

Judicial Information Systems

District Court System

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Michigan Hall of Justice

JIS Website

courts.mi.gov/jis

*(click on Court Systems
to find DCS link)*

ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288) TRACKING

MARCH 2009, REVISED JANUARY 2010

The purpose of this document is to provide guidance in the JIS District Court System (DCS) for tracking misdemeanor traffic and criminal cases identified by the court where an **ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288)** has been entered and submitted to the Michigan Department of Corrections (MDOC). **REMINDER:** Any time a district court issues an MC 288 to the MDOC and the defendant owes restitution in the case, a copy of the **JUDGMENT OF SENTENCE (MC 219)** should be included with form MC 288. A **JUDGMENT OF SENTENCE** is not sent if restitution is not owed.

Once the reported case no longer has a balance due (either by collected funds received from the MDOC or in some other manner), a **SATISFACTION OF FINANCIAL OBLIGATION (MC 290)**, should be sent to the defendant and the MDOC. *A copy should be sent to the MDOC even if the defendant is no longer in prison.*

Forms MC 288 and MC 290 are not available for immediate generation in the DCS. The forms are available at Michigan's One Court of Justice website below. Each can be completed on-line and printed as needed.

courts.mi.gov/scao/courtforms/generalcriminal/gcrindex.htm

Completed forms MC 288 and MC 290 can be mailed, faxed, or e-mailed to the following addresses:

MAIL: Michigan Department of Corrections
Region III Business Office
Court Order Processing
4000 Cooper Street
Jackson, MI 49201

FAX: 517-780-6039

E-MAIL: MDOC-CourtOrders@michigan.gov

Further information on the process of collecting outstanding financial obligations from criminal defendants sentenced to the MDOC can be found in State Court Administrative Office (SCAO) Memorandum 2004-09 issued July 16, 2004. You may contact the SCAO Trial Court Collections Team by phone (517-373-4831) or e-mail (collections@courts.mi.gov) if you have additional questions. Trial Court Collections has other materials that can be found at their website, **courts.mi.gov/scao/services/collections/collections.htm**.

If you have questions regarding this document or creating Report Generators, please contact the JIS District Court Help Desk. These instructions are also posted on our website given at the top of this document.

STEP 1: Create two 4-character codes for the ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288) and SATISFACTION OF FINANCIAL OBLIGATION (MC 290)

- In the Traffic Criminal Subsystem, select option 3 (Code Files Update) and press <ENTER>.
- On the Code File Inquiry & Update screen select Code File and press <ENTER>.
- On a blank Code File Inquiry & Update screen complete the screen as shown below for code C288 and C290 (or whatever 4-character code your court chooses). You may also include a *Begin Effective Date*, but it is not required. Press **F2-Add** to add a code. The message CODE HAS BEEN ADDED will display when the code is successfully entered.
- When issuing either an MC 288 or MC 290, use these 4-character codes on the 4-character fields available on the Disposition (DSP), Scheduling (SCH), Probation Scheduling (PRB) or Action (ACT) screens.

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Code File Inquiry & Update
Code: C288 Code Listing Group: BJ
Short Description: MC288 ENTERD
Long Description:
ORDER TO REMIT PRISONER FUNDS (MC 288) ENTERED
-----
Further information on adding or updating a
code on the Code File Inquiry & Update
screen can be found in Chapter 9 of the 2007
Traffic/Criminal/Probation User Guide.
Effective Date:            Begin End
Last Chgd: 03/16/09 By: D9992JLF
F1-Clear Screen F2-Add F3-Update F23-Delete F24-Prev Menu Page/Roll Help

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Code File Inquiry & Update screen - adding 4-character code C288

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Code File Inquiry & Update
Code: C290 Code Listing Group: BJ
Short Description: MC290 ISSUED
Long Description:
SATISFACTION OF FINANCIAL OBLIGATION (MC 290) ISSUED
-----
Effective Date:            Begin End
Last Chgd: 01/23/09 By: D9992JLF
F1-Clear Screen F2-Add F3-Update F23-Delete F24-Prev Menu Page/Roll Help

```

Code File Inquiry & Update screen - adding 4-character code C290

STEP 2: Create and Request Traffic/Criminal Case Selection Report Generator - PRISONER FUND-CLOSED

- The first Report Generator will be used to capture cases where an **ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288)** has been entered, the case is **closed** within a defined date range, and the balance due is zero.
- The suggested criteria for the Report Generator is shown below. Press <ENTER> after populating fields.

REPORT GENERATOR SELECTION screen one

SUNNY SPRINGS
REPORT GENERATION SELECTION

Title ORDER TO REMIT PRISONER FUNDS, NO BALANCE, CLOSED

P Case Number _____	PIN Number _____
P Name _____	Address _____
Case Type _____	Victim/Desc _____
S Status C _____	Offense Date _____ - _____
PO Judge _____	Offense Time _____ - _____
Judge of Record _____	Issue Date _____ - _____
Venue _____	P Birthdate _____ - _____
Phone Number _____	Authorize Dt _____ - _____
	DLN State _____ CDL _____
	Entry Date _____ - _____
	Vehicle Type _____ - _____
	Agency #2 _____
	Officer #2 _____
	Plate# /Year _____
	Plate# State _____
	P Current Charge _____
	Current SOS _____
	Current Att/Cons/Sol _____
	Q Balance Due _____ - _____
	Filing Date _____ - _____

Selection Options Used

O = Include cases on the report where the field is blank or zero.

P = Print and Select a given field.

S = Select a field, but do not print a column.

Further information on creating Report Generators can be found in Chapter 11 of the 2007 Traffic/Criminal/Probation User Guide.

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REPORT GENERATOR SELECTION screen two

SUNNY SPRINGS
REPORT GENERATION SELECTION

Disposition _____ - _____	S Close Date 10109 - 13009
Xreference _____	Probation Officer _____
CTN _____ TCN _____	P SID _____
Warrant Code _____	Next Action _____
Warrant Date _____ - _____	Next Date _____ - _____
Recall Date _____ - _____	Next Judge _____
Arraignment _____ - _____	Non-Public _____ Delayed
Sex _____ Race _____	Deferred _____
Disposed Date _____ - _____	Sentence Date _____ - _____
Disposed Code _____ - _____	FAC Date _____ - _____
Plea Date _____ - _____	Rehab _____ - _____
Plea Code _____ - _____	Prob End Date _____ - _____
Suspension _____	Probation Term _____ - _____
Suspension Days _____ - _____	Jail Term _____ - _____
Restriction Days _____ - _____	Optional Jail Term _____ - _____
Community Service _____ - _____	Jail Location _____
Service in Lieu _____ - _____	Restitution _____ - _____
P Event Date _____ - _____	S Event Code C288
Event Term _____	Event Clerk _____
Immob Start Date _____ - _____	Immob Days _____ - _____
Paper Plate _____ VIN _____	Veh Forfeit _____
	Vehicle Make _____ Veh Year _____

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SUNNY SPRINGS

T/C Report Generation Selection :

Select printing order
or press enter to continue

- Case Number
- Name
- Current Charge
- SID
- Birthdate
- Event Date
- Balance Due

After pressing <ENTER> on the REPORT GENERATOR SELECTION screen, this screen displays for you to choose the order you want the column headings to appear on the report. Number the columns in the desired order and press <ENTER>. Press <ENTER> again to continue. The suggested column order is shown above. **NOTE:** The *Balance Due* option does appear here, but will not appear as a column on the generated report.

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Column order for the PRISONER FUND-CLOSED report

SUNNY SPRINGS

Traffic/Criminal Report Generator

Save and Run Report Report Name PRISONER FUND-CLOSED
 Save Report Without Running

2 Number of Spaces

8 x 11 Paper

14 x 11 Standard

11 x 8 Landscape

Summary Only

The suggested *Report Name*, *Number of Spaces* between lines and print format are shaded above. Press <ENTER> to submit the report. Check your out queue in a few minutes for the results. An example of the results is given on the following page. The saved report (PRISONER FUND-CLOSED) can be retrieved to run at regular intervals.

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Saving and running the report

RUN DATE: 03/04/09

99-2 DISTRICT COURT

PAGE:

2777 FRANKLIN

SUNNY SPRINGS

MI 48034

ORDER TO REMIT PRISONER FUNDS, NO BALANCE, CLOSED

STATUS -CLSD

CLOSE DATE- 10109- 13009

BALANCE == BLANK

EVENT CODE-C288

CASE NO.	NAME	CUR CHARGE	SID	DOB	EVENT DATE
01-1547	THOMAS	RALPH/ROBE RECKLESS D	222878889	10/15/1961	10/15/2008
04-0901B	ADAMS	AKHMED/A FRAUD LICE	18422324S	9/06/1974	12/12/2008
07ECL15G	ARMSTRONG LANCE/	RECKLESS D	344498769	12/18/1966	1/05/2009

NUMBER OF RECORDS 3

BALANCE:

TOTAL FINES:

RESTITUTION:

NOTE: A case number will be listed multiple times if it has more than one count, all counts have a zero balance, and the case is closed within the date range selected.

Bottom

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys

Report generator results for PRISONER FUNDS-CLOSED from criteria shown on pages 3 - 4

Cases that appear on the PRISONER FUND-CLOSED report are eligible for a **SATISFACTION OF FINANCIAL OBLIGATION (MC 290)** to be sent to the MDOC. The *EVENT DATE* column is the date the court entered the 4-character *EVENT CODE C288* {ORDER TO REMIT PRISONER FUNDS (MC 288) ENTERED}. The date the ORDER was entered (EVENT DATE), date of birth (DOB) and State Identification Number (SID) is some of the information required when completing form MC 290.

STEP 3: Create and Request Traffic/Criminal Case Selection Report Generator - PRISONER FUND-OPEN

- The second Report Generator will be used to capture cases where an **ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS (MC 288)** has been entered, the case remains **open**, and the balance due is zero. All counts for a case will appear that meet this criteria.
- Cases/counts will continue to appear on this report until the case is closed. Once a case is closed, it would then appear on the first Report Generator (PRISONER FUND-CLOSED) created on pages 3 - 5.
- The suggested criteria for the Report Generator is shown below. Press <ENTER> after populating fields.

REPORT GENERATOR SELECTION screen one

SUNNY SPRINGS **REPORT GENERATION SELECTION**

Title **ORDER TO REMIT PRISONER FUNDS, NO BALANCE, OPEN**

P Case Number _____	PIN Number _____
P Name _____	Address _____
Case Type _____	Victim/Desc _____
Status _____	Offense Date _____ - _____
PO Judge _____	Offense Time _____ - _____
Judge of Record _____	Issue Date _____ - _____
Venue _____	P Birthdate _____ - _____
Phone Number _____	Authorize Dt _____ - _____
	DLN State _____ CDL _____
	Entry Date _____ - _____
	Vehicle Type _____ - _____
	Agency #2 _____
	Officer #2 _____
	Plate# /Year _____
	Plate# State _____
	P Current Charge _____
	Current SOS _____
	Current Att/Cons/Sol _____
	Q Balance Due _____ - _____
	Filing Date _____ - _____

Selection Options Used

O = Include cases on the report where the field is blank or zero.

P = Print and Select a given field.

S = Select a field, but do not print a column.

Further information on creating Report Generators can be found in Chapter 11 of the 2007 Traffic/Criminal/Probation User Guide.

Civ/Misd/Fel
 CCW # _____
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REPORT GENERATOR SELECTION screen two

SUNNY SPRINGS **REPORT GENERATION SELECTION**

Disposition _____ - _____	Q Close Date _____ - _____
Xreference _____	Probation Officer _____
CTN _____ TCN _____	P SID _____
Warrant Code _____	Next Action _____
Warrant Date _____ - _____	Next Date _____ - _____
Recall Date _____ - _____	Next Judge _____
Arraignment _____ - _____	Non-Public _____ Delayed _____
Sex _____ Race _____	Deferred _____
Disposed Date _____ - _____	Sentence Date _____ - _____
Disposed Code _____	FAC Date _____ - _____
Plea Date _____ - _____	Rehab _____
Plea Code _____	Prob End Date _____ - _____
Suspension _____	Probation Term _____ - _____
Suspension Days _____ - _____	Jail Term _____ - _____
Restriction Days _____ - _____	Optional Jail Term _____ - _____
Community Service _____ - _____	Jail Location _____
Service in Lieu _____ - _____	Restitution _____ - _____
Event Date _____ - _____	S Event Code C288 _____
Event Term _____	Event Clerk _____
Immob Start Date _____ - _____	Immob Days _____ - _____
Paper Plate _____ VIN _____	Vehicle Make _____
	Veh Forfeit _____
	Veh Year _____

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SUNNY SPRINGS

T/C Report Generation Selection

Select printing order
or press enter to continue

- Case Number
- Name
- Current Charge
- SID
- Birthdate
- Close Date
- Balance Due

After pressing <ENTER> on the REPORT GENERATOR SELECTION screen, this screen displays for you to choose the order you want the column headings to appear on the report. Number the columns in the desired order and press <ENTER>. Press <ENTER> again to continue. The suggested column order is shown above. **NOTE:** The *Closed Date* and *Balance Due* options do appear here, but will not appear as columns on the generated report.

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Column order for the PRISONER FUND-OPEN report

SUNNY SPRINGS

Traffic/Criminal Report Generator

Save and Run Report Report Name PRISONER FUND-OPEN
 Save Report Without Running

2 Number of Spaces

8 x 11 Paper
 14 x 11 Standard
 11 x 8 Landscape

Summary Only

The suggested *Report Name*, *Number of Spaces* between lines and print format are shaded above. Press <ENTER> to submit the report. Check your out queue in a few minutes for the results. An example of the results is given on the following page. The saved report (PRISONER FUND-OPEN) can be retrieved to run at regular intervals.

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Help

Saving and running the report

```

RUN DATE: 03/12/09          99-2 DISTRICT COURT          PAGE:
                           2777 FRANKLIN
                           SUNNY SPRINGS             MI 48034
                           ORDER TO REMIT PRISONER FUNDS, NO BALANCE, OPEN
CLOSE DATE-= BLANK        BALANCE -= BLANK          EVENT CODE-C288
CASE NO.   NAME           CUR CHARGE SID      DOB
00-4322   HANKS          THOMAS/   OUIL        788999233   5/12/1934
00-4322   HANKS          THOMAS/   OTHR ANM V 788999233   5/12/1934
                           NUMBER OF RECORDS      2
BALANCE:          TOTAL FINES:          RESTITUTION:

```

In the example above, case number 00-4322 is listed more than once in the CASE NO. column because it is a multi-count case, two of the counts (CUR CHARGE) have a zero balance, and the case is still open. The count(s)/charges that still have a balance due will not appear.

Bottom

F3=Exit F12=Cancel F19=Left F20=Right F24=More keys

Report generator results for PRISONER FUNDS-OPEN from criteria shown on pages 6 - 7

Cases that appear on the PRISONER FUND-OPEN report may be eligible for a **SATISFACTION OF FINANCIAL OBLIGATION (MC 290)** to be sent to the MDOC. Each case should be reviewed. There could be instances where the defendant has some other obligation with the court and that is why the case remains OPEN. If there is no balance due, then an MC 290 should be issued. Or, as in the example above, two of the counts/charges have a zero balance, but the final count(s) still have a balance due. Only once all counts are zero is the case eligible for an MC 290 to be issued.

Once the case is closed and there is no balance due, all counts will appear again on the first report (PRISONER FUNDS-CLOSED) described on pages 3 - 5.

STEP 4: Send a SATISFACTION OF FINANCIAL OBLIGATION (MC 290) and update cases

- Review the cases appearing on report generator results. Mail, fax, or e-mail a completed **SATISFACTION OF FINANCIAL OBLIGATION (MC 290)** for each case that qualifies:

MAIL: Michigan Department of Corrections
 Region III Business Office
 Court Order Processing
 4000 Cooper Street
 Jackson, MI 49201

FAX: 517-780-6039

E-MAIL: MDOC-CourtOrders@michigan.gov

- Update the cases on the Disposition (DSP), Scheduling (SCH), Probation Scheduling (PRB) or Action (ACT) screen with the 4-character code your court created for the MC 290 form. In our example given on page 2, we created code C290 {SATISFACTION OF FINANCIAL OBLIGATION (MC 290) ISSUED}. An example of a case that has both an MC 288 and MC 290 issued is shown below.

Court 2	Case 01-1547	Pty D01	Charge RECKLESS DRV	Type OT	Status CLSD
Name THOMAS/RALPH/ROBERT					
10/15/08					
1	MISCELLANEOUS ACTION		RECKLESS DRV		JLF
	JDG CROCKETT, GEORGE W.,			P-12345	JLF
	ORDER TO REMIT PRISONER FUNDS (MC 288) ENTERED				JLF
01/26/09					
1	MONETARY TRANSACTION		RECKLESS DRV		JLF
	PAYMENT REC'D FROM DEFT'S SPOUSE				JLF
	PAYMENT		\$ 176.00	D100778	JLF
1	CASH TENDERED				JLF
	CASE CLOSED				JLF
01/30/09					
1	MISCELLANEOUS ACTION		RECKLESS DRV		JLF
	SATISFACTION OF FINANCIAL OBLIGATION (MC 290) ISSUED				JLF
	***** END OF REGISTER OF ACTIONS ***** 03/16/09 09:00				
NXT ROA CASE <u>01-1547</u> PTY <u>D01</u> COUNT <u>00</u> INQ _____ ST _____					
F1-Top F2-Bottom F9-Print F10-View F11-Scan F13-OutQ Page/Roll F3/F24-Prior					

Traffic/Criminal Register of Actions