



MICHIGAN SUPREME COURT  
Supreme Court Administrative Office  
**Judicial Information Systems**  
Michigan Hall of Justice • P.O. Box 30205 • Lansing, MI 48909

**JIS District Court Training**  
*A Workshop for District Court Administrators*  
**Wednesday, June 15, 2016**  
**Hall of Justice, Lansing, Michigan**  
**9:00 a.m. – 4:00 p.m.**

## INTRODUCTION

Judicial Information Systems is pleased to announce a one-day training/workshop for new District Court Administrators and District Court Administrators that have not had system overview training. **Seating is limited, so please register now.**

## DESCRIPTION

<p><b>Administrative Sign-on:</b></p> <ul style="list-style-type: none"><li>• Security/Program Access</li><li>• System File Inquiry/Update</li><li>• SOS Code Files Update</li></ul> <p><b>Traffic/Criminal:</b></p> <ul style="list-style-type: none"><li>• Reusing Charges in the Statute File</li><li>• Changing the Z-record</li><li>• Understanding the Status Screen</li></ul> <p><b>Traffic/Criminal Reports:</b></p> <ul style="list-style-type: none"><li>• Caseload</li><li>• Crime Victims Report</li><li>• Delay in Criminal Proceedings</li><li>• Delete Audit</li><li>• Drunk/Drug Report</li></ul>	<p><b>Civil Reports:</b></p> <ul style="list-style-type: none"><li>• Case Age Report</li><li>• Default Pre-List</li><li>• Intent/Notice to Dismiss Pre-List</li><li>• Delete Audit</li><li>• Closed Garnishments</li></ul> <p><b>Cash Reports:</b></p> <ul style="list-style-type: none"><li>• Assessment Adjustment</li><li>• Collections</li><li>• Court Costs Imposed and Collected (CCIC)</li></ul>
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## PARTICIPANTS

This training is for new District Court Administrators and District Court Administrators that have not had case management system overview training. Please distribute this announcement to the appropriate personnel in your court. **Training is open to all District Court Administrators in Michigan, so reserve your seat soon.**

## SCHEDULE

### Wednesday, June 15, 2016

8:30 – 8:55 a.m.	Registration
9:00 a.m. – Noon	Security, System File, Code File, Traffic and Criminal
Noon – 1:30 p.m.	Lunch
1:30 – 4:00 p.m.	Reports: Traffic & Criminal, Civil, and Cash

## **REGISTRATION**

We are pleased to offer online registration. Please click on the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **B66919**. Please use **Internet Explorer** as your browser when registering for this seminar.

## **CONFIRMATION**

Applicants will receive an e-mail confirmation with specific seminar information. If you have not received confirmation by June 8, please contact Londa Wilkes at (517) 373-4458 or [WilkesL@courts.mi.gov](mailto:WilkesL@courts.mi.gov).

## **LODGING AND MEALS**

Coffee, water, and lunch will be provided during the seminar. There is an on-site cafeteria available to all building visitors. In addition, participants will receive a parking pass for the HOJ visitor lot. All other incidentals, including breakfast, dinner, mileage, entertainment, phone calls, etc., are the responsibility of each individual or his/her funding unit.

All lodging accommodations must be coordinated by your administrator.

If you require special accommodations during the training, please indicate your needs when registering & send me an e-mail.

## **QUESTIONS**

If you have any questions regarding registration, contact Londa Wilkes at (517) 373-4458 or [WilkesL@courts.mi.gov](mailto:WilkesL@courts.mi.gov).

## **REGISTRATION DEADLINE**

**June 7, 2016**