



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM REVISED INSTRUCTIONS

Date: NOVEMBER 29, 2011
To: JIS DISTRICT COURT ADMINISTRATORS AND STAFF
From: JIS DISTRICT COURT TEAM
Re: **REVISION** - FAC/FCJ CLEARANCE FEES AND CHANGES TO THE TRANSMITTAL
FOR STATE OF MICHIGAN - DEPARTMENT OF TREASURY FORM 295

NOTE: The information provided below is a revision of the instructions we sent in our memorandum of October 26, 2011. The Department of Treasury recently revised Form 295. The Account Number on line 2 is 228.30 instead of 228.07.

On September 29, 2011 the Michigan Department of State (DOS) sent a memorandum to courts notifying them the DOS will no longer send the courts a billing statement listing all FAC/FCJ clearances. The clearance fees collected by District and Municipal Courts for the DOS will now be reported via the recently revised **Fee Transmittal for State Of Michigan - Department of Treasury Form 295 (Rev. 11-11)** on Line 2, **Department of State (FAC/FCJ Clearances) - MCL 257.321a.**

Courts began using the revised Fee Transmittal for State of Michigan in November 2011.

The JIS District Court System (DCS) will be making programming updates to comply with the Fee Transmittal changes. Any update to your system, however, will not be applied until our next software release in 2012. Court staff should take the following steps to use the new Fee Transmittal form in the interim.

1. In our previous instructions dated October 26, we told you to change the *Account ID* for *Cash Code DLR* from *228.30 to *228.07. The most recent revision of Form 295 changes the Account Number column on line 2 back to 228.30. Thus, change the *Account ID* for *Cash Code DLR* from *228.07 to *228.30. If you include the account number on your Local Transmittal, be sure to change it there as well.
2. Request the **Fee Transmittal for State of Michigan** on the Court Wide Cash Report Screen by selecting *State Transmittal* and entering the *Date Range* as you normally would. The report displays as STTRNSMTL in the *User Data* column in your out queue

Judicial Information Systems

Phone: 888-339-1547 Fax: 517-373-7451 Email: DCSHelpDesk@courts.mi.gov

and will be used later in Step 6.

- Print or view the **Non-Reported Cash Collected - STATE** which also generates when you request the State Transmittal. The report displays as NONTRNSMTL in the *User Data* column in your out queue. Find Account ID *228.30 on this report and make note of the amount collected. This figure is 60 percent of the Drivers License Reinstatement Fee (DLRF) your court collected. See **Example 1** below. You will record this amount on Line 2 of the **Fee Transmittal for State of Michigan**.

RUN DATE: 12/07/11		99-2 JUDICIAL DISTRICT		Page 1
FOR: 11/01/11 - 11/30/11		925 W OTTAWA ST PO BOX 30048		
		MAYBERRY, MI 48915		
		Non-Reported Cash Collected - STATE		

Account ID	%	Code	Amount	Remarks

(BOND)	100%	BT01	650.00	Use the amount for Account ID *228.30 for line 2 on the Fee Transmittal.
(BONDS)	100%	BT01	2,367.00	
*PENAL FINE	100%	MYSF	191.00	
*228.30	60%	DLRF	96.00	

Example 1: Non-Reported Cash Collected - STATE

- After October 31, 2011, go to the Michigan Department of Treasury website, www.michigan.gov/treasury, to access an online fillable version of the **Fee Transmittal for State of Michigan**. On the left side of the website, use the *Search for Forms* option by typing 295 and clicking GO. You may want to save a blank copy of the form to your PC for future use.
- Complete the top portion of the **Fee Transmittal for State of Michigan** with your Court Number, Name, Address, County and Reporting Period.
- Record the amount you obtained in Step 3 from the **Non-Reported Cash Collected - STATE** report for Account ID *228.30, on Line 2, **Department of State (FAC/FCJ Clearances) - MCL 257.321a**.
- Using the Fee Transmittal produced in DCS (Step 2), complete lines 3 - 10.
- Add lines 2 - 10 manually and enter the total on Line 11, **Total Collections Due to the State Treasurer**.
- Complete the remainder of the form and submit the original plus five copies as you normally would to the Michigan Department of Treasury. You do not need to send the Fee Transmittal which you generated in DCS.

If you have further questions on this process, please contact the District Court Help Desk.