



Michigan Supreme Court

State Court Administrative Office

Judicial Information Systems

Michigan Hall of Justice

925 W. Ottawa Street

Lansing, Michigan 48913

MEMORANDUM

DATE: December 10, 2014
 TO: JIS District Court System Administrators and Staff
 FROM: JIS District Court Team
 RE: 2014 Public Acts 123 and 124
 Felony Pleas Accepted by District Judge, Sentenced by Circuit Judge

2014 Public Acts 123 and 124 amends various statutes with respect to probable cause conferences and preliminary examinations. The State Court Administrative Office (SCAO) previously issued memorandums on July 23, 2014 summarizing the changes and on November 20, 2014 outlining changes to district court caseload, procedures, and Model Local Administrative Order 6. Please refer to the SCAO memorandums or contact Bobbi Morrow (MorrowB@courts.mi.gov or 517-373-2173) or Julia Norton (NortonJ@courts.mi.gov or 517-373-3756) of SCAO Trial Court Services if you have questions regarding the acts.

In recognition of the changes, three new codes are being added to the District Court System for your use. This memorandum describes the codes being added and steps to comply with the district court caseload changes effective January 1, 2015. The codes described below will be applied by JIS and will be available for use beginning **Monday, December 15, 2014**.

1. JIS WILL ADD THE FOLLOWING THREE CODES FOR YOUR USE

a. Scheduling Code

AJ96: SCHEDULED FOR PROBABLE CAUSE CONFERENCE

Schedule For	96	Date	011815	Time	0100 P	Next Judge	12345	NTA	_
Schedule For	_	Date	_____	Time	_____	Next Judge	_____	NTA	_

Scheduling (SCH) Screen Example Using AJ96

01/12/15	1	SCHEDULED FOR PROBABLE CAUSE CONFERENCE	01/18/15	100P	CROCKETT, GEORGE W.,	P-12345	JLF
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AJ96 Register of Actions Example

b. Proceeding Code

POPC: PROBABLE CAUSE CONFERENCE HELD

MAYBERRY	Traffic / Criminal Scheduling	Status	PEND
Court 2	Venue 1	Case 08-0873	Pty D01
Charge	BLACKMAIL	Type	FY
Name	BAUER/JACK/ROBERT	Jdg/Rcrd	36363
PO Code	PC	Date	011815

Scheduling (SCH) Screen Example Using POPC

01/18/15	1	PROBABLE CAUSE CONFERENCE HELD	BLACKMAIL	JLF
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POPC Register of Actions Example

c. Four Character Code

BOFP: FELONY PLEA ACCEPTED – BOUNDOVER FOR SENTENCING

MAYBERRY	Traffic / Criminal Disposition -- Part 1	Status	PEND
Court 2	Venue 1	Case 08-0873	Pty D01
Charge	BLACKMAIL	Type	FY
Name	BAUER/JACK/ROBERT	Jdg/Rcrd	12345
PO Code	PC	Date	011815
PL	DS 10	Defer	Dism
PO Judge	12345	Audit/Dism	Abs
ROA			
<p>When a Felony Plea is accepted by District Court, use DS10-EXAM WAIVED; DEFENDANT BOUNDOVER and code BOFP. The entry of BOFP will update the ROA to read "FELONY PLEA ACCEPTED - BOUNDOVER FOR SENTENCING".</p>			
		BOFP	

Disposition (DSP) Screen Example Using Code BOFP

01/18/15	1	PROBABLE CAUSE CONFERENCE HELD	BLACKMAIL	JLF
		JDG CROCKETT, GEORGE W.,	P-12345	JLF
		EXAM WAIVED; DEFENDANT BOUND OVER		JLF
		FELONY PLEA ACCEPTED - BOUNDOVER FOR SENTENCING		JLF

BOFP Register of Actions Example

2. DISPOSING CASES WHEN A FELONY PLEA WAS ACCEPTED BY DISTRICT COURT

No new Disposition (DS) codes are being created. If a felony plea is being accepted by the district court and will be boundover for sentencing at circuit court, clerks should use the Disposition (DSP) screen. Populate the *DS* field with **10 (EXAM WAIVED; DEFENDANT BOUNDOVER)** and use the four character code of **BOFP (FELONY PLEA ACCEPTED - BOUNDOVER FOR SENTENCING)**. An example is shown in 1.c. above. The BOFP code only needs to be entered once per case, even if you have to make multiple bindover disposition entries due to multiple counts.

It is important to use the BOFP code in these circumstances. DCS will be creating a report which will use this code to help calculate the totals for District Court Caseload Part 2, Section A, Line 9 and Section B, Line 10, "Felony Plea Accepted in District Court". Further information regarding this report will be sent to you later in 2015.

Secretary of State abstract reporting will be the responsibility of the circuit court. As you have done in the past, send an EJUD to Michigan State Police CHR for the bindover disposition (Court Disposition Code {CDC} = BOC). It will be circuit courts responsibility to send conviction and sentencing information to CHR.

3. GENERATING NOTICES TO APPEAR FOR CIRCUIT COURT SENTENCING

If your court chooses to provide some type of notice to appear for the circuit court sentencing date, here are a few options.

- a. Create your own Word document to serve this function
- b. Use the **MC 06 - NOTICE TO APPEAR** form found on the SCAO Forms website
- c. Generate the **NOTICE TO APPEAR (NTA)** in DCS

We do not suggest creating a new scheduling code and actually scheduling the sentencing on the Scheduling (SCH) screen. Only use the NTA screen. When only using the NTA screen, the form will generate, but the court calendar is NOT updated. Steps and examples are provided below.

- i. Change the *Bar No* at the top to the circuit court judge bar number. Make sure the circuit court judge is marked as a judge (Type = J) in your Professional/Attorney File.
- ii. Populate *Courtroom* if necessary, mark *Alt Court Address* and type in the circuit court address. There is limited space on this line so you will likely have to abbreviate.
- iii. Add a notation such as **SENTENCING FOR CIRCUIT COURT CASE (number if known)** on the *COMMENTS* line.
- iv. In the *Next Scheduled Dates* section populate *Date*, *Time*, *A/P* and *code* for the sentencing. Using the code **AJ08-SCHEDLUED FOR SENTENCING** will mark and populate the Sentencing boxes on the NTA form.
- v. Press **F9-Print**.

