE		150.00
MYCV	CRIME VICTIM		50.00
JSSS	STATE COSTS		45.00
MYFE	STATUTE COST		150.00
PBOF	PBTN OVRSIGT		360.00
LATE	20% LATE FEE		160.00

F2-Page Back    F9-Print Roa    F13-OutQ    HELP

**Outstanding balance listed by cash code**

From this screen, you can print the cash code balances by pressing **F9-Print ROA** or return to the Financial ROA by pressing **F2-Page Back**.

**See Appendix A for complete list of field descriptions used on this screen.**

## Status Screen (STS)

The Status screen will display the date and time that all entries were made on a case, and the deletion date and clerk's initials for any entry that has been deleted.

You must have security set to access this screen.

To access the Status screen:

1. Type **STS** in the *NXT* field of the hop line
2. Type the case number in the *CASE* field of the hop line
3. Press **ENTER**

**NXT STS** **CASE 03-09177** PTY \_\_\_ COUNT \_\_\_ INQ \_\_\_\_\_ ST \_\_\_

**JIS** T/C ACTIONS in PO Date Sequence  
 CASE 05-0004 PTY D01 \_\_\_\_\_ 15

PO DATE	CODE	NUM	CNT	RCPT	CLERK	ENTRY DT	ENTRY TM	DEL DATE
3/31/2005	ORCG	1	1		TRN	5/12/2005	15:39:01:14	
5/04/2005	ACDT	1	1		TRN	5/12/2005	15:39:01:15	
5/04/2005	CIDT	2	1		TRN	5/12/2005	15:39:01:15	
					TRN	5/12/2005	15:39:01:15	
					TRN	5/12/2005	15:39:01:14	
					KJS	7/07/2006	7:34:41:25	
				45	TRN	7/07/2006	7:34:41:26	12/07/2006
					KJS	7/07/2006	7:34:41:31	
				ENSE	KJS	7/07/2006	7:35:54:96	
					BKD	11/28/2006	13:25:06:38	
9/30/2006	DS10	2			BKD	11/28/2006	13:25:06:38	
12/01/2006	POMS	1	1		TRN	12/07/2006	12:07:22:92	
12/01/2006	NC99	2			TRN	12/07/2006	12:07:22:95	
12/07/2006	POMS	1	1		TRN	12/07/2006	12:09:37:66	
12/07/2006	RDOC	2	1		TRN	12/07/2006	12:09:37:66	

**The initials of the clerk who made the entry will appear here unless the entry has been deleted, then the initials will be changed to the clerk who made the deletion.**

**If an entry has been deleted from the Action screen (ACT), the date that the deletion occurred will appear here.**

F24-Prior/Exit F7-Alt Seq F8-Caseload F9-Print F13-Outq Page/Roll

**Detail Status screen**



Tip: Press **F7-Alt Seq** key to alternate between sorting by PO Date and Entry Date.

Press **F8-Caseload** to view the Caseload Status screen.

The Caseload status screen will display entries that are used to count new filings and reopened cases for Caseload-Part 1 and methods of disposition for Caseload-Part 2. Entries that have been deleted for caseload purposes via the Removal (REM) screen, or by setting aside a disposition will display the date the deletion occurred, and the initials of the clerk who deleted the entry. Deleted actions are ignored for Caseload purposes. See Chapter 5 - Reports for more information regarding Caseload reporting.

**JIS** T/C CASELOAD in Entry Sequence

CASE 05-0004 \_\_\_\_\_ 7

CASE TYPE	CASE PARTY	ACTION CODE	ACTION DATE	ENTRY DATE	ENTRY TIME	CLERK	DELETE DATE
FY	D01	FLDT	5/04/2005	5/12/2005	15:39:01:14	TRN	
FY	D01	WR18+	5/04/2005	5/12/2005	15:39:01:15	TRN	
FY	D01	WR16-	7/07/2006	7/07/2006	7:34:41:32	KJS	
FY	D01	DS10	9/30/2006	11/28/2006	13:25:06:38	BKD	
FY	D01	NC99	12/01/2006	12/07/2006	12:07:22:98	TRN	
FY	D01	DS14	12/05/2006	12/07/2006	12:14:00:23	TRN	
FY	D01	DS14	12/07/2006	12/07/2006	12:09:37:66	TRN	12/07/2006
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---

F24-Prior F6-Detail Event F9-Print F13-Outq Page/Roll

**Caseload Status screen**



Tip: Descriptions of Action Codes for entries on either the Detail Status screen or the Caseload Status screen can be found on the Action screen (ACT) for the case.

**New feature: F14-Audit Detail available from the Caseload Status screen. Audit Detail provides Caseload Part 4 aging information. See Fall 2007 Announcement for further information.**

# Case Entry & Update



The screens described in this chapter are used to add cases to the system and update all case information. Information for using the Probation Scheduling screen (PRB) can be found in Chapter 6 - Probation.

Type of Screen	Purpose and Features
Case Entry (CAS)	<ul style="list-style-type: none"> <li>• Add a new ticket or complaint and warrant to the system</li> <li>• Limited ability to update case information after case has been entered</li> </ul>
Traffic/Criminal Scheduling (SCH)	<ul style="list-style-type: none"> <li>• Schedule court dates and extensions</li> <li>• Set bonds, post and return non-monetary bonds (personal, driver license, etc.)</li> <li>• Update status of case, including warrant information</li> <li>• Add comments to case that will appear on Register of Actions</li> <li>• Set aside a disposition</li> <li>• Request, stop, make eligible for or mark as previously issued any date generated notice</li> </ul>
Disposition (DSP)	<ul style="list-style-type: none"> <li>• Enter plea and disposition information</li> <li>• Add, amend, reduce or change charges</li> <li>• Assess or modify fine and costs</li> <li>• Set aside a disposition</li> </ul>
Action (ACT)	<ul style="list-style-type: none"> <li>• Stores and displays all actions in 4-character code format, as well as all comments that have been added to a case</li> </ul> <p><b>This screen should be used for adding comments to a case only.</b> Although actions can also be deleted from this screen, the database is only updated when entries are made from the Scheduling (SCH), Disposition (DSP) or Removal (REM) screens.</p>

(Continued on next page)

(Continued from previous page)

Type of Screen	Purpose and Features
Delete (DEL)	<ul style="list-style-type: none"> <li>• Delete an entire case record or delete a specific count</li> </ul> <p>This feature should be used only when an entire case or a specific count has been added in error.</p>
Removal (REM)	<ul style="list-style-type: none"> <li>• Remove dispositional errors</li> <li>• Remove non-dispositional data that is no longer relevant</li> </ul>
Transfer (TRN)	<ul style="list-style-type: none"> <li>• Transfer case to another court location within the same jurisdiction</li> <li>• Change a case number that has been entered incorrectly</li> </ul>
Abstract Update (ABS)  FAC/FCJ/FCPV Update (FAC)	<ul style="list-style-type: none"> <li>• Correct abstract information before or after it is sent to Department of State</li> <li>• Delete an abstract completed in error before and after it is sent to Department of State</li> <li>• Correct suspension information before it is sent to Department of State</li> <li>• Delete a suspension if it was created in error before and after it has been sent to Department of State</li> <li>• Process immediate clearances for suspensions</li> </ul> <p>These features are used by courts who process their abstracts and/or suspensions electronically. Complete instructions for use of these screens can be found in Chapter 10 of this User Guide.</p>
Enter Warrant (EWR)	<ul style="list-style-type: none"> <li>• Retrieve case information for LEIN Entry screen</li> </ul> <p>This feature is used by courts that enter and/or cancel their own warrants in LEIN.</p>
Enter Judgment (EJD) Modify Judgment (MJD) Cancel Judgment (CJD)	<ul style="list-style-type: none"> <li>• Retrieve case information for Criminal History Record (CHR) entry</li> </ul>
Report Requests (RPT)	<ul style="list-style-type: none"> <li>• Add or delete report requests</li> <li>• Review pending requests that are ready to be processed in a batch cycle</li> </ul>
Defendant History Update (DHU)	<ul style="list-style-type: none"> <li>• Add, update, delete or access information on cases that have been previously purged from your system or manually added from the court's "blue card" system.</li> </ul>

**See Appendix A for complete list of field descriptions used on these screens.**

Throughout this chapter you will find charts and tables that you can use for quick reference. You also will want to refer to Appendix A, which is the Master List of Field Descriptions/Formats and Appendix B, which lists Function Keys used for Traffic/Criminal screens.

**Keep in mind that the procedures established in your court for data entry may vary from the examples shown in this User Guide. Also, screen examples used may not represent the same codes that are used in your court. Substitute your procedures and/or codes where appropriate. When in doubt, contact JIS for clarification.**

To access the Traffic/Criminal Case Management Menu, select option **1** from the Traffic/Criminal Subsystem Menu and press **ENTER**.

```

JIS ██████████ 12/19/06 12:05:42
Court          T R A F F I C  and  C R I M I N A L
  @                C A S E  M A N A G E M E N T  M E N U

Case Entry      (CAS)      Police ID Number  (PIN)
Scheduling      (SCH)      X-Reference      (XRF)
Disposition     (DSP)      Driver License   (DLN)
Partial Name    (NAM)      Veh Plate Number (VPN)
Soundex         (SDX)      Defendant Hist Inqry (DHI)

Action          (ACT)      Enter Judgment   (EJD)
Delete          (DEL)      Modify Judgment  (MJD)
Transfer        (TRN)      Cancel Judgment  (CJD)
Removal Screen  (REM)      Enter Warrant    (EWR)

Def History Update (DHU)      ROA Online       (ROA)
Abstract Update   (ABS)      ROA Print        (RAP)
FAC Update        (FAC)      Financial ROA    (FIN)
Report Requests  (RPT)      Central Name Inq (CNI)
Calendar          (CAL)      Combined Calendar (CCL)

NXT ___ CASE _____ PTY ___ COUNT ___ INQ _____ ST ___
F1-Clear Screen  F24-Previous Menu  Page/Roll-Additional Options
    
```

**Traffic/Criminal Case Management Menu**

# Case Entry Screen (CAS)

The Case Entry screen is used to add a new ticket or complaint and warrant to the system.

When adding a new case to the system, you will use different parts of this screen, depending on the type of charge you are entering. For purposes of explanation in this User Guide, the screen will be broken down into these sections:

- Case Entry Information
- Ticket Information
- Complaint Information

Changes such as a new address or correction of DOB on the Case Entry (CAS) screen will write comments to the Register of Actions (ROA) showing the previous information, the date the change was made and the clerk who modified the case. See Fall 2009 Release Announcement for details.

Also included is information on the following features:

- Prompt Windows
- Copying Case Information
- Warrant Requested/Received
- Ticket Upload

To access the Case Entry screen, type **CAS** and the **case number** on the hop line and press **ENTER**.

```

JIS 1500 Traffic / Criminal Case Entry Status
Court @ Case _____ Pty ___ Same Incident _ Filing Date _____
Offense Date _____ Time _____ DOB _____ CDL _ DLN _____
Name _____ Race _ Sex _
Street _____ Apt _____ Phone _ - _____
City _____ State __ Zip _____ CTN _____
Charge _____ A/C/S _ Case Type __ TCN _____
Speed Charged/Allowed ___ / ___ PIN _____ X-Ref _____
Officer # _____ Agency _____ Venue __ SID _____
2nd Officer # _____ Agency _____ ROA _ Label _ Abstract _ SOS-Inquiry _

Ticket Information: Default Due Date is 10 Days from Offense Date
Court Date _____ Time _____ Nxt Judge _____ Set for __ Atty _____ NTA _
Vehicle Type __ Plate Number/Year/State _____ / ___ / ___ Acc Type _
Paper Plate _ VIN _____ Vehicle Year _____ Vehicle Make _____
Judge of Record _____ Victim/Desc _____ CCW _____
Complaint Information:
Authorize Complaint Date _____ Prosecutor _____ Complaint/Iss Date _____
Judge _____ Warrant Issue Date _____
Additional Charges: #2 _____ #3 _____
#4 _____ #5 _____

NXT __ CASE _____ PTY __ COUNT __ INQ _____ ST __
F1-Clr F4-Prompt F6-Same Pty F11-Scan F24-Prev Help
    
```

Case Entry screen

**See Appendix A for complete list of field descriptions used on this screen.**

## Case Information

This portion of the Case Entry (CAS) screen is used when entering all types of charges.

<b>JIS</b>	Traffic / Criminal Case Entry				Status
Court 0	Case 06392844A	Pty D01	Same Incident	Filing Date	50806
Offense Date	50706	Time 1030 P	DOB 81578	CDL N	DLN MI S530261585638
Name	SMITH/FREDERICK/MARTIN JR			Race U	Sex M
Street	3892 N HOLLOWAY DR			Apt	Phone -
City	LANSING	State MI	Zip 48911	CTN	
Charge	1810	A/C/S	Case Type 0I	TCN	
Speed Charged/Allowed	/	PIN		X-Ref	06-A-47037
Officer #	570	Agency 500	Venue 1	SID	
2nd Officer #		Agency	ROA	Label	Abstract SOS-Inquiry

**Example of Case Entry screen - Case Information - Entering traffic ticket**

<b>JIS</b>	Traffic / Criminal Case Entry				Status
Court 0	Case 06-1019	Pty D01	Same Incident	Filing Date	101006
Offense Date	101006	Time 0900 A	DOB 061074	CDL U	DLN MI H453149367435
Name	HOLLAND/DONALD/JAMES			Race U	Sex M
Street	1555 W FIFTY FIFTH AVE			Apt 556	Phone -
City	LANSING	State MI	Zip 48933	CTN	330645781101
Charge	1025	A/C/S	Case Type 0D	TCN	44067813032
Speed Charged/Allowed	/	PIN	06-20039	X-Ref	06-4652
Officer #	330	Agency 300	Venue 01	SID	542652X
2nd Officer #	300	Agency 300	ROA	Label	Abstract SOS-Inquiry

**Example of Case Entry screen - Case Information - Entering complaint and warrant**

To enter a new case, type **CAS** and the **new case number** on the hop line and press **ENTER**. The following fields will be filled in when the Case Entry screen is displayed:

- Court
- Case
- Pty - this should always be D01 (Party)

You must fill in the following fields (they are shaded in the examples shown above):

- Offense Date
- CDL (If Michigan DLN is entered and case contains at least one abstractable offense)
- Name
- Charge
- Case Type
- Venue - If your court only has one venue, this will automatically be filled in when you press **ENTER**



Tip: It is important to fill in as many fields as you can. This information is transferred to many other screens, forms and reports. Also, you want your court record be as complete as possible.

See page 3-8 for a partial list of field descriptions used in this section of the Case Entry (CAS) screen.

**See Appendix A for complete list of field descriptions used on this screen.**

**Register of Actions Requests** - You may request an ROA, which will be printed in a batch cycle, by using the *ROA* field. Batch ROA requests are displayed on the Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing ROAs:

- X** - Will print all counts on 8x11 paper
- E** - Will print up to two counts on SCAO forms (DC250, DC251)
- A** - Will print a separate ROA for each count on SCAO forms (DC250, DC251)

**Name/DOB/DLN edit**

**Effective 9/12/09**, DOS implemented changes to the DLN assignment process. See **Fall 2009 Release Announcement** for more information. Courts should expect to use F8 for override more often.

When entering a case, the system will perform an edit, similar to the edit performed by the Department of State, to verify that the defendant's name, date of birth and driver license number are correct. If the information entered does not pass the edit, all three fields will be highlighted and the following error message will be displayed: **Possible error in Name/DOB/DLN**.

If an error was made in the information that was entered, you can correct the error by typing over it, and pressing **ENTER**. If the corrected information passes the edit, the case will be entered. If it still does not pass the edit, the error message will be displayed again.

If, after reviewing the information that was entered, it is determined that an error does not exist, press **ENTER twice**. The following error message will be displayed: **Possible error in Name/DOB/DLN - F8 to accept Name/DOB/DLN**. Press **F8** to accept the information and enter the case. The following message will be written to the Register of Actions (ROA): **NAME/DOB/DLN OVERRIDE**.

**BE CAREFUL:** When you override a possible error, you will also be submitting that information to the Department of State if an abstract and/or suspension is produced on the case. If the information is incorrect, your abstract and/or suspension will also be incorrect.



**Warning:** You cannot change the offense date for a case after the case has been entered. You must delete the case, using the Delete screen (DEL) and re-enter the case. If an error has been made in the case number, you may change the case number using the Transfer screen (TRN). Both of these screens are described in further detail later in this chapter.

**See Appendix A for complete list of field descriptions used on this screen.**

### Batch Overnight DOS Lookup

Information can be obtained from DOS in an overnight batch lookup process for two different types of inquiries:

- **VPN lookup:** Type    in the *Name* field, and Michigan plate information in the *Plate Number/Year/State* field.
- **DLN lookup:** Type    in the *Name* field, and Michigan driver license number in the *DLN* field. The following entry will be made on the ROA:  
**CASE ENTERED W/OUT NAME; DLN M123456789012.**

In either instance, the information will be sent to DOS overnight, and if the request matches records found at DOS, the name, address and DOB (if applicable) fields will be filled in with information provided by DOS.

- When the information is returned for a DLN lookup, the following entry will be made on the ROA:  
**NAME, ADDRESS, DOB UPDATED BY SOS.**
- When the information is returned for a VPN lookup, there is no entry made on the ROA.



Tips: VPN requests will continue to be submitted to DOS for two weeks after the case entry date, unless the case information is updated.

An SOS VPN/DLN Update Exceptions Report will automatically generate listing cases that cause a “No Record Found” or “Invalid Inquiry” response from the Department of State. It is **very important** that this list be checked on a regular basis, and information corrected on the CAS screen, if necessary, in order to maintain accurate court records. More information about this report can be found in Chapter 5 - Traffic Criminal Reports & Notices.



Warning: Be **very careful** when using the DLN lookup feature. If an error is made when adding the DLN, the wrong defendant name/address/DOB will be added to the case, and subsequent action could be taken against the wrong person, i.e., license suspension and/or arrest on warrant. If you choose to use this feature, it is recommended that you run a report generator regularly to identify cases that have had case information added using the DLN lookup. **Verify names on the report with the charging document to make sure the correct defendant has been added to the case.**

Field Descriptions for Case Information section of Case Entry screen	
Field Name	Description/Format
A/C/S	<b>A</b> - Attempt <b>C</b> - Conspire <b>S</b> - Solicit
Case Type	Valid case types are found in Appendix D, or by pressing <b>F4-Prompt</b> from this field.
CDL	Commercial Driver License. Valid options are <b>Y</b> - Yes, <b>N</b> - No or <b>U</b> - Unknown. This is a required field if a Michigan driver license number is entered in the DLN field and the case contains at least one abstractable offense.
Charge	Offense code from the Local Ordinance Table or State Statute Table. <b>F4-Prompt</b> is valid from this field.
CTN	Criminal Tracking Number
Filing Date	The date the ticket or complaint and warrant was filed with the court. If left blank, it will default to the current date for a ticket or the <i>Complaint/Iss date</i> for a complaint and warrant.
Name	Enter the name with <b>two</b> slashes as follows: Last/first/middle  If there is a name suffix, it is entered after the middle name and preceded by a space, e.g. SMITH/JOHN/ ROY JR If there is no middle name, do not put a space before the name suffix, e.g SMITH/JOHN/JR  Non-alpha characters are not allowed, except a hyphen, e.g. GEORGE-HAMPTON/CYNTHIA/ANN, OBRIEN/MICHAEL/PATRICK, STLOUIS/JUDITH/RUTH
PIN	Police Identification Number. This number will print on various forms. You also can do inquiries using this number. Use/format of this field will vary for different courts.
Race	<b>W</b> - White <b>B</b> - Black <b>I</b> - Indian <b>A</b> - Asian <b>U</b> - Unknown
Same Incident	<b>X</b> - Same Incident (DOS no longer requires use of this option.) <b>A</b> - Alert DOS that this is <b>NOT</b> a same incident
SID	State Identification Number
Speed Charged/Allowed	For a speeding charge, these fields must be entered, e.g. 65/55.
TCN	Transaction Control Number
Venue	The municipality that issued the ticket or filed the complaint. If your court has separate venues for state law violations, be sure to use correct venue. If your court has only one venue, this field may be left blank and the system will default to the correct venue.
X-Ref	Cross Reference Number. This number will appear on the ROA and most forms, reports and notices. You also can do inquiries using this number. Use/format of this field will vary for different courts.

**See Appendix A for complete list of field descriptions used on this screen.**

 **Ticket Information**

This section is used to schedule initial court proceedings or due dates for tickets and complaint and warrants. Also vehicle, plate and accident information is added in this section.

**When adding a ticket, the *Court Date* field can be left blank if the court has a standard number of days preprinted on payable tickets for the defendant to answer the citation, and the vehicle information has been added for the ticket. The date will be calculated and filled in by the system when the case is entered.**

Ticket Information:  
**Court Date 51706** Time \_\_\_\_ Nxt Judge \_\_\_\_ Set for \_\_\_\_ Atty \_\_\_\_ NTA \_\_\_\_  
 Vehicle Type **PA** Plate Number/Year/State **492USA / 06 / MI** **Acc Type P**  
 Paper Plate \_\_\_\_ VIN \_\_\_\_\_ Vehicle Year **2004** Vehicle Make **FORD**  
 Judge of Record \_\_\_\_\_ Victim/Desc \_\_\_\_\_ CCW \_\_\_\_\_  
**Accident types: P - Property Damage, I - Personal Injury, D - Death**

**Example of Case Entry screen - Ticket Information - Entering ticket**

**If the initial court date is known when the case is being entered, fill in the *Court Date, Time, Next Judge* and *Set for* fields. If the date is not known when the case is being entered, you can add it at a later time by using the Scheduling (SCH) screen. Refer to Appendix A for further information about formats and descriptions for these fields.**

Ticket Information:  
**Court Date 052006** **Time 0900 A** **Nxt Judge 12345** **Set for 01** Atty \_\_\_\_ NTA \_\_\_\_  
 Vehicle Type **PA** Plate Number/Year/State **389ABU / 06 / MI** Acc Type **P**  
 Paper Plate **X** VIN **47809C760986D9827** Vehicle Year **2003** Vehicle Make **IOYT**  
 Judge of Record **12345** Victim/Desc \_\_\_\_\_ CCW \_\_\_\_\_

**Example of Case Entry screen - Ticket Information - Scheduling initial court date**

 **IMPORTANT:** An entry in the *Judge of Record* field will determine which bar number to count the case under for Caseload Part 4. In a one-judge court, this field may not be necessary if a proceeding judge is always assigned. In a multi-judge/magistrate court, it can be useful if different judges and/or magistrates preside over different stages of the case. The judge of record will appear on the ROA and any forms that need to be signed.

**When entering a case that has a paper plate, you must type an **X** in the *Paper Plate* field, and fill in *Vehicle Type, Plate Number/Year/State, VIN, Vehicle Year* and *Vehicle Make* fields. If *Plate Number/Year/State* are not known, type **LL** in that field. The defendant must possess a Michigan driver license, and that number must be typed in the *DLN* field at the top of the screen.**

Ticket Information:  
**Court Date 052006** Time **0900 A** Nxt Judge **12345** Set for **01** Atty \_\_\_\_ NTA \_\_\_\_  
**Vehicle Type PA** Plate Number/Year/State **389ABU / 06 / MI** Acc Type **P**  
**Paper Plate X** VIN **47809C760986D9827** Vehicle Year **2003** Vehicle Make **IOYT**  
 Judge of Record **12345** Victim/Desc \_\_\_\_\_ CCW \_\_\_\_\_

**Example of Case Entry screen - Ticket Information - Entering case with paper plate**

**See Appendix A for complete list of field descriptions used on this screen.**

 **Complaint Information**

This section is used for entering complaint and warrant information. It is also used when entering a ticket that was issued on a date after the date of offense. No modifications are allowed in this section after case entry except for the *Complaint/Iss Date* field. All updates or corrections must be made through the Disposition (DSP) or Scheduling (SCH) screens.

When entering a complaint and warrant, fill in the *Authorize Complaint Date*, *Prosecutor*, *Complaint/Iss Date* and *Judge* fields. Entering a date in the *Warrant Issue Date* field will place the case in warrant status. After the case has been entered, any time a Petition and Bench Warrant is printed, or the case is placed in warrant status, the date of the warrant will be displayed in the *Warrant Issue Date* field.

Complaint Information:  
 Authorize Complaint Date 50506 Prosecutor 36585 Complaint/Iss Date 50806  
 Judge 12345 Warrant Issue Date 50806  
 Additional Charges: #2 3200 - #3 \_\_\_\_\_ -  
 #4 \_\_\_\_\_ - #5 \_\_\_\_\_ -

**Example of Case Entry screen - Complaint Information - Entering complaint and warrant**

If a ticket was issued on a date after the offense date, use this field to indicate the date the ticket was actually issued. This field can be modified after the case has been entered.

Complaint Information:  
 Authorize Complaint Date \_\_\_\_\_ Prosecutor \_\_\_\_\_ **Complaint/Iss Date 50706**  
 Judge \_\_\_\_\_ Warrant Issue Date \_\_\_\_\_  
 Additional Charges: #2 \_\_\_\_\_ - #3 \_\_\_\_\_ -  
 #4 \_\_\_\_\_ - #5 \_\_\_\_\_ -

**Example of Case Entry screen - Complaint Information - Entering ticket with different issue date/date of offense**

If the case has more than one count, you can add Counts 2-5 in these fields. Additional counts must be added through the Disposition screen (DSP). You may press F4-Prompt from any of these fields to access the Local Ordinance (L) or State Statute (M) table.

Complaint Information:  
 Authorize Complaint Date 50506 Prosecutor 36585 Complaint/Iss Date 50806  
 Judge 12345 Warrant Issue Date 50806  
**Additional Charges: #2 3200 -** #3 \_\_\_\_\_ -  
 #4 \_\_\_\_\_ - #5 \_\_\_\_\_ -

**Example of Case Entry screen - Complaint Information - Entering multiple counts**

**See Appendix A for complete list of field descriptions used on this screen.**

 **Prompt Windows**

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Case Entry screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide. Note: The Venue Code File is stored in the Cash Module. Refer to the Cash User Guide for further instructions for the Venue Code File.

Prompt windows are available from the following fields on the Case Entry screen:

- *DOB (select a century for date of birth)*
- *Charge*
- *Case Type*
- *Officer/Agency*
- *Venue*
- *Next Judge, Atty, Judge of Record, Prosecutor, Judge*
- *Set For*
- *Vehicle Type*
- *Vehicle Make*
- *Additional Charges*

**See Appendix A for complete list of  
field descriptions used on these screens.**

## Copying Case Information

When entering multiple cases for the same defendant, the system has the ability to copy most of the case information from one case to another case, making case entry easier.

To copy case information,

- 1) Display the Case Entry screen (CAS) for the case you already have entered.
- 2) On the hop line, type **CAS** and the **case number** you want to copy the information to.
- 3) Press **ENTER**. A blank Case Entry screen will be displayed.
- 3) Press **F6-Same Pty**.
- 4) The case information will be copied from the original case and filled in on the screen.
- 5) Enter *Charge Code* and *Case Type*.
- 6) If needed, enter the *Ticket Information* or *Complaint Information*.
- 7) Press **ENTER**.

## Warrant Requested/Received

This interface with the Prosecuting Attorneys Coordinating Council/Prosecuting Attorneys Association of Michigan (PACC/PAAM) was designed to assist courts in retrieving warrant information from the prosecutor's office for uploading on their AS/400. Not all courts have access to this program. Because Oakland County courts don't interface with PACC/PAAM, the program functions slightly different in those courts. For more information about access, please contact JIS.

After a Complaint and Warrant which was authorized by the prosecutor's office has been issued by the court and a case number has been assigned to the case, you can use the Warrants Requested/Received screen to upload information to Case Entry (CAS) screen by pressing **F5-WAR** from the CAS screen. If **F5-WAR** doesn't appear on the bottom of the CAS screen, you don't have access to this feature.

An example of the Warrants Requested/Received screen can be found on the next page.

**See Appendix A for complete list of  
field descriptions used on this screen.**

Warrants Requested/Received

Position to CTN: \_\_\_\_\_  
 1=Select D=Delete Y following CTN=Warrant Data Received

Opt	CTN	New Case#	Defendant	Charge
-	650984150701	Y _____	TAGGARD/SCOTT/WILLIAM	333/74032A5
-	650984150702	Y _____	ACER/MIKE/DAVID	333/74032A5
-	650984151901	Y _____	ANDERSON/SHEILA/MARIE	28/729
-	650984160101	Y _____	HAZEL/DICK/	333/74012D3
-	650984160501	Y _____	NUTTER/ALEXANDER/M	333/74032A5
-	650984161301	Y _____	FLETCHER/BARBARA/LOUISE	750/249
-	650984168201	Y _____	HOPE/MARVIN/JONES	750/316-C
-	650984168202	Y _____	WHITEY/TODD/ISAAC	333/74032D
-	650984171001	Y _____	NARASANY/RIVA/	257/9041B
-	650984172101	Y _____	PARKHURST/LINDA/LEEANN	257/6255-A
-	650984173501	Y _____	GUNDERSON/SAMANTHA/ADRI	750/131A1
-	650984182801	Y _____	MACINTYRE/GEORGIA/MARIE	436/17031A
-	650984183988	Y _____	JONES/SALLY/	436/17031A

+

F4-Detail from Opt      F5-Refresh      F24-Prev      Page/Roll      Help

**Warrant Requested/Received screen**

**To Upload Warrant Information**

- Type CTN number in the *Position to CTN:* field and press **ENTER** or scroll through screens to locate CTN desired. If the CTN is not found, contact your prosecutor’s office and ask them to send it.
- To upload information to the CAS screen, type a **1** in the *Opt* field next to the CTN number, type your case number in the *New Case #* field and press **ENTER**.
- You can make changes or add information not provided by the upload before pressing **ENTER** again to add the case.



Tips: When uploading information, please note the following:

- Case type will default to FY (Felony). Change case type if appropriate.
- No apartment number will be included in the address.
- The *Complaint Issue Date* will not be entered.
- CDL field must be filled in if the case contains an abstractable offense and a Michigan driver license number.
- Venue must be added in multi-venue courts.

**See Appendix A for complete list of field descriptions used on this screen.**

If you'd prefer to see the details of a case before you upload to the CAS screen, place your cursor in the *Opt* field and press **F4-Detail from Opt**. Changes can be made on this screen before pressing **ENTER-Upload to CAS screen**.

CTN Selection Detail

CTN# 650984150701 New Case# 6509841507 Pty D01  
 Offense Date 100404 Race B DLN MI S152744139052 Sex F  
 Name TAGGARD/SCOTT/WILLIAM DOB 11964  
 Street 13634 CHERRY LAWN SID \_\_\_\_\_  
 City DETROIT State MI Zip 48238

Complaint Information: Victim/Desc TESTER/OFFICER/J  
 PIN 8934-2004 Prosecutor 54037  
 Authorize Complaint Date 80405

Charge Information:

Cnt	Charge	A/C/S	Cnt	Charge	A/C/S
<u>001</u>	<u>333/74032A5</u>	<u>-</u>			
<u>002</u>	<u>257/324</u>	<u>-</u>			

ENTER - Upload to CAS screen F24-Prev

TCN and Case Type (based on first charge) fields will now appear on this screen and be automatically filled in on the Case Entry (CAS) screen. The Officer name will appear as display only (non-Oakland County courts only).

**CTN Selection Detail screen**

From this screen, you can make changes in the following fields, if necessary, before uploading warrant information to the Case Entry screen (CAS):

- *New Case #*
- *Offense Date*
- *Race*
- *DLN*
- *Sex*
- *Name*
- *DOB*
- *Street*
- *City*
- *State*
- *Zip*
- *SID*
- *Victim/Desc*
- *PIN*
- *Prosecutor*
- *Authorize Complaint Date*
- *Cnt*
- *Charge*
- *A/C/S*

CTN Calculation for 150412345601:	
First 2 digits (15)	County number
Next 2 digits (04)	Year
Next 6 digits (123456)	Sequence Number
Last 2 digits (01)	Defendant Number

**See Appendix A for complete list of field descriptions used on this screen.**

## Ticket Upload

This program allows courts to electronically retrieve ticket information from law enforcement agencies. The information can be uploaded to the courts AS/400 and retrieved without having to manually type in ticket information for each case. Please contact JIS if your court and local law enforcement agency would like to utilize this time-saving feature.

Once the data has been loaded to your AS/400, the Ticket Upload Detail screen can be accessed by pressing **F7-TKT** from the Case Entry screen (CAS).

An example of the Ticket Upload screen is shown below.

The New Case# Prefix and Multi-Count Ticket Suffix Indicators will now store the last values entered for the court.

JIS
Traffic / Criminal Case Entry
Status

Court 0 Case \_\_\_\_\_
Pty \_\_\_\_\_
Same Incident \_\_\_\_\_
Filing Date \_\_\_\_\_

Batch#: ALL      Ticket Selection      Edit ORI \_      New Case# Prefix: 04  
 1=Select D=Del Position to: \_\_\_\_\_      Multi-Count Tkt SFX Indicators: A B C

Opt	Ticket	New Case#	Charge	Charge Description
<u>1</u>	Y480023	04Y480023	3400	EQUIPMENT; DEFECTIVE HEADLIGHT
—	Y480024	04Y480024	2000	SPEEDING
—	Y405525	04Y480025	1015	*ATH PND*OPERATING WHILE INTOX
—	Y480026	04Y480026	3100	FAIL TO PRODUCE PROOF OF INSURANCE
—	Y480027	04Y480027A	1800	RECKLESS
—	Y480027	04Y480027B	3100	FAIL TO PRODUCE PROOF OF INSURANCE
—	Y480028	_____	3400	*VOIDED*EQUIPMENT; DEFECTIVE HEADL

**If \*ATH PND\* (Authorization Pending) appears, the ticket cannot be selected with a 1 in the *Opt* field. To select one of these cases, press F8-Select Auth Pend. This is done so that the ticket is not inadvertently selected before it is verified that authorization has been obtained.**

**A \*VOIDED\* ticket appears for informational purposes only. It may not be selected.**

F4-Tkt Dtl
More...
F5-Sel Bch#
Help

F24-Exit
Roll/Page

Ticket Upload screen

The ticket at the top of the list will have a 1 pre-filled in the *Opt* field to enable selection of the first ticket. If another ticket is desired, blank out the 1 on the first case and type a 1 next to the desired ticket.

Type a D next to a ticket you wish to delete from this list without uploading.

**See Appendix A for complete list of field descriptions used on this screen.**

With your cursor anywhere on a ticket, press **F4-Tkt Dtl** to see ticket details.

Ticket Selection Detail			
Batch#:	0000000	Ticket Court	ORI MI370015J 76TH DISTRICT COURT
Ticket#	Y480024	New Case#	04Y480024
Offense Date	20699	Time	1145 A
Name	LEWANDOWSKI/BRIAN/CHRISTOPHER	DLN	MI L532098115088
Street	39310 LEMBKE DR	Apt	
City	STERLING HEIGHTS	State	MI
Zip	48313	Case Type	SI
Charge	2000	Sex	M
Officer #	0732	Race	
2nd Officer #	1163	Soc Sec#	000000000
Dept.	0063		
SOS Code	2000		
PACC Code			
MCL Code	257.628(1)		
Ticket Information:			
Court Date		Time	
Vehicle Type	PA	Speed Charged/Allowed/Energy	65 / 55 /
		Plate#/Year/State	GLG441 / 99 / MI
		Vehicle Year/Make/Color/Style	92 / PONT / WHI / 4D
Traffic Crash	N	Damage to Property	N
Injury	N	Death	N
Upon	M-20 EB		
At or Near	GILMORE RD		
Agency	ORI MI3706300	MSP	MT PLEASANT
F24-Exit		Help	

#### Ticket Selection Detail

From this screen, you can make changes in the following fields, if necessary, before uploading ticket to Case Entry screen (CAS):

- New Case #
- Offense Date
- Time
- DLN
- Name
- DOB
- Street
- Apt
- Case Type
- Sex
- Race
- City
- State
- Zip
- Charge
- Officer #
- Dept.
- 2nd Officer #
- Court Date
- Time
- Vehicle Type
- Speed Charged/Allowed/Energy
- Plate #/Year/State
- Vehicle Year/Make/Color/Style  
(only the Year and Make can be changed)
- Venue

A *Local Ordinance* field has been added. A Y (Yes) in this field indicates the ticket was issued under Local Ordinance, while N (No) indicates it was not. This is a display-only field and the information does not transfer to the **Case Entry (CAS)** screen. When the upload program is used to determine the Case Type, it uses this field to determine which case type to choose from the **Statute File Inquiry & Update** screen for the Charge Code selected. If two case types are displayed on the **Statute File Inquiry & Update** screen, the first case type is selected if the Local Ordinance option was selected (Y) by the officer. If the Local Ordinance option was not selected (N) by the officer, the second case type for the Charge Code is used.

**See Appendix A for complete list of field descriptions used on this screen.**

To display a list of all the randomly assigned batch numbers for a group of tickets on a particular diskette from the law enforcement agency, press **F5-Sel Bch#**. A specific batch may be selected for displaying on the ticket selection screen - or all tickets in all batches may be displayed.

An example of the Batch Selection window is shown below.

Ticket Selection Detail

Batch#: 0000000 Ticket Court ORI MI370015J 76TH DISTRICT COURT

1=Select	Batch#	Batch Selection	Date	Time	Total#	
█		All Batches				
-	00028		040504	1106 A	1	
-	00024		021804	0302 P	2	
-	00021		021804	0207 P	4	
-	00020		021804	0155 P	3	

F24-Exit Help

New Case# Prefix: 04

Tkt SFX Indicators: A B C

ption

SAULT AND BATTERY

DING-EXCEEDED POSTED OR UN

R VEHICLES-NEW REGISTRATIO

FECTIVE HEADLIGHT-PASSENGE

SPEED LAW-TOO FAST

EDED POSTED OR UNPOSTED SP

FECTIVE HEADLIGHT

FECTIVE /TAIL LIGHT OUT

CE PROOF OF INSURANCE

FECTIVE HEADLIGHT

e... F5-Sel Bch# Help

F24-Exit Roll/Page

**Batch Selection window**

To select all batches or a specific batch to view, type a 1 in the *Opt* field and press **ENTER**.



**Tip:** The **F9-Upload Tickets to Window** function key will only display if tickets have been uploaded to the AS/400 but have not yet been moved to the ticket window selection file currently displayed. Press **F9** and the conversion will take place immediately.

**See Appendix A for complete list of field descriptions used on this screen.**

# Scheduling Screen (SCH)

The Scheduling screen is used to:

- Schedule court dates, due dates and extensions
- Set aside dispositions
- Set bonds; post and return non-monetary bonds, e.g. personal, driver license
- Change case status, including warrant status
- Add comments to Register of Actions (ROA) using either preassigned four-letter codes or free typing
- Request, stop, make eligible or mark as previously issued date generated notices

Also, at the bottom of the screen, a status line is displayed which shows the disposition description and date, total money assessed and current amount due for that charge.

For purposes of explanation in this User Guide, the screen will be broken down into the following sections:

- Case Information
- Scheduling Information
- Setting Aside a Disposition
- Bond Information
- Status/Warrant/Appeal/Custody Information
- Supplemental Actions
- Date Generated Notices
- Status Line
- Prompt Windows

To access the Scheduling screen, type **SCH** and the **case number** on the hop line and press **ENTER**.

```

JIS [redacted] Traffic / Criminal Scheduling
Court @ Case _____ Pty ___ Charge _____ Type _____ Status
Name _____ PD Code ___ Date _____ ROA ___
Judge _____ Prosecutor _____ Attorney _____ Plea ___ Set Aside Disp ___
Schedule For ___ Date _____ Time _____ Next Judge _____ NTA ___
Schedule For ___ Date _____ Time _____ Next Judge _____ NTA ___
Bond Information:
Type ___ Action ___ Date _____ Amount _____ Bond Forf Abs
Close/reOpen/Probation ___ Warrant ___ Appeal ___ Arrgn/Comm _____
Supplemental Actions: _____
Date Generated Notices: _
DFJ Form ___ Abstract ___ FDN ___ NNC ___ FAC/FCJ/FAD ___ Court/Due Date
WAM ___ WAN ___ Late Penalty ___ 20% Late Penalty ___
NXT ___ CASE _____ PTY ___ COUNT ___ INQ _____ ST ___
F1-Clear Screen F4-Prompt F24-Previous Menu Help
    
```

*Judge of Record field was added to this screen and Judge field was changed to PO Judge. See Spring 2007 Announcement for details.*

Scheduling screen

**See Appendix A for complete list of field descriptions used on this screen.**

 **Case Information**

This section of the screen displays the case information, and also contains fields for the *PO Code* and *Date*. You can also request an ROA from this section of the screen.

**Case information is displayed, including case number, party number, charge (only if you were count specific on the hop line), case type, case status and name. To access a different count for this case, type SCH, the case number and count number on the hop line.**

JIS XXXXXXXXXX Traffic / Criminal Scheduling  
 Court 0 Case 06-3982 Pty D01 Charge ASSAULT/BATR Type SM Status **PEND**  
 Name DUBENDORF/HARVEY/JOHN PO Code      Date      ROA     

**You must always enter *PO Code* and *Date* when you make an entry from this screen. If you leave the *Date* field blank, it will default to the current date.**

**Scheduling screen - Case Information**

PROCEEDING CODES (PO)			
AP	Arraignment/Pre-trial Held *	MN	Monetary Transaction
AR	Arraignment Held *	MO	Hearing on Motion Held
AW	Arraignment Waived *	MS	Miscellaneous Action
BW	Arraignment on Bench Warrant Held	PE	Pre-Examination Hearing Held
CC	Hearing Held for Contempt of Court	PL	Plea Hearing Held
CH	Competency Hearing Held	PP	Partial Payment Made
EV	Evidentiary Hearing Held	PT	Pre-trial Held
EX	Examination Held	PV	Probation Violation Hearing Held
FH	Formal Hearing Held	RH	Review Hearing Held
HD	Proceeding Heard	RM	Remanded from Circuit Court to District Court
HE	Proceeding Held	SC	Order to Show Cause Hearing Held
IH	Informal Hearing Held	SH	Sentence Hearing Held
JS	Jury Selection Held	TR	Trial Held
JT	Jury Trial Held	VB	Violation Bureau Action
* PO Codes AP, AR and AW can only be used one time (initial arraignment) for each case. Use of these codes will begin counting case age for Caseload Part 4, Delay in Criminal Proceedings and the Speedy Trial Report.			

 **Tip:** If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

You can request an ROA, which will be printed in a batch cycle, by using the *ROA* field. Batch ROA requests are displayed on the Report/Requests screen (RPT) and printing can requested from the Traffic/Criminal Daily Reports screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing ROAs:

- X** - Print all counts on 8x11 paper
- E** - Print up to two counts on SCAO forms (DC250, DC251)
- A** - Print separate ROA for each count on SCAO forms (DC250, DC251)

**See Appendix A for complete list of field descriptions used on this screen.**

## Scheduling Information

This section is used to enter or update the following information:

- Proceeding judge, prosecutor and attorney of record
- Type of plea entered
- Set aside disposition
- Schedule and adjourn court, due, event and extension dates
- Request a postcard Notice to Appear

Judge \_\_\_\_ Prosecutor \_\_\_\_ Attorney \_\_\_\_ \_ Plea \_\_ Set Aside Disp \_  
 Schedule For \_\_ Date \_\_\_\_\_ Time \_\_\_\_ \_ Next Judge \_\_\_\_\_ NTA \_  
 Schedule For \_\_ Date \_\_\_\_\_ Time \_\_\_\_ \_ Next Judge \_\_\_\_\_ NTA \_

**Prompt windows are available from the *Judge, Prosecutor, Attorney, Plea, Schedule For* and *Next Judge* fields. More information about prompt windows available on this screen can be found on page 3-32.**

### Scheduling screen - Scheduling Information



Tip: When scheduling an event for a multi-count cases, all non-dismissed counts will appear on the calendar.

Judge \_\_\_\_ Prosecutor \_\_\_\_ Attorney \_\_\_\_ \_ Plea \_\_ Set Aside Disp \_  
 Schedule For 04 Date 021307 Time 0900 A Next Judge 12345 NTA B  
 Schedule For \_\_ Date \_\_\_\_\_ Time \_\_\_\_ \_ Next Judge \_\_\_\_\_ NTA \_

**Chart for *Schedule For* codes can be found on next page. F4-Prompt is available from this field.**

**In the *Next Judge* field, enter the bar number or hotkey for the judge, magistrate or probation officer on whose calendar the scheduled event should appear.**

### Example of Scheduling screen - Scheduling Information - Scheduling a court date - Requesting a postcard Notice to Appear for both attorney and defendant



Tip: Scheduling a date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance unless those notices were previously stopped, or unless a balance remains on the cash code DLRP (Driver License Reinstatement Fee).

You may request a postcard Notice to Appear, which will be printed in a batch cycle, by using the *NTA* field. Postcard *NTA* requests are displayed on the Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing postcard *NTAs*:

- A - Notice to Appear for attorney
- D - Notice to Appear for defendant
- B - Notice to Appear for both attorney and defendant

**See Appendix A for complete list of field descriptions used on this screen.**

Judge \_\_\_\_ Prosecutor \_\_\_\_ Attorney \_\_\_\_ \_ Plea \_\_ Set Aside Disp \_

Schedule For 99 Date 021307 Time 0900 A Next Judge 12345 NTA \_

Schedule For \_\_ Date \_\_\_\_\_ Time \_\_\_\_ \_ Next Judge \_\_\_\_\_ NTA \_

**To adjourn a scheduled date, type 99 in the *Schedule For* field, and the exact date and time of the scheduled event, as well as the bar number or hotkey for the calendar the event appears on.**

**Example of Scheduling screen - Scheduling Information - Adjourning a court date**

PLEA CODES (PL)			
01	Plead Guilty	08	Exam Waived
02	Plead Not Guilty	09	Admit Responsibility
03	Stood Mute	10	Admit Responsibility with Explanation
04	Not Guilty Entered by Court	11	Denied Responsibility
05	Plead Nolo Contendere	12	Examination Ordered by Court
06	Stood Mute and Plea of Not Guilty Entered by Court	13	Examination Demanded by Prosecutor
07	Examination Demanded	99	<b>Plea Removed</b>

SCHEDULING CODES (AJ)			
01	Arraignment	20	Deferred Sentencing /Presentence Interview
02	Pre-Trial	21	Matter Under Advisement/Presentence Interview
03	Examination	22	Time Extended to Pay*
04	Trial	23	Time Extended
05	Hearing	24	Plea
06	Jury Trial	25	Adjourned
07	Review	26	Jury Selection
08	Sentencing	27	Preliminary Examination
09	Show Cause Hearing	28	Pre-Sentence Investigation
10	Payment Due*	29	Oversight Visit
11	Matter Under Advisement	30	Probation Reports Due
12	Deferred Sentencing	31	Discharge from Probation
13	Pre-Sentence Interview	32	Probation Violation Hearing
14	Court Date	40	Settlement Conference
15	Due Date	41	Arraignment / Pre-Trial
16	Partial Payment Due*	42	Bond Forfeiture
17	Motion Hearing	43	Contempt Hearing
18	Informal Hearing	99	<b>Removed from Calendar</b>
19	Formal Hearing	<b>Codes 50 - 80 are available for local court usage.</b>	

\* will update payment due date on the Civil Infraction Judgment (CIJ) and the Judgment of Sentence (JGS) forms

**See Appendix A for complete list of field descriptions used on this screen.**

## Setting Aside a Disposition

You should only set aside a disposition in the following instances:

### For Felony and Misdemeanor cases:

- When the case is remanded from an appellate court for further pre-judgment action or a new trial
- When a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered, except when entered upon return of a jury verdict
- After receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial
- When local diversion programs are unsuccessful and traditional processing is pursued
- When the prosecutor motions for dismissal after the case has previously been counted under inactive status
- When an order staying the case is set aside

### For Civil Infraction cases:

- When an order staying the case is set aside
- When a default has been set aside
- When a request to set aside admission of responsibility is granted
- When appeal is filed from an informal hearing to a de novo hearing



Warning: If an error was made in disposing of a case, do not set aside the disposition to correct the error. Use the Removal screen (REM) to correct errors. See page 3-67 for more information on removing a disposition.

To set aside a disposition, type **SCH**, the **case number** and **count number** on the hop line. You **must be count specific** to set aside a disposition.

To set aside a disposition, type an **X** in the *Set Aside Disp* field.

Judge \_\_\_\_ Prosecutor \_\_\_\_ Attorney \_\_\_\_ \_ Plea \_\_ Set Aside Disp **X**  
 Schedule For \_\_ Date \_\_\_\_\_ Time \_\_\_\_ \_ Next Judge \_\_\_\_\_ NTA \_  
 Schedule For \_\_ Date \_\_\_\_\_ Time \_\_\_\_ \_ Next Judge \_\_\_\_\_ NTA \_

Example of Scheduling screen - Scheduling Information - Set aside disposition

**See Appendix A for complete list of field descriptions used on this screen.**

When a disposition is set aside, the following actions will occur:

- A text action is written to the Register of Actions (ROA): *Previous Disposition Set Aside/Caseload Reopened* or *Previous Disposition Set Aside*.
- The disposition date and code are removed
- The sentence date and all non-monetary sentencing variables (e.g. jail, probation) are removed
- Removes an abstract request from the Report/Requests screen (RPT)
- Makes the penalty, default judgment and default judgment form eligible for civil infractions (unless previously stopped)
- Case status is updated
- Counts case as reopened on Caseload Report Part 1

Setting aside a disposition **will not**:

- Delete an abstract that has already been created
- Automatically make an abstract eligible
- Remove any monetary assessments



Tip: When setting aside multiple dispositions for a case, set aside all dispositions **before** entering new dispositions, if applicable. This will prevent a case from being counted multiple times as a reopened case.

**See Appendix A for complete list of field descriptions used on this screen.**

## Bond Information

This section of the Scheduling screen is used to set and update bond information. You can also post and return non-monetary bonds (e.g. personal, driver license) from this screen.

Bond Information:  
Type \_\_ Action \_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Bond Forf Abs \_

### Scheduling screen - Bond Information

Bond Information:  
Type 4 Action 10 Date 031807 Amount 500 \_\_\_\_\_ Bond Forf Abs \_

**Charts for Bond Type Codes and Bond Action Codes can be found on following page.**

### Example of Scheduling screen - Bond Information - Setting \$500 PR bond



Tip: Any posting (BD10) of monetary bonds must be done through the cash system or by using the Bond Update Screen (BND).

Bond Information:  
Type \_\_ Action \_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Bond Forf Abs X

**To request a bond forfeiture abstract, type an X in the *Bond Forf Abs* field.**

### Example of Scheduling screen - Bond Information - Requesting Bond Forfeiture Abstract

You should request a Bond Forfeiture Abstract whenever a bond is forfeited on an abstractable misdemeanor or felony charge, if a disposition has not yet been entered on the case.

**You must be count specific on the hop line when requesting a Bond Forfeiture Abstract.**

When you request a Bond Forfeiture Abstract, a note will be made on the Register of Actions (ROA) that it was requested. It will be produced the next time Date Generated Notices are requested, and a note will be made on the ROA that it was generated.

You cannot request a Bond Forfeiture Abstract for a civil infraction, or if a disposition has already been entered on the case.

**See Appendix A for complete list of field descriptions used on this screen.**

BOND TYPE CODES					
+	BT01	Cash	+	BT08	Security Deposit
+	BT02	10% Deposit	+	BT09	Combination Bond
	BT03	Surety		BT10	Conditional
	BT04	Personal		BT11	Real Property
	BT05	Driver License		BT12	Cash or Surety
+	BT06	Interim		BT13	Cash/Surety/10%
	BT07	Insurance Card			
<p>+ indicates code to add a bond record                      All codes will be recorded in the Bond History section of the Register of Actions (ROA). Information for blank codes will be replaced by any subsequent + code bond type posted through Cash.</p>					

BOND ACTION CODES					
-	BD03	Bond Refunded		BD33	Insurance Card Returned
-	BD04	Bond Forfeited		BD34	Security Deposit Posted by Complainant
	BD05	Bond Canceled		BD35	Security Deposit Returned to Complainant
	BD06	Bond Continued		BD36	Bond Costs
	BD07	Bond Changed	-	BD37	Bond Applied to Fine and Costs
+	BD08	Bond Reinstated		BD38	Bond Denied
+	BD10	Bond Posted	-	BD39	Bond Transferred to Another Court
	BD20	Bond Not Posted		BD54	Bond Assigned Case Number
	BD28	Bond Set	-	BD98	Bond Escheated
	BD29	No Bond Ordered		BD99	Will remove the following actions from the Bond History section of the ROA: • all bonds <b>set</b> (BD28), or a • non-monetary bond <b>posted</b> through Scheduling screen (SCH)
	BD30	Bond Lowered			
-	BD31	Bond Transferred to Circuit Court			
	BD32	License Returned			
<p>All codes except BD54 will be recorded in the Bond History section of Register of Actions.                      BD54 will be recorded in the Actions, Judgments, Case Notes section of the Register of Actions.</p> <p>-----                      - bond paydown code                      + bond posting code</p>					

## Status/Warrant/Appeal/Custody Information

This section is used to:

- Update case status, including warrant status
- Update reason for appeal and appeal status
- Describe incarceration of a defendant at any time other than sentencing

Close/reOpen/Probation \_ Warrant \_\_ Appeal \_ Arrgn/Comm \_\_\_\_

**Scheduling screen - Status/Warrant/Appeal Information**

Close/reOpen/Probation C Warrant \_\_ Appeal \_ Arrgn/Comm \_\_\_\_

**Three choices for case status:**  
**C - Close      O - re-Open      P - Probation**

**Example of Scheduling screen - Status/Warrant/Appeal Information - Changing case status**



Tip: When you enter an O to reopen a case, the system will determine the correct status: PEND, DISP, PROB or WRNT.



**Warning:** Closing a case removes all future calendar dates. If a case is closed in error, dates will need to be re-entered when you change the status back to Open or Probation.

**See Appendix A for complete list of field descriptions used on this screen.**

Close/reOpen/Probation \_ Warrant 16 Appeal \_ Arrgn/Comm \_\_\_\_

**A complete list of warrant codes can be found below.  
F4-Prompt is available from this field.**

**Example of Scheduling screen - Status/Warrant/Appeal Information - Updating warrant status**

WARRANT CODES (WR)		
+	WR01	Defendant Failed to Appear on or Before Due Date
+	WR02	Defendant Failed to Appear in Court on Due Date
	WR03	City Atty Misdemeanor Auth. Complaint & Warrant Filed
+	WR07	Bench Warrant Issued - Failed to Appear
+	WR08	Bench Warrant Issued - Fail to Execute Sentence
+	WR09	Bench Warrant Issued - Violation of Probation
+	WR10	Bench Warrant Issued
	WR11	Recommendation of Warrant
-	WR16	Warrant Returned
-	WR17	Set Aside Bench Warrant
+	WR18	Warrant Signed & Issued
+	WR19	Bench Warrant Issued - Failed to Pay
+	WR20	Warrant Sent to Police Agency
+	WR21	Warrant Issued
-	WR22	Bench Warrant Returned
-	WR23	Warrant Recall Filed
	WR24	Search Warrant Return Filed
	WR25	Search Warrant Issued
+	WR30	Warrant Entered into LEIN
-	WR31	Warrant Canceled from LEIN
	WR32	Warrant Entry Requested
	WR33	SYSIDNO (20:) Generated by LEIN
	WR34	Warrant Rejected by MSP, Not Entered into LEIN
	WR35	Warrant Cancellation Requested
	WR36	Warrant Cancellation Accepted
	WR37	Warrant Cancellation Rejected by LEIN
+ Adds case to Warrant status and includes on FAC/Warrant List. - Removes case from Warrant status and removes from FAC/Warrant List.		

**See Appendix A for complete list of field descriptions used on this screen.**

Close/reOpen/Probation \_ Warrant \_\_ Appeal 1 Arrgn/Comm \_\_\_\_

Use chart below for Appeal Codes. F4-Prompt is available on this field. Codes 1-7 will place a case on the Appealed Case List; Code 8 will remove a case from the list.

Example of Scheduling screen - Status/Warrant/Appeal Information - Updating appeal status

APPEAL CODES (AP)	
1	Appeal to Circuit Court Filed
2	Appeal from Magistrate to District Court
3	Action Taken by Magistrate Superseded by Order of District Judge
4	Appeal to Appellate Court Filed
5	Appealed Sentence
6	Appeal Denied
7	Appeal from Informal Hearing to Formal Hearing Filed
8	<b>Remove from Appeal Status or Appeal List</b>

Close/reOpen/Probation \_ Warrant \_\_ Appeal \_ Arrgn/Comm COMM

Example of Scheduling screen - Status/Warrant/Appeal Information - Updating incarceration information

The *Arrgn/Comm* field is used to indicate incarceration of a defendant at any time other than sentencing and is used to track incarcerations for the Speedy Trial Report. This field is **not** used if your court prints the Pretrial Release/Custody (PRC) form.

Options for this field are:

- COMM** - Committed
- COPR** - Pre-Sentence Commitment filed
- CORJ** - Remanded to Jail
- RFCS** - Removed from Custody

A posted bond will remove the case from custody status for the purposes of the Speedy Trial Report. If a bond is not posted, use code **RFCS** to remove a case from custody status.

**See Appendix A for complete list of field descriptions used on this screen.**

 **Supplemental Actions**

Supplemental Actions: \_\_\_\_\_  
                                  \_\_\_\_\_  
                                  \_\_\_\_\_

**Scheduling Screen - Supplemental Actions Information**

This section is used to add comments to the Register of Actions (ROA).

Use the short lines to enter court-specific four-character codes. Four-character codes typed here will print the text associated with that code on ROA. Your court may have court-specific codes to use in these fields. See Chapter 9 of this User Guide for more information about creating these codes.

Use the long lines to type comments about the case which will appear on the ROA.

## Date Generated Notices

This section is used to control various notices which are generated by the system. There are four codes which are available for these fields:

**S** - Stop notices or penalties from being generated.

**E** - Make this notice *Eligible* to generate.

**X** - *Request* a notice be generated next time Date Generated Notices are run.

**I** - Note that the notice was previously *Issued*.

Date Generated Notices: \_  
 DFJ Form \_ Abstract \_ FDN \_ NNC \_ FAC/FCJ/FAD \_ Court/Due Date 012407  
 WAM \_ WAN \_ Late Penalty \_ 20% Late Penalty \_

### Scheduling Screen - Date Generated Notices

Valid Entries for Date Generated Notices				
Notice	<b>S</b> Stop Notice	<b>E</b> Eligible for Notice	<b>X</b> Request Notice	<b>I</b> Previously Issued
Date Generated Notices (All)	X	X		X
DFJ Form (Default Judgment)	X	X *	X	X
Abstract	X	X	X	X
FDN (14-Day Notice)	X	X	X	X
NNC (Notice of Non-Compliance)	X	X	X	X
FAC/FCJ/FAD (Suspension)	X	X	X	X
WAM (Warrant - Misdemeanor)	X	X	X	X
WAN (Warrant Notice)	X	X	X	X
Late Penalty (1st late fee)	X	X		X
20% Late Penalty (after 57 days past due date)	X	X		X
* The E (Eligible) option will not produce another default notice form if one had previously generated. To get a subsequent default, you must use the <b>X</b> (Request) option.				



Tips: If the count field on the hop line is blank when you access the Scheduling screen and you enter an **S** or an **I** for any notice, it will stop or mark as previously issued all counts on a multi-count case.

If you type **S**, **E** or **I** for any notice, any previously requested notices that have not yet been produced will be cancelled.

You **MUST** be count specific when entering an **X** on a multi-count case.

**See Appendix A for complete list of field descriptions used on this screen.**



More Tips: Scheduling a date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance unless those notices were previously stopped, or unless a balance remains on the cash code DLR (Driver License Reinstatement Fee).

Remember to make notices eligible if they had previously been stopped and you need them to automatically generate over time, i.e. after the next court date. A stopped abstract must be made eligible before a disposition is entered to receive one automatically.

Date Generated Notices: \_  
 DFJ Form \_ Abstract \_ FDN \_ NNC \_ FAC/FCJ/FAD \_ Court/Due Date 012407  
 WAM \_ WAN \_ Late Penalty \_ 20% Late Penalty \_

↗

**The most future date scheduled for this case will appear in the *Court/Due Date* field.**

**Scheduling screen - Date Generated Notices - Court/Due Date**

The *Court/Due Date* is used to calculate all date generated notices and penalties. This date will appear in the Court Date box on the FAC/FCJ/FCPV form.

If you are requesting an FAC/FCJ/FAD, the Court/Due Date must be at least:

- 7 days prior to today for *pre-judgment alcohol* offenses.
- 14 days prior to today for *post-judgment alcohol* offenses.
- 39 days prior to today for *parking* offenses.
- 42 days prior to today for *non-alcohol* offenses.

You may make changes to the date if necessary.

**See Appendix A for complete list of field descriptions used on this screen.**

## Status Line

The status line is displayed at the bottom of the Scheduling screen.

DEFAULT	JGMT	11/22/06	TOTAL FINE	162.00	AMT DUE	0.00
---------	------	----------	------------	--------	---------	------

**Scheduling Screen - Status Line**

The status line displays:

- **UNDISPOSED**, if the charge has not been disposed
- The method of disposition and the date if the charge has been disposed
- The total amount that has been assessed for that charge in the *Total Fine* field.
- The balance due for that charge in the *Amt Due* field.

## Prompt Windows

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Scheduling screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide. Note: The Venue Code File is stored in the Cash Module. Refer to the Cash User Guide for further instructions for the Venue Code File.

Prompt windows are available from the following fields on the Scheduling screen:

- *Name*
- *PO Code*
- *Judge, Prosecutor, Attorney, Next Judge*
- *Plea*
- *Schedule For*
- *Bond Type*
- *Bond Action*
- *Warrant*
- *Appeal*



Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

**See Appendix A for complete list of field descriptions used on this screen.**

## Disposition Screens (DSP)

The Disposition Screen is comprised of two screens. The first screen is used to:

- Enter plea and disposition codes
- Request sentencing (audit) abstract
- Add, amend, reduce or change charges
- Add comments to Register of Actions (ROA) using either preassigned four-letter codes or free form typing
- Assess or modify fine and costs, set payment due date
- Change case status, including non-public status
- Set aside a disposition

Also, at the bottom of the first screen, a status line is displayed which shows the disposition description and date, total monetary assessments and current amount due.

The second screen is used to update other sentencing variables, including:

- Jail and community service
- Vehicle immobilization and forfeiture
- Probation term, programs and officer
- License/CCW sanctions

For purposes of explanation in this User Guide, these screens will be broken down into the following sections:

- Case Information
- Plea/Disposition Information
- Monetary Sentence Information
- Status Line
- Jail/Community Service Information
- Vehicle Immobilization/Forfeiture Information
- Probation/Rehab Information
- License/CCW Information

Also covered in this section will be:

- Prompt Windows
- Setting Aside a Disposition
- Processing Deferred Disposition Cases
- Processing 771.1 Delayed Sentence Cases
- Processing Local Diversion Cases
- Processing Single Count Alcohol Cases (Non-Repeat Offender)
- Processing Single Count Repeat Offender Cases
- Processing Multi-Count Alcohol Cases (Non-Repeat Offender)
- Processing Multi-Count Repeat Offender Cases
- Bindovers

To access the Disposition screens, type **DSP**, the **case number** and the **count number** on the hop line. If you do not enter a count number, no charge or charge description will be displayed at the top of the screen, and all counts will be updated on a multi-count case.

```

JIS [redacted] Traffic / Criminal Disposition -- Part 1 Status [redacted]
Court @ Venue __ Case _____ Pty __ Charge Type __
Name _____ PO Code __ Date _____ ROA __
PL __ DS __ Defer __ Dism _____ Judge _____ Audit/Dism Abs __
Added count _____ A/C/S _____ Speed Chg/Alw/Egy _____
Other Actions _____
Monetary Sentence Information
$Code Description Assessment $Code Description Assess
_____
_____
_____
_____
_____
_____
Fine & Costs Suspended _____ Pymt Schedule _____ or Date/Time _____
Close/reOpen/Probation _____ Non-Public _____ Delayed _____ Set Aside Disp _____
NXT DSP CASE [redacted] PTY [redacted] COUNT __ INQ _____ ST __
F1-Clr F4-Prompt F5-Verify Balance F7-Bindover F24-Prev Page/Roll Help
    
```

*Judge of Record field was added to this screen and Judge field was changed to PO Judge. See Spring 2007 Announcement for details.*

Disposition screen - Page 1

Use your **Page Down** or **Shift+Roll** keys to access the second page of the Disposition screen.

```

JIS [redacted] Traffic / Criminal Disposition -- Part 2 Status
Court @ Venue __ Case _____ Pty __ Charge Type __
Name _____
Jail/Community Service:
    Days Jail _____ Optional Days Jail _____ Days Jail Credit _____
    Jail Susp _____ Committed _____ Weekends _____ Jail Location _____
    _____ Days Community Service
    _____ Days Community Service In Lieu Of Jail
Vehicle Immobilization/Forfeiture:
    Start Date _____ # of Days _____
    Forfeiture _____
Probation/Rehab:
    Term: _____ Months Review Date _____ Programs _____
    Probation Officer _____ Rehab? _____
License/CCW Information:
    Rev/Susp _____ Days Suspended/CCW Revoked _____ Days Restricted _____
NXT DSP CASE _____ PTY _____ COUNT __ INQ _____ ST __
F1-Clear Screen F4-Prompt F24-Prior Menu Page/Roll Part 1 Help
    
```

Disposition screen - Page 2

**See Appendix A for complete list of field descriptions used on this screen.**

 **Case Information**

This section of the screen displays the case information, and also contains fields for the *PO Code* and *Date*. You **must always** fill in these fields when updating any information from this screen. You can also request an ROA from this section of the screen.

**Case information is displayed, including case number, party number, charge (only if you were count specific on the hop line), case type, case status and name. To access a different count for this case, type DSP, the case number and count number on the hop line.**

JIS Traffic / Criminal Scheduling  
 Court 0 Case 06-3982 Pty D01 Charge ASSAULT/BATR Type SM Status PEND  
 Name DUBENDORF/HARVEY/JOHN PO Code Date ROA

**You must always enter *PO code* and *Date* when you make an entry from this screen. If you leave the *Date* field blank, it will default to the current date. F4-Prompt is available on the *PO Code* field.**

**Disposition screen - Case Information**

PROCEEDING CODES (PO)			
AP	Arraignment/Pre-trial Held *	MN	Monetary Transaction
AR	Arraignment Held *	MO	Hearing on Motion Held
AW	Arraignment Waived *	MS	Miscellaneous Action
BW	Arraignment on Bench Warrant Held	PE	Pre-Examination Hearing Held
CC	Hearing Held for Contempt of Court	PL	Plea Hearing Held
CH	Competency Hearing Held	PP	Partial Payment Made
EV	Evidentiary Hearing Held	PT	Pre-trial Held
EX	Examination Held	PV	Probation Violation Hearing Held
FH	Formal Hearing Held	RH	Review Hearing Held
HD	Proceeding Heard	RM	Remanded from Circuit Court to District Court
HE	Proceeding Held	SC	Order to Show Cause Hearing Held
IH	Informal Hearing Held	SH	Sentence Hearing Held
JS	Jury Selection Held	TR	Trial Held
JT	Jury Trial Held	VB	Violation Bureau Action
* PO Codes AP, AR and AW can only be used one time (initial arraignment) for each case. Use of these codes will begin counting case age for Caseload Part 4, Delay in Criminal Proceedings and the Speedy Trial Report.			

 **Tip:** If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

You can request an ROA, which will be printed in a batch cycle, by using the *ROA* field. Batch ROA requests are displayed on the Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing ROAs:

- X** - Will print all counts on 8x11 paper
- E** - Will print up to two counts on SCAO forms (DC250, DC251)
- A** - Will print separate ROA for each count on SCAO forms (DC250, DC251)

**See Appendix A for complete list of field descriptions used on this screen.**

## Plea/Disposition Information

This section is used to enter or update the following information:

- Plea, disposition and deferral codes
- Judge or magistrate involved in proceeding
- Request sentencing (audit) or dismissal abstract for alcohol and/or repeat offender charges
- Add, amend, reduce or change charges
- Add comments to Register of Actions (ROA) using either preassigned four-letter codes or free form typing

An error message will display if disposition codes are entered on a misdemeanor case without an arraignment date. See Spring 2007 Announcement for details.

Prompt windows are available from *PL, DS, Defer, Dism, Judge* and *Added count* fields. More information about prompt windows can be found on page 3-48. See next two pages for charts for Plea Codes, Disposition Codes, Deferral Codes, Dispo Codes Allowed and Common Plea/Dispo Combinations. See page 3-40 for chart for Dismissal Codes.

PL \_\_ DS \_\_ Defer \_\_ Dism \_\_ Judge \_\_ Audit/Dism Abs \_\_  
 Added count \_\_ A/C/S \_\_ Speed Chg/Alw/Egy \_\_ / \_\_ / \_\_  
 Other Actions \_\_\_\_\_

If you are not count specific on the hop line, the *Added count* field will be displayed. To add a new count, type the next consecutive count number in the first field and the valid offense code for the additional count in the second field.

Disposition screen - Plea/Disposition Information

**A - Attempt    C - Conspire    S - Solicit**  
 PL \_\_ DS \_\_ Defer \_\_ Dism \_\_ Judge \_\_ Audit/Dism Abs \_\_  
 Reduce/Amd/Chg \_\_ A/C/S \_\_ Speed Chg/Alw/Egy \_\_ / \_\_ / \_\_  
 Other Actions \_\_\_\_\_

If you are count specific on the hop line, the *Reduce/Amd/Chg* field will be displayed. Enter an **R** to reduce, **A** to amend, or **C** to change a charge in the first field, and the valid offense code in the second field.

Disposition screen - Plea/Disposition Information



Tip: If a plea was previously entered and has not changed, leave *Plea* field blank.

**See Appendix A for complete list of field descriptions used on this screen.**

PLEA CODES (PL)			
01	Plead Guilty	08	Exam Waived
02	Plead <u>Not</u> Guilty	09	Admit Responsibility
03	Stood Mute	10	Admit Responsibility with Explanation
04	Not Guilty Entered by Court	11	Denied Responsibility
05	Plead Nolo Contendere	12	Examination Ordered by Court
06	Stood Mute and Plea of Not Guilty Entered by Court	13	Examination Demanded by Prosecutor
07	Examination Demanded	99	<b>Plea Removed</b>

DISPOSITION CODES (DS)					
SS	Supplemental Sentencing	08	Dismissed	26	Dismissed by Party
		09	Exam Conducted: Defendant Bound Over	40	Found Responsible at Hearing
01	Found Guilty as Charged	10	Exam Waived: Defendant Bound Over	48	Transferred
02	Found Guilty - Added Offense		14	Disposed on a Guilty Plea	49
03	Found Guilty - Included Offense	15	Disposed on a Plea of Nolo Contendere	51	Defendant Referred for Competency Evaluation
			16		
04	Found Guilty by Jury	19	Default Judgment	52	Found Incompetent to Stand Trial
05	Found Not Guilty by Judge	23	Judgment Rendered	53	Order to Stay Proceedings
06	Found Not Guilty by Jury	24	Found Not Responsible	98	Conviction Set Aside Pursuant to MCL 780.621 *
07	Dismissed - No Progress	25	Order of Nolle Prosequi Entered		



Tip: Disposition Codes DS21 (Administratively Closed) and DS22 (Other Disposition) were discontinued in the Fall 2005 release; DS47 (Local Diversion) was discontinued in the Spring 2006 Release.

\*When cases are disposed with DS98, the case should be made non-public. Refer to the Frequently Asked Questions in Appendix R for more information on the correct use of this disposition.

DEFER CODES (DF)	
01	Deferred under 333.7411, Controlled Substance Act
02	Deferred under 762.14, Holmes Youthful Trainee Act
03	Deferred under 769.4a, Spouse Abuse Act
04	Deferred under 750.430, Practicing Under the Influence
05	Deferred under 436.1703, Minor in Possession
06	Deferred under 600.1070(1)(C), Drug Treatment Court

There are edits that exist for proper use of disposition codes. The chart below lists which disposition codes can be used for civil infraction, misdemeanor or felony charges.

Dispo Codes Allowed	
Civil infraction	7, 8, 19, 23, 24, 25, 26, 40, 48, 53
Misdemeanor	01, 02, 03, 04, 05, 06, 07, 08, 14, 15, 16, 18, 25, 26, 48, 49, 51, 52, 98
Felony	08, 09, 10, 16, 18, 25, 26, 48, 50, 51, 52

Common Plea/Dispo Combinations		
Civil Infraction	If the Plea Code is: 09 - Admit Responsibility 10 - Admit Responsibility w/Explanation	Use one of these Dispo Codes: 23 - Judgment Rendered
	11 - Deny Responsibility	24 - Found <b>Not</b> Responsible 40 - Found Responsible at Hearing
Misdemeanor	If the Plea Code is: 01 - Guilty	Use Dispo Code: 14 - Disposed on Guilty Plea

PL 09 DS 23 Defer  Dism  Judge  Audit/Dism Abs   
 Reduce/Amd/Chg  \_\_\_\_\_ A/C/S  Speed Chg/Alw/Egy  /  /   
 Other Actions TYPE NOTES/COMMENTS HERE. THEY WILL APPEAR \_\_\_\_\_  
ON REGISTER OF ACTIONS. \_\_\_\_\_

**Example of Disposition screen - Plea/Disposition Information - Updating Civil Infraction - Defendant admits responsibility**

PL  DS 40 Defer  Dism  Judge 12345 Audit/Dism Abs   
 Reduce/Amd/Chg R 2400 \_\_\_\_\_ A/C/S  Speed Chg/Alw/Egy  /  /   
 Other Actions Your court can establish four letter codes which can be used here for frequently typed comments. See Chapter 9 - Code Files for more information on creating codes.  \_\_\_\_\_

**Example of Disposition screen - Plea/Disposition Information - Updating Civil Infraction - Defendant found responsible to reduced charge after hearing by Judge 12345.**



Tip: When a charge is reduced, amended or changed to a speeding offense, the first two fields of the Speed Chg/Alw/Egy (Charged/Allowed/Energy) field must entered, e.g. 65/55/ .

PL 01 DS 14 Defer     Dism     Judge 20238 Audit/Dism Abs      
 Reduce/Amd/Chg             A/C/S     Speed Chg/Alw/Egy     /     /      
 Other Actions     TYPE NOTES/COMMENTS HERE. THEY WILL APPEAR          
    ON REGISTER OF ACTIONS.        

**Example of Disposition screen - Plea/Disposition Information - Updating Misdemeanor - Defendant pled guilty to charge in front of Judge 20238.**

PL     DS 01 Defer     Dism     Judge 20238 Audit/Dism Abs      
 Reduce/Amd/Chg             A/C/S     Speed Chg/Alw/Egy     /     /      
 Other Actions     Your court can establish four letter codes which can be          
    used here for frequently typed comments. See Chapter 9 -          
    Code Files for more information on creating codes.        

**Example of Disposition screen - Plea/Disposition Information - Updating Misdemeanor - Defendant found guilty of charge after bench trial with Judge 20238 presiding.**

PL   1   DS 14 Defer 03 Dism     Judge 20238 Audit/Dism Abs      
 Reduce/Amd/Chg             A/C/S     Speed Chg/Alw/Egy     /     /      
 Other Actions     Prompt is valid from each of these fields.        

**Example of Disposition screen - Plea/Disposition Information - Updating deferral disposition - Defendant pled guilty to charge, disposition deferred under 769.4a, Spouse Abuse Act.**

**A - Attempt    C - Conspire    S - Solicit**

PL   1   DS 14 Defer     Dism     Judge     Audit/Dism Abs      
 Reduce/Amd/Chg R 1200         A/C/S     Speed Chg/Alw/Egy     /     /      
To display the Reduce/Amd/Chg field, you must be count specific on the hop line. Enter an R to  
reduce, A to amend, or C to change a charge in the first field, and the valid offense code in the  
second field.

**Example of Disposition screen - Plea/Disposition Information - Updating misdemeanor - Plea to reduced charge**

 Tip: You **should** always type the bar number or hotkey of the judge or magistrate who was involved in a proceeding in the *Judge* field. You **must** enter the bar number or hotkey if you are updating an alcohol offense. Magistrate bar numbers are only valid on drinking/driving offenses if disposition code **25** (Nolle Prosequi) or **26** (Dismissed by Party) has been entered.

**See Appendix A for complete list of field descriptions used on this screen.**



Tip: The following disposition codes (without a deferral code) **WILL** automatically produce an abstract:

**01, 02, 03, 04, 14, 15, 19, 23, 40**

The following disposition codes (without a deferral code) **WILL NOT** automatically produce an abstract:

**05, 06, 07, 08, 09, 10, 16, 24, 25, 26, 48, 49, 50, 51, 52, 53, 98**

If a deferral code is used at the time of disposition, the deferral code will determine whether or not an abstract will generate automatically. Deferral code **01** (7411), **02** (HYTA) and **06** (Drug Court) **will not** produce an abstract. Deferral code **05** (MIP) **will** produce a deferral abstract.

If a disposition is updated as a delayed sentence under MCL 771.1, an abstract will automatically generate.

PL \_\_\_ DS 25 Defer \_\_\_ Dism DIPS Judge \_\_\_\_\_ Audit/Dism Abs \_

Added count \_\_\_ \_\_\_\_\_ A/C/S \_ Speed Chg/Alw/Egy \_\_\_ / \_\_\_ / \_\_\_

Other Actions \_\_\_\_\_ TYPE NOTES/COMMENTS HERE \_\_\_\_\_

\_\_\_\_\_

**The *Dism* field is used to further define the reason for a dismissal. You can only enter a code in the *Dism* field if there has been an 05, 06, 07, 08, 16, 25, 26 or 49 entered in the *DS Code* field. Prompt is valid from this field.**

**Example of Disposition screen - Plea/Disposition Information - Updating Misdemeanor - Charge dismissed by Order of Nolle Prosequi**

<b>DISMISSAL CODES (DI)</b>			
<b>Valid only with Dismissal Disposition Codes <u>05, 06, 07, 08, 16, 25, 26</u> or <u>49</u></b>			
DIAC	Dismissed - Plead to Another Charge	DIJP	Dismissed - Jail Prior to Sentence
DIAP	Dismissed Has Completed Audit Program	DIJS	Dismissed Best Interest of Justice
DICA	Dismissed on Motion of City Attorney	DIJU	Dismissed Juvenile
DICH	Dismissed Proof of Purchase of Child Restraint Shown	DINC	Dismissed No Probable Cause
		DINM	Administrative Dismissal - Non/Michigan Reg'd Vehicle
DICN	Complaining Witness Not Available	DIPS	Dismissed on Motion of Prosecuting Attorney
DICO	Dismissed on Motion of Complainant	DIPC	Case Dismissed Upon Payment of Costs
DICR	Administrative Dismissal - Court	DIPD	Administrative Dismissal - Police Department
DICS	Dismissed, First Offense Controlled Substance	DIPJ	Dismissed With Prejudice
DICT	Dismissed by Order of Court	DIPW	Dismissed, No Prosecuting Witness
DICW	Dismissal of Complaint and Warrant	DIRE	Dismissed Upon Payment of Restitution
DIDD	Dismissed Defendant Deceased	DIST	Administrative Dismissal - Streets & Traffic
DIDE	Dismissed on Motion of Defendant		
DIDF	Deferred Dismissal		

**See Appendix A for complete list of field descriptions used on this screen.**

Type an **X** in the *Audit/Dism Abs* field to request a Sentencing Abstract (Type "S") or a Dismissal Abstract on an alcohol-related or repeat offender case. Leave field blank if plea and sentencing occur at the same time. See page 3-54 through 3-57 for more information about processing alcohol-related or repeat offender cases. Additional Audit Abstracts may be requested at any time after sentencing.

PL \_\_ DS \_\_ Defer \_\_ Dism \_\_\_\_ Judge \_\_\_\_ Audit/Dism Abs **X**  
 Added count \_\_ \_\_\_\_\_ A/C/S \_ Speed Chg/Alw/Egy \_\_ / \_\_ / \_\_  
 Other Actions \_\_\_\_\_

**Example of Disposition screen - Plea/Disposition Information - Requesting Audit Abstract**

Plea \_\_ DS Code \_\_ Other Disp \_\_\_\_ Judge \_\_\_\_ Audit Abs \_ Set Aside Disp \_  
 Added count \_\_ \_\_\_\_\_ A/C/S \_ Speed Chg/Alw/Egy \_\_ / \_\_ / \_\_  
 Other Actions TYPE COMMENTS OR NOTES HERE - THEY WILL  
APPEAR ON THE REGISTER OF ACTIONS.

Comments typed here will appear on Register of Actions (ROA). You must type comments here if you are reducing monetary assessments.

Four-character codes typed here will print the text associated with that code on ROA. Your court may have court-specific codes to use in these fields. See Chapter 9 of this User Guide for more information on these codes.

**Example of Disposition screen - Plea/Disposition Information - Adding comments**

**See Appendix A for complete list of field descriptions used on this screen.**

## Monetary Sentence Information

This section is used to:

- Add, modify or delete assessments
- Schedule payment date
- Change case status, including non-public status
- Indicate delayed sentence
- Set aside a disposition

Monetary Sentence Information					
\$Code	Description	Assessment	\$Code	Description	Assessment
MYOR	ORD F&C	180.00			
JSTC	STATE COSTS	40.00			
Fine & Costs Suspended			Pymt Schedule		
Close/reOpen/Probation			Non-Public		
			or Date/Time		
			Delayed		
			Set Aside Disp		

**Monetary assessments will be automatically filled in for charges that have fine and costs pre-set in the Statute File.**

### Disposition screen - Monetary Sentence Information

To add new assessments, type the cash code or hotkey in the \$Code field. If the cash code has a default amount, do not enter anything in the Assessment field. If the cash code does not have a default amount, enter the dollar amount in the Assessment field. A decimal point and zeros are not required if the amount assessed is in whole dollars. You may add up to fourteen cash codes on this screen.

Monetary Sentence Information					
\$Code	Description	Assessment	\$Code	Description	Assessment
MYCV					
JSSS					
PBSF		75			
MYFE		305			
MYSE		225			
Fine & Costs Suspended			Pymt Schedule		
Close/reOpen/Probation			Non-Public		
			or Date/Time		
			Delayed		
			Set Aside Disp		

**In this example, MYCV and JSSS have pre-set assessments, so Assessment field is left blank.**

### Example of Disposition screen - Monetary Sentence Information - Adding assessments



Tip: After you have typed information for new assessments, press **F5-Verify Balance**. The pre-set amounts will be filled in, as well as the descriptions of all of the assessments. The total amount assessed will also be displayed, and modifications can be made, if necessary, before pressing **ENTER**.

**See Appendix A for complete list of field descriptions used on this screen.**

Monetary Sentence Information					
\$Code	Description	Assessment	\$Code	Description	Assessment
MYOR		_____			
JSTC		_____			
_____		_____			
_____		_____			
_____		_____			
_____		_____			
Fine & Costs Suspended		X	Pymt Schedule	___ _ or Date/Time	___ _
Close/reOpen/Probation		_____	Non-Public	Delayed	Set Aside Disp

**To remove an assessment, erase the Assessment amount. The \$Code will remain on the screen until you press ENTER.**

**If all fine and costs have been suspended, type an X in the *Fine & Costs Suspended* field and delete the amounts in the *Assessment* field. In addition, you must type a reason in the *Other Actions* field, which is located just above this portion of the screen.**

**Example of Disposition screen - Monetary Sentence Information - Suspending Fine & Costs**

Monetary Sentence Information					
\$Code	Description	Assessment	\$Code	Description	Assessment
JSSS	STATE COSTS	45.00			
MYSE	PENAL FINES	100.00			
MYFE	PENAL COST	200.00			
MFAT	ATTORNEY FEE	100.00			
PBOF	PBTN OVRSIGT	250.00			
_____		_____			
_____		_____			
Fine & Costs Suspended		_____	Pymt Schedule	090 D or Date/Time	___ _
Close/reOpen/Probation		_____	Non-Public	Delayed	Set Aside Disp

**If the defendant is not paying the total amount due at the time the assessments are made, enter the payment schedule in days (D), weeks (W) or months (M), OR enter the exact date and time the next payment is due. Do not type data in both fields.**

**Example of Disposition screen - Monetary Sentence Information - Entering Payment Schedule/Date**



Tip: Entering a “new” future date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance, unless those notices were previously stopped, or unless there is a balance due for cash code DLRP (Driver License Reinstatement Fee).

**See Appendix A for complete list of field descriptions used on this screen.**

Monetary Sentence Information					
\$Code	Description	Assessment	\$Code	Description	Assessment
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Fine & Costs Suspended		_____	Pymt Schedule _____		_____ or Date/Time _____
Close/reOpen/Probation		<u>C</u>	Non-Public	<u>Y</u>	Delayed _____ Set Aside Disp _____

**Type Y to place case in non-public status, N to remove case from non-public status.**

**C - Closed Q - Re-Open P - Probation**

Example of Disposition screen - Monetary Sentence Information - Updating Case Status



Tip: If you enter a probation term on the second page of the Disposition screen, the case status will automatically update to Probation.

When you enter an Q to reopen a case, the system will determine the correct status: PEND, DISP, PROB or WRNT.

**Warning:** Closing a case removes all future calendar dates. If a case is closed in error, dates will need to be re-entered when you change the status back to Open or Probation.

Monetary Sentence Information					
\$Code	Description	Assessment	\$Code	Description	Assessment
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Fine & Costs Suspended		_____	Pymt Schedule _____		_____ or Date/Time _____
Close/reOpen/Probation		_____	Non-Public	_____	Delayed <u>X</u> Set Aside Disp _____

**Type an X in the Delayed field at the time the plea is taken to indicate that the sentence is being delayed pursuant to MCL 771.1**

Example of Disposition screen - Monetary Sentence Information - Updating delayed sentence status



Tips: You must be count specific on the hop line to update the *Delayed* field.

See page 3-52 for more information on processing 771.1 Delayed Sentence cases.

**See Appendix A for complete list of field descriptions used on this screen.**

Monetary Sentence Information					
\$Code	Description	Assessment	\$Code	Description	Assessment
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>To set aside a disposition, type an <u>X</u> in the <i>Set Aside Disp</i> field. See pages 3-49 and 3-50 for more information on Setting Aside Dispositions.</b>					
Fine & Costs Suspended	_____	Pymt Schedule	_____	or Date/Time	_____
Close/reOpen/Probation	_____	Non-Public	_____	Delayed	_____
				Set Aside Disp	<u>X</u>

**Example of Disposition screen - Monetary Sentence Information - Set aside disposition**



Tip: You **must** be count specific on the hop line to set aside a disposition.

### Status Line

The status line is displayed at the bottom of the first page of the Disposition screen.

DEFAULT JGMT 11/22/06	TOTAL FINE	162.00	AMT DUE	0.00
-----------------------	------------	--------	---------	------

**First page of Disposition screen - Status Line**

The status line displays:

- **UNDISPOSED**, if the charge has not been disposed
- The method of disposition and the date if the charge has been disposed
- The total amount that has been assessed for that charge in the *Total Fine* field
- The balance due for that charge in the *Amt Due* field



 **Probation/Rehab Information**

Probation/Rehab:  
 Term: 12 Months      Review Date \_\_\_\_\_      Programs DCWP \_\_\_\_\_  
 Probation Officer 222      Rehab? 2

**An entry in the *Rehab?* field will cause a "Y" to appear in the *Alcohol Program* field on the Audit Abstract. If no entry is made, an "N" will appear on the Audit Abstract.**

**Example of Disposition screen - Probation/Rehab Information**

Probation/Rehab Program Codes		Rehab? Codes	
CJWP	County Jail Work Program, Work Release	1	Alcohol Highway Safety Education Program
DCWP	District Court Work Program	2	Outpatient Treatment Program
FOCS	Order for Community Service Filed	3	Residential Treatment Program
PBCS	Community Service in Lieu of Fine & Costs	4	Inpatient Treatment Program
PBJT	Community Service in Lieu of Jail Term	5	Mental Health Services

 **Tip:** Your court may enter a probation review or termination date in the *Review Date* field. An entry in this field will prevent any late notices from generating until after the date has expired. Entering a future date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance, unless those notices were previously stopped, or unless there is a balance due for cash code DLRP (Driver License Reinstatement Fee).

 **License/CCW Information**

License/CCW Information:  
 Rev/Susp X Days Suspended/CCW Revoked 30 Days Restricted 150

**Rev/Susp field options:**  
 R - Revoke CCW permit  
 S - Suspend license/CCW permit  
 W - Suspend license with concurrent restrictions  
 X - Suspend license followed by restrictions  
 Y - Revoke license/CCW permit indefinitely

**This example shows a license that was suspended for 180 days total, the first 30 days without a restricted license, followed by 150 days with a restricted license.**

**Example of Disposition screen - License/CCW Information**

*Note: As of 10/1/99, DOS will determine the length of suspension and restriction on all offenses except drug and insurance-related charges. Courts may still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.*

**See Appendix A for complete list of field descriptions used on this screen.**

 **Prompt Windows**

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Disposition screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide. Note: The Venue Code File is stored in the Cash Module. Refer to the Cash User Guide for further instructions for the Venue Code File.

Prompt windows are available from the following fields on the Disposition screen:

- *Name* (See Tip below)
- *PO Code* (Proceeding Code)
- *PL* (Plea Code)
- *DS* (Disposition Code)
- *Defer* (Deferral Code)
- *Dism* (Dismissal Code)
- *Judge*
- *Added Count*
- *Reduce/Amend/Change*
- *Jail Location*
- *Probation Officer*
- *Rehab*
- *Revoke/Suspend*



Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

**See Appendix A for complete list of field descriptions used on this screen.**

## Setting Aside a Disposition

You should only set aside a disposition in the following instances:

### For Felony and Misdemeanor cases:

- When the case is remanded from an appellate court for further pre-judgment action or a new trial
- When a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered, except when entered upon return of a jury verdict
- After receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial
- When **local** diversion programs are unsuccessful and traditional processing is pursued
- When the prosecutor motions for dismissal after the case has been previously counted under inactive status
- When an order staying the case is set aside

### For Civil Infraction cases:

- When an order staying the case is set aside
- When a default is set aside
- When a request to set aside admission of responsibility is granted
- When appeal is filed from an informal hearing to a de novo hearing



Warning: If an error was made in disposing of a case, do not set aside the disposition to correct the error. Use the Removal screen (REM) to correct errors. See page 3-66 for more information on removing a disposition.

**Do not remove or set aside the original disposition** when a Order on Application to Set Aside Conviction has been signed by the judge. Simply type disposition code 98 in the *DS* field on the Disposition (DSP) screen and make the case non-public.

When a disposition is set aside, the following actions will occur:

- A text action is written to the Register of Actions (ROA): *Previous Disposition Set Aside/Caseload Reopened* or *Previous Disposition Set Aside*
- The disposition date and code are removed
- The sentence date and all non-monetary sentencing variables (e.g. jail, probation) are removed
- Removes an abstract request from the Report/Requests screen (RPT)
- Makes the penalty, default judgment and default judgment form eligible for civil infractions (unless previously stopped)
- Case status is updated
- Counts case as reopened on Caseload Report Part 1

Setting aside a disposition **will not**:

- Delete an abstract that has already been created
- Automatically make an abstract eligible
- Remove any monetary assessments



Tip: When setting aside multiple dispositions for a case, set aside all dispositions **before** entering new dispositions, if applicable. This will prevent a case from being counted multiple times as a reopened case.

## Processing Deferred Disposition Cases

### Plea or Trial

On the Disposition screen (DSP), enter the proceeding code, date of the plea or trial, plea code (if required), disposition code, deferral code, judge, term of probation, probation officer and any other miscellaneous information ordered by the court. Common disposition codes and all deferral codes are listed below. **F4-Prompt** is available on both fields.

COMMONLY USED DISPOSITION AND DEFERRAL CODES	
Disposition Codes	Deferral Codes
01 - Found Guilty as Charged	01 - Deferred under 333.7411, Controlled Substance Act
04 - Found Guilty by Jury	02 - Deferred under 762.14, Holmes Youthful Trainee Act
14 - Disposed by Guilty Plea	03 - Deferred under 769.4a, Spouse Abuse Act
	04 - Deferred under 750.430, Practicing Under the Influence
	05 - Deferred under 436.1703, Minor in Possession
	06 - Deferred under 600.1070(1)(C), Drug Treatment Court

If a defendant has been granted HYTA or Deferred MIP status, enter a **Y** (Yes) in the *Non-Public* field at the time of disposition.

### Successful Discharge of Deferred Status

On the Disposition screen (DSP), enter the proceeding code, date of successful discharge, disposition code **08**, **25** or **26**, judge and any other miscellaneous information needed by the court. Close the case, update the Non-Public field with a **Y** (Yes) if necessary. Cases that had been granted HYTA or Deferred MIP status should already be in Non-Public status. For MIP offenses, request a dismissal abstract by typing an **X** in the *Audit/Dism Abs* field.

### Violation of Deferred Status

On the Disposition screen (DSP), enter the proceeding code (except SH), date of violation, one of the following disposition codes, judge and any other miscellaneous information needed by the court. Verify case status. If the defendant had been granted HYTA or MIP status, remove from Non-Public status by entering an **N** (No) in the *Non-Public* field.

**DS01** - Guilty as Charged

**DS02** - Guilty of Added Offense

**DS03** - Guilty of Included Offense

**DS14** - Disposed on Guilty Plea

**DS15** - Disposed on Plea of Nolo Contendere

Note: If PO Code SH is used, the sentencing date for the case will be changed from the original date of sentencing to the date of the violation of deferred sentence.

## Processing 771.1 Delayed Sentence Cases

MCL 771.1 - Delayed Sentence: "...the court may delay sentencing the defendant for not more than 1 year to give the defendant an opportunity to prove to the court his or her eligibility for probation or other leniency compatible with the ends of justice and the defendant's rehabilitation..." (Emphasis added). Delayed sentence cases are reported as disposed on the caseload report based upon the method by which the case was adjudicated: plea, jury verdict, bench verdict. Delayed sentence cases are **public records**.

### Plea or Trial

On the Disposition screen (DSP), enter the proceeding code, date of the plea or trial, plea code (if required), disposition code and judge. Enter an **X** in the *Delayed* field. Also add term of probation, probation officer and any other miscellaneous information needed by the court.

### Sentencing

If the defendant is eventually sentenced to the charge, on the Disposition screen (DSP), enter proceeding code (**SH** for sentencing), date of sentencing, judge and any other miscellaneous information needed by the court.

### Nolle Prosequi filed by Prosecutor

If the prosecutor files a Nolle Prosequi after the period of delayed sentence, **the original conviction disposition must be set aside prior to entering the Nolle Prosequi**. Use the Scheduling (SCH) or Disposition (DSP) screen to set aside the current dispositions, being count specific. **NOTE:** If multiple counts are being dismissed, set aside all dispositions **before** entering new dispositions. This will prevent a case from being counted multiple times as a reopened case.

On the Disposition screen (DSP), enter the proceeding code, date of proceeding, judge and disposition code **25**. You may enter a code in the *Dism* field, comments in the *Other Actions* field and/or any other information needed by the court. Close the case.



Tip: A conviction that is delayed is considered a guilty disposition. If a charge is abstractable, the abstract will automatically generate.

Change in Procedure effective May 25, 2010.

 **Processing Local Diversion Cases****Plea, Hearing or Trial**

On the Disposition screen (DSP), enter the proceeding code, date the defendant begins the program, plea code (if required), disposition code **47**, judge or magistrate and any other miscellaneous information needed by the court.

**IMPORTANT NOTE:** Effective January 1, 2006, DS47 became an invalid disposition code. You will still want to follow the steps below to enter a final disposition on cases that were disposed under local diversion prior to January 1, 2006.

**Successful Completion of Diversion Program**

On the Disposition screen (DSP), enter the proceeding code, date of successful completion, one of the following disposition codes, judge or magistrate and any other miscellaneous information needed by the court. Close the case.

- DS08** - Dismissed
- DS25** - Nolle Prosequi
- DS26** - Dismissed by Party

**Unsuccessful Diversion Program**

On the Disposition screen (DSP), enter the proceeding code, date of violation, one of the following disposition codes, **X** the *Set Aside Disposition* field and add any other miscellaneous information needed by the court. You must be count specific on the hop line. Verify case status.

- DS01** - Guilty as Charged
- DS02** - Guilty of Added Offense
- DS03** - Guilty of Included Offense
- DS14** - Disposed on Guilty Plea
- DS15** - Disposed on Plea of Nolo Contendere
- DS23** - Judgment Rendered
- DS40** - Found Responsible at Hearing

## **Processing Single Count Alcohol Cases (Non-Repeat Offender)**

### **Plea or Trial Conviction**

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

### **Sentencing (on day other than conviction date)**

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

### **Same Day Plea & Sentencing**

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc). Do **NOT** enter an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are run, a **B-type** abstract (**Both adjudication and sentencing information**) will be produced.

### **Dismissal**

1. On the Disposition screen (DSP), enter the proceeding type, date, disposition code and judge. Put an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the the Abstract Update screen (ABS).

## Processing Single Count Repeat Offender Cases

### Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99. After the disposition has been entered, the Notice of Adjudication screen (NOA) will automatically be displayed. Print the form and give a copy to the defendant. The abstract that is received at DOS will also clear the hold on the license plate.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update screen (ABS).

### Sentencing (on day other than conviction date)

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

### Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc). Do **NOT** enter an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are requested, a **B-type** abstract (**Both adjudication and sentencing information**) will be produced.

### Dismissal

1. On the Disposition screen (DSP), enter the proceeding type, date, disposition code and judge. Put an **X** in the *Audit/Dism Abs* field. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the the Abstract Update screen (ABS).

## Processing Multi-Count Alcohol Cases (Non-Repeat Offender)

### Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

### Sentencing (on day other than conviction date)

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. The clerk must decide which count needs the Audit Abstract. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

### Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc) for ALL counts. **The system will produce a B-type (both adjudication and sentencing) abstract automatically.**

### Dismissal

1. On the Disposition screen (DSP), enter disposition information for ALL counts. If all counts have been dismissed, you will need to request a dismissal abstract on the alcohol charge. Type an **X** in the *Audit/Dism Abs* field to request a dismissal abstract. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the Abstract Update Screen (ABS).

## Processing Multi-Count Repeat Offender Cases

### Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if changed from original plea), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99. After the disposition has been entered on ALL counts, go to the Notice of Adjudication screen (NOA), print the form and give a copy to the defendant. The abstract that is received at DOS will also clear the hold on the license plate.
2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

### Sentencing (on day other than conviction date)

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing in the *Date* field, **SS** (Supplemental Sentencing) in the *DS* field and the judge's bar number in the *Judge* field.
2. The clerk must decide which count needs the Audit Abstract. Type **X** in the *Audit/Dism Abs* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).
3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

### Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc) for ALL counts. Then, choose which count needs the Audit Abstract. **The system will not produce a B-type (both adjudication and sentencing) abstract automatically.** For the charge that needs the Audit Abstract, go back to the Disposition screen and enter an **X** in the *Audit/Dism Abs* field.

### Dismissal

1. On the Disposition screen (DSP), enter disposition information for ALL counts. If all counts have been dismissed, you will need to request a dismissal abstract on one of the charges. Type an **X** in the *Audit/Dism Abs* field to request a dismissal abstract. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the Abstract Update Screen (ABS).



### Charge Information

The following information on each charge will be automatically displayed when viewing this screen. No modifications may be made to these fields.

- Count Number
- Disposition Code (i.e., 09, 10)
- PACC Code of original charge
- Attempted, Conspiracy, Solicit of original charge
- PACC Code of final charge
- Attempted, Conspiracy, Solicit of final charge

### Bond Information

If a bond amount has been set, or posted through the cash system, that information will automatically appear when viewing this screen. If bond information exists, but has not been previously entered, you may enter it in the *Set Amount*, *Posted Amt*, and *Type* fields. For Bond *Type*, the choices are:

- 01 - Cash
- 02 - 10%
- 03 - Surety
- 04 - Personal
- 06 - Interim
- 08 - Security Deposit  
(Also used as Combination Bond for Oakland County)
- 09 - Combination
- 12 - Cash or Surety
- 13 - Cash/Surety/10%

If a third-party depositor posts a bond for the defendant, the name of that person will appear in the *Posted By* field; however, the address of the third-party depositor may be entered here at the time of bindover.

The Conditions field must have a Y (yes) entered if conditions exist for this record.



Tip: Information regarding Circuit Court arraignment date, time, judge and case number will be returned to the District Court ROA after the bindover is accepted by Circuit Court.

If a Circuit Court plea is taken in District Court, the Circuit Court sentence date, time, judge and case number is returned.

**See Appendix A for complete list of field descriptions used on this screen.**

## Action Screen (ACT)

The Action screen is used to store all actions in a case. They are displayed either in 4-character code format or text comments. The system automatically assigns 4-character codes to all actions that occur on a case. These codes can be used to gather information using the *Event Code* field of Report Generator.

For purposes of explanation in this User Guide, the screen will be broken down into the following sections:

- Case Information
- Code Information
- Text Comments
- Status Line

The Judge of Record field was added to this screen as a display-only. See Spring 2007 Announcement for details.

To access the Action screen, type **ACT** and the **case number** on the hop line and press **ENTER**.

JIS		Traffic / Criminal Action						PEND		
Court 0	Case 04-0129	Pty D01	Charge	OPER/INTOX	Type	SD				
Name	FRANKLIN/MICHAEL/JOHN			Sex	M	Dob	061058	X-Ref	04-70398	
Addr	8392 N WILLIAMS RD OKEMOS MI 48864			Ofn Date	012204 0530P	Dln	MI	F652603429435		
				Speeds	000 00 00	Vpn	PU	392PXL 03 MI		
					(517) 349-6859			Cnts	01	
Del										
'D'	Date	Judge	Actn	Description	Term	Atty	Prosc	Misc.	Amount	Cn
-	12204		ORCG	ORIGL CHARGE				OPER/INTOX		
-	12904		FLDT	FILING DATE				012904		
-	12904		POAR	ARRAIGN HELD				ALL COUNTS		
-	12904		PL02	PLEA N-GLTY						
-	12904		AJ02	PRETRIAL				021004 1000A		
-	12904		BT01	CASH						
-										
-										
-										
-										
Next Event AJ01 Date 13004 Time 830 A Judge 1111 \$ Due										
BGN _____										
NXT CASE 04-0129 PTY D01 COUNT INQ FOSTER ST _____										
F1-Clear Screen F24-Previous Menu Roll-Page Help										

Action screen

**See Appendix A for complete list of field descriptions used on this screen.**

 **Case Information**

The top of the screen displays case information which has been entered through the Case Entry (CAS) screen. This information cannot be modified on this screen.

<b>JIS</b>	Traffic / Criminal Action		<b>PEND</b>
Court 0	Case 04-0129	Pty D01	Charge OPER/INTOX
Name	FRANKLIN/MICHAEL/JOHN	Sex M	Dob 061058 X-Ref 04-70398
Addr	8392 N WILLIAMS RD	Ofn Date 012204 0530P	Dln MI F652603429435
	OKEMOS MI 48864	Speeds 000 00 00	Vpn PU 392PXL 03 MI
		(517) 349-6859	Cnts 01

**Action screen - Case Information**

 **Code Information**

This screen should be used primarily for viewing codes. Adding or deleting codes from this section will not always update the database.

**Adding an attorney or prosecutor bar number on this screen will not update case. Use the Case Entry screen (CAS) to make these changes.**

Del	Date	Judge	Actn	Description	Term	Atty	Prosc	Misc.	Amount	Cnt
-	12204		ORCG	ORIGL CHARGE				OPER/INTOX		1
-	12904		FLDI	FILING DATE				012904		
-	12904		PDAR	ARRAIGN HELD				ALL COUNTS		
-	12904		PL02	PLEA N-GLTY						
-	12904		AJ02	PRETRIAL				021004 1000A		
-	12904		BT01	CASH						

**Deleting a scheduling code will not remove the entry from the calendar. Use the Scheduling screen (SCH) to remove an entry from the calendar.**

**Action screen - Code Information**

**See Appendix A for complete list of field descriptions used on this screen.**

**Do not delete a Disposition code from this screen. Use the Set Aside Disposition field on the Scheduling (SCH) or Disposition (DSP) screen or the Removal (REM) screen.**

Del	Date	Judge	Actn	Description	Term	Atty	Prosc	Misc.	Amount	Cnt
-	110100		ORCG	ORIGL CHARGE				DRAG RACING		1
-	110100		CD01	DUE DATE				111300		1
-	121503		POAR	ARRAIGN HELD		36363		ALL COUNTS		
-	121503		PL01	PLEAD GUILTY						
-	121503		DS14	DSP GLTY PL						
-	12204		POHE	PROCDING HLD				DRAG RACING		1

**Attorney and prosecutor bar numbers may be added or deleted on this screen, however, the information will only be added as a comment on the Register of Actions (ROA), it will not update the database. Once an attorney has been added through the Scheduling (SCH) or Case Entry (CAS) screen, it can only be deleted through the Removal (REM) screen.**

**Action screen - Code Information**



**Warning:** Although you can delete an action from this screen by typing a D in the *Del* field, the data will not be deleted from the case. It will only be removed from the Action screen, and related information which prints on the Register of Actions. **Actions that are deleted from the Action screen do not remove or update the information in the database.** Therefore, errors must be corrected via the Scheduling (SCH), Disposition (DSP) or Removal (REM) screens.

**See Appendix A for complete list of field descriptions used on this screen.**

## Text Comments

Use this section to add or delete text comments to the Register of Actions.

012904	DEFENDANT TO REPORT TO POLICE DEPARTMENT
C	FOR DAILY PBTS, NO ALCOHOL OR DRUGS

At end -- No More Actions

**Options for this field: C - Copy D - Delete**  
**See Tip below for using copy feature.**

**Action screen - Text Comments**



Tip: Using the Copy Feature: If you type a **C** in the *Del* field, information from the line above will be copied if a field is left blank. If you are entering several lines of text with the same date, you can type the date on the first line, and then type **C** in the *Del* field for each line after that (and leave the *Date* field blank). When you press **ENTER** the date will be copied from the first line to each line that you had typed **C**.

## Status Line

The Status line is displayed at the bottom of the Action screen.

Next Event	AJ24	Date	11207	Time	900 A	Judge	12345	\$ Due	150.00
BGN	_____								

**If you want to begin looking at actions for a specific date, enter the date (e.g. 112406) in this field and press ENTER.**

**Action screen - Status line**

The Status line displays:

- Next Event Type, Date, Time and Judge
- Total amount due for all counts on the case

**See Appendix A for complete list of field descriptions used on this screen.**

## Delete Screen (DEL)

The Delete screen is used to delete an entire case or a specific count, other than Count 1. **You cannot delete Count 1 on a case.**

Deleting a case/charge **will** delete:

- case, detail, charge, restriction, caseload and docket records
- Abstract and FAC records if there is **not** an **X** in the *Produced* field

Deleting a case/charge **will not** delete:

- assessment/payment records if payment has been taken
- Abstract and FAC records if there **is** an **X** in the *Produced* field

### Deleting an Entire Case

To delete an entire case, type **DEL** and the **case number** on the hop line.

<b>JIS</b>	Traffic / Criminal Delete	<b>DISP</b>
Court 0	Case 00-0012 Pty D01 Charge <u>STOLEN PROP</u> Type SM	
	Name <u>GABRIEL/TY/STUART</u>	
Delete Case <u>X</u> ← Type an X here		
<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> This message will appear if a payment has been taken on the case </div>	Comment: <u>TYPE REASON FOR DELETION HERE</u>	<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> You must enter reason for deletion here; these comments will appear on Delete Audit Report </div>
<b>WARNING: Payment(s) Exist</b> <b>Assessment/Payment Records will NOT be Deleted</b>		
NXT ___ CASE 00-0012 ___ PTY D01 COUNT ___ INQ C ___ ST ___ F1-Clear Screen    F24-Previous Menu    Help		

**Delete screen - Deleting an entire case**

Press **ENTER** to process deletion. You will receive the following message: **Press Enter to Process Request / F1 or F24 to Cancel Request.** Choose the appropriate response. If deletion is successful, a confirmation message will appear at the bottom of the screen and the case will automatically appear on the Delete Audit Report which is produced when Date Generated Notices are requested.

**See Appendix A for complete list of field descriptions used on this screen.**



## Removal Screen (REM)

The Removal screen is used to remove dispositional errors and non-dispositional data that are no longer relevant to a case.

To access the Removal screen, type **REM** and the **case number** on the hop line.

**JIS** T/C REMOVAL SCREEN Status **PROB**  
CASE 03-1113 PTY D01 NAME FOSTER/WALTER/MARK

"X" the fields below that are to be removed  
Press "ENTER" to process the removals

CASE: \_ Proceeding Judge 12345 \_ Prob Officer 110 \_ Arraign  
\_ Attorney 36363 \_ Prosecutor 36363  
\_ Set Aside Date \_ Warrant/Recall 16 2/06/2004

COUNT # <u>01</u> CUR CHG <u>OUIL</u>	ORG CHG <u>OUIL</u>	TOTAL COUNTS <u>05</u>
_ Plea <u>1</u> _ DS Code <u>14</u> Defer <u>   </u> _ Delayed _ Fines & Costs Suspended _ Jail Days <u>10</u> <u>D</u> _ Optional Jail Days _ Credit Jail Days <u>2</u> _ Susp Jail <u>X</u> _ Committed _ Jail Loc <u>01</u>	<b>Count 1 is displayed first. Use Page/Roll keys to display other counts.</b>	_ Community Service <u>3</u> <u>D</u> _ Community Service in Lieu Of Jail _ Veh Immob Start Date <u>10/20/2003</u> _ Veh Immob # of Days <u>30</u> _ Forfeiture _ Prob Term <u>24</u> <u>M</u> _ Rehab <u>3</u> _ Revoke/Suspend _ Days Suspended _ Days Restricted

NXT     CASE 03-1113 PTY D01 COUNT 1 INQ D ST      
F1-Clr F24-Prev Page/Roll Help

**Removal screen**

Case information and information for Count 1 is displayed first. You can display additional counts by using **Page/Roll** keys. If you are removing data for more than one count you must update each count separately.

To remove information from a case, type an **X** in front of the field(s) to be removed and press **ENTER**.

When data is successfully removed, a note will be made on the Register of Actions: *xxx Removed, e.g. Arraignment Date Removed.*

## Removing Disposition Code



Warning: A disposition should only be removed if an error was made in entering the disposition. See pages 3-49 and 3-50 for information on setting aside a disposition.

**It is recommended that when you remove a disposition code you also remove all associated sentencing variables.**

Removing a disposition **will**:

- delete the disposition date and code
- delete the deferral code, if applicable
- delete the sentencing date
- delete an abstract request from the Report Requests screen
- make the penalty, default judgment and default judgment form eligible for a civil infraction (unless they were previously stopped)
- flag the disposition as deleted in the Caseload file
- make a note on the Register of Actions: *xxx Removed, e.g. Plea Removed*
- update the case status

Removing a disposition **will not**:

- automatically make an abstract eligible to receive another one
- delete an abstract that has already been created
- remove any assessments or penalties



Remember: When you re-enter the Disposition you must re-enter correct sentencing variables.

**Do not remove or set aside the original disposition** when a Order on Application to Set Aside Conviction has been signed by the judge. Simply type disposition code 98 in the *DS* field on the Disposition (DSP) screen and make the case non-public.

## Transfer Screen (TRN)

The Transfer screen is used to change a case number entered incorrectly, or to transfer a case to another court location within the same jurisdiction.

To access the Transfer screen, type **TRN** and the **case number** on the hop line and press **ENTER**.

The screenshot shows the Transfer Screen (TRN) interface. At the top, it displays 'JIS-SOUTHFIELD Traffic / Criminal Transfer' and 'PEND'. Below this, the current case information is shown: 'Court 1 Case 03-2203 Pty D01 Charge OUIL Type 00' and 'Name SMYTHE/LAURA/MAY'. The main area contains three fields: 'Transfer Case' and 'New Court Location' (highlighted with a red box), 'Change Case No' and 'New Case ID' (highlighted with a blue box), and a 'Comment:' field. Three callout boxes provide instructions: the left one explains that an 'X' in the 'Transfer Case' field and the court location number in the 'New Court Location' field will transfer the case; the right one explains that an 'X' in the 'Change Case No' field and the new case number in the 'New Case ID' field will change the case number; the bottom one explains that comments can be entered here, and if none are entered, the system will update the Delete Audit Report with 'Transfer from Court \_\_\_ to \_\_\_' or 'Change case \_\_\_ to \_\_\_'. At the bottom, the screen shows 'NXT CASE 03-2203 PTY D01 COUNT INQ A ST' and navigation options: 'F1-Clear Screen F24-Previous Menu Help'. The caption below the screenshot is 'Transfer screen'.

Transferring a case **will** transfer:

- case, detail, charge, restriction, caseload and docket records
- FAC screens

Transferring a case **will not** transfer:

- assessment/payment records if a payment has been made
- Abstract screens

**New Feature:** You can now change a party ID. For example, if a case was mistakenly entered using D02, the transfer screen will allow you to change the party and will write a comment to the ROA.

**See Appendix A for complete list of field descriptions used on this screen.**

# Abstract Update Screen (ABS)

The Abstract Update screen is used by courts who process their abstracts electronically. This screen is a facsimile of a hard copy abstract that allows the user the flexibility to correct information before an abstract is sent to the Department of State (DOS) or to send corrected information to DOS. It also allows the user the option of deleting an abstract if it was created in error before and after it is sent to DOS.

**Complete instructions for use of this screen can be found in Chapter 10 of this User Guide.**

The Abstract Update screen can be accessed two ways:

- 1) select Update Abstract Record from the Abstract & FAC/FCJ/FCPV menu (Option 6 from the Traffic/Criminal Subsystem menu)  
OR
- 2) type **ABS** and the **case number** on the hop line and press **ENTER**.

Effective with the Fall 2009 release, changes to the Name, DOB or DLN fields on this screen will write a comment to the ROA and **update the Case Entry (CAS) screen**

```

Court 1500          Abstract Update for SOS          5/17/06  10:47:08
Sequence Driver Lic      Use      Name          Birth
-----
CDL  Crt  CD  ViolDate  Adjudicate  OffCd  Speed  Nature of Offense
-----
Veh  SI/BF  Rev  Susp  Rest  Orig  Chg  Trial  Judge  Court Finding  Ticket/Case
Code  Work Name and Location  Work Hours  Days Allowed
1  _
2  _
CDL Sanct  Intrlck  Driving  Prb  Com  Alc  Med  Sch  Plate#  Veh Yr  Veh Make
To/From:  _  _  _  _  _
Driver Address  VIN
-----
Court Name and Address
-----
Fine  Jail  Community Service  Alcohol Program
Veh Forf  Veh Immobilization: Yes/No  Start Date  #Days
Sentence Judge  Comment #1
Abstract Date

Abstract Type  Production Date  Produced
NXT  CASE  PTY  COUNT  INQ  ST
Enter-Inq  F1-Clr  F3-Update  F4-Prompt  F7-Hold  F23-Delete  F24-Prev  Pg/Roll
    
```

**Abstract Update screen**

**See Appendix A for complete list of field descriptions used on this screen.**

## FAC/FCJ/FCPV Update Screen (FAC)

The FAC Update screen is used by courts who process their FAC/FCJ/FCPV records electronically. This screen is a facsimile of a hard copy suspension that allows the user the flexibility to correct information before a suspension is sent to the Department of State, or to send corrected information to the Department of State. It also allows the user the option of deleting a suspension if it was created in error before and after it is sent to the Department of State. Courts also can process immediate clearances with the Department of State.

Complete instructions for use of this screen can be found in Chapter 10 of this User Guide.

To access the FAC/FCJ/FCPV Update screen, type **FAC** and the **case number** on the hop line and press **ENTER**.

Effective with the Fall 2009 release, changes to the Name, DOB, DLN or ST (state) fields on this screen will write a comment to the ROA and **update the Case Entry (CAS) screen**.

**JIS-SOUTHFIELD** FAC/FCJ/FCPV Update 1/08/04 13:53:32  
Case Number 99-2220 Party D01 Count 1 Seq 1

DLN	ST Use	Name	DOB	Court
<u>H329849389489</u>	<u>   </u>	<u>ROBERT J HENDERSON</u>	<u>41249</u>	<u>123D</u>

Vio Date	Court Date	OffCd	Speed	Susp	Ticket/Case	W	D
<u>30101</u>	<u>31601</u>	<u>1800</u>	<u>   </u>	<u>E</u>	<u>99-2220</u>	<u>   </u>	<u>   </u>

Street	Apt/Suite	City	State	Zip
<u>1810 S. ANDERSON</u>	<u>   </u>	<u>SOUTHFIELD</u>	<u>MI</u>	<u>48234</u>

Attempt	Offense
<u>   </u>	<u>RECKLESS DRIVING</u>

Ticket Number	Date Susp.	Date Cleared	Clerk/Administrator
<u>99-2220</u>	<u>32702</u>	<u>   </u>	<u>ANNE ROBINSON, C.A.</u>

Override DLN Verification      Production Date 62602      Produced   
**F23-Delete & F7-Update/Hold are not available when already Produced**

XT <u>   </u> CASE <u>   </u> PTY <u>   </u> COUNT <u>   </u> INQ <u>   </u> ST <u>   </u>
Enter-Inquiry      F1-Clear      F3-Update      F4-Prompt
F8-Prt Form      F9-Prt 1 on 3 pages      F10-Prt 3 on 1 page
F24-Previous Menu      PAGE/ROLL

FAC/FCJ/FCPV Update screen

TIP: If attempting to clear a suspension by pressing F12-Clearance/Update and the DLN, Name and DOB highlight with the message "Invalid Entries", confirm the accuracy of the entries then type an 'X' in this field. Press F12 again. This will override the JIS edit for when a DLN no longer 'matches' the calculated number based on Name and DOB (See Fall 2009 Release for more information).

**See Appendix A for complete list of field descriptions used on this screen.**

# Enter Warrant (EWR)

This feature is designed to assist courts that enter and/or cancel their own warrants in the LEIN system. By using this option, selected case information will be transferred to a LEIN Entry screen. This option is only available to users authorized to enter warrants.

From this screen, you have the options of entering a warrant into LEIN (EWR), entering or cancelling supplemental information on a warrant in LEIN (ESUP/CSUP) and modifying or cancelling a warrant in LEIN (MW).

**Complete instructions for entering and/or cancelling warrants in LEIN can be found in the Michigan LEIN Operations Manual or the JIS SOS & LEIN User Guide.**

To access the Enter Warrant screen, type **EWR** and the **case number** on the hop line and press **ENTER**.

Law Enforcement Information Network Entries

Type of Entry: EW (EW-Ent Warrant, MW-Mod Warrant, EPB, MPB, CPB,  
 MOD: \_\_\_ CAN: \_\_\_ EPP0-Ent PPO, MPP0-Mod PPO, CPP0-Can PPO, QPACC)  
 OPR: BRENDA LAW: \_\_\_ TNO: \_\_\_ FAX: \_\_\_  
 NAM: DUBENDORF/HARVEY/JOHN/ RSX: U M DOB: 19800317  
 STR: 8293 N FOREST BLVD CTY: CHARLOTTE STA: MI ZIP: 48813  
 CIT: \_\_\_ OFF: \_\_\_ OCG: \_\_\_  
 DKT: 06-3982 OCA: 06-3982 JUV: \_\_\_  
 ENT: \_\_\_ DOW: 20061219 DOX: \_\_\_ PKU: 1 EXT: \_\_\_ BND: 100  
 HGT: \_\_\_ WGT: \_\_\_ HAI: \_\_\_ EYE: \_\_\_ SKN: \_\_\_ SMT: \_\_\_  
 CAU: \_\_\_ MIS: \_\_\_

---

PNO: \_\_\_ CTN: 990637283701 SID: \_\_\_ OLN: D153298429202  
 FBI: \_\_\_ SOC: \_\_\_ MNU: \_\_\_  
 AKA: \_\_\_\_\_

---

PNA: \_\_\_\_\_ PPO: \_ PPF: \_ PBN: \_\_\_\_\_  
 CND: \_\_\_\_\_

---

LIT: \_\_\_ LIC: \_\_\_\_\_  
 Add'l Information: \_\_\_\_\_

---

F5-Retrieve F6-Message F7-Outq F8-ESUP/CSUP F9-Cancel F12-Line #'s F24-Prev

**Enter Warrant screen**

To enter or cancel supplemental information press **F8-ESUP/CSUP**; to cancel a warrant press **F9-Cancel** from this screen.

See next page for field descriptions for information retrieved by JIS and a complete list of function keys available on these screens.

**See JIS SOS/LEIN User Guide for complete list of field descriptions used on these screens.**

Case Information Retrieved by JIS		
Field	Description/Format	Screen(s) Retrieved On
OPR	AS/400 sign on - This field cannot be changed.	EWR
NAM	Last name/First name/Middle name	EWR, ESUP/CSUP, Cancel
RSX	Race/Sex	EWR
DOB	Date of Birth - <u>YYYYMMDD</u>	EWR
STR	Street Address	EWR
CTY	City	EWR
STA	State	EWR
ZIP	Zip code	EWR
DKT	Case Number	EWR
OCA	Police Identification Number (PIN on CAS screen)	EWR, ESUP/CSUP, Cancel
CTN	Criminal Tracking Number	EWR
SID	State Identification Number	EWR
OLN	Driver License Number	EWR

Function Keys Used on EWR, ESUP/CSUP and Cancel screens	
Function Key	Description
F5 - Retrieve	Retrieve information from last request
F6 - Message	Display messages
F7 - Outq	Display output queue
F8 - ESUP/CSUP	Go to the Enter/Cancel Supplemental Information screen
F9 - Cancel	Go to the Cancel Warrant screen
F10 - Entry	Go to the Enter Warrant screen
F12 - Line #'s	Convert literal field names to scan line numbers
F24 - Prev	Return to previous menu

**See JIS SOS/LEIN User Guide for complete list of field descriptions used on these screens.**

# Enter Judgment (EJD)

This feature allows immediate reporting of a disposition to Michigan State Police for Criminal History Reporting (CHR) purposes. The information is immediately added to a defendant's criminal history (CCH) record. By using this option, most fields on the EJD screen will be populated with information from the JIS database in the correct CHR format.

**Complete instructions for entering dispositions onto a person's criminal history record can be found in the Michigan LEIN Operations Manual or the JIS SOS & LEIN User Guide.**

To access the LEIN Enter Judgment screen, type **EJD** and the **case number** on the hop line and press **ENTER**.

Criminal History Records - EJUD

Type of Entry: EJUD

JUDORI: <u>MI630995J</u>	CIRORI: _____	CTD: <u>20031113</u>	CFN: <u>03-1113</u>
NAA: _____		SID: <u>25624562</u>	
CTN: <u>560032668101</u>	TCN: _____	OCA: _____	

---

CCN: <u>001</u>	ORF: <u>_</u>	GOC: <u>_</u>	CIT: <u>257/6251-A</u>	CDC: <u>PLG</u>
CSR: <u>F/C/R \$1135/PROB 24 MO/JAIL 10 DAYS</u>				

---

CCN: <u>002</u>	ORF: <u>_</u>	GOC: <u>_</u>	CIT: <u>257/9041B</u>	CDC: <u>DIS</u>
CSR: _____				

---

CCN: <u>003</u>	ORF: <u>_</u>	GOC: <u>_</u>	CIT: <u>257/627(1)</u>	CDC: <u>GTY</u>
CSR: <u>F/C/R \$91</u>				

Add'l Information: \_\_\_\_\_

---

F5-Retrieve F6-Messages F7-Outq F9-MJUD F10-CJUD F24-Previous Menu

**Enter Judgment screen**



Tip: Up to three counts can be sent to MSP at one time.

**See JIS SOS/LEIN User Guide for complete list of field descriptions used on these screens.**

## Modify Judgment (MJD)

This feature allows immediate reporting of a correction to a disposition previously sent to Michigan State Police for Criminal History Reporting (CHR) purposes. This is also used when subsequent court action has changed a disposition which has already been reported to MSP. The information is immediately changed on a defendant's criminal history (CCH) record.

Some examples of changes to dispositions which require subsequent notification to MSP include, but are not limited to:

- Discharge from probation which suppresses a record under 7411, HYTA or Spouse Abuse Act
- Convictions which were successfully appealed causing a disposition change
- Unsuccessful probations which revert back to a commitment to jail

By using this option, most fields on the MJD screen will be populated with information from the JIS database in the correct CHR format.

**Complete instructions for modifying dispositions on a person's criminal history record can be found in the Michigan LEIN Operations Manual or the JIS SOS & LEIN User Guide.**

To access the LEIN Modify Judgment screen, type **MJD** and the **case number** on the hop line and press **ENTER**.

Criminal History Records - MJUD

Type of Entry: **MJUD**

JUDORI: <u>MI630995J</u>	CIRORI: _____	CTD: <u>20031113</u>	CFN: <u>03-1113</u>
NAA: _____		SID: <u>25624562</u>	
CTN: <u>560032668101</u>	TCN: _____	OCA: _____	
CCN: <u>001</u>	ORF: <u>_</u>	GOC: <u>_</u>	CIT: <u>257/6251-A</u>
CSR: _____			CDC: <u>PLG</u>

Add'l Information:

---

F5-Retrieve   F6-Messages   F7-Outq   F8-EJUD   F10-CJUD   F24-Previous Menu

**Modify Judgment screen**

**See JIS SOS/LEIN User Guide for complete list of field descriptions used on these screens.**

# Cancel Judgment (CJD)

You can immediately remove or cancel a disposition previously sent to Michigan State Police for Criminal History Reporting (CHR) purposes. The information is immediately removed from a defendant's criminal history (CCH) record. By using this option, most fields on the CJD screen will be populated with information from the JIS database.

**Complete instructions for removing dispositions from a person's criminal history record can be found in the Michigan LEIN Operations Manual or the JIS SOS & LEIN User Guide.**

To access the LEIN Cancel Judgment screen, type **CJD** and the **case number** on the hop line and press **ENTER**.

Criminal History Records - CJUD

Type of Entry: CJUD

JUDORI: MI630995J

NAA: \_\_\_\_\_ SID: 25624562

CTN: 560032668101 TCN: \_\_\_\_\_ OCA: \_\_\_\_\_

RSN: DRE CANCEL: YES

CCN: 001

Add'l Information:

---

F5-Retrieve F6-Messages F7-Outq F8-EJUD F9-MJUD F24-Previous Menu

**Cancel Judgment screen**

**See JIS SOS/LEIN User Guide for complete list of field descriptions used on these screens.**

## Report/Requests Screen (RPT)

The Report/Requests screen is used to add or delete report requests and to review pending requests that will be processed in a batch cycle.

To access the Report/Requests screen, type **RPT** on the hop line and press **ENTER**.

```

JIS          TRAFFIC/CRIMINAL ONLINE REPORT/REQUESTS
Court 0
Delete & Add: NTAD NTAA NTAB FLB LBL ROAF ROA DLN
Delete Only:  DFJ FDN FAC NNC WAM WAN ABS
Del Case      Pty Rpt  Cnt Clk  Name          Date   Time  Code Judge
"D"
-- 00-0001    D01 NTAD   ___ KJS VANDERWERF/DON/HARM    82201  900  A  AJ01 12345
-- 01-2123    D01 ROAF   ___ KJS EDMONDS/EDGAR/ERNEST I
-- 03-1113    D01 ABS    ___ 3 BKD FOSTER/WALTER/MARK
-- 03-1113    D01 DLN    ___ 1 BKD FOSTER/WALTER/MARK
-- 03-1113    D01 FAC    ___ 1 BKD FOSTER/WALTER/MARK
-- 03-1117    D01 ABS    ___ 1 BKD COLLINS/JACKIE/
-- 03-1234    D01 ABS    ___ 1 BKD SMITH/MARK/JOHN
-- 03-20193   D01 DLN    ___ 1 BKD SMITH/CHAD/ALLEN
-- 03-2222C   D01 ABS    ___ 1 LT  BARNES/FRED/
-- 03-2294    D01 WAM    ___ 1 BKD MASTERS/FREDERICK/GENE
-- 03-2294    D01 WAN    ___ 1 BKD MASTERS/FREDERICK/GENE
-- 03-2296    D01 DLN    ___ 1 BKD SAMPSON/LIONEL/MENARD
--          ___  ___  ___  ___  ___  ___  ___  ___  ___  ___

NXT ___ CASE 03-2296 PTY D01 COUNT 1 INQ K ST ___
F1-Clear  F24-Previous Menu  Page/Roll  Help
  
```

Report Requests screen

**See Appendix A for complete list of field descriptions used on this screen.**

## Adding a Report Request

Reports that can be added to RPT screen	
Code	Type of Report/Request
DLN	Overnight driving record from Department of State (DOS)
FLB	File Label
LBL	Address Label
NTAD	Notice to Appear - Defendant
NTAA	Notice to Appear - Attorney
NTAB	Notice to Appear - Defendant & Attorney
ROA	Register of Actions on 8x11 paper
ROAF	Register of Actions Form

To add a FLB, LBL, ROAF or ROA, you must fill in the following fields:

- *Case* (Case number)
- *Rpt* (Type of report - see chart on next page)
- *Cnt* (Count number - If this field is left blank, the count will default to 01)

To add a NTAD, NTAA or NTAB, you must fill in the following fields:

- *Case* (Case number)
- *Rpt* (Type of report - see chart on next page)
- *Cnt* (Count number - If this field is left blank, the count will default to 01)
- *Court Date, Time, Code & Judge*

To add a DLN, fill in the following field:

- *Case* (Case number)

If the *Court Date, Court Time, Code* and *Judge* fields are left blank, the system will retrieve the first future scheduled court date for this case.

If the event has not been scheduled previously on another screen, you may enter the Court Date, Court Time, Code and Judge on this screen in order to produce a postcard Notice to Appear. However, this **WILL NOT** update the calendar and the event must also be scheduled on the Scheduling (SCH) screen or Probation (PRB) screen.

## Deleting a Report Request

Reports that can be deleted from RPT screen	
Code	Type of Report/Request
ABS	Abstract
DFJ	Default Judgment Form
DLN	Overnight driving record from Department of State (DOS)
FAC	FAC/FCJ/FCPV Suspension
FDN	14-Day Notice
FLB	File Label
LBL	Address Label
NNC	Notice of Non-Compliance
NTAD	Notice to Appear - Defendant
NTAA	Notice to Appear - Attorney
NTAB	Notice to Appear - Defendant & Attorney
ROA	Register of Actions on 8x11 paper
ROAF	Register of Actions Form
WAM	Warrant Misdemeanor
WAN	Warrant Notice

To delete a report request:

- Type a **D** in the *DEL* field in front of the entry you want to delete
- Press **ENTER**

**See Appendix A for complete list of field descriptions used on this screen.**

# Defendant History Update (DHU)

This screen is used to review, add, update or delete information on cases that have been previously purged from your system or added from the the court's "blue card" system.

To access the Defendant History Update screen, type **DHU** on the hop line and press **ENTER**.

```

JIS ██████████ Defendant History Update 1/21/04 12:49:50

Case/Ticket Number 90-20392 Party D01 Count 1 Purge Date 110103
X-Reference 90-02398 Non-Public _

Name FOSTER/MICHAEL/AUSTIN DOB 22042 DLN _____

Offense Information
Date 100290 Charge DISORDERLY Case Type OM Fel/Mis/Civ M

Disposition Information
Date 103090 Code 14 Fines & Costs 25.00 F&C Susp _
Jail __ _ Jail Susp _
Opt Jail __ _
Probation __ _

NXT __ CASE 90-20392 PTY D01 COUNT 00 INQ FOSTER ST __
Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt F23-Delete
Page/Roll F24-Previous Menu
    
```

**Defendant History Update screen**

**See Appendix A for complete list of field descriptions used on this screen.**

*This space is reserved for your notes.*

# Forms

There are many State Court Administrative Office (SCAO) and Department of State (DOS) approved forms available through the JIS system. This chapter describes Traffic/Criminal and Probation forms which can be generated.



To access the Immediate Forms Menu for Traffic/Criminal forms, press **Page Down/Roll** keys from the Traffic and Criminal Case Management Menu.

JIS		12/29/06 11:31:28	
Court	T R A F F I C and C R I M I N A L		
@	IMMEDIATE FORMS MENU		
Order Delaying Sentence (ODS) added. See Fall 2007 Announcement for details.	C/I Notice Appear (CIN)	Pet & Bench Warrant (PBW)	
	C/I Judgment (CIJ)	Plea by Mail (PBM)	
	Judg/Bond Forfeiture (JBF)	Pre-Tri Release/Cust (PRC)	
	Judgment of Sentence (JGS)	Removal from LEIN (RFL)	
	Nolle Prosequi (NLP)	Restricted License (RLF)	
	Notice Adjudication (NOA)	Return Fingerprints (ROF)	
	Notice to Appear (NTA)	Subpoena (SUB)	
	Order Fingerprints (OFP)	Substance Abuse Eval (SAE)	
Order Destroy Prints (ODP) added and Destroy Fingerprints (ROF) removed. See Fall 2009 Announcement for Details.	Order Forfeit Bond (OFB)	Warrant Recall (WAR)	
	Order of Acquittal (ACQ)	Vehicle Immobilize (IMM)	
	Order of Probation (ORD)	Vehicle Impoundment (IMP)	
	Order to Show Cause (SCS)	Youthful Trainee (YTA)	
	Order to Set Aside (SAC)		
NXT ___ CASE _____ PTY ___ COUNT ___ INQ _____ ST ___			
F24-Previous Menu Page/Roll-Additional Options			

**Traffic/Criminal Immediate Forms Menu**

To access the Immediate Forms Menu for Probation forms, press **Page Down** from the Probation Online Menu.

JIS		12/29/06 11:32:32	
Court P R O B A T I O N			
_ IMMEDIATE FORMS MENU			
Amended Order	(AMD)	Pet & Bench Warrant	(PBW)
Discharge Order	(DCG)	Removal from LEIN	(RFL)
Judgment of Sentence	(JGS)	Restricted License	(RLF)
Nonpayment of Rest	(NPR)	Substance Abuse Eval	(SAE)
Notice Adjudication	(NOA)	Violation and Order	(VIO)
Notice to Appear	(NTA)	Warrant Recall	(WAR)
Order of Probation	(ORD)	Youthful Trainee	(YTA)
Ord to Show Cause	(SCS)		
<div style="border: 1px solid red; padding: 5px; color: red;">           Order Delaying Sentence (ODS) added. See Fall 2007 Announcement for details.         </div>			
NXT	CASE	PTY	COUNT
F24-Previous Menu		Page/Roll-Additional Options	
<b>Probation Immediate Forms Menu</b>			

To access any of the forms from either menu, enter the three-letter hop code and the case number on the hop line and press **ENTER**.

## AFP/HPT Printing

Many forms are available in Advanced Function Printing (AFP) or Host Print Transform (HPT) format. The AFP/HPT format is a feature that produces forms that look more like the pre-printed forms in the SCAO Approved Forms Book, or Department of State (DOS) forms. For more information about AFP/HPT printers, refer to the JIS Administrative Manual. If that manual does not address your questions, call the JIS Operations Department at 1-888-339-1547 and select Option 5.

See the chart on the next page for list of forms, hop codes, SCAO or DOS Number, and AFP/HPT format availability.

Immediate Forms			
Form Name	Hop Code	Form#	AFP
Assignment to Youthful Trainee Status	YTA	MC242	X
Judgment After Bond Forfeiture	JBF	MC238	X
Judgment Civil Infraction	CIJ	CIA02	X
Judgment of Sentence/Commitment to Jail	JGS	MC219	X
Michigan Court-Ordered Restricted Driver License	RLF	DS1-22F	
Motion, Affidavit, and Bench Warrant	PBW	MC229	X
Motion, Affidavit and Summons Regarding Probation Violation	VIO	MC246	
Order Regarding Destruction of Fingerprints & Arrest Card	ODP	MC392	X
Motion and Order for Discharge from Probation	DCG	MC245	X
Motion and Order to Show Cause	SCS	MC230	X
Motion/Order of Nolle Prosequi	NLP	MC263	X
Notice of Adjudication	NOA	DS1-22F	
Notice to Appear	NTA	MC06	X
Notice to Appear Civil Infraction	CIN	CIA01	
Order for Fingerprints	OFP	MC233	X
Order for Pretrial Release/Custody/Bond	PRC	MC240 MC241	X
Order for Substance Abuse Evaluation	SAE	MC211	X
Order for Vehicle Immobilization	IMM	MC267	X
Order for Vehicle Impoundment	IMP	MC254	X
Order of Acquittal/Dismissal or Remand	ACQ	MC262	X
Order of Probation (Misdemeanor)	ORD	DC243	X
Order on Application to Set Aside Conviction	SAC	MC228	X
Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment	OFB	MC218	X
Petition and Order for Amendment of Order of Probation	AMD	MC244	X
Plea by Mail	PBM	DC223	X
Recall of Warrant/Order to Apprehend	WAR	MC220	X
Removal of Entry from LEIN	RFL	MC239	X
Report of Nonpayment of Restitution	NPR	MC258	X
Subpoena - Order to Appear and/or Produce	SUB	MC11	X

# Assignment to Youthful Trainee Status

- Hop code is YTA
- SCAO form number MC242
- If you are not count specific on the hop line, will default to count one
- Form is available in AFP and 8x11 format

<b>JIS</b>	ASGMT TO YOUTHFUL TRAINEE STATUS			<b>PEND</b>
Court 0	Case 04-0430	Pty D01	Charge DISOR DRUNK	Type SM
	XREF 39820-04	Name	JEFFERSON/THOMAS/ALVIN	
Date Signed	041304	Bar No:	20230	Judge STEVEN R. SERVAAS
People of <u>STATE OF MICHIGAN</u>				Type an X in front of #4 and/or #5 if applicable.
_ 4. HIV testing and sex offender registration was completed.				
_ 5. The defendant has been fingerprinted according to MCL 28.243.				
6. No judgment of conviction entered. The defendant is assigned to youthful trainee status and is:				
<input checked="" type="checkbox"/> c. Placed on probation for not more than 2 years under the supervision of a probation officer and shall abide by the terms of the attached probation order.				
_ e. other: <u>COMMENTS WRITTEN HERE WILL NOT TRANSFER TO ROA.</u>				
NXT <u>YTA</u> CASE <u>04-0430</u> PTY <u>D01</u> COUNT <u>  </u> INQ <u>JEFFERSON</u> ST <u>  </u>				
F1-Clear Screen      F9-Print      F13-OutQ      F24-Previous Menu				

Screen for Assignment to Youthful Trainee Status form



Tip: An **X** will automatically appear in the field for Paragraph 6c. You can remove the **X** from that field if you don't want it to appear on the form.

### Changes in Fall 2007 release:

Using F9-Print/Update to print the form will also transfer any comments in Other field to the ROA. To just print the form, use option F7-Print.

This form can't be printed with disposed cases which were not disposed as a YTA deferral (DF02).

Approved, SCAO		Original - Court 1st copy - Michigan State Police CJIC 2nd copy - Arresting Agency	3rd copy - Prosecutor 4th copy - Defendant						
<b>STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT</b>	<b>ASSIGNMENT TO YOUTHFUL TRAINEE STATUS</b>	<b>CASE NO.</b> <b>04-0430 SM</b> X-REF: 39820-04							
ORI MI- 630995J	Court Address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034	Court Telephone no. (248) 546-7781							
Police Report No.									
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____	V	Defendant's name, address, and telephone no. (517) 676-5985 JEFFERSON/THOMAS/ALVIN 300 W MAPLE AVE APT 26 MASON, MI 48854 <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>CTN/TCN</td> <td>SID</td> <td>DOB</td> </tr> <tr> <td>330100035201</td> <td>1568431X</td> <td>2/15/1986</td> </tr> </table>		CTN/TCN	SID	DOB	330100035201	1568431X	2/15/1986
CTN/TCN	SID	DOB							
330100035201	1568431X	2/15/1986							
	<b>CRIME</b>	<b>CHARGE CODE (S) MCL citation/PACC Code</b>							
Count									
1	DISORDERLY PERSON DRUNK	750.1671E							

**THE COURT FINDS:**

1. The defendant is alleged to have committed a criminal offense, other than a felony for which the maximum is life imprisonment, or a major controlled substance offense, or a traffic offense.
2. The alleged criminal offense was committed on or after the defendant's seventeenth birthday, but before his/her twenty-first birthday.
3. The defendant has consented to assignment to youthful trainee status.
4. HIV testing and sex offender registration was completed.
5. The defendant has been fingerprinted according to MCL 28.243.

**IT IS ORDERED:**

6. No judgment of conviction is entered. The defendant is assigned to youthful trainee status and is: (check one option only)
  - a. committed to the department of corrections for custodial supervision and training for a period of \_\_\_\_\_ in an institutional facility designated by the department for such purposes.
  - b. placed on probation for not more than 3 years under the supervision of a department of corrections probation officer and shall abide by the terms of the attached probation order.
  - c. placed on probation for not more than 2 years under the supervision of a probation officer and shall abide by the terms of the attached probation order.
  - d. committed to the county jail for \_\_\_\_\_ days beginning \_\_\_\_\_ Date  
 Credit is given for \_\_\_\_\_ days previously served. 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: COMMENTS WRITTEN HERE WILL NOT TRANSFER TO ROA.

APRIL 13, 2004 P-20230  
 Date Judge, ~~MICHAEL~~ STEVEN R. SERVAAS Bar no.

Under MCL 762.14 the court clerk, the arresting agency, and the State Police shall maintain this case as a nonpublic record.

**MC242 (3/02) ASSIGNMENT TO YOUTHFUL TRAINEE STATUS** MCL 762.11-14

AFP version of Assignment to Youthful Trainee Status form (MC242)

# Judgment after Bond Forfeiture

- Hop code is **JBF**
- SCAO form number MC238
- If you are not count specific on the hop line, will default to count one
- Form is available AFP and 8x11 format

```

JIS          JUDGMENT AFTER BOND FORFEITURE          MC238  WRNT
Court 3 Case 0615696   Pty D01 Charge STALKING   Type FY
Name MARCUS/MICHAEL/ANDREW                               X-Ref
Date signed 011607   Bar No: 12345 Judge GEORGE W. CROCKETT III
People of          STATE OF MICHIGAN
Full bail amount   5000.00   Amount Deposited   5000.00
TYPE OF BOND:  _ Personal Recognizance   _ 10% Cash
                X Cash   _ Surety   _ Real Property
Bond Depositor   ANDERSON/ANGELA/
(Address)        8023 MILL STREET
                MASON, MI 48835
FOR: STATE OF MICHIGAN
AGAINST: MICHAEL ANDREW MARCUS
Full bail amount..... 5000.00
Plus costs..... 500.00
Total Amount of Judgment..... 5500.00
Less amt of cash deposited..... 5000.00
Balance of Judgment..... 500.00
2. X a. Original charges is/are still pending ...
    = b. F & C as ordered have not been paid ...
Date: 021607
NXT CASE 0615696   PTY D01 COUNT 1 INQ ST
F1-Clear Screen   F9-Print   F13-OutQ   F24-Previous Menu
    
```

Screen for Judgment after Bond Forfeiture form

If there is a bond on the system, bond information will be displayed, but may be changed if necessary. If there is not a bond on the system, type in bond information.

Type information in these fields if necessary.

Enter judgment due date here



Tip: You may enter or change information in the amount section of the screen. Press **ENTER** to calculate *Balance of Judgment*.

**See Appendix A for complete list of field descriptions used on this screen.**

Original - Court  
1st copy - Defendant/Juvenile  
2nd copy - Surety or other depositor

Approved, SCAO

STATE OF MICHIGAN 15 JUDICIAL DISTRICT JUDICIAL CIRCUIT	JUDGMENT AFTER BOND FORFEITURE	CASE NO. 0615696      FY
---	--------------------------------	-----------------------------

ORI      Court Address      1910 WEST JORDAN      Court Telephone no.  
MI- J987654      JIS, MI 48034      (810) 352-8990

THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	V	Defendant's name MARCUS/MICHAEL/ANDREW
		CTN      SID      DOB 059820980001      2505900X      7/19/1982

Juvenile    In the matter of \_\_\_\_\_

**TO:**

Name and address of defendant/parent posting bond MARCUS/MICHAEL/ANDREW 1265 AVIAN DRIVE LANSING, MI 48915	Name and address of surety/depositor posting bond ANDERSON/ANGELA/ 8023 MILL STREET MASON, MI 48835
---	--

Offense(s) STALKING		
Full bail amount	Amount of cash deposited	TYPE OF BOND: <input type="checkbox"/> Personal recognizance
\$ 5000.00	\$ 5000.00	<input type="checkbox"/> 10% cash* <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Surety* <input type="checkbox"/> Real property

1. The above bond was forfeited and defendant was ordered to surrender to the court within 28 days. The defendant/juvenile failed to surrender as ordered. **IT IS ORDERED:** Judgment is entered in the full bail amount as follows:

**FOR:**      STATE OF MICHIGAN  
                  Unit of government

**AGAINST:** MICHAEL ANDREW MARCUS  
                  Defendant/Parent/Surety/Depositor

Full bail amount.....	5000.00	Less amount of cash deposited..	5000.00
Plus costs.....	500.00	<b>Balance of judgment.....</b>	<b>500.00</b>
Total amount of judgment.....	5500.00		

\*One quarter of the full bail amount is to be paid by the surety when a 10% cash bond was permitted and the surety posted that bond. The remaining three quarters of the full bail amount is to be paid by the defendant/parent.

The balance of this judgment must be paid by FEB. 16, 2007. If it is not paid within 56 days of this due date, a 20% late penalty on the amount owed will be applied to the balance and any allowed methods of collection will be pursued.

2.  a. The original charge(s) against the defendant/juvenile, for which the forfeited bond was posted is/are still pending. A bench warrant/order to apprehend has been issued on the original charge(s).

b. Fine and costs as ordered have not been paid. A bench warrant/order to apprehend was issued for failure to comply with judgment and bond posted to ensure appearance. Contempt/show cause proceedings, for which bond was posted, are still pending.

JAN. 16, 2007      Date      Judge GEORGE W. CROCKETT III      Bar no. P-12345

**CERTIFICATE OF MAILING**

I certify that on this date copies of this judgment were served on the defendant/parent and surety or person who posted bond, by ordinary mail addressed to the address(es) shown above.

\_\_\_\_\_  
Date      Clerk/Deputy

MCL 765.15, MCL 765.22, MCL 780.66, MCL 780.67, MCR 6.106(I)

MC 238 (11/04) JUDGMENT AFTER BOND FORFEITURE

AFP version of Judgment after Bond Forfeiture form (MC238)

## Judgment Civil Infraction

- Hop code is **CIJ**
- SCAO form number CIA02
- If you are not count specific on the hop line, will default to count one
- Form is available in AFP and 8x11 format

JIS	JUDGMENT CIVIL INFRACTION	CIA02	DISP
Court 3	Case 0680902	Pty D01	Charge TRAFFIC DEV. Type 01
	XREF	Name	MALLOCK/CYNTHIA/JEAN
Date Signed: 121206	Bar No: 00889	Magis: MANUEL DE JAVIER	
Plaintiff	STATE OF MICHIGAN	Conditional	X
THE COURT FINDS:			
<input type="checkbox"/>	Defendant admits responsibility _ by mail _ person/rep		
<input type="checkbox"/>	Defendant is in default _ Defendant is not in the military service		
<input checked="" type="checkbox"/>	Defendant responsible after hearing as amended: _____		
<input type="checkbox"/>	Defendant not responsible after hearing		
<input type="checkbox"/>	Plaintiff failed to appear		
<input type="checkbox"/>	Plaintiff moved to dismiss		
	Fine and Costs	State Costs	Misc. Total Bond Forf. Amt.
	85.00	40.00	125.00
IT IS ORDERED:			
<input type="checkbox"/>	The case is dismissed		
<input checked="" type="checkbox"/>	Defendant must pay		
Other:	PAYMENT DUE: DEC. 19, 2006		
Certificate of Service:	<input type="checkbox"/> Personal		
NXT	CASE 0680902	PTY D01	COUNT 1 INQ ST
F1-Clear Screen	F9-Print	F13-OutQ	F24-Previous Menu

**See Tip below re: Conditional field**

**When payment due date has been entered on Cash, SCH or DSP screen, this line will appear. It may be modified or erased.**

**Screen for Judgment Civil Infraction form**



Tips: An **X** in the *Conditional* field will cause only those paragraphs/items that apply to this case to print on the form. If the **X** is removed, all paragraphs of the SCAO approved form will be printed.

Changes in Fall 2007 release: Using F9-Print/Update to print the form will also transfer any comments in Other field to the ROA. To just print the form, use option F7-Print.

Amounts in *Fine, Costs, State Costs, Miscellaneous, Total, Bond Forfeiture* and *Balance Due* fields will be filled in if assessments have been made to the charge. These amounts may be changed if necessary. Press **ENTER** to recalculate balance.

If the offense is a local ordinance, fine and costs will be combined into one amount. If it is a state law violation, fine and costs are reflected as two separate amounts.

**See Appendix A for complete list of field descriptions used on this screen.**

Original - Court  
1st copy - Defendant  
2nd copy - Return

Approved, SCAO <b>STATE OF MICHIGAN</b> 15 JUDICIAL DISTRICT	<b>JUDGMENT</b> Civil Infraction	<b>CASE NO.</b> 0680902 OI
--	-------------------------------------	-------------------------------

Court address 1910 WEST JORDAN JIS, MI 48034 Court telephone no. (810) 352-8990

Plaintiff The <input type="checkbox"/> State <input type="checkbox"/> Township <input type="checkbox"/> City <input type="checkbox"/> Village of STATE/COUNTY	V	Defendant's name and address MALLOCK/CYNTHIA/JEAN 64009 MERIDIAN BLVD OKEMOS, MI 48829
---	---	---

Statute  Ordinance Infraction: TRAFFIC DEV Infraction date: 10/13/2006

**DEFAULT ENTRY**

I certify that:

- Defendant has not made a scheduled appearance nor answered the citation within the time allowed by statute.
- Defendant is not in the military service or is in the military service but received notice and adequate time and opportunity to appear and defend.
- Default of defendant is entered.

Date \_\_\_\_\_ Clerk/Deputy court clerk/Magistrate \_\_\_\_\_

**JUDGMENT**

**THE COURT FINDS:**

- Defendant is responsible and admitted responsibility  by mail.  in person/by representation.
- Defendant is in default. The citation/complaint is sufficient to make a determination of responsibility.
- After hearing, defendant  is  is not responsible as amended: \_\_\_\_\_
- Plaintiff failed to appear.
- Plaintiff moved to dismiss case.

**IT IS ORDERED:** For a defendant on active military duty, default judgment shall not be entered except as provided by the Servicemembers Civil Relief Act.

- The case is dismissed.
- Defendant must pay this amount immediately by returning a copy of this judgment with payment.

<b>Amount of judgment</b> Fine and Costs \$ 85.00 State costs \$ 40.00 Total \$ 125.00 Bond forfeited \$ _____ <b>Balance due \$ 125.00</b>	<b>TO DEFENDANT:</b> If you fail to pay this judgment, the Secretary of State will take action against your driving privileges. Fines, costs, and fees not paid within 56 days of the appearance date or other date owed are subject to a 20% late penalty on the amount owed.
--	--

8. Other: PAYMENT DUE: DEC. 19, 2006

DEC. 12, 2006 Date \_\_\_\_\_ P-00889

~~Magistrate~~  
MANUEL DE JAVIER

**NOTICE TO DEFENDANT:** If this judgment is the result of an informal hearing, you may appeal the decision within 7 days of the judgment date. If this judgment is the result of a formal hearing, you may appeal the decision within 21 days of the judgment date. If this judgment is based on an admission of responsibility, you may file a written request to withdraw your admission within 14 days of the admission. If this judgment is the result of a default, you may file a motion to set aside the default within 14 days of the date the judgment was served. A bond equal to the amount of the judgment is required in all instances.

**CERTIFICATE OF SERVICE**

I certify that:

- I have personally served a copy of this judgment on the defendant.
- I have served a copy of this judgment on the defendant by ordinary mail addressed to the address shown on the judgment, unless otherwise indicated.

Date \_\_\_\_\_ Clerk/Deputy court clerk/Magistrate \_\_\_\_\_

CIA 02 (3/06) JUDGMENT, Civil Infraction MCR 4.101(B), 50 USC 521

# Judgment of Sentence/Commitment to Jail

- Hop code is **JGS**
- SCAO form number MC219
- There are two screens for this form. Use your **Page Down/Roll** keys to access second screen.
- You don't need to be count specific; you have the ability to choose which counts will print on the judgment once you're on the judgment screen.
- Form is available in AFP and 8x11 format

**See Tip below re: Conditional field**

JIS - 1500      JUDGMENT OF SENTENCE      MC219      PROB

Court 0 Case 05-3287      Pty D01 Charge      Type 0D

Name DEROSE/ANITA/MARIE      Police Incident No. 837724

Date Signed 102805      Bar No: 12345      Judge GEORGE W. CROCKETT III

People of CITY OF WASHINGTON      COMMITTED \_ AMENDED \_ Conditional? **X**

---

Cnt Crime

1 OPERATING WHILE INTOXICATED

3 DROVE WHILE LICENSE SUSPENDED

---

1. Dispo Date 102805      2. Deferral Date \_\_\_\_\_

5. HIV testing/sex offender registration complete \_

6. Has been fingerprinted \_      7. Probation is revoked \_

9. Pay:      Deduct SOS? \_      SOS Assessed \_\_\_\_\_      SOS Due \_\_\_\_\_

Cnt	Fine and Costs	Rest	Atty	Crm Vic	St Cost	Other	Total
1	650.00			50.00	45.00	360.00	1105.00
3	150.00				40.00		190.00

Payment Due 112805 or \_\_\_\_\_ days jail, begin \_\_\_\_\_      Balance Due 1295.00

---

NXT CASE 05-3287      PTY D01 COUNT 00 INQ \_\_\_\_\_      ST \_\_\_\_\_

F1-Clear      F7-Print      F9-Print/Update      F24-Prev      F13-OutQ      Page/Roll      Help

The first three disposed counts (not disposed as dismissed or deferred) will appear here. By positioning the cursor in the Count, Fine & Costs or Jail Time sections on the screen and pressing the **Page Up/Down** keys, all applicable counts can be accessed three at a time. A '+' sign will appear at the end of Count, Fine & Costs, and Jail Time sections if there are additional counts for this case that may be accessed. See Fall 2008 Announcement for details.

**First screen for Judgment of Sentence/Commitment to Jail form**



Tips: An **X** in the *Conditional* field will cause only those paragraphs/items that apply to this case to print on the form. If the **X** is removed, all paragraphs of the SCAO approved form will be printed.

Amounts in *Fine, Costs, Rest, Atty, Crm Vic, St Cost, Other and SOS Assessed* fields will be filled in if assessments have been made to the charge. These amounts may be changed if necessary. Press **ENTER** to recalculate balance. (SOS amounts are included in *Other* total.)

If the offense is a local ordinance, fine and costs will be combined into one amount. If it is a state law violation, fine and costs are reflected as two separate amounts.

Type an **X** in the *Deduct SOS?* field if you want the Driver License Reinstatement Fees deducted from the total judgment amount printed on form.

**See Appendix A for complete list of field descriptions used on this screen.**



Original - Court  
1st copy - Jail  
2nd copy - Michigan State Police CJIC

3rd copy - Defendant  
4th copy - Prosecutor  
5th copy - Gun board (if needed)

Approved, SCAO

---

**STATE OF MICHIGAN**  
15TH JUDICIAL DISTRICT  
JUDICIAL CIRCUIT

**JUDGMENT OF SENTENCE**  
 COMMITMENT TO JAIL

**CASE NO.**  
05-3287 OD  
X-REF: 05-62837

---

ORI MI-123XYX Court Address 1234 RETIREMENT DRIVE JIS - 1500, MI 48234 Court Telephone no. (906) 567-8901

Police Report No. 837724

THE PEOPLE OF  The State of Michigan  
 CITY OF WASHINGTON

V

Defendant's name, address, and telephone no.  
DEROSE/ANITA/MARIE  
4923 MAPLE GROVE BLVD  
LANSING, MI 48906

CTN/TCN	SID	DOB 4/14/1960
---------	-----	------------------

**THE COURT FINDS:**  
1. Defendant was found guilty on OCT. 28, 2005 of the crime(s) as stated below:  
Date

Count	CONVICTED BY Plea* Court Jury	DISMISSED BY*	CRIME	CHARGE CODE(S) MCL citation/PACC Code
1	G		OPERATING WHILE INTOXICATED	257.625
3	G		DROVE WHILE LICENSE SUSP/REV/DENIED	5.62A-ORD

\*For plea: insert "G" for guilty plea, "NC" for nolo contendere, or "MI" for guilty but mentally ill, For dismissal: insert "D" for dismissed by court or "NP" for dismissed by prosecutor/plaintiff.

2. Defendant  represented by an attorney:  
 advised of right to counsel and appointed counsel and knowingly, intelligently, and voluntarily waived that right.

3. Conviction reportable to Secretary of State.  
Defendant's driver license number is: MI D620067585290

4. Licensing sanction 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.

**IT IS ORDERED:**

7. Probation is revoked.

8. Defendant is sentenced to jail as follows:  Report at \_\_\_ m.

Count	Date Sentence Begins	Sentenced		Credited		To Be Served		Release Authorized for the Following Purpose	Release Period	
		Mos.	Days	Mos.	Days	Mos.	Days		From	To
1			4		1		3	<input type="checkbox"/> Upon payment of fine/costs <input type="checkbox"/> To work or seek work..... <input type="checkbox"/> For attendance at school... <input type="checkbox"/> For medical treatment..... <input type="checkbox"/> Other		

9. Defendant shall pay as follows:

COUNT	FINE AND COSTS	RESTITUTION	ATTY FEES	CRIM VICT	STATE COST	OTHER	TOTAL
1	650.00			50.00	45.00	360.00	1,105.00
3	150.00				40.00		190.00

Balance Due: \$1,295.00

The due date for payment is 11/28/05. Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed. Only the fine and some costs may be satisfied by serving time in jail.  Defendant shall serve \_\_\_ days in jail beginning \_\_\_\_\_ for failure to pay on time.

10. Defendant shall be placed on probation for 12 months and abide by the terms of probation. (See separate order.)

11. Defendant shall complete the following rehabilitative services.  
 Alcohol Highway Safety Education  Treatment ( outpatient,  inpatient,  residential,  mental health) Specify:

12. The vehicle used in the offense shall be immobilized or forfeited. (See separate order.)

13. The concealed weapon board shall  suspend for \_\_\_ days  permanently revoke the concealed weapon license, permit number \_\_\_\_\_, issued by \_\_\_\_\_ County.

14. Other: COMMENTS TYPED HERE WILL PRINT ON JUDGMENT IF YOU PRESS F7-PRINT. THEY WILL APPEAR ON JUDGMENT AND ROA IF YOU PRESS F9-PRINT/UPDATE.

OCT. 28, 2005 (SEAL) Judge/ GEORGE W. CROCKETT III P-12345  
Date Bar no.

**MC 219 (6/05) JUDGMENT OF SENTENCE/COMMITMENT TO JAIL**  
MCL 765.15(2), MCL 769.16a, MCL 775.22, MCL 780.766, MCL 780.826, MCR 6.427(A)

**AFP version of Judgment of Sentence/Commitment to Jail (MC219)**

In the Fall 2008 Release, this form was enhanced to allow expandable printing of up to 99 counts at a time. See Fall 2008 Software Announcement for more details.

# Michigan Court-Ordered Restricted Driver License

- Hop code is **RLF**
- Form may be printed on 8x11 paper or 4-part DOS form

Courts are not required to prepare this form for alcohol cases with an offense date on or after October 1, 1999. However, it may be used to give to a driver to take to a Department of State branch office to clear a 625g entry on a driving record. Use of this form **does not** take the place of sending a conviction or dismissal abstract to DOS.

Note: If restricted license is printed on 8x11 paper, the court **MUST** seal the defendant's copy of the form with the court seal.

```

JIS Traffic/Criminal Restricted License DISP
Court 0 Case 03-1117 Pty D01 Charge POSS MJ-MISD Type 0M
Name COLLINS/JACKIE/ Suspnd Days 30 Restr'd Days 90
Offns Date 4/30/02 Adjctd Date 111703 Susp 111703/121603 Rstr 121703/031504
Actions Date 20904 Issuance Date: 20904

WORK RESTRICTIONS: (1=To emplmnt, 2=To emplmnt & for employer, 3=For employer)
Company Description Hours Days
A: _ _____
B: _ _____

ADDITIONAL RESTRICTIONS: Interlock _
To/From Alcohol Pgm _ Community Srv _ Probation _ Med Treatment _
To/From School _

RESTRICTED LICENSE TYPE: ORIGINAL _ AMENDED ACTION _
Request License/Amend (AMD) Abstract? _

Offenses occurring 10/01/99 or after should not include specific restrictions

NXT ___ CASE 03-1117 ___ PTY D01 COUNT 1 INQ C ___ ST ___
F1-Clear F7-Prt form/Add F9-Prt 8x11/Add F12-Add F13-OutQ F24-Previous Help
    
```

**If you mark the Amended Action field, you must also mark the Request License/Amend (AMD) Abstract? field**

**Screen for Michigan Court-Ordered Restricted Driver License form**

Function Keys	
F7	Print the form on pre-printed DOS form DS1-22F and update the ROA
F9	Print the form on 8x11 paper and update the ROA
F12	Add the information entered on the screen to the ROA without printing the form

**See Appendix A for complete list of field descriptions used on this screen.**

MICHIGAN COURT-ORDERED RESTRICTED DRIVER LICENSE										MI Licensed Drivers Only		
License Number		State	SOS Use		Driver Name (First, Middle, Last)					Birth Date		
			AMD		JACKIE COLLINS							
Court Code		Viol Date		Adjudicated		Offense Cd		Speed	Nature of Offense			
000D		04/30/2002		11/17/2003		9200			POSSESSION MARIJUANA - MISDE			
Veh	SI/BF	Rev	Susp	Restr	Orig Chg	Trl	Judge#	Court Finding		Case/Tkt#		
PA			0030	0090X	9200		12345	DSP GLTY PL		03-1117		
Enter	CDL	Int	Driving	Prb	Com	Alc	Med	Sch	Plate#	Veh	Veh	VIN
Y if	San	Lck	Allowed		Srv	Prg	Tmt			Year	Make	
Ordered	N	N	To/From	N	N	N	N	N				
Code	First Work Name and Location								Work Hours		Work Days Allowed	
	NONE								NONE		NONE	
Code	Second Work Name and Location								Work Hours		Work Days Allowed	
	NONE								NONE		NONE	
Driver Address				City				State		Zip		
Court Name				Address				City		State		Zip
15TH D.C.				27777 FRANKLIN ROAD SUITE 1300				JIS		MI		48034
I certify that this is a true abstract of the Court Record and Order.								Comments				
								( S E A L )				
Name J.P. COURT ADMINISTRATO								Date 2/09/2004				
Valid for 50 days from date of issuance.												
Restrictions may not appear on MDR for 30 days.												
<p>1. For Branch Use: "Trl" box, (Trial)                      A = Acquittal,                      N = Nolle Prosequi,                      M = Merit Dismissal,                      Treat any of these codes as a dismissal or acquittal.</p> <p>2. For Enforcement Use: "Restr" box, (Restrictions)                      May drive most direct route:                      Code 1 = Drive to and from residence and place of employment only,                      Code 2 = Drive to and from residence and place of employment and                      for employment for employer only,                      Code 3 = For employer only.</p> <p>Definitions:</p> <p>"Enter Y if Ordered" box:                      "CDL Sanct" = Commercial driver license sanction                      "Inter Lock" = Ignition interlock</p> <p>"Driving Allowed To/From" box                      "Prb" = Probation                      "Com Srv" = Community service                      "Alc Prg" = Alcohol program                      "Med Tmt" = Medical treatment                      "Sch" = School</p>												
DS1-22F (4/99)				MICHIGAN COURT-ORDERED RESTRICTED DRIVER LICENSE								

Michigan Court-Ordered Restricted Driver License form (DS1-22F) printed on 8x11 paper

# Motion, Affidavit, and Bench Warrant

- Hop code is **PBW**
- SCAO form number MC229
- Form is available in AFP and 8x11 format

**JIS** T/C MOTION, AFFIDAVIT, AND BENCH WARRANT MC229 **DISP**

Court 0 Case 06-0416 Pty D01 Charge DWLS Type OT

Name DAGGETT/DOROTHY/KAREN

Date Signed: 011007 Bar No: 12345 Judge GEORGE W. CROCKETT III

Police Report No. 06-12837 Petitioner \_\_\_\_\_

People of STATE/COUNTY Conditional (Page 1)   

MOTION & AFFIDAVIT Name DAGGETT/DOROTHY/KAREN

Contempt:    fail to appear    following reasons Probation:    alleged violation

Specify:

TYPE REASONS FOR BENCH WARRANT HERE.  
SEE PRINT OPTIONS DESCRIBED BELOW.

**Type an X here to print only the first page of the Bench Warrant. The Court Memo Copy will not print.**

---

DWLS MARCH 1, 2006

Warrant 10 BENCH WARRANT ISSUED

**F4-Prompt is available on this field**

Name DAGGETT/DOROTHY/KAREN

Address 378 N MAIN ST  
HOLT, MI 48842

Race W WHITE Sex F FEMALE

DLN D230149461579 MI DOB 07 / 23 / 1983

Bond Amt \$ 500 (MM / DD / YYYY)

NXT    CASE 06-0416 PTY D01 COUNT 01 INQ D ST   

F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev

**Screen for Motion, Affidavit, and Bench Warrant form**



Tip: If a bond amount has been set on the Scheduling screen (SCH), that amount will appear in the *Bond Amt* field. If not, enter the amount of bond.

Print Options	
F7 - Print	Print form, reasons will not appear on ROA
F9 - Print/Update/Status	Print form, comments will appear on ROA. Case status will change to WRNT.
F10 - Print/Update	Print form, comments will appear on ROA
<p><i>Note: With each print option, it will be noted on the ROA that the form was generated.</i></p>	

**See Appendix A for complete list of field descriptions used on this screen.**



# Motion, Affidavit and Summons Regarding Probation Violation

- Hop code is **VIO**
- SCAO form number MC246
- Form is available in 8x11 format only

**JIS** \_\_\_\_\_ Probation Violation MC246 **PROB**

Court 0 Case 04-0430 Pty D01 Charge DISOR DRUNK Type SM

Name JEFFERSON/THOMAS/ALVIN

Date signed 022205 Bar No: 20230 Judge: STEVEN R. SERVAAS

Police Report No. 04-203998

People of STATE OF MICHIGAN \_\_\_\_\_

Motion & Affidavit

TYPE REASONS OR COMMENTS HERE.

PRESS F7 - COMMENTS WILL PRINT ON FORM ONLY

PRESS F9 - COMMENTS WILL PRINT ON FORM AND ROA.

\_\_\_\_\_

Date 000000 Probation Officer: \_\_\_\_\_

Alternate Court Address: \_\_\_\_\_

Date of Court Appearance: 032505 Time: 0900 A

\_\_\_\_\_

NXT **VIO** CASE 04-0430 PTY D01 COUNT 1 INQ D \_\_\_\_\_ ST \_\_\_\_\_

F1-Clear F7-Print F9-Print/Update 13-OutQ F24-Prev

**Screen for Motion, Affidavit and Summons Regarding Probation Violation form**



Tip: The time and date of the next scheduled court date will be displayed. You can modify it if necessary. Modifying the date **will not** update the calendar.

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/Update	Print form, comments will appear on ROA
<p><i>Note: With each print option, it will be noted on the ROA that the form was generated.</i></p>	

**See Appendix A for complete list of field descriptions used on this screen.**

STATE OF MICHIGAN                      MOTION, AFFIDAVIT AND SUMMONS                      CASE NO. 04-0430                      SM  
 15TH JUDICIAL DISTRICT                      REGARDING PROBATION VIOLATION                      X-REF: 39820-04  
 POLICE NO: 04-203998  
 Court Address 27777 FRANKLIN ROAD SUITE 1300                      Court Telephone  
 ORI MI630995J                      JIS, MI 48034                      (248) 546-7781

People of STATE OF MICHIGAN	V	Defendant's name, address, and phone (517) 676-5985		
		JEFFERSON/THOMAS/ALVIN 300 W MAPLE AVE APT 26 MASON, MI 48854		
		CTN/TCN 330100035201	SID 1568431X	DOB 2/15/1986

I, BRENDA DOOLEY, allege that the probationer has violated the terms of his/her probation as follows:

TYPE REASONS OR COMMENTS HERE.  
 PRESS F7 - COMMENTS WILL PRINT ON FORM ONLY  
 PRESS F9 - COMMENTS WILL PRINT ON FORM AND ROA.

I **REQUEST** that the court compel the probationer to appear for a hearing on the charges contained in this motion.

Probation Officer: BRENDA DOOLEY

Subscribed and sworn to before me on \_\_\_\_\_, \_\_\_\_\_ County, Michigan.

My commission expires: \_\_\_\_\_ Signature: \_\_\_\_\_

Notary public, State of Michigan, County of \_\_\_\_\_

**SUMMONS**

TO DEFENDANT, IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

You are ordered to appear in court:

1.  at \_\_\_\_\_  
 the above address.

on Date: MARCH 25, 2005 at 09:00 AM

for arraignment on the alleged probation violation. Failure to appear at the stated time and place may subject you to arrest.

FEB. 22, 2005                      STEVEN R. SERVAAS                      P-20230  
 Date                      Judge                      Bar no.

**CERTIFICATE OF MAILING**

I certify that on this date a copy of this motion and summons was served upon the probationer by ordinary mail at the address shown above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

MC 246 (6/04) MOTION, AFFIDAVIT AND SUMMONS REGARDING PROBATION VIOLATION

# Motion and Order for Destruction of Fingerprints and Arrest Card

Use Hop Code **ODP** to access new version

- Hop code is **ROF**
- SCAO form number MC235
- Form is available in AFP and 8x11 format

This form no longer exists. It has been replaced with MC 392, Order Regarding Destruction of Fingerprints and Arrest Card. See **Fall 2009 Release Announcement** for details.

JIS - 1500 MOTION AND ORDER FOR DESTRUCTION OF FINGERPRINTS AND ARREST CARD MC235 DISP

Court 0 Case 04-0991 Pty D01 Charge DOMESTIC VIO Type SM  
 XREF 04-1234 Name SMITH/THEODORE/LEONARD JR  
 Date Signed 102805 Bar No: 12345 Judge GEORGE W. CROCKETT III

People of STATE OF MICHIGAN

**Disposition date, if disposition code has been entered on Disposition screen (DSP). This date can be modified.**

MOTION:  
 I, THEODORE LEONARD SMITH JR state that on 101204

I was found not guilty of all offense(s) charged in this case. (DS05 or 06)  
 My case was dismissed without trial. (DS07, 08, 16, 25 or 26)

IT IS ORDERED:  
 Do not destroy or return the fingerprints and arrest card  
 Immediately destroy the fingerprints and arrest card

NXT \_\_\_ CASE 04-0991 PTY D01 COUNT 1 INQ J \_\_\_\_\_ ST \_\_\_  
 F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

Screen for Motion and Order for Return of Fingerprints, Arrest Card, and Description form

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	<b>MOTION AND ORDER FOR                  DESTRUCTION OF                  FINGERPRINTS AND ARREST CARD</b>	Original - Court 1st copy - Arresting agency 2nd copy - Michigan State Police CJIC 3rd copy - Prosecutor 4th copy - Defendant PROBATE JIS CODE:ROF <b>CASE NO.</b> 04-0991 SM X-REF: 04-1234												
ORI MI-123XYX Police Report No. 04-4444	Court Address 1234 RETIREMENT DRIVE JIS - 1500, MI 48234	Court Telephone no. (906) 345-6789												
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	V	Defendant's/Juvenile's name, address, and telephone no. (517) 123-4567 SMITH/THEODORE/LEONARD JR 2345 W MAIN ST HOUGHTON LAKE, MI 48902 <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">CTN/TCN</td> <td style="width:33%;">SID</td> <td style="width:33%;">DOB</td> </tr> <tr> <td>330451254501</td> <td>123456X</td> <td>1/18/1967</td> </tr> </table>	CTN/TCN	SID	DOB	330451254501	123456X	1/18/1967						
CTN/TCN	SID	DOB												
330451254501	123456X	1/18/1967												
<input type="checkbox"/> Juvenile In the matter of _____														
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Count</th> <th style="width:50%;">CRIME</th> <th style="width:40%;">CHARGE CODE(S) MCL citation/PACC Code</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>DOMESTIC VIOLENCE</td> <td>750.812</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code	1	DOMESTIC VIOLENCE	750.812							
Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code												
1	DOMESTIC VIOLENCE	750.812												
<div style="border: 1px solid black; display: inline-block; padding: 2px;">MOTION</div>														
1. I, <u>THEODORE LEONARD SMITH JR</u> , state that on <u>OCT. 12, 2004</u> <small>Name (type or print) <span style="float: right;">Date</span></small> <input type="checkbox"/> I was found not guilty of all offense(s) charged in this case, and the arresting agency and/or Michigan State Police has not destroyed the fingerprints and arrest card as required by law. <input checked="" type="checkbox"/> my case was dismissed without trial, and the arresting agency and/or Michigan State Police has not destroyed the fingerprints and arrest card as required by law. <input type="checkbox"/> 2. I have had a prior conviction. 3. This motion does not pertain to one of the crimes listed in MCL 28.243(12). 4. <b>I REQUEST</b> that my fingerprints and arrest card be destroyed by the arresting agency and/or Michigan State Police.														
Date _____	Signature _____													
<div style="border: 1px solid black; display: inline-block; padding: 2px;">ORDER</div>														
5. <b>IT IS ORDERED:</b> In accordance with MCL 28.243, the arresting agency and/or Michigan State Police shall <input type="checkbox"/> not destroy or return the fingerprints and arrest card of the defendant/juvenile. <input type="checkbox"/> immediately destroy the fingerprints and arrest card of the defendant/juvenile and provide certification of that fact to the defendant/juvenile.														
<u>OCT. 28, 2005</u> Date	Judge <u>GEORGE W. CROCKETT III</u>	<u>P-12345</u> Bar no.												
MCL 28.243, MCR 3.936(D)														
<b>MC 235 (6/05) MOTION AND ORDER FOR DESTRUCTION OF FINGERPRINTS AND ARREST CARD</b>														

**AFP version of Motion and Order for Destruction of Fingerprints and Arrest Card, and Description (MC235)**

# Motion and Order for Discharge from Probation

- Hop code is **DCG**
- SCAO form number MC245
- Form is available in AFP and 8x11 format

**JIS** [REDACTED] DISCHARGE FROM PROBATION MC245 **PROB**

Court 3 Case 061564 Pty D01 Charge Type SD

Name MATHIS/CARMEN/MICHAEL Police Report No. \_\_\_\_\_

Date signed 121206 Bar No: 12345 Judge GEORGE W. CROCKETT III

People of STATE OF MICHIGAN Date of Probation 120905

MOTION FOR DISCHARGE Term of Probation 12 MONTHS

TYPE REASONS OR COMMENTS HERE.

PRESS F7- COMMENTS WILL PRINT ON FORM ONLY.

PRESS F9- COMMENTS WILL PRINT ON FORM AND ROA.

\_\_\_\_\_

\_\_\_\_\_ **Type an X in one of these fields.** \_\_\_\_\_

\_\_\_\_\_ Probation Officer: COURTNEY SCHOLL

Conditions of probation  were  were not successfully completed.

Defendant was ordered to drug treatment and  did  did not complete.

IT IS ORDERED: **Type an X in one of these fields, if applicable**

Guilt set aside under:  (1-7411 3-Spouse Abuse 4-PUI 5-MIP 6-Drug Ct)

YTA status is terminated **Fill in these fields, if applicable**

NXT  CASE 061564 PTY D01 COUNT  INQ \_\_\_\_\_ ST

**F1**-Clr Screen **F7**-Print Only **F9**-Print/Update **F13**-OutQ **F24**-Previous Menu

**Screen for Motion and Order for Discharge from Probation form**

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/Update	Print form, comments will appear on ROA
<p><i>Note: With each print option, it will be noted on the ROA that the form was generated.</i></p>	

**See Appendix A for complete list of field descriptions used on this screen.**

Approved, SCAO		Original - Court 1st copy - Probation Department	2nd copy - Defendant 3rd copy - Prosecutor
STATE OF MICHIGAN 15 JUDICIAL DISTRICT JUDICIAL CIRCUIT	MOTION AND ORDER FOR DISCHARGE FROM PROBATION	CASE NO. 061564 SD	
ORI MI- J987654 Police Report No.	Court address 1910 WEST JORDAN JIS, MI 48034	Court telephone no. (810) 352-8990	
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____		Defendant's name, address, and telephone no. MATHIS/CARMEN/MICHAEL 2589 AVONDALE STREET ST. JOSEPH, MI 49054	
		CTN/TCN 080650890401	SID DOB 5/19/1942
Date of probation DEC. 9, 2005	Offense OPERATED WHILE INTOXICATED/IMPAIRED/CONT SUB - 2ND OFFENSE		
Term of probation 12 MONTHS			

I respectfully move this court to discharge the defendant from probation for the following reasons:

TYPE REASONS OR COMMENTS HERE.  
PRESS F7- COMMENTS WILL PRINT ON FORM ONLY.  
PRESS F9- COMMENTS WILL PRINT ON FORM AND ROA.

DEC. 12, 2006  
Date

Probation officer COURTNEY SCHOLL

**ORDER OF PROBATION DISCHARGE**

1. THE COURT FINDS that all conditions of probation  were  were not successfully completed.  
 a. The defendant was ordered to drug treatment court and  did  did not successfully complete the program.

**IT IS ORDERED:**

2. The defendant is discharged from probation supervision. Any unfulfilled financial obligations or conditions of the sentence imposed by this court can be pursued according to law.
3. The plea or finding of guilt under the:
  - Controlled Substance Act (MCL 333.7411)     Parental Kidnapping Act (MCL 750.350a)
  - Drug Treatment Court (MCL 600.1076)     Spouse Abuse Act (MCL 769.4a)
  - Penal Code; Practicing under the Influence (MCL 750.430)
 is set aside and the case is dismissed. The records of arrest and discharge or dismissal in this case shall be retained as a **nonpublic record** according to law.
4. The defendant is released from the status of Youthful Trainee under the Holmes Youthful Trainee Act (MCL 762.14) and the case is dismissed. The record of arrest and discharge or dismissal in this case shall be retained as a **nonpublic record** according to law.
5. The plea or finding of guilt under the Michigan Liquor Control Code; Minor in Possession (MCL 436.1703) is set aside and the case is dismissed.

DEC. 12, 2006  
Date

Judge ~~XXXXXXXXXX~~ GEORGE W. CROCKETT III

P-12345  
Bar no.

If item 1a, 3, or 4 is checked, the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center of the disposition as required under MCL 769.16a.  
MCL 769.1j, 769.1k, 771.5, 780.766(13), 780.794(13), 780.826(13)

MC 245 (3/06) MOTION AND ORDER FOR DISCHARGE FROM PROBATION    MCL 780.905, 791.225a(6)

**AFP version of Motion and Order for Discharge from Probation (MC245)**

# Motion and Order to Show Cause

- Hop code is **SCS**
- SCAO form number MC230
- This is a two page form; second page is a proof of service
- Form is available in AFP and 8x11 format

```

JIS          MOTION & ORDER TO SHOW CAUSE          MC230  DISP
Court 0 Case 04-0004   Pty D01 Charge OPER/INTOX   Type SD
Name AUSTIN/LAWRENCE/ANDREW
Date signed 022205   Bar No.: 12345 Judge GEORGE W. CROCKETT III

Appearance Date: 032505   Time: 1030 A   Conditional (Page 1) X
AT: X the court address above   _ courtroom number _____
   _ other _____
I am interested in this matter as _____
Motion to show cause why: Judgment should not enter for...
   _ full amount of recognizance   _ failure to file disclosure
Order to show cause why:
   X you should not be held in _ civil X criminal contempt of court
   _ a judgment should not be entered against you
   _ your case should not be dismissed
   _ other _____
For the following reasons: _____ Has not complied with order dated 012804
TYPE THE REASONS FOR THE SHOW CAUSE HERE.
PRESS F7 - THEY WILL PRINT ON THE FORM ONLY.
PRESS F9 - THEY WILL PRINT ON FORM AND ROA.

Served: X Personally   _ By Mail   7 days before hearing
NXT ___ CASE 04-0004   PTY D01 COUNT 1 INQ _____ ST ___
F1-Clear Screen F7-Print only F9-Print/Update F13-OutQ F24-Previous Menu
    
```

Remove this X if you want to print 2nd page of form.

Screen for Motion and Order to Show Cause form

Print Options	
F7 - Print	Print form, reasons will not appear on ROA
F9 - Print/Update	Print form, reasons will appear on ROA.
<p><i>Note: With each print option, it will be noted on the ROA that the form was generated.</i></p>	

**See Appendix A for complete list of field descriptions used on this screen.**

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	Original - Court 1st copy - Subject  <b>MOTION AND ORDER TO          SHOW CAUSE</b>	2nd copy - Return Additional copies as needed PROBATE OSM CODE: MOT, OSC  <b>CASE NO.</b> 04-0004 SD X-REF: 04-5938
Court address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034		Court telephone no. (248) 546-7781
Plaintiff(s)/Petitioner(s)  STATE OF MICHIGAN	V	Defendant(s)/Respondent(s)/Probationer  AUSTIN/LAWRENCE/ANDREW
<input type="checkbox"/> Probate <input type="checkbox"/> Juvenile    In the matter of _____		
<b>MOTION AND AFFIDAVIT</b>		
1. I am interested in this matter as _____		
2. <u>AUSTIN/LAWRENCE/ANDREW</u> has not complied with an order dated <u>JAN. 28, 2004</u> <small>Name (type or print)</small> by failing to: TYPE THE REASONS FOR THE SHOW CAUSE HERE. PRESS F7 - THEY WILL PRINT ON THE FORM ONLY. PRESS F9 - THEY WILL PRINT ON FORM AND ROA.		
3. I request an order directing <u>AUSTIN/LAWRENCE/ANDREW</u> to show cause why: <small>Name (type or print)</small> <input checked="" type="checkbox"/> a.s/he should not be found in <input type="checkbox"/> civil <input checked="" type="checkbox"/> criminal contempt of court. <input type="checkbox"/> b. judgment should not be entered against him/her (as surety/agent) for the full amount of recognizance. <input type="checkbox"/> c. judgment should not be entered against him/her for failure to file a garnishee disclosure.		
_____ <small>Signature</small>		
Subscribed and sworn to before me on _____, _____ County, Michigan. <small>Date</small>		
My commission expires: _____ Signature: _____ <small>Date</small>		
Notary public, State of Michigan, County of _____		
<b>ORDER</b>		
TO: <u>AUSTIN/LAWRENCE/ANDREW</u> <u>902 W WASHINGTON BLVD</u> <u>JACKSON MI 49203</u>	If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.	
CHARGE: OPER/INTOX		
<b>IT IS ORDERED:</b>		
4. You are ordered to appear before this court on <u>MARCH 25, 2005</u> at <u>10:30</u> A.m. <small>Date Time</small> <input checked="" type="checkbox"/> the court address above at <input type="checkbox"/> courtroom number _____ <input type="checkbox"/> _____ to show cause why <input checked="" type="checkbox"/> you should not be held in <input type="checkbox"/> civil <input checked="" type="checkbox"/> criminal contempt for failure to comply with the order of this court <input type="checkbox"/> a judgment should not be entered against you <input type="checkbox"/> your case should not be dismissed <input type="checkbox"/> other: _____ for the reasons stated in the motion.		
5. Failure to appear for a contempt hearing may result in a bench warrant being issued for your arrest.		
6. A copy of this must be served <input checked="" type="checkbox"/> personally <input type="checkbox"/> by mail on the person ordered to appear at least <u>7</u> days before the hearing.		
FEB. 22, 2005 <small>Date</small>	Judge GEORGE W. CROCKETT III	P-12345 <small>Bar no.</small>
MC 230 (6/04) MOTION AND ORDER TO SHOW CAUSE		MCR 2.108(D), MCR 3.606(A), MCR 5.108

AFP version of Motion and Order to Show Cause (MC230)

# Motion/Order of Nolle Prosequi

- Hop code is **NLP**
- SCAO form number MC263
- If you are count specific on the hop line, only that count will be printed on the form. If you are not count specific, up to three counts will print on the form.
- Form is available in AFP and 8x11 format

**JIS** MOTION/ORDER OF NOLLE PROSEQUI MC263 **DISP**

Court 0 Case 06-0416 Pty D01 Charge Type OT

Name DAGGETT/DOROTHY/KAREN

Date Signed 122906 Bar No: 12345

People of STATE OF MICHIGAN

Prosecuting Official Bar No: 55717

COMMENTS TYPE COMMENTS HERE. PRESS F7 - COMMENTS WILL PRINT ON FORM ONLY.  
PRESS F9 - COMMENTS WILL PRINT ON FORM AND ROA.

ORDERED:  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 cancelled and shall be returned after costs are deducted.

6. Bond is continued on the remaining charges.

NXT \_\_\_ CASE 06-0416 PTY D01 COUNT 00 INQ \_\_\_\_\_ ST \_\_\_

F1-Clear Screen F7-Print only F9-Print/Update F13-OutQ F24-Previous Menu

**Screen for Motion/Order of Nolle Prosequi form**

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/Update	Print form, comments will appear on ROA.
<p><i>Note: With each print option, it will be noted on the ROA that the form was generated.</i></p>	

Original - Court  
1st copy - Prosecutor  
2nd copy - Defendant/Juvenile

3rd copy - Police agency  
4th copy - Arresting agency  
PROBATE JIS CODE: NOL

Approved, SCAO

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	MOTION/ORDER OF NOLLE PROSEQUI	CASE NO. 06-0416 OT X-REF: 06-12837
---	-----------------------------------	---

ORI MI-123XYX Court Address MICHIGAN HALL OF JUSTICE JIS, MI 48913 Police Report No. 06-12837

Court Telephone no.  
(517) 234-5678

THE PEOPLE OF <input type="checkbox"/> The State of Michigan <input checked="" type="checkbox"/> STATE/COUNTY _____	V	Defendant's/Juvenile's name, address, and telephone no. DAGGETT/DOROTHY/KAREN 378 N MAIN ST HOLT, MI 48842 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">CTN/TCN</td> <td style="width: 33%;">SID</td> <td style="width: 33%;">DOB</td> </tr> <tr> <td style="text-align: center;">330685452101</td> <td></td> <td style="text-align: center;">7/23/1983</td> </tr> </table>	CTN/TCN	SID	DOB	330685452101		7/23/1983
CTN/TCN	SID	DOB						
330685452101		7/23/1983						

Juvenile In the matter of \_\_\_\_\_

Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code
1	DROVE WHILE LICENSE SUSP/REV/DENIED	5.62A-ORD

MOTION

ANDREW D. STACER, prosecuting official, moves for a nolle  
 Name (type or print) prosecute in this case for the following reason(s):  
 TYPE COMMENTS HERE. PRESS F7 - COMMENTS WILL PRINT ON FORM ONLY.  
 PRESS F9 - COMMENTS WILL PRINT ON FORM AND ROA.

P-55717

\_\_\_\_\_  
 Date Prosecuting official Bar no.

ORDER

IT IS ORDERED:

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/Juvenile shall be immediately discharged from confinement in this case.  
 5. Bond is cancelled and shall be returned after costs are deducted.  
 6. Bond is continued on the remaining charge(s).  
 7. If item 1 is checked, the arresting agency shall destroy the fingerprints and arrest card  
 according to law.

P-12345

DEC. 29, 2006  
 Date Judge/CLERK GEORGE W. CROCKETT III Bar no.

If item 1 is checked the clerk of the court shall advise the Michigan State Police Criminal  
 Justice Information Center of the disposition as required under MCL 769.16a.

**TO THE DEFENDANT:** By law, your fingerprints and arrest card will be destroyed by the  
 Michigan State Police within 60 days of the date of this order.

MC 263 (3/06) MOTION/ORDER OF NOLLE PROSEQUI MCL 28.243, MCL 767.29, MCL 769.16a, MCR 5.936(D)

AFP version of Motion/Order of Nolle Prosequi (MC263)

# Notice of Adjudication

- Hop code is **NOA**
- Department of State form number DS1-22F
- No data entry is allowed or necessary on this form
- Form may be printed on 8x11 paper or 4-part DOS form

The Notice of Adjudication can be given to the driver or owner of the vehicle to take to a Department of State branch office to clear the hold on the license plate for a repeat offender paper plate violation.

The following conditions must **all** exist before a Notice of Adjudication can be printed:

- The paper plate field on the Case Entry screen (CAS) must have been marked with an **X**
- The case must have a disposition
- A Michigan driver license must be entered on the CAS screen

<b>JIS</b>		NOTICE OF ADJUDICATION		12/29/06	14:15:52
Court 0		Driver Lic	Name	DOB	
		<u>H453149367435</u>	<u>DONALD JAMES HOLLAND</u>	<u>61074</u>	
Court	Violate	Adjud	Offense	Speed	Nature of Offense
Code	Date	Date	Code		
<u>000D</u>	<u>101005</u>	<u>41906</u>	<u>1025</u>		<u>OPERATING WHILE INTOXICATED</u>
	Orig Chg	Trial	Judge	Court Finding	Ticket/Case
	<u>1025</u>	<u>P</u>	<u>36363</u>	<u>DSP GLTY PL</u>	<u>06-1017</u>
	Plate#	Veh Yr	Veh Make	VIN	
	<u>389ABU</u>	<u>2003</u>	<u>TOYT</u>	<u>47809C760986D9827</u>	
NXT	CASE	PTY	D01	COUNT	1
	<u>06-1017</u>			INQ	
					ST
<u>F1</u> -Clear	<u>F7</u> -Print form	<u>F9</u> -Print 8x11	<u>F13</u> -OutQ	<u>F24</u> -Prev menu	Help

Screen for Notice of Adjudication form



Tip: If you print the NOA on 8x11 paper, you **must** apply your court seal to the defendant's copy of the form.

Function Keys	
F7	Print the form on pre-printed DOS form DS1-22F
F9	Print the form on 8x11 paper
F13	Display the Output queue so that it may be changed, if necessary.

NOTICE OF ADJUDICATION (NOA)										MI Licensed Drivers Only			
License Number			State		SOS Use		Driver Name (First, Middle, Last)				Birth Date		
H453149367435							DONALD JAMES HOLLAND				6/10/1974		
CDL	CRT CD	Viol Date		Adjudicated		Offense Cd		Speed	Nature of Offense				
U	000D	10/10/2005		04/19/2006		1025			OPERATING WHILE INTOXICATED				
Veh	SI/BF	Rev	Susp	Restr	Orig Chg	Trl	Judge#	Court Finding			Case/Tkt#		
					1025	P	36363	DSP GLTY PL			06-1017		
Enter	CDL	Int	Driving	Prb	Com	Alc	Med	Sch	Plate#	Veh	Veh	VIN	
Y if	San	Lck	Allowed		Srv	Prg	Tmt			Year	Make		
Ordered			To/From						389ABU	2003	TOYT	47809C760986D9827	
Code	First Work Name and Location							Work Hours		Work Days Allowed			
Code	Second Work Name and Location							Work Hours		Work Days Allowed			
Driver Address					City			State		Zip			
1555 W FIFTY FIFTH AVE					556 LANSING			MI		48906			
Court Name Address					City			State		Zip			
15TH D.C. MICHIGAN HALL OF JUSTICE					JIS			MI		48913			
I certify this is a true abstract of the Court Record and Order.									Comments				
									( S E A L )				
Name KAREN J. STREVEL						Date 12/29/2006							
Valid for 50 days from date of issuance.													

NOTICE OF ADJUDICATION

1. This may be presented at any Michigan Secretary of State branch office to obtain a new license plate. Repeated alcohol-related convictions and/or driving with a suspended/revoked driver license may require the Department to deny registration of all vehicles in your name.
2. Proof of Michigan no-fault insurance must be presented.
3. Applicable fees will be due.
4. If the vehicle is ordered immobilized, it may not be transferred to a family member without a court order.

For Branch Use: "Trl" box, (Trial)  
 A = Acquittal,  
 N = Nolle Prosequi,  
 M = Merit Dismissal.  
 Treat any of these codes as a dismissal or acquittal.

DS1-22F (4/99) NOTICE OF ADJUDICATION (NOA)

Notice of Adjudication printed on 8x11 paper (DS1-22F)

# Notice to Appear

- Hop code is **NTA**
- SCAO form number MC06
- If you are count specific on the hop line, only that charge will be listed in the *Offense* field on the printed form.
- Form is available in AFP and 8x11 format

Before you request a Notice to Appear, you should schedule an event through either the Traffic/Criminal Scheduling screen (SCH) or the Probation Scheduling screen (PRB). The NTA screen will display the date(s), time(s) and scheduling code(s) for up to four events. You may modify or delete any event that is displayed, but that **will not** update the calendar or the case record.

**JIS** T/C NOTICE TO APPEAR MC06 **PEND**

Court 0 Case 04-0173 Pty Charge DWLS Type ST

Name CUNNINGHAM/MARTHA/LOUISE

Bar No 12345 Judge GEORGE W. CROCKETT III

Courtroom Alt Court Address

Plaintiff STATE OF MICHIGAN

Defendant

Name CUNNINGHAM/MARTHA/LOUISE

Street 3947 W FOREST AVE APT 546

City HASLETT, MI 48840

Prosecutor P-31089 Phn 517 4836108

Name STUART J. DUNNINGS III

Street 303 W KALAMAZOO ST

Street

City LANSING, MI 48933

Def Atty P-36363 Phn 517 35

Name BRIAN C. JEFFRIES

Street 329 STUDENT SERVICES

Street MICHIGAN STATE UNIVERSITY

City EAST LANSING, MI 48824

Next Scheduled Dates

Date	Time	A/P	code
1. 21804	900	A	AJ01
2. 31004	130	P	AJ02

ADJOURNED FROM

Clerk BRENDA DOOLEY

NXT CASE 04-0173 PTY D01 COUNT 1 INQ ST

F1-Clear Screen F4-Prompt F9-Print F13-OutQ F24-Previous Menu

**COMMENTS**

YOU CAN TYPE COMMENTS HERE. THEY WILL APPEAR ON NOTICE ONLY, NOT ON ROA.

Typing a date here will not remove an event from the calendar.

Screen for Notice to Appear form



Tips: The name of the clerk preparing the form will appear in the Clerk field if the *Form Signature* field of Security Program Access for that user has been established.

By positioning your cursor anywhere on the defendant's name and pressing **F4-Prompt**, a window will appear that will allow you to add or change the address, SID number and telephone number.

**See Appendix A for complete list of field descriptions used on this screen.**



# Notice to Appear Civil Infraction

- Hop code is **CIN**
- SCAO form number CIA01
- Form is available in 8x11 format only

Before you request a Notice to Appear, you should schedule a hearing through the Scheduling screen (SCH). The NTA screen will display the date and time that has been scheduled. You may modify the date and/or time, but that **will not** update the calendar or the case record.

**JIS** Civil Infraction Notice to Appear CIA01 **PEND**

Court 0 Case 04-0001 Pty D01 Charge CARELESS DRV Type OI

Name CUNNINGHAM/MARTHA/LOUISE

Plaintiff FRANKLIN COUNTY

Defendant Name CUNNINGHAM/MARTHA/LOUISE

Street 3947 W FOREST AVE APT 546

City HASLETT, MI 48840

Complainant Name OFFICER HARRY HOOVER Type in Complainant Name and Address, if needed.

Address LANSING POLICE DEPARTMENT

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Scheduled Date: 31504 Time: 200 P Courtroom: \_\_\_\_\_

Alternate Court Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Purpose: FORMAL HEARING Personal Service \_\_\_\_\_

COMMENTS TYPE COMMENTS HERE. THEY WILL PRINT ON FORM ONLY, NOT ON ROA.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NXT    CASE 04-0001 PTY D01 COUNT 1 INQ CU ST   

F1-Clear Screen F4-Prompt F9-Print F13-OutQ F24-Previous Menu

**Screen for Notice to Appear Civil Infraction form**



Tip: By positioning your cursor anywhere on the defendant's name and pressing **F4-Prompt**, a window will appear that will allow you to add or change the address, SID number and telephone number.

**See Appendix A for complete list of field descriptions used on this screen.**

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT	NOTICE TO APPEAR Civil Infraction	CASE NO. 04-0001 OI X-REF: 04-20398
Court Address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034		Court Telephone (248) 546-7781
Civil Infraction: CARELESS DRIVING Infraction Date: JAN. 10, 2004 { } Statute {X} Ordinance		
FRANKLIN COUNTY		
VS.		
Defendant { } Personal service CUNNINGHAM/MARTHA/LOUISE 3947 W FOREST AVE APT 546 HASLETT, MI 48840	HEARING SCHEDULED FOR: Date: MARCH 15, 2004 2:00PM At: the court address above	
Complainant OFFICER HARRY HOOVER LANSING POLICE DEPARTMENT	FOR THE FOLLOWING PURPOSE: FORMAL HEARING	
Officer: LARNER, MONICA		
<ol style="list-style-type: none"> <li>1. The defendant must appear at the above address with his/her witnesses on the date and time indicated.</li> <li>2. Failure to appear may result in a default judgment against the defendant and action against his/her driving privileges.</li> <li>3. This case may not be adjourned, except by the court.</li> <li>4. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.</li> </ol>		
TYPE COMMENTS HERE. THEY WILL PRINT ON FORM ONLY, NOT ON ROA.		
<u>CERTIFICATE OF MAILING</u>		
I certify that on this date, copies of this notice were served upon the parties by ordinary mail at the addresses shown.		
_____ Date	_____ Magistrate/Deputy Court Clerk	
CIA 01 (6/96) NOTICE TO APPEAR, Civil Infraction		

8x11 version of Notice to Appear Civil Infraction (CIA01)

# Order for Fingerprints

- Hop code is **OFP**
- SCAO form number MC233
- Form is available in AFP and 8x11 format

<b>JIS</b>	<b>ORDER FOR FINGERPRINTS</b>			MC233	<b>PEND</b>
Court 0	Case 06-4682	Pty D01	Charge OWI	Type SD	
	XREF 06-37826	Name	KNOP/SUZETTE/JANICE		
Date Signed	122906	Bar No:	12345	Judge	GEORGE W. CROCKETT III
People of	STATE OF MICHIGAN				
Arresting Agency	MICHIGAN STATE POLICE			ORI	
Incident Date	92706	Arrest Date		PACC Code	257.625
1.	<input checked="" type="checkbox"/>	a.	Defendant shall go to MICHIGAN STATE POLICE - HARRISON ROAD so that fingerprints can be taken.		
	<input checked="" type="checkbox"/>		The fingerprints must be taken before 121506		
	OR		<b>Mark any/all applicable fields in 1a and 1b</b>		
	<input type="checkbox"/>	b.	The sheriff shall take custody of the defendant to take fingerprints		
NXT	CASE 06-4682	PTY D01	COUNT 01	INQ H	ST
F1	Clear Screen	F9	Print	13-OutQ	F24-Previous Menu

The next scheduled court date will appear; you may type over the date to change it if necessary.



Tip: If you are count specific on the hop line when you access the OFP screen, the PACC Code for that count will appear in the *PACC Code* field. If you are not count specific, the PACC Code for Count 1 will appear. It may be changed if necessary.

Original - Court 1st copy - Defendant/Attorney 2nd copy - Law enforcement agency		
Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	<b>ORDER FOR FINGERPRINTS</b>	<b>CASE NO.</b> 06-4682 SD X-REF: 06-37826
ORI MI- 123XYX Police Report No. 2006-37826	Court Address MICHIGAN HALL OF JUSTICE JIS, MI 48913	Court Telephone no. (517) 345-6789
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan  <input type="checkbox"/> _____  _____	V	Defendant's/Respondent's name, address, and telephone # (517) 327-5845 KNOP/SUZETTE/JANICE 2337 N MICHIGAN AVE APT 321 LANSING, MI 48933
<input type="checkbox"/> Juvenile In the matter of _____		
Arresting agency name and ORI MICHIGAN STATE POLICE	Incident date 9/27/06	Arrest date  CTN 990603828301
		PACC Code 257.625
<p><b>USE NOTE:</b> This order is to be issued when: 1) fingerprints were not taken at arrest and are required to be taken, or 2) the respondent is found guilty of criminal contempt for violating a personal or valid foreign protection order and fingerprints were not already taken.</p> <p><b>IT IS ORDERED:</b></p> <p>1. <input checked="" type="checkbox"/> a. Defendant/Juvenile/Respondent shall go to <u>MICHIGAN STATE POLICE - HARRISON ROAD</u>  <small>Law enforcement agency</small>                  so that fingerprints can be taken.  <input checked="" type="checkbox"/> The fingerprints must be taken before <u>DEC. 15, 2006</u>  <small>Next scheduled court date</small></p> <p style="text-align: center;">or</p> <p><input type="checkbox"/> b. The sheriff shall take custody of the defendant/juvenile/respondent to take his/her fingerprints.</p> <p>2. The clerk shall forward immediately a copy of this order with an attached copy of the complaint, petition, or information to the law enforcement agency required to take fingerprints.</p> <p>3. Unless otherwise incarcerated, defendant/juvenile/respondent shall be released immediately after his/her fingerprints are taken.</p> <p>4. Refusal to submit to fingerprinting may subject the defendant/juvenile/respondent to contempt or criminal charges.</p>		
DEC. 29, 2006 <small>Date</small>	Judge/CLERK/PROB GEORGE W. CROCKETT III <small>Signature</small>	P-12345 <small>Bar no.</small>
<b>CERTIFICATE OF SERVICE</b>		
I certify that on this date copies of this order were served on the parties by <input type="checkbox"/> ordinary mail. <input type="checkbox"/> personal service.		
_____ <small>Date</small>	_____ <small>Court clerk</small>	
<b>CERTIFICATE OF FINGERPRINTING</b>		
I certify that one set of fingerprints was taken, and that I sent the original of a completed RI-7 fingerprint card to the Michigan State Police Criminal Justice Information Center and a photocopy to the court.		
TCN (when CTN is not already assigned) OCA _____ 2006-37826		
_____ <small>Date</small>	_____ <small>Signature</small> _____ <small>Name (type or print)</small>	
MC 233 (3/06) ORDER FOR FINGERPRINTS MCL 28.243, MCL 764.29, MCL 769.1, MCL 769.16a(5), MCR 3.936		

**AFP version of Order for Fingerprints (MC233)**

# Order for Pretrial Release/Custody/Bond

- Hop code is **PRC**
- SCAO form numbers MC240 & MC241
- There are two screens for this form; second screen lists print options
- Form is available in AFP and 8x11 format

```

JIS ██████████ Pretrial Release/Custody & Bond MC240 DISP
Court 0 Case 04-0991 Pty D01 Charge DOMESTIC VIO Type SM
Name SMITH/THEODORE/LEONARD JR Xref No: 04-1234
Date Signed 110805 Bar# 12345 Judge: GEORGE W. CR Mark one of these options with an X
ORDER REGARDING  PRETRIAL RELEASE  CUSTODY  AMENDED
Plaintiff STATE OF MICHIGAN Bond Denied
ARREST: Date 010104 Agency _____ Agency File# 04-4444
FIRST APPEARANCE: Date 112205 Time 0900 A Purpose PRETRIAL
Place AT COURT ADDRESS ABOVE
Bnd Type: Cash/Sur  PR  Cash/Sur/10%  R/P  Proof 
IT IS ORDERED: Bond Amount _____ Check here for CR bond
1. The defendant/juvenile shall post.. Threat to Safety (NCIC) 
 2. Condition/Item # 2,3,8,12,13 Press F4-Prompt to display Bond Conditions
3. The  sheriff  custodial agency/facility _____ shall:
   a. continue to hold...defendant...until further order of the court.
   b. hold the...defendant...until bond is This section must be filled out for CR bond
4. The previously posted bond is continued.
5. Bond revoked, conditions cancelled, LEIN removed.  forfeit bond
IT IS ORDERED:..Release order for LEIN entry: HT 5 10 WT 185 RACE W SEX M
DOB 011867 HAIR BRN EYES BRN AMD #2 Eff Date 110805
OTHER SCAR ON LEFT CHEEK Bar# 12345 AMD Ord Exp Date 050806
NXT CASE 04-0991 PTY D01 COUNT 00 INQ N ST
F1-Clear Screen F4-Prompt Conditions/Terms F13-OutQ
F24-Previous Menu Page/Roll for print options
    
```

**First screen for Order for Pretrial Release/Custody/Bond form (AFP version)**



Tips: If Item #2 is selected, you may type in the condition(s) of the bond on the blank line if space permits, or you may press **F4-Prompt** for the list of *Other Conditions* that are standard for this form and make your selection from the list.

If you are entering conditions for a Conditional Release (CR) bond, you must enter the bar number of the judge or magistrate who set the bond.

**See Appendix A for a list of field descriptions used on this screen.**

Use your **Page Down/Roll** keys to access the second screen, which displays your print options.

```
JIS ██████████ Pretrial Release/Custody & Bond
                Print Selection Screen

    "X" one of the following three options:
X ALL PRC & BOND (including conditions)
_ ALL BOND (including conditions)
_ ALL PRC (including conditions)

    If none of the above, "X" one or all of the following:

_ PRC Court Memo Copy
_ PRC Conditions
_ PRC Sheriff/Facility Copy
_ PRC Law Enforcement Agency Copy
_ PRC Court LEIN Copy
_ Bond
_ Bond Term & Conditions

NXT ___ CASE 05-2099 ___ PTY D01 COUNT 01 INQ D _____ ST ___
F1-Clear Screen   F9-Print   Page/Roll-Part 1   F24-Previous Menu
```

**Second screen for Order for Pretrial Release/Custody/Bond form**

2nd copy - Originating Law Enforcement Agency (when applicable)  
3rd copy - LEIN copy for court files

Original - Court  
1st copy - Sheriff/Facility

Approved, SCAO

<b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	<b>ORDER FOR</b> <input checked="" type="checkbox"/> PRETRIAL RELEASE <input type="checkbox"/> CUSTODY <input type="checkbox"/> AMENDED	<b>CASE NO.</b> 04-0991 SM X-REF: 04-1234 <input type="checkbox"/> Bound Over from District Court <del>XXXXXXXXXXXXXXXX</del>
ORI MI- 123XYX	Court address MICHIGAN HALL OF JUSTICE JIS, MI 48913	Court telephone no. (517) 345-6789

<input checked="" type="checkbox"/> The State of Michigan THE PEOPLE OF _____  <input type="checkbox"/> Juvenile In the matter of _____	V	Defendant's/Juvenile's name, address, telephone no. (517)123-4567 SMITH/THEODORE/LEONARD JR 2345 W MAIN ST HOUGHTON LAKE, MI 48902  Date of birth    CTN/TCN 1/18/67        330451254501
--	---	---

Date of arrest JAN. 1, 2004	Type of offense <input checked="" type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Arresting agency	Agency file no. 04-4444
Offense(s) DOMESTIC VIOLENCE		Statute/ordinance citation(s) 750.812	
Purpose of next appearance PRETRIAL		Time of appearance 9:00 AM	Date of appearance NOV. 22, 2005
Place of appearance <input checked="" type="checkbox"/> At the court address above <input type="checkbox"/> Other: _____ <input type="checkbox"/> Bond denied			
<b>TYPE OF BOND:</b>		Full bail amount	Bond set by Judge/ <del>XXXXXXXXXX</del>
<input type="checkbox"/> Personal recognizance <input type="checkbox"/> Cash/Surety <input type="checkbox"/> Cash/Surety/10% Cash <input type="checkbox"/> Real Property*		\$	GEORGE W. CROCKETT III
<input type="checkbox"/> *Proof of value and interest in real property is req'd			

Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. \*\*needed for NCIC entry

**IT IS ORDERED:**

1. The defendant/juvenile shall post a new bond (MC 241). Any additional conditions are specified in item 2. and in the bond.

2. Conditions to be specified in the bond are: 2,3,8,12,13  
(see next page for list of conditions)                      Indicate conditions by item number. Include any specific details.

3. The  sheriff    custodial agency/facility \_\_\_\_\_ shall:  
 a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court.  
 b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond.  
 The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile.  
**The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered.**

4. The previously posted bond is continued.

5. The previously posted bond is revoked, conditions of release under MCL 765.6b or 780.582a are cancelled, and LEIN entry be removed.    Bond is forfeited.

NOV. 8, 2005 P-12345

Date \_\_\_\_\_ Judge ~~XXXXXXXXXX~~ GEORGE W. CROCKETT III Bar no. \_\_\_\_\_

**CAUTION: REMOVE THIS SHEET BEFORE COMPLETING THE FOLLOWING**

The defendant/juvenile was not released for the following reasons:  
(Check all applicable reasons and explain the reasons checked)

<input type="checkbox"/> criminal record	<input type="checkbox"/> family ties	<input type="checkbox"/> mental condition	<input type="checkbox"/> reputation-character
<input type="checkbox"/> employment	<input type="checkbox"/> history of substance/addiction	<input type="checkbox"/> pending charges	<input type="checkbox"/> residence, length
<input type="checkbox"/> failure to appear	<input type="checkbox"/> no one to vouch for reliability	<input type="checkbox"/> probation/parole	<input type="checkbox"/> serious offense
<input type="checkbox"/> danger to community	<input type="checkbox"/> other reasons:		

**COURT MEMO COPY**

MC 240 (6/05) ORDER FOR PRETRIAL RELEASE/CUSTODY MCL 765.6b, MCL 780.582a, MCR 5.935, MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)

**AFP version of Order for Pretrial Release/Custody (MC240)  
Court Memo Copy**

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original - Court 1st copy - Sheriff/Facility	2nd copy - Originating Law Enforcement Agency (when applicable) 3rd copy - LEIN copy for court files	
<b>ORDER FOR</b> <input checked="" type="checkbox"/> PRETRIAL RELEASE <input type="checkbox"/> CUSTODY <input type="checkbox"/> AMENDED		<b>CASE NO.</b> 04-0991 SM X-REF: 04-1234 <input type="checkbox"/> Bound Over from District Court <del>XXXXXXXXXXXX</del>	
ORI MI- 123XYX	Court address MICHIGAN HALL OF JUSTICE JIS, MI 48913	Court telephone no. (517) 345-6789	
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan _____ <input type="checkbox"/> Juvenile In the matter of _____		V Defendant's/Juvenile's name, address, telephone no. (517) 123-4567 SMITH/THEODORE/LEONARD JR 2345 W MAIN ST HOUGHTON LAKE, MI 48902 Date of birth CTN/TCN 1/18/67 330451254501	
Date of arrest JAN. 1, 2004	Type of offense <input checked="" type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Arresting agency _____	
Offense(s) DOMESTIC VIOLENCE		Agency file no. 04-4444	
Purpose of next appearance PRETRIAL		Statute/ordinance citation(s) 750.812	
Place of appearance <input checked="" type="checkbox"/> At the court address above <input type="checkbox"/> Other: _____	Time of appearance 9:00 AM	Date of appearance NOV. 22, 2005	
<b>TYPE OF BOND:</b> <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 req'd		Full bail amount \$ _____ Bond set by Judge <del>XXXXXXXXXXXX</del> GEORGE W. CROCKETT III	
<input checked="" type="checkbox"/> Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. **needed for NCIC entry <b>IT IS ORDERED:</b> <input type="checkbox"/> 1. The defendant/juvenile shall post a new bond (MC 241). Any additional conditions are specified in item 2. and in the bond. <input checked="" type="checkbox"/> 2. Conditions to be specified in the bond are: <u>2,3,8,12,13</u> (see next page for list of conditions)    Indicate conditions by item number. Include any specific details.			
<input type="checkbox"/> 3. The <input type="checkbox"/> sheriff <input type="checkbox"/> custodial agency/facility _____ shall: <input type="checkbox"/> a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court. <input type="checkbox"/> b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond. The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile. <b>The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered.</b>			
<input type="checkbox"/> 4. The previously posted bond is continued. <input type="checkbox"/> 5. The previously posted bond is revoked, conditions of release under MCL 765.6b or 780.582a are cancelled, and LEIN entry be removed. <input type="checkbox"/> Bond is forfeited.			
Date NOV. 8, 2005	Judge <del>XXXXXXXXXXXX</del> GEORGE W. CROCKETT III	Bar no. P-12345	
<b>Scheduled court appearances:</b> Use additional space for scheduling adjournment dates			
DATE	TIME	COURT LOCATION	CLERK
11/22/05	9:00 AM		

(SEAL)

SHERIFF/FACILITY COPY

MC 240 (6/05) ORDER FOR PRETRIAL RELEASE/CUSTODY

MCL 765.6b, MCL 780.582a, MCR 5.935,  
MCR 6.106, MCR 6.610, 18 USC 922(g) (8) (c)

**AFP version of Order for Pretrial Release/Custody (MC240)**  
**Sheriff/Facility copy**

2nd copy - Originating Law Enforcement Agency (when applicable)  
3rd copy - LEIN copy for court files

Original - Court  
1st copy - Sheriff/Facility

Approved, SCAO

<b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	<b>ORDER FOR</b> <input checked="" type="checkbox"/> <b>PRETRIAL RELEASE</b> <input type="checkbox"/> <b>CUSTODY</b> <input type="checkbox"/> <b>AMENDED</b>	<b>CASE NO.</b> 04-0991 SM X-REF: 04-1234 <input type="checkbox"/> Bound Over from District Court <del>XXXXXXXXXXXX</del>
--	--	---

ORI MI- 123XYX      Court address MICHIGAN HALL OF JUSTICE JIS, MI 48913      Court telephone no. (517) 345-6789

<input checked="" type="checkbox"/> The State of Michigan THE PEOPLE OF _____ <input type="checkbox"/> Juvenile In the matter of _____	V	Defendant's/Juvenile's name, address, telephone no. (517) 123-4567 SMITH/THEODORE/LEONARD JR 2345 W MAIN ST HOUGHTON LAKE, MI 48902 Date of birth 1/18/67    CTN/TCN 330451254501
--	---	--

Date of arrest JAN. 1, 2004	Type of offense <input checked="" type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Arresting agency	Agency file no. 04-4444
Offense(s) DOMESTIC VIOLENCE		Statute/ordinance citation(s) 750.812	
Purpose of next appearance PRETRIAL		Time of appearance 9:00 AM	Date of appearance NOV. 22, 2005
Place of appearance <input checked="" type="checkbox"/> At the court address above <input type="checkbox"/> Other: _____ <input type="checkbox"/> Bond denied			
<b>TYPE OF BOND:</b> <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 req'd		Full bail amount \$ _____	Bond set by Judge/ <del>XXXXXXXXXXXX</del> GEORGE W. CROCKETT III

Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. \*needed for NCIC entry

**IT IS ORDERED:**

1. The defendant/juvenile shall post a new bond (MC 241). Any additional conditions are specified in item 2. and in the bond.

2. Conditions to be specified in the bond are: 2,3,8,12,13  
(see next page for list of conditions)      Indicate conditions by item number. Include any specific details.

3. The  sheriff  custodial agency/facility \_\_\_\_\_ shall:  
 a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court.  
 b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond.  
 The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile.  
 The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered.

4. The previously posted bond is continued.

5. The previously posted bond is revoked, conditions of release under MCL 765.6b or 780.582a are cancelled, and LEIN entry be removed.  Bond is forfeited.

NOV. 8, 2005      Judge/~~XXXXXXXXXXXX~~ GEORGE W. CROCKETT III      Bar no. P-12345

**NOTE:** Prepare order below only when release is subject to conditions necessary to protect 1 or more named persons under MCL 765.6b or 780.582a or for NCIC.

**TO THE LOCAL LAW ENFORCEMENT AUTHORITY:**  
**IT IS ORDERED** that the above release order, including the conditions of release, and the following identifying information of the defendant/juvenile must be entered on the LEIN system. The court will notify the local law enforcement agency of any subsequent amendments to or revocation of this order.     Amended conditions     Amended expiration date

Height 5 10	Weight 185	Race W	Sex M	Date of Birth 1/18/67	Hair Color BRN	Eye Color BRN	Other Identifying Information SCAR ON LEFT CHEEK
----------------	---------------	-----------	----------	--------------------------	-------------------	------------------	---

Effective date of conditions in item 2. NOV. 8, 2005      Expiration date of order MAY 8, 2006      P-12345

Date NOV. 8, 2005      Judge/~~XXXXXXXXXXXX~~ GEORGE W. CROCKETT III      Bar no.

**LAW ENFORCEMENT AGENCY COPY**

MC 240 (6/05) ORDER FOR PRETRIAL RELEASE/CUSTODY      MCL 765.6b, MCL 780.582a, MCR 5.935, MCR 6.106, MCR 6.610, 18 USC 922(g) (8) (c)

**AFP version of Order for Pretrial Release/Custody (MC240)  
Law Enforcement Agency copy**

Approved, SCAO		Original - Court 1st copy - Sheriff/Facility	2nd copy - Originating Law Enforcement Agency (when applicable) 3rd copy - LEIN copy for court files
STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT		ORDER FOR <input checked="" type="checkbox"/> PRETRIAL RELEASE <input type="checkbox"/> CUSTODY <input type="checkbox"/> AMENDED	CASE NO. 04-0991 SM X-REF: 04-1234 <input type="checkbox"/> Bound Over from District Court <del>XXXXXXXXXX</del>
ORI MI- 123XYX	Court address MICHIGAN HALL OF JUSTICE JIS, MI 48913		Court telephone no. (517) 345-6789
<input checked="" type="checkbox"/> The State of Michigan THE PEOPLE OF _____  <input type="checkbox"/> Juvenile In the matter of _____		V	Defendant's/Juvenile's name, address, telephone no. (517)123-4567 SMITH/THEODORE/LEONARD JR 2345 W MAIN ST HOUGHTON LAKE, MI 48902  Date of birth CTN/TCN 1/18/67 330451254501
Date of arrest JAN. 1, 2004	Type of offense <input checked="" type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony	Arresting agency	Agency file no. 04-4444
Offense(s) DOMESTIC VIOLENCE		Statute/ordinance citation(s) 750.812	
Purpose of next appearance PRETRIAL		Time of appearance 9:00 AM	Date of appearance NOV. 22, 2005
Place of appearance <input checked="" type="checkbox"/> At the court address above <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 req'd		Full bail amount	Bond set by Judge/ <del>XXXXXXXXXX</del> GEORGE W. CROCKETT III
<input checked="" type="checkbox"/> Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. **needed for NCIC entry <b>IT IS ORDERED:</b> <input type="checkbox"/> 1. The defendant/juvenile shall post a new bond (MC 241). Any additional conditions are specified in item 2. and in the bond. <input checked="" type="checkbox"/> 2. Conditions to be specified in the bond are 2,3,8,12,13 (see next page for list of conditions) <span style="float: right;">Indicate conditions by item number. Include any specific details.</span> <input type="checkbox"/> 3. The <input type="checkbox"/> sheriff <input type="checkbox"/> custodial agency/facility _____ shall: <input type="checkbox"/> a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court. <input type="checkbox"/> b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond. The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile. The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered. <input type="checkbox"/> 4. The previously posted bond is continued. <input type="checkbox"/> 5. The previously posted bond is revoked, conditions of release under MCL 765.6b or 780.582a are cancelled, and LEIN entry be removed. <input type="checkbox"/> Bond is forfeited.			
Date NOV. 8, 2005	Judge/ <del>XXXXXXXXXX</del> GEORGE W. CROCKETT III		Bar no. P-12345
<b>NOTE:</b> Prepare order below only when release is subject to conditions necessary to protect 1 or more named persons under MCL 765.6b or 780.582a or for NCIC. <b>TO THE LOCAL LAW ENFORCEMENT AUTHORITY:</b> IT IS ORDERED that the above release order, including the conditions of release, and the following identifying information of the defendant/juvenile must be entered on the LEIN system. The court will notify the local law enforcement agency of any subsequent amendments to or revocation of this order. <input type="checkbox"/> Amended conditions <input type="checkbox"/> Amended expiration date			
Height 5 10	Weight 185	Race W	Sex M
Date of Birth 1/18/67	Hair Color BRN	Eye Color BRN	Other Identifying Information SCAR ON LEFT CHEEK
Effective date of conditions in item 2. NOV. 8, 2005		Expiration date of order MAY 8, 2006	
Date NOV. 8, 2005	Judge/ <del>XXXXXXXXXX</del> GEORGE W. CROCKETT III		Bar no. P-12345
<b>COURT LEIN COPY</b>			
MC 240 (6/05) ORDER FOR PRETRIAL RELEASE/CUSTODY <span style="float: right;">MCL 765.6b, MCL 780.582a, MCR 5.935, MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)</span>			

**AFP version of Order for Pretrial Release/Custody (MC240)  
Court LEIN copy**

**OTHER CONDITIONS:**

Any of these items which are specified in item 2. of the Pretrial Release Order, must also be specified in the face of the Bond (form MC 241). **The applicable conditions will be identified on the face of the bond by item numbers.** They should be specified in the Pretrial Release Order by item number as well since the same list is used on both forms.

- Item 1. Make reports to a court agency as are specified by the court or the agency.
- Item 2. Not use alcohol nor illicitly use any controlled substance.
- Item 3. Participate in a substance abuse testing or monitoring program.
- Item 4. Participate in a specified treatment program for any physical or mental condition, including substance abuse.
- Item 5. Comply with restrictions on personal association, place of residence, place of employment, or travel.
- Item 6. Surrender driver's license or passport.
- Item 7. Comply with a specified curfew.
- Item 8. Continue to seek employment.
- Item 9. Continue or begin an educational program.
- Item 10. Remain in the custody of a responsible member of the community who agrees to monitor the defendant/juvenile and report any violation of any release condition to the court.
- Item 11. Not possess or purchase a firearm or other dangerous weapon.
- Item 12. Not harass, intimidate, beat, molest, wound, stalk, threaten, or engage in other conduct that would place any of the following persons or a child of any of the following persons in reasonable fear of bodily injury: spouse, former spouse, individual with whom defendant has a child in common, resident or former resident of defendant's household.  
This item is used for NCIC entry
- Item 13. Not assault, harass, intimidate, beat, molest, wound, or threaten a named person or persons (add name(s) on the face of the bond).
- Item 14. Satisfy any injunctive order made a condition of release.
- Item 15. Not have (or cause any third party to have) any direct or indirect contact with (add name(s) to face of bond) and not enter specified premises or areas (add address(es) to face of bond).
- Item 16. May go to the residence one time accompanied by peace officer to remove personal belongings.
- Item 17. Comply with any other condition, including the requirement of money bail.
- Item 18. Other.

**NOTE:** As it determines necessary, the court can add any other conditions not listed above or can modify any of those that are. Any changes must also be made to the corresponding items on the Bond (MC 241).

**AFP version of Order for Pretrial Release/Custody (MC240)  
Conditions**

Original - Court 1st copy - Defendant 2nd copy - Extra	
Approved, SCAO	
<b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	<b>CASE NO.</b> 04-0991 SM X-REF: 04-1234
<input type="checkbox"/> INTERIM <input type="checkbox"/> AMENDED	<b>BOND</b>
ORI MI- 123XX	Court telephone no. (517) 345-6789
Court address MICHIGAN HALL OF JUSTICE JIS, MI 48913	
<input checked="" type="checkbox"/> The State of Michigan THE PEOPLE OF	Defendant's/Juvenile's name, address, and telephone no. (517) 123-4567 SMITH/THEODORE/LEONARD JR 2345 W MAIN ST HOUGHTON LAKE, MI 48902
V	Date of Birth    CTN/TCN 1/18/67        330451254501
Date of arrest JAN. 1, 2004	Type of offense <input checked="" type="checkbox"/> Misdemeanor <input type="checkbox"/> Felony
Arresting agency	Agency file no. 04-4444
Offense(s) DOMESTIC VIOLENCE	Statute/ordinance citation(s) 750.812
Purpose of next appearance PRETRIAL	Time of appearance 9:00 AM
	Date of appearance NOV. 22, 2005
Place of appearance	
<input checked="" type="checkbox"/> At the court address above <input type="checkbox"/> Other: _____ <input type="checkbox"/> Bond denied	
<b>TYPE OF BOND:</b>	
<input type="checkbox"/> Personal recognizance <input type="checkbox"/> Cash/Surety <input type="checkbox"/> Cash/Surety/10% Cash <input type="checkbox"/> Real Property*	
Full bail amount	Bond set by Judge <del>XXXXXXXXXX</del> GEORGE W. CROCKETT III
<input type="checkbox"/> *Proof of value and interest in real property is req'd.	
See terms and conditions on next page <b>TERMS AND CONDITIONS</b>	
I have read and agree to the terms and conditions as specified on the next page of this bond and as follows: I will abide by the other conditions specified in items: 2, 3, 8, 12, 13 List, by number, all items ordered in the Pretrial Release. Include any specific details.	
_____ _____	
which are listed on the next page of this bond. I understand if I fail to perform all the terms and conditions of this bond, my release may be revoked and I will be subject to arrest, and the full amount of the bond may be forfeited and judgment entered for the entire amount of the bond.	
Date _____	Defendant's signature _____
<b>Bond Deposited by Defendant:</b> If all the terms and conditions of this bond are met, it will be used to pay any fine, state minimum costs, restitution, statutory assessments, and other costs imposed and any balance will be returned to me as authorized by statute and court rule.	
Date _____	Defendant's signature _____
<b>Bond Deposited by <input type="checkbox"/> Third Party: <input type="checkbox"/> Surety/Agent:</b> I understand and agree if all the terms and conditions on the face and on the next page of this bond are not met by the defendant, the full amount of the bond may be forfeited and a judgment entered for the entire amount of the bond. If all the terms and conditions of this bond are met, the full amount of the bond will be returned to me unless I deposited a 10% cash bond. In that instance, the court will return only 90% of it to me.	
Date _____	
Signature of depositor/surety/agent and identification (i.e. DLN) _____	Name of depositor/surety/agent _____
Address _____	City, state, zip _____
<input checked="" type="checkbox"/> <b>ACCEPTANCE</b> Bond is accepted. <input type="checkbox"/> Received deposit of \$ _____	
Date _____	Signature _____
MC 241 (6/05) BOND	MCL 765.6c, MCL 765.6d, MCL 780.582a, MCR 6.102(D), (F), MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)

AFP version of Bond (MC241)

**TERMS AND CONDITIONS**

By signing this bond I agree to the following terms and conditions and any other conditions specified on the face of this bond.

1. I will personally appear for any examination, arraignment, trial, or sentencing and will appear at such other times and places as may be directed by the district court or by the circuit court. If I am represented by an attorney in this case, any notice to appear may be given to my attorney in place of personal notice to me.
2. I will abide by any judgment entered in this case and will surrender myself to serve any sentence imposed.
3. I will not leave the State of Michigan without the permission of the court having jurisdiction over my case.
4. I will not commit any crime while released.
5. I will immediately notify in writing the court having jurisdiction over my case of any change in my address or telephone number.
6. I will abide by any other conditions described on the face of this form and in any release order.
7. I understand that if I violate items 12 or 13 (if conditions of my release), I am subject to arrest without a warrant and may have my bond forfeited or revoked and new conditions of release imposed, in addition to any other penalties that may be imposed if I am found in contempt of court.
8. I understand that if I violate any of the terms and conditions of this bond and am arrested for the violation in another state, that I waive all extradition proceedings and will be immediately returned to this state.

**OTHER CONDITIONS:**

**TO: Person preparing the Bond or the sheriff/jailer/law enforcement agency holding the defendant/juvenile.** If the court ordered any of the following additional conditions of release on the Pretrial Release Order, they must be specified on the face of this bond. Please indicate each applicable condition by the corresponding item number.

**TO: Defendant/Juvenile.** If any of these items are specified on the face of this bond, by signing this bond, you are agreeing to abide by them. **The conditions applicable to you will be identified on the face of the bond by item numbers.**

- Item 1.** Make reports to a court agency as are specified by the court or the agency.
- Item 2.** Not use alcohol nor illicitly use any controlled substance.
- Item 3.** Participate in a substance abuse testing or monitoring program.
- Item 4.** Participate in a specified treatment program for any physical or mental condition, including substance abuse.
- Item 5.** Comply with restrictions on personal association, place of residence, place of employment, or travel.
- Item 6.** Surrender driver's license or passport.
- Item 7.** Comply with a specified curfew.
- Item 8.** Continue to seek employment.
- Item 9.** Continue or begin an educational program.
- Item 10.** Remain in the custody of a responsible member of the community who agrees to monitor the defendant/juvenile and report any violation of any release condition to the court.
- Item 11.** Not possess or purchase a firearm or other dangerous weapon.
- Item 12.** Not harass, intimidate, beat, molest, wound, stalk, threaten, or engage in other conduct that would place any of the following persons or a child of any of the following persons in reasonable fear of bodily injury: spouse, former spouse, individual with whom defendant has a child in common, resident or former resident of defendant's household.
- Item 13.** Not assault, harass, intimidate, beat, molest, wound, or threaten a named person or persons (add name(s) on the face of the bond).
- Item 14.** Satisfy any injunctive order made a condition of release.
- Item 15.** Not have (or cause any third party to have) any direct or indirect contact with (add name(s) to face of bond) and not enter specified premises or areas (add address(es) to face of bond).
- Item 16.** May go to the residence one time accompanied by peace officer to remove personal belongings.
- Item 17.** Comply with any other condition, including the requirement of money bail.
- Item 18.** Other.

**AFP version of Bond (MC241)  
Terms & Conditions**

# Order for Substance Abuse Evaluation

- Hop code is **SAE**
- SCAO form number MC211
- Form is available in AFP and 8x11 format

**JIS** ORDER FOR SUBSTANCE ABUSE EVALUATION MC211 **DISP**  
 Court 0 Case 06-4683 Pty D01 Charge OWI Type SD  
 Name KNOP/SUZETTE/JANICE

Date Signed 010307 Bar No: 12345 Judge GEORGE W. CROCKETT III

People of STATE OF MICHIGAN

Alcohol content level 0.15%

Agency Name and Address  
SOUTHERN MICHIGAN REHAB CENTER  
100 W MICHIGAN AVE  
ADRIAN, MI

Agency Report Due to Court by 012307

Evaluation Date 011207

These fields will be blank when screen is displayed. Fill in all applicable information.

NXT \_\_\_ CASE 06-4683 PTY D01 COUNT 01 INQ KNOP ST \_\_\_  
 F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

Screen for Order for Substance Abuse Evaluation form

**See Appendix A for complete list of field descriptions used on this screen.**

Approved, SCAO	Original - Court 1st copy - Agency	2nd copy - Probation officer 3rd copy - Defendant
STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER FOR SUBSTANCE ABUSE EVALUATION	CASE NO. 06-4683 SD X-REF:06-37826

Court address MICHIGAN HALL OF JUSTICE Court telephone no.  
JIS, MI 48913 (517) 345-6789

THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____	V	Defendant's name, address, and telephone no. (517) 327-5845 KNOP/SUZETTE/JANICE 2337 N MICHIGAN AVE APT 321 LANSING, MI 48933
--	---	---

The defendant in this case was convicted of an alcohol/controlled substance offense.  
 On the date of the arrest, NOV. 20, 2006, the defendant's breath alcohol content was 0.15%.

**IT IS ORDERED:**

- The defendant, at his/her own cost, shall have a substance abuse screening and assessment by SOUTHERN MICHIGAN REHAB CENTER  
100 W MICHIGAN AVE  
 Agency name and address ADRIAN, MI  
 to determine whether the defendant will benefit from rehabilitative services. The agency shall submit a written report to the court by JAN. 23, 2007.  
Date
- If the defendant is on bond he/she shall report to the named agency for evaluation by JAN. 12, 2007.  
Date If the defendant fails to report by the above date for evaluation, the court may issue a bench warrant for his/her arrest.
- Failure to appear for the evaluation may result in sentencing without the benefit of the evaluation.
- If the defendant is in jail, the evaluation shall be performed either at the jail or at the named agency.

JAN. 3, 2007 Date GEORGE W. CROCKETT III Judge/Magistrate P-12345

**ACKNOWLEDGMENT OF SERVICE**

I acknowledge that I have received a copy of this order for evaluation on \_\_\_\_\_.  
Date  
 \_\_\_\_\_  
 Defendant

**NOTICE OF MAILING BY COURT**

A copy of this order was mailed to/personally served on the named agency on \_\_\_\_\_.  
Date  
 \_\_\_\_\_  
 Date Signature and title

MCL 257.624a(3); MSA 9.2324(1)(3), MCL 257.624b(1); MSA 9.2324(2)(1),  
 MCL 257.625b(5); MSA 9.2325(2)(5),  
 MCL 333.7408a(3); MSA 14.15(7408a)(3), MCL 436.1703(1)(a)

MC 211 (6/99) ORDER FOR SUBSTANCE ABUSE EVALUATION



Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	<b>ORDER FOR VEHICLE IMMOBILIZATION</b>	Original - Court 1st copy - Defendant 2nd copy - Return <b>CASE NO.</b> 03-1113 SD X-REF: 380287A
Court Address	27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034	Court Telephone no. (248) 546-7781
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____	<b>V</b>	Defendant's name, address, and telephone no. FOSTER/WALTER/MARK 39029 S FRANCIS ST HANOVER, MI 49241 DLN F236866585197      DOB 3/15/1972

1. The defendant was convicted on OCT. 1, 2003 for  
Date

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: 2000 Make: FORD License plate no: 693FPS VIN: 390D8C92039F8792

**ORDER**

**IT IS ORDERED:**

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.

4. Unless otherwise ordered, sale of the vehicle to a non-family member, with proof of sale to the court, satisfies the immobilization requirement.

5. This order shall be satisfied at the expense and risk of the owner, co-owner, lessee, or co-lessee for 30 days starting OCT. 20, 2003 unless otherwise ordered by the court.

If the vehicle is not immobilized by the above start date, the vehicle is subject to impoundment by any law enforcement officer in the state until further order of the court.

6. Other: COMMENTS TYPED HERE WILL NOT PRINT ON ROA.

FEB. 5, 2004 Date      Judge/~~MAKSYMUS~~ GEORGE W. CROCKETT III Bar No. P-12345

**NOTE:** It is a 93 day misdemeanor to tamper with, remove, or bypass a device that has been installed on a vehicle by court order for vehicle immobilization or to purchase, lease, or otherwise obtain a motor vehicle during a period of vehicle immobilization.

**CERTIFICATION OF IMMOBILIZATION**

I certify that on \_\_\_\_\_, I immobilized the above described vehicle by use of the following means:  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature      \_\_\_\_\_  
Business name      \_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Name (type or print)      \_\_\_\_\_  
City, state, zip

**MC 267 (6/03) ORDER FOR VEHICLE IMMOBILIZATION**      MCL 257.904d, MCL 257.904e

AFP version of Vehicle Immobilization (MC267)

## Order for Vehicle Impoundment

- Hop code is **IMP**
- SCAO form number MC254
- Form is available in AFP and 8x11 format

<b>JIS</b>	ORDER FOR VEHICLE IMPOUNDMENT	MC254	<b>PROB</b>
Court 0 Case 03-1113	Pty D01 Charge DWLS	Type SD	
XREF 380287A	Name FOSTER/WALTER/MARK		
Date Signed 021104	Bar No: 12345	Judge GEORGE W. CROCKETT III	
People of <u>STATE OF MICHIGAN</u>			
_ 1. Within 30 days after conviction for possessing or transporting liquor in a motor vehicle by a minor...			
<input checked="" type="checkbox"/> 2. The defendant has been convicted of driving on a suspended/revoked or denied license.			
_ 3. The described vehicle is alleged or found to be overweight.			
Vehicle description: Year: <u>2000</u> Make: <u>FORD</u> Model: <u>TAURUS</u>			
<b>Type name and address of storage facility</b>	Body Style: <u>4 DR</u>	Color: <u>BLUE</u>	
	License plate number: <u>693FPS</u> VIN: <u>390D8C92039F8792</u>		
	<b>Vehicle year, make, plate # and VIN will display if the information was entered on the CAS screen. You may add model, style and color if desired.</b>		
SAMS VEHICLE STORAGE			
<u>100 S MAIN ST</u>			
<u>LANSING, MI 48933</u>			
IT IS ORDERED:			
_ 4. Any police officer in the State of Michigan shall impound and deliver the described vehicle to the place of storage to be held for ___ days			
<input checked="" type="checkbox"/> 5. The driver/owner shall move the vehicle in compliance with item 3.			
Amount of fines and costs are \$ <u>1180.00</u> Amount of bond is \$ _____			
NXT <u>IMP</u> CASE <u>03-1113</u> PTY <u>D01</u> COUNT <u>2</u> INQ _____ ST _____			
F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu			

Screen for Order for Vehicle Impoundment form



Tips: Type an **X** in front of Paragraph #1, #2 or #3.

Type an **X** in front of Paragraph #4 or #5.

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original - Court 1st copy - Driver/Owner  <b>ORDER FOR VEHICLE                  IMPOUNDMENT</b>	2nd copy - Police officer 3rd copy - Storage custodian  <b>CASE NO.</b> 03-1113 SD X-REF: 380287A
Court Address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034		Court Telephone no. (248) 546-7781
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____		Defendant's name and address V FOSTER/WALTER/MARK 39029 S FRANCIS ST HANOVER, MI 49241 DLN F236866585197
DOB 3/15/1972		
<p><input type="checkbox"/> 1. Within 30 days after conviction for possessing or transporting liquor in a motor vehicle by a minor, a sworn complaint from a police officer requesting impoundment of the vehicle described below has been filed.                  (Impoundment at a public/private garage is at owners expense and risk for not less than 15 nor more than 30 days.)</p> <p><input checked="" type="checkbox"/> 2. The defendant has been convicted of driving on a suspended/revoked or denied license.                  (Impoundment is with owner's implied consent, at owner's expense and risk for not more than 120 days.)</p> <p><input type="checkbox"/> 3. The described vehicle is alleged or found to be overweight.                  (Vehicle must be moved by and at expense and risk of owner/driver to a place of safekeeping until the load is made legal and: a) fines and costs are paid; b) a bond is posted, double the amount of fine and costs; or c) the court is satisfied the fine and costs will be paid.)</p>		
ORDER		
Vehicle description: Year: 2000 Make: FORD Body style: 4 DR License plate number: 693FPS Vehicle identification number: 390D8C92039F8792	Year: 2000 Model: TAURUS Color: BLUE	Place of storage:  SAM'S VEHICLE STORAGE 100 S MAIN ST LANSING, MI 48933
IT IS ORDERED:		
<p><input type="checkbox"/> 4. Any police officer in the State of Michigan shall impound and deliver the described vehicle to the place of storage to be held for _____ days unless otherwise ordered by the court.</p> <p><input checked="" type="checkbox"/> 5. The driver/owner shall move the described vehicle in compliance with item 3.                  Amount of fines and costs are \$ <u>1180.00</u> Amount of bond is \$ _____                  The described vehicle is ordered released upon compliance with item 3.</p>		
Date FEB. 5, 2004	Judge/ <del>MAJESTRO</del> GEORGE W. CROCKETT III MCL 257.624b; MSA 9.2324(2); MCL 257.724; MSA 9.2424, MCL 257.904(1); MSA 9.2604(1)	Bar no. P-12345
MC254 (6/99) ORDER FOR VEHICLE IMPOUNDMENT		

AFP version of Vehicle Impoundment (MC254)

## Order of Acquittal/Dismissal or Remand

- Hop code is **ACQ**
- SCAO form number MC262
- If you are not count specific on the hop line, will default to count one
- Form is available in AFP and 8x11 format

JIS	ORDER OF ACQUITTAL	MC262	CLSD
Court 3	Case 065891892	Pty D01	Charge RETAIL FRAUD Type SM
Name VANDERBEEK/JASON/			
Date Signed	<u>121206</u>	Bar No: <u>12345</u>	Judge GEORGE W. CROCKETT III
Ordered	The People of <u>STATE OF MICHIGAN</u>		
<input type="checkbox"/>	1.The case is dismissed on the motion of the court <input type="checkbox"/> with <input type="checkbox"/> without prejudice		
<input type="checkbox"/>	2.Defendant's motion for dismissal is granted <input type="checkbox"/> with <input type="checkbox"/> without prejudice and the case is dismissed.		
<input type="checkbox"/>	3.Defendant's motion for dismissal is granted in part <input type="checkbox"/> with <input type="checkbox"/> without prejudice and the following charge(s) is/are dismissed:		
<hr/>			
<input checked="" type="checkbox"/>	4.Def is acquitted on all charge(s)... after trial by <input type="checkbox"/> judge <input checked="" type="checkbox"/> jury.		
<input type="checkbox"/>	5.Def acquitted after trial by <input type="checkbox"/> judge <input type="checkbox"/> jury only on the following charge(s):		
<hr/>			
<input checked="" type="checkbox"/>	6.Defendant shall be immediately discharged from confinement in this case.		
<input type="checkbox"/>	7.Bond is cancelled and shall be returned after costs are deducted.		
<input type="checkbox"/>	8.Bond/bail is continued on the remaining charge(s).		
<input type="checkbox"/>	9.The case is remanded to the _____ district court for further proceedings for the following reasons:		
<u>TYPE REASONS HERE. THEY WILL APPEAR ON THE FORM BUT NOT ON ROA.</u>			
<hr/>			
NXT	___	CASE <u>065891892</u>	PTY <u>D01</u> COUNT <u>1</u> INQ _____ ST ___
F1-Clear Screen		F9-Print	F13-OutQ F24-Previous Menu

**Screen for Order of Acquittal/Dismissal or Remand form**



Tip: If Item #1, 2 or 4 is checked on the screen, #10 will also be checked on the printed form.



# Order of Probation (Misdemeanor)

- Hop code is **ORD**
- SCAO form number DC243
- There are two screens for this form
- Form is available in AFP and 8x11 format

**JIS** ORDER OF PROBATION-PART 1 DC243 **PROB**

Court 3 Case 06-100 Pty D01 Charge OPER. INTOX. Type SD  
 XREF Name NEEB/MORGAN/ELIZABETH

Date Signed 121206 Bar No: 12345 Judge GEORGE W. CROCKETT III  
 People of STATE OF MICHIGAN Conditional  Print Part 1 Only

Probation Officer MARIE HASSETT Term 12 MONTHS

Judgment is deferred:  1-7411 2-YTA 3-Spouse Abuse 4-PUI 5-MIP 6-Drug Ct  
 Defendant poses a credible threat  5. Not purchase/possess firearm

Fine	Costs	Restitution	Crime/Victim	Supervision
<u>250.00</u>	<u>250.00</u>		<u>50.00</u>	<u>360.00</u>

State Costs	Other	TOTAL	
<u>45.00</u>	<u>190.00</u>	<u>1145.00</u>	<input checked="" type="checkbox"/> 6a. Due date for payment <u>030107</u>

6b. Installments \_\_\_\_\_ per \_\_\_\_\_ start \_\_\_\_\_ or paid in full by \_\_\_\_\_

7. Comply with the attached wage assignment order

8. Other: \_\_\_\_\_

**TYPE CONDITIONS OF PROBATION HERE.**  
 THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.  
 THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.

**Amounts in Fine, Costs, Restitution, Crime Victim, Supervision, State Costs, and Other fields will be filled in if assessments have been made to the charge. These amounts may be changed if necessary. Press ENTER to recalculate total.**

**If the offense is a local ordinance, fine and costs will be combined into one amount. If it is a state law violation, fine and costs are reflected as two separate amounts.**

**First screen for Order of Probation (Misdemeanor) form**



Tips: An **X** in the *Conditional* field will cause only those paragraphs/items that apply to this case to print on the form. If the **X** is removed, all paragraphs of the SCAO approved form will be printed.

*Print Part 1 Only* field: An **X** will appear in this field. Remove the **X** if you want to print the LEIN copy of the Order of Probation.

If a deferred disposition was entered on the Disposition (DSP) screen, that number will appear on the screen, and the appropriate box will be checked on the form.

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/ Update	Print form, following information will appear on ROA: <ul style="list-style-type: none"> <li>• All comments typed in <i>Other</i> field on first and second screen,</li> <li>• Deferred sentencing information, if applicable,</li> <li>• Amount of installment payments, frequency and starting date.</li> </ul>

**See Appendix A for complete list of field descriptions used on this screen.**



Original - Court (Part 1) 3rd copy - Prosecutor (Part 1)  
 1st copy - Probation Department (Part 1) 4th copy - Law enforcement agency (Part 2)  
 2nd copy - Defendant (Part 1) 5th copy - Court LEIN copy (Part 2)

Approved, SCAO

STATE OF MICHIGAN  
 15 JUDICIAL DISTRICT

ORDER OF PROBATION  
 (Misdemeanor)

CASE NO.  
 06-100 SD

ORI MI- J987654 Court Address 1910 WEST JORDAN Court Telephone no. (810) 352-8990  
 Police Report No. JIS, MI 48034

THE PEOPLE OF  The State of Michigan  \_\_\_\_\_

V

Defendant's name, address, and telephone no.  
 (517) 331-3437  
 NEEB/MORGAN/ELIZABETH  
 4847 HOLT ROAD  
 HOLT, MI 48879

CTN/TCN A989810905K SID SID DOB 5/24/1976

Probation officer MARIE HASSETT Term 12 MONTHS

Offense OPERATING WHILE INTOXICATED

Judgment of guilt is deferred under:  
 MCL 333.7411, Controlled Substance Act  MCL 769.4a, Spouse Abuse Act  
 \*MCL 436.1703, Minor in Possession  MCL 762.14, Youthful Trainee Status  
 MCL 750.430, Practicing under the Influence  MCL 600.1076, Drug Treatment Court

Defendant poses a credible threat to the physical safety of 1 or more persons named in item 8. (needed for NCIC entry)

IT IS ORDERED that the defendant be placed on probation under the supervision of the probation officer named above for the term indicated, and the defendant shall:

- Not violate any criminal law of any unit of government.
- Not leave the state without the consent of this court.
- Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
- Notify the probation officer immediately of any change of address or employment status.
- Not purchase or possess a firearm. (needed for NCIC entry)
- Pay the following to the court:  
 Crime Victim Assessment..\$ 50.00 Fine.....\$ 250.00 Other....\$ 190.00  
 Restitution.....\$ \_\_\_\_\_ Costs.....\$ 250.00 TOTAL....\$ 1145.00  
 State minimum costs.....\$ 45.00 Supervision....\$ 360.00

a. The due date for payment is MARCH 1, 2007.  
 b. The total amount due shall be paid in installments of \$ \_\_\_\_\_ per \_\_\_\_\_ starting on \_\_\_\_\_ and paid in full by the due date stated in the judgment of sentence or by \_\_\_\_\_.

Fines, costs, and fees not paid within 56 days of the date owed or of any installment payment date are subject to a 20% late penalty on the amount owed.

7. Comply with the attached wage assignment order.

8. Other: (Use this space for conditions for the protection of 1 or more named persons - also complete the LEIN order on Part 2 of this form)

TYPE CONDITIONS OF PROBATION HERE.  
 THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.  
 THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.

Failure to comply with this order may result in a revocation of probation and incarceration.

DEC. 12, 2006 Date Judge/~~XXXXXXXXXX~~ GEORGE W. CROCKETT III P-12345 Bar no.

I have read or heard the above order of probation and have received a copy.  
 I understand and agree to comply with this order.

Date \_\_\_\_\_ Defendant signature \_\_\_\_\_

If the judgment of guilt is deferred as stated above, the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center of the disposition, except those noted with an asterisk, as required under MCL 769.16a.

MCL 600.4803, MCL 769.1a, MCL 771.1 et seq., MCL 775.22, MCL 780.826, MCR 6.445, 18 USC 922(g)(8)(c)

DC 243 (3/06) ORDER OF PROBATION (Misdemeanor), Part 1

AFF version of Order of Probation (Misdemeanor) (DC243)

# Order on Application to Set Aside Conviction

- Hop code is **SAC**
- SCAO form number MC228
- Form is available in AFP and 8x11 format

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JIS ORDER ON APPLICATION TO SET ASIDE CONVICTION MC228 DISP
Court 0 Case 97-0001 Pty D01 Charge DISOR DRUNK Type SM
Police Report No. 03-203904
Name FOSTER/WALTER/MARK
Date Signed 022305 Bar No: 12345 Judge GEORGE W. CROCKETT III
The People of STATE OF MICHIGAN

THE COURT FINDS:
 2.The applicant _ has _ has not been convicted....
 3.The conviction _ is _ is not a traffic offense....
 4.It _ has _ has not been five years since....
 5.An opportunity _ has _ has not been given to the....
 6.Circumstances and behavior of the applicant _ do _ do not....

IT IS ORDERED:
 _ 7.The application is denied
 _ 8.The conviction in this case is set aside. Under MCL 780.623....

NXT CASE 97-0001 PTY D01 COUNT 1 INQ D ST
F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu
    
```

This screen has been updated to reflect form changes. See Fall 2008 Announcement for details.

**Screen for Order on Application to Set Aside Conviction form**



Tips: You can mark one field in each paragraph 2-6, or leave them blank.

You can mark paragraph 7 or 8, or leave them both blank.

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original - Court 1st copy - State Police 2nd copy - Arresting agency  <b>ORDER ON APPLICATION TO                  SET ASIDE CONVICTION</b>	3rd copy - Prosecuting official 4th copy - Defendant  <b>CASE NO.</b> 97-0001 SM X-REF: 380287A						
ORI MI- 630995J Police Report No. 03-203904		Court Address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034 Court Telephone no. (248) 546-7781						
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____		Defendant's name, address, and telephone no. FOSTER/WALTER/MARK 39029 S FRANCIS ST HANOVER, MI 49241						
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>CTN/TCN 330123698201</td> <td>SID 25624562X</td> <td>DOB 3/15/1972</td> </tr> <tr> <td>Date of Offense 6/10/1997</td> <td colspan="2">Charge DISOR DRUNK</td> </tr> </table>	CTN/TCN 330123698201	SID 25624562X	DOB 3/15/1972	Date of Offense 6/10/1997	Charge DISOR DRUNK	
CTN/TCN 330123698201	SID 25624562X	DOB 3/15/1972						
Date of Offense 6/10/1997	Charge DISOR DRUNK							
<p><b>Instructions:</b> An order may not be entered until receipt of the report of the Michigan State Police. Copies of the order must be sent to the Michigan State Police and the prosecuting official.</p> <p><b>THE COURT FINDS:</b></p> <ol style="list-style-type: none"> <li>The Michigan State Police has reported to the court required information from the department's records.</li> <li>The applicant <input type="checkbox"/> has <input type="checkbox"/> has not been convicted of more than one criminal offense.</li> <li>The conviction <input type="checkbox"/> is <input type="checkbox"/> is not a traffic offense or a felony for which the maximum punishment is life imprisonment.</li> <li>It <input type="checkbox"/> has <input type="checkbox"/> has not been at least five years since the sentence was imposed or since the defendant was discharged from imprisonment for the conviction.</li> <li>An opportunity <input type="checkbox"/> has <input type="checkbox"/> has not been given to the Attorney General and prosecuting official to contest the application.</li> <li>Circumstances and behavior of the applicant <input type="checkbox"/> do <input type="checkbox"/> do not justify setting aside the conviction, and it is consistent with the public welfare.</li> </ol> <p><b>IT IS ORDERED:</b></p> <p><input type="checkbox"/> 7. The application is denied.</p> <p><input type="checkbox"/> 8. The conviction in this case is set aside. Under MCL 780.623 the court clerk, the arresting agency, and the Michigan State Police shall maintain a <b>nonpublic record</b> of the order setting aside conviction and of the arrest, fingerprints, conviction, and sentence in this case. If the conviction is for a non-traffic offense that was reportable to the Secretary of State in accordance with MCL 257.732(20), the driving record shall not be expunged.</p>								
FEB. 23, 2005 Date	GEORGE W. CROCKETT III Judge	12345 Bar no.						
Under MCL 769.16a the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center of the disposition.								
MC 228 (6/04) ORDER ON APPLICATION TO SET ASIDE CONVICTION MCL 780.621, MCL 780.623								

**AFP version of Order on Application to Set Aside Conviction (MC228)**

# Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment

- Hop code is **OFB**
- SCAO form number MC218
- Form is available in AFP and 8x11 format

Generation of this form will *automatically* cause the case to appear on the Bond Forfeiture Tickler (created through Date Generated Notices) 28 days after the form is printed. The calculated forfeiture date is also recorded on the Register of Actions.

**JIS** ORDER REVOKING RELEASE & FORFEITING BOND MC218 **WRNT**  
 Court 3 Case 0615696 Pty D01 Charge STALKING Type FY  
 Name MARCUS/MICHAEL/ANDREW  
 Date Signed 121206 Bar No: 12345 Judge GEORGE W. CROCKETT III  
 Plaintiff: STATE OF MICHIGAN **This information will be displayed if bond has been posted through Cash or added on the Bond screen.**  
 Surety/Payer  
 Name ANDERSON/ANGELA/  
 Address 8023 MILL STREET  
 City MASON State MI Zip 48854

Amount Deposited \$ 5000.00 Full Bail Amount \$ 5000.00  
 Bnd Type: Cash  Surety  PR 10% R/P   
 Receipt Number D100116 Receipt Date 103106 Additional Bond ( N )

Violation(s)  
 nonappearance on 92906 for PRELIM EXAM  
 other: \_\_\_\_\_ **N - One bond on system**  
**Y - More than one bond on system**  
 HAS BEEN  
 A WARRANT FOR YOUR ARREST ISSUED  
 WILL BE

NXT \_\_\_\_\_ CASE 0615696 PTY D01 COUNT 01 INQ \_\_\_\_\_ ST \_\_\_\_\_  
 F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

**Screen for Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment**



**Tips:** The *Surety/Payer Name* will be displayed if the information was entered when the bond was posted. The name and address fields may be modified.

**New Option:**  
 The newest version of this form allows you to include a show cause date to appear for surety depositors. See Fall 2007 Software Announcement for details.

If there is more than one bond on the system for the case, and the bond you want to forfeit is not displayed, type the receipt number and receipt date for the bond you want to forfeit in the *Receipt Number* and *Receipt Date* fields and press **ENTER**. The correct bond will be displayed.

If the bond you want to forfeit is not on the system, type the information in the *Amount Deposited*, *Type of Bond*, *Face Amount of Bond*, *Receipt Number* and *Receipt Date* (if available) fields. An entry for the case will appear on the Bond Forfeiture Tickler.

Original - Court 1st copy - Defendant/Juvenile 2nd copy - Surety or other depositor JIS CODE: OFB		
Approved, SCAO STATE OF MICHIGAN 15 JUDICIAL DISTRICT JUDICIAL CIRCUIT	<b>ORDER REVOKING RELEASE                  AND FORFEITING BOND,                  NOTICE OF INTENT TO ENTER JUDGMENT</b>	CASE NO. 0615696 FY
ORI MI- J987654 Agency Report No.	Court Address 1910 WEST JORDAN JIS, MI 48034	Court Telephone no. (810) 352-8990
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	V	Defendant's name MARCUS/MICHAEL/ANDREW
		CTN      SID      DOB 059820980001      2505900X      7/19/1982
<input type="checkbox"/> Juvenile    In the matter of _____		
TO:	[ ] MARCUS/MICHAEL/ANDREW 1265 AVIAN DRIVE LANSING, MI 48915 [ ]	(name and address of defendant/ parent posting bond)
[ ] ANDERSON/ANGELA/ 8023 MILL STREET MASON, MI 48835 [ ]	(name and address of surety or other depositor posting bond)	
<span style="border: 1px solid black; padding: 2px 10px;">ORDER</span>		
The defendant/juvenile has violated the conditions of bail as described below:		
Offense(s) STALKING		
Violation(s)      PRELIM EXAM <input checked="" type="checkbox"/> nonappearance on NOV. 21, 2006 <input type="checkbox"/> other:		
Full bail amount \$      5000.00	Amount of cash deposited \$      5000.00	RECEIPT NO: D100116      RECEIPT DATE: 10/31/06 TYPE OF BOND: <input type="checkbox"/> Personal recognizance <input type="checkbox"/> 10% cash <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Surety <input type="checkbox"/> Real property
IT IS ORDERED the release is revoked and bond is forfeited. The proceeds of a bond, whether cash, surety, or designated real property, shall be disposed of within 45 days of the date of this order.		
DEC. 12, 2006 Date	Judge GEORGE W. CROCKETT III	P-12345 Bar no.
<span style="border: 1px solid black; padding: 2px 10px;">NOTICE</span>		
TO THE DEFENDANT/PARENT AND JUVENILE:		
You have 28 days from the date of this order to surrender yourself to the court or to satisfy the court that there was compliance with the conditions of release or that compliance was impossible through no fault of the defendant/juvenile. Otherwise, judgment for the full bail amount plus costs will be entered against you. Money or other security on deposit will be used toward payment of the judgment.		
<input checked="" type="checkbox"/> A warrant for your arrest/order to apprehend <input checked="" type="checkbox"/> has been <input type="checkbox"/> will be issued.		
<span style="border: 1px solid black; padding: 2px 10px;">CERTIFICATE OF MAILING</span>		
I certify that on this date copies of this order and notice were served on the defendant/parent and surety or person who posted bond by ordinary mail addressed to the address(es) shown above.		
Date _____	Clerk/Deputy _____	
MCL 765.15, MCL 780.66, MCL 780.67, MCR 5.935(C)(7), MCR 6.106(I)		
MC 218 (11/04) ORDER REVOKING RELEASE AND FORFEITING BOND, NOTICE OF INTENT TO ENTER JUDGMENT		

**AFP version of Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment (MC218)**

# Petition and Order for Amendment of Order of Probation

- Hop code is **AMD**
- SCAO form number MC244
- There are two screens for this form
- Form is available in AFP and 8x11 format

**JIS** AMENDED ORDER OF PROBATION-Part 1 MC244 **PROB**

Court 0 Case 04-0209 Pty D01 Charge ASSAULT/BATR Type SM

Name CUNNINGHAM/MARTHA/LOUISE

Date Signed 020904 Bar No: 12345 Judge GEORGE W. CROCKETT III

People of STATE OF MICHIGAN Print Part 1 Only

Date of Probation 020904 Term of Probation 12 MONTHS

PETITION

TYPE AMENDMENTS TO PROBATION ORDER HERE.  
 THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.  
 THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.

An **X** will appear in this field.  
 Remove the **X** to print the LEIN Copy of the form.

Probation Officer: PO BRENDA DOOLEY  
 ORDER AMENDING PROBATION

TYPE ORDER LANGUAGE HERE.

NXT \_\_\_ CASE 04-0209 PTY D01 COUNT 1 INQ \_\_\_ ST \_\_\_

F1-Clear F7-Print only F9-Print/Update F13-OutQ F24-Prev Menu Page/Roll-Part 1

**Screen for Petition and Order for Amendment of Order of Probation form**

Print Options	
F7 - Print	Print form, language in petition and order will not appear on ROA
F9 - Print/Update	Print form, language in petition and order will appear on ROA.
<p><i>Note: With each print option, it will be noted on the ROA that the form was generated.</i></p>	

See Appendix A for complete list of field descriptions used on this screen.

Use your **Page/Roll** keys to access the second screen of the Amended Order of Probation form.

JIS	AMENDED ORDER OF PROBATION-Part 2	MC244	PROB								
HT	<u>5 03</u>	WT	<u>125</u>	Race	<u>W</u>	Sex	<u>E</u>	DOB	<u>051065</u>		
Hair	<u>BRN</u>	Eye	<u>GRN</u>	Other	<u>TATTOO ON RT ANKLE</u>						
Effective date of conditions	<u>020604</u>										
Expiration date of order	<u>020505</u>										
NXT	<u>   </u>	CASE	<u>04-0209</u>	PTY	<u>D01</u>	COUNT	<u>1</u>	INQ	<u>CUNN</u>	ST	<u>   </u>
F1-Clear F7-Print only F9-Print/Update F13-OutQ F24-Prev Menu Page/Roll-Part 1											

**Second screen for Petition and Order for Amendment of Order of Probation form**



Tip: Remove the **X** from the *Print Part 1 Only* field on first screen to print the LEIN Copy of the form.

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original - Court (Part 1) 1st copy - Probation Department (Part 1) 2nd copy - Probationer (Part 1)	3rd copy - Law enforcement agency (Part 2) 4th copy - Court LEIN copy (Part 2)
<b>PETITION AND ORDER FOR AMENDMENT OF ORDER OF PROBATION</b>		<b>CASE NO.</b> 04-0209 SM X-REF: 04-20398
ORI MI-630995J	Court Address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034	Court Telephone no. (248) 546-7781
THE PEOPLE OF  <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	v	Defendant's name, address, and telephone no. (517) 482-5962 CUNNINGHAM/MARTHA/LOUISE 3947 W FOREST AVE APT 546 HASLETT, MI 48840 DOB 5/10/1965
Date of probation FEB. 9, 2004	Judge GEORGE W. CROCKETT III	Bar no. P-12345
Term of probation 12 MONTHS	Offense ASSAULT AND BATTERY	

I petition this court for the following amendments of the probation order previously entered in this cause.

TYPE AMENDMENTS TO PROBATION ORDER HERE.  
 THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.  
 THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.

FEB. 9, 2004  
 Date

Probation officer PO BRENDA DOOLEY

**ORDER AMENDING PROBATION**

IT IS ORDERED that the probation of the above defendant be amended as set forth in the above petition. All other conditions not inconsistent with this order shall remain in effect.

TYPE ORDER LANGUAGE HERE.

FEB. 9, 2004  
 Date

Judge ~~MANKS~~  
 GEORGE W. CROCKETT III

P-12345  
 Bar no.

---

I have received a copy of this order of amendment. I understand and agree to comply with this order.

Date \_\_\_\_\_ Defendant \_\_\_\_\_

MC 244 (3/01) PETITION AND ORDER FOR AMENDMENT OF ORDER OF PROBATION, Part 1

**AFP version of Petition and Order for Amendment of Order of Probation (MC244)**

## Plea by Mail

- Hop code is **PBM**
- SCAO form number DC223
- This is a two page form
- Form is available in AFP and 8x11 format

<b>JIS</b>	PLEA BY MAIL		DC223	<b>PEND</b>
Court 0	Case 06-1752	Pty D01	Charge DISORDERLY	Type OM
	XREF 06-8837	Name	KELLY/ROBERT/CHARLES	
Date Signed	010307	Bar No:	12345	Judge GEORGE W. CROCKETT III
People of CITY OF JIS				
Name	KELLY/ROBERT/CHARLES			
Street	49283 N HAGADORN RD			
City	EAST LANSING, MI 48823			
Def Atty Bar #:	57902	JOSHUA D.		
4. If you plead not guilty, bond is set in the amount of \$ <u>500.00</u>				
<input checked="" type="checkbox"/> cash, surety or 10% <input type="checkbox"/> personal.				
6. <input type="checkbox"/> Bond posted by _____ amount \$ _____				
7. Max sentence permitted \$ <u>500.00</u> plus costs and/or <u>90</u> days in jail.				
8. Minimum sentence if any is \$ _____ plus costs and/or _____ days in jail.				
9. The sentence imposed is a total of \$ <u>275.00</u> and/or <u>6</u> days in jail.				
10. GUILTY <input type="checkbox"/> 11. NOT GUILTY <input type="checkbox"/>				
Other	<u>TYPE COMMENTS HERE. THEY WILL APPEAR ON FORM ONLY.</u>			
_____				
_____				
NXT <input type="checkbox"/> CASE <u>06-1752</u> PTY <u>D01</u> COUNT <u>1</u> INQ <u>A</u> ST _____				
F1-Clear Screen F4-Prompt F9-Print F13-OutQ F24-Previous Menu				

Screen for Plea by Mail form



Tips: Bond information in Paragraphs #4 and #6 will appear if bond information was previously entered on Cash, SCH or PRB screen. These fields may be modified if necessary.

Type maximum penalty permitted in Paragraph #7 and minimum penalty, if applicable, in Paragraph #8.

Type actual penalty that will be imposed if defendant pleads guilty in Paragraph #9.

### Changes in Fall 2007 release:

Using F9-Print/Update to print the form will also transfer any comments in Other field to the ROA. To just print the form, use option F7-Print.

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT	<b>PLEA BY MAIL</b>	<b>CASE NO.</b> 06-1752      OM X-REF: 06-8837
Court Address	MICHIGAN HALL OF JUSTICE JIS, MI 48913	Court Telephone no. (517) 345-6789

THE PEOPLE OF  The State of Michigan  
 CITY OF JIS

V

Defendant's name, address, and telephone no.  
  
 KELLY/ROBERT/CHARLES  
 49283 N HAGADORN RD  
 EAST LANSING, MI 48823

**TO THE DEFENDANT:**

1. You have the following basic rights:
  - \* To plead guilty or not guilty.
  - \* To have a trial by judge or jury.
  - \* To have the assistance of an attorney.
  
2. You have the right to an attorney appointed at public expense if you are indigent (without money to hire an attorney) and
  - a. the offense charged requires a minimum jail sentence, or
  - b. the court determines that it might sentence you to jail.
 You may have to repay the expense of a court-appointed attorney.
  
3. If you have a trial, you have the following additional rights:
  - \* To call witnesses to speak for you at trial. You may get an order signed by the court to require witnesses to come to court.
  - \* To see, hear, and question all witnesses against you at trial.
  - \* To be a witness for yourself or to remain silent. If you choose not to be a witness on your own behalf, no comment may be made on your refusal to testify.
  - \* To be presumed innocent until proven guilty beyond a reasonable doubt.
  
4. If you plead not guilty, bond is set in the amount of \$ 500.00  cash, surety or 10%  personal.
  
5. If you plead guilty and your plea is accepted, you will not have a trial of any kind and will give up the rights listed in item 3.
  
6. You are charged in this court with the offense of DISORDERLY - LOUD AND BOISTEROUS CONDUCT.  
 Bond has been posted by \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.
  
7. The maximum sentence permitted by law is \$ 500.00 plus costs and/or 90 days in jail.
  
8. The minimum sentence, if any, is \$ \_\_\_\_\_ plus costs and/or \_\_\_\_\_ days in jail.
  
9. The sentence to be imposed is a total of \$ 275.00 and/or 6 days in jail.

<u>JAN. 3, 2007</u> Date	<u>P-12345</u> Judge/ <del>MAGISTRATE</del> GEORGE W. CROCKETT III      Bar no.
-----------------------------	--

Instructions and the place to check your choice of plea are on the next page.

DC 223 (3/06) PLEA BY MAIL
MCR 6.610

**INSTRUCTIONS:**

- 1) Check your choice of plea.
- 2) Sign this form.
- 3) Make certified check or money order payable to the court stated on the first page of this form.
- 4) Enclose payment with this form and mail to the court address stated on the first page of this form within 5 working days of the date this form is received by you.
- 5) Other: TYPE COMMENTS HERE. THEY WILL APPEAR ON FORM ONLY.

PLEA

- 10. **GUILTY:** I understand my rights and the sentence to be imposed and enter my plea of guilty to the offense charged. My signature acknowledges that I have read my rights as printed on the first page of this form. I waive those rights. If I have posted bond, I understand that it may be applied to the fine and costs.
- 11. **NOT GUILTY:** I understand my rights and the penalties that may be imposed, and enter my plea of not guilty to the offense charged.

\_\_\_\_\_ Date

JOSHUA D. FREEDMAN P-57902  
Defendant's attorney Bar no.

24460 TELEGRAPH RD  
Address

SOUTHFIELD, MI 48033 (248) 353-3600  
City, state, zip Telephone no.

\_\_\_\_\_ Defendant's signature

49283 N HAGADORN RD  
Address

EAST LANSING, MI 48823  
City, state, zip Telephone no.

# Recall of Warrant/Order to Apprehend

- Hop code is **WAR**
- SCAO form number MC220
- Form is available in AFP and 8x11 format

**JIS** T/C RECALL OF WARRANT MC220 **WRNT**

Court 0 Case 04-0002 Pty D01 Charge DISOR DRUNK Type SM

Name FLANNERY/SEAN/JOSEPH JR

Date Signed 020504 Bar No: 00000

Warrant No \_\_\_\_\_ Clerk: BRENDA DOOLEY

Police Agency ELPD

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

RECALL: Name FLANNERY/SEAN/JOSEPH JR

Address 900 W MONROE AVE Apt \_\_\_\_\_

City SAGINAW State MI Zip 48165

DOB 12/10/1981

DLN F456762441939 MI

Race UNKNOWN Sex MALE

Person Notified SHARON **Type name of person at law enforcement agency that was notified of the recall.**

Date Notified 020504 **Also type date and time of notification.**

Time Notified 0900 A

Reason: COMMENTS TYPED HERE WILL APPEAR ON FORM, BUT NOT ON ROA.

Attached to this form  Delivered to court when person appeared there

NXT \_\_\_\_ CASE 04-0002 PTY D01 COUNT 01 INQ A \_\_\_\_\_ ST \_\_\_\_

F1-Clear Screen F7-Print only F9-Print/Update F13-OutQ F24-Previous Menu

**Mark one of these fields with an X, if applicable.**

Screen for Recall of Warrant/Order to Apprehend form

Print Options	
F7 - Print	Print form, case status will remain the same
F9 - Print/Update	Print form, case status will be updated from WRNT back to previous status of PEND, DISP or PROB.

*With each print option, it will be noted on the ROA that the form was generated, but comments typed in the Reason field will not be transferred to ROA.*

**See Appendix A for complete list of field descriptions used on this screen.**

Approved, SCAO <b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	Original - Court 1st copy (canary) - Tickler file 2nd copy (pink) - State police  <b>RECALL OF</b> <b>WARRANT/ORDER TO APPREHEND</b>	PROBATE JDC CODE: RCW 3rd copy (goldenrod) - Police for return to court 4th copy - Friend of the court (if applicable)  <b>CASE NO.</b> 04-0002 SM X-REF: 04-02939
ORI MI- 630995J Police Report No.	Court address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034	Court telephone no. (248) 546-7781
Issue date of warrant/order to apprehend and no. FEB. 5, 2004	Charge DISOR DRUNK	Date of offense JAN. 4, 2004

TO: Police agency and address  _____ ELPD	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4" style="text-align: center;">Defendant/Respondent/Juvenile name</td> </tr> <tr> <td colspan="4" style="text-align: center;">FLANNERY/SEAN/JOSEPH JR 900 W MONROE AVE SAGINAW, MI 48165</td> </tr> <tr> <td style="width:30%;">CTN/TCN</td> <td style="width:30%;">SID</td> <td colspan="2" style="width:40%;">DOB</td> </tr> <tr> <td style="text-align: center;">560400023101</td> <td style="text-align: center;">403829PX</td> <td colspan="2" style="text-align: center;">12/10/1981</td> </tr> <tr> <td>DLN</td> <td></td> <td>Race</td> <td>Sex</td> </tr> <tr> <td style="text-align: center;">F456762441939</td> <td style="text-align: center;">MI</td> <td style="text-align: center;">U</td> <td style="text-align: center;">M</td> </tr> </table>	Defendant/Respondent/Juvenile name				FLANNERY/SEAN/JOSEPH JR 900 W MONROE AVE SAGINAW, MI 48165				CTN/TCN	SID	DOB		560400023101	403829PX	12/10/1981		DLN		Race	Sex	F456762441939	MI	U	M
Defendant/Respondent/Juvenile name																									
FLANNERY/SEAN/JOSEPH JR 900 W MONROE AVE SAGINAW, MI 48165																									
CTN/TCN	SID	DOB																							
560400023101	403829PX	12/10/1981																							
DLN		Race	Sex																						
F456762441939	MI	U	M																						

**IT IS ORDERED:**

- The warrant, or order to apprehend, identified above be returned immediately to this court.
- The record of this warrant, or order to apprehend, be removed immediately from Law Enforcement Information Network (LEIN) files.  
 Reason: COMMENTS TYPED HERE WILL APPEAR ON FORM, BUT NOT ON ROA.  
 (optional)

Date <u>FEB. 5, 2004</u>	Signature <u>BRENDA DOOLEY</u> <del>Judge/Clerk/Registrator</del>
--------------------------	--

**COURT CALL TO POLICE** (to advise of person's court appearance)

Date <u>FEB. 5, 2004</u>	Time <u>9:00 A.M.</u>	Person notified <u>SHARON</u>
--------------------------	-----------------------	-------------------------------

**CERTIFICATION OF REMOVAL** (from LEIN files)

Date _____	Time _____	Signature _____
------------	------------	-----------------

**POLICE DISPOSITION** (to clear police files)

Attached to this form       Delivered to court when person appeared there

---

**INSTRUCTIONS**

Court: Immediately after person appears in court on warrant, or order to apprehend, so advise  
 (1) the responsible police agency by telephone.

Court: As soon as possible after calling police, prepare this 4 part form: file original  
 (2) (white) in case file; keep canary copy in warrant or order to apprehend tickler file until warrant, or order to apprehend, is returned by police agency; send pink and goldenrod copies to police.

Police: Immediately after receiving court's call, return call for verification purposes;  
 (1) remove the warrant, or order to apprehend, from Law Enforcement Information Network (LEIN) files.

Police: Upon receipt of forms, enter date and time of LEIN contact, and sign; file pink copy;  
 (2) return goldenrod copy with warrant, or order to apprehend, to court (if not already delivered when person appeared in court).

**MC220 (3/02) RECALL OF WARRANT/ORDER TO APPREHEND**

**AFP version of Recall of Warrant/Order to Apprehend (MC220)**







Approved, SCAO		Original - Court 1st copy - Probationer 2nd copy - Probation officer 3rd copy - Prosecuting attorney	
STATE OF MICHIGAN 15 JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	REPORT OF NONPAYMENT OF RESTITUTION	CASE NO. 0689189 SM	
Court Address		1910 WEST JORDAN JIS, MI 48034	Court Telephone no. (810) 352-8990
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____ _____	V	Probationer's name, address, and telephone no. (517) 555-5498 AFLAC/DIANA/SARINA 5480 MARSH ROAD APT 112 OKEMOS, MI 48826	
		CTN/TCN 549840980001	SID 65498490A
		DOB 1/18/1980	
In the matter of _____			
1. Payment of restitution was ordered as a condition of probation for the individual named above. Upon review of the case as required under statute, I have determined that the probationer has not paid restitution as ordered. 2. The amount of the arrearage was \$ <u>189.23</u> as of <u>DEC. 12, 2006</u> . <small style="margin-left: 150px;">Date</small> 3. The reasons for this arrearage are:  <p style="text-align: center;">TYPE REASONS HERE. THEY WILL PRINT ON FORM BUT NOT ON ROA.</p>			
I declare that the statements above are true to the best of my information, knowledge, and belief.  <u>DEC. 12, 2006</u> <small>Date</small>			
		Probation officer/ <del>XXXXXXXXXXXX</del> COURTNEY J SCHOLL	
<b>CERTIFICATE OF MAILING</b>			
I certify that on this date a copy of this report was served on the probationer and the prosecuting attorney by ordinary mail.  _____ <small>Date</small>			
		_____ <small>Signature</small>	
MC 258 (3/06) REPORT OF NONPAYMENT OF RESTITUTION		<small>MCL 712A.30(18), MCL 769.1a(18), MCL 780.766(15), MCL 780.794(18), MCL 780.826(15)</small>	

**AFP version of Report of Nonpayment of Restitution (MC258)**

# Subpoena - Order to Appear and/or Produce

- Hop code is **SUB**
- SCAO form number MC11
- Form is available in AFP and 8x11 format

**JIS** SUBPOENA MC11 **PEND**

Court  Case 05-0224 Pty D01 Charge OWI Type OD

Date Signed 022405 Judge/Atty Bar No: 12345

Police Report No. \_\_\_\_\_ Judge: GEORGE W. CROCKETT III

People of FRANKLIN COUNTY Clerk: \_\_\_\_\_

TO: DOOLEY/TOM/ \_\_\_\_\_ Print Page 1 Only

3902 W MILLER RD Apt \_\_\_\_\_ City LANSING St MI 48910

YOU ARE ORDERED  to appear personally at the time and place stated below:  
 the court address above **Remove this X to print 2nd page (service page) of subpoena**

other: \_\_\_\_\_

**Remove this X if** WEDNESDAY Date: 042005 Time: 0900 A

Testify as to your assets, and bring with you the items listed above.

MCL 600.6119 Prohibition against transfer/disposal of property is attached.

Other: \_\_\_\_\_

Person Requesting \_\_\_\_\_

Address \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

NXT \_\_\_\_\_ CASE 05-0224 PTY D01 COUNT 1 INQ D ST \_\_\_\_\_

F1-Clear Screen F9-Print F13-OutQ F24-Previous Menu

**Screen for Subpoena - Order to Appear and/or Produce form**



Tips: The next scheduled court date will appear in the Date and Time fields. This information may be modified if necessary.

Mark all applicable fields with an **X**. Type name and address of person requesting subpoena, if applicable.

The bar # of the Judge of Record will be displayed in the *Judge/Attorney Bar No.* field. If there is no Judge of Record, the Next Judge or Proceeding Judge bar # will be displayed. An attorney magistrate's bar number is not allowed in this field. You may modify the number or erase it.

You can only type a name in the *Clerk* field if the *Judge/Atty Bar No.* field is blank.

The Supreme Court seal will appear on the AFP version of the form only.

Approved, SCAO		Original - Return 1st copy - Witness 2nd copy - File 3rd copy - Extra						
<b>STATE OF MICHIGAN</b> 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	<b>SUBPOENA</b> <b>Order to Appear and/or Produce</b>	<b>CASE NO.</b> <b>05-0224</b> OD 04-203948E						
Court address 27777 FRANKLIN ROAD SUITE 1300		Court telephone no.						
Police Report No.		(248) 546-7781						
Plaintiff(s)/Petitioner(s) <input type="checkbox"/> People of the State of Michigan <input checked="" type="checkbox"/> People of FRANKLIN COUNTY	V	Defendant(s)/Respondent(s) DOOLEY/TOM/						
<input type="checkbox"/> Civil <input checked="" type="checkbox"/> Criminal	Charge OPERATING WHILE INTOXICATED							
<input type="checkbox"/> Probate In the matter of _____								
In the Name of the People of the State of Michigan. TO: DOOLEY/TOM/ 3902 W MILLER RD LANSING, MI 48910								
If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.								
<b>YOU ARE ORDERED:</b>								
<input checked="" type="checkbox"/> 1. to appear personally at the time and place stated below:		You may be required to appear from time to time and day to day until excused.						
<input checked="" type="checkbox"/> The court address above <input type="checkbox"/> Other:								
Day	Date	Time						
WEDNESDAY	APRIL 20, 2005	9:00 A.M.						
<input type="checkbox"/> 2. Testify at trial/examination/hearing.								
<input type="checkbox"/> 3. Produce/permit inspection or copying of the following items: _____								
<input type="checkbox"/> 4. Testify as to your assets, and bring with you the items listed in line 3 above.								
<input type="checkbox"/> 5. Testify at deposition.								
<input type="checkbox"/> 6. MCL 600.6104(2), 600.6116, or 600.6119 prohibition against transferring or disposing of property is attached.								
<input type="checkbox"/> 7. Other: _____								
<input type="checkbox"/> 8. <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Person requesting subpoena</td> <td style="width:50%;">Telephone no.</td> </tr> <tr> <td colspan="2">Address</td> </tr> <tr> <td>City</td> <td style="text-align: center;">State      Zip</td> </tr> </table>			Person requesting subpoena	Telephone no.	Address		City	State      Zip
Person requesting subpoena	Telephone no.							
Address								
City	State      Zip							
NOTE: If requesting a debtor's examination under MCL 600.6110, or an injunction under item 6, this subpoena must be issued by a judge. For a debtor examination, the affidavit of debtor examination on the next page of this form must also be completed. Debtor's assets can also be discovered through MCR 2.305 without the need for an affidavit of debtor examination or issuance of this subpoena by a judge.								
<b>FAILURE TO OBEY THE COMMANDS OF THE SUBPOENA OR APPEAR AT THE STATED TIME AND PLACE MAY SUBJECT YOU TO PENALTY FOR CONTEMPT OF COURT.</b>								
		Court use only <input type="checkbox"/> Served <input type="checkbox"/> Not served						
FEB. 24, 2005 Date	Judge/ <del>KIMM/KROCKO</del> GEORGE W. CROCKETT III	P-12345 Bar no.						
MC 11 (6/04) SUBPOENA, Order to Appear and/or Produce		MCL 600.1455, 600.1701, 600.6110, 600.6119, MCR 2.506						



# Traffic/Criminal Reports & Notices

*Information is provided in this chapter for various notices and reports that are generated by the JIS system, as well as batch printing of Register of Actions (ROAs), Labels and Postcard Notices to Appear (NTAs)*



Many reports and notices will be explained in this chapter. For your convenience, they will be described in the following groups:

**Batch Reports:** Labels, Register of Actions, Postcard Notices to Appear

**Date Generated Notices:** Abstract, FAC/FCJ/FCPV, Default Judgment, 14-Day Civil Infraction Notice, 14-Day Misdemeanor Notice, Notice of Non-Compliance, Warrant Misdemeanor, Warrant Notice

**Date Generated Reports:** Abstract List, Abstract Error List, Bond Forfeiture Tickler, Delete Audit Report, Deleted Bond Report, Drunk Driving Report, FAC Electronic Clearance List, FAC/FCJ/FCPV List, Party Calendar, 20% Late Penalty Assessment Report

**Individually Requested Reports:** Alcohol Report, Appealed Case List, Attorney Case List, Case Index (Case List), Caseload Report (Including Case Age/Caseload Part 4), CCW Report, Crime Victim Rights Report, Delay in Criminal Proceedings, Disposed List, Drunk/Drug New Cases, Expired Activity Report, FAC/Bench Warrant and Warrant List, Non-Public Case List, Speedy Trial and 120-Day Report, Warrant Entry/Cancellation List

**Automatically Generated Overnight Reports from DOS:** SOS VPN/DLN Update Exception Report.

For information on reports available in the Probation Module, see Chapter 6 - Probation.

To access the Reports Menu, choose Option 2 from the Traffic/Criminal Subsystem Menu.

JIS State Court Administrative Office

Traffic/Criminal Subsystem

Select one of the following:

1. Traffic/Criminal Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Abstract & FAC/FCJ/FCPV Menu
7. Report Generator
8. Batch Show Cause Processing

Option: 2 ← To access Reports Menu, Type a 2 in the Option field and press ENTER.

F24-Previous Menu

Traffic/Criminal Subsystem Menu

From the first screen of the Reports Menu, you can request Batch Notices, Date Generated Notices and Trust and Agency Reports. Information on the Trust and Agency Reports can be found in Cash User Guide.

**JIS** State Court Administrative Office  
Traffic/Criminal Daily Reports  
Today's Date 12/13/06

Alp Num

-	-	ROAs	-	<u>BKD</u>	<b>Batch notices</b>
-	-	Labels	-	<u>BKD</u>	
-	-	Postcard NTAs	-	<u>BKD</u>	

- - Daily Date Generated Notices **Date Generated Notices and Reports**

TRUST and AGENCY REPORTS

-	Account Activity					<u>121306</u> -	
-	Check Register					<u>121306</u> -	
	Bond	-	Open	-	Closed	-	Part Paid
	Rest	-	Open	-	Closed	-	Part Paid
	Trust	-	Open	-	Closed	-	Part Paid
-	T/A Type	-	Open	-	Closed	-	Part Paid
-	Summary Totals	-	-	-	-	-	-
-	Pending Open Bonds List						

Date Range

MORE ...

F24-Previous Menu Page/Roll Help **Trust and Agency Reports**

**First screen of Reports Menu**

Use your **Page/Roll** keys to access the second page of the Reports Menu, which contains Individually Requested Reports.

**JIS** State Court Administrative Office  
Traffic/Criminal As Required Reports  
Today's Date 12/13/06

Alp Num		Date Range	
-	-	Alcohol Report	_____ - _____
-	-	Appealed List	_____ - _____
-	-	Attorney Case List	_____ - _____
-	-	CCW Report	_____ - _____
-	-	Case Index	_____ - _____
-	-	Caseload Report Qtr _ Year _____	_____ - _____
-	-	Case Age Report (Caseload Part 4)	_____ - _____
-	-	Crime Victim Rights Report	_____ - _____
-	-	Delay in Criminal Proceedings Qtr _ Year _____	_____ - _____
-	-	Disposed List	_____ - _____
-	-	Drunk/Drug New Cases	_____ - _____
-	-	Expired Activity Date	_____ - _____
-	-	FAC, WAR List	_____ - _____
-	-	Non-Public Case List	_____ - _____
-	-	Speedy Trial and 120-Day Report	_____ - _____
-	-	Warrant Entry/Cancellation List	_____ - _____

MORE ...

F24-Previous Menu Page/Roll Help

**All reports on this screen are Individually Requested Reports.**

**Second screen of Reports Menu**

# Batch Reports

Batch reports include requests for Labels, Register of Actions and Postcard Notices to Appear. They will print on the printer which has been designated for each report.

BATCH REPORTS	
Report	Description
Labels	Will print address labels for defendant or file labels that were requested from the Case Entry screen (CAS) or the Report Requests screen (RPT).
Register of Actions (ROAs)	Will print ROAs on 8x11 plain paper or on preprinted forms DC250 (Felony) and DC251 (Misdemeanor). ROAs will print when they were requested from the Case Entry screen (CAS), Disposition screen (DSP), Scheduling screen (SCH), Report Requests (RPT) or Cash screens.
Postcard Notices to Appear (NTAs)	Will print Postcard Notices to Appear that were requested from the Traffic/Criminal Scheduling screen (SCH), Case Entry screen (CAS), Probation Scheduling screen (PRB) or Reports Requests screen (RPT).

 **Labels**

Two types of labels can be generated:

- File labels - will print case number, defendant’s name and up to three counts
- Address labels - will print case number, defendant’s name and address

Labels print on 3-1/2” x 15/16” pin-feed continuous labels.

**Requesting Labels**

Labels can be requested from the Case Entry screen (CAS) or from the Reports Request screen (RPT).

To request labels from the CAS screen, type one of the following options in the *Label* field:

- X** or **E** - will produce one file label
- A** - will produce address label for defendant
- 1-9** will produce up to nine file labels

To request labels from the RPT screen, type the case number in the *Case* field and one of the following options in the *Rpt* field:

- FLB** - will produce file label
- LBL** - will produce address label for defendant

07-0129 SD

**FRANKLIN**/MICHAEL/JOHN  
 CT. 1: OPER/INTOX

**File label - Single count case**

07-1113 SD

**FOSTER**/WALTER/MARK  
 CT. 1: OPER/INTOX  
 CT. 2: DWLS  
 CT. 3: FAIL TO STOP (MORE)

**File label - Multi-count case**

07-0129 SD

**FRANKLIN**/MICHAEL/JOHN  
 8392 N WILLIAMS RD  
 OKEMOS MI 48864

**Address label**

## Printing Labels

You can choose to print labels in either alphabetic or numeric order. You also have the option of printing labels that were requested by a specific clerk or labels that have been requested by all clerks.

After labels have been requested from the CAS or RPT screen, go to the Reports Menu to print them (Option 2 from the Traffic/Criminal Subsystem Menu).

**JIS** State Court Administrative Office  
Traffic/Criminal Daily Reports  
Todays Date 5/07/04

Alp	Num		User field
-	-	RDAs	- <u>BKD</u>
-	-	Labels	- <u>BKD</u>
-	-	Postcard NTAs	- <u>BKD</u>

**Alphabetic (Alp) and Numeric (Num) fields** Date Generated Notices

**Reports Menu**

To print labels that have been requested by a specific user:

- Type an **X** in the *Alp* or *Num* field.
- Type an **X** in the *User* field. The initials of the user can be changed if necessary.
- Press **ENTER**.

To print labels that have been requested by all users:

- Type an **X** in the *Alp* or *Num* field.
- Press **ENTER**.



Tip: You can view, add or delete requests for labels from the Reports Request screen (RPT).

 **Register of Actions**

Register of Actions (ROAs) can be printed individually or in a batch cycle. When printing in a batch cycle, they can be printed on plain 8 x 11 paper or on SCAO forms DC250 (Felony) and/or DC251 (Misdemeanor).

**Requesting ROAs in Batch Cycle**

ROAs can be requested from the Case Entry screen (CAS), Scheduling screen (SCH), Disposition screen (DSP), Reports Request screen (RPT) and Cash screen.

To request ROAs from the CAS, SCH, DSP or Cash screen, type one of the following options in the *ROA* field:

- X** - ROAs on 8x11 plain paper
- E** - ROAs on pre-printed SCAO forms DC250 (Felony) and CD251 (Misdemeanor)
- A** - Separate ROAs for each count, printed on forms DC250 and/or DC251

To request ROAs from the RPT screen, type the case number in the *Case* field and one of the following options in the *Rpt* field:

- ROA** - will print on 8x11 plain paper
- ROAF** - will print on forms DC250 and/or DC251



Tip: You can always print an immediate ROA on plain paper by typing hop code **RAP** and the **case number** on the hop line, or by pressing **F9-Print** from the ROA screen.

## Printing ROAs

You can choose to print ROAs in either alphabetic or numeric order. You also have the option of printing ROAs that were requested by a specific clerk or ROAs that have been requested by any clerk.

After ROAs have been requested from the CAS, SCH, DSP, RPT or Cash screen, go to the Reports Menu to print them (Option 2 from the Traffic/Criminal Subsystem Menu).

To request ROAs that have been requested by a specific user, type one of the following options in the Alp or Num field:

- X** - ROAs on 8x11 plain paper
- E** - ROAs on pre-printed SCAO forms DC250 (Felony) and DC251 (Misdemeanor)
- A** - Separate ROAs for each count, printed on forms DC250 and/or DC251

### **AND**

Type an **X** in front of *User* field. The initials of the user can be changed if necessary.

To request ROAs that have been requested by all users, type one of the following options in the Alp or Num field:

- X** - ROAs on 8x11 plain paper
- E** - ROAs on pre-printed SCAO forms DC250 (Felony) and DC251 (Misdemeanor)
- A** - Separate ROAs for each count, printed on forms DC250 and/or DC251



Tip: The type of form requested for printing must match the type of form originally requested. For example, if you request a plain paper ROA by using option **X** on the SCH screen, you must also request an option **X** from the Reports Menu to print the ROA.



Example of Misdemeanor ROA

Approved, SCAO		<b>STATE OF MICHIGAN JUDICIAL DISTRICT 15TH</b>		<b>MISDEMEANOR REGISTER OF ACTIONS</b>		<b>CASE NO. 04-0529 OD D01 X-REF: 04-70398</b>																									
ORI MI - 630995J		Police Report No. 5685		Case assigned to:																											
<input type="checkbox"/> THE STATE OF MICHIGAN		<input checked="" type="checkbox"/> <b>FRANKLIN COUNTY</b>		<b>GEORGE W. CROCKETT</b>																											
v		<b>FRANKLIN/MICHAEL/JOHN</b>		Date of complaint		Police agency																									
Defendant's name and address		<b>FRANKLIN/MICHAEL/JOHN 8392 N WILLIAMS RD OKEMOS MI 48864</b>		<b>01/22/04</b>		<b>399</b>																									
DOB: 6/10/1958 Ph: (517)349-6859		SID: 526942XC		BOND HISTORY																											
Operator's license		CTN/TCN: 150412345601																													
<b>F652603429435 MI</b>		Offense date		Defendant's attorney, bar no., address, and telephone no.																											
		<b>01/22/04</b>																													
Crime		<b>I. OPERATING WHILE INTOXICATED</b>																													
Charge code		<b>1025</b>																													
Investigating officer(s)		Ordinance no.		<input type="checkbox"/> Waived <span style="float: right;"><input type="checkbox"/> Ct. Appt.</span>																											
<b>390 JOHNSON, WALTER 884 KING, RICHARD</b>																															
Prosecuting attorney				Judge																											
Date		ARRAIGNMENT																													
		<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> No Contest <input type="checkbox"/> Mute																													
Date		ADJUDICATION		Judge																											
		<input type="checkbox"/> Jury Trial <input type="checkbox"/> Bench Trial <input type="checkbox"/> Plea																													
FINDINGS		SENTENCING		Judge																											
<input type="checkbox"/> Guilty as charged <input type="checkbox"/> Not Guilty <input type="checkbox"/> No Contest <input type="checkbox"/> Guilty, other Crime and charge code: <input type="checkbox"/> Guilty, but mentally ill <input type="checkbox"/> Dismissed <input type="checkbox"/> Nolle Prosequi		Fine Cost Crime Victims Restitution Oversight Total Payable																													
License		Work program		Judge																											
<input type="checkbox"/> Revoked <input type="checkbox"/> Suspended <input type="checkbox"/> Restricted		Days Hours Days Jail Probation months Expiration date Jail credit To be served																													
<input type="checkbox"/> Vehicle immobilized <input type="checkbox"/> Vehicle forfeited		Conditions		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">DATE</th> <th style="width: 65%;">ACTIONS, JUDGMENTS, CASE NOTES</th> <th style="width: 20%;">Initials</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>				DATE	ACTIONS, JUDGMENTS, CASE NOTES	Initials																					
DATE	ACTIONS, JUDGMENTS, CASE NOTES	Initials																													
DC 251 (6/03) MISDEMEANOR Register of Actions		Signature																													

**Misdemeanor Register of Actions (DC251)**

 **Postcard Notice to Appear**

Postcard Notices to Appear are printed in a batch cycle on SCAO form DCY06a.

**Requesting a Postcard Notice to Appear**

Postcard Notices to Appear can be requested from the Traffic/Criminal Scheduling screen (SCH), Case Entry screen (CAS), Probation Scheduling screen (PRB) or from the Reports Request screen (RPT).

To request NTAs from the SCH, CAS or PRB screen, type an one of the following options in the *NTA* field:

- A** - Notice to Appear for attorney
- D** - Notice to Appear for defendant
- B** - Notice to Appear for both attorney and defendant

To request labels from the RPT screen, type the case number in the *Case* field and one of the following options in the *Rpt* field:

- NTAD** - will produce a notice addressed to the defendant
- NTAA** - will produce a notice addressed to the defense attorney
- NTAB** - will produce a notice for both the defendant and the attorney

<p><b>16TH DISTRICT COURT</b> 15140 FARMINGTON ROAD LIVONIA, MICHIGAN 48154</p>		
<p><b>YOU ARE DIRECTED TO APPEAR AS FOLLOWS:</b></p> <p>Ticket/Case <b>04-0530</b> <b>FY</b> Number: <b>X-REF: 04-70398</b></p> <p>Proceeding: <b>EXAM</b></p> <p>Court day/date: <b>THURSDAY 6/10/04</b></p> <p>Time: <b>09:00 AM</b> <b>KING, RICHARD</b></p> <p>Officer: <b>JOHNSON, WALTER</b> <b>399</b></p> <p>Notice date: * <b>5/07/04</b> <b>OFFENSE DATE: 1/22/04</b></p> <p>Offense: <b>CS DIST SC#5</b> <b>JUDGE: SERVAAS</b></p>		
<p>RETURN POSTAGE GUARANTEED</p>		<p><b>FRANKLIN/MICHAEL/JOHN</b> <b>8392 N WILLIAMS RD</b> <b>TO: OKEMOS MI 48864</b></p>
<p>STATE OF MICHIGAN 16TH DISTRICT COURT</p>	<p>NOTICE TO APPEAR</p>	<p>Telephone No. (734) 466-2500 EXT. 3542</p>
<p><b>IMPORTANT: READ THIS CAREFULLY</b></p>		
<ol style="list-style-type: none"> <li>1. Bring this notice with you.</li> <li>2. No case may be adjourned except by authority of the Judge for good cause shown.</li> <li>3. FAILURE OF THE DEFENDANT TO APPEAR in a civil case may cause a default judgment to be entered. FAILURE OF THE PLAINTIFF TO APPEAR may result in a dismissal of the case.</li> <li>4. FAILURE TO APPEAR in a criminal case may subject you to the penalty for contempt of court, and a bench warrant may be issued for your arrest.</li> <li>5. If you intend to employ a lawyer, he/she should be notified of the date at once.</li> <li>6. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.</li> </ol>		
<p><b>CERTIFICATE OF SERVICE/MAILING</b></p>		
<p>I certify that on this date a copy of this notice was sent by ordinary mail to the party or attorney at the address shown on the other side of this notice.</p>		
<p>*DATE OF NOTICE Date</p>	<p><b>JOSEPH F. MYSLIWIEC</b> Court Administrator</p>	
<p><b>NOTICE TO APPEAR</b> Form No. DCY06a Revised 6/96</p>		

Postcard Notice to Appear

### Printing a Postcard Notice to Appear

You can choose to print notices in either alphabetic or numeric order. You also have the option of printing notices that were requested by a specific clerk or notices that have been requested by any clerk.

After notices have been requested from the SCH, CAS, PRB or RPT screen, go to the Reports Menu to print them (Option 2 from the Traffic/Criminal Subsystem Menu).

**JIS** State Court Administrative Office

Traffic/Criminal Daily Reports

Todays Date 5/07/04

Alp	Num		User field
-	-	ROAs	- BKD
-	-	Labels	- BKD
-	-	Postcard NTAs	- BKD

**Alphabetic (Alp) and Numeric (Num) fields** Date Generated Notices

**Reports Menu**

To print notices that have been requested by a specific user:

- Type an **X** in the *Alp* or *Num* field
- Type an **X** in the *User* field. The initials of the user can be changed if necessary.
- Press **ENTER**.

To print notices that have been requested by all users:

- Type an **X** in the *Alp* or *Num* field.
- Press **ENTER**.



Tip: You can view, add or delete requests for Postcard Notices to Appear from the Reports Request screen (RPT).

## Date Generated Notices

When Date Generated Notices are requested, numerous notices and reports will be generated. You can request notices to print in either alphabetic or numeric order. These notices are programmed to generate a certain number of days after a scheduled due date. Each court sets their own notice schedule. The notice schedule which has been established for your court is stored as the Z-Record in Code Files. For more information on the Z-Record, see Chapter 9 - Code Files.

The notices listed below print on multi-part, pre-printed forms and can be obtained from your forms distributor. The abstract and FAC/FCJ/FCPV forms can be obtained from Department of State (DOS).

DATE GENERATED NOTICES	
Notice	Form #
Abstract	DS1-22
FAC/FCJ/FCPV	DS1-62
Default Judgment	CIA07-JIS
14-Day Civil Infraction Notice	CIA03
14-Day Misdemeanor Notice	MC216
Notice of Non-Compliance	MC216a
Warrant Misdemeanor	DC226-OSM-1
Warrant Notice	DC226-OSM-2

Although each of the notices listed above cannot be **requested** from the Report Requests Screen (RPT), they may be **deleted** for individual requests. See Chapter 3 - Case Entry & Update for more information on the Report Request Screen.



**Tips:** Many system resources are used when Date Generated Notices are generated. It is recommended they be requested at times when all users are signed off the system.

Because notices are always generated based on the due date of the case, it is recommended that they are requested daily at the end of the business day.

Examples of each of the Date Generated Notices can be found on the following pages.

 **Abstract**

Abstracts are created when Date Generated Notices are requested. Because they are submitted electronically to Department of State (DOS), you will rarely, if ever, need to print an abstract. If you do, it would be printed on form DS1-22, which is available from DOS.

They are listed in the output queue as **ABSPRT**.

See Chapter 10-Abstract/FAC Processing for more information on updating Abstract records.

 **FAC/FCJ/FCPV**

FAC/FCJ/FCPV suspensions are created when Date Generated Notices are requested. Because they are submitted electronically to Department of State (DOS), you will rarely, if ever, need to print a suspension. If you do, it would be printed on form DS1-62, which is available from DOS.

They are listed in the output queue as **FACPRT**.

See Chapter 10-Abstract/FAC Processing for more information on updating FAC/FCJ/FCPV records, and printing clearances.




**14-Day Civil Infraction Notices**

- SCAO form number CIA-03
- Form listed in output queue as FDCPRT

<b>48TH DISTRICT COURT</b>		
P.O. BOX 3200 4280 TELEGRAPH ROAD BLOOMFIELD HILLS, MICHIGAN 48302-3200		
<b>NOTICE OF FAILURE TO COMPLY WITH JUDGMENT</b>		
CASE NUMBER	<b>04-0473</b>	<b>OI</b>
INFRACTION DATE	<b>2/04/04</b>	
CIVIL INFRACTION	<b>TRAFFIC DEV</b>	
	<b>X-REF: 04-20202</b>	
VPN	<b>394USA MI</b>	
DEFAULT DATE	NOTICE DATE	
<b>5/05/04</b>	<b>5/05/04</b>	
AMOUNT DUE	<b>186.00</b>	
TO: <b>CUNNINGHAM/MARTHA/LOUISE</b> <b>APT 546</b> <b>3947 W FOREST AVE</b> <b>HASLETT MI 48840</b>		
<b>STATE OF MICHIGAN</b>	<b>14 DAY NOTICE</b>	Telephone no.: <b>(248) 647-1141</b>
<b>48TH DISTRICT COURT</b>	<b>Civil Infraction</b>	
Court address: <b>P.O. BOX 3200, 4280 TELEGRAPH ROAD, BLOOMFIELD HILLS, MICHIGAN 48302-3200</b>		
The	<input checked="" type="checkbox"/> State	<input type="checkbox"/> Twp. <input type="checkbox"/> City <input type="checkbox"/> Village of: <b>MICHIGAN</b>
<b>If you fail to comply with the judgment rendered in this case within 14 days;</b>		
1. The Secretary of State will suspend your driving privileges effective immediately.		
2. A bench warrant may be issued for your arrest.		
3. Warrant charges may be added to amount of your judgment.		
4. Your operator's license will not be issued or renewed if notice is for six or more parking violations.		
Payment may be made in person, or by mail. If you make payment by mail, it must be in the form of a <b>certified check or money order only</b> , and received by this court within 14 days. Return this notice with your payment. Payment made after due date must include a \$45.00 re-instatement fee in addition to amount due.		
I hereby certify that on this date, copies of this notice were served upon the party indicated on the reverse side by ordinary mail addressed to the address shown, unless otherwise indicated.		
*DATE OF NOTICE	<b>JAMES P. HARKINS, JR.</b>	
Date	Judge/Magistrate/Deputy Court Clerk	
CIA 03 (1/03)	<b>14 DAY NOTICE, Civil Infraction</b>	ORIGINAL - COURT COPY, DEFENDANT

Civil Infraction 14-Day notice (CIA 03)



 **Notice of Non-Compliance**

- SCAO form number MC 216A
- Form listed in output queue as **NNCPRT**

<p><b>48TH DISTRICT COURT</b>                  P.O. BOX 3200                  4280 TELEGRAPH ROAD                  BLOOMFIELD HILLS, MICHIGAN 48302-3200</p>		
<p><b>NOTICE</b></p>		
Case No.:	<b>04-0409</b>	<b>OD</b>
Violation:	<b>OWI</b>	
Violation date:	<b>1/01/04</b>	
	<b>X-REF: 04-23948</b>	
Notice date:	<b>4/27/04</b>	
<p>Appear in person                  by: <b>5/04/04</b></p>		
<p><b>DOOLEY/TOM</b>  <b>3902 W MILLER RD</b>  <b>LANSING MI 48910</b></p>		
<p>-----</p>		
Approved, SCAO	Original - Court	Copy - Defendant
<p><b>STATE OF MICHIGAN</b>                  JUDICIAL DISTRICT                  JUDICIAL CIRCUIT</p>	<p><b>NOTICE OF NONCOMPLIANCE</b>                  Drinking/Driving Offense</p>	<p><b>TELEPHONE NO.</b></p>
<p><b>TO THE DEFENDANT:</b></p> <ol style="list-style-type: none"> <li>1. You have failed to appear or respond to the violation cited on the other side of this card; or you have failed to comply with an order or judgment of the court (including payment of fine, costs, or assessments).</li> <li>2. You have <b>7 days</b> from the date of this notice to appear in court, or you have <b>14 days</b> to comply with the order or judgment of the court.</li> <li>3. <b>If you fail to appear in court or comply with the judgment</b> as indicated, the Secretary of State will be notified to suspend your driver license.</li> <li>4. <b>If you fail to appear in court or comply with the judgment</b> as indicated, the Secretary of State will be notified to enter an order with no expiration date that you cannot operate a vessel on the waters of this state or a snowmobile within the borders of this state.</li> <li>5. A warrant for your arrest has been or will be issued for your arrest.</li> </ol> <p style="text-align: right;"><small>MCL 257.321a(3); MSA 9.2021(1(3)), MCL 281.1187b</small></p> <p><b>MC 216a (3/01) NOTICE OF NONCOMPLIANCE, Drinking/Driving Offense</b></p>		

Notice of Non-Compliance (MC 216A)



 **Warrant Notice**

- SCAO form number DC 226-OSM-2
- Form listed in output queue as **WANPRT**

Approved, SCAO		<small>FORMS TRAC, ENTERPRISES MICHIGAN PHONE (810) 524-0006 NATIONWIDE (800) 323-0687 RE-ORDER FORM NO. DC226-OSM-2 (4-90)</small>		Original (white) - Court 2nd copy (canary) - Defendant	
STATE OF MICHIGAN JUDICIAL DISTRICT 15TH		WARRANT NOTICE <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Non-Traffic		CASE NO. 04-0409    OD X-REF: 04-203948E	
ORI MI- 630995J	Court address 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034			Court telephone no. (248)546-7781	
Issue date of warrant/order to apprehend and no. 5/05/04		Charge OPERATING WHILE INTOXICATED		Date of offense 1/01/04	
Defendant name and address DOOLEY/TOM/ 3902 W MILLER RD LANSING MI 48910					
CTN 330412345601		SID		DOB 10/02/72	
DLN D400799013760		Race W		Sex M	
v					
THE PEOPLE OF <input type="checkbox"/> The State of Michigan <input checked="" type="checkbox"/> _____ FRANKLIN COUNTY					
<b>To the defendant:</b>					
Court records show you did not respond to the charge shown above by the due date shown on the 14 day notice you received.					
<b>A warrant has been issued for your arrest.</b> To avoid the possibility of being arrested, you must respond immediately. You must pay \$ _____, the total amount due, on or before _____ to the court address shown below. <input type="checkbox"/> You must also appear in person at the place and time shown below.					
Place			Time		
Bring this notice with you.					
DC 226-OSM-2 (4/90) WARRANT NOTICE				COURT COPY	

Warrant Notice (DC 226-OSM-2)



Tip: The misdemeanor notice will automatically generate if:

- Z Record has been updated with number of days in WAN field
- Case was not filed by complaint and warrant
- Case is undisposed
- Warrant notice has not previously generated

## Date Generated Reports

When Date Generated Notices are requested, there are a number of reports which also are produced.

DATE GENERATED REPORTS	
Report	Description
Abstract List	A list of abstracts that have been generated.
Abstract Error List	A list of abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS.
Bond Forfeiture Tickler	Cases will begin appearing on this tickler 28 days after generation of the Order Forfeiting Bond immediate form, or the date that is specified as the forfeiture date on the Bond Forfeiture Tickler Add/Delete screen.
Delete Audit Report	Report will list all cases that have been deleted, transferred to another court, or that have had the case number changed.
Deleted Bond Report	List of all bond, restitution, trust or trust & agency records or payments that have been deleted.
Drunk Driving Report	List of all undisposed alcohol-related cases with the age of the case in days.
FAC Electronic Clearance List	List of cases that had a request made to DOS for an immediate clearance. The report will indicate if the request was accepted or rejected.
FAC/FCJ/FCPV List	A list of FAC/FCJ/FCPV suspensions that have been generated.
Party Calendar	An alphabetical list of all parties who are scheduled to appear in court for a court proceeding on the business day following the day Date Generated Notices were requested.
20% Late Penalty Assessment Report	List of cases that have had the 20% late penalty assessed.

Information about each of these reports are shown on the following pages.



## Abstract List

This report lists all abstracts that have been generated since the last Daily Notice cycle. The list can be sorted alphabetically or in case number order, depending on the selection made when notices were requested.

This report can also be requested from the Abstract and FAC Menu. See Chapter 10-Abstract/FAC Processing for more information.

This report will be listed in the output queue as **SOSPRT**.

SEQ NUMBER	CASE NO.	DLN	NAME	DOB	VIOLATION DATE	ADJUDICATE DATE	OFF	SPEED	JUDGE	SI	VEH	ABS TYP
1	02-1003		DLN STANLEY DAVISON		8/12/02	2/11/03	9200					A
	Fine: 0	Jail:	Comsrv: Rehab:	OrgChg:9200	Trial: Revoke: Susp: Rest:				Judge2:			
2	03-0201	K584398885434	BRUCE KNIGHT		3/14/64	2/01/02	4/22/04	1010		12345	PU	B
	Fine: 1168	Jail:	Comsrv: 30 Rehab:N	OrgChg:1010	Trial:P Revoke: Susp: Rest:				Judge2:12345			
3	03-0221		DLN RANDY CARR		1/12/02	4/12/04	1000			12345	PU	B
	Fine: 1062	Jail: 10	Comsrv: 5 Rehab:N	OrgChg:1000	Trial:B Revoke: Susp: Rest:				Judge2:12345			
4	03-0221		DLN RANDY CARR		1/12/02	4/22/04	3200				PU	A
5	04-0020	W252067564772	ANITA LYNETTE WASHINGTON		10/07/50	1/01/04	4/19/04	1200		12345	PA	B
	Fine: 496	Jail: 90	Comsrv: 14 Rehab:N	OrgChg:1025	Trial:P Revoke: Susp: Rest:				Judge2:12345			
6	04-0401	L520373676128	JASON PAUL LYONS		2/18/72	1/12/04	3/22/04	1025		12345	PA	A
	Fine: 0	Jail:	Comsrv: Rehab:	OrgChg:1025	Trial:B Revoke: Susp: Rest:				Judge2:			
7	04S234443	K620085585633	BELINDA MARIE KROUSE		8/13/69	2/01/04	3/01/04	1810		1111	PA	A
8	04S451124	L635135270947	DAVID G LONDON		12/13/71	3/01/04	4/01/04	2000	06655	1111	PU	A

Abstract List



Tip: This list can be used as a tool to verify accuracy of abstract information before abstracts are sent to Department of State.

## Abstract Error List

This report lists all abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS. These cases did not pass the built-in Name/DOB/DLN edit on the Case Entry Screen. See Chapter 3 - Case Entry for more information on the edit.

The following error messages may be displayed on this report:

BLANK DIGITS IN DLN NO  
 LAST NAME: 1ST-CHARACTER INVALID  
 POSSIBLE DOB ERROR - CHK  
 UNEQUAL COMPUTED NUMBER

This report will be listed in the output queue as **SOSERR**.

SEQ NUMBER	CASE NO.	NAME	DOB	DLN ENTERED	DLN COMPUTED	ERROR MESSAGE
2	03-0201	BRUCE KNIGHT	3/14/64	K584-398-885-434	K523-098-021-194	UNEQUAL COMPUTED NUMBER
8	04S451124	DAVID G LONDON	12/13/71	L635-135-270-947	L535-135-270-947	UNEQUAL COMPUTED NUMBER

Abstract Error List



Tip: Abstracts appearing on this list should be reviewed and corrected, if necessary, before they are sent to Department of State.

Effective September 12, 2009, the Michigan Department of State (DOS) implemented changes in issuing Driver Licenses and Personal Identification Cards. When a driver changes their name, or corrects a date of birth, the driver will no longer be issued a new Driver License Number (DLN).

Abstracts on cases where the DLN does not comply with the previous edit will appear on this list with an error of **UNEQUAL COMPUTED NUMBER** however these abstracts should still be submitted to DOS without modification.

## Bond Forfeiture Tickler

Traffic/Criminal cases will begin appearing on this tickler:

- 28 days after the Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment (OFB) is generated, or
- The date that is specified as the forfeiture date on the Bond Forfeiture Tickler Add/Delete Screen (BFT)

Tickler records for Traffic/Criminal cases will be deleted from the tickler if:

- The bond has been closed since the Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment (OFB) was printed, or
- The tickler record has been deleted from the Bond Forfeiture Tickler Add/Delete Screen (BFT).

This report will be listed in the output queue as **BNDFORFTIK**.

FORFEIT DATE		O.F.B. DATE		BOND TYPE	BOND AMT	RECEIPT NUMBER	RECEIPT DATE	CASE NO.	TYPE	NAME	CHARGE	NEXT ACTION DATE	DESC	PROB
02/01/04	01/04/04	CASH	200.00	D786767	11/01/03	03-0624	ST	JOHNSON/ERIC/	DWLS		11/24/03	PRE-TRIAL		
04/01/04	03/02/04	CASH	200.00	D189098	02/28/04	03-0624	ST	JOHNSON/ERIC/	OUIL		03/01/04	ARRAIGNMENT		
04/12/04	03/02/04	CASH	500.00	D254343	11/12/03	03-0801	SD	PEKALA/ROBERT/C	OUIL		12/01/03	TRIAL		
04/19/04	03/19/04	10*	500.00	D215432	02/02/04	03-0714	SM	HEATH/BRUCE/	NSF		03/18/04	PRE-TRIAL		

\*Event scheduled after Order Forfeiting Bond generated.

Bond Forfeiture Tickler



Tips: If an event is scheduled after a case has been added to the Bond Forfeiture Tickler, the case will remain on the tickler and an asterisk (\*) will appear before the forfeit date.

Cases that are in probation status will display an **X** in the Prob column.

For more information on the Bond Forfeiture Tickler Add/Delete screen, see Chapter 8 - Bonds.

## Delete Audit Report

This report is used to monitor:

- Cases/charges that have been deleted
- Cases that have been transferred to another court location
- Case numbers that have been changed

The report contains the delete date, time, clerk's initials, terminal code, case number, case type, defendant's name, case status, offense date, count, charge, disposition date and code, fine & costs assessed and balance due. The comment made at the time of the deletion/transfer/change will also be printed.

The cases are reported for 30 days, with the most recent deletes appearing at the top of the record. **Retain this report for audit purposes. It cannot be reproduced.**

If Date Generated Notices are not requested daily, deleted cases/charges will still be reported:

- If requested within 30 days of the delete or change
- After 30 days if it has never been reported previously
- For the last time when Date Generated Notices are requested after 30 days

This report will be listed in the output queue as **TCAUDIT**.

DELETE		DELETED		DELETE										
DATE	TIME	CLK	TERMINAL	CASE NO.	TYPE	NAME	STATUS	DATE	COUNT	CHARGE	DISPO DATE	DISPO CODE	FINE & COSTS	BALANCE DUE
RUN DATE: 04/22/04 15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034 PAGE 1 TRAFFIC/CRIMINAL DELETE AUDIT REPORT														
4/22/04	10:27A	D1	KARENLB	01-SOUTH	SD	SIMMS/GEORGIA/ COMMENT: CHANGE CASE	OPEN	7/14/01	1	OUIL TO 01-1404	11/14/03	DS14	0.00	0.00
4/20/04	10:40A	KJS	KARENLB	04-0301	SI	PUGH/ANTHONY/PAUL COMMENT: CHANGE CASE	OPEN	2/14/04	1	CARELESS DRV TO 04S77890			55.00	55.00

Delete Audit Report

## Deleted Bonds Report

This report is used to monitor bond, restitution, trust or trust & agency records or payments that have been deleted. The records are reported for 30 days, with the most recent deletes appearing at the top of the report. This is a cumulative month-to-date listing and the first day of each month will begin a new list.

Each type of record will have a separate page showing the deleted records or payments. A report for bonds is displayed below. The format of the report for each type of record will be the same. A "Deleted No Records" report will be produced listing each type of record that did not have any deleted records or payments. **Retain these reports for audit purposes. They cannot be reproduced.**

This report will be listed in the output queue as **BNDELETE**.

DELETE DATE		CLK	RECEIPT NUMBER	RECEIPT DATE	CASE NO.	TYPE	AMOUNT	CODE	TYPE	NAME	DEPOSITOR OR PAYEE
RUN DATE: 04/22/04 15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034 PAGE 1											
DELETED BONDS											
04/21/04	KJS	D100022	02/10/03	03-0201	OD	500.00	BD37	PYMT		ANDREWS/MATTHEW/MICH	ANDREWS/MATTHEW/MICH
04/21/04	KJS	D100041	02/12/03	03-0510		250.00		BOND		GREEN/GEORGE/	GREEN/GEORGE/

Deleted Bonds Report

 **Drunk Driving Report**

This report lists all undisposed alcohol-related cases with the age of the case in days. This report is cumulative and is sorted by the age of the case from the highest to lowest number of days. A case with an outstanding warrant **will not** appear on the report.

Note: This report was created to comply with MCL 257.625b(3). The age of the case and 77th day are calculated to meet those requirements. Warrant days are not subtracted from the age of the case.

This report will be listed in the output queue as **DD77DAY**.

RUN DATE: 04/22/04		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034			PAGE 1				
TRAFFIC/CRIMINAL DRUNK DRIVING REPORT FOR JUDGE GEORGE W. CROCKETT III									
CASE NO.	TYPE	NAME	CHARGE	ISSUE DATE	ARRAIGN DATE	NEXT ACTION DATE	NEXT ACTION	AGE	77TH DAY
03-9999	OD	THOMAS/KEITH/MARTIN JR	OUIL	2/02/02	10/30/03	5/03/04	TRIAL	810	4/20/02
03-0207A	OD	HOWARD/JAMES/EDWARD II	OUIL	3/03/02	2/07/04			781	5/19/02
02-1011	OD	OSTERLAND/RODNEY/	OUIL	9/01/02				599	11/17/02
02-1011	OD	OSTERLAND/RODNEY/	OWI	9/01/02				599	11/17/02
03-0631	OD	DELGADO/ERIC/PAUL	OWI	2/02/03	3/15/03			445	4/20/03
03-0522	OD	MADISON/EDWARD/	OUIL	2/02/03	2/12/02			445	4/20/03
03-0712	OD	KERRIGAN/ANTHONY/AARON	OUIL	7/06/03	7/06/03	7/13/04	PRETRIAL	291	9/21/03
04-0212	OD	GIBBONS/TROY/ANDREW	OPER W/ INTX	1/13/04				100	3/30/04
04-0218	SD	DELGADO/ERIC/PAUL	OWI/OWIC	1/30/04	2/18/04			83	4/16/04
04-0221	SD	MADISON/EDWARD/JAMES II	OPER W/ INTX	2/02/04	3/01/04	5/03/04	TRIAL	80	4/19/04
04-0422	FD	OUELETTE/DONNA/	OUIC-INJURY	2/28/04				54	5/15/04
04-0239	SD	TAKAGISHI/EMIL/	OUIL-OCC-16Y	3/01/04	3/08/04			52	5/17/04

Traffic/Criminal Drunk Driving Report

## FAC Electronic Clearance List

This report is a list of immediate clearances that have been requested either through the Cash module or the FAC/FCJ/FCPV Update (FAC) screen the same day as Date Generated Notice are requested. This list will be sorted alphabetically or in case number order, depending on the selection made when notices were requested.

The column on the far right will display whether the request was accepted or rejected by DOS. If a record was rejected, try your request again after you have resolved the reason for the rejection, or produce a hard copy FAC clearance form and mail it to DOS.

This report can also be requested from the Abstract and FAC Menu. See Chapter 10- Abstract/FAC Processing for more information.

This report will be listed in the output queue as **FACCLR**.

RUN DATE: 04/22/04		15TH DISTRICT COURT				PAGE 1					
		27777 FRANKLIN ROAD SUITE 1300									
		JIS, MI 48034									
FAC ELECTRONIC CLEARANCE LIST - NUMERIC											
REQUEST											
CASE NO.	NAME	DLN	DOB	CNT	DATE	TIME	W/D	DATE	TIME	SOS	RESPONSE
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A		ACCEPT
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A		ACCEPT
01S43992	SHANTAY COSNER	C636755001172	3/06/1980	1	4/22/04	249P	D	4/22/04	249P		ACCEPT
03S81511	CARLOS MIGUEL DOANTAE	D562108603313	4/23/1977	1	4/22/04	950A		4/22/04	950A		ACCEPT
03S96686	THERESE MARIA LINDSEY	L122792585726	9/19/1964	1	4/22/04	324P		4/22/04	325P		ACCEPT
04S01521	SENGE SANTIAGO	S450862646906	11/27/1957	1	4/22/04	952A	D	4/22/04	953A		ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	851A		ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	852A		REJECT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	928A		4/22/04	929A		REJECT

FAC Clearance List

Effective Fall 2008, a second report, "Clearance Requests Not Sent to SOS List" will also generate. Please refer to **Fall 2008 Announcement** for Details.

Effective November 2010, when a suspended ticket is paid online (for courts that have web cash), the system will submit an electronic clearance. These will also appear on either the "FAC Electronic Clearance List" or the "Clearance Requests Not Sent to SOS List".

 **FAC/FCJ/FCPV List**

This report is a list of FAC/FCJ/FCPV suspensions that have been generated since the last Daily Notice cycle. This list will be sorted alphabetically or in case number order, depending on the selection made when notices were requested.

This report can also be requested from the Abstract and FAC Menu. See Chapter 10-Abstract/FAC Processing for more information.

This report will be listed in the output queue as **FACRPT**.

RUN DATE: 04/22/04		15TH DISTRICT COURT						PAGE		1	
FOR: 04/22/04 - 04/22/04		27777 FRANKLIN ROAD SUITE 1300									
		JIS MI 48034									
<b>FAC/FCJ/FCPV CASE LIST - NUMERIC</b>											
CASE NO.	NAME	USR	DLN	DOB	VIOLATION DATE	COURT DATE	COUNT	OFF	SPERD	TYPE	SUSP DATE
04-0218	ERIC PAUL DELGADO			06/17/59	01/12/04	03/09/04	01	1220		F	04/22/04
04S24815	CONRAD B ZELINSKI	DLN	Z452122080528	07/04/57	01/01/04	01/15/04	01	1810		J	04/22/04

FAC/FCJ/FCPV Case List

## Party Calendar

A calendar listing all parties, in alphabetical order, that are scheduled to appear for a court proceeding on the business day following the day Date Generated Notices are requested. Excluded from the list are cases with the following scheduling codes:

- AJ10 - Payment Due
- AJ15 - Due Date
- AJ16 - Partial Payment Due
- AJ22 - Time Extended to Pay
- AJ23 - Time Extended
- AJ30 - Probation Reports Due

The Party Calendar may also be requested from the District Court Calendar Screen. See Chapter 7 - Calendars for more information.

This report will be listed in the output queue as **DCSPCL**.

15TH DISTRICT COURT						PAGE 1
PARTY CALENDAR						
THURSDAY - JUNE 10, 2004						
NAME	CASE NO.	TYPE	PROCEEDING	JUDGE	TIME	
BROWN/LUTHER/	03-1017	GC	TRIAL	CROCKETT	9:30A	
BUCKLEY/FRANCINE/	03-1127	SD	PLEA	SERVAAS	9:00A	
COLLINS/WILLIAM/	04-0115	SI	FORMAL HRG	CROCKETT	11:00A	
CUNNINGHAM/MARTHA/LOUISE	04-0209	SM	SENTENCE	CROCKETT	9:00A	
FARMER/WILLIAM/	04-0429	GC	HEARING	CROCKETT	3:30P	
FRANKLIN/MICHAEL/JOHN	04-0530	FY	EXAM	CROCKETT	1:00P	
HOMER/STAN/	04-0429	GC	HEARING	CROCKETT	3:30P	
JEFFERSON/THOMAS/ALVIN	04-0430	SM	PRETRIAL	CROCKETT	10:30A	
JENKINS/LARRY/PAUL	03-2297	SM	REVIEW	CROCKETT	0:00	
JONES/STEVEN/	03-1017	GC	TRIAL	CROCKETT	9:30A	
MARNE/FRED/	04-0429	GC	HEARING	CROCKETT	3:30P	
OLSON/MARY/	04-0407	OI	FORMAL HRG	SERVAAS	2:00P	
SAMPSON/LIONEL/MENARD	03-2296	SM	PRETRIAL	NO JUDGE	9:00A	
SMITH/MARNA/SUE	03-2293	SM	SENTENCE	SERVAAS	9:30A	
SMITH/WILLIAM/	03-1017	GC	TRIAL	CROCKETT	9:30A	

Party Calendar

## 20% Late Penalty Assessment Report

This report is a listing of all cases which have had the 20% late penalty assessed since the last Daily Notice cycle, and is based on the number of days established in the Z-Record. It should always be at least fifty-six days past the due date.

Restitution amounts are subtracted from the total fine, and the late penalty is assessed on the balance.

This report generates two separate reports, one for cases in probation status and one for non-probation cases.

All cases appearing on this report must have a disposition entered on or after August 22, 1994.

This report will be listed in the output queue as **LATEAUD**.

20% LATE PENALTY ASSESSMENT REPORT, PROBATION CASES - NUMERIC													
CASE NO.	TYPE	COUNT	NAME	C/M/F	CHARGE	DISPO DATE	DISPO CODE	ACTION DATE	DESC	FINE & COSTS	RESTITUTION	PENALTY	BALANCE DUE
03-0201	OD	1	KNIGHT/BRUCE/	M	UBAC	04/22/04	14	2/15/02	DUE DATE	515.00	.00	103.00	618.00
03-0221	OD	1	CARR/RANDY/	M	OUIL	04/12/04	01	1/28/02	DUE DATE	683.15	214.15	93.80	776.95
04-0020	SD	1	WASHINGTON/ANITA/L	M	OWI	04/19/04	15	1/22/04	PRETRIAL	480.00	.00	96.00	576.00

20% Late Penalty Assessment Report - Probation Cases

20% LATE PENALTY ASSESSMENT REPORT, NON-PROBATION CASES - NUMERIC													
CASE NO.	TYPE	COUNT	NAME	C/M/F	CHARGE	DISPO DATE	DISPO CODE	ACTION DATE	DESC	FINE & COSTS	RESTITUTION	PENALTY	BALANCE DUE
04S24815	SI	1	ZELINSKI/CONRAD/B	C	CARELESS DRV	04/22/04	19	1/15/04	DUE DATE	120.00	.00	24.00	144.00
03-0444	ST	1	JONES/KAREN/	M	RECKLESS DRV	10/13/03	14	10/20/03	SCHED TO PAY	310.00	85.00	45.00	355.00

20% Late Penalty Assessment Report - Non-Probation Cases

## Individually Requested Reports

These reports, some of which comply with various state judicial requirements, are available to be produced as needed. Many can be requested for specific date ranges. Some can be printed in either numeric or alphabetic order.

Information about each of the reports listed below appears in the following pages.

You also have the ability to create reports where you select the criteria that appears on the report. For more information on this feature, see Chapter 11 - Report Generator.

INDIVIDUALLY REQUESTED REPORTS	
Report	Description
Alcohol Report	A basic statistical report counting alcohol related cases and their dispositions.
Appealed Case List	A list of all open cases that are currently under appeal.
Attorney Case List	A list by attorney of all cases with <i>future</i> scheduled activity in the court.
Case Index (Case List)	An alphabetical or numerical list of all cases on the District Court System.
Caseload Report	Annual reports documenting the number of new filings, reopened cases and methods of disposition as required by SCAO (Caseload Parts 1 and 2) and case age at disposition and pending case age (Caseload Part 4). Part 4 can be requested separately as needed. This report is uploadable to the SCAO Caseload Reporting System (CRS).
CCW Report	A list of state civil infraction CCW convictions under 381 PA 2000. This list is used for reporting to MSP and the county gun board where the license was issued.
Crime Victim Rights Report	A report that shows all cases that have been or <u>should</u> have been assessed the "MYCV" fee amount and the amount of money collected for the Crime Victim Rights Fee.
Delay in Criminal Proceedings	Quarterly report, required by SCAO, listing cases that are aged beyond the 98 percent guidelines (92+ days) for timeliness.
Disposed List	A list of all cases broken down by law enforcement agency that have been disposed of within a specified date range.
Drunk/Drug New Cases	A summary of drunk driving cases and drug charges with an accompanying audit for completion of the SCAO Drunk Driving Caseload Assistance Fund Report.
Expired Activity Date	A list of cases that have been disposed where the last scheduled date on the system is at least 30 days prior to the date the report is run and no suspension or warrant has been issued. This list will include probation and non-probation cases.
FAC, Bench Warrant and Warrant List	A list of all cases in case number sequence that have an outstanding warrant or FAC issued.
Non-Public Case List	A list of cases that are currently in non-public status.
Speedy Trial and 120-Day Report	This request produces two separate reports: A list of cases that qualify for the Speedy Trial Report which was previously required by SCAO; and a list to identify cases before they qualify for the Speedy Trial Report. This report can still be used to help track age of pending cases, and to identify cases where the defendant is in custody.
Warrant Entry/Cancellation List	A list of warrants that were submitted to LEIN for entry or cancellation, using the Enter Warrant (EWR) screen.

 **Alcohol Report**

This is a statistical report showing action on alcohol-related driving cases. A separate list is created for each judge, as well as a grand total for the court. The report can be requested in alphabetic or numeric order.

You must specify a date range when requesting this report.

Cases will appear on this report if, within the date range specified, it is a new case filed, reduced or disposed. Offenses are broken down into categories by DOS offense code. When original charges are reduced, they will be reflected in the reduced column of the "original charge". Disposition totals will be reflected in the disposed column for the "current charge" on the case.

Specific jail information has been included. The designations in the Jail Days column are as follows:

- No asterisk . . . . . Jail Ordered
- \* . . . . . Jail Ordered and Committed
- \*\* . . . . . Jail Suspended
- \*\*\* . . . . . Optional Jail Ordered
- \*\*\*\* . . . . . Optional Jail Ordered and Committed

This report will be listed in the output queue as **ALCOHOL**.

RUN DATE: 03/07/05		15TH DISTRICT COURT		PAGE 1									
FOR: 01/01/05 - 03/07/05		27777 FRANKLIN ROAD SUITE 1300											
		JIS MI 48034											
JUDGE: CROCKETT,GEORGE W.,III		ALCOHOL RELATED CASE STATISTIC REPORT - ALPHABETIC											
CASE NO.	TYPE	NAMR	OFFENSE DATE	ORIGINAL CHARGE	CURRENT CHARGE	DISPO DATE	DISPO	FINE & COSTS	JAIL DAYS	PROB MO.	LIC SUSP	LIC RST	LIC REV
05-0004	OD	AUSTIN/LAWRENCE/ANDREW	1/11/05	OWI	CWI	2/28/05	BENCH	1080.75	10	12			
05-0541	FD	CUNNINGHAM/MARTHA/LOUISE	2/25/04	OWIL-DEATH	OWIL-DEATH	2/28/05	EXHLD	0.00					
04-0504	OD	DOOLEY/TOM/	1/01/04	OWI	RECKLESS DRV	1/12/05	PLEA	195.00					
04-0415A	OD	FARNUM/WILLIAM/	2/01/04	OWI	CWI	2/23/05	PLEA	154.00	3	6			
05-2099	SD	FOSTER/WALTER/MARK	1/30/05	OWI	CWI			45.00					
05-0430	SD	JEFFERSON/THOMAS/ALVIN	3/01/05	OWI	CWI			0.00					
02-0610A	SD	JONES/EDMUND/JR	5/01/02	OWIL	OWI	3/03/05	NP	0.00					
05-C223	OD	MILLER/THOMAS/LEE JR	1/10/05	OWI	OWI			45.00					
05-0333	SD	PARKERS/DIANE/	1/15/05	OWI	OWI			45.00					
TOTALS FOR JUDGE: CROCKETT,GEORGE W.,III													
	NEW	ORG REDUCED	CHG DISPOSED	GUILTY PLEAS	NON JURY	JURY	EXAMS WAIVED	EXAMS HBLD	OTHER DISP	LIC SUSP	LIC RST	LIC REV	
1000 OWIL	0	1	0	0	0	0	0	0	0	0	0	0	
1010 UBAC	0	0	0	0	0	0	0	0	0	0	0	0	
1015 UNLAWFUL BODILY ALC	0	0	0	0	0	0	0	0	0	0	0	0	
1020 COMBINED OWIL/UBAC	0	0	0	0	0	0	0	0	0	0	0	0	
1025 OPERATING WHILE INT	4	1	2	1	1	0	0	0	1	0	0	0	
1030 OWIL CAUSING DEATH	0	0	1	0	0	0	0	0	0	0	0	0	
1035 OWIL OR OWI CAUSING	0	0	0	0	0	0	0	0	0	0	0	0	
1040 OWIL-SERIOUS INJURY	0	0	0	0	0	0	0	0	0	0	0	0	
1100 OWICS	0	0	0	0	0	0	0	0	0	0	0	0	
1105 OPERATING WITH ANY	0	0	0	0	0	0	0	0	0	0	0	0	
1110 OWIL/OWICS	0	0	0	0	0	0	0	0	0	0	0	0	
1120 OWICS CAUSING DEATH	0	0	0	0	0	0	0	0	0	0	0	0	
1130 OWICS-SERIOUS INC.	0	0	0	0	0	0	0	0	0	0	0	0	
1150 CHILD ENDANGERMENT	0	0	0	0	0	0	0	0	0	0	0	0	
1200 IMPAIRED DRIVING	1	0	1	0	0	0	0	1	0	0	0	0	
1210 IMPAIRED-CONT.SUBS.	0	0	0	0	0	0	0	0	0	0	0	0	
1220 IMPAIRED-COMBINED	0	0	0	0	0	0	0	0	0	0	0	0	
1230 CMV W/ BAC .04 -.07	0	0	0	0	0	0	0	0	0	0	0	0	
1240 PERSON < 21 W/ BAC	0	0	0	0	0	0	0	0	0	0	0	0	
9500 ORV WHILE DRINKING	0	0	0	0	0	0	0	0	0	0	0	0	
REDUCED/NON-ALCOHOL			1	1	0	0	0	0	0	0	0	0	
TOTAL	5	2	5	2	1	0	0	1	1	0	0	0	

NO ASTERISK=JAIL ORDERED, \*=JAIL COMMITTED, \*\*=JAIL SUSPENDED, \*\*\*=OPTIONAL JAIL, \*\*\*\*=OPTIONAL JAIL COMMITTED

## Appealed Case List

This report lists all open cases that have had one of the following appeal codes entered on the Scheduling screen (SCH):

Appeal Codes/Add to Appeal List	
AP Code	Description
01	Appeal to Circuit Court Filed
02	Appeal from Magistrate to District Court
03	Action Taken by Magistrate Superseded by Order of District Judge
04	Appeal to Appellate Court Filed
05	Appealed Sentence
06	Appeal Denied
07	Appeal from Informal to Formal Hearing Filed

To remove a case from this report, the following appeal code must be entered on the Scheduling Screen.

Appeal Code/Remove from Appeal List	
AP Code	Description
08	Remove from Appeal Status or Appeal List

The report can be requested in either alphabetic or numeric order.

This report will be listed in the output queue as **APPEAL**.

CASE NO.	TYPE	NAME	JUDGE	APPRAL DATE	APPEAL DESCRIPTION	CHARGE	DISPO DATE	DISPO
04-0504	OD	DOOLEY/TOM/	CROCKETT, GEO	10/16/04	APPL TO CIRC	RECKLESS DRV	01/12/05	DSP GLTY PL
00-0012	SM	GABRIEL/TY/STUART	CROCKETT, GEO	02/01/05	APPL CC CIRC	STOLEN PROP	09/14/04	GLTY BY JURY
04219283	OI	LONG/MARY/SUE	HASSETT, MAGI	03/03/05	APPL TO DIST	CARELESS DRV	02/10/05	FOUND RESP.
04332817A	OI	SMYTH/MARK/JOHN	PAYNE, M.,	02/16/05	APPL TO DIST	STOP SIGN	06/23/03	FOUND RESP.

Appealed Case List

 **Attorney Case List**

This report provides a list of all attorneys who have cases with a *future* court date set. The list will **always** be sorted by the last name of the attorney; however, you can request this report in alphabetic or numeric sequence. These two options are described below:

- An **alphabetic** list will be produced with defendant names in alphabetical order under the attorney's name
- A **numeric** list will be produced in case number order under the attorney's name

This report will be listed in the output queue as **ATTYIDX**.

ATTORNEY	BAR NO.	CASE NO.	TYPE	NAME	CHARGE	JUDGE	SCHEDULED DATE	SCHEDULED TIME	SCHEDULED EVENT
BARNES, DAVID E.,	53810*	05-0430	SD	JEFFERSON/THOMAS/ALVIN	OWI	CROCKETT, GEO	3/31/05	09:00A	PRETRIAL
JEPFRIES, BRIAN C	36363	04-0173	ST	CUNNINGHAM/MARTHA/LOUISE	DWLS	CROCKETT, GEO	3/15/05		PRETRIAL
		04-022	SM	EDMONDS/EDGAR/ERNEST III	RETAIL FRAUD	SERYAAS, STEV	4/01/05	08:00A	PLEA
SIMINSKI, ANNETTE	58327	04-1013	CM	FRANKLIN/MICHAEL/JOHN	DISORDERLY	CROCKETT, GEO	4/01/05	10:00A	TRIAL
WILLEMS, JOHN H.,	31861*	05-1104	CM	SMITH/MARK/JOHN	POSS CS MARJ	CROCKETT, GEO	4/12/05	11:00A	PLEA
					DWLS	CROCKETT, GEO	4/12/05	11:00A	PLEA
					RECKLESS DRV	CROCKETT, GEO	4/12/05	11:00A	PLEA

\* INDICATES COURT APPOINTED ATTORNEY

**\* indicates court appointed attorney**

Attorney Case List

**Case Index (Case List)**

This report provides a list of all non-purged cases, and can be requested in either alphabetic or numeric order.

Charges with a plus sign (+) indicate that a charge has been amended or reduced.

If no driver license was entered on a case, the vehicle plate information will print in the DLN/VPN column.

Specific jail information has been included. The designations in the Jail Days column are as follows:

- No asterisk. . . . . Jail Ordered
- \* . . . . . Jail Ordered and Committed
- \*\* . . . . . Jail Suspended
- \*\*\* . . . . . Optional Jail Ordered
- \*\*\*\* . . . . . Optional Jail Ordered and Committed

This report will be listed in the output column as **ALPHIDX** if an alphabetic list was requested and **NUMBIDX** if a numeric list was requested.

RUN DATE: 04/22/04		15TH DISTRICT COURT		2777 FRANKLIN ROAD SUITE 1390		PAGE 1				
		JCS		MC 48034						
CASE LIST-NUMERIC										
CASE NO.	TYPE	NAME	DLN OR VEN	OFFENSE DATE	CHARGE	FINE & COSTS	JAIL DAYS	PROB MO.	DISPO	STATUS
01-1434	SD	SIMMS/GEORGIA/	MIS348299849843	7/14/01	QUIL	0.00			DSP GLTY PL	DISP
02-1000	OT	PARKER/DIANE/	MIP3948892920293	3/02/02	DWLS	145.00			WRNT	
02-1001	OD	WILLIAMS/LAWRENCE/JAMES	MW554349883992	3/10/02	OUIL	45.00			WRNT	
02-1003	SV	DAVEYON/STANLEY/				54.00			GLTY BY JURY	DISP
02-1004	OT	APPETON/ELIZABETH/	MNN4993 02PA	5/09/02	SP DRP LICEN	45.00				
02-1005	SI	CARTER/JULIE/ANN	MIC400338428939	3/12/02	CARELESS DRV	74.00			DEFAULT JGMT	DISP
02-1006	ST	EDGINGTON/CHRISTOPHER/M	MIE298549839845	5/12/02	DWLS	50.00				
02-1007	SI	FORSTER/JAMES/PAUL	MIP398549839845	5/11/02	SAFETY BELT	60.00			DEFAULT JGMT	DISP
02-1008	SI	GALBRAITH/SARL/CAMEE	MIG298549839845	5/11/02	TRAFFIC SGNL	60.00			DEFAULT JGMT	WRNT
02-1009	SD	KASTLEMAN/REBECCA/	MKS84355858843	8/11/02	OUIL-OCCL4GY	470.00	* 13	12	GLTY BY JURY	PROB
02-1010	OI	LAWRENCE/BERLESE/	MIL293949238492	5/11/02	STOP SIGN	54.00			DEFAULT JGMT	DISP
02-1011	OD	OUTERLAND/RODNEY/	MIG293849238492	3/11/02	OUIL	45.00				PEND
03-0063	FY	KASTLEMAN/REBECCA/	PA	8/11/02	+DWLS	54.00			DSP GLTY PL	DISP
03-0090	SD	NIMERY/MICHAEL/P	MIM489503985884	2/02/02	QUIC	650.00	* 90	18	GLTY AS CHR9	PROB
03-0201	OD	KIGHT/BRUCE/	MKS84388885434	3/11/02	OWAC	1065.00		3	DSP GLTY PL	PROB
03-0207A	OD	HOWARD/JAMES/EDWARD II	MIB832949348932	3/11/02	QUIL	569.00				PEND
03-0207B	ST	HOWARD/JAMES/EDWARD II	MIB832949348932	3/11/02	RECKLESS DRV	503.00				PEND
03-0207C	SE	HOWARD/JAMES/EDWARD II	MIB832949348932	3/11/02	QUIL	3.00			DSP GLTY PL	DISP
03-0210A	SI	BAILEY/JAMES/	MIB54323432543	3/11/02	CARELESS DRV	70.00			DEFAULT JGMT	DISP
03-0210B	OI	BAILEY/JAMES/	MIB54323432543	3/11/02	TRAFFIC SGNL	53.00			DEFAULT JGMT	DISP
03-0219	ST	ERSON/JAY/CHARLTON	MIB56293884933	2/12/02	RECKLESS DRV	250.00			DSP GLTY PL	DISP
03-0220A	ST	WEBBER/RAYMOND/	MIM92112664932	2/02/03	CARELESS DRV	54.00			CONVRT ANDRD	DISP
03-0221	OD	CARR/RANDY/	MIC21654443327	1/12/02	QUIL	1183.15	* 10	12	GLTY AS CHR9	PROB
03-0290		ERAKE/DOYLE/D			DWLS	210.00			DSP GLTY PL	
03-0296		FENHNBACH/JEROME/J			NON-PUBLIC					
03-0316		GOZALES/REBECCA/MARIE			NON-PUBLIC					
03-0444	ST	JONES/KAREN/	MIP298493829894	2/02/02	RECKLESS DRV	310.00			DSP GLTY PL	DISP
03-05010	OI	JONES/KAREN/	MIP298493829894	2/10/03	CARELESS DRV	174.00			DEFAULT JGMT	DISP
03-05013	OI	JONES/KAREN/	PU	2/10/03	CARELESS DRV	78.00			DEFAULT JGMT	DISP
03-0509A	SI	PORTER/JAMES/	MIP674134289843	3/10/02	CARELESS DRV	55.00			JGCVT ANDRD	CLSD
03-0509B	OD	PORTER/JAMES/	PU	3/03/02	QUIL	100.00			DSP GLTY PL	DISP
03-0509C	ST	PORTER/JAMES/	PU	3/03/02	DWLS	30.00			DSP GLTY PL	DISP
03-0509D	SM	PORTER/JAMES/			QUIL	180.00			LOCAL DIVERS	
03-0515	ST	MARSHALL/PAUL/	PU	3/03/02	CS POSS WJ	30.00			DSP GLTY PL	DISP
03-0512	OD	MADISON/EDWARD/	PU	2/02/02	QUIL	45.00			DSP GLTY PL	PEND
03-0504	ST	WASHINGTON/AMITA/LYNETTE	MW252067564772	11/01/03	FL STP-ED AC	0.00				PEND
03-0604	OD	DELEGAC/ERIC/PAUL	PU	3/10/02	DWLS	45.00				PEND
03-0621	OD	DELEGAC/ERIC/PAUL	PU	2/02/02	SAT	185.00				PEND
03-0712	OD	KERRIGAN/ANTHONY/AARON	MIK625067028777	7/04/03	QUIL	0.00				PEND
03-0714	SM	HEATH/BRUCE/			DWLS	0.00				PEND
03-0801	SD	PEKALA/KENNETH/	MIM300098021534	7/10/03	NSP 550-1200	0.00				PEND
03-0822	ST	MAROUN/CRAIG/	PU	13/28/03	OPSR W/ INTX	45.00				PEND
03-0855	FY	ELWORTH/KEVIN/H	MIE646465297891	8/12/03	B & B	220.00				PEND
03-0912	FY	MANNING/DWAYNE/	MIX324792352285	11/24/03	B & B	0.00			EX COND B/O	PEND
03-1012X	CD	MCCOIS/RANDY/	OM849399489889	7/02/02	QUIL	45.00				PEND
03-1012Y	OD	ANDERSON/STEWART/	MIA234892112554	8/03/03	QUIL	45.00				WRNT
03-0999	CD	THOMAS/KEITH/MARIN JR	PU	2/02/02	QUIL	45.00				PEND
04-0301	ST	JOHNSON/ERIC/	PU	3/11/03	DWLS	475.00			DSP GLTY PL	DISP

- INDICATES A REDUCED CHARGE  
NO ASTERISK=JAIL ORDERED, \*\*JAIL COMMITTED, \*\*\*JAIL SUSPENDED, \*\*\*\*OPTIONAL JAIL, \*\*\*\*\*OPTIONAL JAIL COMMITTED

Case List - Numeric

## Caseload Report

This report is mandated by MCR 8.103 and must be submitted annually to the SCAO Caseload Reporting System (CRS). Parts 1 and 2 are reported by court and provide statistical counts for all case filings, reopenings and dispositions. Part 4 is reported by judge and provides case age at disposition and pending case age. The final criteria and implementation date for Part 3, Judicial Events, have not been determined by SCAO.

Alp Num	Date Range
- - Alcohol Report	_____ - _____
- - Appealed List	_____ - _____
- - Attorney Case List	_____ - _____
- - CCW Report	_____ - _____
- - Case Index	_____ - _____
- - Caseload Report Qtr _ Year ____	_____ - _____
- - Case Age Report (Caseload Part 4)	_____ - _____
- - Crime Victim Rights Report	_____ - _____
- - Delay in Criminal Proceedings	_____ - _____
- - Disposed List	_____ - _____

### Requesting Caseload

There are several configurations of reports available. The chart on the following page identifies which reports are generated with each type of request.

- Type an **X** in the *Alp* or *Num* field. This option determines whether your audit reports print in alphabetical order by defendant name, or numerical order by case number.

- Request by *Qtr* and *Year* -**OR**- by *Date Range*.

Alp Num	Date Range
- - Alcohol Report	_____ - _____
- - Appealed List	_____ - _____
- - Attorney Case List	_____ - _____
- - CCW Report	_____ - _____
- - Case Index	_____ - _____
- <b>X</b> Caseload Report Qtr 4 Year 2006	_____ - _____
- - Case Age Report (Caseload Part 4)	_____ - _____

**Requesting numerical caseload report by quarter and year from the Traffic/Criminal Reports screen.**

Alp Num	Date Range
- - Alcohol Report	_____ - _____
- - Appealed List	_____ - _____
- - Attorney Case List	_____ - _____
- - CCW Report	_____ - _____
- - Case Index	_____ - _____
- <b>X</b> Caseload Report Qtr _ Year ____	010106 - 123106
- - Case Age Report (Caseload Part 4)	_____ - _____

**Requesting alphabetical caseload report by date range from the Traffic/Criminal Reports screen.**

Case Age (Caseload Part 4) can be requested by date range, but it is also included with certain Caseload options as identified below. When it is part of the Qtr A or Qtr 4 request, cases are aged through 12/31.

Alp Num		Date Range
- -	Alcohol Report	_____ - _____
- -	Appealed List	
- -	Attorney Case List	
- -	CCW Report	_____ - _____
- -	Case Index	
- -	Caseload Report Qtr _ Year ____	_____ - _____
- <b>X</b>	Case Age Report (Caseload Part 4)	<b>010107 - 033107</b>

**Requesting Part 4-Case Age without Caseload Parts 1 and 2**



Tip: Use either the *Qtr A* or *Date Range* 01/01 through 12/31 option for the required annual caseload reporting. All other options are available for ad hoc purposes on CRS from April 1 through December 15.

Report	Requested Qtr or Dates	Report Generated	Qtr Uploaded to CRS
<b>Caseload</b>	Qtr "A" (All)*	Parts 1, 2, 4-by judge	All
	01/01 - 12/31*	Parts 1, 2, 4-by judge	All
	Qtr 1 or 01/01 - 03/31	Parts 1 & 2	1
	Qtr 2 or 04/01 - 6/30	Parts 1 & 2	2
	Qtr 3 or 07/01 - 09/30	Parts 1 & 2	3
	Qtr 4 or 10/01 - 12/31*	Parts 1, 2 & Part 4-by judge	4 All
<b>Case Age</b>	01/01 - 03/31	Part 4-by judge	1
	01/01 - 06/30	Part 4-by judge	2
	01/01 - 09/30	Part 4-by judge	3
	01/01 - 12/31	Part 4-by judge	All

Any date range for Parts 1, 2 or 4 other than specified above will generate the reports for that date range but will not create a file for uploading to CRS. The requests marked with an asterisk (\*) will also generate a report, exception list and grid combining Part 4-Case Age data for all judges.

Up to six reports are created in the output queue when caseload is requested for quarters 1, 2 and 3. Four of the reports are audits that support the totals reflected in the caseload grid. The audit reports are: Beginning Pending, New Filings, Reopened, and Method of Disposition. Based on your request, the reports are listed in the output queue with \_N (numeric) or \_A (alphabetic) appended to each file name. A Caseload Exception List generates if exceptions are found. Requests for quarter 4 will include these reports as well as Part 4-Case Age described below. The sixth report is the Caseload Grid.

For Part 4-Case Age, a separate Exception List and Audit is produced for each judge, attorney magistrate, visiting judge and for a generic bar #99999 (unassigned cases).

The file names of the reports generated in the output queue are listed in the chart below. Substitute your judge or magistrate's bar number where 12345 is part of the file name in the examples.

Caseload Parts 1 & 2	
Report	File Name
Caseload Exception Report	CSLD_N_EXC or CSLD_A_EXC
Beginning Pending	CSLD_N_BEG or CSLD_A_BEG
New Filings	CSLD_N_NEW or CSLD_A_NEW
Reopened	CSLD_N_REO or CSLD_A_REO
Method of Disposition	CSLD_N_DSP or CSLD_A_DSP
Caseload Grid	CSLD_GRID
Caseload Part 4: Case Age at Disposition and Pending Case Age	
Report	File Name
Part 4 Exception Report All Judges** Individual Judges	P4N_ALL_E or P4A_ALL_E P4N_12345 or P4A_12345
Part 4 Audit All Judges** Individual Judges	P4N_ALL or P4A_ALL P4N_12345 or P4A_12345
Part 4 Grid All Judges** Each judge, magistrate & generic bar #99999	P4_GRIDALL P4_GRID

**\*\*The All Judges reports and grid are only produced when Caseload is requested for Qtr 4 or Qtr A, or for a date range of 1/1 - 12/31.**

Work with Output Queue

Queue: KAREN      Library: QGPL      Status: RLS

Type options, press Enter.  
 1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages  
 8=Attributes    9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	CSLD_N_EXC			HLD	1	1	8X11	5
-	CSLD_N_BEG			HLD	7	1	8X11	5
-	CSLD_N_NEW			HLD	5	1	8X11	5
-	CSLD_N_REO			HLD	2	1	8X11	5
-	CSLD_N_DSP			HLD	11	1	8X11	5
-	CSLD_GRID			HLD	3	1	8X11	5

Reports created when Caseload is requested for Qtr 1, 2 or 3

Parameters for options 1, 2, 3 or command ==>

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	P4N_ALL_E		CSLD123106	HLD		1	8X11	5
-	P4N_ALL		CSLD123106	HLD		1	8X11	5
-	P4_GRIDALL		CSLD123106	HLD		1	8X11	5
-	P4N_12345E		CSLD123106	HLD		1	8X11	5
-	P4N_12345		CSLD123106	HLD		1	8X11	5
-	P4N_20230E		CSLD123106	HLD		1	8X11	5
-	P4N_20230		CSLD123106	HLD		1	8X11	5
-	P4N_21703E		CSLD123106	HLD		1	8X11	5
-	P4N_21703		CSLD123106	HLD		1	8X11	5

Additional reports created when Caseload Qtr 4 is requested or when Part 4 - Case Age is requested separately.

The User Data name is CSLD followed by the end date of the report.

District Court Caseload Parts 1 and 2 each have four sections. Part 4-Case Age at Disposition and Pending Case Age is described beginning on page 5-54.

<b>Part 1:</b>	<b>New Filings and Reopened Cases</b>		<b>Case Types</b>
	Section A:	Criminal	EX, FY, OM and SM
	Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
	Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
	Section D:	Civil	GC, GZ, LT, SC and SP
<b>Part 2:</b>	<b>Method of Disposition</b>		<b>Case Types</b>
	Section A:	Criminal	EX, FY, OM and SM
	Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
	Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
	Section D:	Civil	GC, GZ, LT, SC and SP

### **Criteria - Part 1 - New Filings & Reopened Cases**

<b>New Filings</b>	
<b>Criminal Traffic Non-Traffic Civil Infractions &amp; Parking</b>	The <i>filing date</i> entered on the Case Entry (CAS) screen is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. Case type changes are not counted as new filings if it changed after a case is disposed or put into inactive status.
<b>Civil</b>	The <i>file date</i> entered on the Case Entry (CAS) screen for the primary plaintiff and primary defendant (P01, D01) is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. Case type changes are not counted as new filings if it changed after a case is disposed or put into inactive status.

<b>Reopened</b>	
<b>Criminal &amp; Traffic</b>	A case is reported as reopened if all counts are disposed and the <i>Set Aside Disp</i> field is X'd on the Scheduling (SCH) or Disposition (DSP) screen. See pages 3-49 and 3-50 for more information about setting aside dispositions.
	<p>It is also reported as reopened when a case is in warrant status (pre-adjudication) and a warrant recall is printed/updated, or any of the following warrant return codes are entered on the Scheduling (SCH) screen:</p> <p style="text-align: center;">                     WR16 - Warrant Returned                      WR17 - Set Aside Bench Warrant                      WR22 - Bench Warrant Returned                      WR23 - Warrant Recall Filed                      WR31 - Warrant Canceled from LEIN                 </p>
<b>Non-Traffic Civil Infractions &amp; Parking</b>	When the <i>Set Aside Disp</i> field is X'd on the Scheduling (SCH) or Disposition (DSP) screen.
<b>Civil</b>	<p>When all defendants are disposed and any of the following codes are entered on the Action (ACT) screen:</p> <p style="text-align: center;">                     ORE19 - Order for New Trial (not valid for SC)                      ORE40 - Order to Appeal Decision (SC only)                      ORE51 - Order to Set Aside Default Judgment                      ORE52 - Order to Set Aside Dismissal                      ORE69 - Order to Set Aside Judgment                      ACF76 - Action to Reopen Case Filed                 </p>

Part 1 of the District Court Caseload lists Sections A through D on one page. Case type totals are provided for your information on the printed grid, but they are not transferred in the caseload web transfer process.

**Criteria - Part 2 - Method of Disposition**

<b>Method of Disposition</b>	
<b>Criminal Traffic Non-Traffic Civil Infractions &amp; Parking</b>	A single-count case is counted as disposed on the date of the disposition.
	<p>A multiple-count case is counted as disposed on the disposition date of the <b>final</b> charge. At that time, the dispositions for all charges are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to each section. The lowest line number has the highest value, i.e. Section A, Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Guilty Pleas.</p> <p>Consider the following multi-count criminal case:</p> <p style="padding-left: 40px;">Nov. 1st - Count 1 - Dismissed by Party (DS26) Nov. 10th - Count 2 - Disposed on Guilty Plea (DS14) Dec. 2nd - Count 3 - Found Guilty as Charged (DS01)</p> <p>Using the Section A: Criminal - Method of Disposition chart on the following page, you will see that <i>Found Guilty as Charged</i> falls under Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 2nd.</p>
<b>Civil</b>	A civil case with one defendant is counted as disposed on the date of the disposition.
	<p>A civil case with multiple defendants is counted as disposed when the disposition of the <b>final</b> defendant is entered. At that time, the dispositions for all of the defendants are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to Section D. The lowest line number has the highest value, i.e., Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Uncontested/Default/Settled, etc.</p> <p>Consider the following multi-defendant case:</p> <p style="padding-left: 40px;">Nov. 1st        D01 - Consent Judgment (JGE68) Dec. 10th      D02 - Judgment by Judge/Magistrate (JGE66)</p> <p>Using the Section D: Civil - Method of Disposition chart on page xx, you can see that <i>Judgment by Judge/Magistrate</i> falls under on Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 10th.</p>

All disposition codes are assigned to a corresponding line number for each section of the report. The following tables identify which line number corresponds to each code.

**Section A: Criminal - Method of Disposition**

Line	Case Type	EX	FY	OM	SM
	Method of Disposition	Disposition Codes			
1	Jury Verdict	DS04 Guilty DS06 Not Guilty			
2	Bench Verdict	DS01 Found Guilty as Charged DS02 Found Guilty of Added Offense DS03 Found Guilty of Included Offense DS05 Found Not Guilty by Judge DS49 Directed Verdict DS50 Extradition Hearing Held			
3	Guilty Plea	DS14 Disposed on Guilty Plea DS15 Disposed on Plea of Nolo Contendere			
4	Bindover/ Transfer -Not valid for OM/SM	DS09 Conducted - Bound over DS10 Waived - Bound over DS48 Transferred			
5	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
6	Dismissed by Court	DS07 No Progress DS08 Dismissed DS16 Exam conducted - Dismissed			
7	Inactive Status	DS51 Defendant Referred for Competency Evaluation DS52 Found Incompetent to Stand Trial & DS53 Order to Stay Proceedings Any warrant code that puts the case in warrant status (WR+)			
8	Case Type Change	The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status.			

## Section B: Traffic - Method of Disposition

Line	Case Type	FD	FT	OD	OI	OT	SD	SI	ST
	Method of Disposition	Disposition Codes							
1	Jury Verdict -Not valid for OI/SI	DS04 Guilty DS06 Not Guilty							
2	Bench Verdict	DS01 Found Guilty as Charged DS02 Found Guilty of Added Offense DS03 Found Guilty of Included Offense DS05 Found Not Guilty by Judge DS24 Found Not Responsible DS40 Found Responsible after Hearing DS49 Directed Verdict DS50 Extradition Hearing Held							
3	Guilty Plea/Admission	DS14 Disposed on Guilty Plea DS15 Disposed on Plea of Nolo Contendere DS23 Judgment Rendered							
4	Bindover/ Transfer -Valid only for FD/FT	DS09 Conducted - Bound over DS10 Waived - Bound over DS48 Transferred							
5	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party							
6	Dismissed by Court	DS07 No Progress DS08 Dismissed DS16 Exam conducted - Dismissed							
7	Default -Valid only for OI/SI	DS19 Default Judgment							
8	Inactive	DS51 Defendant Referred for Competency Evaluation DS52 Found Incompetent to Stand Trial DS53 Order to Stay Proceedings Any warrant code that puts the case in warrant status (WR+)							
9	Case Type Change	The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status.							

**Section C: Non-Traffic Civil Infraction and Parking - Method of Disposition**

Line	Case Type	OK	ON	SK	SN
	Method of Disposition	Disposition Codes			
1	Verdict at Hearing	DS24 Found Not Responsible DS40 Found Responsible After Hearing			
2	Admission/Waivers	DS23 Judgment Rendered			
3	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
4	Dismissed by Court	DS07 No Progress DS08 Dismissed			
5	Default	DS19 Default Judgment			
6	Inactive Status	DS53 Stay of Proceedings			
7	Case Type Change	The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status.			

## Section D: Civil - Method of Disposition

Line	Case Type	GC	GZ	LT	SC	SP	
	Method of Disposition	Disposition Codes					
1	Jury Verdict -Not valid for SC	JGE65	Judgment by Jury Entered	DSE65	Dismissal by Jury Entered		
2	Bench Verdict	JGE66	Judgment by Judge/Magistrate Entered	DSE66	Dismissal by Judge/Magistrate Entered		
3	Uncontested/ Default/Settled	JGE*	Judgment Entered (* any modifier except 65, 66, or XF)	SDG	Summary Disposition Granted	SEE	Settlement Entered
4	Transferred	ORE25	Order for Removal to General Civil (SC cases only)	ORE07	Order for Change of Venue Entered	ORE34	Order-Transmittal to Circuit Court Entered
5	Dismissed by Party	DSE*	Dismissal Entered (*any modifier except 14, 20, 65, 66, or 74)	ARL	Arbitration Ordered		
6	Dismissed by Court	DSE14	Dismissal for Lack of Progress Entered	DSE20	Dismissal for Non-Service Entered	DSE74	Dismissed No Cause of Action Entered
7	Inactive	ORR56	Order for Bankruptcy Stay Received	OREZ2	Order to Stay Proceedings Entered		
8	Other Disposition	DIE	Administrative Disposition	JGEXF	Judgment (Foreign) Entered		
9	Case Type Change	The case is counted here under the old case type and as a new filing under the new case type when a case type change occurs before the case is disposed or put into inactive status. A record is written to the Actions (ACT) screen and Register of Actions (ROA) using the current date: ACFZ1-Case type changed from xx to xx.					
		Caution: Do not process a removal from small claims to general civil by changing the case type. Follow procedures outlined in the Chapter 2 of the Civil User Guide for proper reporting.					

## Report Examples for Caseload Parts 1 & 2

District Court Caseload (grid) contains all case types and consists of three pages.

Part 1: New Filings and Reopened Cases - Sections A, B, C & D

RUN DATE: 12/20/06 FOR: 01/01/06-12/31/06	99 DISTRICT COURT 27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS MI 48034	PAGE 1								
DISTRICT COURT CASELOAD										
PART 1: NEW FILINGS AND REOPENED CASES SECTION A: CRIMINAL										
LN	CASE TYPE	EX	FY	OM	SM	TOTALS				
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									
SECTION B: TRAFFIC										
LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									
SECTION C: NON-TRAFFIC CIVIL INFRACTION & PARKING										
LN	CASE TYPE	OK	ON	SK	SN	TOTALS				
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									
SECTION D: CIVIL										
LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS			
1	BEGINNING PENDING									
2	NEW FILINGS									
3	REOPENED									
	TOTALS									

Part 2: Method of Disposition - Sections A & B

RUN DATE: 12/20/06 99 DISTRICT COURT PAGE 2  
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300  
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION A: CRIMINAL

LN	CASE TYPE	EX	FY	OM	SM	TOTALS
1	JURY VERDICT					
2	BENCH VERDICT					
3	GUILTY PLEA					
4	BINDOVER/ TRANSFER			//////// ////////	//////// ////////	
5	DISMISSED BY PARTY					
6	DISMISSED BY COURT					
7	INACTIVE STATUS					
8	CASE TYPE CHANGE					
	TOTALS					

SECTION B: TRAFFIC

LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	JURY VERDICT				//////// ////////			//////// ////////		
2	BENCH VERDICT									
3	GUILTY PLEA									
4	BINDOVER/ TRANSFER			//////// ////////	//////// ////////	//////// ////////	//////// ////////	//////// ////////	//////// ////////	
5	DISMISSED BY PARTY									
6	DISMISSED BY COURT									
7	DEFAULT	//////// ////////	//////// ////////	//////// ////////		//////// ////////	//////// ////////		//////// ////////	
8	INACTIVE STATUS									
9	CASE TYPE CHANGE									
	TOTALS									

Part 2: Method of Disposition - Sections C & D

RUN DATE: 12/20/06 99 DISTRICT COURT PAGE 3  
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300  
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION C: NON-TRAFFIC CIVIL INFRACTION & PARKING

LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	VERDICT AT HEARING					
2	ADMISSION/ WAIVERS					
3	DISMISSED BY PARTY					
4	DISMISSED BY COURT					
5	DEFAULT					
6	CASE TYPE CHANGE					
	TOTALS					

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\\\\\		
2	BENCH VERDICT				\\\\\\\\\\		
3	UNCONTESTED/ DEFAULT/SETT						
4	TRANSFERRED						
5	DISMISSED BY PARTY						
6	DISMISSED BY COURT						
7	INACTIVE STATUS						
8	OTHER DISPOSITION						
9	CASE TYPE CHANGE						
	TOTALS						

\*Dispo not valid. See Exception List and make appropriate correction(s).

When an error is detected in any of the case type columns, an asterisk (\*) will print in the *Totals* row at the bottom of each section. The Exception List will help you identify the problem so that it can be corrected before the numbers are submitted to CRS. See *District Court Caseload Exception List beginning on page 5-51*.

The four **Caseload Audit** reports support the totals reflected on the caseload grid.

RUN DATE: 12/20/06		PAGE 1	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC BEGINNING PENDING			
CRIMINAL-LINE 1			
CASE NO.	TYPE	NAME	FILE DATE DISPO DATE DISPO CODE JUDGE
05-1201	EX	SMITH/DONALD/PAUL	8/01/05 12/04/06 DS50 12345
05-1202	EX	LESTER/AARON/HOWARD	8/01/05 12345
05-1206	EX	HARRINGTON/DAVID/RIC	8/01/05 12345
05-1207	EX	FLEMING/ELAINE/CATHE	8/01/05 12345
			TOTAL EX 4

**Beginning Pending Audit**

RUN DATE: 12/20/06		PAGE 1	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC NEW FILINGS			
CRIMINAL-LINE 2			
CASE NO.	TYPE	NAME	FILE DATE DISPO DATE DISPO CODE JUDGE
06-0168	FY	JONES/MARY/	3/01/06 4/13/06 DS14 12345
06-0169	FY	JONES/MARY/	3/01/06 4/10/06 DS14 12345
06-1106	FY	BOLICK/BRANDON/ROCCO	2/06/06 21704
06-2170	FY	JONES/MARY/	3/01/06 4/10/06 DS14 12345
06-2171	FY	JONES/MARY/	3/01/06 12345

**New Filings Audit**

RUN DATE: 12/20/06		PAGE 1	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC REOPENED			
CRIMINAL-LINE 3			
CASE NO.	TYPE	NAME	REOPEN REOPEN DATE CODE DISPO DATE CODE JUDGE
05-0004	FY	JONES/JENNY/	2/03/06 NC99 4/10/06 DS14 36363
05-0742	FY	ERICKSON/KEITH/LAWRE	4/10/06 NC99 10/26/06 WR10 21708
05-0751	FY	KERN/RODGER/PAUL	12/01/06 NC99 12345
05-2006	FY	JONES/LAURA/	2/03/06 NC99 2/03/06 DS10 36363
06-0169	FY	JONES/MARY/	4/21/06 NC99 10/01/06 DS15 12345

**Reopen Audit**

RUN DATE: 12/20/06		PAGE 3	
FOR: 01/01/06-12/31/06			
CASELOAD AUDIT-NUMERIC METHOD OF DISPOSITION			
CRIMINAL-LINE 6 DISMISSED BY COURT			
CASE NO.	TYPE	NAME	DISPO DATE DISPO CODE JUDGE
05-0754	FY	CUMMINGS/JOEL/MARTIN	2/02/06 DS08 12345
			TOTAL FY 1
06-4492	OM	FOSTER/LAURIE/ANN	6/16/06 DS08 12345
			TOTAL OM 1
04-4006	SM	WILLIAMSON/JAMES/MAT	12/07/06 DS08 36363
06-1002SM	SM	HUGHES/HENRY/H	12/06/06 DS08D 25664
06-1138	SM	CUMMINGS/JOEL/MARTIN	11/22/06 DS08D 12345
06-3983	SM	IRISH/MARCUS/WILLIAM	12/07/06 DS08 12345
			TOTAL SM 4
TOTAL CRIMINAL-LINE 6 DISMISSED BY COURT			6

**Method of Disposition Audit**

Here is an example of District Court Caseload Part 2: Method of Disposition. *Line 3-Uncontested/Defaulted/Settled* has 2 civil cases reported for this quarter.

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\\\\\\\		
2	BENCH VERDICT				\\\\\\\\\\\\		
3	UNCONTESTED/ DEFAULT/SETT	1		1			2
4	TRANSFERRED						
5	DISMISSED BY PARTY						
6	DISMISSED BY COURT						
7	INACTIVE STATUS						
8	OTHER DISPOSITION						
9	CASE TYPE CHANGE						
	TOTALS						

The Caseload Audit Method of Disposition for Civil-Line 3 lists the cases that were counted. Note that the dispo codes correspond to the table on page 5-46.

CIVIL-LINE 3 UNCONTESTED/DEFAULT/SETTLED

CASE NO.	TYPE	PLAINTIFF NAME	DISPO DATE	DISPO CODE	JUDGE
04-040506	GC	FLINTSTONE/FRED/	5/01/06	JGE67	12345
		TOTAL GC			1
05-0001	LT	LOCKWOOD/JAY/	1/27/06	JGE67	36363
		TOTAL LT			1
		TOTAL CIVIL-LINE 3 UNCONTESTED/DEFAULT/SETTLED			2

The **District Court Caseload Exception List** is generated only when *exceptions* or *notes* exist for the reporting period.

RUN DATE: 12/20/06 PAGE 1  
 FOR: 01/01/06-12/31/06

DISTRICT COURT CASELOAD PART 2 EXCEPTION LIST - NUMERIC

CASE NO.	TYPE	NAME	FILE DATE	DISPO DATE	DISPO CODE	JUDGE
Traffic Line 4 Disposition Bindover/Transfer Invalid						
06C12181	SI	ARENS/RICHARD/THEODO	4/10/05	6/15/06	DS10	12345
Traffic Line 7 Disposition Default Invalid						
0611236	ST	SMITHERS/MARNA/SUE	6/12/06	7/11/06	DS19	99999
0611237	ST	LEWIS/MARNA/SUE	6/12/06	7/11/06	DS19	99999
0611238	ST	LEWIS/MARNA/SUE	8/01/06	9/01/06	DS19	99999

**Exceptions** are listed first on the report. These cases must be corrected and the Caseload report re-run before reporting to the CRS website. **Exceptions are not counted in caseload totals.** **Notes** are provided for informational purposes and reflect changes that have been made to cases that have been reported to CRS.

Possible Exceptions - Parts 1 & 2	
Message	Description
<b>Invalid Dispositions</b>	Remove disposition on Removal (REM) screen. Do <u>not</u> set aside the disposition. Enter DS code and sentence variables on the Disposition (DSP) screen using PO date of adjudication. Do not re-enter monetary assessments.
<b>Cases Closed without a Disposition</b>	Disposition was entered at cash and the receipt was voided. The disposition was not re-entered. Enter DS code and sentence variables on the Disposition screen (DSP) using PO date of adjudication. Do not re-enter monetary assessments. Software updates now give a warning message on cash when disposition is voided.
<b>Criminal Line 4 Disposition Bindover/Transfer Invalid</b>	Bindover disposition was entered on a case that does not have a felony case type. Change case type on Case Entry (CAS) screen. May need to change statute file charge code C/M/F field from <b>M</b> (misdemeanor) to <b>F</b> (felony).
<b>Traffic Line 1 Disposition Jury Verdict Invalid</b>	Jury disposition code entered on a traffic civil infraction. Remove disposition using the Removal (REM) screen and enter correct DS code using PO date of finding.
<b>Traffic Line 4 Disposition Bindover/Transfer Invalid</b>	Bindover disposition was entered on a case that does not have a felony case type. Change case type on Case Entry (CAS) screen. May need to change statute file charge code C/M/F field from <b>M</b> (misdemeanor) to <b>F</b> (felony).
<b>Traffic Line 7 Disposition Default Invalid</b>	Default Judgment (DS19) only valid on this line for OI and SI case types. Change case type on the Case Entry (CAS) screen <b>or</b> remove incorrect disposition on the Removal (REM) screen and enter proper DS code on the Disposition (DSP) screen using PO date of finding.
<b>Conflict between disposition date and warrant/recall date</b>	Disposition cannot be entered prior to a warrant recall. Remove the warrant return and disposition code using the Removal (REM) screen; re-enter the warrant return and disposition code. Caseload Status (STS, then F8) screen should show codes in this order: WR+, WR-, DS <b>or</b> DS, WR+, WR-.
<b>Small Claims Line 1 Disposition Jury Verdict Invalid</b>	Incorrect case type or disposition code. Change case type on Case (CAS) screen <b>or</b> delete JGE65 code on the Action (ACT) screen and enter correct disposition code.

Possible Notes - Parts 1 & 2	
Note	Description
<b>Dispo counted as changed case type; manually fix filing case type</b>	A note that some caseload entries were previously reported under a different case type. When caseload was reported quarterly, manual adjustments could be made for previous quarters. CRS does not allow adjustments for a previous year. No corrective action can be taken.
<b>Cases Disposed Previous Qtr- Different Case Type</b>	Case type was changed after disposition was entered and before the beginning date of your report. No corrective action can be taken.
<b>Case Type changed during reporting period and counted as changed</b>	Case type was changed after disposition or case made inactive - caseload entries are reported under proper case type column. No action required.
<b>Case Type changed after reporting period - counted as changed</b>	This Note occurs most frequently when an Exception has been corrected after the report end date, i.e. Disposition Bindover/Transfer Invalid. No action required.

## Troubleshooting - Caseload Parts 1 and 2

Here are some things to keep in mind when troubleshooting caseload reports:

- Make sure all data entry for the year is completed before requesting the report.
- Errors reported on the Exception List never get counted as disposed and are not included in beginning pending. If errors are corrected but caseload is not re-run before reporting to the CRS, the file you upload will not contain the corrections.
- Incorrect use of the *Set Aside Dispo* field in the Traffic/Criminal module inflates reopened and disposed numbers. See Traffic/Criminal/ Probation User Guide, Chapter 3, for clarification.
- Using the T/C Removal Screen does not “count” a case, but it could have an impact on caseload reports. When a warrant, warrant recall, set aside, or disposition is removed and not re-entered, or it is re-entered with dates that fall in different date ranges, expect those changes to be reflected if you regenerate the reports.
- Make sure case types are NOT changed when a charge is reduced from a felony to a misdemeanor.
- Case type changes are only reported if the change is made prior to disposition or the case placed in inactive status.
- Review your Traffic/Criminal and Civil Delete Audit Reports. Cases may have been deleted that were reported as a new filing, reopened or disposed case. Expect these changes to be reflected in your report totals.

## Criteria - Part 4 - Case Age at Disposition and Pending Case Age

Cases age from the begin dates described below until a caseload disposition date. A reopen code will cause more days to be added to the total age of the case until the next disposition code stops it, and so on. If the case is still active and no more caseload records for the case exist, or the disposition date on the next caseload record is later than the report end date, then the accumulation of days stops at the report end date and the case is considered to be a pending case.

### Judge Assignment

In Traffic/Criminal, a case is reported under the bar number entered in the *Judge of Record* field on the Case Entry (CAS) screen. If no Judge of Record is entered, it is reported under the *Proceeding Judge*. If neither judge field has been entered, the case is considered unassigned and is reported under Generic bar # 99999. In Civil, the case is reported under the judge or magistrate entered on the Case Entry (CAS) screen. If no bar number is entered, it is reported under Generic bar # 99999.

Case Age - Begin Dates	
Case Types	Date / Code
FY, FD, FT, OM, SM, OD, OT, SD and ST	<p>Arraignment date - indicated by one of the following proceeding codes:            AR-Arraignment Held            AP-Arraignment/Pre-Trial Held            AW-Arraignment Waived</p> <p>If arraignment date is not entered, plea date is used.</p> <p>The case age is calculated as zero if neither arraignment date nor plea date is entered.</p>
EX	Arraignment date
OI, SI, OK, ON, SK, SN	Filing date
GC, GZ, LT, SC and SP	Filing date of primary plaintiff (P01) and primary defendant (D01).

### Deductions from Case Age

Time is deducted from the age of the case by subtracting the number of days the case was inactive. This is calculated from the reported date of inactivity until the reported reopen date, based on Caseload Parts 1 and 2 *inactive* and *reopen* reporting criteria. Inactive time is deducted from both disposed and pending case age. The resulting number of days determines which line the case is reported on within each section. A case age disposition is counted for every caseload disposition entered, except when a case is reported as inactive or case type change in Caseload Part 2.

## Report Examples for Caseload Part 4

District Court Caseload Part 4 (grid) contains all case types and consists of five pages.

Page 1 - Section A: Felony Criminal and Extradition/Detainer

RUN DATE: 1/12/07 FOR: 01/01/06-12/31/06	99 DISTRICT COURT 27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS MI 48034	PAGE 1
DISTRICT COURT CASELOAD  JUDGE GEORGE W. CROCKETT III 12345		
PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT		
SECTION A: FELONY CRIMINAL		
LN	CASE TYPE	FY
1	DISPOSED 0-14 DAYS	BOUND OVER TO CC OR DISMISSED
2	DISPOSED +14 DAYS	BOUND OVER TO CC OR DISMISSED
3	DISPOSED 0-63 DAYS	FELONY REDUCED TO MISDEMEANOR
4	DISPOSED 64-91 DAYS	FELONY REDUCED TO MISDEMEANOR
5	DISPOSED 92-126 DAYS	FELONY REDUCED TO MISDEMEANOR
6	DISPOSED +126 DAYS	FELONY REDUCED TO MISDEMEANOR
7	PENDING 0-14 DAYS	AWAITING PRELIMINARY EXAM
8	PENDING +14 DAYS	AWAITING PRELIMINARY EXAM
9	PENDING 0-63 DAYS	FELONY REDUCED TO MISDEMEANOR
10	PENDING 64-91 DAYS	FELONY REDUCED TO MISDEMEANOR
11	PENDING 92-126 DAYS	FELONY REDUCED TO MISDEMEANOR
12	PENDING +126 DAYS	FELONY REDUCED TO MISDEMEANOR
1a	REDUCED 0-14 DAYS	
2a	REDUCED +14 days	

**Lines 3-6 and 9-12:**  
 For a felony to be considered reduced to a misdemeanor:

- at least one charge is a misdemeanor
- none of the charges are a civil infraction
- it must meet one of these conditions if a felony charge is found:
  - a) charge is dismissed
  - b) charge is reduced, amended or attempted and is disposed with DS code 01, 02, 03, 04, 05, 06, 14, 15 or 49

← Cases must have proceeding code POEX-Exam Held to be counted on lines 1a and 2a

SECTION A: EXTRADITION/DETAINER		
LN	CASE TYPE	EX
13	DISPOSED 0-14 DAYS	
14	DISPOSED +14 DAYS	
15	PENDING 0-14 DAYS	
16	PENDING +14 DAYS	

Page 2 - Section A: Misdemeanor Criminal and Section B: Felony Traffic

RUN DATE: 1/20/07 99 DISTRICT COURT PAGE 2  
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300  
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD  
 JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION A: MISDEMEANOR CRIMINAL

LN	CASE TYPE	OM	SM	TOTALS
17	DISPOSED 0-63 DAYS			
18	DISPOSED 64-91 DAYS			
19	DISPOSED 92-126 DAYS			
20	DISPOSED +126 DAYS			
21	PENDING 0-63 DAYS			
22	PENDING 64-91 DAYS			
23	PENDING 92-126 DAYS			
24	PENDING +126 DAYS			

**Section B, Lines 3-6 and 9-12:**  
**For a felony to be considered reduced to a misdemeanor:**

- at least one charge is a misdemeanor
- none of the charges can be a civil infraction
- it must meet one of these conditions if a felony charge is found:
  - a) charge is dismissed
  - b) charge is reduced, amended or attempted and is disposed with DS code 01, 02, 03, 04, 05, 06, 14, 15 or 49

SECTION B: FELONY TRAFFIC

LN	CASE TYPE	FD	FT	TOTALS
1	DISPOSED 0-14 DAYS			
2	DISPOSED +14 DAYS			
3	DISPOSED 0-63 DAYS			
4	DISPOSED 64-91 DAYS			
5	DISPOSED 92-126 DAYS			
6	DISPOSED +126 DAYS			
7	PENDING 0-14 DAYS			
8	PENDING +14 DAYS			
9	PENDING 0-63 DAYS			
10	PENDING 64-91 DAYS			
11	PENDING 92-126 DAYS			
12	PENDING +126 DAYS			

BOUND OVER TO CC OR DISMISSED  
 BOUND OVER TO CC OR DISMISSED  
 FELONY REDUCED TO MISDEMEANOR  
 FELONY REDUCED TO MISDEMEANOR  
 FELONY REDUCED TO MISDEMEANOR  
 FELONY REDUCED TO MISDEMEANOR  
 AWAITING PRELIMINARY EXAM  
 AWAITING PRELIMINARY EXAM  
 FELONY REDUCED TO MISDEMEANOR  
 FELONY REDUCED TO MISDEMEANOR  
 FELONY REDUCED TO MISDEMEANOR  
 FELONY REDUCED TO MISDEMEANOR

1a	REDUCED 0-14 DAYS	
2a	REDUCED +14 days	

**Cases must have proceeding code POEX-Exam Held to be counted on lines 1a and 2a**

Page 3 - Section B: Misdemeanor Traffic and Section B: Civil Infraction Traffic

RUN DATE: 1/12/07 99 DISTRICT COURT PAGE 3  
 FOR: 01/01/06-12/31/06 27777 FRANKLIN ROAD-SUITE 1300  
 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

JUDGE GEORGE W. CROCKETT III 12345

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT

SECTION A: MISDEMEANOR TRAFFIC

LN	CASE TYPE	OD	OT	SD	ST	TOTALS
13	DISPOSED 0-63 DAYS					
14	DISPOSED 64-91 DAYS					
15	DISPOSED 92-126 DAYS					
16	DISPOSED +126 DAYS					
17	PENDING 0-63 DAYS					
18	PENDING 64-91 DAYS					
19	PENDING 92-126 DAYS					
20	PENDING +126 DAYS					

SECTION B: CIVIL INFRACTION TRAFFIC

LN	CASE TYPE	OI	SI	TOTALS
21	DISPOSED 0-35 DAYS			
22	DISPOSED 36-56 DAYS			
23	DISPOSED 57-84 DAYS			
24	DISPOSED +84 DAYS			
25	PENDING 0-35 DAYS			
26	PENDING 36-56 DAYS			
27	PENDING 57-84 DAYS			
28	PENDING +84 DAYS			

Page 4 - Section C: Non-Traffic Civil Infraction and Parking

RUN DATE: 1/12/07 FOR: 01/01/06-12/31/06	99 DISTRICT COURT 27777 FRANKLIN ROAD-SUITE 1300 SUNNY SPRINGS MI 48034	PAGE 4				
DISTRICT COURT CASELOAD  JUDGE GEORGE W. CROCKETT III 12345						
PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING						
LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	DISPOSED 0-35 DAYS					
2	DISPOSED 36-56 DAYS					
3	DISPOSED 57-84 DAYS					
4	DISPOSED +84 DAYS					
5	PENDING 0-35 DAYS					
6	PENDING 36-56 DAYS					
7	PENDING 57-84 DAYS					
8	PENDING +84 DAYS					

Page 5 - Section D: Civil

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE REPORT SECTION D: CIVIL	PAGE 5			
LN	CASE TYPE	GC	GZ	TOTALS
1	DISPOSED 0-273 DAYS			
2	DISPOSED 274-364 DAYS			
3	DISPOSED 365-455 DAYS			
4	DISPOSED +455 DAYS			
5	PENDING 0-273 DAYS			
6	PENDING 274-364 DAYS			
7	PENDING 365-455 DAYS			
8	PENDING +455 DAYS			

SECTION D: CIVIL					
LN	CASE TYPE	LT	SC	SP	TOTALS
9	DISPOSED 0-126 DAYS				
10	DISPOSED +126 DAYS				
11	DISPOSED JV 0-154 DAYS		////////		
12	DISPOSED JV +154 DAYS		////////		
13	PENDING 0-126 DAYS				
14	PENDING +126 DAYS				
15	PENDING JD 0-154 DAYS		////////		
16	PENDING JD +154 DAYS		////////		

**For cases to be reported on lines 11 or 12, one of the following codes must be entered on the Action (ACT) screen:**  
 JGE65-Judgment by Jury Entered  
 DSE65-Dismissal by Jury Entered

**For cases to be reported on lines 15 or 16, one of the following codes must be entered on the Action (ACT) screen:**  
 JDF-Jury Demand Filed  
 JRC-Jury Trial Scheduled  
 JSC-Jury Selection Scheduled  
 JTC-Jury Trial Scheduled

JV=Jury Verdict, JD=Jury Demand

There is a Case Age at Disposition and Pending Case Age audit report for each judge, and one audit for *All Judges* to support the totals reflected on the Caseload Part 4 grids. The audit is listed by Section and Line number.

FELONY CRIMINAL-LINE 2 DISPOSED +14 DAYS BOUND OVER TO CC OR DISMISSED							
CASE NO.	TYPE	NAME	APPEAR DATE	#DAYS INACT	DISPO DATE	DISPO CODE	AGED JUDGE DAYS
05-0751	FY	KERN/RODGER/PAUL	11/01/05		10/15/06	DS09	12345 348
06-7601	FY	ANDERSON/LOUIE/	7/26/06		8/30/06	DS10	12345 35
TOTAL FY							2
TOTAL FELONY CRIMINAL-LINE 2 DISPOSED +14 DAYS							2

**Excerpt from Audit for Caseload Part 4**

**District Court Caseload Part 4 Exception List**

There is an exception list for each judge and one for *All Judges*. **Always** review your Exception Lists. If any cases are reported as *Not Counted*, determine why there is an error and make corrections. Request the report again to ensure that all cases are properly counted and so it is the LAST file created before uploading it to the CRS.

The list of cases reported as NOTE-Inactive cases reported in Part 2, not in Part 4, is provided for your information only. No action is necessary. For Traffic/Criminal, the list contains cases in Inactive status (DS51, 52, 53 or +WR warrant codes); for Civil, the list contains cases disposed as inactive with ORR56 or OREZ3.

RUN DATE: 12/20/06		PAGE 1					
ROR: 01/01/06-12/31/06							
DISTRICT COURT CASELOAD PART 4 EXCEPTION LIST - NUMERIC							
JUDGE BRIAN C. JEFFRIES 36363							
CASE NO.	TYPE	NAME	DATE	#DAYS INACT	DISPO DATE	DISPO CODE	AGED JUDGE DAYS
TOTAL CASES NOT COUNTED							0
NOTE-Inactive cases reported in Part 2, not in Part 4							
05-1901	OT	GILL/EDWARD/PATRICK	2/01/06		2/01/06	WR01	36363
05-9920	OT	GERBER/SHANE/MICHAEL	9/21/05		10/11/06	WR10	36363 385
06-0737	FD	AKERS/ROBERT/JONATHA			10/01/06	WR07	36363
TOTAL							3

**Excerpt from Exception List for Caseload Part 4**

Possible Exceptions - Part 4	
Message	Description
Part 4, Section B: Civil Infraction Traffic cases with no filing date	Filing date is missing from the caseload file. To correct this error change the filing date on the Case Entry (CAS) screen, then change it back to the correct date. Check the Status (STS) screen, F8-Caseload, to make sure the file date is recorded. Software updates should now prevent this error from occurring.
Part 4, Section C: Non-Traffic Civil Infraction and Parking cases with no filing date	
Part 4, Section D: Civil GC/GZ cases with no filing date	
Part 4, Section D: Civil LT/SC/SP cases with no filing date	
Felony cases not reduced/amended to misdemeanor	Review the case. At least one charge must be a misdemeanor, none of the charges can be a civil infraction, and one of the following conditions must exist if a felony charge is found: a) felony charge is dismissed b) charge is reduced, amended or attempted and is disposed with one of the following DS codes: DS01, 02, 03, 04, 05, 06, 14, 15 or 49

## Merging Files - Multi-Location Courts

The caseload report should be requested for each location in the manner described earlier in this section. If an exception list exists for any court, correct the cases and re-request the report. If no exception list exists, you are ready to merge the data.

If your screen does not show the *Merge Files* field, make sure your security record is turned to **Y** for this feature. See JIS Administrative User Guide.

### Step 1

Alp Num		Date Range
- -	Alcohol Report	_____ - _____
- -	Appealed List	_____ - _____
- -	Attorney Case List	_____ - _____
- -	CCW Report	_____ - _____
- -	Case Index	_____ - _____
- -	Caseload Report Qtr _ Year ____	_____ - _____
- -	<input checked="" type="checkbox"/> Merge Files	_____ - _____
- -	Case Age Report (Caseload Part 4)	_____ - _____

**Enter an X in the Merge Files field and press ENTER.**

### Step 2

Caseload File Merge

	File	Qtr	Year	Court	County
X	<u>CLOADD9990</u>	A	2006	D99	OAKLAND
X	<u>CLOADD9991</u>	A	2006	D99	OAKLAND
X	<u>CLOADD9992</u>	A	2006	D99	OAKLAND

**Type an X in front of the files you want to merge. Make sure all quarters/years are the same. Press ENTER.**

Qtr "A" = All Qtrs & Case Age, "C" = Case Age (Part 4 only)

F24-Previous Menu      Help

## Step 3

## Caseload File Merge

	File	Qtr	Year	Court	County
X	<u>CLOADD9990</u>	<u>A</u>	<u>2006</u>	<u>D99</u>	<u>OAKLAND</u>
X	<u>CLOADD9991</u>	<u>A</u>	<u>2006</u>	<u>D99</u>	<u>OAKLAND</u>
X	<u>CLOADD9992</u>	<u>A</u>	<u>2006</u>	<u>D99</u>	<u>OAKLAND</u>

Merged caseload file **CLOADD999M** created. Use this file name when downloading from the AS400 to your PC.  
Qtr "A" = All Qtrs & Case Age, "C" = Case Age (Part 4 only)

**This message displays after the files are merged.**

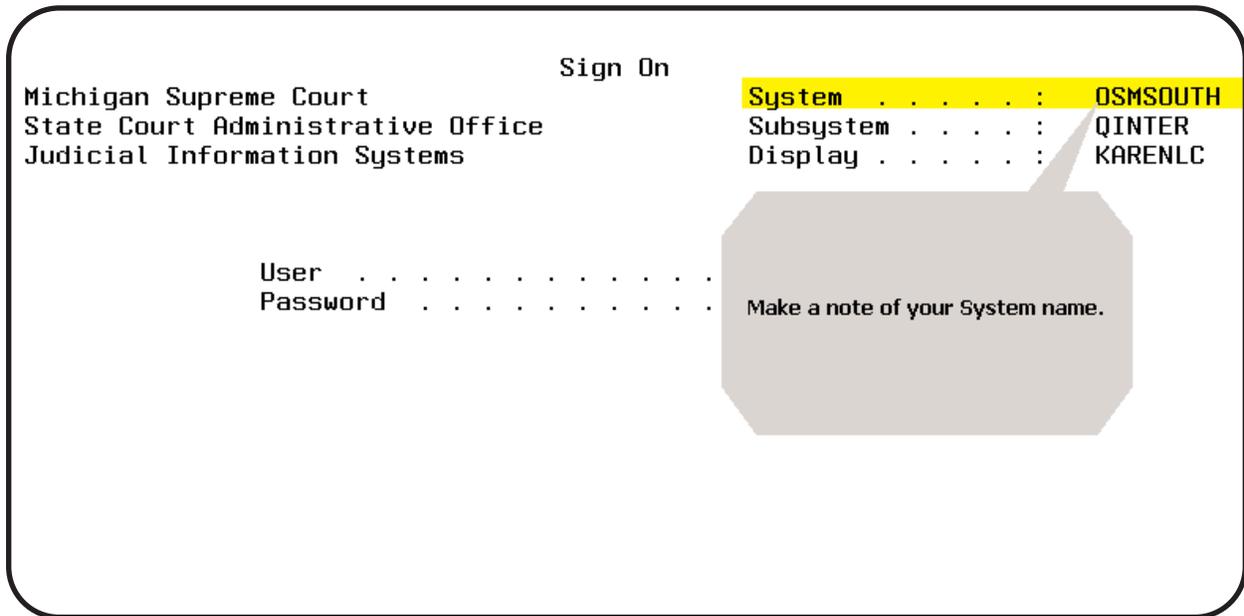
F24-Previous Menu

Help

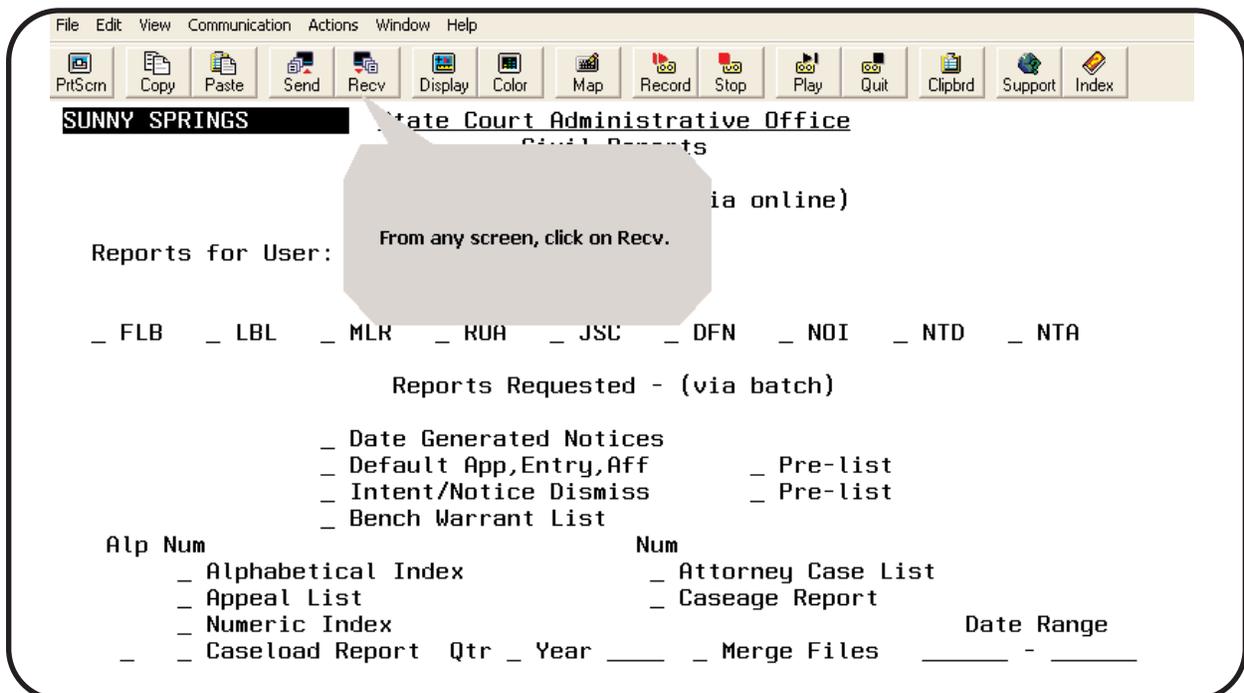
## Transferring Caseload from the AS/400 to your PC

If your court is using **Client Access**, you will be able to transfer your caseload file from the AS/400 to your PC and upload it to the CRS website. To set up the file transfer, follow the steps below. Steps 2, 5, 6 and 7 are necessary to transfer the file once the process is set up.

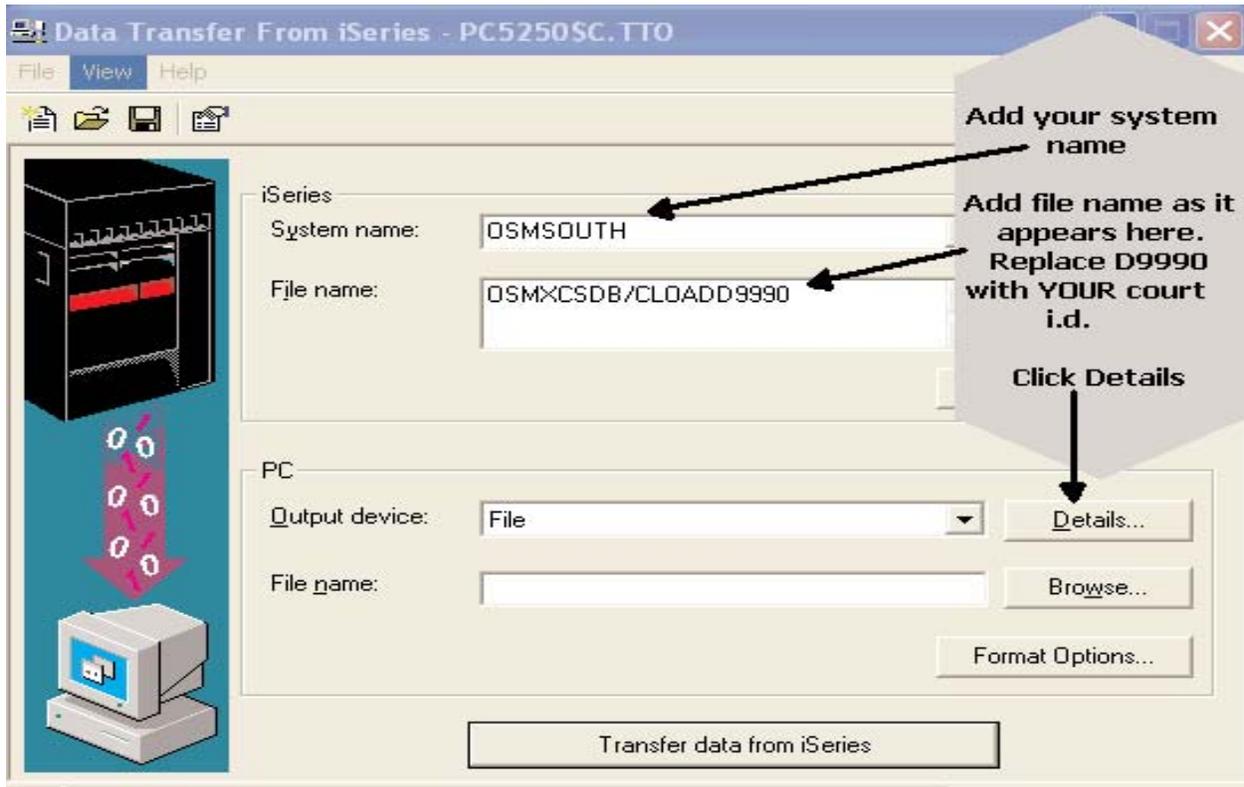
### Step 1



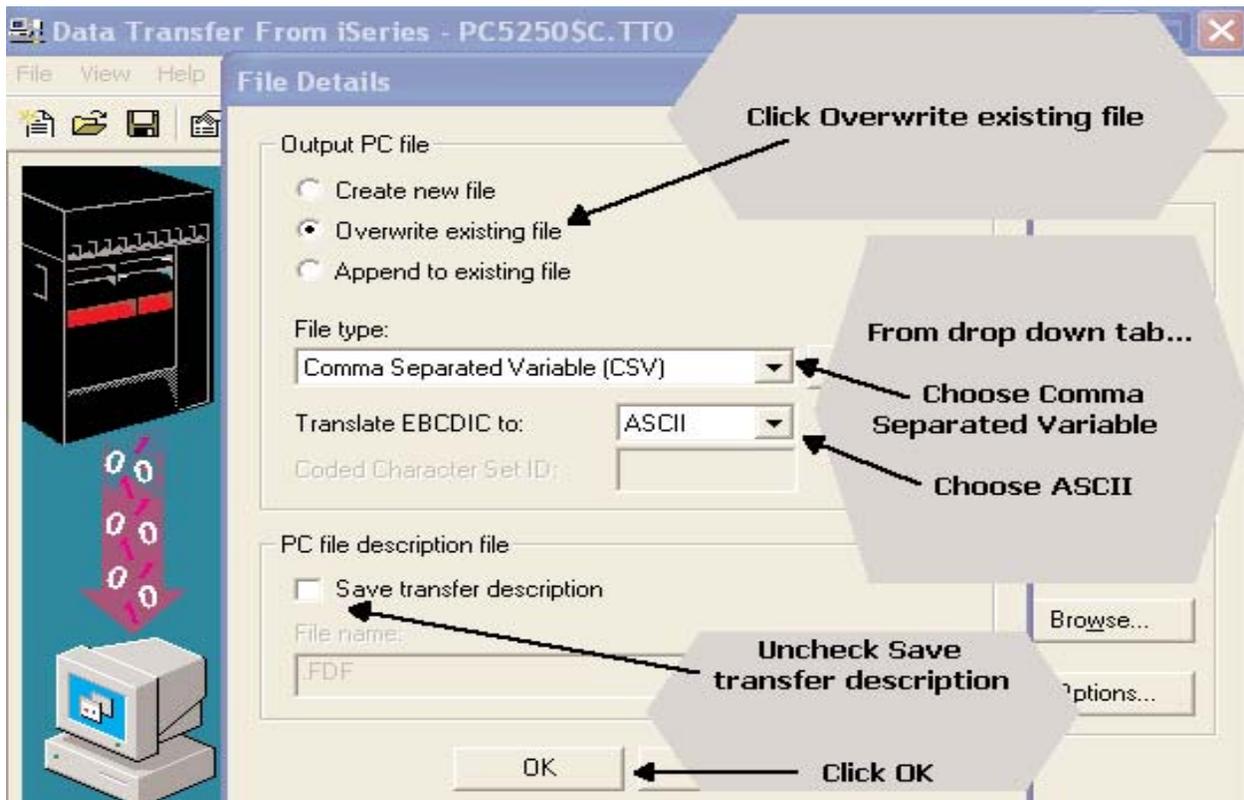
### Step 2



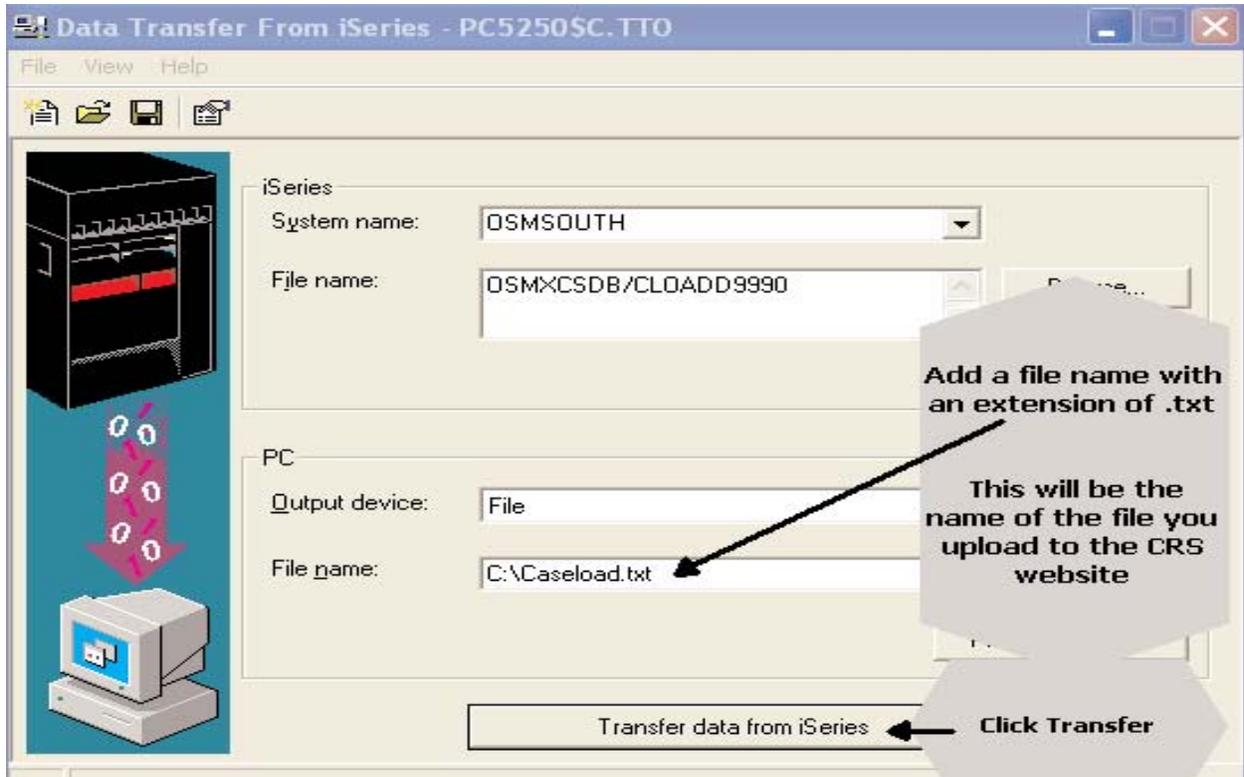
Step 3



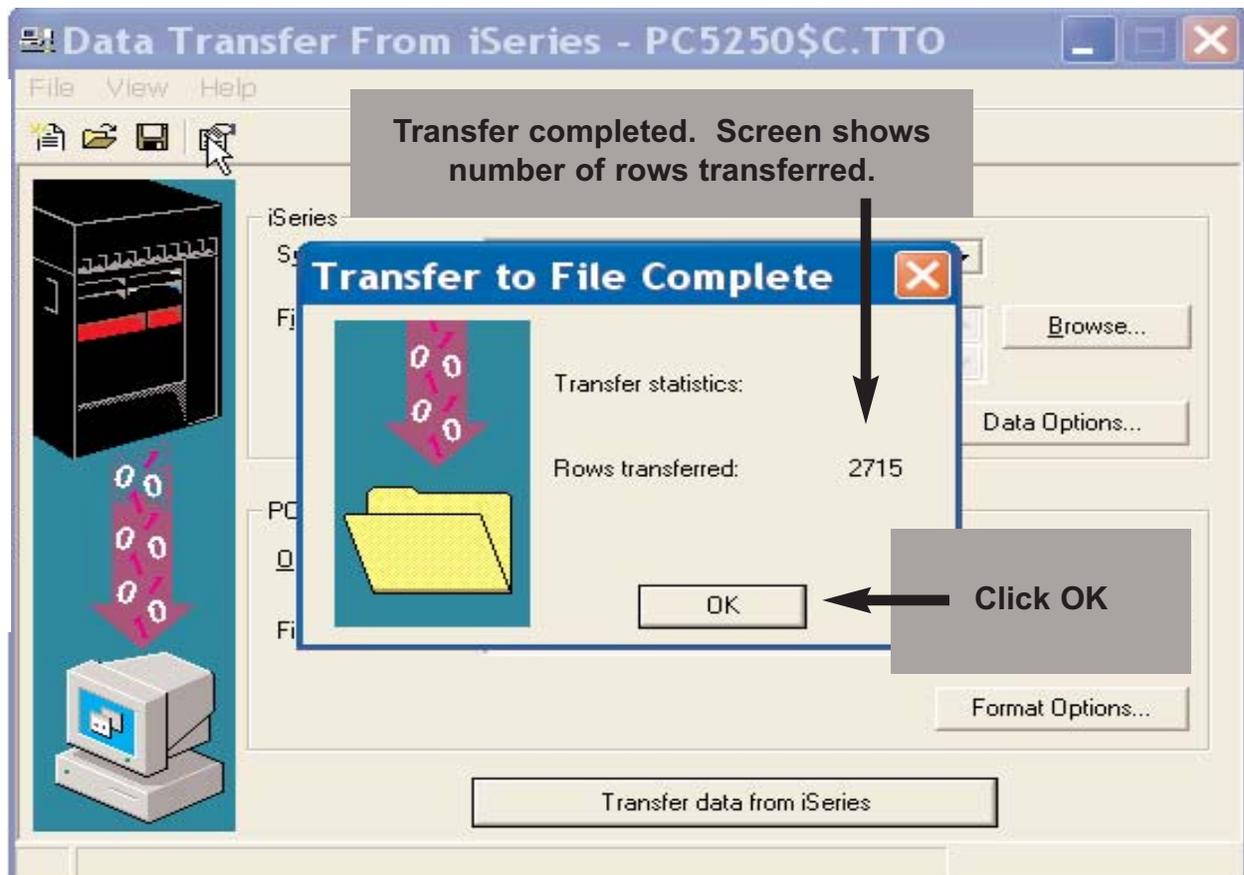
Step 4



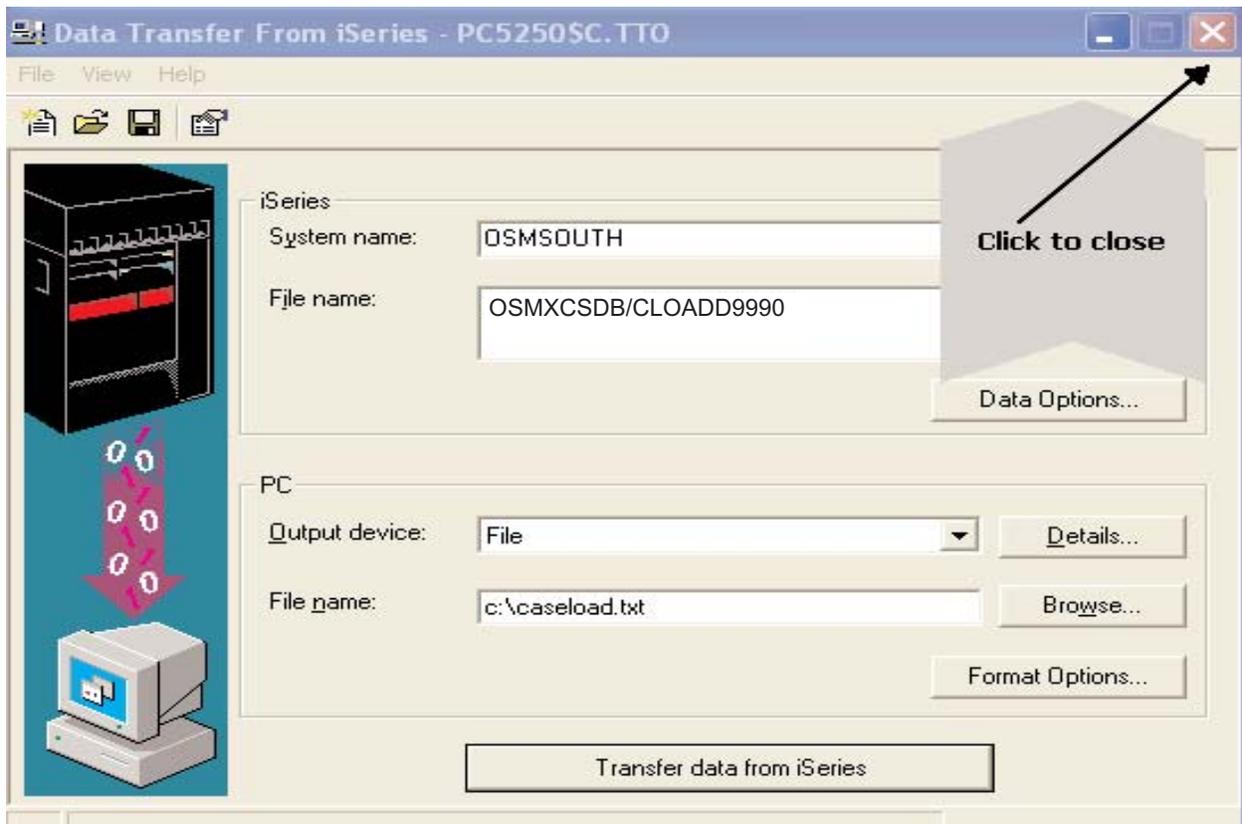
Step 5



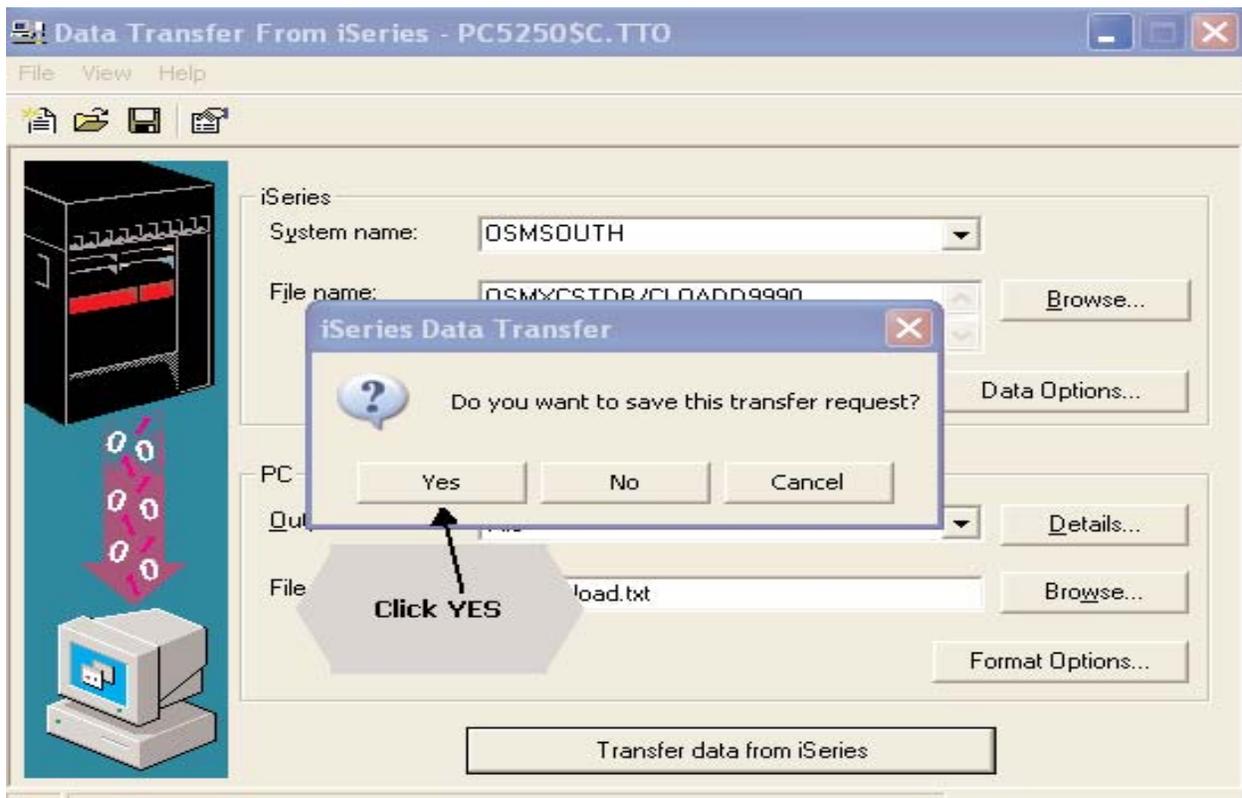
Step 6



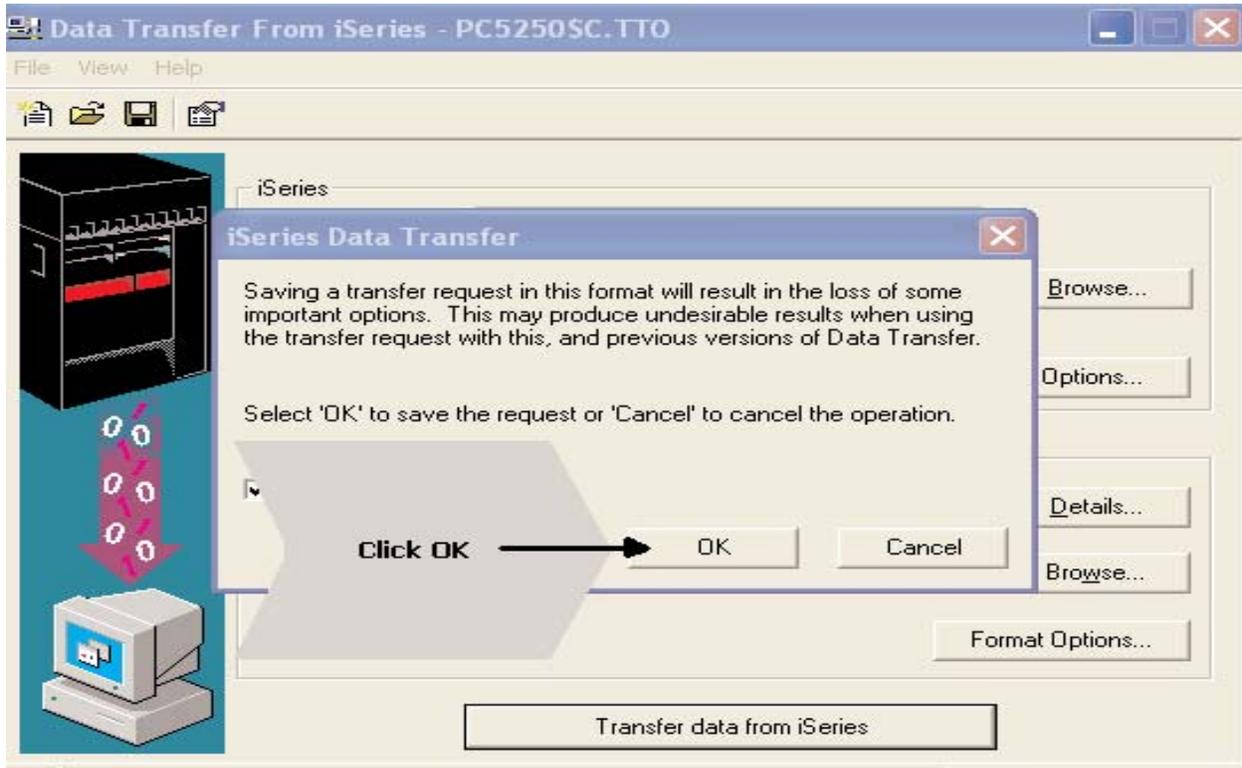
Step 7



Step 8



## Step 9



## Upload Data to MCAP Website

After the transfer is complete, sign on to the MCAP (Michigan Court Application Portal) website and following instructions to upload your statistics to the Caseload Reporting System.

If you experience problems with the SCAO CRS or MCAP website, please click on their MCAP Help Desk link.

## CCW Report

Pursuant to 2000 Public Act 381, effective July 1, 2001, courts are required to send a monthly report of all concealed weapons civil infraction convictions to Michigan State Police as well as the local county gun board that issued the original permit. The charges which are included in this requirement are listed below.

When requesting the report, a date range must be specified. The date range cannot exceed a 12-month period.

This report will be listed in the output queue as **CCWREPORT**.

MCL/Charge Code	Description
28.425F1	CCW license; fail to possess while carrying concealed pistol
28.425F2	CCW license and state ID; fail to show to peace officer on demand
28.425F5A	Concealed pistol; fail to disclose to a peace officer, 1st offense
28.425F5B	Concealed pistol; fail to disclose to a peace officer, 2nd or subsequent offense
28.425O5A	CCW; carry in pistol-free zone, 1st offense
28.425K2C	Carrying under the influence of alcohol; BAC .02-.08

Cases will be listed on the report if all of the following conditions are met:

- Charge must be a state civil infraction listed above
- Must have a CCW permit number entered on the Case Entry Screen (CAS)
- Must have a guilty-type (responsible) disposition: DS19, 23 or 40
- Disposition date must fall within the date range selected



Tip: Misdemeanor and felony concealed weapon convictions are reported to MSP in the same manner you report all misdemeanor and felony convictions. There are no additional reporting requirements for those offenses.

The layout for this report was defined by Michigan State Police.

<b>CCW REPORT FOR 4/01/04 - 4/23/04</b>	
D1500 - 15TH DISTRICT COURT 987654J 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034 (248) 546-7781	
PERMIT #:	451123
DLN:	P620847071374
NAME:	PIERCE, VINCENT, ARTHUR
ADDRESS:	216 S CLINTON BELLVILLE 48643
DOB:	05/17/1960
CHARGE:	28.425F5A
CHARGE DATE:	02/01/2004
DISPO DATE:	04/21/2004
SUSP DAYS:	NONE
REV DAYS:	NONE
PERMIT #:	528955
DLN:	L555660487863
NAME:	LENNEMAN, OLIVIA, L
ADDRESS:	4890 DELTA DEERFIELD 47854
DOB:	11/10/1973
CHARGE:	28.425F1
CHARGE DATE:	03/10/2004
DISPO DATE:	04/12/2004
SUSP DAYS:	NONE
REV DAYS:	NONE

**CCW Report**

Printing information:

- Report will print on 8x11 paper, sorted by permit number
- Report is not archived
- Report will generate even if no records are found

## Crime Victim Rights Report

This report is used to assist in the proper assessment of the Crime Victims' Rights Fee and to provide the information necessary to complete the monthly report for the Department of Management and Budget.

When requesting the report, a date range must be specified. The date range cannot exceed a 12-month period.

This report will be listed in the output queue as **VICTIM**.

RUN DATE: 12/28/06		99-2 DISTRICT COURT				PAGE 1				
FOR: 10/01/06 - 10/31/06		MICHIGAN HALL OF JUSTICE								
		LANSING MI 48913								
CRIME VICTIMS REPORT-NUMERIC										
CASE NO.	TYPE	NAME	PAM CODE	CHARGE	DISPO DATE	DISPO CODE	ASSESS/ SRMT DATE	AMOUNT	RECEIPT DATE	AMOUNT
00-6123	ST	JONES/MARGARET/MARY	257.626	RECKLESS DRV	10/14/06	14	10/14/06	50.00		
05-1211	SM	SULLIVAN/MONICA/JEAN	750.3565	LARCENY	10/10/06	14D	10/10/06	50.00		
06-0022	SM	FORTER/JAMIE/	750.3565	LARCENY	10/01/06	14	10/10/06	50.00		
06-10	OI	BOSTON/SUE/ELLEN	*257.626B	CARELESS DRV			10/18/06	50.00	10/18/06	50.00
06-1018	OT	WORTHINGTON/STUART/M	*257.9041B	DWLS			10/20/06	50.00	10/20/06	50.00
06-1020	SD	CRANDALL/FRANK/	257.6251	OPER. INTOX.	10/20/06	14	10/20/06	50.00		
06-1030A	OD	GARRISON/ELIZABETH/	257.6251	OPER. INTOX.	10/27/06	14D	10/27/06	50.00		
06-1081	SM	ELLIOTT/MICHAEL/ALAN	750.81A	ASSAULT AGGR	9/15/06	14D	9/15/06		10/20/06	50.00
06-2009	SM	MATHEWS/MARVIN/M SR	750.81A	ASSAULT AGGR	12/28/06	14D	10/20/06	50.00	10/20/06	50.00
06-2741	SM	OCONNOR/DANIEL/M	333.74032D	CS POSS MJ	12/28/06	14D	12/28/06		10/20/06	50.00
06-2969	SD	KNOF/SUZETTE/JANICE	*257.6251	OPER. INTOX.	10/12/06	14	10/12/06			
06-3374	OM	APPLEGATE/ANITA/	*750.812	DOMESTIC VIO	11/21/06	25	10/01/06	50.00		
06-4196	FY	IRISH/MARCUS/WILLIAM	*750.410A	CONSPIR-COMM	10/12/06	14	10/12/06			
06-4810	SD	SNOTHERS/LESLIE/LOU	257.6251	OPER. INTOX.	10/07/06	01	10/07/06	50.00		
06-4810	SD	SNOTHERS/LESLIE/LOU	*257.9041B	DWLS 1ST OFF	10/07/06	01	10/07/06	50.00		
06-7103	SM	DUBENDORF/HARVEY/JOH	750.3565	LARCENY	10/12/06	14	10/12/06	50.00		
06-9234	OT	HINKLE/SUSAN/ANNE	*257.9041B	DWLS			10/20/06	50.00	10/20/06	50.00

\* INDICATES AN ASSESSMENT ERROR. CHECK USER MANUAL FOR CRITERIA.  
'D' in DISPO CODE = DEFERRED

Cases will be listed on the report if all of the following conditions are met:

- Charge was sentenced or crime victim fee assessed or paid within date range selected.
- Must have a guilty-type disposition: DS01, 02, 03, 04, 14, 15, 19, 23 or 40
- Crime Victim reportable field has been marked in the statute file with one of the following codes: **X** - Specified misdemeanor, **S** - Serious misdemeanor, **A** - Specified misdemeanor with an accident (which makes it an "S")



Tip: Changes were made in the Crime Victim's Right Act, 2005 PA 315, effective January 1, 2006. Assessment of the fee is now required on deferred and delayed dispositions. In addition, for sentencings on or after January 1, 2006, the assessment is based on the original offense, not on an amended or reduced charge.

A case may appear on the list with an asterisk (\*) next to the PAAM Code if the case did not meet all of the criteria for the report. Some reasons why a case may have an asterisk are listed below:

- Current and Original charge is *Attempt, Conspire* or *Solicit* with a date of offense **prior** to May 1, 1994.
- A conviction has not been entered on the case
- The **case** has more than one crime victim assessment (MYCV)
- The charge involved an accident, and the Accident Type on the Case Entry screen (CAS) was not entered
- Crime Victim field not updated correctly in the statute file. All charges that are reportable must be marked with an **X**, **S** or **A**



See Appendix N for a list of Assessable Crime Victim Fee Offenses.

RUN DATE: 12/28/06 FOR: 10/01/06 - 10/31/06		99-2 DISTRICT COURT MICHIGAN HALL OF JUSTICE LANSING MI 48913		PAGE 2
CRIME VICTIM RIGHTS ASSESSMENT REPORT				
1. 99-2 DISTRICT COURT MICHIGAN HALL OF JUSTICE LANSING MI 48913		2. Collection Period 10/01/06 - 10/31/06 Funding Unit		
CONVICTIONS AND ASSESSMENT ORDERS				
4. Total Number of Assessable Convictions		10		
5. Total Number of Assessed Defendants		12		
6. Total Dollar amount of Assessments Imposed		\$ 650.00		
ASSESSMENTS COLLECTIONS AND TRANSMITTALS				
7. Total Dollar amount of Assessments Collected		+\$ 300.00		
8. Assessments derived from the following:				
[X] Serious & Specified Misdemeanors (\$50)				
9. Administrative Stipend - 10% of Assessments Collected		-\$ 30.00		
10. Deposit of Restitution unclaimed for 2 years		+\$ 0.00		
11. Refunded Restitution previously reported in #10 above		-\$ 0.00		
12. Total Amount of Assessments Transmitted to the Department of Treasury for Account #228.37		\$ 270.00		
I certify that the information included in this report is correct and accurately reflects assessments collected in accordance with PA 196 of 1989.				
13. Signature and Title of Preparer		Date		
CVR-606 REV. 5/01				

### Crime Victim Rights Report



Tip: The Department of Management and Budget is required to collect the total number of criminal convictions, regardless if the charge is eligible for the Crime Victims' Rights Assessment or not. This number is reported on line 4 of the Crime Victims' Rights Assessment Report. It includes the total number of felony and misdemeanor convictions during the date range specified.

 **Delay in Criminal Proceedings**

This report lists all cases that are aged beyond the 98 percent guidelines established by SCAO for timeliness. Pursuant to MCR 8.110(C)(5) courts are required to submit this report quarterly to SCAO. Reports include all felony and misdemeanor case types.

Two separate reports will generate for each bar number:

Report 1: Disposed 92-126 days and greater than 126 days

Report 2: Pending 92-126 days and greater than 126 days

In the output queue, Reports 1 and 2 are combined into one file for each bar number. The file name is **CPN\_XXXXX** or **CPA\_XXXXX** where XXXXX is the bar number.

RUN DATE: 12/28/06	9999 DISTRICT COURT	PAGE	1
FOR: 11/01/06-11/30/06	MICHIGAN HALL OF JUSTICE		
	JIS MI 48913		
DISTRICT COURT - DELAY IN CRIMINAL PROCEEDINGS JUDGE GEORGE W. CROCKETT III 12345			
REPORT 1: DELAY IN CRIMINAL PROCEEDINGS - DISPOSED CASES 92-126 DAYS			
		AGED	
CASE NO.	TYPE	DAYS	
06-2714	OD	105	
06-2161	ST	97	
TOTAL DISPOSED CASES 92-126 DAYS			2
REPORT 1: DELAY IN CRIMINAL PROCEEDINGS - DISPOSED CASES +126 DAYS			
		AGED	
CASE NO.	TYPE	DAYS	
06-4000	FY	214	
06-0501	OD	169	
06-1613	SM	163	
06-0913	SM	156	
TOTAL DISPOSED CASES +126 DAYS			4

**Delay in Criminal Proceedings - Report 1: Disposed Cases**

RUN DATE: 12/28/06	9999 DISTRICT COURT	PAGE	2
FOR: 11/01/06-11/30/06	MICHIGAN HALL OF JUSTICE		
	JIS MI 48913		
DISTRICT COURT - DELAY IN CRIMINAL PROCEEDINGS JUDGE GEORGE W. CROCKETT III 12345			
REPORT 2: DELAY IN CRIMINAL PROCEEDINGS - PENDING CASES 92-126 DAYS			
		AGED	NEXT ACTION
CASE NO.	TYPE	NAME	DATE
05-0002	SM	BENTLEY-HOLLOWAY/MON	120 12/01/06
06-0902	SM	MCINTYRE/JOHN/	114 12/06/06
TOTAL PENDING CASES 92-126 DAYS			2
REPORT 2: DELAY IN CRIMINAL PROCEEDINGS - PENDING CASES +126 DAYS			
		AGED	NEXT ACTION
CASE NO.	TYPE	NAME	DATE
06-0992	OD	BRITTON/RYAN/PAUL	132 12/21/06
04-4721	OM	ARCHER/LISA/SUSAN	376 12/15/06
05-0007	OM	SCOTT/DANIEL/EDWIN	154
06-1550	SD	DEARING/DANIELLE/ELI	131 12/07/06
05-0026	SM	WILSON/JAMES/MATTHEW	566 1/08/07
05-3016	SM	FINCH/JOSEPH/DOUGLAS	187 1/05/07
06-7016	SM	SAWYER/THOMAS/J	182
05-1807	SM	SMITH/DONALD/PAUL	159 12/14/06
TOTAL PENDING CASES +126 DAYS			8

**Delay in Criminal Proceedings - Report 2: Pending Cases**

For each report, cases are grouped by case type and then sorted by age (oldest first). Report 2 will then be sorted alphabetically or numerically, based on the user request.

If there are no applicable cases for a particular judge, a one page report will generate stating "None to Report".

## Disposed List

This report will list disposed cases, sorted by law enforcement agency number. A separate report will generate for each law enforcement agency. A case will appear on the report if all counts are disposed and if the LATEST disposition is within the date range specified. (Note: Cases disposed with a deferred disposition will appear on the report when the **final** disposition for the case is entered.) The report can be printed in either alphabetic or numeric order.

Specific jail information has been included in the report. The designations in the Jail Days column are as follows:

- No asterisk . . . . . Jail Ordered
- \* . . . . . Jail Ordered and Committed
- \*\* . . . . . Jail Suspended
- \*\*\* . . . . . Optional Jail Ordered
- \*\*\*\* . . . . . Optional Jail Ordered and Committed

This report will be listed in the output queue as **DISPOSED**.

RUN DATE: 04/22/04		15TH DISTRICT COURT		PAGE 1								
FOR: 04/01/04 - 04/22/04		27777 FRANKLIN ROAD SUITE 1300										
		JIS MI 49034										
AGENCY: MICHIGAN STATE POLICE		DISPOSED CASES BY AGENCY - NUMERIC										
CASE NO.	TYPE	NAME	X-REF NO.	PIN NO.	CHARGE	DISPO	DISPO DATE	COMM PAID	FINE & COSTS	JAIL DAYS	PROB MO.	OFFENSE DATE
02-1009	SD	KASTLEMAN/REBECCA/	99-11-2203		OVUL-OCC<16	GLTY BY JUR	4/15/04	C P	470.00	* 10	12	8/01/02
03-0090	SD	MINERT/MICHAEL/F	03S334127		OVIC	GLTY AS CHR	4/08/04	C P	650.00	* 90	18	2/02/02
03-0290	SM	DRAKE/DOYLE/D	03-90112	03-90112	CS POSS SC#	DISMISSED	4/22/04		0.00		12	2/01/03
03-0298	SM	BEHRENSACH/CERCONE/J	03-11901		DOMESTIC VI	DISMISSED	4/01/04		0.00		18	2/01/03
03-0218	SM	GONZALES/REBECCA/MARIE	03-448-9	03-448-9	CS POSS MJ	DISMISSED	4/02/04		0.00			2/22/03
04-0201	ST	COATS/VERNON/A	04-11232	04-11232	DWLS	DSP GLTY PL	4/21/04		290.00		6	1/02/04
04-0215	SM	MASTERS/JULIA/MARY	04-2234	04-2234	DOMESTIC VI	DSP GLTY PL	4/06/04	C	295.00	* 90	18	1/11/04
04-0312	SM	PIERCE/VINCENT/ARTHUR			CCW-DSCLSE	DEFAULT JGM	4/21/04		54.00			2/01/04
04S451124	SI	LANDON/DAVID/G			SPEED 6-11	FOUND RESP.	4/01/04		125.00			3/01/04
04S77690	SI	PUGH/ANTHONY/PAUL			CARELESS DR	DEFAULT JGM	4/21/04		75.00			2/14/04
04S77922	SI	KITCHELL/THOMAS/J JR			SPEED-C ZOM	DEFAULT JGM	4/21/04		216.00			2/02/04

NO ASTERISK=JAIL ORDERED, \*=JAIL COMMITTED, \*\*=JAIL SUSPENDED, \*\*\*=OPTIONAL JAIL, \*\*\*\*=OPTIONAL JAIL COMMITTED

### Disposed List - Numeric



Tips: The Comm/Paid column may have one or both of the following:

- C - Indicates a defendant has been committed to a specific jail location; and/or
- P - Indicates a payment has been made on the case

Non-public cases **do appear** on the Disposed List.

 **Drunk/Drug New Cases**

All Probate, Circuit and District courts are required to collect information on each drug **count** and each drunk driving **case** that is filed with the court. These statistics must be submitted to SCAO. Based upon this information courts will receive funds from the Drug Case Information Management Fund and the Drunk Driving Management Assistance Fund.

A drunk driving case or drug count **will be** included in the report if:

- the case filing date falls within the date range selected
- the original charge is marked in the Statute File as Drug Reportable or Drunk Driving Reportable

A drug count **will not be** included on this report if:

- a new count was added after the complaint issue date

This report will be listed in the output queue as **DDRPTN**.

Requesting this report will generate separate detail reports and totals of all new drug counts and drunk driving cases filed within the date range specified. The drunk driving categories are:

- **Motor Vehicle** OUIL Filing Detail List
- **Marine Safety** OUIL Filing Detail List
- **Snowmobile** OUIL Filing Detail List
- **Underage BAC** Filing Detail List
- **ORV** OUIL Filing Detail List

RUN DATE: 04/22/04		15TH DISTRICT COURT		PAGE 1			
FOR: 01/01/04 - 04/22/04		27777 FRANKLIN ROAD SUITE 1300					
		JIS MI 48034					
DRUNK DRIVING MOTOR VEHICLE OUIL FILING DETAIL - ALPHABETIC							
CASE NO.	TYPE	NAME	OFFENSE DATE	COUNT	CHARGE	FILING DATE	ENTRY DATE
04-0212	OD	GIBBONS/TROY/ANDREW	1/12/04	1	OPER W/ INTX	1/13/04	4/20/04
04-0401	OD	LYONS/JASON/PAUL	1/12/04	1	OPER W/ INTX	2/12/04	4/22/04
04-0422	FD	QUELETTE/DONNA/	2/28/04	1	OPIC-INJURY	3/01/04	4/22/04
04-0414	SD	SINGH/STEPHEN/F	2/28/04	1	OUIL-OCC<16Y	3/01/04	4/22/04
04-0020	SD	WASHINGTON/ANITA/LYNETTE	1/01/04	1	OPER W/ INTX	1/04/04	4/21/04
TOTAL DRUNK DRIVING MOTOR VEHICLE OUIL FILINGS				5	CASES		

**Drunk Driving Motor Vehicle OUIL Filing Detail Report**

The following drug report will also generate:

- **Drug Filing Detail List**

RUN DATE: 04/22/04		15TH DISTRICT COURT		PAGE 1			
FOR: 01/01/04 - 04/22/04		27777 FRANKLIN ROAD SUITE 1300					
		JIS MI 48034					
DRUG FILING DETAIL - ALPHABETIC							
CASE NO.	TYPE	NAME	OFFENSE DATE	COUNT	CHARGE	FILING DATE	ENTRY DATE
04-0320	SM	DALESSENDRO/RAYMOND/	2/10/04	1	CS POSS MJ	2/10/04	4/20/04
04-0109	SM	MORAN/BETHANY/	1/01/04	1	CS POSS #5+	1/04/04	4/22/04
04-0218	FY	RANDOLPH/HEATHER/	1/01/04	1	CS MINOR <50	1/05/04	4/22/04
TOTAL DRUG FILINGS				3	COUNTS		

**Drug Filing Detail Report**

In addition, the following report will be generated, which lists totals only:

- **Summary of Drunk Driving and Drug Cases**

RUN DATE: 04/22/04		15TH DISTRICT COURT		PAGE 1	
FOR: 01/01/04 - 04/22/04		27777 FRANKLIN ROAD SUITE 1300			
		JIS MI 48034			
SUMMARY OF DRUNK DRIVING AND DRUG CASES					
DRUG CASE INFORMATION MANAGEMENT FUND:				3	COUNTS
DRUNK DRIVING CASEFLOW ASSISTANCE FUND:				5	CASES

**Summary of Drunk Driving and Drug Cases Report**



The effective date for drug counts to be included on this report is September 1, 1994. The effective date for drunk driving cases is January 1, 1995. If any count on a case is drunk driving reportable, the case will be included on the report.

 **Expired Activity Report**

This report can be generated to assist with case management. The report will be divided into four sections:

- civil infractions with default judgment dispositions
- civil infractions with disposition other than default judgment
- misdemeanors
- felonies

Cases will appear on the report if the following conditions are met:

- the case is post-judgment
- the case status is Disposed or Probation
- a FAC/FCJ suspension has never been generated on the case
- the last scheduled date on the system is at least 30 days prior to the date the report is requested.

This report will be listed in the output queue as **EXTRACT**.

RUN DATE: 03/07/05		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034				PAGE 3			
OPEN CASES WITH AN EXPIRED NEXT ACTIVITY DATE - NUMERIC									
CASE NO.	TYPE	NAME	C/M/P	CURRENT CHARGE	DISPO CODES	DISPO DATE	BALANCE DUE	NEXT ACTION DATE	PROB
00-0004	FY	CLAYPOOL/NORMAN/S	M	ASSAULT/BATR	14	10/16/00	0.00	10/31/00	
00-0012	SM	GABRIEL/TY/STUART	M	STOLEN PROP	04	09/14/04	695.00		
00-5152	ST	ROBERTS/DALE/	M	DWLS	14	11/24/00	0.00	1/12/00	
00-6005	OT	RALEIGH/DELORES/	M	RECKLESS DRV	14	08/12/00	0.00	1/24/00	
00-9001	ST	PELK/KRISTEN/M	M	DWLS	14	11/01/00	0.00	12/15/03	
00-9002	ST	PELK/CONNIE/A	M	DWLS	14	11/01/00	0.00	5/11/00	
00-9003	OT	PEMBROKE/ELAINE/	M	RECKLESS DRV	14	11/01/00	0.00	5/11/00	
00-9004	OT	PEMBROOK/DORIS/	M	RECKLESS DRV	14	11/29/00	0.00	5/11/00	
02-0523B	ST	PORTER/JAMES/	M	DWLS	05	05/23/02	0.00	2/11/02	
02-0523F	FY	YOUNG/DORIS/	M	ASSAULT AGGR	08	05/23/02	0.00	3/11/02	
02-0610A	SD	JONES/EDMUND/JR	M	OWI	25	03/03/05	0.00	5/03/02	
03-0303	SD	WASHINGTON/MARTHA/	M	OWI	14	02/10/04	0.00	2/11/02	X
03-1101	OM	KLINE/KEVIN/	M	NOISE - MISD	14	11/07/03	560.00	11/14/03	
03-1106A	OT	WESTIN/HENRY/	M	NOISE - MISD	14	11/06/03	108.00	4/21/03	
03-1114A	OT	FREDRICKS/LENNY/	M	DWLS	25	02/03/04	600.00	12/19/03	
03-1209	SM	WILSON/MONICA/SUE	M	DISOR IL BUS	05	12/09/03	96.00	11/10/03	
03-2293	SM	SMITH/MARNA/SUE	M	ASSAULT AGGR	05	07/03/03	0.00	6/10/04	
03-2938	SM	SMITH/THEODORE/LEONARD	M	RETAIL FRAUD	14	03/12/04	828.00	1/09/04	X
04-0123A	SM	FRANK/DENNIS/ALLAN	M	FURN ALC MIN	08	03/25/04	0.00	5/06/04	
04-0209	SM	CUNNINGHAM/MARTHA/LOUISE	M	ASSAULT/BATR	14D	09/01/04	1,213.12	6/10/04	X
04-0409E	OD	DOOLEY/TOM/	M	OWI	14	02/10/04	0.00	3/10/04	X
04-0430	SM	JEFFERSON/THOMAS/ALVIN	M	DISOR DRUNK	14D	10/05/04	1,032.36	1/03/05	X
04-1011	OM	FOSTER/WALTER/MARK	M	DISORDERLY	14D	01/05/05	100.00	1/12/05	
04-1014	CM	EDMONDS/EDGAR/ERNEST III	M	MIP	14D	09/15/04	0.00	1/10/05	
04-1021	SD	EDMONDS/EDGAR/ERNEST III	M	OWI	14D	10/21/04	0.00	4/11/01	
04-1103	SM	KLINE/KEVIN/	M	DISOR DRUNK	14	03/12/04	528.00	4/11/03	X
04-1111B	OK	DOOLEY/TOM/	M	MIP	14D	02/27/05	0.00	1/12/04	
04-1113	OK	FREDRICKS/LENNY/	M	MIP	08	06/01/04	0.00	5/20/04	
04-1115	OM	SAMPSON/LIONEL/MENARD	M	MIP	08	02/28/05	60.00	9/13/04	
04-1116	SM	DOOLEY/TOM/	M	AGR LAB CAMP	14	02/28/05	0.00	1/12/04	
04-2211	SM	SMILEY/FRANCINE/	M	ASSAULT AGGR	14	10/23/00	0.00	12/03/01	X
04-2295	SM	POTTER/MICHAEL/JAMES	M	ASSAULT/BATR	01	04/10/04	678.00	11/03/03	X
97-9001	SM	FOSTER/WALTER/MARK	M	DISOR DRUNK	14	10/01/97	0.00	6/20/97	
97-33203	SM	SMITHSON/LYLE/ARTHUR	M	TRESPASS	14	02/03/04	420.00	12/01/97	

**Expired Activity Report (Misdemeanors)**

To remove a case from this report:

- set a new date on the Scheduling Screen (SCH)
- issue a bench warrant
- close the case

## FAC, Bench Warrant and Warrant List

This report will list all cases that:

- have ever had a FAC/FCJ/FCPV generated (even if not currently suspended) **and/or**
- are currently in warrant status

Closed cases will not appear on the report.

This report is listed in the output queue as **FACLIST**.

RUN DATE: 04/22/04		15TH DISTRICT COURT		27777 FRANKLIN ROAD SUITE 1300		PAGE 1			
		JIS		MI 48034					
FAC, BENCH WARRANT & WARRANT LIST - ALPHABETIC									
CASE NO.	TYPE	NAME	JUDGE	CHARGE	WARRANT TYPE	WARRANT DATE	FAC DATE	DISPO	DISPO DATE
03-1012Y	OD	ANDERSON/STEWART/		OUIL	BW ISSUED	10/15/03	10/13/03		
02-1004	OT	APELTON/ELIZABETH/		FL DSF LICEN			02/11/03		
03-0210A	SI	BAILEY/JAMES/		CARELESS DRV			02/10/03	DEFAULT JGMT	02/10/03
03-0210B	OI	BAILEY/JAMES/		TRAFFIC SGML			02/10/03	DEFAULT JGMT	02/10/03
03-0221	OD	CARR/RANDY/	CROCKETT, GEORGE	OUIL			05/13/03	GLTY AS CHR	04/12/04
				DWLS			05/13/03	DSP GLTY PL	04/22/04
02-1005	SI	CARTER/JULIE/ANN		CARELESS DRV			02/11/03	DEFAULT JGMT	02/11/03
04-0202	ST	COATS/VERNON/A		RECKLESS DRV			04/21/04		
02-1003	SM	DAVISON/STANLEY/		CS USE MJ			02/11/03	GLTY BY JURY	02/11/03
03-0631	OD	DELGADO/ERIC/PAUL		OVI			05/13/03		
02-1006	ST	EDGINGTON/CHRISTOPHER/M	CROCKETT, GEORGE	DWLS			02/11/03		
02-1007	SI	PARKER/JAMES/PAUL		SAFETY BELT	BW ISSUED	04/20/04	02/11/03	DEFAULT JGMT	02/11/03
02-1008	SI	GALBRAITH/EARL/JAMES		TRAFFIC SGML			02/11/03	DEFAULT JGMT	02/11/03
04-0322	OM	GANNAWAY/JENNIFER/		MIP			04/21/04		
03-0207B	ST	HOWARD/JAMES/EDWARD II	SERVAAS, STEVEN	RECKLESS DRV			02/10/03		
03-0624	ST	JOHNSON/ERIC/		DWLS			04/21/04		
03-0444	ST	JONES/KAREN/	SERVAAS, STEVEN	RECKLESS DRV			05/13/03	DIRECT VERD	10/13/03
03-0501C	OI	JONES/KAREN/		CARELESS DRV			05/01/03	DEFAULT JGMT	05/01/03
03-0501S	OI	JONES/KAREN/		CARELESS DRV			05/01/03	DEFAULT JGMT	05/01/03
03-0039	FY	KASTLEMAN/REBECCA/	CROCKETT, GEORGE	DWLS			04/21/04	DSP GLTY PL	01/29/04
04S77922	SI	KITCHELL/TOMAS/J JR		SPEED-C ZONE			04/21/04	DEFAULT JGMT	04/21/04
03-0201	OD	KNIGHT/BRUCE/	CROCKETT, GEORGE	UBAC			05/13/03	DSP GLTY PL	04/22/04
02-1010	OI	LAWRENCE/MERILEE/		STOP SIGN			02/11/03	DEFAULT JGMT	02/11/03
03-0522	CD	MADISON/EDWARD/		OUIL			05/13/03		
03-0622	ST	MARCUM/CRAIG/		RECKLESS DRV			05/13/03		
03-1012X	OD	NICHOLS/RANDY/		OUIL			10/13/03		
02-1011	OD	OSTERLAND/RODNEY/	CROCKETT, GEORGE	OUIL			02/11/03		
				OVI			05/01/03		
02-1006	OT	PARKER/DIANE/	CROCKETT, GEORGE	DWLS	BW ISSUED	02/13/03	02/11/03		
04-0312	SN	PIERCE/VINCENT/ARTHUR		CCW-DSClse 1			04/21/04	DEFAULT JGMT	04/21/04
03-0210C	ST	RICHARDS/DENNIS/PAUL		TRAFFIC SGML			02/10/03	LOCAL DIVERS	02/10/03
04-0318	SM	TAIT/GEORGE/ANTHONY		MIP			04/21/04		
03-9995	OD	THOMAS/KEITH/MARTIN JR	CROCKETT, GEORGE	OUIL			10/13/03		
04-0920	SD	WASHINGTON/ANITA/LYNETTE	CROCKETT, GEORGE	OVI			04/21/04	DS NOLO PLEA	04/19/04
				FRAUD CHG AD			04/21/04	DS NOLO PLEA	04/19/04
03-0220A	ST	WEBBER/RAYMOND/		CARELESS DRV			05/01/03	JGDMNT RNRDR	02/04/03
02-1001	OD	WILLEAMS/LAWRENCE/JAMES		OUIL	BW ISSUED	02/13/03	02/11/03		

### FAC, Bench Warrant & Warrant List

To remove a case from this list:

- If in warrant status, enter a warrant return code (-) on the Scheduling Screen (SCH)
- Print a warrant recall form
- If warrant status is an error, remove warrant code using the Removal Screen (REM)
- If in FAC/FCJ/FCPV status, type an **S** (stop) or **E** (make eligible) in the FAC/FCJ/FAD field on the Scheduling Screen (SCH)
- Close the case

 **Non-Public Case List**

This report will list all cases that are currently in non-public status.

This report will be listed in the output queue as **NONPUBLIC**.

RUN DATE: 03/07/05		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034					PAGE 1		
NON-PUBLIC CASE LIST-NUMERIC									
CASE NO.	TYPE	NAME	JUDGE	DOB	X-RRF NO.	CHARGE	DISPO	DISPO DATE	STATUS
03-2293	SM	SMITH/MARNA/SUE	CROCKETT, GEORGE	4/18/72	03-MSP-223	ASSAULT AGGR NG BY JUDGE		7/03/03	CLSD
04-1012	SM	FOSTER/WALTER/MARK	CROCKETT, GEORGE	3/15/72	380287A	ASSAULT AGGR DISMISSED		10/18/04	CLSD
04-1013	OM	FRANKLIN/MICHAEL/JOHN	CROCKETT, GEORGE	6/10/58	04-70398	DISORDERLY DEFER YWA		3/07/05	DISP
04-1014	OM	EDMONDS/EDGAR/ERNEST III	CROCKETT, GEORGE	10/01/84	01-0029	MIP	DEFER MIP	9/15/04	DISP
04-14095M	SM	EVANS/ANGELA/ANN	CROCKETT, GEORGE	5/12/82		CS POSS MJ DISMISSED		3/07/05	CLSD
04-2211	SM	SMILEY/FRANCINE/	SERVAAS, STEVEN	9/07/45		ASSAULT AGGR DISMISSED		3/07/05	CLSD

**Non-Public Case List**

To remove a case from this list:

- Type an **N** in the *Non-Public?* field on the Disposition Screen (DSP)

## Speedy Trial and 120-Day Report

As of January 1, 2006, the State Court Administrative Office (SCAO) no longer requires courts to submit the report known as the Speedy Trial Report.

This report still may be helpful in determining the age of pending cases, and identifying cases where the defendant is in custody. When this report is requested, two separate reports are generated:

- the Speedy Trial Report by Judge,  
and
- the 120 Day Report and Custody Review List by Judge

Each of these reports will generate a separate list for each judge, and will include a summary of cases for each judge. The cases will be listed by age, with the oldest cases first. **Age is calculated from the first arraignment date.**

If a defendant is in custody, the case will appear on one of the reports.

### Misdemeanor cases

0-27 days old will appear on 120 Day Report and Custody Review List

28+ days old will appear on Speedy Trial Report

### Felony cases

0-179 days old will appear on 120 Day Report and Custody Review List

180+ days old will appear on Speedy Trial Report.

## To Update a Custody Status

- Type an **X** in the *Custody* field on the Pre-Trial Release/Custody (PRC) form **and print it**; or
- If PRC form is not generated, enter one of the following four-letter codes in the *Arrgn/Comm* field on the Scheduling screen (SCH):

**COMM** . . . . .Committed

**COPR** . . . . .Pre-Sentence Commitment Filed

**CORJ** . . . . .Committed to Jail

## To Remove from Custody Status

- Post a bond; or
- Enter **RFCS** (Removed from Custody Status) in the *Arrgn/Comm* field on the Scheduling screen (SCH)

These reports will be listed in the output queue as **SPEEDTRIAL** and **ONETWTY**.

## Speedy Trial Report by Judge

This report tracks the age of all felony and misdemeanor cases. To appear on the report, the case must meet the following criteria:

- The defendant has been arraigned but the case has not been disposed. One of the following proceeding codes (PO codes) must be used to update the arraignment date:

**AR** . . . . . Arraignment held  
**AP** . . . . . Arraignment/Pretrial held  
**AW** . . . . . Arraignment waived

- Felony cases: Any felony case that is at least 180 days old, whether or not the defendant is in custody.
- Misdemeanor cases: If the defendant has been incarcerated 28 days or more since arraignment, or any undisposed case that is at least 180 days old.

RUN DATE: 03/07/05		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034				PAGE 1				
JUDGE SERVAAS, STEVEN R.,		SPEEDY TRIAL REPORT								
CASE NO.	TYPE	NAME	CHARGE	MISD/PEL	ARRAIGN DATE	WARRANT DAYS	CUSTODY DATE	NEXT ACTION	NEXT ACTION DATE	AGE
03-1112	OM	WILSON/WILLIAM/	MIP-MISD	M	12/18/02			TRIAL	3/08/05	810
04-0505	FY	JONES/TOM/	CS 53-449 GR	F	6/10/03			EXAM	3/14/05	636
04-0209	SM	CUNNINGHAM/MARTHA/LOUISE	ASSAULT/BATR	M	2/06/04	106		PLEA	4/15/05	289
03-0601	SD	SMITH/FRANCES/JOAN	OWIL/UBAC	M	2/19/03	517		JRY TRIAL	3/31/05	230
03-0601	SD	SMITH/FRANCES/JOAN	DWLS-FAC/PCJ	M	2/19/03	517		JRY TRIAL	3/31/05	230
TOTAL CASES AGE		1 -	89	DAYS						
TOTAL CASES AGE		90 -	179	DAYS						
TOTAL CASES AGE		180 -	269	DAYS	2					
TOTAL CASES AGE		270 -	364	DAYS	1					
TOTAL CASES AGE		365 +		DAYS	2					

Speedy Trial Report by Judge

Cases will not appear on the report if:

- A disposition has been entered on **all** charges
- A plea of guilty or nolo contendere was entered (PL01 or PL05)
- Correct arraignment code was not entered (AR, AP, AW)
- The case is in warrant status (WR01, 02, 07, 08, 09, 10, 19, 20, 21, 30)



Tip: It is important to update all warrant (issue and recall) and custody codes correctly for the Speedy Trial Report to accurately reflect the age of the case.

## 120-Day Report and Custody Review List by Judge

This report can be used to identify cases **before** they qualify for the Speedy Trial Report. To appear on this report, the case must meet the following criteria:

- The defendant has been arraigned but the case has not been disposed. One of the following proceeding codes (PO codes) must be used to update the arraignment date:

**AR** . . . . . Arraignment held  
**AP** . . . . . Arraignment/Pretrial held  
**AW** . . . . . Arraignment waived

- Felony cases: If the defendant has been incarcerated from 0 -179 days since arraignment, or any undisposed case that is 120 - 179 days old
- Misdemeanor cases: If the defendant has been incarcerated from 0 - 27 days since arraignment, or any undisposed case that is 120 - 179 days old

RUN DATE: 03/09/05		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034				PAGE 1				
JUDGE CROCKETT, GEORGE W., III		120-DAY REPORT AND CUSTODY REVIEW LIST BY JUDGE								
CASE NO.	TYPE	NAME	CHARGE	MISD/FEL	ARRAIGN DATE	WARRANT DAYS	CUSTODY DATE	NEXT ACTION	NEXT ACTION DATE	AGE
04-0430	SM	JEFFERSON/THOMAS/ALVIN	DISCR DRUNK	M	10/15/04			SCHED TO PAY	1/03/05	145
05-0602	FY	SAMPLE/SALLY/MAE	CS DIST1, 2, 3	F	2/19/05		2/19/05	TRIAL	3/10/05	18
04-2107	SM	GALBRAITH/ANTHONY/P	RETAIL FRAUD	M	6/10/04	242	2/28/05	PRETRIAL	3/30/05	9
04-5220	OD	JOHNSON/SUSAN/	OWI	M	11/16/04		3/01/05	TRIAL	4/01/05	8
05-1113	SM	FOSTER/WALTER/MARK	ASSAULT AGGR	M	3/01/05		3/01/05	PRETRIAL	3/15/05	8
TOTAL CASES:				5						

120-Day Report and Custody Review List by Judge

Cases will not appear on the report if:

- A disposition has been entered on **all** charges
- A plea of guilty or nolo contendere was entered (PL01 or PL05)
- Correct arraignment code was not entered (AR, AP, AW)
- The case is in warrant status (WR01, 02, 07, 08, 09, 10, 19, 20, 21, 30)



Tip: It is important to update all warrant (issue and recall) and custody codes correctly for the 120-Day Report and Custody Review List to accurately reflect the age of the case.

 **Warrant Entry/Cancellation List**

This report will list all warrants that were submitted to LEIN for entry or cancellation, using the Enter Warrant (EWR) screen. It can be requested in alphabetic or numeric order.

This report will be listed in the output queue as **WARRLIST**.

RUN DATE: 12/29/06		99TH DISTRICT COURT		MICHIGAN HALL OF JUSTICE		PAGE		1		
FOR: 12/19/06 - 12/19/06		LANSING, MI 48913								
WARRANT ENTRY/CANCELLATION LIST - NUMERIC										
CASE NO.	TYPE	NAME	DOB	REQUEST USER	WARRANT TYPE	REQUEST DATE	REQUEST TIME	RESPONSE DATE	RESPONSE TIME	SYSID/PNO
02218723A	OI	MONTGOMERY/MICHAEL/PAUL/	7/15/1957	D9990BKD	01	12/19/06	800A	12/19/06	800A	75893495
03-322876-GC		VALENTINO/MARCUS/	9/23/1942	D9900BKD	07	12/19/06	831A	12/19/06	831A	REJECTED
04-198332-GC		VALENTINO/MARCUS/	9/23/1942	D9900BKD	07	12/19/06	831A	12/19/06	832A	75893582
04-765523-GC		VALENTINO/MARCUS/	9/23/1942	D9900JLF	07	12/19/06	835A	12/19/06	835A	75893442
04-79638	OM	SCHNEIDER/SUSAN/MARIE/	10/01/1960	D9900JLF	06	12/19/06	813A	12/19/06	813A	REJECTED
04278364	OI	WILSON/MONICA/SUZANNE/	1/13/1981	D9900KJS	CNCL	12/19/06	307P	12/19/06	308P	75895523
05-28372	OT	FRENCH/LAURA/SUE/	4/01/1975	D9900BKD	CNCL	12/19/06	954A	12/19/06	954A	75838927
057263784A	OI	DUBENDORF/HARVEY/JOHN/	11/20/1976	D9900BKD	CNCL	12/19/06	939A	12/19/06	939A	75880937
06-14389	OM	IRISH/MARY/MARGARET/	12/25/1972	D9900JLF	CNCL	12/19/06	746A	12/19/06	747A	REJECTED
06-26822	OM	ROBINSON/BRENDA/KAY/	8/30/1981	D9900BKD	06	12/19/06	749A	12/19/06	750A	75839203
06-76529	OT	BERRY/DONALD/LEROY/	9/17/1960	D9900BKD	06	12/19/06	826A	12/19/06	827A	75839099

Warrant Entry/Cancellation List

# Automatically Generated Overnight Reports from DOS

## SOS VPN/DLN Update Exception Report

This report will list all VPN and DLN requests from the overnight batch lookup process that did not automatically update to a case. The report will be automatically produced, and will print on the printer you have designated to receive responses from DOS.

SOS VPN/DLN UPDATE EXCEPTIONS	3/09/05
***** Following Information Applies to TICKET/CASE# 05M004178C *****	
/0868759S 500005M004178CD01	
13;UUH996.	
NO RECORD ON COMPUTER	
MI SOS	
***** Following Information Applies to TICKET/CASE# 05M004204C *****	
/0868760S 500005M004204CD01	
13;6BDF84.	
NO RECORD ON COMPUTER	
MI SOS	
***** Following Information Applies to TICKET/CASE# 05M004207C *****	
/0868761S 500005M004207CD01	
13;NUTE1.	
NO RECORD ON COMPUTER	
MI SOS	
***** Following Information Applies to TICKET/CASE# 05M389552 *****	
/0868762S 500005M389552 D01	
13;UTR916.	
8/31/05	PC-RENEWAL
SAMUEL E NORTH & PAMELA JONES	N-302-229-119-593
534 MOONLIGHT DR	HOLT 48842
2004 FORD 4D 9	1Y1SK5362PZ0390293 ESCORT
MI SOS	

### SOS VPN/DLN Update Exception Report



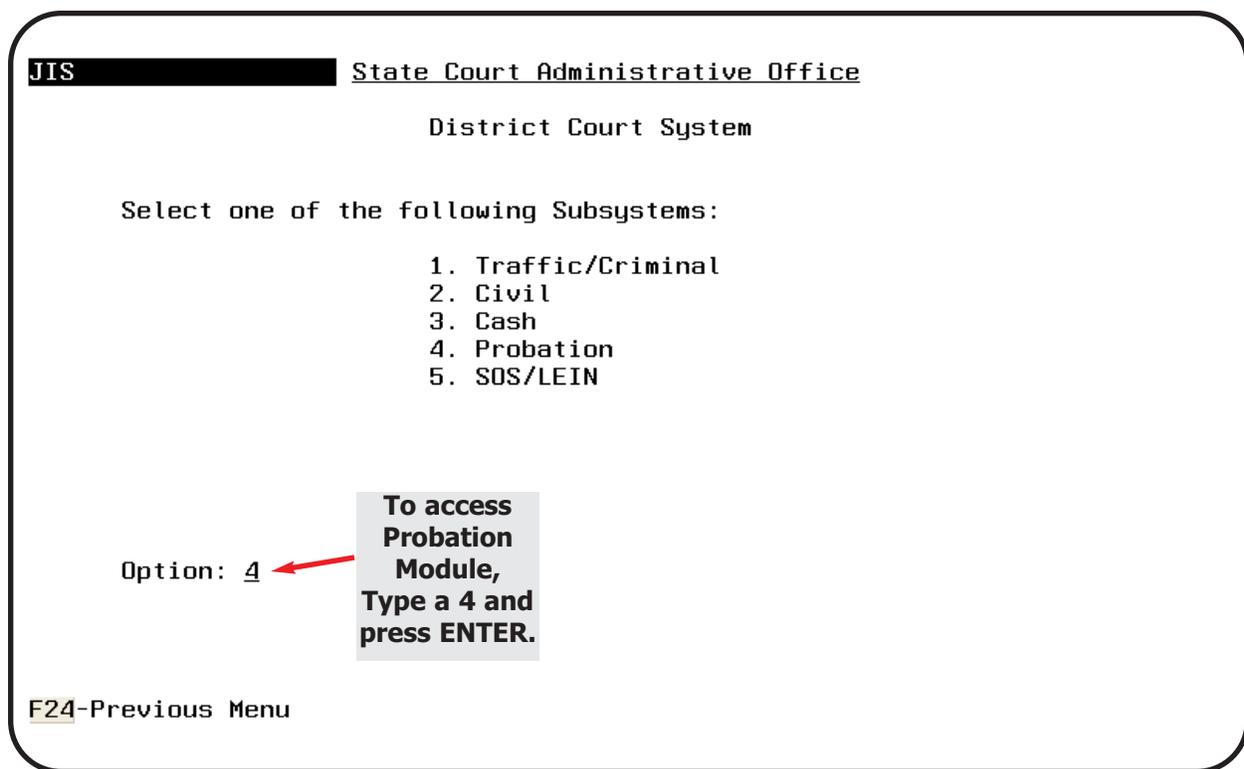
Tip: Be sure to review this list daily and make necessary updates/corrections to your case records.

# Probation Update Screens and Reports

Many features of the Probation Module are described in other chapters of this User Guide. This chapter will detail information about the Probation Scheduling Screen and Probation Reports.



To access the Probation Module, type a **4** in the *Option* field from the District Court System Menu and press **ENTER**.



The Probation Subsystem Menu contains four options. Options 1 - Probation Online and 2 - Reports will be described in this chapter. Information about Option 3 -Calendar can be found in Chapter 7 and information about Option 4 - Report Generator can be found in Chapter 11 of this User Guide.

```
JIS ██████████ State Court Administrative Office 12/07/06 13:37:24
                               Probation Subsystem

Select one of the following:

      1. Probation Online
      2. Reports
      3. Calendar
      4. Report Generator

Option: _

F24-Previous Menu
```

**Probation Subsystem Menu**

From the Probation Subsystem Menu, type a **1** in the *Option* field and press **ENTER** to access the update and inquiry screens.

**JIS**
12/07/06 13:38:11

Court P R O B A T I O N  
0

Prob. Scheduling (PRB)	Police ID Number (PIN)
Partial Name (NAM)	X-Reference (XRF)
Soundex (SDX)	Driver License (DLN)
	Veh Plate Number (VPN)
Calendar (CAL)	ROA Online (ROA)
Central Name Inq (CNI)	ROA Print (RAP)
Combined Calendar (CCL)	Financial ROA (FIN)
	Enter Judgment (EJD)
	Modify Judgment (MJD)
	Cancel Judgment (CJD)

NXT \_\_\_ CASE \_\_\_\_\_ PTY \_\_\_ COUNT \_\_\_ INQ \_\_\_\_\_ ST \_\_\_  
**F24**-Previous Menu Page/Roll-Additional Options

**Probation Update and Inquiry Menu**

Information about many of the options available from this menu can be found in other chapters in this User Guide. See chart below for more information.

Probation Update and Inquiry Menu Options	
Menu Option(s)	Information found in...
Prob. Scheduling (PRB)	Chapter 6 - Probation
Partial Name (NAM) Soundex (SDX), Police ID Number (PIN) Driver License (DLN) Veh Plate Number (VPN) Central Name Inq (CNI) ROA Online (ROA) ROA Print (RAP) Financial ROA (FIN)	Chapter 2 - Inquiry Screens
Calendar (CAL) Combined Calendar (CCL)	Chapter 7 - Calendar
Enter Judgment (EJD) Modify Judgment (MJD) Cancel Judgment (CJD)	Chapter 3 - Case Entry & Update



**Tip:** The hop line in the Probation Module can be used to access all screens that are available in the Traffic/Criminal Module, and vice versa. The hop codes for both modules are the same.

## Probation Scheduling Screen (PRB)

The Probation Scheduling screen is used to:

- Schedule events (court dates, oversight visits, etc.) for defendants on probation. Scheduled events will appear on judge and/or probation officer's calendar (docket).
- Generate batch cycle postcard Notices to Appear
- Assign a probation officer to a case
- Add comments to the Register of Actions
- Change case status to Closed, Reopened or Probation

For purposes of explanation in this User Guide, the screen will be broken down into these sections:

- Case Information
- Scheduling Information
- Probation Officer/Case Status
- Comments
- Status Line
- Prompt Windows

To access the Probation Scheduling screen, type **PRB** in the *NXT* field, the **case number** in the *CASE* field on the hop line, and press **ENTER**.

The screenshot shows the Probation Scheduling screen (PRB) with the following fields and sections:

- Case Information:** Includes fields for Court @, Case, Pty, Charge, Type, and Status.
- Scheduling information:** Includes fields for Schedule For, Date, Time, Next Judge, and NTA? (Not To Appear).
- Probation Officer/Case Status:** Includes fields for Probation Officer and Close/reOpen/Probation.
- Comments:** A large text area for entering comments.
- Status Line:** Includes fields for NXT, CASE, PTY, COUNT, INQ, ST, and Help.

Callouts in the image point to the following sections:

- Case Information:** Points to the top right section.
- Scheduling information:** Points to the middle section.
- Probation Officer/Case Status:** Points to the section below scheduling information.
- Comments:** Points to the large text area.
- Status Line:** Points to the bottom section.

**Probation Scheduling screen (PRB)**

**See Appendix A for complete list of field descriptions used on this screen.**

 **Case Information**

This section of the screen displays the case information.

JIS	Probation Scheduling				
Court 0	Case 05-0748	Pty D01	Charge B&E WO OWNER	Type FY	Status PROB
Name PRATT/ROSANNE/SUE					

**Probation Scheduling screen - Case Information**

Case information is displayed, including case number, party number, charge (only if you were count specific on the hop line), case type, case status and name. To access a different count for this case, type **PRB**, the **case number** and **count number** on the hop line.



Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

**See Appendix A for complete list of field descriptions used on this screen.**

## Scheduling Information

This section is used to enter or update the following information:

- Schedule and adjourn scheduled events, including court dates, probation oversight visits, etc.
- Request a Postcard Notice to Appear.

Schedule For    Date        Time    - Next Judge        NTA?     
 Schedule For    Date        Time    - Next Judge        NTA?   

**Prompt windows are available from the *Schedule For* and *Next Judge* fields. More information about prompt windows can be found on page 6-10.**

### Probation Scheduling screen - Scheduling Information



Tip: When scheduling an event for a multi-count cases, all non-dismissed counts will appear on the calendar.

Schedule For 32 Date 013107 Time 0900 A Next Judge 12345 NTA?     
 Schedule For    Date        Time    - Next Judge        NTA?   

**A chart of *Schedule For* codes can be found on the following page.**

**In the *Next Judge* field, enter the bar number or hotkey for the judge, magistrate or probation officer on whose calendar the scheduled event should appear.**

### Example of Probation Scheduling screen - Scheduling Information - Scheduling a court date and requesting a postcard Notice to Appear for both attorney and defendant



Tip: Scheduling a date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance unless those notices were previously stopped, or unless a balance remains on the cash code DLR (Driver License Reinstatement Fee).

You may request a postcard Notice to Appear, which will be printed in a batch cycle, by using the *NTA* field. Postcard NTA requests are displayed on the Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing postcard NTAs:

- A - Notice to Appear for attorney
- D - Notice to Appear for defendant
- B - Notice to Appear for both attorney and defendant

**See Appendix A for complete list of field descriptions used on this screen.**

Schedule For 99 Date 013107 Time 0900 A Next Judge 12345 NTA? \_  
 Schedule For \_ Date \_\_\_\_\_ Time \_\_\_\_\_ Next Judge \_\_\_\_\_ NTA? \_

To adjourn a scheduled date, type **99** in the *Schedule For* field, and the exact date and time of the scheduled event, as well as the bar number or hotkey for the calendar the event appears on.

**Example of Probation Scheduling screen - Adjourning a court date**

SCHEDULING CODES (AJ)			
01	Arraignment	20	Deferred Sentencing /Presentence Interview
02	Pre-Trial	21	Matter Under Advisement/Presentence Interview
03	Examination	22	Time Extended to Pay*
04	Trial	23	Time Extended
05	Hearing	24	Plea
06	Jury Trial	25	Adjourned
07	Review	26	Jury Selection
08	Sentencing	27	Preliminary Examination
09	Show Cause Hearing	28	Pre-Sentence Investigation
10	Payment Due*	29	Oversight Visit
11	Matter Under Advisement	30	Probation Reports Due
12	Deferred Sentencing	31	Discharge from Probation
13	Pre-Sentence Interview	32	Probation Violation Hearing
14	Court Date	40	Settlement Conference
15	Due Date	41	Arraignment / Pre-Trial
16	Partial Payment Due*	42	Bond Forfeiture
17	Motion Hearing	43	Contempt Hearing
18	Informal Hearing	<b>99</b>	<b>Removed from Calendar</b>
19	Formal Hearing	<i>Codes 50 - 80 are available for local court usage.</i>	

\* will update payment due date on the Civil Infraction Judgment (CIJ) and the Judgment of Sentence (JGS) forms

**See Appendix A for complete list of field descriptions used on this screen.**

## Probation Officer/Case Status

Probation Officer 2564

Close/reOpen/Probation \_

**Probation officer can be assigned using this screen by typing probation officer number or hotkey in *Probation Officer* field. The probation officer also can be assigned from the Disposition screen (DSP).**

**Example of Probation Scheduling screen - Assigning probation officer**

Probation Officer \_\_\_\_\_

Close/reOpen/Probation P

**Three choices for case status:  
C - Close O - re-Open P - Probation**

**Example of Probation Scheduling screen - Changing case status**



Tips: A case is placed in Probation status when a term of probation is entered on the Disposition (DSP) screen.

When you enter an **O** to reopen a case, the system will determine the correct status: PEND, DISP, PROB or WRNT.



**Warning:** Closing a case removes all future calendar dates. If a case is closed in error, dates will need to be re-entered when you change the status back to Open or Probation.

**See Appendix A for complete list of field descriptions used on this screen.**

 **Comments**

Comments:

TYPE NON-CONFIDENTIAL CASE COMMENTS HERE IF YOU WANT THEM TO APPEAR ON THE REGISTER OF ACTIONS (ROA) FOR THE CASE

---



---



---

Type up to six, four-letter codes in these fields. These codes are used to add comments or non-confidential notes to ROA and the codes can be used when requesting reports through Report Generator.

**Probation Scheduling screen - Adding comments to Register of Actions**



Tip: See Chapter 9 - Code Files for more information about creating four-letter codes.

 **Status Line**

The status line is displayed at the bottom of the Probation Scheduling screen.

DSP	GLTY PL	4/10/06	TOTAL FINE	1144.27	AMT DUE	440.00
-----	---------	---------	------------	---------	---------	--------

**Probation Scheduling Screen - Status Line**

The status line displays:

- **UNDISPOSED**, if the charge has not been disposed
- The method of disposition and the date if the charge has been disposed (In this example, there was a guilty disposition on 4/10/06)
- The total amount that has been assessed for that charge in the *Total Fine* field.
- The balance due for that charge in the *Amt Due* field.

**See Appendix A for complete list of field descriptions used on this screen.**

 **Prompt Windows**

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Probation Scheduling screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide.

Prompt windows are available from the following fields on the Probation Scheduling screen:

- *Name*
- *Schedule For*
- *Next Judge*
- *Probation Officer*



Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

**See Appendix A for complete list of field descriptions used on this screen.**

# Probation Reports

To access the Probation Reports Menu, type a **2** in the *Option* field from the Probation Subsystem Menu and press **ENTER**.

JIS [REDACTED] State Court Administrative Office 5/14/04 14:36:35

Probation Subsystem

Select one of the following:

1. Probation Online
2. Reports
3. Calendar
4. Report Generator

Option: 2

To access Reports Menu, type a **2** in the *Option* field and press ENTER.

F24-Previous Menu

Probation Subsystem Menu

JIS [REDACTED] State Court Administrative Office 5/14/04 14:44:29

Probation Reports

	<u>Alpha</u>	<u>Numeric</u>	<u>Probation Ofc</u>	<u>Run/From</u> -	<u>End/Thru</u>
Discharge List	-	-	_____	_____	_____
Non-Pymt Rest List	-	-	_____	_____	_____
Probation List	-	-	_____	_____	_____
Review List	-	-	_____	_____	_____

F24-Previous Menu

Probation Reports Menu

Probation Reports	
Report	Description
Discharge List	A list of cases due to be discharged from probation within a selected date range.
Non-Payment of Restitution List	A list of cases that have not paid their assessed restitution amount and are scheduled to be discharged from probation within a specified time frame.
Probation List	A list of all cases in probation status.
Review List	A list of probation cases that have no future activity scheduled.

Probation Report Menu Field Options	
Field Name	Description/Use
Alpha/Numeric	Type an <b>X</b> in either the Alpha or Numeric column to determine the sorting sequence of the report.
Probation Officer	Enter the probation officer number if you want the report for a specific probation officer. Otherwise, the report will print a combined report for all probation officers. If you print a Discharge List, Probation List or Review List without requesting a specific probation officer, the report will print with the probation officer listed in a separate column, instead of the warrant column. Enter <b>ALL</b> if you want a separate report for each probation officer in your court.
Run/From - End/Thru	Allows a date range for the <b>Discharge</b> and <b>Non-Payment of Restitution</b> Reports.

 **Discharge List**

This list contains cases/charges that are due to be discharged from probation within the time frame specified in the *Run/From - End/Thru* dates on the Probation Reports Menu. This report can be sorted in either alphabetic or numeric order. The approximate discharge (probation end) date is calculated automatically based on the sentencing date plus the term (in months) of probation. No calendar entry is created with the Probation End Date. Discharge hearings are scheduled on the Traffic/Criminal or Probation Scheduling screens (SCH or PRB).

When the Discharge List is requested, there are two reports that are generated: the Discharge List and the Discharge Exception List. Examples of both reports are shown below.

RUN DATE: 3/07/05		15TH DISTRICT COURT		PAGE 1								
FOR: 3/01/05 - 3/31/05		27777 FRANKLIN ROAD SUITE 1300		JIS MI 48034								
DISCHARGE LIST - ALPHABETIC												
CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	PROBATION OFFICER
04-0209	SM	CUNNINGHAM/MARTHA/LO	2/04/04	ASSAULT/BATR	1488.12	1488.12	9/01/04	DEFER SPOUSE		6	3/01/05	DOOLEY
03-1109	SD	JONES/MARY/	5/01/02	CUIL	475.36	475.36	11/27/02	GLTY BY JURY	13	28	3/27/05	HASSETT
04-1103	SM	KLING/KZVIN/	4/01/03	DISOR DRUNK	528.00	528.00	3/12/04	DSP GLTY PL		12	3/12/05	HASSETT
04-2295	SM	POTTER/MICHAEL/JAMES	5/20/03	ASSAULT/BATR	678.00	678.00	4/10/04	GLTY AS CERG		11	3/10/05	DOOLEY
04-2211	SM	SMILEY/FRANCINE/	9/12/00	ASSAULT AGGR	0.00	0.00	8/08/04	DSP GLTY PL		7	3/08/05	
05-1104	SM	SMITH/MARK/JOHN	10/20/03	POSS CS MARJ	702.00	702.00	9/27/04	DEFER 7411		6	3/27/05	DOOLEY
03-2938	SM	SMITH/THEODORE/LEONA	11/15/03	RETAIL FRAUD	1286.25	828.00	3/12/04	DSP GLTY PL		15	3/12/05	
03-0303	SD	WASHINGTON/MARTHA/	2/01/02	+OWI	1075.00	0.00	6/13/04	DSP GLTY PL		9	3/13/05	HASSETT
TOTAL CASES:		8										
THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.												
+ INDICATES A REDUCED CHARGE												
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED												

**Probation Discharge List - Alphabetic**

The Discharge Exception List is generated for cases that are in Probation status but do not have a Probation End Date. For example, a case that was placed in Probation status without indicating a term of probation would appear on the list.

RUN DATE: 3/07/05		15TH DISTRICT COURT		PAGE 1								
		27777 FRANKLIN ROAD SUITE 1300		JIS MI 48034								
DISCHARGE EXCEPTION LIST - ALPHABETIC												
CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	PROBATION OFFICER
00-5159	ST	ROBERTS/DALE/	1/02/00	RECKLESS DRV	210.00	0.00	11/24/00	DSP GLTY PL		12		DOOLEY
TOTAL CASES:		1										
THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.												
+ INDICATES A REDUCED CHARGE												
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED												

**Probation Discharge Exception List - Alphabetic**

**See Page 6-12 for Field Options used when requesting report**

## Non-Payment of Restitution List

This report contains cases that have a balance due in restitution, and are due to be discharged from probation within the time frame specified in the *Run/From - End/Thru* dates on the Probation Report Menu. This report can be sorted in either alphabetic or numeric order. This list can be used to prepare the "Report of Nonpayment of Restitution" form that is submitted to the Prosecuting Attorney 60 days prior to a probationer's discharge from probation.

An example of the Non-Payment Restitution List is shown below.

RUN DATE: 3/07/05		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034				PAGE 1			
NON-PAYMENT OF RESTITUTION - ALPHABETIC									
CASE NO.	TYPE	NAME	CHARGE	RESTITUTION DUE	60 DAYS < DISCHARGE	DISCHARGE DATE	WARRANT	PROBATION OFFICER	
05-0004	OD	AUSTIN/LAWRENCE/ANDREW	OWI	200.75	1/02/06	3/03/06			
04-0209	SM	CUNNINGHAM/MARTHA/LOUISE	ASSAULT/BATR	486.12	12/31/04	3/01/05		DOOLEY P	
00-9999	SD	FRANK/DENNIS/ALLAN	RECKLESS DRV	400.00	11/01/99		X	PAYNE P	
03-1109	SD	JONES/MARY/	OUIL	475.36	1/26/05	3/27/05		FASSETT P	
TOTAL CASES:		4							
THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.									
+ INDICATES A REDUCED CHARGE									

**Probation Non-Payment of Restitution List - Alphabetic**



Tip: If the *Run/From - End/Thru* dates are left blank when requesting the report, you will receive a report listing all cases in Probation status with restitution outstanding.

**See Page 6-12 for Field Options used when requesting report**

# Probation List

This report lists all cases on the system that are in "Probation" status. It can be requested in either alphabetic or numeric order.

Examples are shown below of a Probation Case List which includes all cases for all probation officers, and a Probation Case List requested for a specific probation officer.

RUN DATE: 3/07/05		15TH DISTRICT COURT		27777 FRANKLIN ROAD SUITE 1300		PAGE 1						
		JIS MI 48034										
PROBATION CASE LIST - ALPHABETIC												
CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	PROBATION OFFICER
05-0004	OD	AUSTIN/LAWRENCE/ANDR	1/11/05	OWI	1080.75	1080.75	3/03/05	GLTY AS CHR	10	12	3/03/06	
04-0209	SM	CUNNINGHAM/MARTHA/LO	2/04/04	ASSAULT/BATR	1488.12	1488.12	9/01/04	DEFER SPOUSE	6	3	3/01/05	DOOLEY P
00-5201	ST	DOKTOR/SAMUEL/HARRIS	3/01/00	RECKLESS DRV	1234.00	120.00	11/13/02	DSP GLTY PL	12	11	11/13/03	PAYNE P
04-0409E	OD	DOOLBY/TOH/	1/01/04	OWI	845.00	0.00	2/10/04	DSP GLTY PL	10	12	10/12/04	
04-1409SM	SM	EVANS/ANGELA/ANN	3/21/04	CS POSS MJ	710.00	710.00	3/01/05	DEFER 7411	6	9	9/01/05	DOOLEY P
04-0415A	OD	FARNUM/WILLIAM/	2/01/04	OWI	154.00	154.00	2/23/05	DSP GLTY PL	3	6	8/23/05	DOOLEY P
00-9999	SD	FRANK/DENNIS/ALLAN	11/01/00	OUIL	1561.80	556.80	11/13/02	DS NOLO PLEA	5	12	11/13/03	PAYNE P
04-0123B	OT	FRANK/DENNIS/ALLAN	11/01/00	DRAG RACING	0.00	0.00	1/22/04	DSP GLTY PL	12	1	1/22/05	DOOLEY P
04-1313	OM	FRANKLIN/MICHAEL/JOH	6/30/04	DISORDERLY	0.00	0.00	10/12/04	DSP GLTY PL	6	4	12/05	DOOLEY P
00-0008	ST	GALBRAITH/ANTHONY/P	10/02/00	DWLS	578.00	327.00	11/01/00	DSP GLTY PL	45	12	11/01/01	DOOLEY P
04-0430	SM	JEFFERSON/THOMAS/ALV	2/10/04	DISOR DRUNK	1032.00	1032.00	10/05/04	DEFER YTA	6	4	4/05/05	DOOLEY P
03-1109	SD	JONES/MARY/	5/02/02	OUIL	475.36	475.36	11/27/02	GLTY BY JURY	13	28	3/27/05	HASSETT P
01-0001	SD	KEENE/DENNIS/JON	1/01/01	OUIL	937.20	937.20	11/03/03	DSP GLTY PL	* 10	12	11/03/04	PROBATION D
04-1103	SM	KLENS/KEVIN/	4/01/03	DISOR DRUNK	528.00	54.00	11/03/03	DSP GLTY PL	12	3	12/05	HASSETT P
04-2295	SM	POTTER/MICHAEL/JAMES	5/20/03	ASSAULT/BATR	678.00	678.00	4/10/04	GLTY AS CHR	11	3	10/05	DOOLEY P
00-5159	ST	ROBERTS/DALE/	1/02/00	RECKLESS DRV	210.00	0.00	11/24/00	DSP GLTY PL	12			DOOLEY P
02-0610B	SM	ROGERS/FRANK/PAUL TI	2/02/02	ASSAULT AGGR	984.00	984.00	11/04/03	DSP GLTY PL	* 30	9	8/04/04	
04-2211	SM	SMILEY/FRANCINE/	9/12/00	ASSAULT AGGR	0.00	0.00	8/08/04	DSP GLTY PL	7	3	08/05	
05-1104	SM	SMITH/MARK/JOHN	10/20/03	POSS CS MARJ	702.00	702.00	9/27/04	DEFER 7411	6	3	27/05	DOOLEY B
00-3111	OD	SMITH/MARY/LOUISE	3/01/00	OUIL	654.00	654.00	11/04/03	DSP GLTY PL	30			DOOLEY P
03-2938	SM	SMITH/THEODORE/LEONA	11/15/03	RETAIL FRAUD	1296.25	828.00	3/12/04	DSP GLTY PL	15	12	10/28/02	
03-0303	SD	WASHINGTON/MARTHA/	2/01/02	+OWI	1075.00	0.00	6/13/04	DSP GLTY PL	9	3	13/05	HASSETT P
TOTAL CASES:		22										
TOTAL COUNTS:		28										

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.  
 + INDICATES A REDUCED CHARGE  
 NO ASTERISK=JAIL ORDERED, \*\*=JAIL COMMITTED, \*\*\*=JAIL SUSPENDED, \*\*\*\*=OPTIONAL JAIL, \*\*\*\*\*=OPTIONAL JAIL COMMITTED

### Probation List - All probation officers

RUN DATE: 3/07/05		15TH DISTRICT COURT		27777 FRANKLIN ROAD SUITE 1300		PAGE 1						
		JIS MI 48034										
PROBATION CASE LIST - ALPHABETIC												
PROBATION OFFICER 223 PO BRENDA DOOLEY												
CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	WARRANT
04-0209	SM	CUNNINGHAM/MARTHA/LO	2/04/04	ASSAULT/BATR	1488.12	1488.12	9/01/04	DEFER SPOUSE	6	3	3/01/05	
04-1409SM	SM	EVANS/ANGELA/ANN	8/21/04	CS POSS MJ	710.00	710.00	3/01/05	DEFER 7411	6	9	9/01/05	
04-0415A	OD	FARNUM/WILLIAM/	2/01/04	OWI	154.00	154.00	2/23/05	DSP GLTY PL	3	6	8/23/05	
04-0123B	OT	FRANK/DENNIS/ALLAN	11/01/00	DRAG RACING	0.00	0.00	1/22/04	DSP GLTY PL	12	1	1/22/05	X
04-1313	OM	FRANKLIN/MICHAEL/JOH	6/30/04	DISORDERLY	0.00	0.00	10/12/04	DSP GLTY PL	6	4	12/05	
00-0068	ST	GALBRAITH/ANTHONY/P	10/02/00	DWLS	578.00	327.00	11/01/00	DSP GLTY PL	45	12	11/01/01	
04-0430	SM	JEFFERSON/THOMAS/ALV	2/10/04	DISOR DRUNK	1032.00	1032.00	10/05/04	DEFER YTA	6	4	4/05/05	
04-2295	SM	POTTER/MICHAEL/JAMES	5/20/03	ASSAULT/BATR	678.00	678.00	4/10/04	GLTY AS CHR	11	3	10/05	
00-5159	ST	ROBERTS/DALE/	1/02/00	RECKLESS DRV	210.00	0.00	11/24/00	DSP GLTY PL	12			
00-3111	OD	SMITH/MARY/LOUISE	3/01/00	OUIL	654.00	654.00	11/04/03	GLTY AS CHR	30			X
TOTAL CASES:		10										
TOTAL COUNTS:		12										

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.  
 + INDICATES A REDUCED CHARGE  
 NO ASTERISK=JAIL ORDERED, \*\*=JAIL COMMITTED, \*\*\*=JAIL SUSPENDED, \*\*\*\*=OPTIONAL JAIL, \*\*\*\*\*=OPTIONAL JAIL COMMITTED

### Probation List - Specific Probation Officer



Tip: When requesting the Probation List for a specific probation officer, the column for probation officer is replaced by a column which indicates if the case is currently in warrant status.

**See Page 6-12 for Field Options used when requesting report**

 **Review List**

This list includes all cases with a status of “Probation” in which there is no future date scheduled on the system. The report can be requested in alphabetic or numeric order. This list will help determine which cases need to be closed or have activity scheduled.

RUN DATE: 3/07/05		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034				PAGE 1							
PROBATION REVIEW LIST - ALPHABETIC													
CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	PROBATION OFFICER	
05-0004	OD	AUSTIN/LAWRENCE/ANDR	1/11/05	OWI	1080.75	1080.75	3/03/05	GLTY AS CHR	10	12	3/03/06		
04-0209	SM	CUNNINGHAM/MARTHA/LO	2/04/04	ASSAULT/BATR	1488.12	1488.12	9/01/04	DEFER SPOUSE	6	3/01/05	DOOLEY	P	
00-5801	ST	DOKTOR/SAMJEL/HARRIS	3/01/00	RECKLESS DRV	1234.00	120.00	11/13/02	DSP GLTY PL	12	11/13/03	PAYNE	P	
04-0409E	OD	DOOLEY/TOM/	1/01/04	OWI	845.00	0.00	2/10/04	DSP GLTY PL	10	12/10/04			
04-0415A	OD	FARNUM/WILLIAM/	2/01/04	OWI	154.00	154.00	2/23/05	DSP GLTY PL	3	6	8/23/05	DOOLEY	P
00-9999	SD	FRANK/DENNIS/ALLAN	11/01/00	CUIL	1561.80	556.80	11/13/02	DS NOLO FLEA	5	12	11/13/03	PAYNE	P
				RECKLESS DRV	659.00	419.00	11/27/02	DSP GLTY PL					
00-0002	ST	GALBRAITH/ANTHONY/P	10/02/00	DWLS	578.00	327.00	11/01/00	DSP GLTY PL	45	12	11/01/01	DOOLEY	P
				ASSAULT AGGR	528.00	528.00	11/01/00	DSP GLTY PL					
04-0430	SM	JEFFERSON/THOMAS/ALV	2/10/04	DISOR DRUNK	1032.00	1032.00	10/05/04	DEFER YTA		6	4/05/05	DOOLEY	P
03-1109	SD	JONES/MARY/	5/01/02	CUIL	475.36	475.36	11/27/02	GLTY BY JURY	13	28	3/27/05	HASSETT	P
01-0001	SD	KEENE/DENNIS/JCN	1/01/01	CUIL	937.20	937.20	11/03/03	DSP GLTY PL	* 10	12	11/03/04	PROBATION	D
				RECKLESS DRV	54.00	54.00	11/03/03	DSP GLTY PL					
04-1103	SM	KLINE/KEVIN/	4/01/03	DISOR DRUNK	528.00	528.00	3/12/04	DSP GLTY PL		12	3/12/05	HASSETT	P
04-2295	SM	POTTER/MICHAEL/JAMES	5/20/03	ASSAULT/BATR	678.00	678.00	4/10/04	GLTY AS CHR		11	3/10/05	DOOLEY	F
00-5159	ST	ROBERTS/DALE/	1/02/00	RECKLESS DRV	210.00	0.00	11/24/00	DSP GLTY PL		12		DOOLEY	P
04-2211	SM	SMILEY/FRANCINE/	9/12/00	ASSAULT AGGR	0.00	0.00	8/08/04	DSP GLTY PL		7	3/08/05		
00-3111	OD	SMITH/MARY/LOUISE	3/01/00	CUIL	0.00	0.00	11/28/00	GLTY AS CHR		23	10/28/02	DOOLEY	P
				DWLS	0.00	0.00	11/28/00	DSP GLTY PL					
03-2538	SM	SMITH/THEODORE/LEONA	11/15/03	RETAIL FRAUD	1286.25	828.00	3/12/04	DSP GLTY PL	15	12	3/12/05		
03-0303	SD	WASHINGTON/MARTHA/	2/01/02	+OWI	1075.00	0.00	6/13/04	DSP GLTY PL		9	3/13/05	HASSETT	P
TOTAL CASES:		17											
THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.													
+ INDICATES A REDUCED CHARGE													
NO ASTERISK=JAIL ORDERED, *-JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL CAIL, ****=OPTIONAL JAIL COMMITTED													

**Probation Review List - Alphabetic**



Tip: If you specify a probation officer when requesting the report, your report will have a column for *Warrant* instead of *Probation Officer*.

**See Page 6-12 for Field Options used when requesting report**

# Calendar

*The calendar program offers a variety of ways to view and print calendar (docket) entries. The features are available by individual judge, magistrate, probation officer, special assignment for an individual or department, or for cases that are unassigned.*



Calendar Type	Features
Month at a Glance	<ul style="list-style-type: none"> <li>• Court holidays - full or partial days</li> <li>• Judge/Magistrate availability - full or partial days</li> <li>• Highlights days with events already scheduled</li> <li>• Can be displayed and/or updated</li> </ul>
Courtroom (Detail) Calendar	<ul style="list-style-type: none"> <li>• Case number, case type, name, attorney or officer, type of proceeding and charge listed by time for specified day</li> <li>• Non-case related matters, e.g. marriages, meetings</li> <li>• Can be displayed and/or printed</li> </ul>
Calendar Summary	<ul style="list-style-type: none"> <li>• Display and/or print a summary of each proceeding type scheduled for the day or date range specified</li> </ul>
Party Calendar	<ul style="list-style-type: none"> <li>• Prints an alphabetical case listing of people scheduled to appear in court for the day or date range specified</li> </ul>
Central/Combined Calendar	<ul style="list-style-type: none"> <li>• Display and/or print calendar for one date or date range for judge, including all cases set for all courts on the same AS/400</li> </ul>
Various Print Options	<ul style="list-style-type: none"> <li>• Week at a Glance</li> <li>• Party Calendar by day or date range</li> <li>• Courtroom Calendar by day or date range</li> <li>• Print Traffic/Criminal cases only</li> <li>• Print Civil cases only</li> <li>• Print all cases by day or date range</li> </ul>

## Month at a Glance Calendar

This calendar is used to view days the judge or magistrate is available to schedule events, days that events are already scheduled and court holidays or days the court is closed.

To access the Month at a Glance calendar:

- 1) Type **CAL** in the *NXT* field on the hop line
- 2) Press **ENTER**.

The first screen that will be displayed will be the Month at a Glance calendar for *No Specific Judge*.

0 JIS 1500

**Court location number.**  
Courts with more than one location can access calendars in each location by changing this number.

Month at a Glance  
NO SPECIFIC JUDGE  
NOVEMBER 2006

Bar#: \_\_\_\_\_

0 TO: 11 06  
MM DD YY

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				- 1	- 2	- 3	X 4
X 5	- 6	- 7	- 8	- 9	X 10	X 11	
X 12	- 13	- 14	- 15	- 16	* 17	X 18	
X 19	- 20	- 21	- 22	X 23	X 24	X 25	
X 26	- 27	- 28	- 29	- 30			

X=Court Closed All Day    /=Bar# Out All Day    \*=Court/Bar# Out Partial Day

NXT \_\_\_ CASE \_\_\_\_\_ PTY \_\_\_ COUNT \_\_\_ INQ \_\_\_\_\_ ST \_\_\_

F1-Clear F2-Bar# F4-Prompt F5-Detail F6-Summary F7-PrevBar F8-NextBar  
F9-Print Week F10-Print Options F11-Block Hrs/Date F13-OutQ F24-Prev Menu  
Page/Roll Help

**Month at a Glance calendar for No Specific Judge**

To view a calendar for a specific judge:

- 1) Type the hotkey or bar number in the *Bar #* field  
(You may press **F4-Prompt** on the *Bar #* field to display the Attorney File)
- 2) Press **ENTER**.

**OR**

- 1) Press **F8-NextBar** to display the calendar for judge, magistrate or probation officer with the next higher bar #.



Tip: You can quickly move your cursor to the *Bar #* field by pressing **F2-Bar #**.

0 JIS 1500 Month at a Glance  
JUDGE GEORGE W. CROCKETT III  
DECEMBER 2006 Bar#: 12345  
GO TO: 12 06  
MM DD YY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	X 2
X 3	4	5	6	/ 7	/ 8	X 9
X 10	11	12	13	14	15	X 16
X 17	18	19	20	21	* 22	X 23
X 24	X 25	X 26	27	28	29	X 30
X 31						

X=Court Closed All Day    /=Bar# Out All Day    \*=Court/Bar# Out Partial Day

NXT \_\_\_ CASE SI05395 PTY D01 COUNT \_\_\_ INQ \_\_\_\_\_ ST \_\_\_  
F1-Clear F2-Bar# F4-Prompt F5-Detail F6-Summary F7-PrevBar F8-NextBar  
F9-Print Week F10-Print Options F11-Block Hrs/Date F13-OutQ F24-Prev Menu  
Page/Roll Help

The GO TO field will display the current month and year, but the dates can be changed by typing over them.

**Month at a Glance calendar for Judge Crockett for December 2006**



Tips: If you enter the month and year (without specific day) in the GO TO: field and press **ENTER**, the Month at a Glance calendar will be displayed for the bar number specified.

If you enter the month, day and year in the GO TO: field and press **ENTER**, the Courtroom Calendar will be displayed for the bar number specified.

### Reading the Month at a Glance Calendar

A highlighted day indicates something is scheduled for that day. In the example above, events are scheduled for December 4, 5, 11, 12, 13, 15, 18, 19, 20, 21 and 22.

Key	Description
X	The entire court is closed all day, e.g. court holidays.
/	The judge, magistrate or probation officer designated in the <i>Bar #</i> field is unavailable <b>all</b> day.
*	The entire court, or the judge, magistrate or probation officer designated in the <i>Bar #</i> field is unavailable for part of the day.

In the example above, either the entire court or Judge Crockett is not available part of the day on December 22; the court is closed on December 25 and 26; Judge Crockett is out all day on December 7 and 8.

## Using the Month at a Glance Calendar

When the Month at a Glance calendar is displayed, the cursor will be placed on the current date. You may tab or arrow to any day of the month to inquire on or print that day. When the inquiry is not the current month, the cursor will be placed on the first date that something is scheduled for that month.

<b>Function Keys Used to Access Other Screens</b>	
<b>Function Key</b>	<b>Description/Format</b>
<b>F4 Prompt</b>	With your cursor in the <i>Bar #</i> field, will display attorney file.
<b>F5 Detail</b>	With your cursor positioned on any day of the month, will display Courtroom (Detail) Calendar for the bar number specified. If no events are scheduled for the date you request, the next date that has scheduled events will be displayed.
<b>F6 Summary</b>	Will display the Calendar Summary, which gives you total number of each type of event that is scheduled.
<b>F7 PrevBar</b>	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next lower bar number.
<b>F8 NextBar</b>	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next higher bar number.
<b>F9 Prt Week</b>	With your cursor positioned on any day of the week, will print the Week at a Glance calendar for the bar number specified. If the cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.
<b>F10 Prt Options</b>	Will display the District Court Calendar screen, which lists print options.
<b>F11 Block Hrs/Date</b>	Will display the Days/Times Blocked Off screen. More information about this feature can be found on the following two pages.

## Days/Times Blocked Off Screen

This screen is used to designate court holidays and other days the court is closed and to block off times for individual judges, magistrates and probation officers.

This screen can be accessed from using **F-11 Block Hrs/Date** from the Month at a Glance calendar.

0 JIS 1500 Days/Times Blocked Off Position to Date: \_\_\_\_\_  
 FOR JUDGE GEORGE W. CROCKETT III Bar No. View: 12345

D=Del  
 Opt Bar No. Date Block Off (OR) ---Partial Day--- Description Clrk

Opt	Bar No.	Date	All Day	From Time	To Time	Description	Clrk
-		52906	X			MEMORIAL DAY	BKD
-		70406	X			INDEPENDENCE DAY	BKD
-		90406	X			LABOR DAY	BKD
-		111006	X			VETERANS DAY	BKD
-		111706	-			BUDGET MEETING	BKD
-		112306	X			THANKSGIVING DAY	BKD
-		112406	X			THANKSGIVING	BKD
-	12345	120706	X			VACATION	BKD
-	12345	120806	X			VACATION	BKD
-		122206	-	100 P	500 P	STAFF MEETING	BKD
-		122506	X			CHRISTMAS	BKD
-		122606	X			CHRISTMAS	BKD
-		10107	X			NEW YEARS	BKD
-		10207	X			NEW YEARS	BKD

Press F2-Date to move cursor to the *Position To:* field at top of screen
Press F7 to toggle between two views:  
 1) Court and ALL bar numbers, and  
 2) Court and one specific bar number.

NX \_\_\_\_\_ FY D01 COU  
 F1-Clear F2-Date F4-Prompt F7-All Records F24-Prev Menu Page/Roll Help

**Days/Times Blocked Off screen**

See following page for field descriptions used on this screen.

<b>Field Descriptions for Days/Times Blocked Off Screen</b>	
<b>Field Name</b>	<b>Description/Format</b>
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing the court location number.
Position to Date	If a date is entered into this field and <b>ENTER</b> is pressed, the first page that contains that date will be displayed. Valid for today's date or a future date.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a <b>D</b> to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer or any other special court calendars. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: <b>010207</b> )
All Day	Mark with an <b>X</b> when the entire day should be blocked off.
From Time to Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: <b>0100P 0500P</b> ).  Entry is not valid if there is an <b>X</b> in the <i>All Day</i> field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed.  If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

## Printing the Week at a Glance Calendar

The Week at a Glance calendar is requested from the Month at a Glance calendar.

The Week at a Glance calendar prints:

- Dates and times that events are scheduled from Monday through Friday, listing the case number, case type and type of proceeding.
- The total number of events scheduled (without detail) when events are scheduled on Saturdays and Sundays.
- Supplemental entries are designated with an asterisk (\*) in the Case # column.
- Court holidays and blocked off days and times for the designated judge, magistrate or probation officer.

From the Month at a Glance calendar screen, position your cursor on any day of the week and press **F9-Print Week**. The week will print from Monday through Sunday.

15TH DISTRICT COURT MICHIGAN HALL OF JUSTICE JIS MI 48913											PAGE 1
COURTROOM CALENDAR FOR GEORGE W. CROCKETT III											
TIME	MONDAY 12/18/06	TUESDAY 12/19/06	WEDNESDAY 12/20/06	THURSDAY 12/21/06	FRIDAY 12/22/06	SAT/ SUN 23-24					
9:00A	06-3902 OT PRETRIAL 06-3788 OD PRETRIAL 06-1394 OM PRETRIAL	06392834A OI FORMAL HR 06392834B OI FORMAL HR 06382773 OI FORMAL HR	06-4993 SM JURY TRIA	06-4717 FY PRELIM EX 06-2889 FD SENTENCE	06-3362 LT HEARING 06-3365 LT HEARING 06-3366 LT HEARING 06-3371 LT HEARING 06-3372 LT HEARING 06-3373 LT HEARING						
9:30A	06-2001 ST PLEA 06-4005 OT PLEA	06358465 OI FORMAL HR 06383882 OI FORMAL HR		06-4751 FT PRELIM EX							
0:00A		05-1206 EX MOTION HR			06-1850 GC MOTION						
1:00A	05-1018 OT SHOWCAUSE										
1:30A	05-1014 SM PROB VIOL										
1:00P	05-1901 OT SENTENCE 05-0747 FT SENTENCE	*MEETING			STAFF MEETING THRU 05:00PM						
3:30P				*WEDDING							

Week at a Glance calendar



Tip: If your cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.

# District Court Calendar

The District Court Calendar is used to:

- View Courtroom Calendar
- Print Courtroom Calendar
- Access Supplemental Calendar

There are three ways to access the District Court Calendar:

- 1) From the Traffic/Criminal Subsystem Menu, enter a **5-Calendar** and press **ENTER**. OR
- 2) From the Probation Subsystem Menu, enter a **3-Calendar** and press **ENTER**. OR
- 3) From the Month at a Glance Calendar, press **F10-Print**.

JIS		District Court Calendar	
Date	_____	through	_____
Time	___ _	through	___ _
Judge	_____	(Bar#, Hot Key, ALL, or leave blank for no specific judge)	
X	Type of Calendar	(X=All, T=T/C, C=Civ, P=Party)	
X	Include Supplemental Entries	(not valid for Party Calendar)	
Paper Size	_	X=8x11, B=14x11	
Spaces	<u>1</u>	(up to 9)	
Copies	<u>1</u>		
Print Sequence	<u>A</u>	A=Alpha, N=Numeric	
Print Summary	_	X=Calendar & Summary, O=Summary	
Flag Non-Public/Sealed	_	<small>X=Print Word "NON-PUBLIC" or "SEALED"</small> <small>N= Do not print word "NON-PUBLIC" or "SEALED"</small> <small>O= Omit Non-Public and Sealed cases, Blank=Print all cases/charges</small>	
Print CTN# instead of XREF#	_	(14x11 only)	
Court location	<u>0</u>		
NXT	___	CASE	_____
	PTY	___	COUNT
	INQ	_____	ST
	Enter-View Calendar	F1-Clear	Screen
	F13-OutQ	F24-Previous	Menu
		F5-Supplemental	Entries
		F9-Print	
		Help	

## District Court Calendar

The District Court Calendar screen is divided into two parts:

The top half of the screen is used to indicate the date(s), time(s), judge(s), and types of calendar you wish to view or print. Press **ENTER** if you want to view the calendar instead of or before printing it.

The bottom half of the screen is used to indicate print options.

See chart on next page for field descriptions for this screen.

<b>Field Descriptions for District Court Calendar screen</b>	
<b>Field Name</b>	<b>Description/Format</b>
Date	Enter the date range to view or print the calendar. You may access up to 90 days of calendars prior to the current date. If left blank, the system will automatically use the current date for viewing. If printing the calendar, date range cannot exceed 14 days.
Time	Enter the time range to view or print using the following format: <b>0800 A</b> . Use "A" for a.m. or "P" for p.m. Leave the time field blank if you want to see all cases for the entire day.
Judge	Enter the five-digit bar number or hotkey of the judge, magistrate, probation officer, special calendar or court clerk whose calendar you want to view or print.  Leave field blank to get all cases that do not have a judge assigned.  Enter the word <b>ALL</b> in the judge field to display or print all judges, magistrates and probation officer's calendars. When using <b>ALL</b> , the date range must not exceed 14 days.
Type of Calendar	<b>X</b> - will display or print traffic/criminal and civil cases. <b>T</b> - will display or print traffic/criminal cases only. <b>C</b> - will display or print civil cases only. <b>P</b> - will print the Party Calendar.
Include Supplemental Entries	This field defaults to <b>X</b> (include supplemental entries on the calendar). Remove the <b>X</b> to omit the entries. This option is not valid with the Party Calendar.
Paper Size	<b>X</b> - Print calendar on <b>8X11 paper</b> . <b>B</b> - Print calendar on <b>11X14 (*STD) paper</b> (or landscaped on a laser printer).
Spaces	Choose the number of blank spaces you want between cases when you print the calendar; valid choices are <b>1-9</b> . If this field is left blank, you will have no blank spaces between cases when the calendar is printed.
Copies	Indicate how many copies you want to print; valid choices are <b>1-9</b> .
Print Summary	<b>X</b> - Print the Courtroom Calendar and the Calendar Summary. <b>Q</b> - Print the Calendar Summary only.  Further details about the Calendar Summary can be found on page 7-15.
Flag Non-Public	These selections affect only cases that are in Non-Public status. <b>X</b> - Print the word "Non-Public" in the charge field <b>N</b> - Print nothing in the charge field. If field is left blank, the charge will be printed in the charge field.
Print CTN# instead of XREF#	<b>X</b> - Print CTN instead of X-Ref #. If field is left blank, X-Ref # will be printed. This option is only available when option <b>B</b> is selected for paper size.
Court location	Used in multiple-court settings. It may be changed to any location defined in the court's system file.

## Courtroom (Detail) Calendar

This calendar is used to view all Traffic/Criminal, Civil and supplemental events scheduled. Details such as case number, case type, name, attorney or officer name, type of proceeding, time scheduled and charge will be displayed.

The Courtroom (Detail) Calendar displays and prints:

- All events scheduled for the specified date and bar number in time sequence
- Will print and display numerically under time scheduled for traffic/criminal cases
- Will print only alphabetically under time scheduled for traffic/criminal cases
- Will print and display numerically under time scheduled for civil cases
- 8 X 11 version will print Case #, Case Type, Party, Defendant Name, Attorney or Officer, Proceeding Type, Short Description of Charge
- 11 X 14 (\*STD) version will print Case #, Case Type, X-Ref #, Party, Defendant Name, Attorney, Proceeding Type, Short Description of Charge, Department # and Officer Name for Officer #1 and Officer #2.

### Accessing the Courtroom (Detail) Calendar

You can access the Courtroom (Detail) Calendar from either the Month at a Glance calendar or from the District Court Calendar.

- From the Month at a Glance calendar, position your cursor on that day and press **F5-Detail** or type the specific date in the *GO TO:* field and press **ENTER**.
- From the District Court Calendar, enter the date you want to view or print in the *Date* field and press **ENTER**.

COURTROOM CALENDAR FOR GEORGE W. CROCKETT III							PAGE 1
TUESDAY - DECEMBER 19, 2006							
CASE#	TYP	PTY	NAME	ATTY/OFF	PROCEEDING	CHARGE	
AT 9:00 A.M.							
06392834A	OI	D01	NELSON/SUSAN/MARIE	HUFF/SAMUEL/	FORMAL HRG	1810	
06392834B	OI	D01	NELSON/SUSAN/MARIE	HUFF/SAMUEL/	FORMAL HRG	DEFECT EQUIP	
06382773	OI	D01	SNIDER/JOHN/LAWRENCE	FRIDAY/JOSEP	FORMAL HRG	STOP SIGN	
AT 9:30 A.M.							
06358465	OI	D01	THOMAS/HILLARY/LUCILLE	SCHNEBERGER	FORMAL HRG	LTM 1-10	
06383882	OI	D01	WESTFALL/MARION/LOUISE	EASTWOOD/CLI	FORMAL HRG	TRAFFIC DEV	
AT 10:00 A.M.							
05-1206	EX	D01	HARRINGTON/DAVID/RICHA	WILLARD	MOTION HRG	FUGITIVE	
AT 1:00 P.M.							
*					MEETING		

**Courtroom Calendar for Judge Crockett on 8X11 paper**

COURTROOM CALENDAR FOR GEORGE W. CROCKETT III									PAGE 1	
TUESDAY - DECEMBER 19, 2006										
CASE#	TYP	XREF#	PTY NAME	ATTORNEY	PROCEEDING	CHARGE	DEPT	OFFICER #1	DEPT	OFFICER #2
AT 9:00 A.M.										
06392834A	OI		D01 NELSON/SUSAN/MARIE		FORMAL HRG	1810	100	HUFF/SAMUE	100	SORSO/LISA
06392834B	OI		D01 NELSON/SUSAN/MARIE		FORMAL HRG	DEFECT EQUIP	100	HUFF/SAMUE	100	SORSO/LISA
06382773	OI		D01 SNIDER/JOHN/LAWRENCE		FORMAL HRG	STOP SIGN	400	FRIDAY/JOS		
AT 9:30 A.M.										
06358465	OI		D01 THOMAS/HILLARY/LUCILLE	SCHNEBERGER, M.	FORMAL HRG	LTM 1-10				
06383882	OI		D01 WESTFALL/MARION/LOUISE		FORMAL HRG	TRAFFIC DEV	400	EASTWOOD/C		
AT 10:00 A.M.										
05-1206	EX	05-29304	D01 HARRINGTON/DAVID/RICHA	WILLARD, GLENN	MOTION HRG	FUGITIVE				
AT 1:00 P.M.										
*					MEETING					

**Courtroom Calendar for Judge Crockett on 11 X 14 (\*STD) paper**

Use your **Page Down** or your **Shift+Roll** keys to scroll through the calendar. Only days that have events scheduled will be displayed.

## Supplemental Entries

Most entries to the calendar are made through the Scheduling screens. However, sometimes you need to add matters to the calendar that aren't associated with a case that is on the system (i.e. marriages, meetings). Non-case entries are added through the District Court Calendar Supplemental Entries screen.

To access the Supplemental Entries screen:

- 1) From the District Court Calendar screen, enter a bar number in the *Judge* field.
- 2) Press **F5-Supplemental Entries**.

(To access the District Court Calendar screen from the Month at a Glance calendar, press **F10-Print Options**.)

**JIS 1500** District Court Calendar  
Supplemental Entries  
12345 GEORGE W. CROCKETT III

Del 'D'	Date	Time	Activity	Party(s) or Comment(s)
—	<u>111806</u>	<u>200 P</u>	<u>APPOINTMENT</u>	<u>JUDGE GONE FOR AFTERNOON</u>
—	<u>121206</u>	<u>1200 P</u>	<u>MEETING</u>	<u>COUNTY BOARD LUNCHEON</u>
—	<u>121906</u>	<u>100 P</u>	<u>MEETING</u>	<u>JUDGES MEETING</u>
—	<u>122106</u>	<u>330 P</u>	<u>WEDDING</u>	<u>BILLY BOB BROWN AND SUSIE QUE SMITH</u>
—	<u>122506</u>	<u>800 A</u>	<u>COURT CLOSED</u>	<u>CHRISTMAS HOLIDAY</u>
—	<u>122606</u>	<u>800 A</u>	<u>COURT CLOSED</u>	<u>CHRISTMAS HOLIDAY</u>
—	-----	-----	-----	-----

Enter the date that you want to begin your search here.

BGN 111006  
 NXT \_\_\_ CASE 96-3902 PTY \_\_\_ COUNT \_\_\_ INQ \_\_\_\_\_ ST \_\_\_  
 Enter-Update **F1**-Clear Screen **F5**-Page Back **F24**-Previous Menu Page/Roll Help

### Supplemental Calendar for Judge Crockett beginning November 10, 2006

Required fields are *Date*, *Time* and *Activity*. You may type additional information in *Party(s) or Comment(s)* field if desired. Press **ENTER** to update.



Tips: Unlike the other courtroom calendars, events scheduled through the Supplemental Entries screen are not restricted by the dates and times stored in the Holiday File.

To delete an entry from the Supplemental Entries calendar, type a **D** in the *Del* column in front of the event you want deleted.

Supplemental entries appear on the calendar with an asterisk (\*) in the Case # column, the activity in the *Proceeding* column and the comments in the *Name* column.

COURTROOM CALENDAR FOR GEORGE W. CROCKETT III							PAGE 1
TUESDAY - DECEMBER 19, 2006							
CASE#	TYP	PTY	NAME	ATTY/OFF	PROCEEDING	CHARGE	
AT 9:00 A.M.							
06392834A	OI	D01	NELSON/SUSAN/MARIE	HUFF/SAMUEL/	FORMAL HRG	1810	
06392834B	OI	D01	NELSON/SUSAN/MARIE	HUFF/SAMUEL/	FORMAL HRG	DEFECT EQUIP	
06382773	OI	D01	SNIDER/JOHN/LAWRENCE	FRIDAY/JOSEP	FORMAL HRG	STOP SIGN	
AT 9:30 A.M.							
06358465	OI	D01	THOMAS/HILLARY/LUCILLE	SCHNEBERGER	FORMAL HRG	LTM 1-10	
06383882	OI	D01	WESTFALL/MARION/LOUISE	EASTWOOD/CLI	FORMAL HRG	TRAFFIC DEV	
AT 10:00 A.M.							
05-1206	EX	D01	HARRINGTON/DAVID/RICHA	WILLARD	MOTION HRG	FUGITIVE	
AT 1:00 P.M.							
					MEETING		

 \*

**This non-case entry was made as a Supplemental Calendar entry**

**Courtroom Calendar for Judge Crockett, showing the meeting which was set for 1:00 p.m. through the Supplemental Entries screen**

You can scroll forward and backward through the Supplemental Entries screens using your **Page/Roll** key.

## Removing Calendar Entries

Matters that were placed on the calendar through the Traffic/Criminal Scheduling screen (SCH) or Probation Scheduling screen (PRB) must be removed through the Scheduling screens.

- Type a **99** in the *Scheduled For* field of the Scheduling screen.
- Type in the exact date, time and bar number of the original scheduled event entry in the *Date*, *Time* and *Next Judge* fields.
- Press **ENTER**.



**WARNING:** Deleting the scheduled date from the Action screen will not remove the event from the calendar.

Non-case entries that were placed on the calendar through the Supplemental Entries screen must be removed through the Supplemental Entries screen.

- Type a **D** in the *DEL* column in front of the entry to be deleted.
- Press **ENTER**.

## Viewing a Register of Actions Directly from the Calendar

If you want to view the ROA for any case listed on the calendar:

- Position your cursor anywhere on the line for the case you want to view and press **F7-ROA From Line**.

OR

- Type **ROA** in the *NXT* field and the line number (SEQ#) or case number in the *CASE* field and press **ENTER**.

Either way, you will lose your hop line, but you can press **F3** or **F24** to return to the calendar.

## Calendar Summary

You can view a summary of the types of events scheduled for the day you are viewing. This is a helpful tool to use when setting trials, pre-trials, etc.

You can access the Calendar Summary two ways:

- 1) From the Month at a Glance calendar, press **F6-Summary**  
OR
- 2) From the Courtroom Calendar, press **F10-Sum.**

CALENDAR SUMMARY FOR GEORGE W. CROCKETT III			PAGE 1
MONDAY - DECEMBER 18, 2006			
NUMBER	TYPE	DESCRIPTION	
3	T/C	PRETRIAL	
2	T/C	PLEA	
1	T/C	SHOWCAUSE	
1	T/C	PROB VIOL	
2	T/C	SENTENCE	

**Calendar Summary for Judge Crockett for December 18, 2006**

### Printing the Calendar Summary

To print the Calendar Summary:

- 1) Press **F9 - Print** from the Calendar Summary screen  
OR
- 2) Use one of the following options in the *Print Summary* field on the District Court Calendar screen:
  - X** - Print calendar and summary
  - Q** - Print summary only

# Party Calendar

This calendar will print an alphabetical list of everyone scheduled to appear on a specific date. Excluded from the list are Traffic/Criminal cases that have been given due dates (scheduled for AJ10, 15, 16, 22, 23 or 30).

15TH DISTRICT COURT PARTY CALENDAR MONDAY - DECEMBER 18, 2006						PAGE 1
NAME	CASE NO.	TYPE	PROCEEDING	JUDGE	TIME	
ANDERSON/LORI/	06-3366	LT	MOTION	SERVAAS	10:00A	
BARBER/JAMES/PHILLIP	06-3902	OT	PRETRIAL	CROCKETT	9:00A	
DTN MANAGEMENT//	06-3371	LT	HEARING	SERVAAS	9:00A	
DTN MANAGEMENT//	06-3372	LT	HEARING	SERVAAS	9:00A	
DTN MANAGEMENT//	06-3366	LT	MOTION	SERVAAS	10:00A	
DUDLEY/MARK/	06-3366	LT	MOTION	SERVAAS	10:00A	
GELLER/SARAH/MARIE	05-1018	OT	SHOWCAUSE	CROCKETT	11:00A	
GILL/EDWARD/PATRICK	05-1901	OT	SENTENCE	CROCKETT	1:00P	
HOLLAND/DONALD/JAMES	05-1014	SM	PROB VIOL	CROCKETT	11:30A	
HOLLISTER/JIMMY/JAMES	06-1025	OD	PRETRIAL	NO JUDGE	9:30A	
JENNINGS/PAUL/	06-3372	LT	HEARING	SERVAAS	9:00A	
KINNEY/MARTHA/SUE	06-8525	SD	PRETRIAL	NO JUDGE	9:30A	
LINDALE/JENNIFER/SUSAN	05-0747	FT	SENTENCE	CROCKETT	1:00P	
LOWELL/MARY/	06-3366	LT	MOTION	SERVAAS	10:00A	
MAYNARD/MICHAEL/	06-3366	LT	MOTION	SERVAAS	10:00A	
MURRAY/ALLISON/ELIZABETH	06-2001	ST	PLEA	CROCKETT	9:30A	
PORTER/ALICE/	06-3371	LT	HEARING	SERVAAS	9:00A	
PORTER/STANLEY/	06-3371	LT	HEARING	SERVAAS	9:00A	
ROBBINS REAL ESTATE//	06-3366	LT	MOTION	SERVAAS	10:00A	
SAMPSON/HARVEY/	06-3366	LT	MOTION	SERVAAS	10:00A	
SMITH-HANDLEY/SUSAN/MARIE	06-4005	OT	PLEA	CROCKETT	9:30A	
SMITH/CHAD/ALLEN	06-3788	OD	PRETRIAL	CROCKETT	9:00A	
SMITH/JONATHAN/MARC	06-2211	SM	ARRAIGN	NO JUDGE	8:30A	
SMITH/SUSIE/	06-3366	LT	MOTION	SERVAAS	10:00A	
SMYTHE/WILLIAM/HENRY	06-1394	OM	PRETRIAL	CROCKETT	9:00A	

**Party Calendar for December 18, 2006**

You can print the Party Calendar one of two ways:

- From the District Court Calendar screen - Enter a **P** in the *Type of Calendar* field.

*Using this method you may request a specific date or range of dates. A separate calendar will print for each day when selecting a date range.*

- By requesting Traffic/Criminal Daily Date Generated Notices

*Using this method the calendar will include proceedings scheduled for the next court business day. A range of dates is not available.*

## Central/Combined Calendar (CCL)

The Central/Combined Calendar has been developed to assist courts that share their AS/400 with one or more courts. By entering the bar number of the jurist (judge or magistrate), you will be able to view or print calendar entries for one date or for a date range, regardless of the court for which the event was scheduled.

The Central/Combined Calendar can be accessed by typing **CCL** on the hop line.

Displayed below is the first Central Calendar Request screen.

```
          CENTRAL CALENDAR REQUEST
          JURIST # _____ OR COURTROOM # _____
          P = PRINT or D = DISPLAY D
```

From this screen:

- Type the jurist (judge or magistrate) bar number.
- Indicate whether you wish to **Print (P)** or **Display (D)** the calendar.
- Press **ENTER**.

Note: The Courtroom # option is not available for District Court at this time.

The full Calendar Request screen is displayed on the next page.

## CENTRAL CALENDAR REQUEST

JURIST # 19081 OR COURTROOM # \_\_\_\_\_P = PRINT or D = DISPLAY DBEGIN DATE 121806END DATE 121806CIRCUIT COUNTIES 49 48 \_ \_DISTRICT COURTS 9990 \_ \_ \_PROBATE/JUV COURT 49 48 \_ \_SPACING BETWEEN CASES 1 (PRINT ONLY)PAGE BREAK BY DATE Y/N Y (PRINT ONLY)F3 = EXIT

- The Begin/End date and the Court ID will be retrieved from the last Central Calendar request. You may change the information by typing over it.
- If you are entering a date range, it cannot exceed fourteen days.
- Press **ENTER**.

The example below shows a calendar that has District Court, Circuit Court and Probate/Juvenile Court cases scheduled for the same judge.

HON. CLAYTON E. PREISEL						
Court	Jud/Rm	Case#	Typ	Title	Atty/Off	
			MONDAY	12/18/06	RUN DATE: 12/13/06	
				AT 9:00 a.m.		
C1149	CCRM	2005-0000002880-FH	D01	DOE, JOHN,	SPENCER	
	HEARING			BREAK & ENTER W/INTENT		
				MOTOR VEH UNLAW DRIVEAWAY		
				REC&CON PROP LESS \$200		
				MT VH-UNLAWFUL USE		
				AT 10:00 a.m.		
9990		06-3227-OT	D01	DUBENDORF/HARVEY/JOHN	SANDBERG	
	SENTENCE	DWLS				
				AT 11:00 a.m.		
9990		06-3104-SD	D01	HINKLE/SUSAN/PAULETTE		
	ARRAIGN	OPER. INTOX.				
				AT 1:30 p.m.		
C1149	CCRA	2005- 000005969-PP	P01	SMITH,CHRISTINA M,	PRO PER	
	MOTION HRG		D01	SMITH,MICHAEL,	PRO PER	
				All parties are required to be present		
				AT 2:00 p.m.		
P49	PCRM	2005-0000007252-ML	HDR	JONES, JAMES, RUSSELL	PRO PER	
					More...	

F3 = EXIT

Central Calendar for Judge Preisel for December 18, 2006

*This space is reserved for your notes.*

# Bond & Trust

*In this chapter you will learn how to add, update, inquire about and delete bond and trust records.*



The following screens are covered in this chapter:

Update screen:

- Bond/Rest/Trust/T-A Update (BND), aka the Bond Screen

Inquiry screens:

- Bond Alpha Inquiry (BDI)
- Restitution Alpha Inquiry (RSI)
- Trust Alpha Inquiry (TRI)
- All Alpha Inquiry (Bond, Trust, Restitution and T&A Inquiry (AAI)

For purposes of this chapter, the word *bond* shall mean bond, restitution, trust or any trust and agency record, unless otherwise specified.

## Bond & Trust Update Screen (BND) aka Bond Screen

The Bond Screen is used to add, modify, close and delete bond, restitution, trust and trust & agency information. Bond and Trust & Agency cash codes entered through the cash receipt process automatically update this file. Access the screen by typing **BND** in the *Nxt* field and press **ENTER**.

## Posting a Bond

A bond receipt created through the JIS Cash Module automatically creates a bond record. See Cash User Guide for more details. Receipts created from a different system can be added using the Bond screen. To add bonds, restitution or trust payments that were not receipted through the JIS Cash Module, the following fields are required:

- *Receipt number*
- *Receipt date*
- *Type (if left blank, it will default to 01-Bond)*
- *Post code - See chart below*
- *Division (T=Traffic, C=Civil, or M=Misc)*
- *Bond Amount*
- *Name*
- *Depositor (Name of the person posting the bond)*

Optional fields when adding a bond posting are:

- *Case number*
- *Party*
- *Count (valid only for Traffic/Criminal)*

Type	Post Code(s)
01 - Bond	BT01 Cash Bond BT02 10% Bond BT06 Interim Bond BT08 Security Deposit BT09 Combination Bond
02 - Restitution	MYRS
03 - Trust	MYTR
04-99 Trust & Agency	Defined by court

To create a bond record, type in the required fields and press **ENTER**. In addition to creating the record, the information will also appear in the Bond History of the Register of Actions.

When added via the Bond Screen, the “entry date” on bond reports is the current system date regardless of the receipt date entered; when added via Cash, it is the date you are opened for cash transactions. See more information about bond reports in the Cash User Guide.





## Retrieving a Bond Record

There are two ways to retrieve a bond record that has been posted either through cash or the BND screen.

- Type **BND** in the *Nxt* field on the hop line and press **ENTER**
- Enter the receipt number and receipt date of the bond record
- Enter the *Type*: 01-Bond, 02-Restitution, 03-Trust, etc.
- Press **ENTER**

You can now type **BND** in the *Nxt* field and the case number in the *Case* field and press **ENTER**. This will take you right to the Bond Update screen for the first bond record for that case. You can also scroll through multiple records for the same case number. See Spring 2007 announcement for more details.

```

SUNNY SPRINGS      BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN      5/20/04
Court 2              11:13:08
Rcpt D489526 Date 21504 Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

      Post Code BT01 Div I      Bond Amount 250.00
      Case 04-0520 Party D01 Count 1
      Name FORD/KATHLEEN/MARIE
      Depositor FORD/KATHLEEN/MARIE

                               Paydown Update/Delete
Del  Pay      Date  Check No  Amount  Payee
'D'  Code
-
-
-
-
-
-
      Paydown Total:      Bond Balance: 250.00

NXT CASE 04-0520 PTY D01 COUNT 1 INQ FORD/KATHLEEN/MARIE ST
F1-Clear Screen F5-Mod Case Info F23-Delete Record F24-Previous Menu Help
    
```

-OR-

- Type **BDI** (Bond Inquiry), **RSI** (Restitution Inquiry), **TRI** (Trust Inquiry), or **AAI** (All Inquiries) in the *NXT* field on the hop line and a name or partial name in the *Inq* field; press **ENTER** to get to the Bond Name Inquiry screen.

```

NXT BDI CASE _____ PTY ____ COUNT 00 INQ FORD _____ ST ____
    
```

- Use F7-Bond Inquiry From Line

**SUNNY SPRINGS** BOND NAME INQUIRY

Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
FORD/JUSTINE/ROLLAND	98-0500	D01	BT02	01	05/01/98	D504022	1000.00	CLSD
FORD/KATHLEEN/MARIE	03-0239A	D01	BT01	01	08/01/03	D101446	500.00	OPEN
FORD/KATHLEEN/MARIE	04-0520	D01	BT01	01	02/15/04	D489526	250.00	OPEN
FORD/SUSAN/	98-08141	P01	BT01	01	08/13/98	D100118	50.00	CLSD
FOSTER/GRANT/	01-DRUG	D01	BT01	01	03/30/03	D511119	500.00	OPEN
FRALEY/CURTIS/	00-1801	D01	BT01	01	02/18/00	D100461	300.00	OPEN
FRANK/RI			BT01	01	11/13/00	D154849	200.00	CLSD
FREY/JAI			BT01	01	02/15/99	D522025	75.00	OPEN
GAEDKE/I			BT01	01	11/09/00	D191543	650.00	OPEN
GALLOWAY			BT01	01	02/16/00	D332093	5000.00	OPEN
GARRISOI			BT01	01	09/26/02	D101086	500.00	OPEN
GARRISOI			BT01	01	04/27/04	D223122	500.00	OPEN
GARRISON/LISA/S	00-2115	D02	BT02	01	11/02/00	D216657	200.00	OPEN
GEORGE	98-5004	P01	BT01	01	02/05/99	D100232	500.00	OPEN
GESS/SUZANNE/S	00-6112	P01	BT01	01	11/01/00	D166428	100.00	OPEN
GIBBS/NEIL/DANIEL	98-08172	D01	BT01	01	08/18/98	D100148	500.00	CLSD
GIBBS/NEIL/DANIEL	98-08173	D01	BT01	01	08/18/98	D100149	500.00	CLSD

Position your cursor anywhere on the line of the case you want to view and press F7.

NXT BDI CASE 04-0520 PTY D01 COUNT 01 INQ FORD ST \_\_

Page/Roll F7-Bond Inquiry From Line F24-Previous Menu MORE CASES

Line numbers have been added to the BDI, RSI, TRI and AAI screens. Type **BND** and the line number on the hopline then press ENTER to go to the Bond/Rest/Trust/T&A Inquiry/Update screen.

**SUNNY SPRINGS** BOND/REST/TRUST/T&A INQUIRY/UPDATE OPEN 5/20/04

Court 2 11:16:23

Rcpt D489526 Date 21504 Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

Post Code BT01 Div I Bond Amount 250.00

Case 04-0520 Party D01 Count 1

Name FORD/KATHLEEN/MARIE

Depositor FORD/KATHLEEN/MARIE

Paydown Update/Delete

Del 'D'	Pay Code	Date	Check No	Amount	Payee
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
Paydown Total:				—	Bond Balance: <u>250.00</u>

NXT \_\_ CASE 04-0520 PTY D01 COUNT 1 INQ FORD/KATHLEEN/MARIE ST \_\_

F1-Clear Screen F5-Mod Case Info F23-Delete Record F24-Previous Menu Help

**After pressing F7 you are taken to the BND screen for the name and bond you selected.**

## Modifying a Bond Posting

You must first retrieve a record on the BND screen before you can update, delete or modify it. The screen will display the posting information.

The following fields can be modified after pressing **F5-Mod Case Info**:

- Case No.
- Party
- Count
- Name
- Depositor

Type over the information you want to change; press **ENTER**. *Case Information Modified* will appear at the bottom of the screen.

If you add a case number to a bond that had been added to the system without a case number, the following comment will appear on the Register of Actions (ROA): *Bond assigned case number.*

**SUNNY SPRINGS**    BOND/REST/TRUST/T&A INQUIRY/UPDATE    OPEN    5/20/04  
 Court 2    12:40:42  
 Rcpt D489526    Date 21504    Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

Post Code BT01    Div I    Bond Amount 250.00  
 Case 04-0520    Party D01    Count 1  
 Name FORD/KATHLEEN/MARIE  
 Depositor FORD/MARK/HERBERT ←

**Depositor name was corrected by pressing F5-Mod Case Info, changing the name and pressing ENTER.**

Del	Pay	Paydown Update/Delete			
'D'	Code	Date	Check No	Amount	Payee
Paydown Total:					Bond Balance: <u>250.00</u>

NXT   CASE 04-0520    PTY D01    COUNT 1    INQ FORD/KATHLEEN/MARIE    ST    
**F1**-Clear Screen    **F24**-Previous Menu    Help

## Bond Paydowns (Closings)

Bond paydowns are usually made in the Cash module. If the closure does not happen through Cash, you can use the BND screen. Restitution and trust payments are always paid down on the BND screen.

- Enter the code for the corresponding bond type in the *Pay Code* field (see chart below).
- Type in the check *Date*, *Check No.*, and *Amount*.
- If the payee is the same as the depositor, you may leave that field blank and it will copy the depositor name to the payee field; otherwise, type in the payee name.
- Press **ENTER**. *Bond/Rest/Trust/T-A Updated* will appear at the bottom of the screen.

When a bond is closed on the BND Screen, the close date is the current system date, not necessarily the check/transaction date; when closed through Cash, it is the date the register is opened for cash transactions.

Type	Pay Code(s)
01 - Bond	BD03 Bond Refunded BD04 Bond Forfeited BD31 Bond Transferred to Circuit Court BD36 Bond Costs BD37 Bond Applied to Fine & Costs BD39 Bond Transferred to Another Court BD98 Bond Escheated
02 - Restitution	XXRP Restitution Paid
03 - Trust	XXTP Trust Paid
04-99 Trust & Agency	Defined by court. See Code Files Update, Trust & Agency, in the Cash User Guide.



 **Deleting a Bond**

Bond records can be deleted by voiding the bond posting receipt or by pressing **F23 - Delete Record** on the BND screen. Either of these methods will create an audit trail on the Deleted Bonds Report which is created when Traffic/Criminal Daily Date Generated Notices are requested.

To delete a bond record on the BND screen:

- Retrieve the record
- Press **F23**. You will get a message:  
*CONFIRMING - F23 to DELETE Entire RECORD.*  
If you pressed **F23** in error, pressing **ENTER** will discontinue your attempt to delete the bond posting.
- Press **F23** again to confirm the delete and receive the message:  
*T/A Record Has Been Deleted.*

**SUNNY SPRINGS**      BOND/REST/TRUST/T&A INQUIRY/UPDATE    OPEN      5/20/04  
 Court 2      13:09:45  
 Rcpt D223122    Date 42704    Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

Post Code BT01    Div I      Bond Amount    500.00  
 Case 04-0427B    Party D01    Count 1  
 Name GARRISON/GILBERT/GARRY III  
 Depositor GARRISON/GILBERT/GARRY III

Del	Pay	Paydown Update/Delete			
'D'	Code	Date	Check No	Amount	Payee
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
Paydown Total:				—	Bond Balance: <u>500.00</u>
<b>CONFIRMING - F23 to DELETE Entire RECORD</b>					

NXT    CASE 04-0427B    PTY D01    COUNT 1    INQ GARRISON/GILBERT/GAR ST        
 F1-Clear Screen    F23-Delete Record    F24-Previous Menu



# Bond Inquiries

Access to the bonds, restitution, trust, and trust & agency records can be specific to the type of record posted or include all types posted. All of the inquiries have a similar screen format. The only difference is in the column for *Type* and *Code*.

## Bond Alpha Inquiry (BDI)

This inquiry displays all cases that have bond records attached to a defendant or civil party, and is sorted by last name. Only bond records (Type 01) are included in this inquiry.

- Type **BDI** in the *NXT* field on the hop line
- Type a name or partial name in the *Inq* field
- Press **ENTER**

**SUNNY SPRINGS** BOND NAME INQUIRY

Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
JACKSON/PHILIP/PAUL	03-0900-GC	D01	BT01	01	12/12/03	D121403	300.00	OPEN
JENKINS/MARQUITTA/	98-0600	D01	BT01	01	08/02/98	D103291	500.00	OPEN
JOHNSON/BRIAN/	04-0001	P01	BT01	01	02/23/04	D101644	500.00	OPEN
JOHNSON/CLIFFORD/	03-1012A	D01	BT01	01	10/		00	OPEN
JOHNSON/JAMES/	01-1000	D01	BT01	01	09/		00	CLSD
JOHNSON/KENNTN/	04-0512	D01	BT01	01	04/		00	CLSD
JOHNSON/KENNTN/	04-0512	D01	BT01	01	04/		00	CLSD
JOHNSON/MARY/	03-1014A	P01	BT02	01	09/		00	OPEN
JOHNSON/MARY/	03-1014A	P01	BT01	01	09/		00	OPEN
JOHNSON/MARY/	03-1014A	P01	BT01	01	09/		00	OPEN
JOHNSON/MIKE/	03-1014A	D01	BT01	01	09/		00	OPEN
JOHNSON/PAUL/	02-1216E	D01	BT02	01	12/16/02	D101171	500.00	OPEN
JOHNSON/PAUL/	03-1014A	D01	BT01	01	10/01/03	D543210	200.00	OPEN
JOHNSON/PAUL/	03-1014A	D01	BT01	01	10/13/03	D765432	200.00	OPEN
JOHNSON/PETER/JAMES	99-0511	D01	BT01	01	01/19/99	D191919	500.00	CLSD
JOHNSON/RALPH/	02-2000	D01	BT01	01	03/15/02	D200029	500.00	OPEN
JOHNSON/RALPH/	02-2000	D01	BT01	01	09/25/02	D101051	500.00	OPEN

All codes are bond postings,  
i.e. BT01, BT02;  
all types are 01

**NXT BDI** CASE \_\_\_\_\_ PTY \_\_\_ COUNT 00 **INQ JACKSON** ST \_\_\_

Page/Roll F7-Bond Inquiry From Line F24-Previous Menu MORE CASES

**The result of this inquiry shows the first bond record found where the last name started with JACKSON.**

## Restitution Alpha Inquiry (RSI)

This inquiry displays all cases that have restitution records attached to a defendant or civil party, and is sorted by last name. Only restitution records (Type 02) are included in this inquiry.

- Type **RSI** in the *NXT* field on the hop line
- Type a name or partial name in the *Inq* field
- Press **ENTER**

**SUNNY SPRINGS** RESTITUTION NAME INQUIRY

Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
HANDLEY/RONALD/JAKE	01-0001	D01	MYRS	02	11/03/03	D101530	5.25	OPEN
HANDLEY/RONALD/JAKE	01-0001	D01	MYRS	02	04/08/04	C100003	80.00	OPEN
HANDLEY/RONALD/JAKE	01-0001	D01	MYRS	02	04/09/04	C100004	90.00	OPEN
HANKS/HENRY/	02-0914	D01	MYRS	02	10/14/02	D101088	516.24	OPEN
HANKS/HENRY/	02-0914	D01	MYRS	02			14.50	OPEN
HOWELL/HAROLD/	02C92502A	D01	MYRS	02			00.00	OPEN
II/ANNE/LOUISE	98-1000	D01	MYRS	02			00.00	OPEN
JENKLE/ADAM/	03-0400F	P01	MYRS	02			12.50	OPEN
JOENS	99-0000001	D01	MYRS	02			00.00	OPEN
JOHNSON/JOHNSON/	01-8000	D01	MYRS	02			00.00	OPEN
JOHNSON/MICHAEL/	99-0010	D01	MYRS	02			00.00	OPEN
JONES	989	D01	MYRS	02			32.09	OPEN
JONES/ADAM/	02-1127X	D01	MYRS	02	11/21/02	D101161	400.00	OPEN
JONES/GEORGE/	03-3000	P01	MYRS	02	02/28/03	D101236	350.00	OPEN
JONES/K/	02-0315Z	D01	MYRS	02	03/15/02	D200025	500.00	OPEN
JONES/KAREN/	01-0001	D01	MYRS	02	03/30/03	D511120	120.00	OPEN
JONES/KAREN/	03-0424C	D01	MYRS	02	04/11/03	D101274	50.00	OPEN

**All RSI inquires have a Code of MYRS and a Type of 02**

**NXT RSI** CASE \_\_\_\_\_ PTY \_\_\_ COUNT 00 **INQ GREEN** \_\_\_\_\_ ST \_\_\_

Page/Roll **F7**-Restitution Inquiry From Line **F24**-Previous Menu MORE CASES

**The result of this inquiry shows the first restitution record found where the last name started with GREEN.**

### Trust Alpha Inquiry (TRI)

This inquiry displays all cases that have trust records attached to a defendant or civil party, and is sorted by last name. Only trust records (Type 03) are included in this inquiry.

- Type **TRI** in the *NXT* field on the hop line
- Type a name or partial name in the *Inq* field
- Press **ENTER**

SUNNY SPRINGS		TRUST NAME INQUIRY						
Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
BISHOP/JOHN/EDWARD	03-9999	P01	MYTR	03	01/18/00	D100409	500.00	OPEN
BORUCKI/RICHARD/	03-5320	P01	MYTR	03	09/05/00	D100573	150.75	OPEN
BROWN/ENRIQUES/JAJAU	99-0031	D01	MYTR	03	11/01/00	D919191	500.00	CLSD
EVANS/PARKER/	03-4887-GC	P01	MYTR	03			30.00	OPEN
HANKS/HENRY/	02-0914	D01	MYTR	03			30.00	OPEN
JOHNSON/ELMER/	01-0001	P01	MYTR	03			50.00	OPEN
JOHNSON/ROBERT/	03-5633	D01	MYTR	03			30.00	OPEN
JONES/GEORGE/	03-3000	P01	MYTR	03			55.69	OPEN
JONES/ROBERT/	98-4344-GC	D02	MYTR	03			30.00	CLSD
KRAFT/KELLY/RAE	03-0110-GC	D01	MYTR	03			33.00	OPEN
MACKIN/ZODI/	03-4165	P01	MYTR	03	08/03/98	D100070	250.00	CLSD
MCENTIRE/JOHN/E	03-400-LT	D01	MYTR	03	05/01/97	D301444	300.00	CLSD
PARKER/MAXWELL/	02-1107A	D01	MYTR	03	11/05/02	D101113	333.22	OPEN
ROBERTS/ELAINE/	03-0414A	D01	MYTR	03	04/14/03	D889446	200.00	OPEN
SCHMIDT/DANIEL/	98-1111	P01	MYTR	03	02/28/03	D101227	55.59	CLSD
SMITH/KAREN/	03-0401B	P01	MYTR	03	02/28/03	D101233	100.00	OPEN
SMITH/KAREN/	03-0414A	P01	MYTR	03	04/14/03	D889447	175.00	OPEN

**All TRI inquires have a Code of MYTR and a Type of 03**

**NXT TRI** CASE \_\_\_\_\_ PTY \_\_\_\_ COUNT 00 **INQ B** \_\_\_\_\_ ST \_\_\_\_

Page/Roll      F7-Trust Inquiry From Line      F24-Previous Menu      MORE CASES

The result of this inquiry shows the first trust record found where the last name started with B.

 **All Alpha Inquiry (AAI)**

This inquiry displays cases that have all types of trust records attached to a defendant or civil party, and is sorted by last name.

- Type **AAI** in the *NXT* field on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

SUNNY SPRINGS		TOTAL ALPHA INQUIRY						
Name	Case	Pty	Code	Type	Rcpt/Dt	Rcpt#	Amount	Status
BISHOP/JOHN/EDWARD	03-9999	P01	MYTR	03	01/18/00	D100409	500.00	OPEN
BISHOP/JOSEPH/P	99-5500	D01	BT01	01	04/01/02	D234323	500.00	CLSD
BISHOP/T		D01	MYRS	02	02/01/02	D100877	100.00	OPEN
BISMARCK/		D01	BT01	01	01/07/02	D109348	200.00	OPEN
BLAKLEY/		D01	BT01	01	11/21/02	D101166	200.00	OPEN
BOND/JAM		D01	BT01	01	02/16/01	D100812	100.00	OPEN
BOND/WIL		D01	BT01	01	02/17/00	D100448	100.00	OPEN
BONFIRE/		P01	BT01	01	02/28/03	D101242	100.00	OPEN
BORUCKI/		P01	MYTR	03	09/05/00	D100573	150.75	OPEN
BOSCH/DAVID	99-4000	D01	MYRS	02	05/01/97	D301443	415.45	CLSD
BOWEN/LINDA/LOU	98-0456A	D01	MYRS	02	02/16/01	D100802	100.00	OPEN
BOWERS/MATTHEW/	99-0202	D01	BT02	01	01/30/99	D103001	100.00	OPEN
BOWLS/KEITH/	02-0904	P01	BT01	01	09/20/02	D101027	400.00	OPEN
BRADY/CHRISTOPHER/	00-1000	D01	BT01	01	06/14/98	D302030	600.00	OPEN
BRADY/CHRISTOPHER/	98-0300	D01	BT01	01	12/16/98	D402023	200.00	OPEN
BRADY/JAMES/	02-0050	D01	BT01	01	02/17/00	D100449	100.00	OPEN
BRANCH/RAYMOND/S JR	01-0226	D01	BT01	01	02/26/01	D100827	500.00	OPEN

**AAI Inquiries include all Trust and Agency Code Types**

NXT **AAI** CASE \_\_\_\_\_ PTY \_\_\_\_ COUNT 00 INQ **BISHOP** ST \_\_\_\_

Page/Roll      F7-Inquiry From Line      F24-Previous Menu      MORE CASES

**The result of this inquiry shows the first trust & agency record found where the last name starts with BISHOP.**



# Bond Forfeiture Tickler

The Bond Forfeiture Tickler is generated when Date Generate Notices are produced.

The purpose of this report is to alert court staff that bond records are eligible for forfeiture.

Cases will appear on the report automatically 28 days after the generation of the Order Forfeiting Bond (OFB) form, and will be removed from the list when the bond is closed. You can add or delete cases from the report using the Bond Forfeiture Tickler Delete/Update Screen (BFT).

To access the Bond Forfeiture Tickler, type **BFT** on the hop line and press **ENTER**.

```

SUNNY SPRINGS          BOND FORFEITURE TICKLER DELETE/UPDATE          5/20/04
                                                                14:07:55
REQUIRED FOR TICKLER DELETE:

  Forfeit      Receipt      Receipt      Case      Party      Count
  Date         Number       Date         Number    _____
  _____    _____    _____    _____

ADDITIONAL INFORMATION REQUIRED FOR TICKLER ADD:

  Defendant          Charge          Purpose          Appearance
  _____          _____          _____          Date
  _____

  Bond Type          Bond Amount      Form Date
  _____          _____          _____

NXT BFT CASE _____ PTY ___ COUNT ___ INQ _____ ST ___
F1-Clear  F2-Add Tickler  F23-Delete Tickler  F24-Previous Menu
    
```

**Bond Forfeiture Tickler Delete/Update screen**

**See Appendix A for complete list of field descriptions used on this screen.**

**To remove a record** from the Bond Forfeiture Tickler, you must fill in the following fields:

- *Forfeit Date*
- *Receipt Number*
- *Receipt Date*
- *Case Number*
- *Party*
- *Count*

**To add a record** to the Bond Forfeiture Tickler, you must **also** fill in the following fields:

- *Defendant*
- *Charge*
- *Purpose*
- *Appearance Date*
- *Bond Type*
- *Bond Amount*
- *Form Date*



Tip: A case will remain on the Bond Forfeiture Tickler until the bond is closed or the entry is deleted using the Bond Forfeiture Ticker screen (BFT).

An example of the Bond Forfeiture Tickler is shown below:

FORFEIT DATE		O.F.B. DATE		BOND TYPE	BOND AMT	RECEIPT NUMBER	RECEIPT DATE	CASE NO.	TYPE	NAME	CHARGE	NEXT ACTION DATE	DESC	PROB
02/01/04	01/04/04	CASH	200.00	D786767	11/01/03	03-0624	ST	JOHNSON/ERIC/	DWLS	11/24/03	PRE-TRIAL			
04/01/04	03/02/04	CASH	200.00	D189098	02/28/04	03-0624	ST	JOHNSON/ERIC/	OUIL	03/01/04	ARRAIGNMENT			
04/12/04	03/02/04	CASH	500.00	D254343	11/12/03	03-0801	SD	PEKALA/ROBERT/C	OUIL	12/01/03	TRIAL			
04/19/04	03/19/04	10%	500.00	D215432	02/02/04	03-0714	SM	HEATH/BRUCE/	NSF	03/18/04	PRE-TRIAL			

\*Event scheduled after Order Forfeiting Bond generated.

Bond Forfeiture Tickler

# Code Files

*The Code Files store information that is used throughout the system. You can update or print each of the Code Files.*



Code File Type	Features
Attorney File	Michigan attorney bar numbers with the street and email address, telephone/fax # and firm name. You may also add codes for other professionals such as magistrates, probation officers, etc.
Code File	Four character alpha-numeric codes including the following: Plea, Disposition, Scheduling, Warrant, Appeal, Bond, Misc., etc. The Z-Record, which controls the automatic date generated notices schedule and default court dates is also part of the Code File.
Holiday File	Court holidays and vacation start/end dates and times.
Officers File	Law enforcement agency and officer numbers.
Statute File	Local ordinance and statute offenses with fine/cost information.
Vehicle Make File	Vehicle make codes.

# Updating Code Files

To inquire into or update a Code File:

- 1) From the Traffic/Criminal Subsystem Menu, Type a **3** in the Option field.
- 2) Press **ENTER**.

**JIS** State Court Administrative Office

Traffic/Criminal Subsystem

Select one of the following:

1. Traffic/Criminal Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Abstract & FAC/FCJ/FCPV Menu
7. Report Generator
8. Batch Show Cause Processing

Option: **3**

F24-Previous Menu

The Code File Inquiry and Update screen will be displayed. You may choose which code file you want to update from this screen.

**JIS** State Court Administrative Office 1/05/07 12:22:57

Codes File Inquiry & Update

Mark with an 'X' the file to Inquire or Update

**From this screen,  
you can choose  
which File to  
update.**

**Type an X in front  
of the File you  
want to update  
and press ENTER.**

- Attorney File
- Code File
- Holiday File
- Officers File
- Statute File
- Vehicle Make File

F24-Previous Menu

# Attorney (Professional) File

This file stores information such as address, phone number, email address, fax number and name of firm for attorneys. You can also store information for other professionals, such as magistrates or probations officers.

You can view, add, change or delete any record from the Attorney File.

To access the Attorney File, place an **X** in the *Attorney File* field on the Code File Inquiry and Update screen and press **ENTER**.

When the Attorney (Professional) File is first displayed, the records are listed in bar number order. You can display records in numeric order (by bar number) or alphabetic order (by last name). Press **F7-Alt Seq** to toggle between numeric and alphabetic listings.

```

Professionals Selection by Bar#
Position to: 26701
1=Select 2=Change 4=Delete 5=Display
Opt Bar# Name
- 26701 WHITE,G. MICHAEL
- 26702 WITTBRODT,ANTHON
- 26703 LADUKE,NANCIE WR
- 26704 WUERKER,JACK L.,
- 26705 BAILEY,WENDELL E.,
- 26706 ANDERSON,ELLEN D. BOLLINGE
- 26707 BOWMAN,ROYCE V.,JR.
More..
F3=Exit F6=Add F7=Alt Seq Roll/Page
    
```

Attorney file listed numerically

```

Professionals Selection by Name
Position to: WILSON
1=Select 2=Change 4=Delete 5=Display
Opt Bar# Name
- 41262 WILSON FINK,KATH
- 34842 WILSON-THOMPSON,
- 22388 WILSON,ALBERT D.
- 45486 WILSON,ALETHEA,
- 22389 WILSON,ALFRED T.,
- 22390 WILSON,ALVIN J.,
- 49435 WILSON,AMY E.,
More..
F3=Exit F6=Add F7=Alt Seq Roll/Page
    
```

Attorney file listed alphabetically

Attorney File Options		
Option	When to Use	Result
1=Select	This option is available if <b>F4-Prompt</b> is used to access the Attorney File from the Case Entry screen (CAS), Scheduling screen (SCH) or Disposition screen (DSP).	Bar number will be inserted in the field you prompted from.
2=Change	Use to change any existing information, i.e. address, telephone number, etc.	Information will be changed on all existing cases.  In addition, the date of the change and the user id of the person who made the change will be displayed.
4=Delete	You should NEVER delete a record from the attorney file unless you added one with an incorrect bar number and no cases were ever entered using that bar number.	The attorney file is shared by Circuit, Probate and District Court when they all use the same AS/400. Deleting a record will affect all cases in all courts on your AS/400 that have used that bar number.
5=Display	Display the name, address and phone number for the attorney.	This is display only. You cannot make any changes to the record using this option.

## Adding a Record to the Attorney File

There may be times when you need to add a record to the Attorney File, especially in the case of an attorney who has a recent bar number.

To add a record:

- 1) Press **F6-Add** from the Professionals Selection screen.

```

        Professionals Selection by Bar#
    Position to: _____
    1=Select  2=Change  4=Delete  5=Display
    Opt  Bar# Name
    -   36969 WOLFE,SHERRIE A.,
    -   36970 ZEMAN,THERESA A.,
    -   36971 STRATTON,KATHLEEN M.,
    -   36972 AMTSBUECHLER,LAURA S.,
    -   36973 BEICH,KATHY L.,
    -   36974 BRAN| Press F6-Add from any
    -   36975 CLIF| Professional Selection
    screen to add a new record More..
    F3=Exit  F6=Add  F7=Alt Seq  Roll/Page
    
```

You will see a screen with blank fields.

```

    ADD      Professional Details
    Bar No.: _____ Type: _
    Last Name: _____
    First & MI: _____ Name Sfx: ___
    Address: _____
    _____
    Firm: _____
    Telephone: ___ ___ ___ Ext. ___
    FAX: _____
    E-Mail: _____
    Mail Code: _____
    Last Chgd: _____ Chg by:
    HELP      F3=Exit      Enter=Update
    
```

To add a new record:

- 1) Type the information in the fields, using the field description chart found on the following page.
- 2) Press **ENTER**.

Field Descriptions for Attorney File	
Field Name	Description
Bar No.	The five-digit bar number of the attorney. The "P" is not allowed. When you create records for other professionals, it is recommended that you use less than four digits.
Type	<b>J</b> = Judge <b>M</b> = Magistrate <b>P</b> = Probation Officer <b>Blank</b> = Attorney
Last Name	The last name of the attorney or professional.
First & MI	The first name and middle initial: e.g. George W.
Name Sfx	The name suffix, e.g. Jr., Sr., III, IV, etc.
Address	The first two lines are for the street address. The third line is for city, state and zip.
Firm	The name of the firm. This is display only and will not print.
Telephone/Ext.	The telephone number (area code first) and extension, if any.
Fax	The fax number. This is display only and will not print.
E-Mail	The e-mail address. This is display only and will not print.
Mail Code	A five-character, court defined code for display only.
Last Chgd/Chg By	These fields are display only. The system will automatically update the date the last change was made to this record and the user id of the person who made the change. If the last update was made by the State Bar of Michigan, the word STATEBAR will appear in the <i>Chg by</i> field.

### Attorney File Updates from State Bar

Updates from the State Bar are included with each JIS software release. JIS will compare the changed date given by the State Bar with the date in the *Last Chgd:* field. If the State Bar's change is dated prior to the *Last Chgd:* date, JIS will not change the attorney information. If the State Bar's change occurred after the *Last Chgd:* date, the information from the State Bar will be used to update the record.

## **Maintaining the Professional File**

Many courts add probation officers, non-attorney magistrates and other professionals to the Attorney File for scheduling, calendar and report purposes.

Attorney records and Professional records are stored in the same file.

Follow the same steps outlined in the Attorney File instructions to maintain the Professional File.

In order to avoid problems using numbers for professionals that will be used at some point in time for attorneys, it is recommended that you use four-digit numbers for professionals.

## Code File

This file stores all of the codes that are used on the system for updating the Case Entry (CAS) screen, Scheduling (SCH) screen, Disposition (DSP) screen and Probation Scheduling (PRB) screen.

You have access to update or add some codes; there are other codes which are reserved for use by JIS. See page 9-16 for a list of codes which can only be updated by JIS.

To access the Code File, place an **X** in the *Code File* field on the Code File Inquiry and Update screen and press **ENTER**.

### Viewing a Code in the Code File

When the Code File Record is first displayed, all fields will be blank. To access a specific record:

- 1) Type four character alpha-numeric code in the *Code:* field
- 2) Press **ENTER**.

12/11/06 08:54:23

Code File Inquiry & Update

Code: \_\_\_\_\_ Code Listing Group: \_\_\_\_\_

Short Description: \_\_\_\_\_

Long Description: \_\_\_\_\_

**To view a specific record,  
type four-character code  
here and press ENTER.**

Effective Date: \_\_\_\_\_ Begin \_\_\_\_\_ End \_\_\_\_\_  
 Last Chgd: \_\_\_\_\_ By: \_\_\_\_\_

F1-Clear Screen F2-Add F3-Update
F24-Prev Menu Page/Roll Help

### Code File

You may use the **Page/Roll** keys to move forward/backward through the file.

 **Adding a New Code in the Code File**

To add a new code:

- 1) Start with a blank Code File Inquiry & Update Screen
- 2) Enter the 4-character alpha-numeric code, code listing group, short and long description
- 3) If applicable, add begin date.
- 3) Press **F2-Add**.

Field Descriptions, Code Listing Groups and Codes that have been Reserved for Use by JIS are listed on pages 9-14, 9-15 and 9-16.

An example of adding the code NPIS, with a begin date of 1/1/07 is displayed below.

12/11/06 09:31:49

Code File Inquiry & Update

Code: NPIS Code Listing Group: BJ

Short Description: NPI-PRF SHWN

Long Description:  
NO PROOF OF INSURANCE TICKET - PROOF SHOWN

**You will receive this message after code has been added**

Effective Date: 10107 Begin End

Last Chgd: \_\_\_\_\_ By: \_\_\_\_\_

CODE HAS BEEN ADDED

F1-Clear Screen
F2-Add
F3-Update
F23-Delete
F24-Prev Menu
Page/Roll
Help

**Adding a code to the Code File**

## Modifying a Code in the Code File

 **WARNING:** Modifying a code will affect every time it has been used on the system. You also have the ability to reuse codes, by using begin/end dates that do not overlap. More information about reusing codes can be found on pages 9-11 and 9-12. Typically, you would only modify a record if you were making minor typographical-type changes that would not affect the processing of a case.

To modify a code in the Code File:

- Display the record you want to change.
- Type over the information you want to change.
- Press **F3-Update**.

12/11/06 08:52:24

Code File Inquiry & Update

Code: ARMS Code Listing Group: BJ

Short Description: WEEKEND MIP

Long Description:

ARMS - WEEKEND MIP PROGRAM

---

**Type over information to be changed  
(in this example the Long Description)  
and press F3-Update to make changes  
to the code**

Effective Date:                
 Last Chgd:        By:

F1-Clear Screen   F2-Add   F3-Update   F23-Delete   F24-Prev Menu   Page/Roll   Help

### Modifying a code in the Code File

The date of the change and the initials of the person who made the change will appear in the *Last Chgd:* and *By:* fields.

## Reusing Codes in the Code File

You can reuse codes by designating begin and end dates for a code. Begin/End dates cannot overlap. The system will look at **proceeding date** or **action date** when deciding which code to use, except for scheduling codes (AJ codes) which are based on the **scheduled date**.

To reuse a code, the first step is to add an expiration date to the current code.

- 1) Access code record through Code Files.
- 2) Type date in *End (Effective Date:)* field.
- 3) Press **F3-Update** to modify the record.

12/11/06 10:09:00

Code File Inquiry & Update

Code: AJ53 Code Listing Group: AD

Short Description: COMM SERV CM

Long Description:

SCHEDULED FOR COMMUNITY SERVICE COMPLETION

**Add end date;  
press F3-Update**

Effective Date:              123106  
Last Chgd:              By:          

F1-Clear Screen   F2-Add   F3-Update   F23-Delete   F24-Prev Menu   Page/Roll   Help

### Reusing Codes - Step 1: Add End date to current code

Next, add the information for the new code:

- 1) Bring up a blank Code File screen.
- 2) Type information in all applicable fields. Refer to the chart on the following pages for field descriptions.
- 3) Be sure to use a Begin date that is after the End date on the current code.
- 3) Press **F2-Add**.

12/11/06 10:30:12

Code File Inquiry & Update

Code: AJ53 Code Listing Group: AD

Short Description: CASE REVIEW

Long Description:  
SCHEDULED FOR CASE REVIEW FOR COLLECTIONS

**Type information for new code, using Begin date that is after End date on current code; press F2-Add.**

Effective Date: 010107 Begin End

Last Chgd: \_\_\_\_\_ By: \_\_\_\_\_

F1-Clear Screen F2-Add F3-Update
F24-Prev Menu Page/Roll Help

**Reusing Codes - Step 2: Add new code with a Begin date**

**Important Reminders When Reusing Codes:**

- You cannot use Begin/End dates that overlap.
- The system will look at **proceeding date** or **action date** when deciding which code to use, except for scheduling codes (AJ codes) which are based on the **scheduled date**.

## Deleting a Code from the Code File



**WARNING:** You should **ONLY** delete a code from the Code File if you are certain that it never has been used. If you want to limit use of the code in the future, add an end date for the code, **don't delete it.**

To delete a code in the Code File:

- Display the code you want to delete.
- Press **F23-Delete**.
- A message will be displayed asking you to confirm that you want to delete the record.
- Press **F23-Delete** again.

12/11/06 09:55:58

Code File Inquiry & Update

Code: AJ52 Code Listing Group: AD

Short Description: STATUS CONF

Long Description:  
SCHEDULED FOR STATUS CONFERENCE

**To delete a code, press F23-Delete. You will receive a message confirming that you want to delete code; press F23-Delete again.**

Effective Date:                   Begin      End  
Last Chgd:          By:         

F1-Clear Screen   F2-Add   F3-Update   **F23-Delete**   F24-Prev Menu   Page/Roll   Help

**Deleting a code from the Code File**

Field Descriptions for Code File	
Field Name	Description
Code	A four-character alpha-numeric code.
Code Listing Group	A two-character, alphabetic code designating the Code Listing Group.  A chart of all Code Listing Groups can be found on the following page.
Short Description	A short description of the code up to 12 characters. This short description will appear on many screens and reports throughout the system where there is a space limitation such as the Name Inquiry screen, Calendar, various forms, etc.
Long Description	A more complete description of the code than the short description, up to 72 characters. This description appears on the Register of Actions.
Effective Date	Enter the date the code becomes effective in the begin date and/or the date the charge is no longer valid as the end date. <b>If you are reusing codes, the dates cannot overlap.</b>  The system will look at <b>proceeding date</b> or <b>action date</b> when deciding which code to use, except for scheduling codes (AJ codes) which are based on the <b>scheduled date</b> .  See pages 9-11 and 9-12 for more information on reusing codes.
Last Changed/By	The initials of the person who added or last changed the record and the date of the change. This is added by the system and cannot be changed.

Code Listing Groups	
Code	Type of Code
AA	Individual Court Codes
AD	Scheduling Codes (AJ)
AG	Amount Type Codes
AJ	Appeal Codes
AM	Arraignment Codes
AP	Bond Action Codes (BD)
AS	Bond Type Codes (BT)
AV	Computer Generated Codes
AY	Dismissal Codes - OTHER Dispo.
BA	Disposition Codes (DS)
BD	Jail Codes
BG	Mandatory Court Codes
BJ	Miscellaneous Actions
BM	Motion Codes
BP	Order Codes
BS	Payment/Bond Reversal Reason
BV	Petition Codes
BY	Plea Codes (PL)
CA	Probation Codes/Conditions
CG	Proceeding Codes (PO)
CJ	Reason for Adjournment Codes
CM	Request for Adjournment Codes
CP	Driver License Codes
CS	Alcohol/Treatment Program Codes
CV	Waiver Codes
CW	Warrant Add Codes
CX	Warrant Delete Codes
CY	All Other Warrant Codes
DA	Notice Codes (postcard forms)



Tip: If you are adding court specific codes, use code group **AD** when adding Scheduling Codes AJ50 - AJ80, and **BJ** when adding Miscellaneous Actions.

The chart below lists all codes that have been reserved for JIS use. You may view the following codes, but you cannot modify or delete these codes.

<b>Codes Reserved for JIS Use</b>	
<b>Codes</b>	<b>Type of Codes</b>
AB00-AB99	Abstract Action Codes
AJ	Adjournment Codes *
AP	Appeal Codes
BD	Bond Action Codes
BT	Bond Type Codes
DS	Disposition Codes
DICS	7411 Dismissal
DISA	Spouse Abuse Dismissal
DIYT	YTA Dismissal
FAC0-FAC9	FAC Action Codes
FLDT	File Date
NC01-NC99	Notice and Forms Generated Codes
PL01-PL99	Plea Codes
PO	Proceeding Codes
WCRC	Warrant Recalled
WR	Warrant Codes
PE07	Motion for Bench Warrant - Failed to Appear
Z	Miscellaneous Codes
<b>* Codes AJ50-AJ80 are available for specific court-defined scheduling codes.</b>	

DF (Deferral Codes) are also reserved for JIS Use.



Three examples of completed Y-Records are shown below.

12/11/06 14:05:33

Code File Inquiry & Update

Code: Y990 Code Listing Group: 99  
Short Description: FAC ON/DELAY  
Long Description:  
NO 00

**Example of Y-Record - FACs not being electronically sent to DOS**

12/11/06 14:05:33

Code File Inquiry & Update

Code: Y990 Code Listing Group: 99  
Short Description: FAC ON/DELAY  
Long Description:  
YES00

**Example of Y-Record - FACs being electronically sent to DOS without delay**

12/11/06 14:05:33

Code File Inquiry & Update

Code: Y990 Code Listing Group: 99  
Short Description: FAC ON/DELAY  
Long Description:  
YES01

**Example of Y-Record - FACs being electronically sent to DOS with one day delay**



Displayed below is an example of the completed Z-Record for 99th District Court. The numbers displayed in this example are set based on Caseload reporting requirements and MCL 257.321a. Your numbers may be different. Please contact JIS prior to making any changes to your court's Z-Record.

Notice Days Inquiry & Update    12/11/06    14:10:48

Code: Z999

Notice	Calculation
DFJ	<u>3</u> days delinquent, a Default Judgment will be produced.
ABS	<u>3</u> days delinquent, a Default Abstract will be produced.
FDC	<u>32</u> days delinquent, a 14-day notice, Civil Inf. will be produced.
FAC	<u>46</u> days delinquent, a FAC/FCJ/FCPV will be produced.
FDM	<u>29</u> days delinquent, a 14-day notice, Misdem. will be produced.
WAM	<u>3</u> days delinquent, a Warrant Misdem. will be produced.
WAN	<u>3</u> days delinquent, a Warrant Notice will be produced.
NNC	<u>3</u> days delinquent, a Notice of Non-Compliance will be produced.
FAD	<u>11</u> days delinquent, a FAC for Drunk Driving will be produced.
FJD	<u>18</u> days delinquent, a FCJ for Drunk Driving will be produced.
20%	<u>57</u> days delinquent, a 20% late penalty will be assessed.
DUE	<u>10</u> days after Iss/Offns is the Due Date, 0 to force entry of a Due Date.
RVC	<u>2</u> days before 'RVC' date case is to appear on the Civil Review List.

Zero will stop any of the Traffic/Criminal Notices and 20% Late Penalty

F1-Clear Screen    F2-Add    F3-Update    F23-Delete    F24-Prev Menu    Page/Roll    Help

#### Example of "Z" Record



Tip: If you do not have a number of days entered for a particular type of notice, that notice will not be produced.

The following chart lists descriptions for the notice abbreviations used in the Z-Record.

Abbreviations Used for Notices in the Z-Record	
Abbreviation	Type of Notice
DFJ	Default Judgment
ABS	Default Abstract
FDC	14-Day Civil Infraction Notice
FAC	FAC/FCJ/FCPV
FDM	14-Day Misdemeanor Notice
WAM	Warrant Misdemeanor
WAN	Warrant Notice
NNC	Notice of Non-Compliance
FAD	Pre-judgment Suspension (FAC) for Drunk Driving Cases
FJD	Post-judgment Suspension (FCJ) for Drunk Driving Cases
20%	20% Late Penalty Assessment
DUE	Due date for Civil Infractions or Misdemeanors based on the ticket offense date.
RVC	Civil Module Review List



Tip: Post-judgment suspensions will generate automatically on alcohol cases if all of the following conditions are met:

- Guilty disposition and sentence date have been entered
- No previous FAC or FCJ suspension. *If there was a previous suspension that has been cleared, you can make the case eligible for post-judgment suspension by typing an **E** in the FAC/FCJ/FAD field on the Scheduling (SCH) screen.*
- An amount is currently due on the charge
- The FJD field has been updated in the Z-Record. (This was a new field in the Spring 2004 Release)

With your cursor in the *WAN*, *FJD* or *20%* field, press **F4-Prompt** to display a window that allows you to enter an effective date for that notice. An example of the prompt window is shown below:

Z Record Edit	
Code	FJD
Effective Date	<u>01</u> <u>01</u> <u>2000</u> MM DD CCYY
Last Changed Date	02/28/2005
Last Changed By	DCS
ENTER-Continue	<u>F24</u> -Exit

Prompt Window for FJD notice



Tips: The effective date for WAN notice is based on case offense date. The effective date for FJD and 20% notices are based on charge disposition date.

To add or modify an Effective Date, type the date in the *Effective Date* field and press **ENTER**. You will return to the Notice Days Inquiry & Update Screen. Press **F3-Update** to update the code. You will receive a message "CODE HAS BEEN UPDATED" at the bottom of the screen.



**Warning!** Please contact JIS before making any changes to your court's Z-Record.

## Holiday File

This file is shared by the Traffic/Criminal, Probation, Civil and Cash modules, so updates are only required in one module. The Holiday File is used to designate court hours, weekend schedules, court holidays, and to block off time for individual judges, magistrates and probation officers.

Court holidays must be updated on a yearly basis. It is recommended that the Holiday File is updated prior to any scheduling of court cases into a new year.

To access the Holiday File, place an **X** in the *Holiday File* field on the Code File Inquiry and Update screen.

2/07/04 15:13:24

Court Schedule Inquiry & Update

This screen shows the computers handling of court hours and weekend court dates. The user may change the setting to allow/disallow entry of weekend court dates.

Court Hours: 0800 A to 0500 P

Weekend Scheduling N **Court proceedings are NOT scheduled on weekends.**

**Court hours are 7:00 am to 11:00 pm by default. Each court may change this setting and specify the hours they want the system to use for editing all forms and update screens for data errors.**

**Weekend scheduling will default to NO. To allow weekend scheduling, change the "N" to a "Y" and press ENTER.**

Enter-Continue
F24-Previous Menu Help

**Court Schedule Inquiry & Update screen (Holiday File)**

Press **ENTER** from this screen to get the Days/Times Blocked Off screen, which is displayed on the following page.

## Days/Times Blocked Off Screen

This screen is used to designate court holidays and to block off times for individual judges, magistrates and probation officers.

This screen can also be accessed from using **F-11 Block Hrs/Date** from the Month at a Glance calendar.

0 JIS 1500 Days/Times Blocked Off Position to Date: \_\_\_\_\_  
 FOR JUDGE GEORGE W. CROCKETT III Bar No. View: 12345

D=Del	Opt	Bar No.	Date	Block Off (OR)	---Partial Day---	Description	Clrk
				All Day	From Time To Time		
			52906	X	---	MEMORIAL DAY	BKD
			70406	X	---	INDEPENDENCE DAY	BKD
			90406	X	---	LABOR DAY	BKD
			111006	X	---	VETERANS DAY	BKD
			111706	-	---	BUDGET MEETING	BKD
			112306	X	---	THANKSGIVING DAY	BKD
			112406	X	---	THANKSGIVING	BKD
	12345	120706	X		---	VACATION	BKD
	12345	120806	X		---	VACATION	BKD
		122206			100 P 500 P	STAFF MEETING	BKD
		122506	X		---	CHRISTMAS	BKD
		122606	X		---	CHRISTMAS	BKD
		10107	X		---	NEW YEARS	BKD
		10207	X		---	NEW YEARS	BKD

**Judge Crockett (P12345) is on vacation, but the court is open.**

**The entire court is closed from 1:00 pm to 5:00 pm for staff meeting.**

**Press F2-Date to move cursor to the Position To: field at top of screen**

**Press F7 to toggle between two views:  
 1) Court and ALL bar numbers, and  
 2) Court and one specific bar number.**

NX TY D01 COU  
 F1-Clear F2-Date F4-Prompt F7-All Records F24-Prev Menu Page/Roll Help

Days/Times Blocked Off screen

See following page for field descriptions used on this screen.

<b>Field Descriptions for Days/Times Blocked Off screen</b>	
<b>Field Name</b>	<b>Description/Format</b>
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access this screen in each location by changing the court location number.
Position to Date	If a date is entered into this field and <b>ENTER</b> is pressed, the first page that contains that date will be displayed.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a <b>D</b> to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: <b>010207</b> ). Valid for today's date or a future date.
All Day	Mark with an <b>X</b> when the entire day should be blocked off.
From Time to Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: <b>0100 P 0500 P</b> ).  Entry is not valid if there is an <b>X</b> in the <i>All Day</i> field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed.  If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

# Officers File

This file should include officers for every law enforcement agency in the court's jurisdiction. When a new case is entered on the Case Entry (CAS) screen, the officer badge number and agency number are filled in and will appear on various reports, forms and notices such as the Register of Actions, Notice to Appear form and calendars.

To access the Officers File, place an **X** in the *Officers File* field on the Code File Inquiry and Update screen and press **ENTER**.

12/23/03 13:35:18

Officer Maintenance

Agency \_\_\_\_\_ Badge# \_\_\_\_\_

Name \_\_\_\_\_

Venues - - - - -

---

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Delete F5-Review Venues  
F24-Previous Menu Help Roll/Page

**Officer Maintenance screen (Officers File)**



Tip: For instructions on retiring or re-assigning an officer badge number, see Professional File Reassignment in the JIS Administrative User Guide.

Officers File Options		
Option	When/How to Use	Result
Inquiry	Type in the Agency and Badge numbers and press <b>ENTER</b> .	The officer information will appear on the screen. You may use the Page/Roll keys to move forward/backward through the file.
F2-Add	Type information in all applicable fields and press <b>F2-Add</b> . See chart below for Field Descriptions.	Record will be added.
F3-Update	First do an inquiry. When the officer information is on the screen, tab to the field(s) you wish to modify and type over the incorrect information. Press <b>F3-Update</b> .	Information will be changed on all existing cases where that same badge/agency number was used.
F4-Delete	You should NEVER delete a record from the Officer File unless it has not been used.  To delete a record, first do an inquiry. When the officer information is on the screen, press <b>F4-Delete</b> . You must press <b>F4-Delete</b> again to confirm that you want the record deleted.	Deleting an officer record will remove that officer's name from all cases that the officer was assigned to on the system.  See Administrative User Guide for information on Professional Reassignment of officer badge numbers.
F5-Review Venues	If you are adding or updating a record, press <b>F5-Review Venues</b> to display available venue numbers and names.	Will display the venue file, with venue numbers and names.

Field Descriptions for Officers File	
Field name	Description/Format
Agency	The Law Enforcement Agency number within the court's jurisdiction (usually part of or the entire agency ORI number)
Badge #	The badge or identification number of the officer
Name	The name of the officer as you would like it to appear on the ROA, e.g. JONES/RAY or JONES/OFFICER
Venues	The venues are municipalities for which an agency is authorized to issue tickets and complaints. Venues must be designated in the Venue File through the Cash Module. They are always in two digit format, i.e. 01, 02, 03, etc.  Venue numbers should only be added to Header Records, not to individual officer records.

## Creating Header Records

It is suggested that each department have a Header Record with just the Department Name, i.e. Wayne County Sheriff Department. This can be added by entering the following information:

- Enter the agency number in the *Agency* field.
- Enter the Department Name in the *Name* field.
- Enter all applicable venue numbers in the *Venue* field. If an agency is authorized to issue tickets and complaints for all venues, then leave the *Venue* fields blank.
- Leave the *Badge #* field blank.
- Press **F2-Add** to add the record.

2/07/04 15:24:51

Officer Maintenance

Agency 3      Badge#             Leave Badge # field blank when creating a Header Record

Name SOUTHFIELD POLICE DEPT.

Venues 2 3 4                              

---

Enter-Inquiry   F1-Clear Screen   F2-Add   F3-Update   F4-Delete   F5-Review Venues  
F24-Previous Menu   Help   Roll/Page

**Creating a Header Record**

## Statute File

This file contains all charge/offense codes for your court, both local ordinances and state statutes. This file also includes the following information:

- Fine/cost information for payable offenses
- Penalty amounts for charges if not paid within a certain time period
- Ordinance or PAAM number for each charge
- SOS code
- 14-Day Notice flag
- Whether offense is drug, drunk driving or crime victim reportable
- Begin and end effective dates for charge

You can view, add, change or delete any record from the Statute File.

To access the Statute File, place an **X** in the *Statute File* field on the Code File Inquiry and Update screen and press **ENTER**.

You can also access the Statute File by pressing **F4-Prompt** from the *Charge* or *Additional Charges:* field of the Case Entry (CAS) screen or from the charge section of the *Added Count* or *Reduce/Amd/Chg* field of the Disposition (DSP) screen.

The screens and options for viewing, modifying, adding or deleting charge codes are different depending on if you access the Statute File through the Code Files or from a prompt window. Information will be provided for each of the screens in the following section.

In Spring 2007, the statute file was updated to allow courts to mark "Payable Misdemeanors". This will allow courts to enter dispositions and collect money on misdemeanors which do not require an arraignment. For more information on this change, please refer to the Spring 2007 Announcement.

 **Viewing a Record in the Statute File (From Code Files)**

When the Statute File is first displayed, all fields will be blank. To access a specific record:

- 1) Enter an **L** for Local Ordinance Table or **M** for State Statute Table in the *Table* field.
- 2) Enter the charge code in the *Charge* field.
- 3) Press **ENTER**.

12/30/03 11:07:46

Statute File Inquiry & Update

Table **L** Charge **1810** Fel/Mis/Civ **C** Case Types **01** **SI**  
 Ordin. 5.14A PAAM# 257.626B SOS 1810  
 Drug Reportable \_ (Blank or X) 14-Day Notice \_ (Blank or X)  
 Drunk Driving Reportable \_ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=DRV)  
 Crime Victim Reportable \_ (X=Specified S=Serious A=Accident)  
 Short Description **CARELESS DRV**  
 Long Description **CARELESS DRIVING**

Penal Fines	Code	Amount	Default	Combined Ordin.
	<b>MYSE</b>	<b>120.00</b>		Fine & Costs Code
Penal Costs	<b>MYFE</b>	<b>60.00</b>		<b>MYOR</b>
	<b>JSTC</b>	_____	40.00	
	/	_____		Penalty
		_____		Amt Days
Other Assessments	/	_____		<b>30 7</b>
	\	_____		
		_____		Begin End
	\	_____		Effective Date: <b>100103</b>
		_____		Last Chgd: <b>12/30/03</b> By: <b>D1500BKD</b>
	\	_____		

**Initial Assessment 220.00**

Enter-Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt  
 F23- Delete F24-Previous Menu Page/Roll

**Statute File for Careless Driving (Code 1810 in the L table) viewed through the Code File**

## Viewing a Record in the Statute File (From Prompt Window)

You can access records in the Statute File by pressing **F4-Prompt** from the *Charge* or *Additional Charges*: field of the Case Entry (CAS) screen or from the charge section of the *Added Count* or *Reduce/Amd/Chg* field of the Disposition (DSP) screen. The first screen is a list of all charges that are currently in the Statute File. Charges that are expired are listed with an asterisk (\*) in front of the charge; charges that are not yet effective are listed with a caret (^) in front of the charge. There are separate lists for the L Table and the M Table.

If you had a charge code listed in the *Charge* field when you pressed **F4-Prompt**, the list will begin in that table (L or M) with that charge code, and the records will be listed numerically. If you did not have a charge code listed in the *Charge* field when you pressed **F4-Prompt**, the list will start at the beginning of the L Table, and the records will be listed alphabetically by description. Use **F7-Alt Seq** to toggle between the two views.

You can display the list beginning at any point in the list by typing the charge code in the *Position to:* field (if list is displayed numerically) or by typing the beginning of the description in the *Position to:* field (if list is displayed alphabetically) and **L** (Local Ordinance) or **M** (State Statute) in the *Statute Type* field.

Statute Selection by Description	
Position to: <u>SPEED</u>	Statute Type: <u>L</u>
1=Select 2=Change 4=Delete 5=Display	
^Future Charge *Expired Charge	
Opt Charge	Long Desc...
- * L 2001-10	SPEEDING 1-10 OVER THE LIMIT
- ^ L 2001-10	SPEEDING 1-10 OVER THE LIMIT
- L 2001-10	SPEEDING 1-10 OVER THE LIMIT
- L 20001-5	SPEEDING 1-5- OVER THE LIMIT
- L 20011-15	SPEEDING 11-15 OVER THE LIMIT
- L 20016-20	SPEEDING 16-20 OVER THE LIMIT
More..	
<b>F6</b> -Add	<b>F7</b> -Alt Seq
<b>F24</b> -Exit	Page/Roll

### Statute File listed by Description

Statute Selection by Charge Number	
Position to: <u>1800</u>	Statute Type: <u>L</u>
1=Select 2=Change 4=Delete 5=Display	
^Future Charge *Expired Charge	
Opt Charge	Long Desc...
- L 1800	RECKLESS DRIVING
- * L 1810	CARELESS DRIVING
- L 1810	CARELESS DRIVING
- L 1820	DRAG RACING
- L 1825	MALICIOUS DESTRUCTION (TURFING) <\$200.0
- L 1830	MALICIOUS DESTRUCTION (TURFING)
More..	
<b>F6</b> -Add	<b>F7</b> -Alt Seq
<b>F24</b> -Exit	Page/Roll

### Statute File listed by Charge Number

Once the charge you want to display has been located in the list, type a 5 in the *Opt* field and press **ENTER**.

```

Statute Selection by Charge Number
Position to: 1800 Statute Type: L
1=Select 2=Change 4=Delete 5=Display
^Future Charge *Expired Charge
Opt Charge Long Desc...
- L 1800 RECKLESS DRIVING
- * L 1810 CARELESS DRIVING
5 L 1810 CARELESS DRIVING
- L 1820 DRAG RACING
- L 1825 MALICIOUS DESTRUCTION (TURFING) <$200.0
- L 1830 MALICIOUS DESTRUCTION (TURFING)
More..
F6-Add F7-Alt Seq F24-Exit Page/Roll
    
```

You will see:

```

Statute Detail 12/11/06 11:57:33
Table L Charge 1810 Fel/Mis/Civ C Case Types OI SI
Ordin. 54.39 PAAM# 257.626B SOS 1810
Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh B=Minor BAC M=Marine S=Snow O=ORV)
Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
Short Desc. CARELESS DR
Long Desc. CARELESS DRIVING
-----
Penal Fines MYSE 150.00 Combined Ordin.
Penal Costs MYFE 30.00 Fine & Costs Code
JSTC 40.00 MYOR
|
| Penalty
| Amt Days
Other / _____ _____
Assessments \ _____ _____
|
| BEGIN END
| Effective Date: 30104
| Last Chgd: 04/02/04 By: D1500BKD
F24-Exit
    
```

**Notice that you cannot make any changes from this screen. This screen is for display purposes only.**

**Statute File for Careless Driving (Code 1810 in the L table) viewed through a Prompt Window**

## Adding a Record in the Statute File (From Code Files)

To add a record in the Statute File:

- Display a blank Statute File screen.
- Type information in all applicable fields. Refer to the chart on pages 9-40 and 9-41 for field descriptions.
- Press **F2-Add**.

12/11/06 12:33:52

Statute File Inquiry & Update

Table \_ Charge \_\_\_\_\_ Fel/Mis/Civ \_ Case Types \_\_ \_  
 Ordin. \_\_\_\_\_ PARM# \_\_\_\_\_ SOS \_\_\_\_\_  
 Drug Reportable \_ (Blank or X) 14-Day Notice \_ (Blank or X)  
 Drunk Driving Reportable \_ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)  
 Crime Victim Reportable \_ (X=Specified S=Serious A=Accident)  
 Short Description \_\_\_\_\_  
 Long Description \_\_\_\_\_

	Code	Amount	Default		Combined Ordin.		
Penal Fines	_____	_____			Fine & Costs Code		
Penal Costs	_____	_____					
	_____	_____					
	_____	_____			Penalty		
	_____	_____			Amt Days		
Other Assessment	_____	_____					
	_____	_____			Begin	End	
	_____	_____			Effective Date:	_____	_____
	_____	_____			Last Chgd:	_____	By: _____

**To add a new record to the Statute File, type in all applicable fields and press F2-Add**



Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt  
 F23- Delete      F24-Previous Menu                Page/Roll

### Adding a Record to Statute File (through Code Files)

The initials of the person who added the charge and the date the charge was added will appear in the *Last Chgd:* field.



**Tip:** Begin and End dates for charges with the same charge code cannot overlap. See pages 9-36 and 9-37 for information on reusing charge codes.



## Modifying a Record in the Statute File (From Code Files)

 **WARNING:** Modifying a record will affect the charge code every time it has been used on the system. You also have the ability to reuse charge codes, by using begin/end dates that do not overlap. More information about reusing charge codes can be found on pages 9-36 and 9-37. Typically, you would only modify a record if you were making minor typographical-type changes that would not affect the processing of a case.

To modify a record in the Statute File:

- Display the record you want to change.
- Type over the information you want to change.
- Press **F3-Update**.

12/11/06 12:18:23

Statute File Inquiry & Update

Table L Charge 1810 Fel/Mis/Civ C Case Types OI SI  
 Ordin. 54.39 PAAM# 257.626B SOS 1810  
 Drug Reportable \_ (Blank or X) 14-Day Notice \_ (Blank or X)  
 Drunk Driving Reportable \_ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)  
 Crime Victim Reportable \_ (X=Specified S=Serious A=Accident)  
 Short Description CARELESS DR  
 Long Description CARELESS DRIVING

Penal Fines	Code <u>MYSE</u>	Amount <u>150.00</u>	Default	Combined Ordin.	Fine & Costs Code
Penal Costs	Code <u>MYFE</u>	Amount <u>30.00</u>			Code <u>MYOR</u>
	/ <u>JSTC</u>		40.00		

Other Assesmer

	Penalty	Amt	Days
		<u>30</u>	<u>7</u>

Begin      End

Effective Date: 30104      \_\_\_\_\_

Last Chgd: 04/02/04 By: D1500BKD

Initial Assessment 220.00

Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt  
 F23- Delete      F24-Previous Menu                     Page/Roll

**Modifying a code in the Statute File through the Code Files**

The initials of the person who made the change and the date of the change will appear in the *Last Chgd:* field.

## Modifying a Record in the Statute File (From Prompt Window)

 **WARNING:** Modifying a record will affect the charge code every time it has been used on the system. You also have the ability to reuse charge codes, by using begin/end dates that do not overlap. More information about reusing charge codes can be found on pages 9-36 and 9-37. Typically, you would only modify a record if you were making minor typographical-type changes that would not affect the processing of a case.

To modify a record in the Statute File:

- Type a **2** in the *Opt* field in front of the charge you want to make changes to.
- Press **ENTER**.

```

Statute Selection by Charge Number
Position to: 1800          Statute Type: L
1=Select  2=Change  4=Delete  5=Display
+-Future charge  *-Expired charge
Opt Charge          Long Desc...
-   L 1800          RECKLESS DRIVING
*   L 1810          CARELESS DRIVING
2   L 1810          CARELESS DRIVING
-   L 1820          DRAG RACING
-   L 1825          MALICIOUS DESTRUCTION (TURFING) <$200.0
-   L 1830          MALICIOUS DESTRUCTION (TURFING)
More..
F6-Add      F7-Alt Seq    F24-Exit    Page/Roll
    
```

Then,

- Type over the information you want to change.
- Press **ENTER**.

```

Statute Detail          12/11/06  12:25:59
Table L Charge 1810    Fel/Mis/Civ C Case Types OI SI
Ordin. 54.39          PAAM# 257.626B      SOS 1810
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh B=Minor BAC M=Marine S=Snow O=ORV)
Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
Short Desc. CARELESS DR
Long Desc. CARELESS DRIVING WITHOUT AN ACCIDENT
Code Amount Default Combined Ordin.
Penal Fines MYSF 150.00 Fine & Costs Code
Penal Costs MYFE 30.00 MYOR
           / JSTC 40.00
           |
           | Type over the information you
           | want to change (in this example
           | wording was added to the long
           | description) and press ENTER
           |
Other Assessment:
           |
           |
           | Effective Date: 30104
           | Last Chgd: 04/02/04 By: D1500BKD
           |
ENTER-Modify F4-Prompt F24-Exit
    
```

**Modifying a code in the Statute File through a Prompt Window**

## Reusing Charge Codes in Statute File

You can reuse charge codes by designating Begin and End dates for a charge. Begin/End dates cannot overlap. The system will always look at **date of offense** when deciding which charge to use.

To reuse a charge code, the first step is to add an expiration date to the current charge code.

- 1) Access statute record through Code Files.
- 2) Type date in *End (Effective Date)* field.
- 3) Press **F3-Update** to modify the record.

12/11/06 13:15:51

Statute File Inquiry & Update

Table L Charge 1810 Fel/Mis/Civ C Case Types OI SI  
 Ordin. 54.39 PAAM# 257.626B SOS 1810  
 Drug Reportable \_ (Blank or X) 14-Day Notice \_ (Blank or X)  
 Drunk Driving Reportable \_ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)  
 Crime Victim Reportable \_ (X=Specified S=Serious A=Accident)  
 Short Description CARELESS DR  
 Long Description CARELESS DRIVING

Penal Fines	Code	Amount	Default	Combined Ordin.
	<u>MYSF</u>	<u>150.00</u>		Fine & Costs Code
Penal Costs	<u>MYFE</u>	<u>30.00</u>		<u>MYOR</u>
	<u>JSTC</u>		40.00	Penalty
	<u>_____</u>			Amt Days
Other Assessments	<u>_____</u>			<u>30</u> <u>7</u>
	<u>_____</u>			Begin End
	<u>_____</u>			Effective Date: <u>30104</u> <u>123106</u>
	<u>_____</u>			Last Chgd: <u>04/02/04</u> By: <u>D1500BKD</u>

Add End date; press F3-Update

Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt  
 F23- Delete      F24-Previous Menu                     Page/Roll

### Reusing Charge Codes - Step 1: Add End date to current charge



Tip: It is recommended that you do a print screen so that you can copy the information that will remain the same to the new charge code.



## Deleting a Record from the Statute File (From Code Files)

 **WARNING:** You should **ONLY** delete a code from the Statute File if you are certain that it never has been used. If you want to limit use of the charge in the future, add an end date for the charge, **don't delete it.**

To delete a record in the Statute File:

- Display the charge you want to delete.
- Press **F23-Delete**.
- A message will be displayed asking you to confirm that you want to delete the record.
- Press **F23-Delete** again.

12/11/06 12:49:32

Statute File Inquiry & Update

Table L Charge 2743 Fel/Mis/Civ M Case Types OM SM  
 Ordin. 27.43 PAAM# \_\_\_\_\_ SOS \_\_\_\_\_  
 Drug Reportable \_ (Blank or X) 14-Day Notice \_ (Blank or X)  
 Drunk Driving Reportable \_ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)  
 Crime Victim Reportable \_ (X=Specified S=Serious A=Accident)  
 Short Description NOISE-MISD.  
 Long Description NOISE VIOLATION - MISDEMEANOR

Penal Fines	Code	Amount	Default	Combined Ordin.	Fine & Costs Code
Penal Costs	_____	_____	_____	_____	_____
	/	_____	_____		
		_____	_____		
				Penalty	
				Amt	Days
Other Assessment:				_____	_____

**To delete a record, press F23-Delete. You will receive a message confirming that you want to delete record; press F23-Delete again.**

Effective Date: 10100 Begin \_\_\_\_\_ End \_\_\_\_\_  
 Last Chgd: 01/06/04 By: D1500BKD

**Initial Assessment** 0.00

Enter Inquiry F1-Clear Screen F2-Add F3-Update F4-Prompt  
 F23- Delete F24-Previous Menu Page/Roll

**Deleting a Record from the Statute File (through Code Files)**

## Deleting a Record from the Statute File (From Prompt Window)

 **WARNING:** You should **ONLY** delete a code from the Statute File if you are certain that it never has been used. If you want to limit use of the charge in the future, add an end date for the charge, **don't delete it.**

To delete a record from the Statute File:

- Enter a **4** in the *Opt* field in front of the charge you want to delete.
- Press **ENTER**.

```

Statute Selection by Charge Number
Position to: 2740          Statute Type: L
1=Select  2=Change  4=Delete  5=Display
^Future Charge  *Expired Charge
Opt Charge      Long Desc...
- L 2740        UNAUTHORIZED OR IMPROPER USE OF LIGHTS
4 L 2743        NOISE VIOLATION - MISDEMEANOR
- L 2800        FOLLOWED TOO CLOSELY
- L 2810        PROHIBITED TURN
- L 2820        IMPROPER TURN
- L 2830        DROVE WRONG WAY ON ONE-WAY STREET
More..
F6-Add      F7-Alt Seq      F24-Exit      Page/Roll
    
```

The charge you want to delete will be displayed. Press **ENTER** to delete record.

```

Statute Detail          12/11/06  12:52:27
Table L Charge 2743          Fel/Mis/Civ M Case Types OM SM
Ordin. 27.43          PAAM#          SOS
Drug Reportable _ (Blank or X) 14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh B=Minor BAC M=Marine S=Snow O=ORV)
Crime Victim Reportable _ (X=Specified S=Serious A=Accident)
Short Desc. NOISE-MISD.
Long Desc. NOISE VIOLATION - MISDEMEANOR
-----
Penal Fines          Code Amount Default      Combined Ordin.
Penal Costs          _____ Fine & Costs Code
                    _____
                    _____
                    _____
                    _____
Other Assessments   /          Penalty
                    /          Amt Days
                    /          _____
                    /          _____
                    /          _____
                    /          BEGIN END
                    /          Effective Date: 10100
                    /          Last Chgd: 01/06/04 By: D1500BKD
Initial Assessment   0.00
ENTER-Delete          F24-Exit
    
```

**Deleting a Record from Statute File (through Prompt Window)**

Field Descriptions for Statute File	
Field Name	Description
Table	<u>L</u> = Local Ordinance Table    OR <u>M</u> = State Statute Table
Charge	The charge/offense code number that is assigned by the court for a particular offense. The local ordinance charge is usually set up to resemble the SOS offense codes numbering sequence, but it can be any other number the court designates.
Fel/Mis/Civ	<u>F</u> = Felony <u>M</u> = Misdemeanor <u>C</u> = Civil Infraction
Case Types	<p>One or two different case types can be used for each charge. For example, Careless Driving can be entered as either an OI or SI case type. Based on which case type is entered on the Case Entry screen, the appropriate fine/costs breakdown information will be assessed to the case. <b>F4-Prompt</b> is available on this field.</p> <p>Valid Case Types are:</p> <p style="padding-left: 40px;"> FY .....Felony  FT .....Felony traffic  FD .....Felony drunk driving  SD, OD .....Misdemeanor drunk driving  SM, OM .....Non-Traffic misdemeanor  ST, OT .....Traffic misdemeanor  SN, ON .....Non-Traffic civil infractions  SI, OI .....Traffic civil infractions  SK, OK .....Parking  EX .....Extradition </p>
Ordin.	The local ordinance number for the offense, if applicable.
PAAM#	The PAAM (Prosecuting Attorneys Association of Michigan) number for the charge, if applicable. <i>This number has a period after the first three digits, e.g. 257.6251-A.</i>
SOS	The four-digit Secretary of State code for the offense, if the offense is abstractable or suspendible.
Drug Reportable	If this offense is eligible for reimbursement from the Drug Case Information Management Fund (MCL 257.323d), enter an <u>X</u> . If it is not eligible, leave field blank.
14-Day Notice	Only enter an <u>X</u> in this field if the current charge should be eligible for a 14-Day Notice and does not have a 4-digit SOS code. If no 14-Day Notice is necessary, or if there is a 4-digit SOS code, leave this field blank.
Drunk Driving Reportable	<p>If the offense is eligible for reimbursement from the Drunk Driving Caseflow Assistance Fund (MCL 257.625h), enter one of the following codes:</p> <p><u>V</u> = Motor Vehicle                      <u>B</u> = Minor BAC                      <u>M</u> = Marine  <u>S</u> = Snowmobile                      <u>O</u> = Off Road Vehicle (ORV)</p>

Field Descriptions for Statute File (Continued)	
Field Name	Description
Crime Victim Reportable	If the offense is eligible for the Crime Victim fee, enter one of the following codes: <b>X</b> = Specified Misdemeanor <b>S</b> = Serious Misdemeanor <b>A</b> = Accident *  * <b>NOTE: A specified misdemeanor becomes serious when an accident is involved.</b>
Short Description	A short description of the charge up to 12 characters. This short description will appear on many screens and reports throughout the system where there is a space limitation such as the Name Inquiry screen, Calendar, various forms, etc.
Long Description	A more complete description of the offense than the short description, up to 72 characters. This description appears on the Register of Actions.
Fine/Costs section	
Code	A four-letter code that has been assigned to represent a type of fine, costs or fee that is taken on a payable offense. This code must first be set up in the Cash Codes File before it can be entered in the Statute File. For all payable offenses, there should be an assessment for Penal Fines (MYSF) and Penal Costs (MYFE). See Combined Ordin Fine & Costs below. There is room for up to eight additional assessments for each record.
Amount	The assessment amount for each code. This field should <b>not</b> be filled in if a default amount has been established in the Cash Code File for the code.
Default	You do not fill in this field. If a default amount has been established for the code in the Cash Code File, that amount will be displayed here.
Combined Ordin Fine & Costs	If the charge code for a payable offense could be a local ordinance violation, enter <i>MYOR</i> in this field. Then when a local ordinance case type is designated on the Case Entry screen, the amount of money assessed for Penal Fine (MYSF) and Penal Costs (MYFE) will be combined and assessed as Ordinance Fine and Costs (MYOR).
Penalty	This is a one time, pre-disposition amount that is assessed if a court/due date is missed. It is typically the amount assessed at the time a default judgment is entered on a civil infraction. Enter the amount of the penalty in the <i>Amt</i> field and the number of days <b>after the missed court/due date</b> when penalty should be assessed in the <i>Days</i> field.
Effective Date	Enter the date the charge becomes effective in the begin date and/or the date the charge is no longer valid as the end date. <b>If you are reusing charge codes, the dates cannot overlap.</b> The system will always look at the date of offense when determining which charge to use. See pages 9-36 and 9-37 for more information on reusing charge codes.
Last Changed/By	The initials of the person who added or last changed the record and the date of the change. This is added by the system and cannot be changed.

## Vehicle Make File

This file contains a listing of the most common vehicle makes that will be used on the Case Entry screen (CAS). This file contains a 3 or 4 letter code and a description for each make of vehicle.

To access the Vehicle Make File, place an **X** in the *Vehicle Make* field on the Code File Inquiry and Update screen and press **ENTER**.

When the Vehicle Make File is first displayed, the records are listed alphabetically by code. The records can also be displayed alphabetically by make. Use **F7-Alt Seq** to toggle between the two views.

Vehicle Code by Description

Position to: \_\_\_\_\_

2=Change    4=Delete

Opt	Code	Make
-	ACUR	ACURA
-	AIRS	AIRSTREAM
-	ALFA	ALFA ROMEO
-	AMER	AMC
-	AUDI	AUDI
-	AUST	AUSTIN
-	AVTI	AVANTI

+

F3/F24-Exit    F6-Add    F7-Alt Seq    Roll/Page

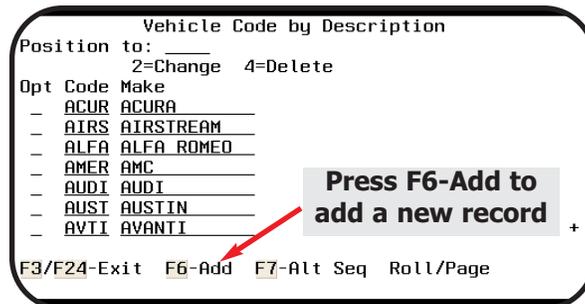
Vehicle Make File Options		
Option	When to Use	Result
2=Change	Use to view and/or change code or description for an existing record.	Information will be changed on all existing cases that use that code.
4=Delete	You should <b>NEVER</b> delete a record from the Vehicle Make File unless you added an incorrect code and no cases were ever entered using that code.	Deleting a vehicle make will remove that vehicle make from all cases that have used that code.

## Adding a Record to the Vehicle Make File

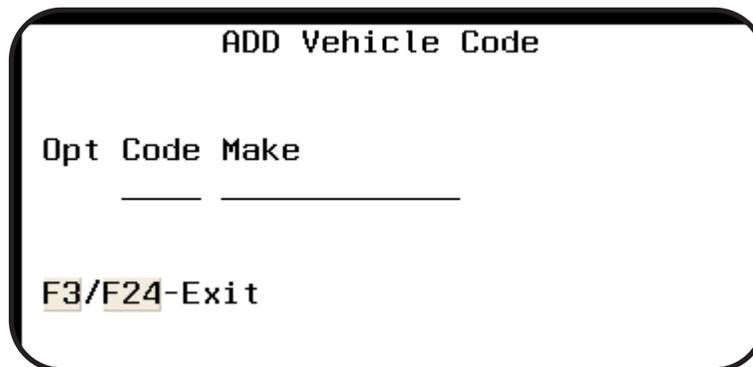
Although most of the common vehicle make types are already listed in the Vehicle Make File, there may be times when you need to add a record.

To add a record:

- 1) Press **F6-Add** from the Vehicle Make File screen.



You will see a screen with blank fields.



- Add the LEIN/NCIC three or four character code in *Code* field.
- Type make of vehicle in *Make* field.
- Press **ENTER**.

# Printing Code Files

To print any Code File:

- 1) From the Traffic/Criminal Subsystem Menu, select option 4 .
- 2) Press **ENTER**.

```

JIS ██████████ State Court Administrative Office
                Traffic/Criminal Subsystem

Select one of the following:

                1. Traffic/Criminal Online
                2. Reports
                3. Code Files Update
                4. Code Files Print
                5. Calendar
                6. Abstract & FAC/FCJ/FCPV Menu
                7. Report Generator
                8. Batch Show Cause Processing

Option: 4

F24-Previous Menu
  
```

The Codes File Print screen will be displayed. See next page for descriptions of print options.

```

JIS ██████████ State Court Administrative Office      1/05/07  14:47:32

                Codes File Print

Mark with an 'X' the file to Print

_ Attorney File

_ Code File      Include expired records? N

_ Holiday File   (A=All, C=Court Only, P=Court and Bar No.)
                Include Prior Records? N   Bar No.         
                                                (or ALL)

_ Officers File

_ Statute File   (L=Local Ordinance, M=State Statute,
                X=All, A=All Alphabetically)
                Include expired records? N

_ Vehicle Make File

F24-Previous Menu   F4-Prompt Bar No.
  
```

Print Options for Code Files	
Code File	Print Options/Descriptions
Attorney File	<b>X</b> - print the Attorney File sorted in numeric order (by bar number).
Code File	<p><b>X</b> - print Traffic/Criminal Code Files.</p> <p><i>Include expired records?</i> - You have the option of including expired records. This will default to <b>N</b> for no, but may be changed to <b>Y</b> for yes.</p>
Holiday File	<p><b>A</b> - print complete Holiday File, including Days/Times Blocked Off calendar for the court and all individuals.</p> <p><b>C</b> - print only the Days/Times Blocked Off calendar for the court only.</p> <p><b>P</b> - print the Days/Times Blocked Off calendar for the court and one bar number. You must put either a bar number, hotkey or the word <b>ALL</b> in the <i>Bar No.</i> field. If you enter <b>ALL</b>, a separate list for each bar number and the court will be printed. You may press <b>F4-Prompt</b> on the <i>Bar No.</i> field to access the Attorney File.</p> <p><i>Include Prior Records?</i> - You have the option of including records for three months prior to the current date. This will default to <b>N</b> for no, but may be changed to <b>Y</b> for yes.</p>
Officers File	<b>X</b> - print the Officer File sorted first by agency number and then by officer number within each agency. Other sorting options are available using Report Generator.
Statute File	<p><b>L</b> - print the Local Ordinance table in numeric order (by offense code).</p> <p><b>M</b> - print the State Statute table in numeric order (by statute number).</p> <p><b>X</b> - print separate reports for the Local Ordinance table and State Statute table in numeric order.</p> <p><b>A</b> - print separate reports for the Local Ordinance table and the State Statute table in alphabetic order.</p> <p><i>Include expired records?</i> - You have the option of including expired records. This will default to <b>N</b> for no, but may be changed to <b>Y</b> for yes.</p>
Vehicle Make File	<b>X</b> - print list of vehicle makes in alphabetic order (by vehicle make code).



**Tip:** The Code File, Attorney File and Statute Files will print on 11”X14” paper (\*STD). The Holiday File, Officers File and Vehicle Make File will print on 8.5”X11” paper (8X11).

*This space is reserved for your notes.*

# Abstract/FAC Processing

The information in this chapter is for courts that process their abstracts and FAC/FCJ/FCPV records electronically. This means that the Daily Date Generated Notices program will create an Abstract and FAC file which is then transferred electronically to JIS, who then sends the file to Department of State (DOS) to update driving records.



Electronic processing replaces the need for printed Abstracts and FAC/FCJ/FCPV suspensions and allows more flexibility in correcting errors. Courts are not required by statute to keep printed abstracts or suspensions on file. However, you may print a “hard copy” of an abstract or suspension to keep with the ticket or file if necessary.

To access the Abstract and FAC/FCJ/FCPV Menu, select option 6 from the Traffic/Criminal Subsystem Menu.

JIS State Court Administrative Office

Traffic/Criminal Subsystem

Select one of the following:

1. Traffic/Criminal Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Abstract & FAC/FCJ/FCPV Menu
7. Report Generator
8. Batch Show Cause Processing

Option: 6 ← To access the Abstract & FAC/FCJ/FCPV Menu, type a 6 in the *Option:* field and press ENTER.

F24-Previous Menu

Traffic/Criminal Subsystem Menu

## Create Media

The information in this section is for Distributed Courts only. Abstracts and FAC/FCJ/ FCPV suspensions are automatically picked up by JIS for On-Line Courts.

When you create media, you will be sending a file to JIS which contains the abstracts and FAC/FCJ/FCPV suspensions that have been created for all JIS courts sharing the same AS/400. JIS will then forward the file to Department of State (DOS). It is recommended that this process be completed daily.

To create the electronic file containing Abstract and FAC records, type an **X** in the *Create Media* field on the Abstract & FAC/FCJ/FCPV Menu and press **ENTER**.

**JIS** State Court Administrative Office  
Abstract & FAC/FCJ/FCPV Menu

	Date	
- Create Media	_____	
- Display Media History File		
- Update Abstract Record		
- Display Printer Outq		
- Clear Abstract Production	_____	
- Clear FAC Production	_____	

	Alp Num		Date	Range
-	-	Abstract List	_____	- _____
-	-	Audit Review List	_____	- _____
-	-	Abstract Held List		
-	-	FAC List	_____	- _____
-	-	FAC Clearance List	_____	- _____
-	-	FAC Held List		

F24-Previous Menu    Help

**Abstract & FAC/FCJ/FCPV Menu**

State Court Administrative Office  
Electronic Transfer to Department of State

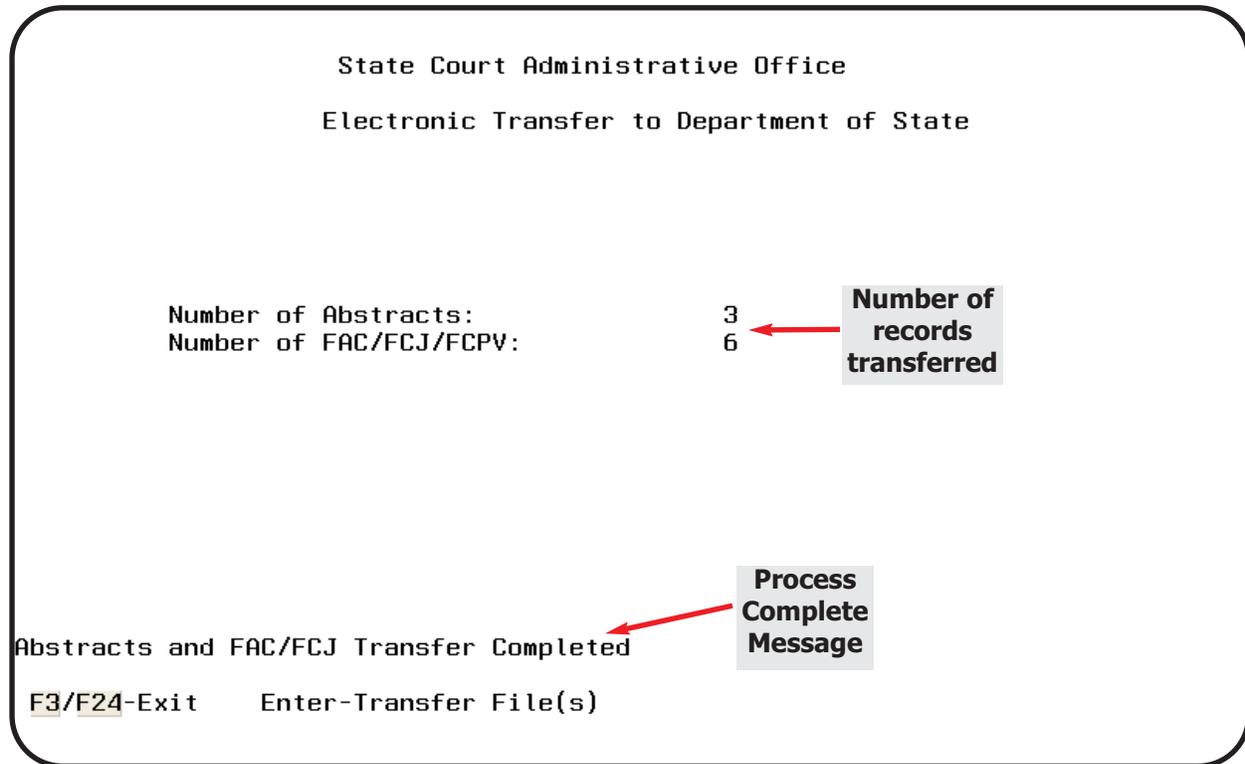
Abstract \_  
FAC/FCJ \_

F3/F24-Exit    Enter-Transfer File(s)

**Create Media screen**

To transfer records to JIS, type an **X** in the *Abstract* and/or *FAC/FCJ* field. **Abstract and FAC/FCJ records can be submitted separately or at the same time.** Press **ENTER** to transfer the file.

When the abstract and/or FAC/FCJ transfer process is complete, a message will be displayed on the screen indicating the transfer has been completed, and the number of records included in the transfer will be displayed. Each of the transferred records will have an **X** in the *Produced* field, and the date the media was created in the *Production Date* field on the Abstract Update screen (ABS) and FAC/FCJ/FCPV Update screen (FAC).



**Messages displayed for media successfully created**

After this transfer process is complete, two separate reports will be produced. An example of the Abstracts Sent to SOS List is shown on page 10-18; the FAC/FCJ/FCPV Sent to SOS List is shown on page 10-23. These reports will be stored in the designated output queue for each court until they are released for printing.

# Display Media History File

The information in this section is for Distributed Courts only.

To view a log of abstract and FAC/FCJ records electronically sent to JIS, type an **X** in the *Display Media History File* field on the Abstract & FAC/FCJ/FCPV Menu.

**JIS** State Court Administrative Office  
Abstract & FAC/FCJ/FCPV Menu

		Date
-	Create Media	
<b>X</b>	Display Media History File	
-	Update Abstract Record	
-	Display Printer Outq	
-	Clear Abstract Production	_____
-	Clear FAC Production	_____

**To display the Media History File, type an X and press ENTER.**

	Alp Num	Date Range
-	- Abstract List	_____ - _____
-	- Audit Review List	_____ - _____
-	- Abstract Held List	
-	- FAC List	_____ - _____
-	- FAC Clearance List	_____ - _____
-	- FAC Held List	

F24-Previous Menu    Help

Abstract & FAC/FCJ/FCPV Menu

There are two screens for the Media History File. Examples of both screens are shown on the following page, and highlighted fields are described in the chart at the bottom of the page.

FILES SENT TO JIS ABS/FAC					OSMSOUTH 5/03/06	
FILE TYPE	CREATED DATE	TIME	USERID	# RECORDS	SENT TO JIS DATE	TIME
ABS	05/01/2006	11:22	KAREN	0000000006	05/01/2006	11:22
FAC	04/21/2006	14:05	MARIE	0000000001	04/21/2006	14:05
ABS	04/21/2006	14:05	MARIE	0000000008	04/21/2006	14:05
ABS	04/21/2006	12:54	PEELU	0000000009	04/21/2006	12:54
FAC	04/21/2006	12:54	PEELU	0000000013	04/21/2006	12:54
ABS	04/21/2006	12:52	PEELU	0000000009	04/21/2006	12:52
ABS	04/21/2006	12:47	PEELU	0000000009	04/21/2006	12:47
FAC	04/21/2006	12:47	PEELU	0000000013	04/21/2006	12:47
ABS	04/20/2006	10:23	MARIE	0000000001	04/20/2006	10:23
ABS	04/20/2006	10:06	MARIE	0000000008	04/20/2006	10:06
ABS	04/19/2006	08:33	MARIE	0000000150	04/19/2006	08:33
FAC	04/19/2006	08:33	MARIE	0000000746	04/19/2006	08:34
FAC	04/19/2006	08:29	MARIE	0000000044	04/19/2006	08:29
ABS	04/19/2006	08:29	MARIE	0000000049	04/19/2006	08:29
ABS	04/17/2006	15:35	LARRY	0000000001	04/17/2006	15:35

More...

F24/F3=EXIT    F11=NEXT VIEW    Press F11 to view second screen.

Media History File - 1st screen

FILES SENT TO JIS ABS/FAC							OSMSOUTH 5/03/06	
FILE TYPE	CREATED DATE	TIME	USERID	NOT SENT TO JIS-DATE LOST DATE	TIME	USERID	COMMENTS	
ABS	05/01/2006	11:22	KAREN				PROCESS COMPLETED	
FAC	04/21/2006	14:05	MARIE				PROCESS COMPLETED	
ABS	04/21/2006	14:05	MARIE				PROCESS COMPLETED	
ABS	04/21/2006	12:54	PEELU				PROCESS COMPLETED	
FAC	04/21/2006	12:54	PEELU				PROCESS COMPLETED	
ABS	04/21/2006	12:52	PEELU				PROCESS COMPLETED	
ABS	04/21/2006	12:47	PEELU				PROCESS COMPLETED	
FAC	04/21/2006	12:47	PEELU				PROCESS COMPLETED	
ABS	04/20/2006	10:23	MARIE				PROCESS COMPLETED	
ABS	04/20/2006	10:06	MARIE				PROCESS COMPLETED	
ABS	04/19/2006	08:33	MARIE				PROCESS COMPLETED	
FAC	04/19/2006	08:33	MARIE				PROCESS COMPLETED	
FAC	04/19/2006	08:29	MARIE				PROCESS COMPLETED	
ABS	04/19/2006	08:29	MARIE				PROCESS COMPLETED	
ABS	04/17/2006	15:35	LARRY				PROCESS COMPLETED	

More...

F24/F3=EXIT    F11=NEXT VIEW

Media History File - 2nd screen

DISPLAY MEDIA HISTORY FILE	
Column heading	Data contained in column
File Type (Both screens)	ABS = Abstracts    FAC = FAC/FCJ/FCPV Suspensions
Created Date, Time and User ID (Both screens)	Date, time and user ID of person who performed the Create Media function.
# Records (First screen only)	Total number of records sent to JIS for all JIS courts sharing the same AS/400.
Comments (Second screen only)	If records were successfully received by JIS, the message "Process Completed" will appear. If any other message appears, please contact JIS for further instructions.

# Update Abstract Records

You may access the Abstract Update screen two different ways:

- 1) Type an **X** in the *Update Abstract Option* from the Abstract & FAC Menu and press **ENTER**;  
**OR**
- 2) Type **ABS** in the *NXT* field and the **case number** in the *Case* field on any hop line and press **ENTER**.

See chart below for information on locating and viewing abstracts using both of these methods.

Court <u>1500</u>		Abstract Update for SOS				5/17/06		10:47:08	
Sequence Driver Lic		Use		Name				Birth	
CDL Crt CD		ViolDate		Adjudicate		OffCd		Speed Nature of Offense	
Veh SI/BF		Rev Susp		Rest Orig Chg Trial Judge		Court Finding		Ticket/Case	
Code		Work Name and Location				Work Hours		Days Allowed	
1									
2									
CDL Sanct		Intrlck		Driving Prb Com Alc Med Sch		Plate#		Veh Yr Veh Make	
		To/From:							
Driver Address						VIN			
Court Name and Address									
Fine		Jail		Community Service		Alcohol Program			
Veh Forf		Veh Immobilization: Yes/No		Start Date		#Days			
Sentence Judge		Comment #1							
		Abstract Date							
Abstract Type		Production Date		Produced					
NXT <input checked="" type="checkbox"/> CASE		PTY		COUNT		INQ		ST	
Enter-Inq		F1-Clr		F3-Update		F4-Prompt		F7-Hold F23-Delete F24-Prev Pg/Roll	

**Abstract Update screen**

Working with Abstract File	
How Abstract Update Screen was Accessed	Locating/Viewing Abstracts
Abstract & FAC Menu	To view all abstracts created on a specific date, type the date in the <i>Abstract Date</i> field. Press <b>Page Down</b> key to view all abstracts created on that date.
Hop Line	If multiple abstracts have been created for a case, press <b>Page Down</b> key to view additional abstracts.

**See Appendix A for complete list of field descriptions used on this screen.**



Tip: If an abstract has been produced (sent to DOS), there will be a date in the *Production Date* field and an X in the *Produced* field.

### Correcting an abstract

If an abstract has not been produced, correct the information and press **F3-Update**.

If an abstract has been produced, type COR in the *Use* field, correct the information and type a comment in the *Comment #1* field. Press **F3-Update**.



Tip: If an abstract is listed on an Error Report from DOS and it is not posted to the driving record, nothing is needed in the *USE* field. Correct the information on the abstract and press **F3-Update**.

### Deleting an abstract

If an abstract has not been produced, **F23-Delete** will display as an option at the bottom of the screen. You can press **F23-Delete** twice to delete an abstract.

If an abstract has been produced, type DEL in the *Use* field and a comment in the *Comment #1* field of the screen and press **F3-Update**.

### Putting an abstract on hold

You can only place an abstract in Hold status if it has not been produced. An abstract in Hold status will not be sent to DOS. Press **F7-Hold** to put an abstract in Hold status. An H will appear in the *Produced* field when an abstract is in Hold status. To remove the abstract from Hold status, press **F3-Update**.

Beginning with 2009/1 release, if the *DOB*, *DLN* or *Name* fields are changed on the ABS screen (using **F3-Update** or **F7-Update/Hold**), the Case Entry (CAS) screen will be updated and a comment will write to the ROA. See Fall 2009 Release Announcement for details.

Types of Abstracts				
Type	Type of Cases	When Produced	How to Produce	What it Does
"A" Adjudication	Drug offenses	When sentencing variables are entered	Automatically produced	Adds information to driving record
	Alcohol dismissals	At time of dismissal	Request Audit Abstract on Disposition screen (DSP).	
	All other abstractable offenses	When disposition is entered	Automatically produced	
"S" Sentencing	Alcohol and repeat offender convictions	At time of sentencing	Request Audit Abstract on Disposition screen (DSP). For multi-count cases, an audit abstract should only be requested for one count.	Reports statistical information for DOS audit report
"B" Both Adjudication and Sentencing	Drunk driving and repeat offender convictions	When plea and sentencing occur at the same time	System will automatically produce abstract on a single count case when disposition and sentencing information is updated the same day. For a multi-count case, request Audit Abstract on Disposition screen (DSP) for the count that needs audit abstract.	Adds information to driving record and reports statistical information for DOS audit report

**Abstract Use Codes**

These three-character special handling codes are used for electronic exception processing. Leave the *Use* field blank if not an exception. Any other exceptions will need to be reported manually to the District Court Records Section of DOS. The date generated notice process will automatically assign the DLN and OSN handling codes.

Abstract Use Codes	
Code	Description
AMD	Use to amend the original restricted license.
COR	Use to correct an abstract that has been posted to a driving record. You <b>must</b> also enter a comment to support the correction. "Corrected Abstract" followed by the comment will appear on the ROA.
DEL	Use to DELETE an abstract record from a person's driving record once it has been produced. It has been produced if an <b>X</b> appears in the <i>Produced</i> field on this screen. You <b>must</b> also enter a comment to support the deletion. "Abstract Removed" followed by the comment will appear on the ROA.
DLN	Used for an abstract for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically.
DUP	Use for an abstract that was reported by DOS as "POSSIBLE DUP ON DISK" when it was, in fact, a separate occurrence on the same date with the same offense code.
NOD	An abstract with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of an abstract not on disk. DOS will then create a header record for the individual.
OSN	An abstract for an out-of-state resident with an out-of-state license number or no license number. JIS inserts this code automatically.

## Update FAC Records

To access the FAC/FCJ/FCPV Update screen, type **FAC** in the *NXT* field and the **case number** in the *CASE* field on any hop line and press **ENTER**. You cannot access the FAC/FCJ/FCPV Update screen from the FAC/FCJ/FCPV Update Menu.

<b>JIS</b>		FAC/FCJ/FCPV Update			5/26/04	14:05:12	
Case Number	_____	Party	___	Count	___	Seq	___
DLN	_____	ST Use Name	_____	DOB	_____	Court	_____
Vio Date	_____	Court Date	_____	OffCd	_____	Speed	_____
				Susp	_____	Ticket/Case	_____
						W	__ D __
Street	_____	Apt/Suite	_____	City	_____	State	Zip
Attempt	_____	Offense	_____				
Ticket Number	_____	Date Susp.	_____	Date Cleared	_____	Clerk/Administrator	_____
_	Override DLN Verification			Production Date	_____	Produced	_
NXT	___	CASE	_____	PTY	___	COUNT	___
				INQ	_____	ST	___
	Enter-Inquiry			F1-Clear		F3-Update	
	F7-Update/Hold			F8-Prt Form		F9-Prt 1 on 3 pages	
				F23-Delete		F10-Prt 3 on 1 page	
						PAGE/ROLL	

**FAC/FCJ/FCPV Update screen**



Tips: If multiple suspensions have been created for a case, press **Page Down** key to view additional suspensions.

If a suspension has been produced (sent to DOS), there will be a date in the *Production Date* field and an **X** in the *Produced* field.

### Deleting an FAC/FCJ/FCPV suspension

If a suspension has not been produced, **F23-Delete** will display as an option at the bottom of the screen. You must press **F23-Delete** twice to delete a suspension.

If a suspension has been produced, type **DEL** in the *Use* field and press **F3-Update**.

### Putting a suspension on hold

You can only place a suspension in Hold status if it has not been produced. A suspension in Hold status will not be sent to DOS. Press **F7-Hold** to put a suspension in Hold status. An **H** will appear in the *Produced* field when a suspension is in Hold status. To remove the suspension from Hold status, press **F3-Update**.

**See Appendix A for complete list of field descriptions used on this screen.**

**FAC/FCJ/FCPV Use Codes**

These three-character special handling codes are used for electronic exception processing. Leave the *Use* field blank if not an exception. Any other exceptions will need to be reported manually to the District Court Records Section of DOS. The date generated notice process will automatically assign the DLN and OSN handling codes.

FAC/FCJ/FCPV Use Codes	
Code	Description
COR	Use to correct an FAC/FCJ/FCPV record that has been posted to a driving record. "FAC/FCJ/FCPV UPDATED ON FAC FILE " will appear on the ROA.
DEL	Use to delete an FAC/FCJ/FCPV record that was submitted in error once it has been produced. It has been produced if an <b>X</b> appears in the <i>Produced</i> field on this screen. "FAC/FCJ/FCPV UPDATED ON FAC FILE" will appear on the ROA.
DLN	Used for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically.
DUP	Use for an FAC/FCJ/FCPV that was reported by DOS as "POSSIBLE DUP ON DISK", when it was, in fact, a separate occurrence on the same date with the same offense code.
NOD	An FAC/FCJ/FCPV with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of a record not on disk. DOS will then create a header record for the individual.
OSN	An FAC/FCJ/FCPV for an out-of-state resident with an out-of-state license number or no license number. JIS inserts this code automatically.

Beginning with 2009/1 release, if the *DOB*, *DLN*, *ST* (state) or *Name* fields are changed on the ABS screen (using **F3-Update**, **F7-Update/Hold** or **F12-Clearance/Updated**), the Case Entry (CAS) screen will be updated and a comment will write to the ROA. See Fall 2009 Release Announcement for details.

## Processing Immediate FAC/FCJ/FCPV Clearances

Courts have the ability to process immediate clearance requests directly to Department of State if **F12-Clearance/Update** appears at the bottom of your FAC/FCJ/FCPV Update screen. The response time from DOS for acknowledgement of the request is approximately the same length of time that it takes to run a driving record. If an immediate clearance is accepted by DOS, it will be posted immediately to a defendant's driving record. **F12-Clearance/Update** will appear on the Update screen if:

- the court has a direct connection to JIS
- the court is using **SOS** on the hop line to access SOS/LEIN
- the court is sending FAC's electronically
- the court has not restricted a particular terminal from using SOS
- the court has given FAC Update security (authority) to the clerk who is signed on to the terminal



Tips: In order to clear a suspension immediately on a out-of-state driving record, you must use the Michigan DLN # that has been assigned by DOS.

Clearances can be automatically generated from the Cash program when paying cash codes DLRJ and DLRJ in full. See Cash User Guide for more information on this time saving feature.

**If an immediate clearance request is accepted by DOS**, the following actions will occur:

- The *Date Cleared* field on the FAC Update screen will be updated with the current date
- The driver's copy of the clearance will print automatically
- The following comments will appear on the ROA:
  - “SOS CLEARANCE REQUESTED”, with the date and time
  - “FAC/FCJ/FCPV CLEARANCE PRINTED”
  - “SOS CLEARANCE ACCEPTED”, with the date and time
- An immediate confirmation from DOS will print on the assigned DOS printer.

**If an immediate clearance request is rejected by DOS**, the following actions will occur:

- The following comments will appear on the ROA:
  - “SOS CLEARANCE REQUESTED”, with the date and time
  - “FAC/FCJ/FCPV CLEARANCE PRINTED”
  - “SOS CLEARANCE REJECTED”, with the date and time
- An immediate confirmation from DOS will print on the assigned DOS printer.

If the clearance request is rejected and you are unable to correct the problem and resubmit the request, you should print an immediate clearance using either **F9-Print 1 on 3 pages** or **F10-Print 3 on 1 page** and give one copy to the defendant and send a hard copy to DOS. See examples on following page.



Tip: An immediate clearance request will be rejected by DOS if the suspension has not yet been posted to the driving record.

CLEARANCE OF  
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No. S360067027088		Name ANNETTE A SWIDER			D.O.B. 02021972	Court 000D
Viol Dte 04012003	Crt Dte 04222003	Off Cd 1810	Speed	Susp J	Court File No. 03-0406A	W <input type="checkbox"/> D <input type="checkbox"/>
Street 21587 GRANDHAVEN			City BOSTON		State MI	Zip 48034
Nature of Offense CARELESS DRIVING						
Ticket No. 03-0406A						

C O U R T C O P Y

05/27/2004 WYLE E. COYOTE, COURT ADM  
Date Susp. Chief Clerk or Admin.  
Ordered

05/28/2004 WYLE E. COYOTE, COURT ADM  
Date Cleared Chief Clerk or Admin.

DSI-62 Authority Granted Under Act COURT 27777 FRANKLIN ROAD-SUITE 1300  
Rev 11/93 No. 300/1949, as amended ADDRESS SOUTHFIELD-CURRENT MI 48034

Example of F9-Prt 1 on 3 pages

CLEARANCE OF  
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No. S360067027088		Name ANNETTE A SWIDER			D.O.B. 02021972	Court 000D
Viol Dte 04012003	Crt Dte 04222003	Off Cd 1810	Speed	Susp J	Court File No. 03-0406A	W <input type="checkbox"/> D <input type="checkbox"/>
Street 21587 GRANDHAVEN			City BOSTON		State MI	Zip 48034
Nature of Offense CARELESS DRIVING						
Ticket No. 03-0406A						

MAIL THIS FORM TO:  
Michigan Dept. of State  
District Court Records  
Lansing, MI 48918-1560

05/27/2004 WYLE E. COYOTE, COURT ADM  
Date Susp. Chief Clerk or Admin.  
Ordered

05/28/2004 WYLE E. COYOTE, COURT ADM  
Date Cleared Chief Clerk or Admin.

DSI-62 Authority Granted Under Act COURT 27777 FRANKLIN ROAD-SUITE 1300  
Rev 11/93 No. 300/1949, as amended ADDRESS SOUTHFIELD-CURRENT MI 48034

CLEARANCE OF  
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No. S360067027088		Name ANNETTE A SWIDER			D.O.B. 02021972	Court 000D
Viol Dte 04012003	Crt Dte 04222003	Off Cd 1810	Speed	Susp J	Court File No. 03-0406A	W <input type="checkbox"/> D <input type="checkbox"/>
Street 21587 GRANDHAVEN			City BOSTON		State MI	Zip 48034
Nature of Offense CARELESS DRIVING						
Ticket No. 03-0406A						

DRIVER: Keep this copy in your possession whenever you drive during the next 60 days.

05/27/2004 WYLE E. COYOTE, COURT ADM  
Date Susp. Chief Clerk or Admin.  
Ordered

05/28/2004 WYLE E. COYOTE, COURT ADM  
Date Cleared Chief Clerk or Admin.

DSI-62 Authority Granted Under Act COURT 27777 FRANKLIN ROAD-SUITE 1300  
Rev 11/93 No. 300/1949, as amended ADDRESS SOUTHFIELD-CURRENT MI 48034

CLEARANCE OF  
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No. S360067027088		Name ANNETTE A SWIDER			D.O.B. 02021972	Court 000D
Viol Dte 04012003	Crt Dte 04222003	Off Cd 1810	Speed	Susp J	Court File No. 03-0406A	W <input type="checkbox"/> D <input type="checkbox"/>
Street 21587 GRANDHAVEN			City BOSTON		State MI	Zip 48034
Nature of Offense CARELESS DRIVING						
Ticket No. 03-0406A						

C O U R T C O P Y

05/27/2004 WYLE E. COYOTE, COURT ADM  
Date Susp. Chief Clerk or Admin.  
Ordered

05/28/2004 WYLE E. COYOTE, COURT ADM  
Date Cleared Chief Clerk or Admin.

DSI-62 Authority Granted Under Act COURT 27777 FRANKLIN ROAD-SUITE 1300  
Rev 11/93 No. 300/1949, as amended ADDRESS SOUTHFIELD-CURRENT MI 48034

Cut along dotted lines to separate copies

Example of F10-Print 3 on 1 page

# Display Printer Outque

Type an **X** in the *Display Printer Outq* field of the Abstract & FAC/FCJ/FCPV Menu to view the output queue for the printer that has been assigned to your terminal.

**JIS** State Court Administrative Office  
Abstract & FAC/FCJ/FCPV Menu

		Date	
-	Create Media		
-	Display Media History File		
-	Update Abstract Record		
<b>X</b>	Display Printer Outq		To view records in the printer output queue, type an <b>X</b> in <i>Display Printer Outq</i> field and press ENTER.
-	Clear Abstract Production	_____	
-	Clear FAC Production	_____	
Alp Num		Date Range	
-	Abstract List	_____ - _____	
-	Audit Review List	_____ - _____	
-	Abstract Held List	_____ - _____	
-	FAC List	_____ - _____	
-	FAC Clearance List	_____ - _____	
-	FAC Held List	_____ - _____	

**F24**-Previous Menu    Help

**Abstract & FAC/FCJ/FCPV Menu**

You can print, view, delete, etc. any of the reports that are listed in the output queue.

Press **F3-Exit** to return to the Abstract & FAC/FCJ/FCPV Menu.

For more information about working with the output queue, refer to Chapter 13 - Printing.

## Clear Abstract/FAC Production

This program allows the ability to clear a previous processing date when it is necessary to reproduce an electronic send for either Abstracts, FAC/FCJ/FCPV suspensions, or both. Although it is very rare, you may need to clear production because of technical difficulties at JIS, DOS or the court.

To clear production for a particular date, type an **X** in either the *Clear Abstract Production* or *Clear FAC Production* field and the production date in the *Date* field and press **ENTER**. The Clear Production function would clear records for **ALL** courts sharing the same AS/400.

A query program is available for courts to check if the abstract media or electronic send has been created for a given date or to check the last time an abstract media electronic send was created or cleared.

To run this query program, type **ABSCONTROL** from any IBM command line and press **ENTER**. The screen will display the following information:

- The date the media was created
- The type of process: **P** = Production    **C** = Production Cleared    **D** = Delete
- The number of abstract records
- The initials of the clerk who created the media

An example of the Abstract Control Record is shown below:

```

Query . . . : OSMDST/ABSCONTROL                               Display Report
Position to line . . . . .                               Report width . . . . . : 72
Line . . . . .1. . . . .2. . . . .3. . . . .4. . . . .5. . . . .6. . . . .7. . . . .
Shift to column . . . . .                               _____
Line  PROD DATE  TYPE OF PGM  NUMBER OF ABSTRACTS  CLERK INITIALS  DELETE DAYS
000039 09/04/03    P             296             OPR             0
000040 09/04/03    P              0             OPR             0
000041 09/04/03    P             15             OPR             0
000042 02/17/98    C           1,061             DCS             0
000043 05/15/00    C             273             DCS             0
***** ***** End of report *****

F3=Exit      F12=Cancel   F19=Left    F20=Right   F21=Split   F22=Width 80
Bottom

```

### Abstract Control Record

# Reports and Lists

Abstract and FAC/FCJ/FCPV Reports and Lists	
Report	Description
Abstract Sent to SOS List	This report is automatically generated when you create media. It lists all abstracts that were included in the file that was created and sent to DOS.
Abstract List	A list of all abstracts that have been generated. This report is automatically produced when Date Generated Notices are requested. You can also request it at any time for a specific date or a date range. If you leave the date field blank when you request the list, you will receive a list of all abstracts that have been created, but not yet electronically sent (produced).
Abstract Error List	A list of abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS. This report is automatically produced when the Abstract List is produced, if there are any errors to be reported.
Audit Review List	A list of all cases that qualify for an Audit Abstract.
Abstract Held List	A list of all abstracts that have been put on hold.
FAC/FCJ/FCPV Sent to SOS List	This report is automatically generated when you create media, and it lists all FAC/FCJ/FCPV suspensions that were included in the file that was created and sent to DOS.
FAC/FCJ/FCPV List	A list of all suspensions that have been generated. This report is automatically produced when Date Generated Notices are requested. You can also request it at any time for a specific date or a date range. If you leave the date field blank when you request the list, you will receive a list of all suspensions that have been created, but not yet electronically sent (produced).
FAC/FCJ Immediate Clearance List	A list of all FAC/FCJ/FCPV immediate clearances that have been requested. This report is automatically produced when Date Generated Notices are requested, but can be reprinted at any time. This report will indicate whether the request was accepted or rejected by DOS. This can be requested for a specific date or a date range.
FAC/FCJ/FCPV Held List	A list of all FAC/FCJ/FCPV suspensions that have been put on hold.

 Abstracts Sent to SOS List

This report is automatically produced when you create media. See pages 10-2 through 10-4 for more information on Creating Media.

This report is listed in the output queue with a File Name of **SOSPRT**, and User Data of **ABSTAPELST**.

RUN DATE: 05/12/04 15:21		15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034				PAGE 1	
ABSTRACTS SENT TO SOS							
NUMBER	CASE NO.	DLN	NAME	DOB	VIOLATION ADJUDICATE		ABS
					DATE	DATE	OFF SPEED JUDGE SI VEH TYP
2	03-2202A		DEL MARK LILLY		11/01/03	11/07/03	1800 PA A
2	03-1104C		DLN ANDY WILLIAMS		8/10/03	4/07/04	9200 A
	Fine: 0 Jail:		Comsrv: Rehab: OrgChg:9200 Trial: Revoke: Susp:0120 Rest:0060X Judge2:		Hours: Days:		
	Work Location#1:						
4	04-0099		DLN LOUISE SMITH		4/09/03	4/09/04	1810 PA A
1	04-0415		DLN WILLIAM FARNUM		2/01/04	3/01/04	1025 20230 B
	Fine: 845 Jail:		Comsrv: Rehab:N OrgChg:1025 Trial:P Revoke: Susp: Rest: Judge2:20230				
2	04-0415A		DLN WILLIAM FARNUM		2/01/04	3/01/04	1025 20230 A
	Fine: 0 Jail:		Comsrv: Rehab: OrgChg:1025 Trial:P Revoke: Susp: Rest: Judge2:				
1	04-0409E	D400799013760	TOM DOOLEY		10/02/72	1/01/04	2/10/04 1025 20230 PA B
	Fine: 845 Jail:		Comsrv: Rehab:N OrgChg:1025 Trial:P Revoke: Susp: Rest: Judge2:20230				
3	04-0129	F652603429435	MICHAEL JOHN FRANKLIN		6/10/58	1/22/04	3/14/04 1025 12345 PU B
	X Plate#:392PXL Veh Yr/Make/VIN:2000/CHEV/490D9S898CLD928D7 Veh Forf: Immobilization:N Start Date: #Days:		Comsrv: Rehab:N OrgChg:1025 Trial:P Revoke: Susp: Rest: Judge2:12345				
1	112702A	H400500900231	KELVIN HARDY		1/30/61	10/31/02	3/10/04 3260 12345 PA A
	X Plate#:SMK832 Veh Yr/Make/VIN:2002/MERZ/23F45T67J90L0P9M8 Veh Forf: Immobilization:N Start Date: #Days:		Comsrv: Rehab:N OrgChg:1025 Trial:P Revoke: Susp: Rest: Judge2:12345				
58	00-5998	F859209801989DEL	DIANE PALLETT		12/12/49	1/13/00	7/31/01 3200 PA A
7	03-20193	S530115051020DEL	CHAD ALLEN SMITH		1/06/74	3/20/03	7/21/03 1800 34389 A
TOTAL # ABSTRACTS SENT TO SOS							

Abstracts Sent to SOS List

 **Abstract List**

The Abstract List includes all abstracts which have been generated on a specific date. The list is automatically produced when Date Generated Notices are requested. You can reprint a list at any time. The list can be printed in alphabetic or numeric order. You can specify a particular date or a date range when requesting the list. If the date range is omitted, you will receive a list of all abstracts which have been generated, but don't have an **X** in the *Produced* field yet.

This report is listed in the output queue with a *File Name* of **SOSPRT**, and *User Data* of **ABSPRT**.

SRQ NUMBER		CASE NO.	DLN	NAME	DOB	VIOLATION ADJUDICATE		OFF	SPEED	JUDGE	SI	VRH	ABS TYP
						DATE	DATE						
1	02-1003			DLN STANLEY DAVISON		8/12/02	2/11/03	9200					A
	Fine:	0	Jail:	Cmsrv: Rehab: OrgChg:9200	Trial: Revoke: Susp: Rest:					Judge2:			
2	03-0201	K584398885434		BRUCE KNIGHT		3/14/64	2/01/02	4/22/04	1010	12345		PU	B
	Fine:	1168	Jail:	Cmsrv: 30 Rehab:N OrgChg:1010	Trial:P Revoke: Susp: Rest:					Judge2:12345			
3	03-0221			DLN RANDY CARR		1/12/02	4/12/04	1000		12345		PU	B
	Fine:	1062	Jail:	10 Cmsrv: 5 Rehab:N OrgChg:1000	Trial:B Revoke: Susp: Rest:					Judge2:12345			
4	03-0221			DLN RANDY CARR		1/12/02	4/22/04	3200				PU	A
5	04-0020	W252067564772		ANITA LYNETTE WASHINGTON		10/07/50	1/01/04	4/19/04	1200	12345		PA	B
	Fine:	496	Jail:	90 Cmsrv: 14 Rehab:N OrgChg:1025	Trial:P Revoke: Susp: Rest:					Judge2:12345			
6	04-0401	L520373676128		JASON PAUL LYONS		2/18/72	1/12/04	3/22/04	1025	12345		PA	A
	Fine:	0	Jail:	Cmsrv: Rehab: OrgChg:1025	Trial:B Revoke: Susp: Rest:					Judge2:			
7	04S234443	K620085585633		BELINDA MARIE KROUSE		8/13/69	2/01/04	3/01/04	1810	1111		PA	A
8	04S451124	L635135270947		DAVID G LONDON		12/13/71	3/01/04	4/01/04	2000	06655 1111		PU	A

Abstract List - Numeric

## Abstract Error List

This report lists all abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS. These cases did not pass the built-in Name/DOB/DLN edit on the Case Entry Screen. See Chapter 3 - Case Entry for more information on the edit.

The following error messages may be displayed on this report:

BLANK DIGITS IN DLN NO  
 LAST NAME: 1ST-CHARACTER INVALID  
 POSSIBLE DOB ERROR - CHK  
 UNEQUAL COMPUTED NUMBER

This report is automatically produced when the Abstract List is produced, if there are any errors to be reported.

This report will be listed in the output queue as **SOSERR**.

RUN DATE: 04/22/04		15TH DISTRICT COURT		PAGE 1		
FOR: 04/22/04 - 04/22/04		27777 FRANKLIN ROAD SUITE 1300				
		JIS MI 48034				
LIST OF ABSTRACT ERRORS-NUMERIC						
SEQ NUMBER	CASE NO.	NAME	DOB	DLN ENTERED	DLN COMPUTED	ERROR MESSAGE
2	03-0201	BRUCE KNIGHT	3/14/64	K584-398-885-434	K523-098-021-194	UNEQUAL COMPUTED NUMBER
8	04S451124	DAVID G LONDON	12/13/71	L635-135-270-947	L535-135-270-947	UNEQUAL COMPUTED NUMBER

Abstract Error List

Effective September 12, 2009, the Michigan Department of State (DOS) implemented changes in issuing Driver Licenses and Personal Identification Cards. When a driver changes their name, or corrects a date of birth, the driver will no longer be issued a new Driver License Number (DLN). Abstracts on cases where the DLN does not comply with the previous edit will appear on this list with an error of **UNEQUAL COMPUTED NUMBER** however these abstracts should still be submitted to DOS without modification.

 **Audit Review List**

This report contains information for all cases that qualify for an Audit Abstract. You can request a specific date or a date range when requesting the report. **The date used for the report is the date of offense.**

Generating this report on a regular basis is an excellent way to determine if an Audit Abstract ("S" type abstract) has been requested on cases where adjudication and sentencing occur at different times. It would be especially helpful to run this report prior to the Department of State's annual Drunk Driving Audit Report, which is published each spring, so that corrections could be made prior to the publication of that report.

This report is listed in the output queue with a *File Name* of **H8x11**, and *User Data* of **ABSALCS**.

RUN DATE: 05/27/04		16TH DISTRICT COURT		PAGE 1	
FOR: 01/01/04 - 04/30/04		27777 FRANKLIN ROAD-SUITE 1300		SOUTHFIELD-CURRENT MI 48034	
AUDIT REVIEW LIST					
CASE NO.	OFFENSE DATE	CHARGE CODE	DISPO DATE	DISPO CODE	
04-0331A	3/01/04	S3200	3/31/04	DS14	
Abstract Seq:	00001	Date:	5/05/04	Type:B	X Production: 5/27/04
Fine: \$200	Jail:	ComSrv:		Alc Pgm: N	Sent Judge: 12345
Veh Forf:	Immobilization: N	Start Date:			#Days:
04-0331B	3/01/04	S3200	3/31/04	DS49	
04-0331C	3/01/04	S3200	3/31/04	DS49	
04-0331D	3/01/04	S3200	3/31/04	DS08	
Abstract Seq:	00003	Date:	5/05/04	Type:A	X Production: 5/27/04
04-2212	2/26/04	1025	5/27/04	DS01	
Abstract Seq:	00002	Date:	5/27/04	Type:A	X Production: 5/27/04
Abstract Seq:	00003	Date:	5/27/04	Type:S	X Production: 5/27/04
Fine: \$820	Jail: 4	ComSrv: 6	Alc Pgm: Y		Sent Judge: 12345
04-3882	2/10/04	1025	3/01/04	DS14	
Abstract Seq:	00001	Date:	5/27/04	Type:B	X Production: 5/27/04
Fine: \$852	Jail: 5	ComSrv: 10	Alc Pgm: Y		Sent Judge: 20230
Veh Forf:	Immobilization: Y	Start Date:	5/01/04		#Days: 45

Audit Review List



## Abstract Held List

This list will include all abstracts that have been placed in a Hold status. When an abstract is in Hold status, it will not be included in the file that is created when you create media. Abstracts cannot be put on Hold status if they have been produced (an **X** appears in the *Production* field).

To put an abstract on hold, press **F7-Hold** on the Abstract Update Screen (ABS). An abstract that is in Hold status will have an **H** in the *Produced* field. To remove an abstract from Hold status, press **F3-Update** on the Abstract Update Screen.

This report is listed in the output queue as **ABSHELD**.

RUN DATE: 05/27/04		16TH DISTRICT COURT 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034				PAGE 1				
LIST OF ABSTRACTS HELD										
CASE NO.	DLN	USE	NAME	DOB	VIOLATION DATE	ADJUDICATION DATE	OFFENSE CODE	SPEED	ABS PAPER TYP PLATE	HELD DATE
03-0422X	A483928983748		ALLEN S APRIL	04/02/62	04/22/03	04/22/03	1800		A	05/27/04
03-0902	G392090029099		CHARLES M GREEN	05/01/44	08/01/03	09/17/03	1000		A	05/27/04
04-0331	S398020029389		MARY SUSAN SWANSON	04/04/60	03/01/04	03/31/04	3200		B	05/27/04

Abstract Held List

 **FAC/FCJ/FCPV Sent to SOS List**

This report is automatically produced when you create media. See pages 10-2 through 10-4 for more information on Creating Media.

This report is listed in the output queue with a *File Name* of **FACRPT**, and *User Data* of **FACPRODTPE**.

RUN DATE: 05/27/04		16TH DISTRICT COURT 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034				PAGE: 1			
<b>FAC/FCJ/FCPV SENT TO SOS</b>									
DLN	NAME	CASE NO.	SUSP DATE	SUSP TYPE USE	DOB	OFFENSE DATE	COURT DATE	CHARGE	SPEED
A536549777258	LOUIS STEVEN ANDERSON	03-0401A	05/27/04	J	04/01/80	04/01/03	04/30/03	1810	
B343368027917	JANICE A BEDWALD	03-0403A	05/27/04	J	12/01/36	04/01/03	04/22/03	1810	
B343368027917	JANICE B BEDWALD	03-0403B	05/27/04	J	12/01/36	04/01/03	04/22/03	1810	
C200758501435	SAMANTHA LEIGH COOK	03-0414CC3	05/27/04	J	06/10/68	01/01/03	01/22/03	9200	
D652765886780	SHARON WILSON DEARING	03C0422A	05/27/04	F	10/10/80	04/01/03	04/22/03	1800	
H326139027258	DELPHENE A HATCHER	03-0405A	05/27/04	J	04/01/63	04/01/03	04/22/03	1810	
M460676027265	PATRICIA A MILLAR	03-0422A	05/27/04	J	04/04/56	04/01/03	04/22/03	1810	
S360067027088	ANNETTE A SWIDER	03-0406A	05/27/04	J	02/02/72	04/01/03	04/22/03	1810	
S360085027412	BEVERLY A SETAR	03-0417A	05/27/04	J	06/01/72	04/01/03	06/30/03	1810	
S534585027162	MARTIN A SCANDELIO	00-3000	05/27/04	J	03/02/54	08/30/00	09/20/00	1000	
W452303760258	HENRY SCOTT WILLIAMS	03-0430A	05/27/04	J	04/01/80	04/01/03	04/22/03	1810	
TOTAL FACS SENT		11							

**FAC/FCJ/FCPV Sent to SOS List**

 **FAC/FCJ/FCPV Case List**

The FAC/FCJ/FCPV List includes all suspensions which have been generated on a specific date. The list is automatically produced when Date Generated Notices are requested. You can reprint a list at any time. The list can be printed in alphabetic or numeric order. You can specify a particular date or a date range when requesting the list. If the date range is omitted, you will receive a list of all suspensions which have been generated, but don't have an **X** in the *Produced* field yet.

This report is listed in the output queue with a *File Name* of **FACRPT**, and *User Data* of **FACNAMLST** if it was requested alphabetically, and **FACCASLST** if it was requested numerically.

RUN DATE: 04/22/04		15TH DISTRICT COURT				PAGE		1		
FOR: 04/22/04 - 04/22/04		27777 FRANKLIN ROAD SUITE 1300								
		JIS		MI 48034						
FAC/FCJ/FCPV CASE LIST - NUMERIC										
CASE NO.	NAME	USE	DLN	DOB	VIOLATION DATE	COURT DATE	COUNT	OFF	SPEED	SUSP TYPE DATE
04-0218	ERIC PAUL DELGADO	DLN		06/17/59	01/12/04	03/09/04	01	1220		F 04/22/04
04S24815	CONRAD B ZELINSKI		Z452122080528	07/04/57	01/01/04	01/15/04	01	1810		J 04/22/04

FAC/FCJ/FCPV Case List - Numeric

## FAC/FCJ/FCPV Immediate Clearance List

The FAC/FCJ/FCPV List includes all immediate clearances which were requested on a specific date. The list is automatically produced when Date Generated Notices are requested. You can reprint a list at any time. The list can be printed in alphabetic or numeric order. You can specify a particular date or a date range when requesting the list.

The column on the far right will display whether the request was accepted or rejected by DOS. If a record was rejected, try your request again after you have resolved the reason for the rejection, or produce a hard copy FAC clearance form and mail it to DOS. More information on producing immediate clearances can be found on pages 10-12 through 10-14 of this User Guide.

This report is listed in the output queue as **FACCLR**.

RUN DATE: 04/22/04		15TH DISTRICT COURT				PAGE 1				
		27777 FRANKLIN ROAD SUITE 1300								
		JIS, MI 48034								
FAC ELECTRONIC CLEARANCE LIST - NUMERIC										
CASE NO.	NAME	DLN	DOB	CNT	DATE	TIME	W/D	DATE	TIME	RESPONSE
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A	ACCEPT
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A	ACCEPT
01S43992	SHANTAY COSNER	C636755001172	3/06/1980	1	4/22/04	249P	D	4/22/04	249P	ACCEPT
03S81511	CARLOS MIGUEL DOANTAE	D562108603313	4/23/1977	1	4/22/04	950A		4/22/04	950A	ACCEPT
03S96686	THERESE MARIA LINDSEY	L122792585726	9/19/1964	1	4/22/04	324P		4/22/04	325P	ACCEPT
04S01521	SENGE SANTIAGO	S450862646906	11/27/1957	1	4/22/04	952A	D	4/22/04	953A	ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	851A	ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	852A	REJECT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	928A		4/22/04	929A	REJECT

FAC Electronic Clearance List - Numeric

Effective Fall 2008, a second report, "Clearance Requests Not Sent to SOS List" will also generate. Please refer to Fall 2008 Announcement for Details.

Effective November 2010, when a suspended ticket is paid online (for courts that have web cash), the system will submit an electronic clearance. These will also appear on either the "FAC Electronic Clearance List" or the "Clearance Requests Not Sent to SOS List".

 **FAC/FCJ/FCPV Held List**

This list will include all suspensions that have been placed in a Hold status. When a suspension is in Hold status, it will not be included in the file that is created when you create media. Suspensions cannot be put on Hold status if they have been produced (an **X** appears in the *Production* field).

To put a suspension on hold, press **F7-Update/Hold** on the FAC Update Screen (FAC). A suspension that is in Hold status will have an **H** in the *Produced* field. To remove a suspension from Hold status, press **F3-Update** on the FAC Update Screen.

This report is listed in the output queue with a *File Name* of **FACRPT**, and *User Data* of **FACHELDLST**

RUN DATE: 05/27/04		16TH DISTRICT COURT 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034						PAGE 1					
LIST OF FAC/FCJ/FCPVS HELD													
CASE NO.	SUSP DATE	HELD TYPE	HELD DATE	COUNT	SEQ	DLN	USE	NAME	DOB	VIOLATION DATE	COURT DATE	OFFENSE CODE	SPEED
04-0331A	05/27/04	J	05/27/04	01	1	J520585429557		MARK JOHN JONES	07/14/58	03/01/04	03/31/04		3200

FAC/FCJ/FCPV Held List

# Report Generator

11



*This chapter will provide information on creating reports where you select the criteria.*

The report generator program gives courts flexibility in obtaining database information that may not be contained in other system reports. Each court has the ability to create their own reports based on specific selection criteria.

There are four types of Report Generators, which are described below.

Report Generator Options	
Type of Generator	Description
Case Selection	Retrieve case information including defendant, charge and disposition information. This is the most commonly used report generator in the Traffic/Criminal Module.
Officer File Selection	Access information from the Officer File, including agency number, badge number and officer name.
Calendar File Selection	Retrieve information for Traffic, Criminal and Probation cases that have been scheduled on the court's calendar (docket). Data selections include, but are not limited to, docket date, type of hearing and judge.
Purge File Selection	Retrieve information from cases which have been purged. If a purge has never been performed, there will not be any information in this file.



Tips: One basic principle to remember is that when a report is submitted, the entire database will be checked for information. It is always best to have some limiting factor(s) selected to narrow the search, so the report will complete sooner, i.e. use of date ranges, case types, case status, etc.

All cases listed on a report will be in numeric order unless the sorting feature has been used.

The best way to understand report generator is to practice using it!

To access the Report Generator, choose option 7 from the Traffic/Criminal Subsystem Menu or option 4 from the Probation Subsystem Menu. The example shown below is from the Traffic /Criminal Module.

```

JIS State Court Administrative Office
      Traffic/Criminal Subsystem

Select one of the following:

1. Traffic/Criminal Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Abstract & FAC/FCJ/FCPV Menu
7. Report Generator
8. Batch Show Cause Processing

Option: 7
    
```

**To access Report Generator, type a 7 in the Option field and press ENTER.**

F24-Previous Menu

**Traffic/Criminal Subsystem Menu**

```

JIS State Court Administrative Office 5/12/04 09:00:24

REPORT GENERATOR MENU

1. Case Selection
2. Officer File Selection
3. Calendar File Selection
4. Purge File Selection

Enter Option      1
Retrieve Reports ??  
    
```

**Enter option number for the type of report generator you want to use.**

**To retrieve a report that has already been created, type an X in the Retrieve Reports ?? field.**

**To create a new report, leave field blank.**

F24-Previous Menu Help

**Report Generator Menu**

For more information on retrieving reports, see next page.

# Retrieving Reports

To retrieve a report generator which has already been created, type an **X** in the *Retrieve Reports ??* field on the Report Generator Menu. You must also enter an option number **1**, **2**, **3** or **4** in the *Enter Option* field.

JIS 5/13/04 09:07:13

REPORT GENERATOR SAVED REPORTS

Report name      Enter Option: 1-Select      4-Delete      Court ID and user initials

_ CI - NP - BY CHARGE	D1500BKD	CASE	*STD	1 SPACES
_ DICN	D1500BKD	CASE	*STD	
_ DISPO-41	D1500BKD	CASE	*STD	
_ PROBATION/WARRANTED	D1500BKD	CASE	*STD	
_ TEST ALL FIELDS	D1500BKD	CASE	*STD	
_ TEST EVENT CODE	D1500BKD	CASE	*STD	1 SPACES
_ 9.14	D1500BKD	CASE	*STD	1 SPACES
_ IDENTIFY EXPIRED CDS	D1500DCS	CASE	*STD	
_ CURRENT CASES	D1500EJK	CASE	*STD	
_ CASE LIST	D1500KJS	CASE	*STD	1 SPACES
_ CLOSED & WARRNT	D1500KJS	CASE	*STD	
_ NON-PUBLIC	D1500KJS	CASE	*STD	1 SPACES
_ OMIT CLOSED	D1500KJS	CASE	*STD	
_ OPEN	D1500KJS	CASE	*STD	
_ SORT BY STATUS	D1500KJS	CASE	*STD	

F24- Previous Menu Help

**Report Generator Saved Reports List**

To select a report, type a **1** in front of the report and press **ENTER**.

To delete a report, type a **4** in front of the report and press **ENTER**.



Tip: Reports will be sorted alphabetically under each user's initials. The user initials are determined when a report is saved.

# Report Generator Options

## Case Selection

This is the most commonly used Traffic/Criminal Report Generator.

- There are two screens of field names, a total of 90 fields to choose from.
- Up to 35 fields of information can be **printed** on a report.
- A report will print seven fields of data on each line; the data will print on subsequent lines if more than seven fields are being printed.
- When printing an address, it will count as seven fields and always print on one full line.
- Defendant name, Victim/Desc, DLN and VIN all count as two fields.

The first screen contains mostly case information and is displayed below.

JIS		REPORT GENERATION SELECTION		5/15/06	09:31:01
Title	_____	PIN Number	_____		
_ Case Number	_____	_ Address	_____		
_ Name	_____	_ Victim/Desc	_____		
_ Case Type	___ _ _ _	_ Offense Date	_____ - _____		
_ Status	- - - -	_ Offense Time	_____ - _____		
_ PO Judge	_____	_ Issue Date	_____ - _____		
_ Judge of Record	_____	_ Birthdate	_____ - _____		
_ Venue	___	_ Authorize Dt	_____ - _____		
_ Phone Number	_____	_ DLN State	___ CDL ___		
_ Driver License	_____	_ Entry Date	_____ - _____		
_ Attorney	_____ Appointed	_ Vehicle Type	___ _ _ _		
_ Prosecutor	_____	_ Agency #2	_____		
_ Agency #1	_____	_ Officer #2	_____		
_ Officer #1	_____	_ Plate# /Year	_____ _		
_ Accident/Injury	_	_ Plate# State	___		
_ Zip Code	_____	_ Current Charge	_____		
_ Original Charge	_____	_ Current SOS	_____		
_ Original SOS	_____	_ Current Att/Cons/Sol	_____		
_ Original Att/Cons/Sol	___	_ Balance Due	_____ - _____		
_ Total F & C	_____ - _____	_ Filing Date	_____ - _____		
_ Civ/Misd/Fel	_				
_ CCW #	_____				
F24-Previous Menu		Page/Roll		Help	

1st screen of Case Selection report generator

See pages 11-9 through 11-13 for Report Generator Field Descriptions  
See pages 11-14 through 11-18 for Report Generator Selection Options

Use your **Page/Roll** keys to access the second screen.

The second screen of the Case Selection Report Generator contains mostly disposition information.

<b>JIS</b>		REPORT GENERATION SELECTION		5/15/06 09:35:12	
- Disposition	_____ - _____	- Close Date	_____ - _____	- Probation Officer	_____
- Xreference	_____	- SID	_____	- Next Action	_____
- CTN	_____ TCN _____	- Next Date	_____ - _____	- Next Judge	_____
- Warrant Code	_____ - _____	- Next Judge	_____	- Non-Public	_____ Delayed
- Warrant Date	_____ - _____	- Deferred	_____ - _____	- Sentence Date	_____ - _____
- Recall Date	_____ - _____	- FAC Date	_____ - _____	- Rehab	_____ - _____
- Arraignment	_____ - _____	- Prob End Date	_____ - _____	- Probation Term	_____ - _____
- Sex	_____ Race _____	- Jail Term	_____ - _____	- Optional Jail Term	_____ - _____
- Disposed Date	_____ - _____	- Jail Location	_____	- Restitution	_____ - _____
- Disposed Code	_____ - _____	- Event Code	_____	- Event Clerk	_____
- Plea Date	_____ - _____	- Immob Start Date	_____ - _____	- Immob Days	_____ - _____
- Plea Code	_____ - _____	- Paper Plate	_____ VIN _____	- Vehicle Make	_____
- Suspension	_____	- Vehicle Year	_____	- Veh Forfeit	_____
- Suspension Days	_____ - _____	- F24-Previous Menu	_____	- Page/Roll	_____
- Restriction Days	_____ - _____	- Help	_____		
- Community Service	_____ - _____				
- Service in Lieu	_____ - _____				
- Event Date	_____ - _____				
- Event Term	_____ - _____				

2nd screen of Case Selection report generator



Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Case Type).

Fields *without* a blank after them may only be printed and sorted (e.g., Name).

You may print and select a range for fields with a “\_\_\_\_\_ - \_\_\_\_\_” after the field name.

See pages 11-9 through 11-13 for Report Generator Field Descriptions  
 See pages 11-14 through 11-18 for Report Generator Selection Options

## Officer File Selection

This report generator can be used to access information stored in the Officer File.

JIS5/11/04 15:15:32

Officer File

Title \_\_\_\_\_

  \_ Agency \_\_\_\_\_

  \_ Badge Number

  \_ Name

F24-Previous MenuHelp

**Officer File report generator**



Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Agency).

Fields *without* a blank after them may only be printed and sorted (e.g., Badge Number and Name).

**See pages 11-9 through 11-13 for Report Generator Field Descriptions  
See pages 11-14 through 11-18 for Report Generator Selection Options**

 **Docket File Selection**

This was renamed to  
Calendar File in Spring 2007

This report generator can be used to access information for cases which have been scheduled on the court's docket (calendar). Traffic, Criminal and Probation cases are included. **Note: Non-case (supplemental) docket entries are not included in the Docket File, and therefore will not appear in a requested report.**

JIS XXXXXXXXXX
Calendar File
5/11/04 15:16:03

Title \_\_\_\_\_

Case Number \_\_\_\_\_  
 Docket Date \_\_\_\_\_ - \_\_\_\_\_  
 Time \_\_\_\_\_ - \_\_\_\_\_  
 Name \_\_\_\_\_  
 Action \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Judge \_\_\_\_\_  
 Case Type \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

[F24-Previous Menu](#)
[Help](#)

**Docket File report generator**



Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Case Number, Docket Date, etc.).

Fields *without* a blank after them may only be printed and sorted (e.g., Name).

You may print and select a range for fields with a “\_\_\_\_\_ - \_\_\_\_\_” after the field name.

**See pages 11-9 through 11-13 for Report Generator Field Descriptions**  
**See pages 11-14 through 11-18 for Report Generator Selection Options**

## Purge File Selection

This report generator can be used to access information found in your purged case file. If a purge has never been performed, there will not be any information in this file.

JIS XXXXXXXXXX
5/11/04 15:16:47

### Purge File Selection

Title \_\_\_\_\_

<ul style="list-style-type: none"> <li>— Case Number _____</li> <li>— Purge Date _____ - _____</li> <li>— Disposition Date _____ - _____</li> <li>— Birthdate _____ - _____</li> <li>— Offense Date _____ - _____</li> <li>— Case Type _____ - _____ - _____</li> <li>— Civ/Misd/Fel _____</li> <li>— Driver License _____</li> <li>— DLN State _____</li> <li>— Total Fine _____ - _____</li> </ul>	<ul style="list-style-type: none"> <li>— Name _____</li> <li>— Charge _____</li> <li>— Disposition Code _____ - _____ - _____</li> <li>— Xreference# _____</li> <li>— F&amp;C Suspended _____</li> <li>— Jail Term _____ - _____</li> <li>— Jail Suspended _____</li> <li>— Optional Jail Term _____ - _____</li> <li>— Probation Term _____ - _____</li> <li>— Non-Public _____</li> </ul>
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F24-Previous Menu
Help

### Purge File report generator



Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Case Number, Xreference #).

Fields *without* a blank after them may only be printed and sorted (e.g., Name, Charge).

You may print and select a range for fields with a “\_\_\_\_\_ - \_\_\_\_\_” after the field name.

See pages 11-9 through 11-13 for Report Generator Field Descriptions  
 See pages 11-14 through 11-18 for Report Generator Selection Options

Report Generator Field Descriptions		
Field Name	Gen type & location*	Description/Format
Accident/Injury	C1L	You can choose one of the following: <b>P</b> - Property Damage <b>I</b> = Personal Injury <b>D</b> = Death
Action	D	Up to four scheduling codes can be entered. A list of scheduling codes can be found in Appendix E.
Address	C1R	Address of the defendant. Printing of the address on a report will count as seven columns, and take one entire print line.
Agency	O	Agency number from the Officer File. You may select a specific agency by typing that number to the right of the <i>Agency</i> field.
Agency #1	C1L	Agency number for Officer #1.
Agency #2	C1R	Agency number for Officer #2.
Appointed	C1L	Can be used to identify cases where the <u>current</u> attorney of record was appointed. You must have an option in the <i>Attorney</i> field when using this field.
Arrestment	C2L	Date or date range that an arrestment was held.
Attorney	C1L	Five-digit bar number of the attorney of record.
Authorize Date	C1R	Date that was entered in the <i>Authorize Complaint Date</i> field on the Case Entry Screen (CAS).
Badge Number	O	Badge Number from the Officer File.
Balance Due	C1R	Specific amount or range of amounts of balances still owed to the court entered in whole dollars. e.g. type <b>200 - 500</b> for \$200.00 - \$500.00.
Birthdate	C1R, PL	Defendant's date of birth. You can use a specific date or a date range.
Case Number	C1L, D, PL	Case number. A wildcard can be used in this field. Use an asterisk (*) in the field after the common denominator, i.e. <b>06-*</b>
Case Type	C1L, D, PL	You can specify up to four case types. <b>(FY, FT, FD, SD, OD, SM, OM, ST, OT, SN, ON, SI, OI, SK, OK, EX)</b>
CCW#	C1L	The pistol permit number on concealed weapons violations. A wildcard can be used in this field.
Charge	PR	Short description of the charge.
Civ/Misd/Fel	C1L, PL	You can choose one of the following: <b>C</b> - Civil Infraction <b>M</b> - Misdemeanor <b>F</b> - Felony
Close Date	C2R	The date, or date range, that a case was put in closed (C) status.
Community Service	C2L	Number of <b>days</b> of community service that a defendant has been sentenced to complete. A range of days can be specified.
CTN	C2L	Criminal Tracking Number. A wildcard can be used in this field.
Current Att/Cons/Sol	C1R	You can choose one of the following for the current charge: <b>A</b> - Attempt <b>C</b> - Conspire <b>S</b> - Solicit
Current Charge	C1R	Current charge code. This would be different from the Original Charge field if there has been a reduction or amendment in the charge. You can use wildcard feature in this field. (See Original Charge)
Current SOS	C1R	Four-digit SOS code associated with the current charge. This would be different from the Original Charge field if there has been a reduction or amendment in the charge. You can request up to four codes. Not all charges have an SOS code associated with them. Use wildcard <b>AA</b> (all alcohol) in the first field to the right of <i>Original</i> SOS to access information on all alcohol-related cases.
*Gen Type: C = Case Selection O = Officer File D = Docket File P = Purge File Location: 1 = 1st screen 2 = 2nd screen L = Left column R = Right column Example: C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column		

Report Generator Field Descriptions (Continued)		
Field Name	Gen type & location*	Description/Format
Deferred	C2R	Used to identify cases that are <u>currently</u> in deferred status. You can choose up to four of the following codes to identify cases that are <u>currently</u> in a specific deferred status: <b>01</b> - 7411, <b>02</b> - HYTA, <b>03</b> - Spouse Abuse, <b>04</b> - PUI, <b>05</b> - MIP, <b>06</b> - Drug Court
Delayed	C2L	Cases where sentence has been delayed pursuant to MCL 771.1. Note: If a subsequent dismissal has been entered on a case, the case will no longer be considered as a delayed sentence.
Disposed Code	C2L	Two-digit disposition code. You can select up to four different codes. A list of disposition codes can be found in Appendix F.
Disposed Date	C2L	Date or date range that a <b>charge</b> was disposed.
Disposition	C2L	The <b>case</b> disposition date. If a case has more than one charge, this is the date which the last disposition was entered. This is the date used for caseload statistics. A specific date or date range can be selected.
Disposition Code	PR	Two-digit disposition code. You may select up to four different codes. A list of disposition codes can be found in Appendix F.
Disposition Date	PL	Date or date range that a <b>case</b> was disposed.
DLN State	C1R,PL	Two-letter state abbreviation for the state that issued the driver license. A list of state abbreviations can be found in Appendix M.
Docket Date	D	Date or range of dates that an event is scheduled on the calendar (docket).
Driver License	C1L, PL	Defendant's driver license number. A wildcard can be used in this field. This field will use two columns to print.
Entry Date	C1R	The system date the case was actually entered into the system. You can use a specific date or a date range. <i>Keep in mind that the <b>entry date</b> is not always the same as the <b>offense date</b>, <b>filing date</b> or <b>issue date</b>.</i>
Event Clerk	C2R	The two or three-character initials of the clerk who entered the code requested in the <i>Event Date</i> and/or <i>Event Code</i> fields.
Event Code	C2R	A four-character code for an action that occurred on the case. You can find the code used by looking at the Action screen (ACT). You must specify one, two, three or four codes to the right of the <i>Event Code</i> field. If multiple codes are selected (S) or printed (P), your report will reflect all cases that contain <b>any</b> of the specified codes. If you want a report that lists only cases in which <b>all</b> of the selected codes have been used, type an <b>A</b> in front of <i>Event Code</i> . A wildcard can be used in this field.
Event Date	C2L	Date or date range that a proceeding or action occurred on a case. When selecting a date range, it is recommended that the date range be small (e.g. 010106 - 013106) to facilitate processing.
Event Term	C2L	Numeric term associated with an event code, e.g. jail term, community service term, etc. Type a <b>D</b> in the space following the number to indicate <i>days</i> .
F&C Suspended	PR	Will indicate whether or not fines and costs were suspended.
FAC Date	C2R	Date or date range that a FAC/FCJ/FCPV suspension was generated.
*Gen Type:	C = Case Selection   O = Officer File   D = Docket File   P = Purge File	
Location:	1 = 1st screen   2 = 2nd screen   L = Left column   R = Right column	
Example:	C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column	

Report Generator Field Descriptions (Continued)		
Field Name	Gen type & location*	Description/Format
Filing Date	C1R	Date that appears or was entered in the Filing Date field on the Case Entry screen (CAS). You can enter one specific date or a date range. <i>Keep in mind that the <b>filing</b> date is not always the same as the <b>offense</b> date, <b>issue</b> date or <b>entry</b> date.</i>
Immob Days	C2R	Number or range of days that a vehicle was ordered immobilized.
Immob Start Date	C2L	Date or date range that the vehicle immobilization was ordered to begin.
Issue Date	C1R	Date that appears or was entered in the Complaint /Iss Date field on the Case Entry screen (CAS). You can enter one specific date or a date range. <i>Keep in mind that the <b>issue</b> date is not always the same as the <b>offense</b> date, <b>filing</b> date or <b>entry</b> date.</i>
Jail Location	C2R	Jail location code.
Jail Suspended	PR	Whether or not the jail term was suspended.
Jail Term	C2R, PR	The number of <b>days</b> of a jail sentence. A range of days can be specified.
Judge	D	Bar number of the judge for the next scheduled event.
Judge of Record	C1L	Bar number of the judge of record, if it was entered on the Case Entry screen (CAS).
Name	C1L, D, PR	Defendant's name. When sorted, this field will be in alphabetical order by last name. This field will use two columns to print.
	O	Officer's name from the Officer File.
Next Action	C2R	A four-character scheduling (AJ) code that corresponds to the date(s) in the Next Date field. You can request up to four codes. A list of scheduling codes can be found in Appendix E.
Next Date	C2R	A date or date range signifying the last event scheduled for the case. If only one event is scheduled, that event will be the "Next Event" scheduled on the case.
Next Judge	C2R	The bar number of the judge that is associated with the <i>Next Action</i> field or the <i>Next Date</i> field. Type a <b>P</b> in the first position of the field, without any numbers, to print whatever judge is associated with the next action or next date.
Non-Public	C2R, PR	Enter a <b>Y</b> to the right of Non-Public to select only cases that are in Non-Public status.
Offense Date	C1R, PL	Date of offense, i.e. <b>042206</b> . You can enter one specific date or a date range. <i>Keep in mind that the <b>offense</b> date is not always the same as the <b>filing</b> date, <b>issue</b> date or <b>entry</b> date.</i>
Offense Time	C1R	Time of the offense, i.e. <b>0800A</b> . You can enter a specific time or a time range. You must include <b>A</b> for am or <b>P</b> for pm.
Officer #1	C1L	Name of Officer #1.
Officer #2	C1R	Name of Officer #2.
Optional Jail Term	C2R, PR	Number of <b>days</b> of optional jail time. A range of days may be specified.
Original Att/Cons/Sol	C1L	You can choose one of the following for the original charge: <b>A</b> - Attempt <b>C</b> - Conspire <b>S</b> - Solicit
*Gen Type:	C = Case Selection    O = Officer File    D = Docket File    P = Purge File	
Location:	1 = 1st screen    2 = 2nd screen    L = Left column    R = Right column	
Example:	C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column	

Report Generator Field Descriptions (Continued)		
Field Name	Gen type & location*	Description/Format
Original Charge	C1L	Original charge code entered for the case. You can use a wildcard in this field, e.g. <b>257*</b> would give you all cases where the original charge code begins with 257.
Original SOS	C1L	Original 4-digit SOS code associated with the charge. You can request up to four codes. Not all charges have an SOS code associated with them. You can use wildcard <b>AA</b> (all alcohol) in the first field to the right of Original SOS to access information on all alcohol related cases.
Paper Plate	C2L	Paper plate information for repeat offender cases. Type an <b>X</b> to the right of this field to request all cases that had a paper plate issued.
Phone Number	C1L	Defendant's telephone number.
PIN Number	C1R	Police Identification Number. A wildcard can be used in this field.
Plate # State	C1R	Two-letter abbreviation for the state that issued the license plate. A list of state abbreviations can be found in Appendix M.
Plate # /Year	C1R	License plate number and year, e.g. <b>490LTR 06</b> .
Plea Code	C2L	Two-digit plea code. You can enter up to four plea codes. A list of plea codes can be found in Appendix F.
Plea Date	C2L	Date or date range that the LAST plea was entered on the system.
PO Judge	C1L	Bar number of the proceeding judge or magistrate.
Prob End Date	C2R	This date is automatically calculated from the date of sentencing plus the probation term. A specific date or date range can be selected.
Probation Officer	C2R	Bar number assigned to a probation officer.
Probation Term	C2R, PR	The number of <b>months</b> of the probation term. A range of months can be selected.
Prosecutor	C1L	Five-digit bar number of the prosecutor of record.
Purge Date	PL	Date or range of dates that a case was purged.
Race	C2L	The race of the defendant, if it has been entered on the Case Entry screen (CAS). <b>W</b> - White <b>B</b> - Black <b>I</b> - Indian <b>A</b> - Asian/Pacific Islander <b>U</b> - Unknown
Recall Date	C2L	Date or date range of a warrant recall.
Rehab	C2R	Up to four of the following codes can be entered: <b>1</b> - Alcohol Highway Safety Education Program <b>2</b> - Outpatient Treatment Program <b>3</b> - Residential Treatment Program <b>4</b> - Inpatient Treatment Program <b>5</b> - Mental Health Program
Restitution	C2R	The amount of restitution that the defendant was sentenced to pay. An amount range can be selected.
Restriction Days	C2L	The number of <b>days</b> of a restricted license. This is valid for "X" and "W" type suspension. A range of days can be specified.
Sentence Date	C2R	Date or date range that sentencing occurred and/or fine, costs, jail, probation or community service was assessed. The case must be disposed to have a sentencing date.
Service in Lieu	C2L	Number of <b>days</b> of community service in lieu of jail that a defendant was sentenced to complete. A range of days can be specified.
Sex	C2L	<b>M</b> - Male <b>F</b> - Female
*Gen Type:	C = Case Selection O = Officer File D = Docket File P = Purge File	
Location:	1 = 1st screen 2 = 2nd screen L = Left column R = Right column	
Example:	C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column	

Report Generator Field Descriptions (Continued)		
Field Name	Gen type & location*	Description/Format
SID	C2R	State Identification Number. A wildcard can be used in this field.
Status	C1L	You can select up to four statuses: <b><u>O</u></b> = Pending <b><u>D</u></b> = Disposed <b><u>C</u></b> = Closed <b><u>P</u></b> = Probation <b><u>W</u></b> = Warranted
Suspension	C2L	Valid options for suspension information are: <b><u>Y</u></b> - Revoke license/CCW Permit indefinitely <b><u>S</u></b> - Suspend license/CCW Permit <b><u>R</u></b> - Revoke CCW Permit <b><u>W</u></b> - Suspend license with <b>concurrent</b> restrictions <b><u>X</u></b> - Suspend license <b>followed by</b> restrictions
Suspension Days	C2L	Number of days associated with the suspension field. A range of days can be selected.
TCN	C2L	Transaction Control Number. A wildcard can be used in this field.
Time	D	Time or range of times that an event appears on the calendar (docket).
Total F & C	C1L	This amount is taken from the statute file for a payable offense or from the amount ordered by the judge at sentencing for mandatory appearance offenses. The amount is entered as whole dollars, e.g., type <b><u>200</u></b> for \$200.00. This is the total of all fine, costs and assessments. An amount range can be specified.
Total Fine	PL	Total amount or range of fine and costs assessed.
Veh Forfeit	C2R	Vehicle forfeiture. Type an <b><u>X</u></b> to the right of this field to request cases that have had vehicle forfeitures.
Veh Year	C2R	Vehicle model year if entered on the Case Entry screen (CAS).
Vehicle Make	C2R	Vehicle make if entered on the Case Entry screen (CAS).
Vehicle Type	C1R	Up to four, two-character codes for vehicle type. A listing of all valid vehicle types can be found in Appendix K of this User Guide. You can use wildcard <b><u>TR</u></b> for all truck types.
Venue	C1L	Venue number from the Case Entry screen (CAS).
Victim/Desc	C1R	Name of the victim or the description or location of the offense, if it was added on the Case Entry screen (CAS). A wildcard can be used in this field. This field will use two columns to print.
VIN	C2L	Vehicle identification number. A wildcard can be used in this field. This field will use two columns to print.
Warrant Code	C2L	Enter up to four, two-digit warrant codes. You can enter a <b><u>±</u></b> in the first field to the right of the <i>Warrant Code</i> field to select all open warrants; a <b><u>±</u></b> in the first field to select all closed warrants. Open warrant codes: 01, 02, 07, 08, 09, 10, 18, 19, 20, 21, 30 Closed warrant codes: 16, 17, 22, 23, 31
Warrant Date	C2L	The date or date range of the warrant action.
Xreference	C2L,PR	The cross-reference number that was entered on the Case Entry screen (CAS). You can use a wildcard in this field, i.e. <b><u>06-1*</u></b> .
Zip Code	C1L	Defendant's zip code. You can use a wildcard in this field, i.e. <b><u>48*</u></b> .
*Gen Type:	C = Case Selection    O = Officer File    D = Docket File    P = Purge File	
Location:	1 = 1st screen    2 = 2nd screen    L = Left column    R = Right column	
Example:	C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column	

Report Generator Selection Options	
Option	Function
<b>Sort</b>	<p><b>Sort</b> the data. This function does not change the order the columns will print, but does affect how the data is sorted.</p> <p><b>Examples</b></p> <p><u>All reports:</u> A <b>1</b> in front of the <i>Name</i> field will sort the data in alphabetical order by last name; <b>1</b> in front of <i>Case Type</i> field will sort the data by case type.</p> <p><u>Case Selection:</u> A <b>1</b> in front of <i>Offense Date</i> field and a <b>2</b> in front of <i>Name</i> field will produce a report that is sorted alphabetically within each separate offense date. You may use options <b>1-9</b> to sort.</p> <p><u>Officer File:</u> A <b>1</b> in front of <i>Department Number</i> and a <b>2</b> in front of <i>Name</i> will sort the report in alphabetic order within each department number. You may use options <b>1-3</b> to sort.</p> <p><u>Docket File:</u> A <b>1</b> in front of <i>Docket Date</i> and a <b>2</b> in front of <i>Name</i> will sort the report in alphabetic order for each date (earliest through latest). You may use options <b>1-7</b> to sort.</p> <p><u>Purge File:</u> A <b>1</b> in front of <i>Purge Date</i> field and a <b>2</b> in front of <i>Name</i> field will produce a report that is sorted alphabetically within each separate purge date. You may use options <b>1-9</b> to sort.</p>
<b>P</b>	<b>Print</b> and <b>Select</b> a given field.
<b>S</b>	<p><b>Select</b> a field but do not print a column for that information.</p> <p><b>Example:</b> An <b>S</b> in front of the <i>Status</i> field and a <b>W</b> after the <i>Status</i> field, will produce a report that includes all cases in warrant status, but there would not be a column printed with the word "Warrant" for each case.</p>
<b>X</b>	<p>Include cases on the report that have that data item.</p> <p><b>Example:</b> An <b>X</b> in front of <i>CTN</i> field will produce a report only listing cases that have a CTN number added on the Case Entry screen (CAS).</p>
<b>O</b>	<p>Include cases on the report where the field is blank or zero.</p> <p><b>Example:</b> An <b>O</b> in front of the <i>Plea Code</i> field will print cases that do NOT have a plea entered.</p>
<b>A</b>	<p>Include cases with this information <b>AND</b> that information. This selection can only be used in the <i>Event Code</i> field on the Case Selection Report Generator.</p> <p><b>Example:</b> An <b>A</b> in front of the <i>Event Code</i> field, and then list two, three or four codes after the <i>Event Code</i> field. A report will be produced listing cases that include <b>all of the codes</b> listed.</p>
For information about using the wildcard feature, see page 11-19.	

Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Accident/Injury (C)			Y	Y	Y	Y	Y	
Action (D)			Y	Y	Y			
Address (C)			Y/by City	Y		Y	Y	
Agency (O)			Y	Y	Y			
Agency #1 (C)			Y	Y	Y	Y	Y	
Agency #2 (C)			Y	Y	Y	Y	Y	
Appointed (C)			Y	Y		Y	Y	
Arrestment (C)			Y	Y	Y	Y	Y	
Attorney (C)			Y	Y	Y	Y	Y	
Authorize Date (C)			Y	Y	Y	Y	Y	
Badge Number (O)			Y	Y				
Balance Due (C)			Y	Y	Y	Y	Y	
Birthdate (C, P)			Y	Y	Y	Y	Y	
Case Number (C, D, P)	Y	Y	Y	Y	Y			
Case Type (C, D, P)			Y	Y	Y			
CCW# (C)	Y	Y	Y	Y	Y	Y	Y	
Charge (P)			Y	Y				
Civ/Misd/Fel (C, P)			Y	Y	Y			
Close Date (C)			Y	Y	Y	Y	Y	
Community Service			Y	Y	Y	Y	Y	
CTN (C)	Y	Y	Y	Y	Y	Y	Y	
Current Att/Cons/Sol (C)			Y	Y	Y	Y	Y	
Current Charge (C)	Y	Y	Y	Y	Y			
Current SOS (C)	Y/AA only	Y/AA only	Y	Y	Y	Y	Y	
Deferred (C)			Y	Y	Y	Y	Y	
Delayed (C)			Y	Y		Y	Y	
<p>For descriptions of selection options and examples, see page 11-14.                      For information about using the wildcard feature, see page 11-19.</p>								

Traffic/Criminal Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Disposed Code (C)			Y	Y	Y	Y	Y	
Disposed Date (C)			Y	Y	Y	Y	Y	
Disposition (C)			Y	Y	Y	Y	Y	
Disposition Code (P)			Y	Y	Y			
Disposition Date (P)			Y	Y	Y			
DLN State (C, P)			Y	Y	Y	Y	Y	
Docket Date (D)			Y	Y	Y			
Driver License (C, P)	Y	Y	Y	Y	Y	Y	Y	
Entry Date (C)			Y	Y	Y			
Event Clerk (C)			Y	Y	Y			
Event Code (C)	Y	Y	Y	Y	Y			Y
Event Date (C)			Y	Y	Y			
Event Term (C)			Y	Y	Y	Y	Y	
F&C Suspended (P)			Y	Y	Y	Y	Y	
FAC Date (C)			Y	Y	Y	Y	Y	
Filing Date (C)			Y	Y	Y			
Immob Days (C)			Y	Y	Y	Y	Y	
Immob Start Date (C)			Y	Y	Y	Y	Y	
Issue Date (C)			Y	Y	Y			
Jail Location (C)			Y	Y	Y	Y	Y	
Jail Suspended (P)			Y	Y	Y	Y	Y	
Jail Term (C, P)			Y	Y	Y	Y	Y	
Judge (D)			Y	Y	Y			
Judge of Record (C)			Y	Y	Y	Y	Y	
Name (C, D, P, O)			Y	Y				
<b>For descriptions of selection options and examples, see page 11-14.            For information about using the wildcard feature, see page 11-19.</b>								

Traffic/Criminal Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Next Action (C)			Y	Y	Y	Y	Y	
Next Date (C)			Y	Y	Y	Y	Y	
Next Judge (C)			Y	Y	Y	Y	Y	
Non-Public (C, P)			Y	Y	Y	Y	Y	
Offense Date (C, P)			Y	Y	Y			
Offense Time (C)			Y	Y	Y	Y	Y	
Officer #1 (C)			Y	Y	Y	Y	Y	
Officer #2 (C)			Y	Y	Y	Y	Y	
Optional Jail Term (C, P)			Y	Y	Y	Y	Y	
Original Att/Cons/Sol (C)			Y	Y	Y	Y	Y	
Original Charge (C)	Y	Y	Y	Y	Y			
Original SOS (C)	Y/AA only	Y/AA only	Y	Y	Y	Y	Y	
Paper Plate (C)			Y	Y	Y	Y	Y	
Phone Number (C)			Y	Y	Y	Y	Y	
PIN Number (C)	Y	Y	Y	Y	Y	Y	Y	
Plate # State (C)			Y	Y	Y	Y	Y	
Plate # /Year (C)			Y	Y	Y	Y	Y	
Plea Code (C)			Y	Y	Y	Y	Y	
Plea Date (C)			Y	Y	Y	Y	Y	
PO Judge (C)			Y	Y	Y	Y	Y	
Prob End Date (C)			Y	Y	Y	Y	Y	
Probation Officer (C)			Y	Y	Y	Y	Y	
Probation Term (C, P)			Y	Y	Y	Y	Y	
Prosecutor (C)			Y	Y	Y	Y	Y	
Purge Date (P)			Y	Y	Y			
<p><b>For descriptions of selection options and examples, see page 11-14.</b>  <b>For information about using the wildcard feature, see page 11-19.</b></p>								

Traffic/Criminal Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Race (C)			Y	Y	Y	Y	Y	
Recall Date (C)			Y	Y	Y	Y	Y	
Rehab (C)			Y	Y	Y	Y	Y	
Restitution (C)			Y	Y	Y	Y	Y	
Restriction Days (C)			Y	Y	Y	Y	Y	
Sentence Date (C)			Y	Y	Y	Y	Y	
Service in Lieu (C)			Y	Y	Y	Y	Y	
Sex (C)			Y	Y	Y	Y	Y	
SID (C)	Y	Y	Y	Y	Y	Y	Y	
Status (C)			Y	Y	Y			
Suspension (C)			Y	Y	Y	Y	Y	
Suspension Days (C)			Y	Y	Y	Y	Y	
TCN (C)	Y	Y	Y	Y	Y	Y	Y	
Time (C)			Y	Y	Y			
Total F & C (C)			Y	Y	Y	Y	Y	
Total Fine (P)			Y	Y	Y	Y	Y	
Veh Forfeit (C)			Y	Y	Y	Y	Y	
Veh Year (C)			Y	Y	Y	Y	Y	
Vehicle Make (C)			Y	Y	Y	Y	Y	
Vehicle Type (C)	Y/TR only	Y/TR only	Y	Y	Y	Y	Y	
Venue (C)			Y	Y	Y	Y	Y	
Victim/Desc (C)	Y	Y	Y	Y	Y	Y	Y	
VIN (C)	Y	Y	Y	Y	Y	Y	Y	
Warrant Code (C)	Y/± only	Y/± only	Y	Y	Y	Y	Y	
Warrant Date (C)			Y	Y	Y	Y	Y	
Xreference (C, P)	Y	Y	Y	Y	Y	Y	Y	
Zip Code (C)	Y	Y	Y	Y	Y	Y	Y	
<b>For descriptions of selection options and examples, see page 11-14.            For information about using the wildcard feature, see page 11-19.</b>								

## Using a Wildcard

The purpose of using a wildcard is to narrow down the selection of data for a report. For example, you could use the wildcard **06-\*** in the *Case Number* field, your report would be limited to cases numbers that begin with 06-.

To use the wildcard feature, type an asterisk (\*) at the point on a field where information would be different. There are different wildcard options available in the *Current SOS*, *Original SOS*, *Vehicle Type* and *Warrant Code* fields. See chart below for more information.

Field Name	Wildcard	Example/Result
Case Number	*	04*
CCW#	*	3394*
CTN	*	3300*
Current Charge	*	750*
Current SOS	AA	All alcohol offenses
Driver License	*	D400*
Event Code	*	AJ*
Original Charge	*	257*
Original SOS	AA	All alcohol offenses
PIN	*	04-* or MSP*
SID	*	184*
TCN	*	4400*
Vehicle Type	TR	All truck type vehicles
Victim/Desc	*	Corner of * or Smith*
VIN	*	8493GE*
Warrant Code	+ or -	+ all open warrant codes (01, 02, 07, 08, 09, 10, 18, 19, 20, 21, 30) - all closed warrant codes (16, 17, 22, 23, 31)
Xreference	*	04-* or MSP*
Zip Code	*	488*

## Saving and Generating a Report

After completing the Case, Officer, Docket or Purge screen, press **ENTER**. The following screen will be displayed.

JIS
5/11/04 15:22:43

Traffic/Criminal Report Generator

Save Report ?    Enter Report Name \_\_\_\_\_

Number of Spaces ?

8 x 11 Paper ?

Summary Only ?

Additional printing and saving options were added in 2007.  
 Spring: Paper sizes & the option to save without running.  
 Fall: Ability to select the order of the columns printing on the page. Please refer to the Spring and Fall 2007 Announcements for further details.

F24 Previous Menu
Help

**Report Generator Save/Print screen**

Save/Print Screen Options	
Field Name	Description
Save Report ?	Type an <b>X</b> if you want to save this report for future use. If you do not want to use this report again, leave the field blank.
Enter Report Name	Type the name of the report if you are saving the report. This will be the name stored on the Report Generator Saved Reports screen. It is usually abbreviated from the title given on the title line of the report.
Number of Spaces ?	Type the number of blank spaces you want between the cases. <b>1-9</b> are valid options.
8 x 11 paper ?	Type an <b>X</b> if you want the report to be formatted for 8x11 paper. If left blank, it will format for standard 14x11 paper (STD).
Summary Only ?	Leave this field blank if you want the report to print the detail you specified. If you only want to know how many cases meet the criteria you specified, type an <b>X</b> in this field for just the count of cases, not the detail. For example, a report that contains only the number of domestic abuse cases filed during a specific time period.

After completing this screen, press **ENTER** to submit the report.

# Batch Show Cause Processing

*Batch Show Cause Processing allows you to generate multiple Orders to Show Cause based on criteria you select.*



To access the Batch Show Cause Processing screen, select option **8** from the Traffic/Criminal Subsystem Menu.

**JIS** State Court Administrative Office  
Traffic/Criminal Subsystem

Select one of the following:

1. Traffic/Criminal Online
2. Reports
3. Code Files Update
4. Code Files Print
5. Calendar
6. Abstract & FAC/FCJ/FCPV Menu
7. Report Generator
8. Batch Show Cause Processing

Option: **8** ← **To work with Batch Show Causes, type an 8 in the Option: field and press ENTER.**

F24-Previous Menu

**Traffic/Criminal Subsystem Menu**

Select		Show Cause Notice Screen	
(X)	Number of Cases Meeting Criteria (Count Only)		
-	Pre-list of Cases		
-	Labels (for customized notices)		
-	Notice Generation		
-	Clear Show Cause flag		
Selection Criteria (X=Select; 1 thru 7=Select & Sort by)			
(X,1->7)	From:		Thru:
-	Case Number	_____	- _____
-	Case Type	_____	- _____
-	Last Name Initial	_____	- _____
-	Offense Date	000000	- 000000
-	Balance Due \$	_____	- \$ _____
X	Next Action Date	000000	- 000000
-	Agency	_____	
-	Judge	00000 ALL JUDGES	_____
Civil / Criminal Contempt			
(X)	Civil Infr	X	-
-	Misdemeanor	-	X
-	Felony	-	X
F9-Prt			F13-OutQ F24-Prev Menu HELP

**Show Cause Notice Screen**

There are three sections to this screen: Select, Selection Criteria, Civil/Criminal Contempt. Each section is described on the following pages.



**Tips:** You must request at least one option in each of the three sections to generate batch Orders to Show Cause.

Only disposed cases qualify for Batch Order to Show Cause Processing.

Cases that are in Probation status will not be included in Batch Order to Show Cause Processing.

# Select Options

Select (X)	Show Cause Notice Screen
<input type="checkbox"/>	Number of Cases Meeting Criteria (Count Only)
<input type="checkbox"/>	Pre-list of Cases
<input type="checkbox"/>	Labels (for customized notices)
<input type="checkbox"/>	Notice Generation
<input type="checkbox"/>	Clear Show Cause flag

**Batch Show Cause Select Options**

Batch Show Cause Processing Select Options	
Option	Description
Number of Cases Meeting Criteria (Count Only)	This option will give you totals only. It is the summary number of cases meeting the criteria specified on this screen.
Pre-List of Cases	This option will give you a list of cases that would have an Order to Show Cause generated if you selected Notice Generation using the same criteria. In addition to this report, a print screen of selected criteria will be generated. An example of the Pre-List is shown on page 12-7.
Labels (for customized Notices)	This option will produce labels. The case number, defendant's name and address will appear on the label.
Notice Generation	Use this option to generate the actual Orders to Show Cause. The service page of the Order to Show Cause will not be printed. The charge description and balance due will print on each notice. In addition to these orders, a print screen of the selection screen and Motion & Order to Show Cause screen, each showing the selection criteria requested, will be generated. More information about this option can be found on page 12-8.
Clear Show Cause Flag	If this option is selected, the Show Cause flag on the cases that meet the selected criteria will be cleared. This means that you can request batch Order to Show Cause notices on cases more than once.



Tip: You can only choose one option in the Select section, **except** if you are requesting labels and notices. You can request both Labels and Notice Generation at the same time.

## Selection Criteria

Selection Criteria (X=Select; 1 thru 7=Select & Sort by)			
(X,1->7)	From:		Thru:
-	Case Number	_____	- _____
-	Case Type	__ _ _ _ _	- _____
-	Last Name Initial	__	- _____
-	Offense Date	000000	- 000000
-	Balance Due	\$ _____	- \$ _____
X	Next Action Date	010103	- 060104
-	Agency	_____	- _____
-	Judge	00000 ALL JUDGES	- _____

**Batch Show Cause Selection Criteria**

You may type either an **X** or **1-7** in front of an field. **X** will select the criteria, **1-7** will select and sort. Using **1-7** will determine the order the cases appear on a list, or the order the notices are printed.

Batch Show Cause Processing Selection Criteria	
Option	Description/Format
Case Number	You can use this option to select a range of case numbers. You must indicate a <i>From:</i> and <i>Thru:</i> number. You may use the wildcard feature in this field, similar to the wildcard function available in Report Generator. For example, to run all cases that begin with 03, type <b>03*</b> - <b>04*</b> .
Case Type	You can select between one and six case types. If no case types are selected, all case types will be included.
Last Name Initial	You can select a range of last name initials. For example, <b>A-D</b> .
Offense Date	You can use this option to select a specific date of offense, or a date range. To select a specific date, type the same date in both fields following <i>Offense Date</i> .
Balance Due	Use this field to select a balance due, or range of balances due.
Next Action Date	<b>This is a mandatory field. You must specify a date or date range for this field.</b> For a specific date, type the same date in both fields following <i>Next Action Date</i> . Cases will qualify if the last date scheduled on the case falls within the date range or on the date specified.
Agency	Use this field if you want to select a specific police agency. Type the agency number in the field following <i>Agency</i> .
Judge	Use this option to select a specific judge. The program will look at Judge of Record, then Judge. To select a specific judge, type an <b>X</b> in front of the <i>Judge</i> field and the judge's bar number in the first field following <i>Judge</i> .  Note: A magistrate's bar number may not be selected.

# Civil/Criminal Contempt

(X)		Civil / Criminal Contempt	
-	Civil Infr	X	-
-	Misdemeanor	-	X
-	Felony	-	X

**Civil/Criminal Contempt Options**

You must select what type of cases you want included in the Batch Order to Show Cause process. You can select *Civil Infr* (for civil infractions), *Misdemeanor* or *Felony*. You can select one, two or all three types of cases.

The fields which are marked for Civil/Criminal Contempt correspond to the fields that will be marked on the Order to Show Cause form. The options displayed can be changed if necessary.

# Printing Summary, List, Labels, Notices

After making selections in each of the three sections, press **F9-Prt** to generate the Summary (Number of cases meeting criteria), Pre-List, Labels and/or Notices.

## Number of Cases Meeting Criteria (Count Only)

This report is listed in the output queue as **TCRSCSUM**.

TOTAL NUMBER OF SHOW CAUSE NOTICES MEETING SELECTION CRITERIA			
JUDGE: NO SPECIFIC JUDGE			
TOTAL NUMBER OF CASES FOR JUDGE:	27	AMOUNT DUE:	\$5,853.60
JUDGE: GEORGE W. CROCKETT III			
TOTAL NUMBER OF CASES FOR JUDGE:	12	AMOUNT DUE:	\$2,597.00
JUDGE: STEVEN R. SERVAAS			
TOTAL NUMBER OF CASES FOR JUDGE:	1	AMOUNT DUE:	\$1,002.00
JUDGE: ANDERS B. TINGSTAD JR.			
TOTAL NUMBER OF CASES FOR JUDGE:	1	AMOUNT DUE:	\$54.00
TOTAL NUMBER OF CASES:	41	TOTAL AMOUNT DUE:	\$9,506.60

Number of Cases Meeting Selection Criteria Report



Tip: If a case reflects a magistrate as PO Judge or Judge of Record, the case will be included in the totals for "No Specific Judge".

 **Pre-List of Cases**

This report is listed in the output queue as TCRSCLST.

RUN DATE: 05/27/04		16TH JUDICIAL DISTRICT 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034				PAGE 1					
JUDGE: NO SPECIFIC JUDGE		SHOW CAUSE NOTICES PRE-LIST									
CASE NO.	TYPE	NAME	DEPT	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	NEXT ACTION DATE	NEXT ACTION	DISPO	DISPO DATE
08CT7518	OK	LAUNIERE/JAMES/		1/01/01	UN STP/SD/PK	71.00	36.00	06/30/03	HEARING	DEFAULT JGMT	4/19/01
03-0401A	OI	ANDERSON/LOUIS/STE		4/01/03	CARELESS DRV	12572.00	267.00	04/30/03	SCHED TO P	JDGMNT RNRD	4/22/03
03-0403A	OI	BEDWALD/JANICE/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0403B	OI	BEDWALD/JANICE/B		4/01/03	CARELESS DRV	240.00	165.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0405A	OI	HATCHER/DELPHENS/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0405A	OI	HATCHER/ANNETTE/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0417A	OI	SETAR/BEVERLY/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0422A	OI	MILLAR/PATRICIA/A		4/01/03	CARELESS DRV	273.00	273.00	06/30/03	FORMAL HRG	DEFAULT JGMT	9/04/03
03-0430A	OI	WILLIAMS/HENRY/SCO		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0911A	OI	FARNUM/BRADLEY/ERI		9/10/03	S2000	138.00	138.00	10/01/03	DUE DATE	DEFAULT JGMT	10/29/03
03-0916A	OI	JONES/HAROLD/MARK		9/15/03	SPEED-CONSTR	139.20	139.20	10/06/03	DUE DATE	FOUND RESP.	9/16/03
03-0916B	ST	FARMER/MARY/LOU		6/10/03	DRAG RACING	294.00	294.00	07/01/03	DUE DATE	DSP GLTY PL	9/16/03

JUDGE: NO SPECIFIC JUDGE  
TOTAL NUMBER OF CASES FOR JUDGE: 27 AMOUNT DUE: \$5,853.60  
+ INDICATES A REDUCED CHARGE

Pre-list of Cases



Tip: Each charge that meets the selected criteria will be listed separately on the Pre-List.

In addition to the Pre-List, a print screen of the selection screen with the criteria you selected will print. An example is shown below.

```

SELECTIONS ENTERED ON FIRST SCREEN:

-----
                          Show Cause Notice Screen
-----
Select
(X)
      Number of Cases Meeting Criteria (Count Only)
X    Pre-list of Cases
      Labels (for customized notices)
      Notice Generation
      Clear Show Cause flags

Selection Criteria (X=Select; 1 thru 7=Select & Sort by)
(X,1->7)      From:              Thru:
Case Number              -
Case Type                -
Last Name Initial        -
Offense Date             000000      -      000000
X  Balance Due           $ 000000100    -      $ 000200000
X  Next Action Date      010103        -      043004
Agency
Judge                   00000  ALL JUDGES

(X)
X  Civil Infr              X
X  Misdemeanor            X
X  Felony                  X
    
```

Example of Print screen of Selection Criteria

## Notice Generation

If you have selected Notice Generation and you press **F9-Prt**, the following screen will appear.

**JIS**
MOTION & ORDER TO SHOW CAUSE
MC230

Date signed 000000 Bar No.: 00000  
 Update show cause flag  **X**  
 Appearance Date: 000000 Time: 0000 \_  
 AT: \_ the court address above \_ courtroom number  
 \_ other \_\_\_\_\_  
 I am interested in this matter as \_\_\_\_\_  
 \_ full amount of recognizance \_ failure to file disclosure  
 Order to show cause why:  
 \_ you should not be held in contempt of court  
 \_ a judgment should not be entered against you  
 \_ your case should not be dismissed  
 \_ other \_\_\_\_\_  
 For the following reasons:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Served: \_ Personally \_ By Mail \_\_\_ days before hearing

F1-Clear Screen F7-Print only F9-Print/Update F13-OutQ F24-Previous Menu

If you remove the **X** from the *Update show cause flag* field, you will be able to generate subsequent batch Orders to Show Cause forms for these cases. Leave the **X** here if you don't want subsequent Orders to generate.

Typing an *Appearance Date and Time* on this form **will not** add the case to the calendar.

**Motion & Order to Show Cause screen**



Tips: Notices will be generated by Judge of Record or Judge, regardless of what is entered in the *Bar No.* field on this screen. If no Judge of Record or Judge has been entered on the case, whatever bar number is entered on this screen will print on the notices.

An Order to Show Cause is generated for each count on a case which meets the selected criteria.

Print Options	
F7 - Print	Print form. Appearance Date and Time, and Reasons will not appear on ROA.
F9 - Print/Update	Print form. Appearance Date and Time, and Reasons will appear on ROA.
<p><i>Notes: With each print option, it will be noted on the ROA that the form was generated.</i></p> <p><i>When the notices are produced, you will also receive print screens of the criteria you selected on the two Batch Show Cause screens for your reference.</i></p>	

 **Clear Show Cause Flag**

This report will be produced when you select the *Clear Show Cause flag* option.

This report is listed in the output queue as **TCRSCCLR**.

RUN DATE: 06/04/04	16TH JUDICIAL DISTRICT	PAGE	1
	27777 FRANKLIN ROAD-SUITE 1300		
	SOUTHFIELD-CURRENT MI 48034		
<b>TOTAL NUMBER OF CASES WITH SHOW CAUSE FLAGS CLEARED</b>			
JUDGE: NO SPECIFIC JUDGE			
TOTAL NUMBER OF CASES FOR JUDGE:	24	AMOUNT DUE:	\$4,200.80
JUDGE: C. CHARLES BOKOS			
TOTAL NUMBER OF CASES FOR JUDGE:	1	AMOUNT DUE:	\$48.00
JUDGE: GEORGE W. CROCKETT III			
TOTAL NUMBER OF CASES FOR JUDGE:	16	AMOUNT DUE:	\$6,180.86
JUDGE: BENJAMIN J. FRIEDMAN			
TOTAL NUMBER OF CASES FOR JUDGE:	1	AMOUNT DUE:	\$50.00
TOTAL NUMBER OF CASES:	42	TOTAL AMOUNT DUE:	\$10,479.66

Clear Show Cause Flag Report

*This space has been reserved for your notes.*

# Printing

In this chapter you learn how to work with the IBM AS/400 Output Queue, printing options, submitted jobs, and printer messages.



## Accessing Print Options

There are three ways to access printing options:

- From the **District Selection and Operator Menu** (below)
- Using the Attention/Esc key on your keyboard
- Pressing **F13-Outq** from any form screen (*Option 9* not included)

**JIS** District Selection and Operator Menu 2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: HOJPRT03

3. Start Printer Writer  
4. Work with Printer Writer  
5. Work with Output Queue

6. Display Messages  
7. Work with Submitted Jobs  
8. Work with All Spooled Files

9. Reports Archives

— Enter Option

**Your default printer name is displayed here. You may redirect your output to any printer by typing over the default printer name and pressing ENTER.**

F24-Sign Off System

**Printing options 3-9 are discussed in this chapter.**

District Selection & Operator Menu Options		
Option #	Option Name	Description
1	<b>District Selection Menu</b>	Use this option to proceed to the District Court System software menu.
2	<b>Printer Writer/Output Queue</b>	This field displays the user's default printer name. It may be changed to direct the output to any printer.
3	<b>Start Printer Writer</b>	Use this option when your printer has been turned off or there has been a power loss. After typing <b>3</b> and pressing <b>ENTER</b> , the 3 will disappear and the printer should be restarted.
4	<b>Work with Printer Writer</b>	If <i>Option 3</i> does not restart the printer, use this option to retrieve a hidden printer message.
5	<b>Work with Output Queue</b>	Use this option to work with your print jobs, e.g. print, hold, delete or display a file.
6	<b>Display Messages</b>	Use this option to display your terminal and/or user messages on a daily basis. A message indicator will appear at the bottom of your screen if your terminal has a message.
7	<b>Work with Submitted Jobs</b>	Use to check on the status of a batch report requested from <u>your</u> terminal.
8	<b>Work with all Spooled Files</b>	Use to check on the status of other batch reports you requested.
9	<b>Report Archives</b>	Retrieve batch reports or notices that have been deleted. Reports remain in Archives until the next time that specific report/notice is produced in a batch report cycle.

As a user you can release print files to the printer, answer printer messages, display files before or instead of printing, put files on hold, send files to a different printer, and specify which pages of a file to print.

To work with print files, type a **5** in the *Enter Option* field and press **ENTER**.

## Working with the Output Queue

Displayed below is an example of the Work with Output Queue screen.

**Work with Output Queue**

Queue: PRT14                      Library: QUSRSYS                      Status: RLS/WTR

Type options, press Enter.

1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages  
 8=Attributes            9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
—	CIVLABELS	KAREN	CIVLABELS	MSGW	10	1	LABELS	5
—	CIVATYIDX	KAREN	CIVPDX	HLD	1	1	*STD	5
—	DISPOSED	KAREN	D3001C	HLD	2	1	*STD	5
—	M0060696	KAREN	CIVNTA	HLD	1	1	8X11	5
—	M2190903	KAREN	TCRJGS	HLD	1	1	*STD	5
—	SOSERR	BRENDA	ABSPRT	SAV	1	1	*STD	5

Bottom

Parameters for options 1, 2, 3 or command  
 ===> \_\_\_\_\_

F3=Exit    F11=View 2    F12=Cancel    F20=Writers    F22=Printers  
 F24=More keys

Options Column (Opt*)	
Option #	Description
2	Change printers or select specific pages to print.
3	Put a print file on hold.
4	Delete a print file.
5	Display/view the print file on the screen.
6	Release a held print file to the printer.
7	Answer printer messages.

*Note: Options 1, 8 and 9 will not be covered in this manual.*

**Work with Output Queue**

Queue: PRT14      Library: QUSRSYS      Status: RLS/WTR

**File, User, User Data and Form**  
**Type columns identify your print job.**

Type options, 1=Send 2=[lag 6=Release 7=Messages  
 8=Attributes 9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	CIVLABELS	KAREN	CIVLABELS	MSGW	10	1	LABELS	5
-	CIVATYIDX	KAREN	CIVPDX	HLD	1	1	*STD	5
-	DISPOSED	KAREN	D3001C	HLD	2	1	*STD	5
-	M0060696	KAREN	CIVNTA	HLD	1	1	8X11	5
-	M2190903	KAREN	TCRJGS	HLD	1	1	*STD	5
-	SOSERR	BRENDA	ABSPRT	SAV	1	1	*STD	5

Bottom

Parameters for options 1, 2, 3 or command  
 ===> \_\_\_\_\_  
 F3=Exit    F11=View 2    F12=Cancel    F20=Writers    F22=Printers  
 F24=More keys

The Sts column displays the printing status of the file.

Status Column (Sts)	
Status	Description
<b>MSGW</b>	No file will print until the message is answered (7-Messages) or the file is put on hold (3-Hold).
<b>RDY</b>	The file is ready to print after the current file is finished, or once your printer is made operational.
<b>HLD</b>	The file is on hold.
<b>SAV</b>	The file has printed once and is saved. You may delete it or reprint it.
<b>PND</b>	The status is pending while the form image and data are merging. This will only appear on AFP/HPT printers.
<b>WTR</b>	The file is in the process of printing.
<b>*CHG</b>	The spooled file attributes have changed in some way.
Form Type	
<b>*STD</b>	Formatted to print on 11 x 14 (green bar) paper or landscaped on a laser printer.
<b>8x11</b>	Formatted to print on 8.5 x 11 paper.
<b>Various</b>	Brief description of the form type, e.g. postcard notices, pre-printed forms, labels, mailers, etc.

You will not be using all of the available function keys listed at the bottom of the screen. The function keys used most often are noted in the chart below.

Function Keys	
<b>F3-Exit</b>	Returns you to a previous screen. Unlike the JIS software screens, in the output queue <b>F24</b> does <b>not</b> take you to the previous menu.
<b>F5-Refresh</b>	This function key is not displayed at the bottom of the first view of the <i>Work with Output Queue</i> screen. <b>F5</b> is used to update (refresh) the screen after you have printed, deleted, answered a message, etc. Use it every time you work with print files.
<b>F9-Retrieve</b>	Shows the last command(s) you typed on the command line, along with any parameters you included. By pressing this key once, you will retrieve the last command you entered. By pressing this key twice, you will receive the next to last command that you entered, and so on.
<b>F11-View 2</b>	Switches to a second view of the screen that displays the date and time of the creation of the spooled file.
<b>F12-Cancel</b>	Cancel the request and return to the previous menu or display.
<b>F17-Top</b>	Press this key (or <b>Shift+F5</b> ) to quickly move to the top of the output queue.
<b>F18-Bottom</b>	Press this key (or <b>Shift+F6</b> ) to quickly move to the bottom of the output queue.

#### Loading Paper (Most Dot Matrix Printers)

- Unload paper or form by pressing the **LOAD/UNLOAD** key.
- Remove the paper/form and place new paper/form in printer; press the **START/STOP** (green) button. Both the **Ready** and **Power** lights should be solid green.
- Set the forms thickness lever according to the forms used.

#### Adjusting Printer Settings (IBM 4226 and 4227 Dot Matrix Printers)

- If the form type is \*STD (11x14) and you want to reduce the print to fit on 8x11 paper, press the **FONT** button until the word **DRAFT** with a *lock* symbol appears. All settings are stored first individually without a lock symbol, so continue to press **FONT** until it appears in a lock mode.
- Press the **PITCH** button until **17.1 CPI** with a *lock* symbol appears.
- Once the report is printed, change the **FONT** and **PITCH** back to the original settings (Courier 10 CPI with a lock symbol, for example).

## Printing from the Output Queue - Laser Printer

1. Exit to the menu entitled “**District Selection and Operator Menu**”. Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.
2. Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.
3. If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.
4. Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17 (Shift+F5)** to get to the top of the list.
5. If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.
6. If the message is “**Load form type...**”, answer the load paper message by typing the letter **i** (ignore) on the Reply line; press **ENTER**.
7. Press **ENTER** or **F3** to return to the output queue.
8. Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.
9. Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

## Printing from the Output Queue - Dot Matrix Printer

1. Exit to the menu entitled “**District Selection and Operator Menu**”. Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.
2. Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.
3. If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.
4. Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17 (Shift+F5)** to get to the top of the list.
5. If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.
6. If the message is “**Load form type...**”, load the correct form and type a **G** (go) and press **ENTER**. Press **ENTER** again to continue.

There will be another message waiting. Typing a **7** (messages) in front of the report and press **ENTER**.

If the message is “**Verify alignment...**”, verify that the form is lined up correctly and type an **i** (ignore) to continue printing; press **ENTER**. Press **ENTER** again to continue.

7. Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.
8. Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

## Printing Specified Pages of a Report

1. Determine what pages you need to print. See Working with 5-Display on page 13-10.
2. Type a 2 (change) in front of the report you wish to print; press **ENTER**.
3. Press **F10** (additional parameters).
4. **Page Down** (or Shift/Roll). At the top of the screen you should see the following:

Change Spooled File Attributes (CHGSPLFA)

Type choices, press Enter.

Page range to print:

Starting page . . . . .	<u>1</u> _____	Number, *SAME, *ENDPAGE
Ending page . . . . .	<u>*END</u> _____	Number, *SAME, *END

Change the starting and/or ending page number; press **ENTER**.

Page range to print:

Starting page . . . . .	<u>15</u> _____	
Ending page . . . . .	<u>23</u> _____	

5. Release to the printer by typing a 6 in front of the report; press **ENTER**.
6. Press **F5** (refresh). Answer messages by typing a Z (messages) in front of the file; press **ENTER**.

Reply to messages: Use G if message is "Load form type..." and paper/form is loaded; use i if message is "Verify alignment..." and form is lined up correctly; press **ENTER**.

## Moving Files from One Printer to Another

1. Type a **2** (change) in the *Opt* field in front of the file(s) you want to move.
2. On a command line type: **outq(prtxx)** substituting **prtxx** with your target printer name. In the example below, it is being changed to prt04.

Work with Output Queue

Queue: PRT14                      Library: QUSRSYS                      Status: RLS

Type options, press Enter.

1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages  
 8=Attributes                      9=Work with printing status

Opt	File	User	User Data	Sts	Pages	Copies	Form Type	Pty
-	CIVLABELS	KAREN	CIVLABELS	RDY	10	1	LABELS	5
-	CIVATYIDX	KAREN	CIVPDX	HLD	1	1	*STD	5
-	DISPOSED	KAREN	D3001C	HLD	2	1	*STD	5
-	M0060696	KAREN	CIVNTA	HLD	1	1	8X11	5
<b>2</b>	M2190903	KAREN	TCRJGS	HLD	1	1	*STD	5
-	SOSERR	BRENDA	ABSPRT	SAV	1	1	*STD	5

Bottom

Parameters for options 1, 2, 3 or command  
 ===> outq(prt04)

F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers  
 F24=More keys

3. Press **ENTER**.

-	CIVATYIDX	KAREN	CIVPDX	HLD	1	1	*STD	5
-	DISPOSED	KAREN	D3001C	HLD	2	1	*STD	5
-	M0060696	KAREN	CIVNTA	HLD	1	1	8X11	5
-	M2190903	KAREN	TCRJGS	*CHG	1	1	*STD	5
-	SOSERR	BRENDA	ABSPRT	SAV	1	1	*STD	5

**The status changes from HLD to \*CHG.**

Bottom

Parameters for options 1, 2, 3 or command  
 ===>

F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers  
 F24=More keys

4. Release the file to the new output queue by typing a **6** (release) in the *Opt* field.

*Note: If you press **F5** (refresh) before entering a **6** to release, the file will be changed to your target printer. To work with the file at that point press **F3-Exit**, change your Printer Writer/Output Queue to your target printer name, press **ENTER**. Then choose Option **5** to Work with Output Queue and release the file from that output queue.*

## Working with 5-Display

Use **5-Display** to view a spooled file. Here are a few great timesaving features:

Display Spooled File

```
File . . . . . : ALPHIDX
Control . . . . : B
Find . . . . . :
*...+...1...+...2...+...3...+
RUN DATE: 01/08/07
```

**Type option in *Control* field and press ENTER.**  
**Common options are:**  
**B - go to the bottom (last page) of the report.**  
**T - go to the top (first page) of the report.**  
**P6 - go to page 6 (or the page you indicate).**

CASE NO.	TYPE	NAME	DLN OR VPN	DATE	CHA
05-0731	FD	ADAMS/SUSAN/KAY	MIA352778461701	7/16/05	OUI C DWLS
05-0737	FD	AKERS/ROBERT/JONATHAN	MIA262745435126	8/06/05	OUIL DWLS
06-0737	FD	AKERS/ROBERT/JONATHAN	MIA262745435126	5/01/06	OUIL DWLS X-ING
05-0750	FT	ALLEN/THEODORE/MARC	MIA450792585283	8/01/05	+DWLS
06-0418	OI	ALLEN/THEODORE/MARC	MIA450792585283	3/15/06	STOP
06-7600	FY	ANDERSON/LOUIE/		7/24/06	CS PO

Display Spooled File

```
File . . . . . : ALPHIDX
Control . . . . :
Find . . . . . : SMILEY/
*...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...
06C974218 OI SMIESKA/ROGER/MONTGOMERY MIS520744609640 8/31/06 STOP
03112942A OI SMILEY/FRANCINE/ MIS540261001229 6/01/03 SPD 1
03112942B OI SMILEY/FRANCINE/ MIS540261001229 6/01/03 NO PR
04-7124 SM SMILEY/FRANCINE/
06-6081 SM SMIT/BILLY/JO
06-4005 OT SMITH-HANDLEY/SUSAN/
06-3788 OD SMITH/CHAD/ALLEN
03-0801 OD SMITH/DELBERT/HARVEY
05-1201 EX SMITH/DONALD/PAUL
06-2241 OM SMITH/DONALD/WAYNE
06-2889 FD SMITH/FREDERICK/MARTIN JR MIS530261585638 3/20/06 OWI
06392844A OI SMITH/FREDERICK/MARTIN JR MIS530261585638 5/07/06 1810
05-0921 OT SMITH/GEORGE/ OHSE830720987 6/01/05 DWLS
RECKL
05-0756 FT If not found, message will be "String not found". 5/10/05 FLEE/
```

**Search within spooled file. Type what you are looking for in the *Find* field and press F16. Press F16 again to find the next occurrence. Upper/lower case? Use the format that is in the report to find an exact match.**

More...

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys  
String found in position 17.

Display Spooled File

```

File . . . . . : ALPHIDX
Control . . . . . :
Find . . . . . : SMILEY/
*...+...1...+...2...+...3...+...4...
06C974218  OI  SMIESKA/ROGER/MONTGOMERY
03112942A  OI  SMILEY/Francine/
03112942B  OI  SMILEY/Francine/
04-7124    SM  SMILEY/Francine/
06-6081    SM  SMIT/BILLY/JO
06-4005    OT  SMITH-HANDLEY/SUSAN/MARIE  MIS535778585435  3/15/06  FAIL
06-3788    OD  SMITH/CHAD/ALLEN           MIS530115051020  3/07/06  OWI
03-0801    OD  SMITH/DELBERT/HARVEY      MIS530139298597  6/29/03  OWI
05-1201    EX  SMITH/DONALD/PAUL         MIS530149676883  8/01/05  FUGIT
06-2241    OM  SMITH/DONALD/WAYNE        OHS72946140376   9/13/06  MIP
06-2889    FD  SMITH/FREDERICK/MARTIN JR  MIS530261585638  3/20/06  OWI
06392844A OI  SMITH/FREDERICK/MARTIN JR  MIS530261585638  5/07/06  1810
05-0921    OT  SMITH/GEORGE/             OHSE830720987    6/01/05  DWLS
                                RECKL
05-0756    FT  SMITH/HOWARD/EUGENE       MIS530313237265  5/10/05  FLEE/
    
```

Page/Line 6/45  
 Columns 1 - 78

**Upper right corner of screen indicates which page and line number you are viewing.**

Function Keys	
Key	Description
<b>F3-Exit</b>	Return to previous screen.
<b>F19-Left</b>	Allows you to see the information to the left of the current display.
<b>F20-Right</b>	Allows you to see the information to the right of the current display.

## If Printer Will Not Print!

1. At the **District Selection and Operator Menu** type a **5** to Display Output Queue. Check the *Sts* column to see if there is a message waiting.
2. Verify that the printer is ready (both lights solid green); check for error messages on printer.
3. At the **District Selection and Operator Menu** type a **3** and press **ENTER** to start the writer. Type a **5** to display output queue and try again.
4. Make sure the status in the upper right corner of the screen is not HLD. It should be **RLS/WTR**. If it is HLD, go to the command line at the bottom of the screen and type: **RLSOUTQ PRTxx** (where PRTxx is the name of the Writer/Output Queue); press **ENTER**.
5. If the printer is still not working, contact your **IT Department** or call **JIS Operations Department** at **1-888-339-1547, Option 5** for additional help.

## Working with Submitted Jobs

To check on the status of a batch report, e.g. Date Generated Notices, reports, labels, etc., go to the **District Selection and Operator Menu** of the terminal or PC where the job was requested. Select **7-Work with Submitted Jobs**; press **ENTER**.

```

JIS District Selection and Operator Menu 2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: HOJPRT03

3. Start Printer Writer
4. Work with Printer Writer
5. Work with Output Queue

6. Display Messages
7. Work with Submitted Jobs
8. Work with All Spooled Files

9. Reports Archives

7 Enter Option

F24-Sign Off System
    
```

The following screen will be displayed. No data entry is required on this screen.

```

Work with Submitted Jobs (WRKSBJOB)

Type choices, press Enter.

Jobs submitted from . . . . . *USER      *USER, *WRKSTN, *JOB
Output . . . . . *          *, *PRINT

F3=Exit  F4=Prompt  F5=Refresh  F12=Cancel  F13=How to use this display
F24=More keys
Bottom
    
```

Press **ENTER** to continue to the Work with Submitted Jobs screen.

```

Work with Submitted Jobs
OSMSOUTH
01/08/07 09:06:10
Submitted from . . . . . : *USER

Type options, press Enter.
 2=Change  3=Hold  4=End  5=Work with  6=Release  7=Display message
 8=Work with spooled files

Opt  Job          User      Type      -----Status-----  Function
-   APHINX       BRENDA   BATCH     OUTQ
-   CVARPT       BRENDA   BATCH     OUTQ
-   CSELODPT4J   BRENDA   BATCH     OUTQ
-   TCRDGN       BRENDA   BATCH     ACTIVE
-   RGZREPORT    BRENDA   BATCH     JOBQ
-   CSELOD       BRENDA   BATCH     OUTQ
-   CSELODPT4J   BRENDA   BATCH     OUTQ
-   CSELOD       BRENDA   BATCH     OUTQ

More...

Parameters or command
===>
F3=Exit    F4=Prompt  F5=Refresh  F9=Retrieve  F11=Display schedule data
F12=Cancel F17=Top    F18=Bottom
    
```

Check the *Status* column to determine the status of the job/report.

Job Status	
Status	Description
<b>OUTQ</b>	The job is finished running and is waiting in an outqueue to be printed. You may select <b>8-Work with Spooled Files</b> . The file or report can then be released to the printer.
<b>JOBQ</b>	The job has <u>not started</u> running yet. Another job is ahead of this one. Most jobs run in order of request, not simultaneously.
<b>ACTIVE</b>	The report is running <u>now</u> but has not finished. Press <b>F5</b> to refresh your screen or wait for the message indicator to tell you that the job has finished.
<b>MSGW</b>	There is a problem with the job. Call your Data Processing Department or JIS for assistance.
<b>EOJ</b>	The job is just finishing.

## Using the Attention/Escape Key - Operational Assistant

On a dummy terminal the Setup/Attn key is in the upper left-hand corner of the keyboard. On a PC, the Esc (escape) key is located in the same position and possesses the same functionality.

After pressing the Setup/Attn (Esc) key, the AS/400 Operational Assistant (TM) Menu will appear. This menu simplifies some tasks such as working with printer output, submitted jobs, terminal messages and changing your password. The biggest advantage is that you may press this key wherever you are on the system without backing out to the District Selection and Operator Menu.

*Note: These options may not be available if the court is using Office Vision or if it has been intentionally disabled by your systems administrator or court administrator.*

```

ASSIST                OS/400 Operational Assistant (TM) Menu                System:  OSMSOUTH
To select one of the following, type its number below and press Enter:

    1. Work with printer output
    2. Work with jobs
    3. Work with messages
    4. Send messages
    5. Change your password

   10. Manage your system, users, and devices
   11. Customize your system, users, and devices

   75. Information and problem handling

   80. Temporary sign-off

Type a menu option below
—
F1=Help  F3=Exit  F9=Command line  F12=Cancel

```

### Menu option 1 - Work with printer output

Using this print option from the AS/400 Operational Assistant Menu is similar to the Work with Output Queue on the District Selection and Operator Menu. When viewing the output from this screen, the name of the screen is Work with All Spooled Files.

An added benefit to using the Setup/Attn (Esc) key is that there is a column for *Device or Queue* and you can see all of the output queues/printers on one screen. However, you may only view items requested by your user profile.

Work with All Spooled Files

Type options, press Enter.  
 1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages  
 8=Attributes 9=Work with printing status

Opt	File	User	Device or Queue	User Data	Sts	Total Pages	Cur Page	Copy
-	REOPEN_A	KAREN	PRT00	TCRCLD2	HLD	2		1
-	DISPO_A	KAREN	PRT00	TCRCLD2	HLD	7		1
-	CASELOAD	KAREN	PRT00	TCRCLDGRID	HLD	3		1
-	EXPGAR	KAREN	KAREN	CIVGRT	HLD	1		1
-	CVAUDIT	KAREN	KAREN	CIVAUD	HLD	1		1

Bottom

Parameters for options 1, 2, 3 or command  
 ===> \_\_\_\_\_  
 F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys

**Menu option 1-Work with printer output - gives you the Work with All Spooled Files screen.**

Press F11 to see View 2.

Work with All Spooled Files

Type options, press Enter.  
 1=Send 2=Change 3=Hold 4=Delete 5=Dis View 2 shows creation date and time =Messages  
 8=Attributes 9=Work with printing stat

Opt	File	User	Form Type	Pty	Creation Date	Creation Time
-	REOPEN_A	KAREN	8X11	5	02/19/04	14:03:28
-	DISPO_A	KAREN	8X11	5	02/19/04	14:03:28
-	CASELOAD	KAREN	8X11	5	02/19/04	14:03:28
-	EXPGAR	KAREN	8X11	5	02/19/04	14:03:28
-	CVAUDIT	KAREN	*STD	5	02/19/04	14:03:28

Bottom

Parameters for options 1, 2, 3 or command  
 ===> \_\_\_\_\_  
 F3=Exit F10=View 1 F11=View 3 F12=Cancel F22=Printers F24=More keys

## Menu option 2 - Work with jobs

This is similar to the Work with Submitted Jobs on the District Selection and Operator Menu. Selecting this option allows you to check on the status of a batch job or report that was requested by the user signed on to PC or terminal.

Once the job is in **outq** status, type an **8** (Work with spooled files) in the *Opt* field and press **ENTER**. This will take you to the Work with Spooled Files screen where you may release your file to the printer, answer messages, delete files, etc.

```

                                Work with User Jobs                                OSMSOUTH
                                                                                   01/11/07 14:56:58
Type options, press Enter.
  2=Change  3=Hold  4=End  5=Work with  6=Release  7=Display message
  8=Work with spooled files  13=Disconnect

Opt  Job          User          Type      -----Status-----  Function
---  ---          ---          ---      -----
---  ABS_SENT     BRENDA      BATCH     OUTQ
---  APHINX       BRENDA      BATCH     OUTQ
---  CSELOD       BRENDA      BATCH     OUTQ
---  CSELODPT4   BRENDA      BATCH     OUTQ
                                                                                   More...

Parameters or command
===>
F3=Exit    F4=Prompt  F5=Refresh  F9=Retrieve  F11=Display schedule data
F12=Cancel F17=Top    F18=Bottom  F21=Select assistance level

```

### **Work with User Jobs screen**

## Menu option 3 - Work with messages

Select **3** from the AS/400 Assistant Operational Menu to get the system messages for your terminal. This is the same as **6-Display Messages**, from the District Selection and Operator Menu.

System messages notify the user that a batch job has completed and, occasionally, may require a user response.

A message symbol at the bottom of the screen means a message is waiting. Unless the messages are deleted regularly, they will continue to accumulate and you will not be notified of new messages as they occur.

JIS District Selection and Operator Menu 2006/2 DCS

1. District Selection Menu

Printer Writer/Output Queue: HOJPRT03

- 3. Start Printer Writer
- 4. Work with Printer Writer
- 5. Work with Output Queue
  
- 6. Display Messages
- 7. Work with Submitted Jobs
- 8. Work with All Spooled Files
  
- 9. Reports Archives
  
- \_\_ Enter Option

F24-Sign Off System

Display Messages

Queue . . . . . :	BRENDA	System:	OSMSOUTH
Library . . . . . :	QUSRSYS	Program . . . . . :	*DSPMSG
Severity . . . . . :	00	Library . . . . . :	
		Delivery . . . . . :	*NOTIFY

Type reply (if required), press Enter.

- Job 168249/BRENDA/APHINX completed normally on 01/08/07 at 08:20:01.
- Job 169881/BRENDA/CVARPT completed normally on 01/08/07 at 09:04:36.
- Job 169891/BRENDA/CSELODPT4J completed normally on 01/08/07 at 09:04:59.
- Job 169951/BRENDA/TCRDGN completed normally on 01/08/07 at 09:10:17.
- Job 169952/BRENDA/RGZREPORT completed normally on 01/08/07 at 09:12:17.

First, verify that the job(s) completed normally.

Then, press F13 to remove all messages, or F11 to remove one at a time.

F3=Exit  
F13=Remove all

F11=Remove a message  
F16=Remove all except unanswered

F12=Cancel  
F24=More keys

Bottom

### Menu option 4 - Send messages

Select **4** from the AS/400 Operational Menu to send a message to another terminal.

Send a Message

Type information below, then press F10 to send.

Message needs reply . . . . . Y                    Y=Yes, N=No

Interrupt user . . . . . Y                    Y=Yes, N=No

Message text . . . . . Judge Smith needs the John Wilson file. Do you have it on your desk?

---



---



---



---

Send to . . . . . D9992KJS    Name, F4 for list

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

More...

F1=Help    F3=Exit    F10=Send    F12=Cancel

Field Descriptions	
Message needs reply . . .	Defaults to <b>N</b> -No. If you change it to <b>Y</b> -Yes, the message will include a reply line.
Interrupt user . . .	Defaults to <b>N</b> -No. If you change it to <b>Y</b> -Yes, the message you send will appear on their screen (not just the message waiting symbol at the bottom of the screen!)
Message text . . .	Type your message here.
Send to . . .	Type the user profile(s) here. If you do not know the user's i.d., press <b>F4</b> for a list.

Press **F10** to send the message.

On the next page is an example of a message that requires a reply.

```

                                Display Messages
Queue . . . . . : KARENLC                System: OSMSOUTH
Library . . . . : QSYS                   Program . . . . : *DSPMSG
Severity . . . . : 00                    Library . . . . :
Delivery . . . . : *NOTIFY
Type reply (if required), press Enter.
From . . . . . : LINDA                   02/07/07   15:31:48
===> KAREN: Judge Smith needs the John Wilson file. Do you have it on your
desk?
Reply . . . . . _____
    
```

Type your reply here and press ENTER.

```

                                Bottom
F3=Exit          F11=Remove a message      F12=Cancel
F13=Remove all   F16=Remove all except unanswered  F24=More keys
    
```

Type your reply and press **ENTER**. Press **F3** to exit this screen. If you do not need to respond to the message, press **F3** to return to the screen you were on when you were interrupted.

### Menu option 5 - Change your password

Select **5** from the AS/400 Operational Assistant Menu to change your password.

```

                                Change Password
User profile . . . . . : BRENDA
Password last changed . . . . . : 12/04/06
Type choices, press Enter.
Current password . . . . .
New password . . . . .
New password (to verify) . . . . .
    
```

Type in your current password. Then type your new password (twice, to verify); press ENTER.

The password fields will not be visibly displayed on the screen for security reasons.

```

F3=Exit          F12=Cancel
    
```

The message: *Password Changed Successfully* should appear at the bottom of the screen if the password change was accepted. The new password will be valid the next time you sign on to the system.

Other IBM AS/400 functions exist that are designed for the system administrator and will not be covered in this manual. Your AS/400 Operational Assistant Menu may differ from the one shown earlier in this chapter. There are two more functions that may be helpful.

### Menu option 75 - Information and problem handling

You may be asked to provide your work station display name on a troubleshooting call. You can use option **75** from the AS/400 Operational Assistant Menu, then select option **3-Display work station user**.

```

USERHELP                Information and Problem Handling                System:  OSMSOUTH
To select one of the following, type its number below and press Enter:

    1. How to use help
    2. Information Assistant options
    3. Display work station user

   10. Save information to help resolve a problem
   11. Technical support tasks

   80. Temporary sign-off

Type a menu option below
—
F1=Help  F3=Exit  F9=Command line  F12=Cancel
    
```

```

Display Work Station User                OSMSOUTH
                                           L1/07  15:06:23
User . . . . . This is your work station.
Text . . . . .
Work station . . . . . : BRENDA LB
Text . . . . . : Device created for OSMSOUTH.

Number of interactive jobs in session . . : 1
Interactive job currently active . . . . : A
Interactive job A . . . . . : 244939/BRENDA/BRENDA LB
Current group job . . . . . : QEZGRP2
Previous group job . . . . . : QEZGRP1
Number of jobs in group . . . . . : 2
Interactive job B . . . . . : *NONE

Press Enter to continue.

F3=Exit  F12=Cancel
(C) COPYRIGHT IBM CORP. 1980, 2003.
    
```

## Menu option 80 - Temporary sign-off

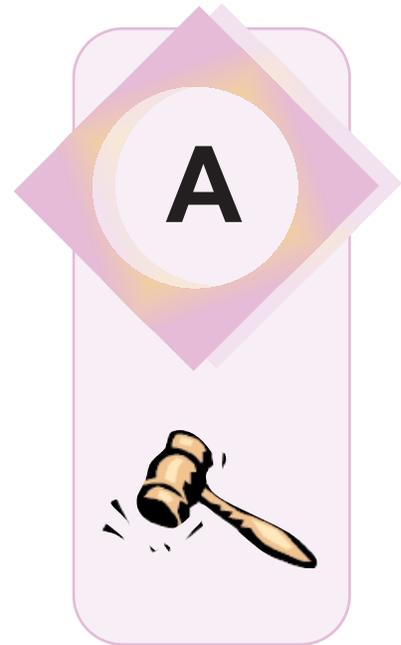
Select **80** to temporarily sign off your work station. When you sign back on to the same work station, you will return to the screen you were on when you signed off.



**Warning! Do not use this feature on Cash. Ever!**  
**Do not use this feature to sign off at the end of the day.**

# Appendices

*These appendices are referenced throughout this User Guide. They include information about codes, fields, function keys, etc. You may find it helpful to print some or all of these Appendices to use as a guide when using the JIS Traffic/Criminal and Probation Modules.*



Appendices for Traffic/Criminal	
A	Master List of Field Descriptions
B	Function Keys
C	Hop Codes
D	Case Type Codes
E	Proceeding Codes (PO) Scheduling Codes (AJ)
F	Plea Codes (PL) Disposition Codes (DS) Deferral Codes (DF) Dismissal Codes (DI)
G	Bond Type Codes (BT) Bond Action Codes (BD) Bond Paydown Codes
H	Warrant Codes (WR) Appeal Codes (AP)
I	Code Listing Groups, Report Codes
J	LEIN Entry Codes
K	DOS Vehicle Type Codes
L	DOS Inquiry Key
M	State/Province/Country Abbreviations
N	Crime Victim Fee Offenses
O	Help Desk Fax Sheet
P	JIS Enhancement Request Form
Q	Request for JIS Training
R	Frequently Asked Questions

Master List of Field Descriptions		
Field Name	Screen(s)	Description/Format
# of Days or #Days	DSP ABS	The number of days of immobilization.
#2 Eff Date	PRC	The date the conditions are to become effective pursuant to MCL 765.6b.
\$Code	DSP	The cash code that represents an assessment. For example, MYOR (Ordinance Fines and Costs). See your <i>Cash Codes List</i> for a complete listing of your court's cash codes. Hotkeys can be used.
\$ Due	ACT	The amount of money still due for the case.
20% Late Penalty	SCH	<p>Twenty-percent late penalty assessed according to your court's Z-record. Use one of the following codes:</p> <p><b>S</b> - to STOP a late penalty from being assessed.  <b>E</b> - to make the case ELIGIBLE for a late penalty  <b>I</b> - to indicate that a late penalty had been ISSUED PREVIOUSLY</p> <p><i>Note: If you are entering <b>S</b> (Stop) or <b>I</b> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case.</i></p>
A/C/S OR ACS		<b>A</b> - Attempt <b>C</b> - Conspire <b>S</b> - Solicit
Abstract	CAS SCH	<p><b>S</b> - to STOP an abstract from being generated  <b>E</b> - to make the case ELIGIBLE for an abstract  <b>X</b> - to REQUEST an abstract the next time Date Generated Notices are requested  <b>I</b> - to indicate that an abstract was ISSUED PREVIOUSLY</p> <p>On CAS screen, request is for count one; to request an abstract for other than Count 1, use the Scheduling screen (SCH).</p> <p>On SCH screen, if you are entering <b>S</b> (Stop) or <b>I</b> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering <b>X</b> (Request Notice).</p> <p><i>Note: An abstract does not usually need to be requested or made eligible. By entering the disposition code, an abstract will automatically be produced unless previously stopped.</i></p>
Abstract Date	ABS	The date the abstract was created through Date Generated Notices.
Abstract Type	ABS	<p>A one-character code indicating the type of abstract. For non-alcohol related offenses, the Abstract Type should always be <b>A</b>. For alcohol and repeat offender related offenses, the choices are:</p> <p><b>A</b> - Adjudication Abstract (at time of plea)  <b>B</b> - Sentencing Abstract (assessment of money, jail, community service, or probation)  <b>S</b> - Both (adjudication and sentencing occur at the same time)</p>
Acc Type	CAS	<p>If the offense involved an accident, enter the appropriate accident type:</p> <p><b>P</b> - Property Damage      <b>I</b> - Injury      <b>D</b> - Death</p>

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Action	SCH	A two-character code to describe the type of bond action occurring. A list of Bond Action Codes can be found in Appendix G. <b>Prompt</b> is valid on this field.  <i>Note: Any posting (BD10) of monetary bond must be done through the Cash system or the Bond Update Screen (BND).</i>
Actions Date	RLF	The date that is used for any actions generated.
Activity	Supp Cal	Type a brief description of the scheduled activity.
Actn	ACT	A four-character code to describe the action. This field cannot be modified.
Added Count	DSP	The count field on the hop line must be blank to display this field. Enter the next consecutive count number in the first field and the valid offense code for the additional count in the second field. <b>Prompt</b> is valid on the second field.
Additional Bond ( )	OFB	This field will either be marked with an <b>N</b> (no additional bonds) or a <b>Y</b> (additional bonds).
Additional Charges	CAS	If the case has more than one count, you can add charge codes for Counts 2-5 in these fields when the case is initiated. Additional counts, or counts not added at case initiation must be added through the DSP screen. <b>Prompt</b> is valid on this field.  <i>Note: The one character field following the field the charge is entered on can be used for <b>A</b> - Attempt, <b>C</b> - Conspire, <b>S</b> - Solicit.</i>
Additional Restrictions	RLF	Type an <b>X</b> in front of any/all of the situations that apply. Options are: Interlock, To/From Alcohol Program, Community Service, Probation, Medical Treatment, To/From School.
Addr		The defendant's address. This is a display-only field.
Address	WAR	There are two <i>Address</i> fields on the screen. You can type the Police Agency address, if needed. The defendant's address will be displayed.
	Forms	The defendant's address. This is a display-only field.
Address 1/ Address 2	Bindover	Two lines for the address of the person who posted the bond.
Adjctd Date	RLF	The adjudication date. If incorrect, you can change this date and the Suspnd/Restrd days will be recalculated. This will not change the case disposition date.  <i>Note: When charge that has a DOS code of 9200 is disposed, the date of sentencing will be retrieved in this field.</i>
Adjourned From	NTA	If desired, enter the date that is being adjourned. Typing a date in this field will <b>not</b> update the calendar or the case record.
Adjud Date	NOA	The adjudication date.
Adjudicate	ABS	The adjudication date. The adjudication (conviction) date must not be less than the violation date or greater than the abstract date. This must be the sentencing date for DOS codes 9200 and 1710.
AGAINST:	JBF	Type the name of the defendant or depositor who forfeited the bond amount.
AGC	PBW	Police agency. This is a display-only field.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Agency OR Agency #	CAS	Type the officer agency number. Numbers are stored in the Officer File and should appear on the ticket. <b>Prompt</b> is valid on this field.
	Forms	The name of the arresting agency will display, but can be modified if necessary.
Agency File #	PRC	The Police Incident Number will be displayed if entered previously on the CAS Screen. It can be modified or erased.
Agency Name and Address	SAE	Type the name and address of the agency performing the evaluation.
Agency ORI	Ticket Upload	The ORI and name of police agency who issued the ticket. This field cannot be changed.
Agency Report Due...	SAE	The date the evaluation report is due to the court.
AKA	Bindover	Two fields indicate an alias name. The format is LAST/FIRST/MIDDLE or LAST/FIRST/MIDDLE JR.
Alcohol Content Level	SAE	Enter the alcohol content level, e.g. .15%.
Alcohol Program	ABS	Alcohol program, if ordered by the judge. <b>Y</b> (yes) or <b>N</b> (no) will appear on the abstract.
Alt Court Address	NTA	Type an <b>X</b> if the court location is different from the one listed at the top of the form (standard court location). Type the address of the alternate court location.
Alternate Court Address	CIN VIO	Type the alternate location for the hearing, if applicable.
Amd/#2 Eff Date	PRC	Type an <b>X</b> if there is an amended effective date for the conditions in Item #2 on this form. Then type the date the conditions are to become effective pursuant to MCL 765.6b.
Amd/Ord Exp Date	PRC	Type an <b>X</b> if there is an amended expiration date of the order. Then type the expiration date.
Amended	JGS	Type an <b>X</b> if it is an amended Judgment of Sentence.
Amount	SCH ACT	Type dollar amount of the action. A decimal point and zeros are not required if the amount is in whole dollars.  <i>Note: You cannot add, change or delete an amount from the ACT screen. Any correction of monetary assessments must be done through the DSP screen or the Cash Module. Any amount added or deleted on the ACT screen will not update the database.</i>
	BND	Type the amount of the check used to paydown the record.
Amount Deposited	JBF OFB	The amount of bond that was deposited and will be forfeited.
Appeal	SCH	Used to describe the reason the case is being appealed. An entry of <b>1-7</b> on this field will cause the case to be listed on the Appealed Case List; however, notices will not automatically be stopped. An entry of <b>8</b> will remove the case from the Appealed Case List. <b>Prompt</b> is valid on this field.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Appearance Date	BFT	The date of the last appearance. This field must be filled in to add a record to the Bond Forfeiture Tickler.
Appearance Date and Time	SCS	If the show cause was scheduled on the SCH or PRB screen, the date and time will appear here. These fields can be modified.  <i>Note: Adding or changing a date and time in the field will not update the calendar. To update the calendar, changes must be made on the SCH or PRB screen.</i>
Appointed	Bindover	<b>Y</b> (Yes) or <b>N</b> (No) will appear based on a previous entry if the attorney is appointed. This field may be modified.
Arrearage Amount/Date	NPR	The amount of the arrearage will be displayed as of the current date. These fields can be modified.
Arrest Date	PRC	The date of offense will be displayed, but can be modified if necessary.
	OFF	This field will be blank, but a date can be entered if necessary.
Arresting Agency	OFF	The name of the police agency listed in the <i>Agency</i> field of the CAS screen will be displayed if a header record exists for the agency in the Officer File. It can be modified on the form if necessary. See Chapter 9 for more information on creating header records.
Arrgn/Comm	SCH	A four-character code used to describe incarceration of a defendant at any time other than sentencing. <i>Entry of these codes are not necessary if your court prints the Pre-Trial Release/Custody form (MC240).</i> Valid codes are: <b>COMM</b> - Committed <b>COPR</b> - Pre-Sentence Commitment Filed <b>CORJ</b> - Remanded to Jail <b>RFCS</b> - Removed from Custody  A posted bond will remove a case from the custody status for the purposes of the Speedy Trial and 120-Day Report. If a bond is not posted through Cash, use the code <b>RFCS</b> to remove a case from custody status.
Assessment	DSP	The amount of the assessment. If the associated cash code has a default amount, do not enter anything in the <i>Assessment</i> field. If the associated cash code does not have a default amount, enter the dollar amount in the <i>Assessment</i> field. A decimal point and zeros are not required if the amount assessed is in whole dollars. Refer to your court's <i>Cash Codes List</i> to determine which codes have a default amount.  You can add up to fourteen cash codes on this screen.  <i>Note: When more than 14 assessments exist, the screen will display the following message: "Unable to display all assessments for this charge". The total fine and amount due is correct and reflects all assessments and payments, including the codes that may not be displayed.</i>
AT:	SCS	Type an <b>X</b> in front of appropriate choice for court location. You can type information after the courtroom number and other field to further describe the court location if needed.
Attached to...	WAR	This field is for police disposition of the warrant.
Attempt	FAC	The word <i>Attempted</i> will appear if the offense was attempted.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Attorney	SCH	Type the attorney's bar number. An <b>A</b> should be entered following the bar # if the attorney was court appointed, or leave it blank for a retained attorney. This field should only be used for assigning or changing the attorney of record. If you need to remove an attorney of record, use the Removal screen (REM). <b>Prompt</b> is valid on this field.
Atty	CAS ACT	The five-digit bar number of the attorney of record. <b>Prompt</b> is valid on this field on the CAS screen.  <i>Note: An attorney of record <b>must</b> be entered through SCH or CAS screen, and can only be deleted through the Removal Screen (REM). Adding or removing the bar number from the ACT screen will not update the case record.</i>
	JGS	The amount of money that has been assessed for court appointed attorney fees. This can be modified.
	Bindover	The attorney of record bar number will appear. Another bar number may be typed in if needed.
Audit/Dism Abs	DSP	Type an <b>X</b> in this field to request a Sentencing Abstract (Type "S") or a Dismissal Abstract on an alcohol-related or repeat offender case. An abstract will automatically be generated the next time Date Generated Notices are requested. Leave field blank if plea and sentencing occur at the same time.  Additional Audit Abstracts can be requested at any time after sentencing.  See pages 3-54 through 3-57 for more information about processing alcohol-related or repeat offender cases.
Authorize Complaint Date	CAS & Warrant Request	The date of the authorization of the complaint by the prosecutor. The date cannot be earlier than the <i>Offense Date</i> .
Balance Due	JGS CIJ	If any payments have been made, the balance due will print on the form. If any changes are made to the assessments on JGS screen, press <b>ENTER</b> to recalculate <i>Balance Due</i> .
Balance of Judgment	JBF	The system will calculate this amount. It is the <i>Total Amount of Judgment</i> minus the <i>Less Amt of Cash Deposited</i> .
Bar No Bar#	Forms	The bar number of the Judge of Record will appear. If there is no Judge of Record, the bar number of the Proceeding Judge or Next Judge will appear. You can modify or erase the number.  At the bottom of PRC, you must enter the judge's bar number if the release is subject to conditions pursuant to MCL 765.6b.  If a judge will sign the WAR, enter the bar number for that judge. If entered, the <i>Clerk</i> field must be blank.
	NTA	The bar number of the Next Judge on the case. If there is no Next Judge, the Judge of Record or Proceeding Judge will appear. This can be modified or erased.
	CAL	To view or print a specific Month at a Glance calendar, enter the hotkey or 5-digit bar number of the judge, magistrate, probation officer, etc.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Batch #	Ticket Upload	The batch number for a group of tickets on a particular diskette from the law enforcement agency.
BGN	ACT Supp Cal	Type the date which you want to begin looking for actions or entries, e.g. 072506.
Birth	ABS	The six character numeric field for date of birth (MMDDYY). <b>Prompt</b> is valid on this field to modify the birth century.
Bnd Type	OFB PRC	The type of bond will be displayed if previously entered, or can be entered or modified here. Available bond types are: Cash/Surety, PR, Cash/Surety/10% (PRC only), 10% (OFB only), Real Property, Proof of Value Required (PRC only).
Body Style	IMP	Type the body style of vehicle to be impounded, i.e. 4-door.
Bond Amt OR Bond Amount	PBW  PRC  BND BFT	If a bond amount has been set on the SCH screen, that amount will appear. If not, enter the bond amount.  The total amount of outstanding bonds or a bond set amount will display. This field can be modified.  Type the amount of the Bond, Restitution, Trust or Trust & Agency record. A decimal point is not needed for whole dollar amounts. This field must be filled in to add a record to the Bond Forfeiture Tickler.
Bond Balance	BND	The balance of the bond still outstanding.
Bond Denied	PRC	If the bond code <b>BD38</b> has been entered in the Bond Action field on the SCH screen, this field will be marked with an <b>X</b> . If not, type an <b>X</b> in this field if bond has been denied.
Bond Depositor	JBF	If there is a third party depositor on file, the name will display. Type the address of the depositor in the space provided.
Bond Forf Abs	SCH	A Bond Forfeiture Abstract should be requested if a disposition has not yet been entered on an abstractable misdemeanor or felony charge and the bond is being forfeited. Type an <b>X</b> for a Bond Forfeiture Abstract to be generated the next time Date Generated Notices are requested. You must be count specific on the hop line if there are multiple counts. The request for the Forfeiture Abstract will be noted on the ROA.
Bond Forf. Amt.	CIJ	Amount of bond to be forfeited and applied to fine and costs.
Bond Type	BFT	The description of the type of bond that is being added to the tickler, e.g. cash, PR. This field must be filled in to add a record to the Bond Forfeiture Tickler.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Case		Case number.
	Bindover	District Court case number. This is a display-only field.
Case Number	FAC	Type the case number in this field unless you have previously entered it on the hop line. Once a number is entered, you can scroll forward and backward through the FAC file with the <b>Page/Roll</b> keys.
	BFT	The case number. This field must be filled in to add or delete a case from the Bond Forfeiture Tickler. The case number must be in the system if adding a tickler record.
Case/Ticket Number	DHU	The case or ticket number.
Case Type		Type a valid case type from the list found in Appendix D. <b>Prompt</b> is valid from the CAS screen.
CCW	CAS	Type the concealed pistol license number provided on the citation. Valid only if offense date is on or after 7/1/01.
	JGS	If CCW permit suspension was noted on the DSP screen, the number of days of suspension will appear in the <i>Susp ____ days</i> field. If CCW permit revocation was noted on DSP screen, an <b>X</b> will appear in the <i>Revoke</i> field. If CCW permit # was entered on CAS screen, that number will appear in <i>Permit #</i> field. Type county name in the <i>County</i> field. These fields can all be modified if necessary.
CDL	CAS	Commercial Driver License. Valid options are <b>Y</b> - Yes, <b>N</b> - No or <b>U</b> - Unknown. This is a required field on CAS screen if a Michigan driver license number is entered in the DLN field and the case contains an abstractable offense.
	ABS	
CDL Sanct	ABS	A <b>Y</b> will appear in this field if it is an alcohol-related offense that occurred while the defendant was operating a commercial vehicle.
Certificate of Service	CIJ	Type an <b>X</b> to indicate if the defendant was served personally or by mail.
Change Case no.	TRN	Type an <b>X</b> to change the case number. You must also fill in the <i>New Case ID</i> field.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Charge	CAS	On most screens, the short description of the charge will be displayed. Type the offense code that is obtained from the local ordinance or state statute file. If the charge is a complaint for a violation of state law, the PAAM number indicated on the warrant may be used. Corrections to the charge are made on the Disposition Screen. <b>Prompt</b> is valid on this field.  <i>NOTE: When entering a PAAM #, do not enter the period in the 4th position, i.e. 750.81A would be entered 75081A.</i>
	BFT	A brief description of the charge. This field must be filled in to add a record to the Bond Forfeiture Tickler.
	DHU	Type a brief description of the charge.
	Ticket Upload	The charge displayed in this field is retrieved in the order displayed below; however, a different number/code may be entered to be returned to the Case Entry screen (CAS). • SOS Code • PACC Code • MCL Code
	Warrant Request	The charge code will be displayed. It may be modified if necessary.
Charge Description	Ticket Upload	A short description of the charge.
Check No	BND	The check number used to paydown the record.
Circuit Plea	Bindover	<b>PLG</b> - Guilty <b>NOC</b> - No Contest <b>PMI</b> - Mentally Ill
City		The name of the city. Do not use punctuation when entering this field.
Clerk	NTA SUB WAR	For NTA & WAR, the clerk's name will display if a security record has been established for that user. If not, enter the name or initials of the clerk preparing the form. For SUB, the clerk's name will not be displayed, but can be added if needed. For SUB & WAR, if a judge will be signing the form, the judge's bar number should be typed in the <i>Bar No.</i> field and the <i>Clerk</i> field must be blank.
	STS	The initials of the clerk who made the entry. If an entry has been deleted, there will be an date in the <i>Del Date</i> field and the initials of the clerk who deleted the entry will be displayed in the <i>Clerk</i> field.
Clerk/ Administrator	FAC	The name of the court administrator or clerk.
Clk	RPT	The initials of the clerk making the request. The initials are retrieved from the user profile and cannot be changed.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Close/ reOpen/Prob	DSP SCH PRB	<p>Select a code to change the status of a case. <b>C</b> - Closed   <b>O</b> - reOpen   <b>P</b> - Probation.</p> <p>Closing the case removes any future proceedings from the calendar. However, once a case is closed, a new court date can be scheduled and will appear on the calendar.</p> <p>Reopening a case does not reschedule previously scheduled future proceedings. If you re-open a case, the program will determine the correct status: PEND, DISP, PROB or WRNT.</p> <p>If you enter a Probation Term on Part 2 of the Disposition Screen, the case status will automatically change to Probation.</p>
Cnt	ACT  RPT  JGS	<p>Count number.</p> <p>ACT This field is display-only and lists which count the action applies to.</p> <p>RPT The specific count number. If the count field is left blank for adding a request for FLB, LBL, ROA, ROAF, NTAA, NTAB, NTAD, then the count is defaulted to 01.</p> <p>JGS Count number. Up to three charges will be displayed. Charges with a deferred or dismissal disposition code, or undisposed charges will not automatically be displayed. You may add/change number in <i>Cnt</i> field in the top portion of the screen to produce a judgment for any charge on a case. Type the charge number in the <i>Cnt</i> field and press <b>ENTER</b>. The charge description will be displayed in the top portion of the screen, and the assessments for that count will display in the payment portion of the screen.</p>
Cnts	ACT	The number of counts for a case. This is a display-only field.
Code	DHU  RPT  ABS  STS	<p>DHU A two-character disposition code. A list of disposition codes can be found in Appendix F.</p> <p>RPT A two-character scheduling code. A list of scheduling codes can be found in Appendix E.</p> <p>ABS The code (below) regarding restricted driving for up to two employers. <b>1</b> - Can drive to and from work only <b>2</b> - Can drive to, from and during work <b>3</b> - Can drive during work only</p> <p><i>Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.</i></p> <p>STS A four-character code used to describe the action that occurred.</p>
Color	IMP	Type color of vehicle to be impounded.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Comment(s)	ACT	Type additional information about the case. This information will appear on the Register of Actions (ROA).  <i>Note: If you type a <b>C</b> in the Del field, information from the line above will be copied if a field is left blank. If you are entering several lines of text with the same date, you can type the date on the first line, and then type <b>C</b> in the Del field for each line after that (and leave the Date field blank). When you press <b>ENTER</b> the date will be copied from the first line to each line that you had typed <b>C</b>.</i>
	DEL	You must enter a reason for the deletion. This reason will print on the Delete Audit Report.
	TRN	If left blank the following comments will update to the Delete Audit Report: Transfer from Court ____ to ____ OR Change case ____ to ____ You can enter your own comment if you prefer.
	CIN NLP NTA PRB	Additional lines for entry of comments. Use the short lines to enter four digit codes. Use the long lines for typing additional comments. See information for specific forms in Chapter 4 of this User Guide to see if comments can be transferred to ROA.
Comment#1	ABS	Two lines for comments about the abstract. If you are submitting a <b>COR</b> or <b>DEL</b> type abstract, you must type comments in this field.
Committed	DSP	Type an <b>X</b> if the defendant was committed to jail or if credit was given for time served. Type an <b>O</b> if the defendant was committed on an optional jail term (pay or stay).
	JGS	Type an <b>X</b> if defendant is being committed to jail. This field will be marked with an <b>X</b> if the commitment was designated on the DSP screen.
Community Service	ABS	The number of days of community service.
Complainant Name	CIN	The complainant name and address can be entered, if necessary.
Complaint/ Iss Date	CAS	The date that the complaint was issued by authorized court personnel. This date cannot be earlier than the <i>Offense Date</i> or the <i>Authorize Complaint Date</i> . If a ticket was issued on a date other than the offense date, use this field to indicate the date the ticket was actually issued. This field can be modified after entry.
Condition/ Item#	PRC	Type conditions on the blank line, or press <b>F4-Prompt</b> for the list of <i>Other Conditions</i> that are standard for this form and make your selection from the list.
Conditional	CIJ JGS ORD	Enter an <b>X</b> in this field if you only want the paragraphs/items that apply to this case to print on the 8x11 form. If the <b>X</b> is removed, all paragraphs of the SCAO approved form will be printed.
	PBW	Enter an <b>X</b> to print only the first copy of the bench warrant. The <i>Court Memo Copy</i> will not print.
	SCS	An <b>X</b> will automatically be displayed in this box, and the first page of the Order to Show Cause will be printed. To print the second page (service page) of the Order to Show Cause, remove the <b>X</b> .

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Conditions	Bindover	This field must have an <b>X</b> in it if bond conditions exist for the case.
Contempt	PBW	Type an <b>X</b> in front of <i>fail to appear</i> or <i>following reasons</i> field.
Copies	Cal Prt	Include how many copies you want to print; valid choices are <b>1-9</b> .
Count		The count to be accessed. For most screens, this field defaults to Count 01 if not otherwise specified.
Court		This field is located in the upper left portion of the screen. The number is determined when you sign on the system. Courts with more than one location can access data in each location by changing the court identification number. Example: Court <b>0, 1, 2</b> .
	ABS	Located in the upper left hand corner of screen, the four digit Court ID code. This field cannot be changed.
	FAC	The first three positions are a numeric city code established by DOS showing the court location. The fourth character is an alpha character denoting the type of court, e.g. D = District Court.
Court Code	NOA	The first three positions are a numeric city code established by DOS showing the court location. The fourth character is an alpha character denoting the type of court, e.g. D = District Court.
Court Date	CAS & Ticket Upload	Enter the date that the defendant should appear or the due date for payable tickets. The date cannot be earlier than the offense date or an invalid court date, i.e., Saturday, Sunday or a court holiday. If the court has a standard, pre-printed number of days for a due date on payable tickets, and that time has been established in your court's Z-Record, this field can be left blank and the system will calculate the due date as long as the other required information has been entered in the Ticket Information Section, e.g. vehicle information. If the due date has been established in the Z-Record, the following message will appear immediately after <i>Ticket Information</i> on the CAS screen: <b>Default Due Date is XX Days from Offense Date</b> .
	RPT	The date of a Notice to Appear for a previously scheduled event. If this field is left blank, the system will retrieve the first future scheduled court date for this case. If the event has not been previously scheduled on another screen, you can enter the information on this screen in order to produce the postcard Notice to Appear. However, this <b>WILL NOT</b> update the calendar and the event must also be scheduled on the SCH screen.
	FAC	The date which the defendant either failed to appear or pay fine and costs.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Court/Due Date	SCH	<p>The Court/Due Date is used to calculate all date generated notices and penalties. This date will appear in the Court Date box on the FAC/FCJ/FCPV form.</p> <p>If you are requesting an FAC/FCJ/FAD, the Court/Due Date must be at least:</p> <ul style="list-style-type: none"> <li>• 7 days prior to today for <i>pre-judgment alcohol</i> offenses.</li> <li>• 14 days prior to today for <i>post-judgment alcohol</i> offenses.</li> <li>• 39 days prior to today for <i>parking</i> offenses.</li> <li>• 42 days prior to today for <i>non-alcohol</i> offenses.</li> </ul> <p>You can make changes to the date if necessary.</p>
Court Finding	ABS NOA	A description of the case disposition, e.g. guilty as charged, judgment rendered, disposed on guilty plea, etc.
Court Location		The location number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing this court location number.
	Cal Prt	Used in multiple-setting courts. It may be changed to any location defined in the court's system file.
Court Name and Address	ABS	The court name and address, city, state and zip code.
Court Reporter	Bindover	Name of Court Reporter. Format is: LAST/FIRST/MIDDLE.
Court Time	RPT	The time of the scheduled event for a Notice to Appear. Enter the time and then indicate A (AM) or P (PM). Example: 0900 A. Military time is not used.
Courtroom	CIN NTA	Enter the courtroom number, if applicable.
Credit Days	JGS	The number of days of jail credit defendant was given. If this information was entered on the DSP screen, it will be displayed. It may be modified if necessary.
Crime	JGS	Long description of the charge will be displayed.
Crime/Victim	ORD	The amount of crime victim costs assessed. This can be modified.
Crn Vic	JGS	The amount of crime victim costs assessed. This can be modified.
Crt CD	ABS	The first three positions are a numeric city code established by DOS showing the court location. The fourth character is an alpha character denoting the type of court, e.g. D = District Court.
CTN		Criminal Tracking Number.
CTN/TCN		Criminal Tracking Number/Transaction Control Number. Forms that have this dual field will print the CTN or TCN number if it is the only number that has been entered on the Case Entry screen (CAS), or the CTN if both numbers have been entered.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
D	FAC	When processing a clearance, type an <b>X</b> in this field if the clearance fee was dismissed because the prosecutor or city attorney asked for the dismissal because the case was too old to prosecute.
Damage to Property	Ticket Upload	A <b>Y</b> for yes or <b>N</b> for no will appear as indicated by the officer.
Date	Cal Prt  BND	The date of the offense, an action, event or proceeding, or a due date, e.g. 092406.  <i>Note: On the SCH &amp; DSP screen, if the Date field which follows the PO Code field is left blank when entering a proceeding code (PO code), the system will default to the current date.</i>  Enter the date range to view or print the calendar. You can access up to 90 days of calendars prior to the current date. If left blank, the system will automatically use the current date for viewing.  <u>Top portion of screen:</u> The date of the receipt you want to access <u>Paydown Update/Delete section:</u> The date of the check used to paydown the record.
Date Cleared	FAC	If using the immediate electronic clearance feature, the date the suspension was cleared. The date will be filled in automatically by JIS.
Date Generated Notices	SCH	Includes the following notices - DFJ Form (Default Judgment), Abstract (Abstract), FDN (14-Day Notice), NNC (Notice of Non-Compliance), FAC/FCJ/FAD (Suspension), WAM (Warrant - Misdemeanor), WAN (Warrant Notice), Late Penalty (1st late fee), 20% Late Penalty (after 57 days past due). <b>Each notice is described separately in this chart.</b>  The following codes can be entered in the <i>Date Generated Notices</i> field: <ul style="list-style-type: none"> <li><b>S</b> - to STOP all notices from being generated</li> <li><b>E</b> - to make the case ELIGIBLE for all notice</li> <li><b>I</b> - to indicate that all notices have been ISSUED PREVIOUSLY</li> </ul> <i>Note: If you are entering S (Stop) or I (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case.</i>
Date Notified	WAR	Type the date the police agency was notified of the recall.
Date of Court Appearance /Time	VIO	Date and time of next scheduled court date will be displayed. This can be modified if necessary.  <i>Note: Adding or changing a date and time in the field will not update the calendar. To update the calendar, changes must be made on the Scheduling (SCH) or Probation Scheduling (PRB) screen.</i>

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Date of Probation	AMD DCG	The date the defendant was sentenced to probation will be displayed, but can be modified.
Date Signed	Forms	The current date will be displayed, but can be modified or erased.
Date Susp	FAC	The date the FAC/FCJ/FCPV was generated.
Date/Time	DSP	Type a specific date and time that a payment is due, if the <i>Pymt Schedule</i> field is not completed. Format is: <b>021007 0800 A</b> .
Days Allowed	ABS	Work days are entered in the following day or combination formats: <b>SU M TU W TH F SA</b> or <b>M-F MWF ALL</b>  <i>Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.</i>
Days Community Service	DSP	Enter the number of days of community service. (This will be combined with <i>Days Community Service in Lieu of Jail</i> for the DOS Drunk Driving Audit Report.)
Days Community Service in Lieu of Jail	DSP	Enter the number of days of community service imposed in lieu of jail. (This will be combined with <i>Days Community Service</i> for the DOS Drunk Driving Audit Report.)
Days Jail	DSP	The number of jail days to which the defendant has been sentenced. If the defendant is actually committed to jail, the <i>Committed</i> field must be marked on this screen in order to accurately reflect the jail sentence on the DOS Drunk Driving Audit Report which is published yearly.
Days Jail Credit	DSP	The number of jail days the defendant has already served. This will be deducted from the full jail sentence on the Judgment of Sentence (JGS) form.
Days Restricted	DSP	Enter the number of days that the license is restricted. This field <b>MUST</b> be used if there is an <b>X</b> or <b>W</b> in the <i>Rev/Susp</i> field.  <i>Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.</i>
Days Suspended/CCW Revoked	DSP	Enter the number of days that the license or CCW permit is suspended. This field <b>MUST</b> be used if an <b>S</b> , <b>R</b> , <b>X</b> or <b>W</b> is in the <i>Rev/Susp</i> field.  <i>Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.</i>
Death	Ticket Upload	A <b>Y</b> for yes or <b>N</b> for no will appear as indicated by the officer.
Deduct SOS?	JGS	Type an <b>X</b> if you want the system to deduct the Driver License Reinstatement Fee from the total judgment amount on the form.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Def Atty	NTA	If there is an attorney of record, the name and address will appear. Changes to the attorney of record must be done on the Scheduling screen (SCH). Removing an attorney of record must be done on the Removal screen (REM).
Def Atty Bar #	JGS PBM	The defense attorney's bar # and name will be displayed if previously entered. You can enter a bar number here for printing of the form, or modify or erase the number currently displayed; however the attorney will not be added as attorney of record.
Defendant or Defendant Name	NTA CIN	The defendant's name and address will appear. By positioning your cursor anywhere on the defendant's name and pressing <b>F4-Prompt</b> , a window will appear that will allow you to add or change the address, SID number and telephone number.
	BFT	Name of defendant. This field must be filled in to add a record to the Bond Forfeiture Tickler.
	Warrant Request & Bindover	Name of the defendant. This is a display-only field.
Defendant poses...	ORD	Type an <b>X</b> if applicable.
Defer	DSP	You must be count specific on the hop line to enter a deferral. Use this field when entering a disposition for a case that has a deferred status. Options are: <b>01</b> - 7411, <b>02</b> - HYTA, <b>03</b> - Spouse Abuse, <b>04</b> - PUIL, <b>05</b> - MIP, <b>06</b> - Drug Court See page 3-51 for more information on processing deferred disposition cases.
Def in Custody	Bindover	Enter a <b>Y</b> (Yes) or <b>N</b> (No) to indicate whether the defendant is in custody at the time of the bindover.
Del "D"	ACT	Type a <b>D</b> to delete that line from the ACT screen and related information which prints on the ROA. <b>You will not be updating the database.</b> <b>ALWAYS</b> use the Scheduling screen (SCH), Disposition screen (DSP) or Removal Screen (REM) to correct actions which affect the case record.
	RPT	Type a <b>C</b> to copy date, code and/or text information from the line above. Type a <b>D</b> to delete the report request. An action will be written to the ROA, with the exception of deleting Label and ROA requests.
	Supp Cal	Type a <b>D</b> to delete an entry from the Supplemental Calendar.
	BND	Type a <b>D</b> to delete a paydown transaction.
Del Date	STS	The date an entry was deleted from the system. The clerk's initials who performed the delete will appear in the <i>Clerk</i> field.
Delayed	DSP	Type an <b>X</b> in this field <b>when a disposition is entered but the sentence is delayed</b> under MCL 771.1. See page 3-52 for more information on processing 771.1 cases.
Delete Case/Delete Count	DEL	Type an <b>X</b> to delete case or count displayed on screen.
Delivered to...	WAR	This field is for the police disposition of the warrant.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Depositor	BND	The name of the person who posts the bond is the depositor. Unless someone other than the defendant posted the bond, the defendant's name will appear in this field. When adding or modifying a name in this field, it must have two slashes and be formatted as follows: WILLIAMS/SAMUEL/THOMAS JR
Dept.	Ticket Upload	Officer agency number. Numbers are stored in the Officer File.
Description	DSP ACT	A short description of the cash code or action will be displayed. This is a display-only field and cannot be modified.
DFJ Form	SCH	Default Judgment. Enter one of the following codes: <u>S</u> - to STOP a default from being generated <u>E</u> - to make the case ELIGIBLE for a default <u>X</u> - to REQUEST a default during the next notice cycle <u>I</u> - to indicate that a default was ISSUED PREVIOUSLY  <i>Note: The <u>E</u> (Eligible) option will not produce another default notice form if one had been previously generated. To get a subsequent default, you must enter <u>X</u> in this field.</i>  <i>If you are entering <u>S</u> (Stop) or <u>I</u> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering <u>X</u> (Request Notice).</i>
Dism	DSP	An entry in this field is used to further explain a dismissal disposition code. A list of <i>Dismissal Codes</i> can be found in Appendix F. <b>Prompt</b> is valid on this field.
DispCd	Bindover	Disposition code.
Dispo Date	JGS	The disposition date will appear, but can be modified.
Div	BND	Division number. <u>I</u> - Traffic/Criminal <u>C</u> - Civil <u>M</u> - Misc.
DLN		Driver license number. The two-character state abbreviation followed by the full license number. Example: MI P390294388928.  When entering a new case on Case Entry screen (CAS), an edit will occur, similar to the edit performed by DOS, to verify that the defendant's name, date of birth and driver license number are correct. If one or more of these fields is incorrect, all three fields will be highlighted and the following error message will be displayed: <b>Possible error in Name/DOB/DLN</b> . Make any corrections that are needed. If you are sure that the DLN, Name and DOB are correct, press <b>ENTER</b> two times. The following message will appear: <b>Possible error in Name/DOB/DLN - F8 to accept Name/DOB/DLN</b> . If <b>F8</b> is pressed, the following message will be written to the ROA: <i>NAME/DLN/DOB OVERRIDE</i> .
DOB		The defendant's date of birth. On the CAS screen this field is edited so that juvenile misdemeanors are rejected and DOB cannot be the same as the offense date. <b>Prompt</b> is available to specify the century of birth, if necessary.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Driver Address	ABS	The driver's current street address, city, state and zip code.
Driver Lic.	ABS NOA	The driver license number. For a Michigan driver license, the first character must be alphabetic and the remaining 12 characters are numeric, i.e., A500239283983. The line following this field must be filled in with a two-character state code abbreviation if it is an out-of-state driver. It must be left blank for a Michigan driver license. Valid state codes are found in Appendix M.
Driving To/From	ABS	Type a <b>Y</b> if the driver is allowed to drive to and from one or more of the following: Prb (Probation) Com (Community Service) Alc (Alcohol Treatment) Med (Medical Appointment) Sch (School)  <i>Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.</i>
DS	DSP	A two-character Disposition Code used to describe the type of disposition that has occurred. A list of Disposition Codes can be found in Appendix F. <b>Prompt</b> is valid on this field.
Dt	Bindover	Disposition date.
Due date for payment	ORD	Type an <b>X</b> in field in front of 6a, and fill in the date the total amount assessed is due.
Edit ORI	Tkt Upload	When <b>X</b> is typed in this field and <b>ENTER</b> is pressed, the court ORIs of the ticket records will be compared to the ORI of the court that the user is signed on to. If any tickets have different ORIs, the message "**DIF ORI*" will appear in the charge description, and those tickets will be ineligible for selection. The ticket's ORI# and description will appear on the top of the Ticket Selection Detail screen.
Eff Dt OR Effective Date		Enter the date the amendment/order becomes effective.
Entry Dt	STS	The date an entry was updated on the system.
Entry Tm	STS	The time an entry was made on a case
Evaluation Date	SAE	The date of the evaluation.
Exp Dt or Expiration Date		Enter the date the amendment/order will expire.
Eye(s)		Enter a code for eye color. See Appendix J for LEIN codes.
F&C Susp	DHU	Type an <b>X</b> in this box if all the fine and costs were suspended.
FAC/FCJ/ FAD	SCH	Suspension. Enter one of the following codes: <b>S</b> - to STOP a suspension from being generated <b>E</b> - to make the case ELIGIBLE for a suspension <b>X</b> - to REQUEST a suspension during the next notice cycle <b>!</b> - to indicate that a suspension was ISSUED PREVIOUSLY  <i>Note: If you are entering <b>S</b> (Stop) or <b>!</b> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering <b>X</b> (Request Notice).</i>

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
FDN	SCH	<p>Fourteen Day Notice. Enter one of the following codes:</p> <p><b>S</b> - to STOP a notice from being generated  <b>E</b> - to make the case ELIGIBLE for a notice  <b>X</b> - to REQUEST a notice during the next notice cycle  <b>I</b> - to indicate that a notice was ISSUED PREVIOUSLY</p> <p><i>Note: If you are entering <b>S</b> (Stop) or <b>I</b> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering <b>X</b> (Request Notice).</i></p>
Fel/Mis/Civ	DHU	<b>F</b> - Felony <b>M</b> - Misdemeanor <b>C</b> - Civil Infraction
Filing Date	CAS	The date the ticket or case was filed with the court. If left blank, it will default to the current date for a ticket or the date in the <i>Complaint/Iss</i> field for a complaint and warrant. This field can be modified. It is used to identify New Cases Filed for caseload purposes.
Final Chrg	Bindover	Final charge code.
Fine	ABS	The total fine/costs on a case minus any restitution, attorney fees, or probation screen fees assessed.
Fine & Costs	JGS ORD CIJ	The amount of fine and costs. If a local ordinance charge, this is a combined figure. If a state law violation, fine and costs are reflected as two separate amounts. These fields can be modified.
	DHU	The total amount of fines and costs that had been assessed.
Fines/Costs Suspended	DSP	Type an <b>X</b> in this box if all the fine and costs have been suspended. If all fine and costs have been suspended, the assessment fields on DSP screen should be deleted and a reason entered in the <i>Other Actions</i> field.
First Appearance	PRC	If an event was scheduled on the CAS, SCH or PRB screen, the date, time and purpose of the next appearance will be displayed. It can be modified, if necessary. Adding or updating a date or time on this screen <b>will not</b> update the calendar.
Flag Non-Public	Cal Prt	<p>These selections affect only cases that are in Non-Public status.</p> <p><b>X</b> - Print the word "Non-Public" in the charge field  <b>N</b> - Print nothing in the charge field</p> <p>If the field is left blank, the charge will be printed in the charge field.</p>
FOR:	JBF	The unit of government who receives the bond forfeiture money, e.g. City of Southfield.
Forfeit Date	BFT	The date that the bond will forfeited. This will be 28 days after the <i>Form Date</i> . This field must be filled in to add or delete a case from the Bond Forfeiture Tickler.
Forfeiture	DSP	Type an <b>X</b> if the vehicle is to be forfeited.
Form Date	BFT	The date the Order Forfeiting Bond was generated or signed by the judge. The case will appear on the Bond Forfeiture Tickler 28 days after this date.
For the following reasons:	SCS	Type the reasons for the Order to Show Cause, if needed.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Full Bail Amount	JBF OFB	If there is a bond on the system, the face value will display. If not, enter the face value amount of the bond.
GO TO	CAL	To view or print a specific day, enter the month, day and year, i.e., MMDDYY. It will default to the current month and year, but the dates can be changed by typing over them.  To view the Month at a Glance calendar for another month, enter the month and year (without a day) of the calendar you wish to view.
Hair		Type a code for hair color. See Appendix J for LEIN codes
Has been fingerprinted	JGS	Type an <b>X</b> in this field if applicable.
Has not complied...	SCS	The date of non-compliance. Disposition date will be displayed, but can be modified if necessary.
Height	ORD	Type the height of the defendant, e.g. <b>6 02</b> .
HIV testing...	JGS	Type an <b>X</b> in this field if applicable.
HT		Type the height of the defendant, e.g. <b>6 02</b> .
I am interested...	SCS	Type the relationship of the person requesting the hearing, e.g. probation officer, court clerk.
Immobilize/ Forfeit	JGS	An <b>X</b> will appear in this field if the vehicle was ordered immobilized or forfeited on the JGS screen. This field can be modified if necessary.
Incident Date	OPF	Date of offense. This field cannot be modified.
Include Supplemental Entries	Cal Prt	This field defaults to <b>X</b> (include supplemental entries on the calendar). Remove the <b>X</b> to omit the entries. This option is not valid with the Party Calendar.
Injury	Ticket Upload	A <b>Y</b> for yes or <b>N</b> for no will appear as indicated by the officer.
Installments	ORD	Type an <b>X</b> in field in front of 6b, and fill in the four fields following <i>Installments</i> . First field is for amount of payment, second field is for frequency of payment, third field is for date first payment is due, fourth field is for final payment due date.
Intrck	ABS	Type a <b>Y</b> in this field if an Interlock Device has been ordered.
Issuance Date	RLF	The date the restricted license form is generated. This date will default to the current date, but can be changed.
Jail	DHU ABS JGS	Number of days of jail time, i.e. <b>10 D</b> .  The number of days of a committed jail sentence up to 365.  If defendant has been sentenced to report to jail, type time in the <i>Report at</i> field. If the defendant is being released from jail for a specific time and purpose, press <b>F4-Prompt</b> and a window will be displayed listing the options that apply. Type release times if release is for <i>Work, School, Medical, or Other</i> reasons. Type the purpose for release if release is for <i>Other</i> reasons.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Jail Begin Date	JGS	Type the date the defendant is to report to jail, i.e. 021007.
Jail Days	JGS	The number of days defendant was sentenced to jail. If this information was entered on the DSP screen, it will be displayed. It may be modified if necessary.
Jail Location	DSP	Type a two-digit jail code to indicate the location of incarceration. <b>Prompt</b> is valid on this field.
Jail Susp	DSP DHU	Type an <b>X</b> if the total jail term is to be/was suspended.
Jail Suspended	JGS	An <b>X</b> will appear if the <i>Jail Susp</i> field was marked on the DSP screen. It may be modified if necessary.
Judge	CAS	Type the bar number or hotkey of the magistrate/judge who signed the warrant or issued the complaint. <b>Prompt</b> is valid on this field.
	DSP	Enter the bar number of the judge/magistrate involved in a proceeding. Hotkeys can be used. This field should be used <b>every</b> time a judge or magistrate is involved in the proceeding that is being entered in the PO field and <b>must</b> be used on alcohol offenses. Magistrate bar numbers are only valid on drinking/driving charges if the disposition code <b>DS25</b> (Nolle Prosequi) has been entered. <b>Prompt</b> is valid on this field.
	SCH ACT	The bar number of the judge or magistrate involved in a proceeding or action. Hotkeys can be used on the SCH screen.
	RPT	The bar number of the judge or magistrate associated with the scheduled event.
	Cal Prt	Enter the five-digit bar number or hotkey of the judge, magistrate, probation officer, special calendar or court clerk whose calendar you want to view or print. If you leave this field blank, you will get all the cases in your court that do not have a judge assigned. You can also display or print all judges, magistrates and probation officers calendars by typing the word <b>ALL</b> in the judge field. When using <b>ALL</b> , the date range must not exceed 14 days.
	ABS NOA	The bar number for the judge or magistrate associated with the disposition.
	Bindover	Judge of record. This is a display-only field.
Judge of Record	CAS	The bar number or hotkey of the judge or magistrate assigned to a case pursuant to MCR 8.111. An entry in this field will determine which bar number to count the case under for Caseload Part 4. In a one-judge court, this field may not be necessary if a proceeding judge is always assigned. In a multi-judge/magistrate court, it can be useful if different judges and/or magistrates preside over different stages of the case. The judge of record will appear on the ROA and any forms that need to be signed. <b>Prompt</b> is valid on this field.
Judge/Atty Bar No	SUB	The bar number of the Judge of Record. If there is no Judge of Record, the Next Judge or Proceeding Judge bar number will appear. You can modify the number with an attorney bar # or erase. If this field is used, the <i>Clerk</i> field must be blank.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Judgment is Deferred	ORD	Enter a <u>1</u> , <u>2</u> , <u>3</u> , <u>4</u> , <u>5</u> or <u>6</u> if judgment of guilt is deferred under: <u>1</u> - Controlled Substance Act (7411) <u>2</u> - Holmes Youthful Trainee Status (HYTA) <u>3</u> - Spouse Abuse Act <u>4</u> - Practicing Under the Influence (PUI) <u>5</u> - Minor in Possession (MIP) <u>6</u> - Drug Treatment Court The field will automatically be filled in if a disposition was updated with a deferral code on the Disposition screen (DSP).
Jump to Count	Bindover	On a case with more than two counts, information on the count specified will be displayed by entering the count number and pressing <b>ENTER</b> . Information on counts 1 and 2 will automatically appear.
Label	CAS	Request for label to be printed in batch cycle.  <u>X</u> or <u>E</u> - Print a file label; You can request up to 9 file labels by typing <u>1-9</u> in this field. The file label will include the Defendant's name, the case number, case type and a short description of up to three charges. If there are more than three charges on the case, the word "MORE" will also print on the label.  <u>A</u> - Print an address label for the defendant.  Labels can be requested at any time during the day. Requests will display on Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).
Late Penalty	SCH	First Late Fee. Enter one of the following codes: <u>S</u> - to STOP a late penalty from being assessed <u>E</u> - to make the case ELIGIBLE for a late penalty to be assessed <u>I</u> - to indicate that a late penalty was ASSESSED PREVIOUSLY.  <i>Note: If you are entering S (Stop) or I (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case.</i>
Less Amt of Cash Deposited	JBF	Type the amount of deposit, if applicable. This amount will be subtracted from the <i>Total Amount of Judgment</i> to calculate the <i>Balance of Judgment</i> .
License plate number	IMP	License plate of vehicle to be impounded.
License Sanctions	JGS	If license is revoked, an <u>X</u> will appear in the <i>Rev</i> field. If the license is suspended or restricted, the number of days of suspension/restriction will appear in the <i>Susp</i> or <i>Restr</i> field.
Lic. Plate #	IMM	License plate of vehicle to be immobilized.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Make	IMM IMP	Make of vehicle to be impounded or immobilized.
MCL Code	Ticket Upload	The PACC code entered by the police officer at the scene, if applicable. This field cannot be changed, but if it is used in the <i>Charge</i> field, it can be modified there.
Misc.	ACT	Further comments on an action, e.g. a date that a future event is scheduled, all counts notation, etc.
	CIJ	Amount of money assessed for cash codes that are not designated as fines or costs.
MMDDYYYY	Prompt	This is used for the century date of birth in month, day, four-digit year. (03261974)
Model	IMP	Type model of vehicle to be impounded; i.e. <b>Taurus</b>
Motion & Affidavit	VIO	Type reasons for probation violation.
Motion for Discharge	DCG	Type the reasons for the Motion for Discharge.
Motion to show cause why:	SCS	Type an <b>X</b> in front of either field, if applicable.
Name	CAS DHU BND Warrant Request	Type the name with <b>two</b> slashes as follows: last name/first name/middle name. <b>Two slashes must always be used</b> , e.g. SMITH/JOHN/ROY. If there is a name suffix, it is entered after the middle name and preceded by a space, e.g. SMITH/JOHN/ROY JR If there is no middle name, do not put a space before the name suffix, e.g. SMITH/JOHN/JR Non alpha characters are not allowed except a hyphen. For example: GEORGE-HAMPTON/CYNTHIA/ANN, OBRIEN/MICHAEL/PATRICK, STLOUIS/JUDITH/RUTH  <i>NOTE: On the BND screen, if the case has been entered on the system, you can leave this field blank and the system will retrieve the information when adding a new record.</i>
	DSP SCH PRB Forms	This is a display-only field. On SCH, DSP, PRB, CIN, NTA, and PBM screen, by positioning your cursor anywhere on the defendant's name and pressing <b>F4-Prompt</b> , a window will appear that will allow you to add or change the address, telephone number or SID.
	RPT	The name of the defendant. This field will be displayed after adding your report request to the screen and pressing <b>ENTER</b> .
	ABS FAC NOA	The driver's name in first, middle, last name order. No multiple spaces and no punctuation except a dash, e.g. Courtney Ann Thorne-Smith.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Nature of Offense	ABS NOA	A 30-character offense code description. This is taken from the <i>Long Description</i> field on the Statute File.
New Case #	Warrant Request  Ticket Upload	The default will be a portion of the CTN number. If not correct, enter the correct case number.  This is the number assigned by the program. The default number is a prefix (current year), the ticket number, and a suffix (A, B or C for multi-charge tickets). For example, if the officer enters ticket number 123456 on a multi-charge ticket, the program will assign the <i>New Case #</i> as 07123456A, B or C. If the default year and/or suffix indicator are changed at the top of the screen, the case number can be re-set for all displayed records. The <i>New Case #</i> may be modified if necessary. Any number can be entered, however, the <i>New Case #</i> cannot already exist on the system or an error message will display upon return to the Case Entry screen (CAS).
New Case ID	TRN	Type the new or correct case number. You must also type an <b>X</b> in the <i>Change Case No</i> field.
New Court Location	TRN	Type the court location identification number for the court to which the case is being transferred. You must also fill in the <i>Transfer Case</i> field.
Next Event	ACT	Scheduling code (AJ code) for next scheduled event. A list of scheduling codes can be found in Appendix E.
Next Judge	SCH PRB	The bar number or hotkey of the judge or magistrate on whose calendar this case should appear. If this field is left blank, entries will appear on the "No Specific Judge" calendar. <b>Prompt</b> is valid on this field.
Next Scheduled Dates	NTA	Up to four different dates, times and scheduling codes will be displayed. These fields can be modified or erased for the printing of the form. Adding or modifying dates in these fields <b>will not</b> update the calendar or the case record.
NNC	SCH	Notice of Non-Compliance. Enter one of the following codes: <b>S</b> - to STOP a notice from being generated <b>E</b> - to make the case ELIGIBLE for a notice <b>X</b> - to REQUEST a notice during the next notice cycle <b>I</b> - to indicate that a notice was ISSUED PREVIOUSLY  <i>Note: If you are entering <b>S</b> (Stop) or <b>I</b> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering <b>X</b> (Request Notice).</i>
Non-Public	DSP  DHU	Type a <b>Y</b> to indicate if a case is designated non-public or an <b>N</b> to remove a case from non-public status.  Type an <b>X</b> to indicate if a case is designated non-public. You can remove the <b>X</b> to remove the case from non-public status.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Not purchase...	ORD	Type an <u>X</u> if applicable.
NTA	CAS SCH PRB	If you want a postcard Notice to Appear generated during the next batch report cycle, enter: <u>A</u> - Notice to Appear for attorney <u>D</u> - Notice to Appear for defendant <u>B</u> - Notice to Appear for both attorney and defendant  A comment will be written on the ROA that the request was made. If you do not mark this field at the time of scheduling, you can request a postcard Notice to Appear on the Report/Requests screen (RPT).
Num	STS	The sequence number for events occurring on the same PO date.
Nxt Judge	CAS	The bar number or hotkey of the judge or magistrate on whose calendar this case should appear. <b>Prompt</b> is valid on this field.
OFC	PBW	Name of Officer #1. This is a display-only field.
OffCd	ABS FAC	This is the four-digit DOS offense code, e.g. 1000, 2000, 2100, etc. The fifth digit will be blank or "A": An "A" in this position means the driver was convicted of an <i>attempted</i> offense.
Offense	FAC	A brief description of the charge. This is taken from the <i>Long Description</i> field on the Statute File.
Offense Code	NOA	This is the four-digit DOS offense code, e.g. 1000, 2000, 2100, etc. The fifth digit will be blank or "A": An "A" in this position means the driver was convicted of an <i>attempted</i> offense.
Offense Date		The offense date, i.e., 010207.  <b>Note: This date cannot be changed on CAS screen after the case has been entered. If an error in this field is discovered after case entry, the entire case must be deleted and completely re-entered.</b>
Offns date	RLF	Date of offense. This is a display-only field.
Officer #/ 2nd Officer #		The officer badge number. Numbers are stored in the Officer File and should appear on the ticket. <b>Prompt</b> is valid on this field.
Ofn Date	ACT	Date of offense. This is a display-only field.
Opt	Prompt  Warrant Request & Ticket Upload	<u>1</u> - Select the code <u>2</u> - Make a change to the existing code <u>4</u> - Delete a code from the file <u>5</u> - Display more information about the code  <u>1</u> - Select a warrant or batch or ticket <u>D</u> - Delete from list

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Opt Jail	DHU	Number of days of optional jail time, i.e. <b>10 D</b> .
Optional Days Jail	DSP	The number of optional jail days to which the defendant has been sentenced. Use this field if the defendant is given the option of paying fine/costs or serving time in jail (pay or stay).
Ord Exp Date	PRC	Expiration date for conditions in Item #2 of the form pursuant to MCL 765.6b.
Order Amending Probation	AMD	Type the amendments to the original Order of Probation.
Order Regarding:	PRC	Type an <b>X</b> in one of the following fields: <i>Pretrial Release, Custody or Amended</i> .
Order to show cause why:	SCS	Type an <b>X</b> in front of appropriate field. You can type reasons in the <i>For the following reasons</i> field if needed.
ORI	OFP	Originating Agency Identifier of police agency for LEIN purposes. If known, type number in this field.
Orig Chg	ABS NOA	The four-digit DOS code that the driver was originally charged with.
Orig Chrg	Bindover	Original charge code.
Other	CIJ	Type any additional comments that you want to appear on the CIJ form. When a payment due date is entered through Cash or on the DSP, SCH or PRB screen, the first item in this field will be: Payment Due (date). This comment can be modified or erased.
	JGS	Under the assessment portion of the screen, type any other amounts assessed. On the long lines at the bottom of the second page of the JGS screen, type other conditions of sentencing or commitment are not contained on screen.
	IMM PBM	Type any additional order that is not specifically stated on the form.
	ORD	Under the assessment portion of the screen, type any other amounts assessed. Type the specific orders of probation. There are seven blank lines on the first screen. If your printer is a non-AFP printer, use your <b>Page/Roll</b> keys to access second screen. There are an additional 17 blank lines for additional orders on the second screen. If this second screen is used, the Order of Probation will print on two pages.
	AMD ORD PRC	LEIN Information: Type other distinguishing marks.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Other Actions	DSP	Comments typed on the long lines will appear on Register of Actions (ROA). You must type comments here if you are reducing monetary assessments.  Four-character codes typed on the short lines will print the text associated with that code on ROA. Your court may have court-specific codes to use in these fields. See Chapter 9 - Code Files for more information on creating these codes.
Override DLN Verification	FAC	Type an <b>X</b> if you want to override the Driver License Verification, e.g. if you know the number is correct but it won't pass the built-in edit.
PACC Code	Ticket Upload  OFP	The PACC code entered by the police officer at the scene, if applicable. This field cannot be changed, but if it is used in the <i>Charge</i> field, it can be modified there.  If you were count specific on the hop line when accessing the OFP screen, PACC Code for count specified will be displayed. If you were not count specific, PACC Code for Count 1 will be displayed. This field may be modified if necessary.
Paper Plate	CAS	Type an <b>X</b> in this field if a paper license plate was issued to the defendant. You must also fill in <i>VIN</i> , <i>Vehicle Year</i> and <i>Vehicle Make</i> fields if a paper plate was issued.
Paper Size	Cal Prt	<b>X</b> - Print calendar on <b>8X11 paper</b> . <b>B</b> - Print calendar on <b>11X14 (*STD) paper</b> (or landscaped on a laser printer).
Party		Defendant Number. This field defaults to D01.
Party(s) or Comment(s)	Supp Cal	Enter additional information about the event, such as names of the people in the wedding party, location of the meeting, etc.
Pay Code	BND	Enter the paydown code that has been established in the Cash Module. A list of paydown codes can be found in Appendix G.
Paydown Total	BND	The total of the paydowns to date for this record.
Payee	BND	Type the name of the person who is receiving the check. If you are refunding a bond to the depositor, you can leave this field blank.
Payment Due or days jail	JGS	The date payment is due or the number of days of jail if payment is not received (optional jail), along with the jail start date. This information will be retrieved from the DSP screen, but can be modified here if needed.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
People of	Forms	The venue will appear but can be modified.
Person Notified	WAR	Type the name of the person at the law enforcement agency that was notified of the recall, along with the date and time of notification.
Personal Service	CIN	Type an <b>X</b> if personal service has occurred.
Petition	AMD	Type the petition language.
Petitioner	PBW	Type the name and position (if desired) of the person requesting the petition, i.e. Sue Smith, Court Clerk. That information will print below the Signature line in the Motion & Affidavit.
Phone		The phone number, area code first and then the seven digit phone number. When entering information in this field, use numbers only.
PIN	CAS	Police Identification Number, up to 10 characters. This number will print on various forms and is used for the PIN Inquiry. It will populate the OCA field on the Enter Judgment (EJD) screen.
Place	PRC	This will default to "At Court Address Above" but can be modified.
Place of Storage	IMP	Type the name and address of the location where the vehicle will be stored.
Plaintiff	Forms	The venue will appear, but can be modified.
Plate #	ABS NOA	The vehicle license plate number. On ABS screen, this field is updated only if a paper plate is issued or vehicle immobilization ordered.
Plate #/ Year/State	Ticket Upload	The license plate number of the vehicle involved in the offense, the plate expiration year and two-character state abbreviation.
Plate Number/ Year/State	CAS	The license plate number of the vehicle involved in the offense, the plate expiration year and two-character state abbreviation.  If a paper plate was issued and there was no license plate number, enter two slashes // in the first two positions of this field.
PL or Plea	DSP SCH	A two-character Plea Code used to describe the type of plea. A list of Plea Codes can be found in Appendix F. <b>Prompt</b> is valid on this field. <i>If a plea was previously entered and has not changed, leave this field blank.</i>
Plus Costs	JBF	Type in the amount of costs assessed, if applicable. This amount will be added to the <i>Full bail amount</i> for the <i>Total Amount of Judgment</i> .
PO Code	DSP SCH	The two-character Proceeding Code used to describe an event or proceeding that has occurred. <b>You must fill in this field when adding information on these screens.</b> <b>Prompt</b> is valid on this field. See Appendix E for list of codes.
PO Date	STS	Proceeding date.
Police Agency	RFL WAR	Type the police agency name. The address can also be added if necessary.
Police Incident No.	JGS	If the Police Identification Number has been entered on the CAS screen, it will be displayed here. It can be modified if necessary.
Police Report No.	Forms	If the Police Identification Number has been entered on the CAS screen, it will be displayed here. It can be modified if necessary.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Position to	Prompt	Type the data you want to start your search with. Check the window heading to determine if the sorting sequence is alphabetic or numeric. Press <b>F7-Alt Seq</b> to toggle between the two different sorting types.
	Ticket Upload	Type the ticket number you want to start your search with.
Position to CTN	Warrant Request	Use this field to locate a CTN number. Enter the full or partial CTN number (with no dashes) and press <b>ENTER</b> to find that number.
Post Code	BND	Valid Posting codes for the four types are: <ul style="list-style-type: none"> <li>• Type 01 - <b>BT01</b> (Cash), <b>BT02</b> (10% Deposit), <b>BT06</b> (Interim), <b>BT08</b> (Security Deposit), <b>BT09</b> (Cash/Surety)</li> <li>• Type 02 - <b>MYRS</b></li> <li>• Type 03 - <b>MYTR</b></li> <li>• Type 04-99 - Defined by court</li> </ul>
Posted Amt	Bindover	The amount of bond that has been posted. This field may be modified if necessary.
Posted By	Bindover	Name of the bond depositor. This field may be modified if necessary.
Print CTN # instead of XREF#	Cal Prt	<b>X</b> - Print CTN instead of X-Ref #. If field is left blank, X-Ref # will be printed. This option is only available when option <b>B</b> is selected for paper size.
Print Page 1 only	SUB	Remove the <b>X</b> to print second page (service page) of form.
Print Part 1 only	AMD ORD	Remove the <b>X</b> to print LEIN Copy of the form.
Print Sequence	Cal Prt	Use to determine how entries will be sorted within same time period. <b>A</b> - Alphabetic <b>N</b> - Numeric
Print Summary	Cal Prt	<b>X</b> - Print the Courtroom Calendar and the Calendar Summary <b>O</b> - Print the Calendar Summary only  Further information about the Calendar Summary can be found in Chapter 7 - Calendar of this User Guide.
Probation	DHU	The number of months of probation. i.e. <b>12 M</b> .
	PBW	Type an <b>X</b> in this field if applicable.
Probation is revoked	JGS	Type an <b>X</b> in this field if applicable.
Probation Term	JGS	The number of months of probation.
Probation Officer		The probation officer number. Hotkeys can be used on the DSP & PRB screens. On the AMD, DCG, NPR, ORD & VIO screens, the name will be displayed, but can be added or modified if necessary.
Produced	ABS FAC	An <b>X</b> will be displayed in this field if the record shown has been transferred electronically. An <b>H</b> will be displayed if the record has been put on hold.
Production Date	ABS FAC	The date the abstract record was transferred electronically.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Programs	DSP	Type up to three codes to indicate the probation program, treatment program or conditions of probation. Some of the more common codes are: <b>CJWP</b> - County Jail Work Program, Work Release <b>DCWP</b> - District Court Work Program <b>FOCS</b> - Order for Community Service filed <b>PBCS</b> - Community Service in Lieu of Fine and Costs <b>PBJT</b> - Community Service in Lieu of Jail Term There are additional codes listed in the on-screen Help text. Additional codes can be added or defined by individual courts. See Chapter 9 for more information on creating codes.
Proof of Value Required	PRC	Type an <b>X</b> if Proof of Value and Interest in Real Property is required for release or bond.
Prosc	ACT	The prosecutor's five-digit bar number.  <i>Note: A prosecutor bar number must be entered through SCH or CAS screen, and can only be deleted through the Removal Screen (REM). Adding or removing the bar number from the ACT screen will not update the case record.</i>
Prosecuting Official Bar No	NLP	The bar number of the prosecutor. If the bar number was entered on the CAS or SCH screen, it will appear here. It can be modified if necessary.
Prosecutor	CAS & Warrant Request  SCH  NTA	The bar number of the prosecutor who authorized the charge(s). <b>Prompt</b> is valid on this field on the CAS screen.  Enter the prosecutor's bar number or hotkey. This field should only be used for assigning or changing the prosecutor of record. If you need to remove a prosecutor of record, use the Removal screen (REM). <b>Prompt</b> is valid on this field.  If there is a prosecutor of record, the name and address will appear. Changes to the prosecutor of record must be done on the Scheduling screen (SCH). Removing a prosecutor of record must be done on the Removal screen (REM).
Pty		The party designation, e.g. D01.
Purge Date	DHU	The date a case was purged from the system.
Purpose	CIN PRC  BFT	A short description of the scheduled event.  The type of hearing that was scheduled last, e.g. Trial. This field must be filled in to add a record to the Bond Forfeiture Tickler.
Pymt Schedule	DSP	If the defendant has been given time to make payment, enter the payment schedule in days, weeks or months e.g. <b>021 D</b> , <b>004 W</b> , <b>002 M</b> . Entering a future date will make the case eligible for a 14-day notice or a notice of non-compliance unless: <ul style="list-style-type: none"> <li>• The notices were previously stopped OR</li> <li>• There is a balance due for cash code DLRP (Driver License Reinstatement Fee)</li> </ul>
Race		<b>W</b> - White <b>B</b> - Black <b>I</b> - Indian <b>A</b> - Asian <b>U</b> - Unknown
Rcpt		Receipt number.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Reason	WAR	Type the reason for the warrant recall, if needed.
Reasons for arrearage	NPR	Type the reasons the defendant is in arrears.
Receipt Number/Date	OFB	The receipt number and date of the bond that will be forfeited. When accessing this screen and there has been a bond posted through Cash or a bond record added through the Bond screen, the bond information will be displayed. If there is more than one bond and the bond you wish to forfeit is not displayed, type in the receipt number/date of that bond and press <b>ENTER</b> . If the bond you wish to forfeit is not on the system, enter the receipt number/date and the monetary information for the bond that you want to forfeit in 28 days and print the form.
	BFT	The bond receipt number and date. This field must be filled in to add or delete a case from the Bond Forfeiture Tickler.
Reduce/Amd/Chg	DSP	The count field on the hop line must specify a count to display this field - even if there is only one count on the case! Type an <b>R</b> to reduce, <b>A</b> to amend or <b>C</b> to change a charge in the first field and the valid offense code for the new charge in the second field. <b>Prompt</b> is valid on this field.  Note: If you are changing, reducing or amending charge and not adding any other information on the screen, you do not need to enter a DS code.
Rehab?	DSP JGS	A one-digit code to represent the Alcohol Rehab Program. The Alcohol Code will appear on the Judgment of Sentence (JGS) and Register of Actions (ROA). Valid rehab codes are: <ol style="list-style-type: none"> <li><b>1</b> - Alcohol Highway Safety Education Program</li> <li><b>2</b> - Outpatient Treatment Program</li> <li><b>3</b> - Residential Treatment Program</li> <li><b>4</b> - Inpatient Treatment Program</li> <li><b>5</b> - Mental Health Services</li> </ol> As of January 1, 1992, if <b>1-5</b> is entered in this field, a <b>Y</b> will appear in the <i>Alcohol Program</i> field on the Audit Abstract. If no entry is made, an <b>N</b> will appear on the Audit Abstract. <b>Prompt</b> is valid on this field on the DSP screen.
Release	JGS	If the defendant is being released from jail for a specific time and purpose, press <b>F4-Prompt</b> and a window will be displayed listing the options that apply. Type release times if release is for <i>Work, School, Medical, or Other</i> reasons. Type the purpose for release if release is for <i>Other</i> reasons.
Remaining Jail Days	JGS	The number of days defendant was sentenced to jail minus the number of days of jail credit. If this information was entered on the DSP screen, it will be displayed. It may be modified if necessary.
Request License/Amend (AMD) Abstract?	RLF	Type an <b>X</b> to request an Amended Abstract (AMD). Also type an <b>X</b> in the <i>Restricted License Type, Amended Action</i> field.
Rest	JGS	The amount of restitution assessed. This can be modified.
	ABS	The number of days of restriction in the first four positions. The fifth position will contain a <b>blank</b> or an <b>X</b> depending on the type of restrictions. <b>Blank</b> - Suspension with concurrent restrictions (W on DSP screen) <b>X</b> - Suspension followed by restrictions
Restitution	ORD	The amount of restitution assessed. This can be modified.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Restrd Days	RLF	The number of days the license has been restricted. This is a display-only field.
Restricted License Type	RLF	Type an <b>X</b> in either the <i>Original</i> or <i>Amended Action</i> field. If you mark <i>Amended Action</i> , you must also type an <b>X</b> in the <i>Request Lic/Amend (AMD) Abstract?</i> field.
Rev	ABS	If the driver license is revoked, this field will be marked with a <b>Y</b> (yes). DOS will determine the correct revocation length based on the driving record.
Rev/Susp	DSP	Valid codes for this field are listed below. <b>Prompt</b> is valid on this field. <b>R</b> - Revoke CCW Permit <b>S</b> - Suspend license/CCW Permit <b>W</b> - Suspend license with current restrictions <b>X</b> - Suspend license followed by restrictions <b>Y</b> - Revoke license/CCW Permit indefinitely  <i>Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.</i>
Review Date	DSP	Enter the probation review or termination date, if desired. An entry in this field will prevent any late notices from generating until this date has expired. Entering a future date will make the case eligible for a 14-Day Notice or a Notice of Non-Compliance unless: <ul style="list-style-type: none"> <li>• The notices were previously stopped OR</li> <li>• There is a balance due for cash code DLRP (Driver License Reinstatement Fee)</li> </ul>
ROA	CAS DSP SCH	Request for ROA to be printed in batch cycle. Requests will display on Report /Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).  <b>X</b> - Will print all counts on 8X11 paper <b>E</b> - Will print up to two counts on SCAO forms (DC250, DC251) <b>A</b> - Will print separate Register of Actions for each count on SCAO forms (DC250, DC251)  <b>You can select ROA from the Reports Menu at any time during the day to print the batch requests.</b>
Rpt	RPT	The three or four character report code. See Appendix I for list of codes.
Rstr	RLF	The dates the license will be restricted. This is a display-only field.
Same Incident	CAS	DOS is able to determine same incident violations; however, you can type an <b>X</b> to mark a ticket as a same incident violation. (DOS no longer requires that this field be filled in.) You can also mark this field with an <b>A</b> to alert DOS that an offense should NOT be considered a same incident violation and points should be assessed. An <b>A</b> in this field will convert to an <b>11</b> in the <i>SI/BF</i> field on the abstract.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Schedule for	SCH PRB	<p>Enter a two-character code to describe the type of event being scheduled. A date, time must also be filled in. A bar number or hotkey should be typed in the <i>Next Judge</i> field to place the matter on a specific judge's calendar. If the <i>Next Judge</i> field is left blank, the matter will appear on the "No Specific Judge" calendar.</p> <p>Entering a future date will make the case eligible for a 14-day notice or a notice of non-compliance unless:</p> <ul style="list-style-type: none"> <li>• The notices were previously stopped OR</li> <li>• There is a balance due for cash code DLRP (Driver License Reinstatement Fee)</li> </ul> <p>To remove an entry from the calendar, use scheduling code <b>99</b> with the same date, time and next judge as the previously scheduled date. A list of Scheduling Codes can be found in Appendix E. Scheduling codes <b>AJ50</b> - <b>AJ80</b> have been reserved for local court usage. See Chapter 9 for information about creating codes. <b>Prompt</b> is valid on this field.</p>
Scheduled Date/Time	CIN	The date and time of the scheduled appearance will be displayed if previously entered on the SCH screen. These fields can be modified or erased for the printing of the form. Adding or modifying dates in these fields <b>will not</b> update the calendar or the case record.
Sentence Judge	ABS	The sentencing judge's bar number will appear on "S" and "B" type abstracts, even if it is the same judge as adjudication for audited cases.
Seq.	FAC	The sequence number for keeping track of how many FAC's have been generated for a particular case number, e.g. 1, 2, 3, etc. By paging down, you will see the different FAC sequence numbers for each case, if any.
Sequence	ABS	Each abstract is assigned a sequence number in the overnight batch process and that number is displayed on the ROA, the Abstract List and the Abstract Error List.
Served	SCS	Type an <b>X</b> to indicate if the defendant was served personally or by mail. Type the number of days prior to the hearing that service must be accomplished.
Set Amount	Bindover	Amount of bond set. This field may be modified if necessary.
Set Aside Disp	DSP SCH	You must be count specific on the hop line to set aside a disposition. Type an <b>X</b> to set aside a <b>previously valid</b> disposition, or when a case is remanded on a bindover from circuit court. <b>Do not use this field to correct errors. Use the Removal Screen (REM) to correct errors.</b> See Chapter 3 of this User Guide for further information.
Set For	CAS	The two-character scheduling code e.g. <b>01</b> = Arraignment, etc. A complete list of scheduling codes can be found in Appendix E. <b>Prompt</b> is valid on this field.
Sex		<b>M</b> - Male or <b>F</b> - Female

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
SI/BF	ABS	<p><b>SI - (Same Incident)</b> Type <b>01</b> in this field for the lesser point value when multiple abstracts are submitted to DOS for tickets that were issued at the same time. Type <b>11</b> in this field to indicate that violations occurring on the same day are <b>NOT</b> same incident violations and points should be assessed on all violations.</p> <p><b>BF - (Bond Forfeiture)</b> Type <b>04</b> in this field if the abstract is for bond forfeiture. Also, <b>DUP</b> must be typed in the <i>Use</i> field for any bond forfeiture. For subsequent bond forfeitures on the same case, a comment is recommended.</p> <p>If none of the above, the field should be left blank.</p>
SID		State Identification Number, if applicable.
Soc Sec #	Bindover	The social security number can be entered, if available.
	Ticket Upload	Social Security number. This is a display only field.
SOS Assessed	JGS	The amount of driver license reinstatement fees assessed. This can be modified.
SOS Code	Ticket Upload	The SOS code entered by the police officer at the scene, if applicable. This field cannot be changed, but if it is used in the <i>Charge</i> field, it can be modified there.
SOS Due	JGS	The amount of driver license reinstatement fees currently due.
SOS-Inquiry	CAS	Type an <b>X</b> to request for an "overnight" driving record from DOS. An unedited driving record will be produced by DOS at 8:15 a.m. (according to your AS/400's clock) on the following day.
Spaces	Cal Prt	Choose the number of blank spaces you want between cases when you print the calendar; valid choices are <b>1-9</b> . If this field is left blank, you will have no blank spaces between cases when the calendar is printed.
Specify	JGS	Enter a specific rehab program.
	PBW	Type reasons for bench warrant.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Speed	ABS FAC NOA	For speeding offense codes 2000 and 2100, the first three positions are vehicle speed at the time of ticket issuance, the last two positions are the posted legal speed limit, e.g. 50 mph in a 40 mph zone = 05040.  For speeding offense code 2200, the first three positions are vehicle speed at the time of the ticket issuance, the last two positions are the former energy speed limit. This field is only valid for energy speed offenses prior to April 1, 1997.  For all other offenses, the <i>Speed</i> field must be blank.
Speed Charged/ Allowed	CAS	When entering a speeding offense, this field is mandatory. The two portions of this field are: <ul style="list-style-type: none"> <li>the speed that the defendant was charged with</li> <li>the speed that was allowed in that zone</li> </ul> <p><i>*Note: Energy Speed violations can still be entered using the Disposition (DSP) screen.</i></p>
Speed Charged/ Allowed/ Energy  Speeds	DSP & Ticket Upload  ACT	For a speeding offense, this field must be entered on DSP screens. This is a display-only field on ACT screen. The three portions of this field are: <ul style="list-style-type: none"> <li>the speed that the defendant was charged with</li> <li>the speed that was allowed in that zone</li> <li>the former energy speed, if an energy speed violation*</li> </ul> <p><i>*Note: The Energy Speed section of the speed field can only be used if the offense date is prior to April 1, 1997.</i></p>
ST	FAC	The two character abbreviation for a state. A list of state abbreviations can be found in Appendix M.
Start Date	DSP ABS	If the vehicle was ordered immobilized, the start date for immobilization.
State		The two character abbreviation for a state. A list of state abbreviations can be found in Appendix M.
State Costs OR ST Costs	CIJ ORD JGS	The amount of state minimum costs assessed.
Status		<b>PEND</b> - Pending <b>DISP</b> - Disposed <b>WARR</b> - Warranted <b>PROB</b> - Probation <b>CLSD</b> - Closed
Statute Type	Prompt	<b>L</b> - Local Ordinance table (local ordinances, DOS codes) <b>M</b> - State Statute table (state statute misdemeanors, felonies)
Street		The defendant's street address.
Street, Apt/Suite	FAC	The defendant's full address. Do not use punctuation or imbedded double spaces.
Street/Apt	CAS	Defendant's street address and apartment number. Do not use punctuation when entering this field. Any change to the address can be made by typing over the existing information in the address fields and pressing <b>ENTER</b> . The former address will be noted on the ROA.
Supervision	ORD	The amount of probation oversight fees assessed. This can be modified.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Supplemental Actions	SCH	The short lines are used for four-character codes to add information to the ROA. Court specific four-character codes can be added at the time of implementation or at any time thereafter. The following character prefixes are not allowed: AJ, AP, BD, BT, DS, PL01-PL99, PO and WR. The long lines are used for comments to describe some action that has taken place on the case. All supplemental actions appear on the ROA. See Chapter 9 of this User Guide for more information on creating codes.
Surety/Payer	OFB	The name and address of the person who posted the bond, if it is different from the defendant. The name will display if it was entered when the bond was posted.
Susp	ABS	The number of days the license is suspended, up to 2 years (0730 days).
	FAC	The type of suspension will be noted as follows: <u>E</u> - FAC (failure to appear in court) <u>J</u> - FCJ (failure to comply with judgment) <u>P</u> - FCPV (failure to comply with parking violations & state civil infractions)
	RLF	The dates the license will be suspended. This is a display-only field.
Suspnd Days	RLF	The number of days the license has been suspended. The is a display-only field.
TCN		Transaction Control Number. This number is created when electronic fingerprints are taken using Live-scan.
Term	DSP	Enter the number of months of probation. An entry in this field will change the status of the case to PROB for Probation.
	ACT	The length of jail, probation or license restriction term. The number will be followed by a <u>D</u> for days or an <u>M</u> for months.
	ORD	The probation term will be displayed, but can be modified.
Term of Probation	AMD DCG	The term of probation will appear, but can be modified.
The People of	ACQ SAC	The venue will appear but can be modified.
Threat to Safety (NCIC)	PRC	Type an <u>X</u> if you are entering a Conditional Release bond. You must complete the LEIN fields at the bottom of the screen, including the bar number of the judge or magistrate who set the bond in <i>Bar #</i> field.
Ticket OR Ticket #	Ticket Upload	The ticket number the officer enters at the scene.
Ticket Number	FAC	Ticket number. If this is an FCPV suspension, the additional five ticket numbers will appear on the five short lines above this field.
Ticket/Case		The ticket number or case number.
Time		Enter the time and then indicate <u>A</u> (AM) or <u>P</u> (PM). Example: <b>0900 A</b> . Military time is not used. This is a display-only field on ACT screen.
	Cal Prt	Enter the time range to view or print. Use the following format: <b>0930 A</b> . Leave the time field blank if you want to see all cases for the entire day.
Time Notified	WAR	The time the policy agency was notified of the warrant recall, i.e. <b>0300 P</b> .

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
To:	SUB	The defendant's name will appear. If you are issuing the subpoena for someone other than the defendant, type the name and address of that person here.
Total	CIJ JGS ORD	The total of all monies assessed. If any assessment field is modified on JGS or ORD, press <b>ENTER</b> to recalculate the <i>Total</i> .
Total # Records	Ticket Upload	The total number of records that are included in the batch.
Total Amount of Judgment	JBF	The system will calculate this amount. It is the <i>Full Bail Amount</i> plus the <i>Costs</i> .
Traffic Crash	Ticket Upload	A <b>Y</b> for yes or <b>N</b> for no will appear as indicated by the officer. This field cannot be changed.
Transfer Case	TRN	Type an <b>X</b> to transfer a case to another court within the same jurisdiction. You must also fill in the <i>New Court Location</i> field.
Trial	ABS NOA	The following disposition codes are used in conjunction with convictions that require an audit abstract: <b>B</b> - Bench trial (DS01, 02, 03) <b>J</b> - Jury Trial (DS04) <b>P</b> - Plea, case pled without trial (DS14, 15, 23) <b>A</b> - Acquitted (DS05, 06) <b>M</b> - Merit Dismissal (DS08, 16, 18) <b>N</b> - Nolle Prosequi (DS25, 26)
Type	SCH  BND  Bindover	When this field follows the <i>Charge</i> field, the Case Type will be displayed. A complete list of Case Type codes can be found in Appendix D.  Field in the Bond Information section. A two digit code to indicate the type of bond. A list of Bond Type Codes can be found in Appendix G. <b>Prompt</b> is valid on this field.  The type of record: <b>01</b> - Bond <b>02</b> - Restitution <b>03</b> - Trust <b>04</b> thru <b>99</b> - Trust and Agency  Two-digit code to indicate the type of bond. Available options are: <b>01</b> - Cash <b>02</b> - 10% <b>03</b> - Surety <b>04</b> - Personal <b>06</b> - Interim <b>08</b> - Security Deposit (also used as Combination Bond for Oakland County) <b>09</b> - Combination <b>12</b> - Cash or Surety <b>13</b> - Cash/Surety/10%
Type of Bond	JBF  OFB	If there is a bond on the system, the type of bond will display. If not, enter the type of bond.  The type of bond, e.g. Cash, 10%, etc.
Type of Calendar	Cal Prt	<b>X</b> - will display or print traffic/criminal and civil cases <b>T</b> - will display or print traffic/criminal cases only <b>C</b> - will display or print civil cases only <b>P</b> - will print Party Calendar
Upon/At or Near	Ticket Upload	Location of offense as indicated by police officer. This field cannot be changed.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Use	ABS FAC	<p>This three-character special handling code is used for exception processing. Leave blank if not an exception. The following exceptions can be handled electronically. Any other exceptions will need to be reported manually to the District Court Records Section of DOS. The overnight batch process will automatically assign the DLN and OSN handling codes.</p> <p><b>ABS Codes:</b></p> <p><b>AMD</b> - Use to amend the original restricted license.</p> <p><b>COR</b> - Use to correct an abstract that has been posted to a driving record. You <b>must</b> also enter a comment to support the correction. "Corrected Abstract" followed by the comment will appear on the ROA.</p> <p><b>DEL</b> - Use to DELETE an abstract record from a person's driving record once it has been produced . It has been produced if an <b>X</b> appears in the <i>Produced</i> field on this screen. You <b>must</b> also enter a comment to support the deletion. "Abstract Removed" followed by the comment will appear on the ROA.</p> <p><b>DLN</b> - Used for an abstract for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically.</p> <p><b>DUP</b> - Use for an abstract that was reported by DOS as "POSSIBLE DUP ON DISK" when it was, in fact, a separate occurrence on the same date with the same offense code.</p> <p><b>NOD</b> - An abstract with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of an abstract not on disk. DOS will then create a header record for the individual.</p> <p><b>OSN</b> - An abstract for an out-of-state resident with an out-of-state license number or no license number. JIS inserts this code automatically.</p> <p><b>FAC Codes:</b></p> <p><b>COR</b> - Use to correct an FAC/FCJ/FCPV record that has been posted to a driving record. "FAC/FCJ/FCPV UPDATED ON FAC FILE" will appear on the ROA.</p> <p><b>DEL</b> - Use to delete an FAC/FCJ/FCPV record that was submitted in error once it has been produced. It has been produced if an <b>X</b> appears in the <i>Produced</i> field on this screen. "FAC/FCJ/FCPV UPDATED ON FAC FILE" will appear on the ROA.</p> <p><b>DLN</b> - Used for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically.</p> <p><b>DUP</b> - Use for an FAC/FCJ/FCPV that was reported by DOS as "POSSIBLE DUP ON DISK" when it was, in fact, a separate occurrence on the same date with the same offense code.</p> <p><b>NOD</b> - An FAC/FCJ/FCPV with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of an abstract not on disk. DOS will then create a header record for the individual.</p> <p><b>OSN</b> - An FAC/FCJ/FCPV for an out-of-state resident with an out-of-state license number or no license. JIS inserts this code automatically.</p>

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Veh	ABS	A valid DOS vehicle type. See Appendix K for complete list of codes.
Veh Forf	ABS	If the judge ordered the vehicle to be forfeited, <u>Y</u> will appear on the abstract.
Veh Immobilization	ABS	Vehicle immobilization, if ordered by the judge. <u>Y</u> (yes) or <u>N</u> (no) will appear on the abstract.
Veh Make	ABS NOA	The 4-character code for vehicle make, e.g. <b>CHRY</b> = Chrysler. On ABS screen, this field is updated only if a paper plate is issued or vehicle immobilization ordered.
Vehicle Year/ Make/Color/ Style	Ticket Upload	The vehicle year, make, color and body style. Only the vehicle year and make can be changed on this screen.
Veh Yr	ABS NOA	The 4-digit year of the vehicle plate. On ABS screen, this field is updated only if a paper plate is issued or vehicle immobilization ordered.
Vehicle Description	IMP	The vehicle year, make, license plate # and VIN will be displayed if the information was entered on the CAS screen. You can modify those fields for the printing of the form, if necessary. You can also add the following information: Model: <b>Taurus</b> Body Style: <b>2-door</b> Color: <b>Blue</b>
Vehicle Make	CAS	Four-character NCIC vehicle make codes. <b>Prompt</b> is valid on this field.
Vehicle Type	CAS & Ticket Upload	The two-character vehicle type designated by DOS. See Appendix K for complete list. <b>Prompt</b> is valid on this field from the CAS screen.
Vehicle Year	CAS	Four-digit vehicle year.
Venue	CAS  DSP	The municipality that issued the ticket or filed the complaint. Some courts have a separate venue for state law violations, so every ticket must be checked to see whether the ticket was issued under local ordinance or state law. <b>Prompt</b> is valid on this field.  <i>Note: If the court has only one venue, this field can be left blank and the system will default to the correct venue.</i>  The default venue will appear in this field. If the venue is incorrect, it can be modified.
Victim/Desc	CAS & Warrant Request	The name of the victim, a description of the event or the location of the offense can be entered here without formatting constraints. Use of this field will vary for different courts.
VIN	CAS ABS Forms	Vehicle Identification Number. This field must be filled in on CAS screen if a paper plate is issued. It also must be filled in on ABS screen if vehicle immobilization has been ordered.
Viol Date OR Vio Date OR Violate Date	ABS FAC NOA	The six digit violation date (MMDDYY).
VPN	ACT	Vehicle type, plate, state and year. This is a display-only field.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
W	FAC	When processing a clearance, enter an <b>X</b> in this field if the clearance fee is waived.
WAM	SCH	<p>Warrant - Misdemeanor. Enter one of the following codes:</p> <p><b>S</b> - to STOP a warrant from being generated  <b>E</b> - to make the case ELIGIBLE for a warrant  <b>X</b> - to REQUEST a warrant during the next notice cycle  <b>I</b> - to indicate that a warrant was ISSUED PREVIOUSLY</p> <p><i>Note: If you are entering <b>S</b> (Stop) or <b>I</b> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You <b>MUST</b> be count specific when entering <b>X</b> (Request Notice).</i></p>
WAN	SCH	<p>Warrant Notice. Enter one of the following codes:</p> <p><b>S</b> - to STOP a notice from being generated  <b>E</b> - to make the case ELIGIBLE for a notice  <b>X</b> - to REQUEST a notice during the next notice cycle  <b>I</b> - to indicate that a notice was ISSUED PREVIOUSLY</p> <p><i>Note: If you are entering <b>S</b> (Stop) or <b>I</b> (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You <b>MUST</b> be count specific when entering <b>X</b> (Request Notice).</i></p>
Warrant	SCH	<p>Type a two-character code to describe the type of warrant action. See list of Warrant Codes in Appendix H. <b>Prompt</b> is valid on this field.</p> <p><i>Note: Pre-adjudication warrant status is a method of disposition for caseload purposes.</i></p>
	PBW	<p>The two-character code to describe the warrant action. It will always default to <b>10 - Bench Warrant Issued</b>, but can be changed to any <b>+ Warrant Code</b>. The description of the code that is used will be transferred to the ROA, and can be used for Report Generator. See list of Warrant Codes in Appendix H.</p>
Warrant Issue Date	CAS	The date that a warrant was issued. The date cannot be earlier than the <i>Offense Date</i> . An entry in this field at case initiation places the case in warrant status.
Warrant No	WAR	Type the number of the warrant being recalled.

Master List of Field Descriptions (Continued)		
Field Name	Screen(s)	Description/Format
Weekends	DSP	Type an <b>X</b> if the jail commitment is to be served on weekends only.
Weight	ORD	Approximate weight of the defendant.
Work Hours	ABS	Type information for up to two employers in the following format: <b>0900A/0600P</b> (9:00 am - 6:00 pm)
Work Name and Location	ABS	Type information for up to two employers with no special punctuation or imbedded double spaces. Valid characters are A-Z and 1-9, e.g. Freds Auto Repair Royal Oak.
Work Restrictions	RLF	Type a <b>1</b> , <b>2</b> or <b>3</b> as appropriate on line A and/or B. Type up to 44 characters that best describe the employer name and location in the Company Description field. No extra spaces between words will be accepted by DOS. Type hours of allowed driving for employer in the Hours field. The format for hours is <b>0800A/0500P</b> . Type days of allowed driving for employer in the Days field. Use the following abbreviations: <b>M, T, W, Th, F, Sa, Sun, M-F, Sa-Su, All</b> , etc. Updating information in the Work Restrictions fields will transfer the information to the ROA and will update the Restriction portion of the case record.  <i>Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.</i>
WT		Approximate weight of the defendant.
X-Ref X-Reference XREF XRef No		If added on the CAS screen, this field is entered to cross reference the case number to another number such as the ticket number, or vice versa. It can also be used to keep track of multiple defendants. This number will be used for the X-Ref Inquiry and will appear on the ROA and most forms, reports and notices.
Year OR Yr	IMM IMP	Year of vehicle to be impounded or immobilized.
Zip		The five digit zip code. This field accommodates six characters for out of country codes.

Function Keys - Traffic/Criminal/Probation		
Key	Name	Description
F1	Clear Screen or Clear or Clr	Clear the screen without updating. Move cursor to the hop line.
	Help	Additional on-screen help is available.
	Top	Display the top of the Register of Actions.
F2	Add	Add record or code.
	Add Tickler	Add information to Bond Forfeiture Tickler.
	Bar #	Moves cursor to <i>Bar #</i> field at top of screen.
	Bindover	Send this bindover to Circuit Court.
	Bottom	Display the bottom of the Register of Actions.
	Date	Moves cursor to <i>Position to Date</i> field at top of screen.
	Extended Help	Additional on-screen help is available.
	Page Back	Return to the previous screen.
F3	Exit	Return to previous screen.
	Prior	Return to previous screen.
	Update	Update an existing record or code.
F4	Delete	Delete the record.
	Detail from Opt	Display more information for the warrant when the cursor is positioned in the <i>OPT</i> field.
	Prompt	Display additional information or options. This is available on any screen where the field name is in bold. OR When displayed at bottom of inquiry screen (SDX, NAM, XRF, PIN, DLN, VPN) it is valid for <i>Name</i> , <i>DLN</i> or <i>VPN</i> fields. Based on cursor placement, it will narrow the cases to an exact match and calculate a balance due.
	Prompt Bar No.	Prompt on the <i>Bar Number</i> field for Holiday File.
	Prompt Conditions/Terms	Display window which lists Other Condition Item Numbers.
	Tkt Dtl	Display more information for the ticket when the cursor is positioned in the <i>OPT</i> field.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	Name	Description
F5	Cashcode Balances	Show balances by cash codes.
	Detail	With your cursor positioned in any day of the month, press <b>F5</b> to display the Courtroom Calendar for the Bar # specified. If no cases are scheduled for that day, the next date for which events are scheduled will be displayed.
	Mod Case Info	Modify case, party or count information.
	Name list-match on DOB	Display list of cases meeting name and date of birth criteria.
	Page Back	Return to the Month at a Glance calendar, the District Court Calendar or the Officer Code File.
	Refresh	Refresh screen to show updated information.
	Retrieve	Retrieve information from last message.
	Review Venues	Display venue for an officer or an agency.
	Sel Bch#	Display a listing of all the randomly assigned batch numbers of the group of tickets on a particular diskette from the law enforcement agency. A specific batch may be selected for displaying on the ticket selection screen - or all tickets in all batches may be displayed.
	Supplemental Entries	Add supplemental non-case entries to the court calendar such as marriages, meeting, etc.
	Verify Balance	Verify the balance of the assessments on the screen before pressing <b>ENTER</b> . Modifications can be made prior to pressing <b>ENTER</b> .
	War	Display a window to request or retrieve warrant data from the Prosecutor's Office by entering or selecting CTN numbers.
Work w/Output	Work with printed reports or change Outq.	
F6	Add	Add a new record.
	Detail	Display the Courtroom Calendar for the same day.
	Detail Event	Display the detail records from the Status screen (STS).
	History all	Display complete history for all cases meeting the name and date of birth criteria.
	Same Pty	Copy selected case information for a defendant having more than one citation on a same incident stop. After displaying the Case Action screen (CAS) for the case with the information you want to copy, type <b>CAS</b> and the <b>new case number</b> on the hop line. Press <b>ENTER</b> , then <b>F6-Same Pty</b> . The case information from the original case will be retrieved and filled in.
	Summary	Displays a summary of totals and types of events scheduled for that date.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	Name	Description
F7	All Records	Toggle between (1) records for one bar number plus court holidays and (2) records for all professionals plus all court holidays.
	Alt Seq	Alternate sorting sequence (usually between alpha and numeric). On STS screen, will alternate between sorting by <i>PO Date</i> and <i>Entry Date</i> .
	Bindover	Go to "Bindover Data to Circuit" screen.
	Bond Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.
	Court Records	Toggle between (1) records for all professionals plus all court holidays and (2) records for one bar number plus court holidays.
	Hold	Place an abstract on hold.
	Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.
	Prev Bar	View a calendar for a judge, magistrate or probation officer with the next lower bar number and a calendar entry.
	Print or Print Only	Print form. Note will be made on ROA that form was generated, but comments will not transfer to ROA and case status will not be updated.
	Prt form/Upd	Print the form on pre-printed Abstract/Restricted License/NOA form (DSI-22F) and update the ROA.
	Restitution Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.
	ROA From Line	View ROA by positioning the cursor on the line for the case you want to view and pressing <b>F7</b> .
	TKT	Display a window of uploaded tickets for selection.
Trust Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.	
Update/Hold	Update suspension information and place on hold.	
F8	Caseload	Display the Caseload record from the Status screen (STS).
	NextBar	View a calendar for a judge, magistrate or probation officer with the next higher bar number and a calendar entry.
	Prt Form	Print FAC/FCJ/FCPV on a standard clearance form.
	Select Auth Pend	This will only display if there is a ticket which displays *ATH PND* in the charge description on the current screen. If there is indeed an authorization for the offense code, press <b>F8</b> with your cursor positioned in the <i>OPT</i> field to upload that information to your Case Entry Screen.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	Name	Description
F9	Print	Print the document or print the balance(s) as displayed in the prompt window.
	Print Def History	Print entire defendant history.
	Print ROA	Print the Financial ROA.
	Print/Update OR Print/Update/ Status	Print the document and transfer comments to ROA and/or update case status.
	Print Week	With cursor positioned on any day of the week, press <b>F9</b> to print the Week at Glance calendar for the bar number specified. The week will print from Monday-Sunday.
	Prt 1 on 3 pages	Print 3 copies of FAC/FCJ/FCPV on individual sheets of 8X11 paper.
	Prt 8x11/Upd	Print form on 8x11 paper and update the ROA.
	Upload Tkts to Wdw	This will only display if tickets have been uploaded to AS/400 but have not yet been moved to the ticket window selection file currently being displayed. Press <b>F9</b> and the conversion will immediately take place.
F10	Print Options	Go to the District Court Calendar screen for various print options.
	Print/Update	Print form and update comments to ROA. Case status will not be changed.
	Prt 3 on 1 page	Print 3 copies of FAC/FCJ/FCPV on one sheet of 8X11 paper.
	Same FL DT	Retrieve the filing date from the previous case, similar to <b>F6-Same Pty</b> . This is useful when the filing date is not the current date.
	Sum	View a summary of event types scheduled for that day.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	Name	Description
F11	Alternate View or Alt View	Toggle between inquiry views.
	Block Hrs/Date	View and update court holidays and times when a judge, magistrate or probation officer is unavailable. See Chapter 7 of this User Guide for more information about this feature.
	View 1 or View 2	View additional information for jobs on Outq.
	Scan	This is an imaging feature which is available in some courts. For more information about this feature, contact JIS.
F12	Cancel	Return to main menu.
	Cancel Ext Help	Return to Help screen.
	Clearance/Update	Transmit immediate clearance request to SOS.
	Upd	Add the information entered on the screen to the ROA without printing the form.
F13	View on-screen help text.	View on-screen help text.
	OutQ	Change printer or work with Outq.
F15	Dlt	Delete restriction record information.
F17	Top	Go to top of list of jobs on Outq.
F18	Bottom	Go to bottom of list of jobs on Outq.
F20	Writers	Go to Work with all Writers screen.
F22	Printers	Go to Work with all Printers screen.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	Name	Description
F23	Delete	Delete a record. Delete an abstract or suspension record before it is electronically transferred to DOS.
	Delete Record	Delete an entire record (Posting and all paydown entries).
	Delete Tickler	Delete a tickler record.
F24	Cancel	Cancel this transaction without sending the information to Circuit Court.
	End Job	Exit screen without updating.
	Exit	Return to previous screen.
	More keys	View additional function keys.
	Prev, Previous Menu or Prior	Return to a previous menu or screen without updating.
	Sign Off System	Sign off JIS system.
	Enter	Inquire into or modify information.
	Enter - Continue	View next screen.
	Enter - Inquiry	View requested record.
	Enter - Name List	Return to name list.
	Enter=Update	Update record with corrected information.
	Enter-View Calendar	View alphabetic calendar.
	Enter - w/out select # - New Name list	Display name list.
	Enter-w/select # - History	Display case history.
	Help	On-screen help text is available. For terminals: Press <b>Help</b> key on bottom of keyboard. Use <b>Page/Roll</b> key to scroll through pages. For PCs: Press <b>Alt+F1</b> on most PCs (or check your keyboard mapping for location of <b>Help</b> key). Use <b>Page Up/ Page Down</b> keys to scroll through pages.
	Page/Roll Roll/Page	Scroll through the file, see additional menu options or view additional screens. For Ticket Upload, will scroll through the list of tickets to transfer to the Case Entry Screen.
	Pageup/ Down= More Names	Scroll through additional names.

HOP CODES			
ENTRY SCREENS			
ABS	Abstract Update	EWR	Enter Warrant
ACT	Action	FAC	FAC Update
CAS	Case Entry	MJD	Modify Judgment
CJD	Cancel Judgment	PRB	Probation Scheduling
DEL	Delete	REM	Removal
DHU	Defendant History Update	SCH	Scheduling
DSP	Disposition	TRN	Transfer
EJD	Enter Judgment		
INQUIRY SCREENS			
CAL	Calendar *	NAM	Name Inquiry
CCL	Combined Calendar	RPT	Report Requests *
CNI	Central Name Inquiry	SDX	Partial Name/Soundex Inquiry
DHI	Defendant History Inquiry	VPN	Vehicle Plate # Inquiry
DLN	Driver License	XRF	X-Reference
FIN	Financial ROA		
<i>*Limited updating ability from this screen</i>			
FORMS			
ACQ	Order of Acquittal/Dismissal	ORD	Order of Probation
AMD	Amended Order of Probation	PBM	Plea by Mail
CIJ	Civil Infraction Judgment	PBW	Petition & Bench Warrant
CIN	Civil Infraction Notice to Appear	PRC	Order for Pre-Trial Release/Custody/Bond
DCG	Discharge Order	RAP	Register of Actions Print
IMM	Order for Vehicle Immobilization	RFL	Removal from LEIN
IMP	Order for Vehicle Impoundment	RLF	Restricted License
JBF	Judgment after Bond Forfeiture	ROA	Register of Actions
JGS	Judgment of Sentence	ROF	Motion and Order for Destruction of Fingerprints
NLP	Order of Nolle Prosequi	SAC	Order on Application to Set Aside Conviction
NOA	Notice of Adjudication	SAE	Order for Substance Abuse Evaluation
NPR	Non-Payment of Restitution	SCS	Order to Show Cause
NTA	Notice to Appear	SUB	Subpoena
OFB	Order Forfeiting Bond	WAR	Warrant Recall
OFP	Order for Fingerprints	YTA	Assignment to Youthful Trainee Status

<b>CASE TYPE CODES</b>			
<b>FELONY</b>			
FY	Felony	FT	Felony Traffic
		FD	Felony Drunk Driving
<b>MISDEMEANOR</b>			
EX	Extradition	ST	Statute Misdemeanor Traffic
SM	Statute Misdemeanor Non-Traffic	OT	Ordinance Misdemeanor Traffic
OM	Ordinance Misdemeanor Non-Traffic	SD	Statute Drunk Driving
		OD	Ordinance Drunk Driving
<b>CIVIL INFRACTION &amp; PARKING</b>			
SN	Statute Civil Infraction Non-Traffic	SI	Statute Civil Infraction Traffic
ON	Ordinance Civil Infraction Non-Traffic	OI	Ordinance Civil Infraction Traffic
		SK	Statute Parking
		OK	Ordinance Parking

PROCEEDING CODES (PO)			
AP	Arraignment/Pre-trial Held *	MN	Monetary Transaction
AR	Arraignment Held *	MO	Hearing on Motion Held
AW	Arraignment Waived *	MS	Miscellaneous Action
BW	Arraignment on Bench Warrant Held	PE	Pre-Examination Hearing Held
CC	Hearing Held for Contempt of Court	PL	Plea Hearing Held
CH	Competency Hearing Held	PP	Partial Payment Made
EV	Evidentiary Hearing Held	PT	Pre-trial Held
EX	Examination Held	PV	Probation Violation Hearing Held
FH	Formal Hearing Held	RH	Review Hearing Held
HD	Proceeding Heard	RM	Remanded from Circuit Court to District Court
HE	Proceeding Held	SC	Order to Show Cause Hearing Held
IH	Informal Hearing Held	SH	Sentence Hearing Held
JS	Jury Selection Held	TR	Trial Held
JT	Jury Trial Held	VB	Violation Bureau Action
<p><b>* PO Codes AP, AR and AW can only be used one time (initial arraignment) for each case. Use of these codes will begin counting case age for Caseload Part 4, Delay in Criminal Proceedings and the Speedy Trial Report.</b></p>			

SCHEDULING CODES (AJ)			
01	Arraignment	20	Deferred Sentencing /Presentence Interview
02	Pre-Trial	21	Matter Under Advisement/Presentence Interview
03	Examination	22	Time Extended to Pay*
04	Trial	23	Time Extended
05	Hearing	24	Plea
06	Jury Trial	25	Adjourned
07	Review	26	Jury Selection
08	Sentencing	27	Preliminary Examination
09	Show Cause Hearing	28	Pre-Sentence Investigation
10	Payment Due*	29	Oversight Visit
11	Matter Under Advisement	30	Probation Reports Due
12	Deferred Sentencing	31	Discharge from Probation
13	Pre-Sentence Interview	32	Probation Violation Hearing
14	Court Date	40	Settlement Conference
15	Due Date	41	Arraignment / Pre-Trial
16	Partial Payment Due*	42	Bond Forfeiture
17	Motion Hearing	43	Contempt Hearing
18	Informal Hearing	99	<b>Removed from Calendar</b>
19	Formal Hearing	<b>Codes 50 - 80 are available for local court usage.</b>	
* will update payment due date on the Civil Infraction Judgment (CIJ) and the Judgment of Sentence (JGS) forms			

PLEA CODES (PL)			
01	Plead Guilty	08	Exam Waived
02	Plead <u>Not</u> Guilty	09	Admit Responsibility
03	Stood Mute	10	Admit Responsibility with Explanation
04	Not Guilty Entered by Court	11	Denied Responsibility
05	Plead Nolo Contendere	12	Examination Ordered by Court
06	Stood Mute and Plea of Not Guilty Entered by Court	13	Examination Demanded by Prosecutor
07	Examination Demanded	99	<b>Plea Removed</b>

DISPOSITION CODES (DS)					
SS	Supplemental Sentencing	08	Dismissed	26	Dismissed by Party
		09	Exam Conducted: Defendant Bound Over	40	Found Responsible at Hearing
01	Found Guilty as Charged			48	Transferred
02	Found Guilty - Added Offense	10	Exam Waived: Defendant Bound Over	49	Directed Verdict
		14	Disposed on a Guilty Plea	50	Extradition Hearing Held
03	Found Guilty - Included Offense	15	Disposed on a Plea of Nolo Contendere	51	Defendant Referred for Competency Evaluation
		16	Exam Conducted: Charges Dismissed		
04	Found Guilty by Jury	19	Default Judgment	52	Found Incompetent to Stand Trial
05	Found Not Guilty by Judge	23	Judgment Rendered	53	Order to Stay Proceedings
06	Found Not Guilty by Jury	24	Found Not Responsible	98	Conviction Set Aside Pursuant to MCL 780.621
07	Dismissed - No Progress	25	Order of Nolle Prosequi Entered		

DEFER CODES (DF)	
01	Deferred under 333.7411, Controlled Substance Act
02	Deferred under 762.14, Holmes Youthful Trainee Act
03	Deferred under 769.4a, Spouse Abuse Act
04	Deferred under 750.430, Practicing Under the Influence
05	Deferred under 436.1703, Minor in Possession
06	Deferred under 600.1070(1)(C), Drug Treatment Court

DISMISSAL CODES (DI)			
Valid only with Dismissal Disposition Codes <u>05</u> , <u>06</u> , <u>07</u> , <u>08</u> , <u>16</u> , <u>25</u> , <u>26</u> or <u>49</u>			
DIAC	Dismissed - Plead to Another Charge	DIJP	Dismissed - Jail Prior to Sentence
DIAP	Dismissed Has Completed Audit Program	DIJS	Dismissed Best Interest of Justice
DICA	Dismissed on Motion of City Attorney	DIJU	Dismissed Juvenile
DICH	Dismissed Proof of Purchase of Child Restraint Shown	DINC	Dismissed No Probable Cause
		DINM	Administrative Dismissal - Non/Michigan Reg'd Vehicle
DICN	Complaining Witness Not Available	DIPS	Dismissed on Motion of Prosecuting Attorney
DICO	Dismissed on Motion of Complainant	DIPC	Case Dismissed Upon Payment of Costs
DICR	Administrative Dismissal - Court	DIPD	Administrative Dismissal - Police Department
DICS	Dismissed, First Offense Controlled Substance	DIPJ	Dismissed With Prejudice
DICT	Dismissed by Order of Court	DIPW	Dismissed, No Prosecuting Witness
DICW	Dismissal of Complaint and Warrant	DIRE	Dismissed Upon Payment of Restitution
DIDD	Dismissed Defendant Deceased	DIST	Administrative Dismissal - Streets & Traffic
DIDE	Dismissed on Motion of Defendant		
DIDF	Deferred Dismissal		

BOND TYPE CODES					
+	BT01	Cash	+	BT08	Security Deposit
+	BT02	10% Deposit	+	BT09	Combination Bond
	BT03	Surety		BT10	Conditional
	BT04	Personal		BT11	Real Property
	BT05	Driver License		BT12	Cash or Surety
+	BT06	Interim		BT13	Cash/Surety/10%
	BT07	Insurance Card			
<p>+ indicates code to add a bond record                      All codes will be recorded in the Bond History section of the Register of Actions (ROA). Information for blank codes will be replaced by any subsequent + code bond type posted through Cash.</p>					

BOND ACTION CODES					
-	BD03	Bond Refunded		BD33	Insurance Card Returned
-	BD04	Bond Forfeited		BD34	Security Deposit Posted by Complainant
	BD05	Bond Canceled		BD35	Security Deposit Returned to Complainant
	BD06	Bond Continued		BD36	Bond Costs
	BD07	Bond Changed	-	BD37	Bond Applied to Fine and Costs
+	BD08	Bond Reinstated		BD38	Bond Denied
+	BD10	Bond Posted	-	BD39	Bond Transferred to Another Court
	BD20	Bond Not Posted		BD54	Bond Assigned Case Number
	BD28	Bond Set	-	BD98	Bond Escheated
	BD29	No Bond Ordered		BD99	Will remove the following actions from the Bond History section of the ROA: • all bonds <b>set</b> (BD28), or a • non-monetary bond <b>posted</b> through Scheduling screen (SCH)
	BD30	Bond Lowered			
-	BD31	Bond Transferred to Circuit Court			
	BD32	License Returned			
<p>All codes except BD54 will be recorded in the Bond History section of Register of Actions.                      BD54 will be recorded in the Actions, Judgments, Case Notes section of the Register of Actions.</p> <p>-----                      - bond paydown code                      + bond posting code</p>					

BOND PAYDOWN CODES	
Type of Bond	Paydown Code(s)
01 - Bond	BD03 Bond Refunded BD04 Bond Forfeited BD31 Bond Transferred to Circuit Court BD36 Bond Costs BD37 Bond Applied to Fine & Costs BD39 Bond Transferred to Another Court BD98 Bond Escheated
02 - Restitution	XXRP Restitution Paid
03 - Trust	XXTP Trust Paid
04-99 Trust & Agency	Defined by court. See Code Files Update, Trust & Agency, in the Cash User Guide.

WARRANT CODES (WR)		
+	WR01	Defendant Failed to Appear on or Before Due Date
+	WR02	Defendant Failed to Appear in Court on Due Date
	WR03	City Atty Misdemeanor Auth. Complaint & Warrant Filed
+	WR07	Bench Warrant Issued - Failed to Appear
+	WR08	Bench Warrant Issued - Fail to Execute Sentence
+	WR09	Bench Warrant Issued - Violation of Probation
+	WR10	Bench Warrant Issued
	WR11	Recommendation of Warrant
-	WR16	Warrant Returned
-	WR17	Set Aside Bench Warrant
+	WR18	Warrant Signed & Issued
+	WR19	Bench Warrant Issued - Failed to Pay
+	WR20	Warrant Sent to Police Agency
+	WR21	Warrant Issued
-	WR22	Bench Warrant Returned
-	WR23	Warrant Recall Filed
	WR24	Search Warrant Return Filed
	WR25	Search Warrant Issued
+	WR30	Warrant Entered into LEIN
-	WR31	Warrant Canceled from LEIN
	WR32	Warrant Entry Requested
	WR33	SYSIDNO (20:) Generated by LEIN
	WR34	Warrant Rejected by MSP, Not Entered into LEIN
	WR35	Warrant Cancellation Requested
	WR36	Warrant Cancellation Accepted
	WR37	Warrant Cancellation Rejected by LEIN
<p>+ Adds case to Warrant status and includes on FAC/Warrant List.                      - Removes case from Warrant status and removes from FAC/Warrant List.</p>		

APPEAL CODES (AP)	
1	Appeal to Circuit Court Filed
2	Appeal from Magistrate to District Court
3	Action Taken by Magistrate Superseded by Order of District Judge
4	Appeal to Appellate Court Filed
5	Appealed Sentence
6	Appeal Denied
7	Appeal from Informal Hearing to Formal Hearing Filed
8	<b>Remove from Appeal Status or Appeal List</b>
<p>Codes 1-7 add a case to Appeal List                      Code 8 removes a case from Appeal List</p>	

<b>CODE LISTING GROUPS</b>			
<b>Code</b>	<b>Type of Code</b>	<b>Code</b>	<b>Type of Code</b>
AA	Individual Court Codes	BS	Payment/Bond Reversal Reason
AD	Scheduling Codes (AJ)	BV	Petition Codes
AG	Amount Type Codes	BY	Plea Codes (PL)
AJ	Appeal Codes	CA	Probation Codes/Conditions
AM	Arraignment Codes	CG	Proceeding Codes (PO)
AP	Bond Action Codes (BD)	CJ	Reason for Adjournment Codes
AS	Bond Type Codes (BT)	CM	Request for Adjournment Codes
AV	Computer Generated Codes	CP	Driver License Codes
AY	Dismissal Codes - OTHER Dispo.	CS	Alcohol/Treatment Program Codes
BA	Disposition Codes (DS)	CV	Waiver Codes
BD	Jail Codes	CW	Warrant Add Codes
BG	Mandatory Court Codes	CX	Warrant Delete Codes
BJ	Miscellaneous Actions	CY	All Other Warrant Codes
BM	Motion Codes	DA	Notice Codes (postcard forms)
BP	Order Codes		

<b>REPORT CODES (RPT)</b>	
<b>Code</b>	<b>Type of Report/Request</b>
ABS	Abstract
DFJ	Default Judgment Form
DLN	Driving record from Department of State
FAC	FAC/FCJ/FCPV Suspension
FDN	14-Day Notice
FLB	File Label
LBL	Address Label
NNC	Notice of Non-Compliance
NTAD	Notice to Appear - Defendant
NTAA	Notice to Appear - Attorney
NTAB	Notice to Appear - Defendant & Attorney
ROA	Register of Actions on 8x11 paper
ROAF	Register of Actions Form
WAM	Warrant Misdemeanor
WAN	Warrant Notice

LEIN ENTRY CODES	
Race	
A	Asian or Pacific Islander
B	Black
I	American Indian or Alaska Native
U	Unknown
W	White
Hair	
BLK	Black
BLN	Blonde/Strawberry
BLU	Blue
BRO	Brown
GRN	Green
GRY	Gray
ONG	Orange
PLE	Purple
PNK	Pink
RED	Red/Auburn
SDY	Sandy
WHI	White
XXX	Unknown, Bald/Balding
Eye	
BLK	Black
BLU	Blue
BRO	Brown
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolor
PNK	Pink
XXX	Unknown

<b>DOS VEHICLE TYPE CODES</b>			
Cycle - 2 or 3 Wheel	CY	Passenger Auto	PA
Low Speed Electric Vehicle	LS	Pickup Truck	PU
Moped	MO	Van / Motor Home	VA
Go Carts	GC	Snowmobile	SM
Off-Road Vehicle, including 3 and 4-wheel, all-terrain vehicles	OR	Watercraft	WC
Small Truck, all trucks under 10,000 pounds and not listed above	ST	Medium Duty Truck, more than 10,000 pounds but not more than 26,000 pounds	MD
<b>GROUP A VEHICLES</b> (any vehicle towing another vehicle or trailer, with the towed vehicle having a gross vehicle weight rating over 10,000 pounds)			AA
Transporting hazardous materials	AH	Pulling two trailers	AT
Tank body or tank trailer, towing two trailers hauling hazardous materials	AL	Tank body or tank trailer, hauling hazardous material	AX
Tank type body or trailer; used to transport gas or liquid	AN	Tank body or tank trailer, towing two trailers	AY
Large bus towing an equipment trailer	AS	Towing two trailers (not tank type) hauling hazardous materials	AZ
<b>GROUP B VEHICLES</b> (A single vehicle, including buses, 26,000 pounds or more)			BB
Hauling hazardous materials	BH	School bus 26,001 lbs or more	BS
Tank body type	BN	Tank body hauling hazardous materials	BX
Carrying passengers	BP		
<b>GROUP C VEHICLES HAULING HAZARDOUS MATERIALS.</b> (A single vehicle under 26,001 pounds and is used for either of the following: 1. Carries 16 or more passengers, including the driver; 2. Transports hazardous materials for waste requiring the display of a placard.)			CH
Transporting passengers	CP	Tank body hauling hazardous materials	CX
School bus less than or equal to 26,000 lbs	CS		

<b>DOS Inquiry Key</b> (use with "SYS" in Access Type; SOS# in Key)			
To Look Up	SOS #	Key Information	Example
Complete Driving Record • 36 = edited record • 42 = unedited record • 42;3 = unedited record including MIP deferments	36;1; 36;2; 42;1; 42;2; 42;3;	Driver License number Complete name and date of birth Driver License number Complete name and date of birth Driver License number	36;1;J500123456789. 36;2;JOHN ROY JONES;05051955. 42;1;J500123456789. 42;2;JOHN ROY JONES;05051955. 42;3;J500123456789.
Full Name & Date of Birth	49;2;	Partial Name <b>and</b> : <b>M</b> = When Middle Name unknown <b>B</b> = Birthdate is unknown <b>P</b> = Middle name & DOB unknown <b>I</b> = Birthdate is unknown	49;2;JOHN JONES;05051955;M. 49;2;JOHN R JONES;B. 49;2;JOHN JONES;P. 49;2;JOHN R JONES;I.
Repeat Offender Info	35;1; 35;2;	Driver License Number Complete Name and Date of Birth	35;1;P500132443789. 35;2;JOHN ROY SMITH;10101950.
Prior Convictions	<b>PRIOR;</b>	PRIOR Susp/Rest Violations	PRIOR;J500123456789.
Complete History Since Date Specified	38;1;	DLN and beginning search date	38;1;J500123456789;010190.
License Information	39;1; 39;2;	Driver License Number Complete name and date of birth	39;1;J500123456789. 39;2;JOHN ROY JONES;05051955.
Current Address	40;1; 40;2;	Driver License Number Complete name and date of birth	40;1;J500123456789. 40;2;JOHN ROY JONES;05051955.
History of All Convictions	43;1 43;2;	Driver License Number Complete name and date of birth	43;1;J500123456789. 43;2;JOHN ROY JONES;05051955.
History of All Open FACs	44;1; 44;2;	Driver License Number Complete name and date of birth	44;1;J500123456789. 44;2;JOHN ROY JONES;05051955.
Vehicle Title Status	51;1;	Vehicle I.D. Number (VIN#)	51;1;1G8ZG5595PZ319234.
Plate Registration Record	13;	License Plate Number	13;459AKE.
Complete Plate Registration Information	14;	License Plate Number	14;459AKE.
Vehicle Alpha File Information	15;	Name (Last, First, Middle Initial) <b>OR</b> Name and Street Address Alpha Search by page number	15;JONES JOHN R. 15;JONES JOHN R;123 MAPLE. 15;*123456. (123456 = SOS page #)
Watercraft Registration	21;	Registration Number	21;0001AA.
Status Check	27;1; 27;2;	Driver License Number Complete name and date of birth	27;1;J500123456789. 27;2;JOHN ROY JONES;05051955.
Boating Record	28;1; 28;2;	Driver License Number Complete name and date of birth	28;1;J500123456789. 28;2;JOHN ROY JONES;05051955.
Snowmobile Registration	25;	Registration Number	25;A000001.
Complete Financial Responsibility Record	73;1;	Driver License Number	73;1;J500123456789.
Status of LEIN on a Title or Registration	54;1; 11;	Vehicle Identification Number (VIN) Vehicle Plate Number	54;1;1G8ZG5595PZ319234. 11;1;456AKE.
Handicap Stickers Handicap Permit	78; 79;	Handicap Sticker Number Name - Last, first, middle initial	78;123456. 79;SMITH JOHN R.

<b>STATE/PROVINCE/COUNTRY ABBREVIATIONS</b>			
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		
<b>US TERRITORIES</b>			
American Samoa	AS	Puerto Rico	PR
Guam	GU	Virgin Islands	VI
N. Mariana Island	CM		
<b>CANADIAN PROVINCES</b>			
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territory	NT	Yukon Territory	YT
<b>OTHER COUNTRIES</b>			FR
<b>MILITARY ZIP CODES</b>			
340	AA	090XX - 098XX	AE
		962SS - 966XX	AP

**Offenses for which Crime Victim Assessment and \$45 Minimum State Cost Required  
Violations of State Law or Substantially Corresponding Local Ordinance  
Revised January 1, 2006**

(List published by SCAO - Check [www.courts.mi.gov/SCAO](http://www.courts.mi.gov/SCAO) for updates)

**Serious Misdemeanors [MCL 780.811]**

**Violations Charged as a Felony or Serious Misdemeanor, but subsequently reduced to or pled to as a misdemeanor, are defined as a SERIOUS Misdemeanor and are assessed a Crime Victim Fee. [MCL 780.811(a)(xix)]**

<u>PACC Code</u>	<u>Offense Description</u>
257.601B2	Moving Violation – Causing Injury to Construction Worker
257.617A	Failure to stop at scene of Personal Injury Accident
(MCL) 257.625	(Various PACC Codes) If the violation involves an accident resulting in damage to another individual's property or physical injury or death to another individual.
324.801761	Marine Safety – OUIL - If the violation involves an accident resulting in damage to another individual's property or physical injury or death to another individual.
324.801763	Marine Safety – Impaired - If the violation involves an accident resulting in damage to another individual's property or physical injury or death to another individual.
(MCL) 436.1701	(Various PACC Codes) If the violation results in physical injury or death to another individual.
750.115-A	Breaking & Entering - Illegal Entry (without owners permission)
750.115-B	Breaking & Entering - Enter Public Place where strictly denied
750.136B4	Child Abuse – 3rd Degree (High Court Misdemeanor)
750.136B5	Child Abuse - 4th Degree
750.145	Children – Contributing to the Delinquency
750.145D2A	Computers – Internet – Communicating with Another to Commit a Crime
750.233	Weapons – Firearms – Aiming without Malice
750.234	Weapons - Firearms - Discharge While Aimed, without Malice & Injury
750.235	Weapons - Firearms - Discharge While Aimed, w/o Malice but with Injury
750.335A	Indecent Exposure
750.411H	Stalking
750.81	Assault or Assault and Battery
750.81A	Aggravated Assault
750.812	Domestic Violence
750.813	Domestic Violence Second Offense
750.81A2	Aggravated Assault - Domestic Violence

**Specified Misdemeanors [MCL 780.901]**

* 257.6251-A	Operating While Intoxicated (Description change)
* 257.6253-A	Operating Impaired
* 257.6256B	Operating While Intoxicated/Impaired/With the Presence of a Controlled Substance - 2nd Offense Notice
257.626	Reckless Driving
257.9041B	Operating License Sus/Rev/Denied-Allowing suspended person to operate
257.9041C	Operating License Sus/Rev/Denied OR Allow suspended person to operate - 2nd or Subs Offense
257.9047	Commercial Motor Vehicles - Operating with Suspended/Revoked Vehicle Group Designation

\* If the violation involves an accident resulting in damage to another individual's property or physical injury or death to an individual, the offense is classified as a "Serious" Misdemeanor instead of a "Specified" Misdemeanor.

## Assessable Crime Victim Fee Offenses (Continued)

Revised January, 2006

## Specified Misdemeanors - Continued

259.185	Aircraft OUIL/Per Se
259.1851	Aircraft Operation Under the Influence
259.1852	Aircraft Blood Alcohol Content 0.04% or more
259.1853	Aircraft Operation Within 8 Hours of Drinking/Drugs
259.1857	Aircraft OUIL - 2nd Offense Notice
* 324.801761	Marine Safety OUIL/Per Se
* 324.801763	Marine Safety OWI
* 324.801771B	Marine Safety OUIL/Per Se - 2nd Offense Notice
* 324.80177C-A	Marine Safety OUIL/Per Se - 3rd Offense Notice -Misdemeanor
* 324.801781B	Marine Safety OWI - 2nd Offense Notice
* 324.801781C	Marine Safety OWI - 3rd Offense Notice
324.81134	ORV OUIL/Per Se
324.811341	ORV OUIL
324.811342	ORV Blood Alcohol Content 0.10% or More
324.811345	ORV OUIL - 2nd Offense Notice
324.811351	ORV Impaired
324.811353	ORV Impaired - 2nd Offense Notice
324.821271	Snowmobile OUIL/Per Se
324.821273	Snowmobile OWI
324.821281B	Snowmobile OUIL/Per Se - 2nd Offense Notice
324.821281C-A	Snowmobile OUIL/Per Se - 3rd Offense Notice-Misdemeanor
324.821291B	Snowmobile OWI - 2nd Offense Notice
324.821291C	Snowmobile OWI - 3rd Offense Notice
333.74032C-A	Controlled Substances - Possession (Schedule 5 & LSD, etc.)
333.74032C-B	Controlled Substances - Possession (Substance added to Schedule 5 by rule)
333.74032D	Controlled Substances - Possession of Marijuana
333.74032F	Prescription Forms - Possession
333.74042A	Controlled Substances - Use (Narcotic or Cocaine)
333.74042B	Controlled Substances - Use (Non-Narcotic)
333.74042C	Controlled Substances - Use (Schedule 5 or LSD, etc.)
333.74042D	Controlled Substances - Use of Marijuana
333.74051E	Controlled Substances - Dispensing Prescription from Out -Of-State Prescriber
333.7405A	Controlled Substances - Licensee Prescription Violations (High Court Misdemeanor)
333.7405BX	Controlled Substances - Manufacture/Distribute outside of License (High Court Misd.)
333.7405C	Controlled Substances - Refusing Inspection (High Court Misdemeanor)
333.7405D	Controlled Substances - Maintaining a Drug House (High Court Misdemeanor)
333.7407A-B	Controlled Substances - Inducing Person to Violate (High Court Misdemeanor)
333.7407A-C	Controlled Substances - Inducing a Person to Violate -Misdemeanor
333.7407A1-B	Controlled Substances - Attempt (High Court Misdemeanor)
333.7407A1-C	Controlled Substances - Attempt Misdemeanor
333.74102	Controlled Substances - Distribution without remuneration (Marijuana)
333.74104-C	Controlled Substances - Possession on School Property (Schedule 5) (High Court Misd)
333.74104-D	Controlled Substances - Possession Marijuana on School Property (High Court Misd)
333.7453	Controlled Substances - Sale of Paraphernalia
333.7455	Controlled Substances - Sale of Paraphernalia to Minor
* 436.17011-A	Alcohol - Selling/Furnishing to Minor
* 436.17011-B	Alcohol - Selling/Furnishing to Minor - 2nd Offense Notice
* 436.17011-C	Alcohol - Failure to post sign describing violations/penalties
462.353	Operating a Locomotive OUIL/UBAL
462.3534	Operating a Locomotive OUIL/UBAL - 2nd Off Notice
750.1742	Embezzlement - Agent or Trustee - Less than \$200

\* If the violation involves an accident resulting in damage to another individual's property or physical injury or death to an individual, the offense is classified as a "Serious" Misdemeanor instead of a "Specified" Misdemeanor.

## Assessable Crime Victim Fee Offenses (Continued)

Revised January, 2006

## Specified Misdemeanors - continued

750.1743A	Embezzlement - Agent or Trustee - \$200-\$1000
750.1743B	Embezzlement - Agent or Trustee - Less than \$200 - 2 <sup>nd</sup> or subsequent offenses
750.2182	False Pretenses - Less than \$200
750.2183A	False Pretenses - \$200-\$1000
750.2183B	False Pretenses - Less than \$200 - 2 <sup>nd</sup> or subsequent offenses
750.3564A	Larceny - \$200-\$1000
750.3564B	Larceny - Less than \$200 - 2 <sup>nd</sup> or subsequent offenses
750.3565	Larceny - Less than \$200
750.356D	Retail Fraud - Second Degree
750.356D4	Retail Fraud - Third Degree
750.359	Larceny From a Vacant Building
750.362A4A	Failure to Return Rented Property - \$200-\$1000
750.362A4B	Failure to Return Rented Property - Less than \$200 - 2 <sup>nd</sup> or subsequent offenses
750.362A5	Failure to Return Rented Property - Less than \$200
750.3624A	Larceny by Conversion - \$200 or more but less than \$1000
750.3624B	Larceny by Conversion - Less than \$200 - 2 <sup>nd</sup> or subsequent offense
750.3625	Larceny by Conversion - Less than \$200
750.377A1C1	Malicious Destruction of Personal Property - \$200-\$1000
750.377A1C2	Malicious Destruction of Personal Property - Less than \$200 - 2 <sup>nd</sup> or subsequent offenses
750.377A1D	Malicious Destruction of Personal Property - Less than \$200
750.3804A	Malicious Destruction of Building - \$200-\$1000
750.3804B	Malicious Destruction of Building - Less than \$200 - 2 <sup>nd</sup> or subsequent offenses
750.3805	Malicious Destruction of Building - Less than \$200
750.5354A	Stolen Property - Receiving and Concealing - \$200-\$1000
750.5354B	Stolen Property - Receiving and Concealing - Less than \$200 - 2 <sup>nd</sup> or sub. offense
750.5355	Stolen Property - Receiving and Concealing - Less than \$200
750.540E	Telecommunication Services - Malicious Use
750.540E1A	Telephone Call - Malicious Use to Threaten
750.540E1B	Telephone Call - False Message of Death or Injury
750.540E1C	Telephone Call - Refusing to Disengage
750.540E1D	Telephone Call - Obscene
750.540E1E	Telephone Call - Calling and Hanging Up
750.540E1F	Telephone Call - Unsolicited Commercial Calls
750.540E1G	Telephone Call - Repeatedly Interrupting Service

## Repealed PACC Codes

## The following violations should no longer be in use:

257.62510B	Operating While Impaired - 2nd Offense Notice
257.62510C	Operating While Impaired - 3rd Offense Notice
257.6256D-A	Operating While Intoxicated - 3rd Offense Notice Misdemeanor
333.17766A1	Controlled Substances - Steroids - Use
333.17766A2	Controlled Substances - Steroids - Possession
462.3551	Operating a Locomotive Impaired
462.3553	Operating a Locomotive Impaired - 2nd Off Notice
750.145A	Children - Accosting for immoral purposes
750.362-B	Larceny by Conversion - \$100 or Less

# Help Desk Fax Sheet

Fax copies are sometimes hard to read. Please print legibly or type the information.

Court \_\_\_\_\_

Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Fax # \_\_\_\_\_

**Problem Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Research Conducted:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachments:**

ROA  
Financial ROA  
Other \_\_\_\_\_

**Fax to JIS: (517) 373-7451**

# JIS Enhancement Request Form

**Enhancement Classification**

- Traffic/Criminal
- Civil
- Bond/Trust/Cash
- Probation
- Other

Name: \_\_\_\_\_

Court Administrator

Court: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Date: \_\_\_\_\_

**Enhancement/Change:** \_\_\_\_\_

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**Reason for Enhancement/Change:** \_\_\_\_\_

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**Fax to JIS: (517) 373-7451**

# Request for JIS Training

Requested by: \_\_\_\_\_ Court: \_\_\_\_\_  
Court Administrator

Contact Person: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Please describe a general overview of training needs: \_\_\_\_\_

Training Dates & Location:	
Technical Services Representative:	

### Tentative Schedule

Time	Employees to be Trained/Topics to be Covered	Estimated Time (Hrs)

Shaded Area to be completed by JIS

**Fax to JIS: (517) 373-7451**

## Frequently Asked Questions

1. **I disposed the wrong case by mistake. How do I make the correction?**

Go to the Removal screen (REM) and remove the disposition code and other sentencing variables that were entered in error. Remember to re-enter all the sentencing variables if/when you re-enter the disposition.

2. **Why didn't I get an abstract on my case?**

The case must have a disposition code. The guilty or responsible disposition code creates the abstract. If the abstract was "Stopped" on the Case Entry screen (CAS) or Scheduling screen (SCH), no abstract will generate. If a default has occurred, a default abstract will not generate until the appropriate number of days have elapsed since the disposition. (Courts set their own notice dates in the Z -Record). No abstract will generate if the charge is non-abstractable. Check your DOS Offense Code listing to see if the offense requires an abstract.

3. **An abstract generated in error. How do I correct it?**

If the abstract has been sent to DOS (there will be an **X** in the *Produced* field), type **DEL** in the *Use* field. Type a comment why the abstract should be deleted from the driving record and press **F3-Update**.

If the abstract has not yet been sent to DOS (the *Produced* field will be blank), press **F23-Delete**. No further action is required.

4. **Someone deleted my daily reports from the output queue. How do I get them back?**

Go to the Archives option from the District Selection and Operator Menu. Locate the report(s) you need and type an **R** in front of it/them. Then go to your output queue and release/print as normal. Note: Only the most current report is stored in Archives. When the report is reproduced, it will replace the archived report.

5. **How and where do I amend or reduce a charge?**

On the hop line, type **DSP** (for Disposition screen), the case number and the count number, even if it is a one count case. Type **R** or **A** in the *Reduce/Amd/Chg* field and type in the new offense code to the right of that field. Fill in other information on screen as needed. Press **ENTER**.

## Frequently Asked Questions (Continued)

6. **I entered the wrong offense date on a case. How can I fix it?**

You can't. The case must be deleted and re-entered from the beginning.

7. **My Crime Victim's Right Report has an \* on several cases. Why?**

This report will \* a case if:

- 1) there is no disposition on the case;
- 2) the charge is Attempted (A), Conspiracy (C) or Solicit (S) and date of offense is prior to May 1, 1994;
- 3) the crime victim fee is not assessable by statute
- 4) the *Crime Victim* field is not updated correctly in your statute file;
- 5) there was more than one MYCV assessment on the case; or
- 6) the accident type that would make the charge eligible for this assessment was not updated on the Case Entry screen (CAS)

8. **How do I get a dismissal abstract on an alcohol offense?**

Type an **X** in the *Audit Abstract* field on page 1 of the Disposition screen (DSP) or the *Abstract* field of the Scheduling screen (SCH).

9. **I am trying to enter a case and the DLN, Name and DOB fields are highlighting on the Case Entry screen (CAS). I know the number is correct. What do I do?**

All three fields must be checked for accuracy. Running a driving record to verify the information may be necessary. If you are sure all the information is correct, press **ENTER** three times. Then press **F8** to override the edit and enter the case information.

10. **How should cases be counted for caseload on multi-count tickets?**

Each offense should be counted as a separate case. Affix an A, B or C to the end of the ticket number, or, if preferred, some other unique identifier.

11. **How many days after my 14-day notice generates will I get an FAC/FCJ?**

This will vary by court. The notice schedule can be found in the Z-Record for your court, which is stored in the Code Files. The number of days on this schedule dictates when the notices will generated. The systems calculates dates based on the last DUE DATE, not the last notice date. So, if an offense occurs on January 1 and the due date is January 10, and you have 28 days for the 14-day notice, the 14-day notice will generate 28 days after January 10, which is February 8.

12. **How do I indicate a defendant is currently in the military service?**

The Servicemembers Civil Relief Act, 50 USCS Appx 501, et seq. was completely rewritten effective 12/19/03. If a defendant is on active duty in the military service...default judgment cannot be entered until the court takes certain steps. We recommend the following procedures:

- a. Create a 4-letter code in the Traffic/Criminal Codes File for *military service*, such as SERV (service) MILT (military) or ADMS (active duty military service), etc. Use group code **BJ**.
- b. After adding a ticket that indicates that the defendant is on active military service, enter a disposition of **DS53** - Order to Stay Proceedings and the 4-letter code you created. Stop the FAC and/or 20% late penalty by typing an **S** in the *FAC/FCJ/FAD* and/or *20% Late Penalty* fields on the Scheduling (SCH) screen, if applicable. DS53 reports the case as Inactive for Caseload.
- c. Use Report Generator to create a list/report for follow up where the military code and DS53 were entered.

13. **How do I dispose of a misdemeanor charge that is reduced to a civil infraction?**

The following instructions were included in a memo from SCAO on September 18, 2002: "To accurately process and report the reduction of misdemeanors to civil infractions which is a practice of prosecuting officials as part of plea bargaining, the court should report the misdemeanor case disposed under "Dismissed by Party", open a new civil infraction and dispose of the civil infraction using one of the disposition methods available for the particular civil infraction case type code. In most cases, this would be an "Admission of Responsibility."

If you have questions on how to adopt this procedure, please contact the help desk.

14. **When do I stop an abstract from generating for a No Proof of Insurance ticket?**

Refer to the chart below which was prepared in accordance with 2004 Public Act 52, effective May 1, 2004, and included in the 2004/1 Software Release Announcement.

Violation Type	Appearance & Insurance Status	Fine, Costs & Assessments	SOS Code	How to process on JIS
Civil Infraction	Appear by due date with proof valid on violation date.	Waive F&C and JSTC. May assess \$25 NPI fee.	N/A	Enter disposition code.  Stop abstract from generating by entering an <b>S</b> in the Abstract field on Case Entry or Scheduling screen.
	Appear after due date with proof valid on violation date.	Assess F&C and JSTC. Do not assess \$25 NPI fee.	3100	Enter disposition code.
	Appear at any time without proof of insurance valid on violation date	Assess F&C and JSTC. Do not assess \$25 NPI fee.	3100 or 3106**	Enter disposition code.
Misd.	No Insurance Conviction entered.	Assess F&C and JSMO. Do not assess \$25 NPI fee.	3108	Enter disposition code.
<p>* See Appendix F or prompt on DS code field for list of disposition codes.                      ** Depending on your court's policy to change or amend the charge.</p>				

15. **When is an abstract sent to DOS on drug crimes?** An abstract is required at time of sentencing on drug crimes. A sentencing abstract will generate when sentencing variables exist on a case. The following are considered sentencing variables:

Any cash code that contains a Group Code of F, C, N, R or S.

-OR-

Data entered in any of the following fields on the Disposition screen (DSP):

*Fines and Costs Suspended*  
*Jail Days*  
*Optional Jail Days*  
*Credit Jail Days*  
*Jail Suspended*  
*Jail Committed*  
*Jail Location*

*Community Service*  
*Community Service in Lieu of Jail*  
*Vehicle Immobilization Start Date*  
*Vehicle Immobilization # of Days*  
*Forfeiture*  
*Probation Term*  
*Rehab*  
*License Revoke/Suspend*

16. **How do I indicate that a conviction has been set aside?**

Once the Order on Application to Set Aside Conviction has been signed by the judge, type a disposition code **98** in the *DS* field on the Disposition (DSP) screen. **Do not remove or set aside the original disposition.**

Make the case non-public when disposed with a DS98.

17. **How do I add a new hotkey, or change an existing one?**

Hotkeys are maintained in the Cash Module. See Chapter 4 of the Cash User Guide for more information.