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# State Court Administrative Office

## Judicial Information Systems

### Probate Court System

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The Judicial Information Systems Probate Court System is a powerful tool to aid the Probate and Family Courts of Michigan in record keeping, case flow management, and administrative reporting. The system was designed by judges, court administrators, clerks, and data processing departments of various counties in the state. Users with proper security are allowed to access different parts of the systems, thus allowing them to cross between the Juvenile System, Juvenile Financial System, Adoption System, Probate Financial System or Probate System or any combination.

#### **Interactive Features**

The system provides through this segment the ability to retrieve information instantaneously from the database by the use of a PC. All case data is entered through this segment with the use of update screens. All of these screens have edit criteria associated with them; this criteria provides data validation, disposition checking and cash distribution verification. To assist in data entry, on-line HELP and PROMPTING are available. Once entered, the information can be obtained through computers physically located elsewhere in the county, and can be inquired upon in the following various manners.

#### **Name Look-up**

Given a name, the system searches the index for all cases associated with it and displays the referencing case number(s). The search can be found through progressive or sound-alike name look-up. Names are entered in this index through cases, petitions and parties or by a separate name indexing screen for cases not residing on the system.

#### **Docket & Calendar**

The system provides a summary of the case in chronological sequence, which includes documents filed as well as associated activity from the courtroom with the ability to page forward and backward. The user can obtain the same displayed information in printed form.

#### **Courtroom Calendar**

This feature can be displayed or printed and provides a list of activities scheduled in the courtroom delineated by judge, date, and time.

**Attorney  
Name Look-up**

Given an attorney name, the system will provide the associated P-number, address and telephone number.

**Adhoc Reporting**

The user has the ability to create their own reports based on their own selection criteria.

## **Probate Online Overview**

Mental and Estates	The user has the ability to enter information for each case and fiduciary. They can also enter events for the case and schedule future events.
Probate Civil	The user has the ability to enter Civil cases associated with Mental and Estate cases. They can enter the parties and mediation information on the case. Events which have occurred or are schedule can also be entered.
Family Division Matters	The user can enter Miscellaneous Family Division matters into the Probate system, including Emancipations, Infectious Disease, and Name Changes. Parental Waivers may be entered under a secure password so all information is confidential.

## **Juvenile Online Overview**

Delinquent/Neglect	The user has the ability to enter information for each child, petition and party associated with a case. They can also record each event and schedule future events for the case. Criminal History Reports are sent electronically to MSP, and Abstracts are sent electronically to SOS.
Traffic/Ordinance	The user has the ability to enter ticket information and associated past and future events.
Intake	Provides the user with the ability to track children referred to the court in which no filing has occurred.

## **Adoption Online Overview**

The Adoption Module can be accessed from either the Probate or Juvenile system. It gives the user the ability to keep track of the necessary dates to ensure the adoption proceeds in a timely manner. Two levels of security are available to ensure the privacy required in adoption cases.

## **Financial Online Overview**

The Probate, Probate Civil, Juvenile (Delinquent or Neglect/Abuse) and Traffic/Ordinance Financial system is a full accounting system consisting of accounts receivable, accounts payable, budgeting and a full line of reporting functions. The system is under full security, that allows the user to define what functions are available to each user. At installation time, the entry of budget and accounting information is required otherwise no additional data entry is required except for the collection the money. Restitution tracking is also available, tracking receivables and payables.

## **Probate Mental & Estate Reports**

The following reports are available on the Probate Report Selection Menu:

- Report Generator
- Case Clean up (Close Cases)
- Caseload Report
- Civil Case Activity Summary
- Civil Case Review List
- Courtroom Worksheets
- Daily Transaction Journal
- Disposition Status Report
- Lack of Progress Report
- Minor Guardian Review List
- New Case Cards
- Pre-Notices
- Summary of Open Cases
- Transaction Report - Civil
- Docket Report Generator
- Case History Summary
- Case Review List
- Civil Case List
- Closing Cert/Final Receipts
- Daily Docket/Information Desk
- Delinquent Fiduciary Report
- Guardian Review List
- Mailers/Notice Generation
- Minors of Age Report
- New Fiduciary Report
- Summary Counts of Cases Filed
- Suspended Fiduciary List
- Transaction Report – Probate

Caseload Report	Complies with SCAO caseload specifications. This report can be printed and/or uploaded electronically to MCAP.
Delinquent Fiduciary Report	This report can be generated monthly for use by the court as a list of all fiduciaries who have failed to file an inventory, inventory fee calculation, inventory fee payment, notice of continued administration, DDP 5-year expiration, account, report, or closing statement as required by Michigan Court Rule. It can also be generated semi-annually and submitted to the SCAO Regional Office.
Notice of Deficiency	Generated weekly, the user can produce a PC 600 Notice of Deficiency form for each fiduciary who has not filed an inventory, account, report, or notice of continued administration within required time limits.
Case Review List	Prints each case which is scheduled to have an inventory, inventory fee calculation, inventory fee payment, account, report, notice of continued administration, administrative closing, DDP 5 year expiration or suspensions filed.

Guardianship Review	This report lists guardianships which are to be reviewed for either the one year review or the three year review and guardianships over due for review.
Minor Guardianship Review	This is a list of Guardianships of children under the age of six that are to be reviewed on the anniversary of the appointment of the Guardian.
Civil Case List	Alphabetic list of civil cases.
Forms Generations	<p>The system will generate the following SCAO approved forms:</p> <p>PC 562 NOTICE OF HEARING  PC 564 PROOF OF SERVICE  PC 572 LETTERS OF AUTHORITY FOR PR  PC 589 NOTICE OF INTENT TO CLOSE ESTATE ADM  PC 599 MEMORANDUM OF ADMIN CLOSING  PC 600 NOTICE OF DEFICIENCY  PC 628 ORDER APPOINTING ATTORNEY  PC 631 ORDER APPT GUARDIAN OF INCAP IND.  PC 632 ORDER APPT TEMP GDN OF INCAP IND  PC 633 LETTERS OF GUARDIANSHIP  PC 640 ORDER APPOINTING CONSERVATOR  PC 645 LETTERS OF CONSERVATORSHIP  PC 660 ORDER APPT GDN FOR INDIV W/DD  PC 662 LETTERS OF GUARDIANSHIP OF DDI  PCM212 NOTICE OF HRG ON PETN FOR HOSP  PCM214 INITIAL ORDER FOLLOWING HEARING  MC 28 NOTICE TO PRIOR COURT  MC 230 MOTION &amp; ORDER TO SHOW CAUSE  MC 233 ORDER FOR FINGERPRINTS  MC 239 REMOVAL FROM LEIN  MC 258 REPORT OF NONPAYMENT OF RESITITUTION  MC 309 ORDER FOR ADJORNMENT</p>

## **Juvenile Reports**

The following reports are available on the Juvenile Report Selection Menu:

- REPORT GENERATOR
- DOCKET REPORT GENERATOR
- ABSTRACTS TO SOS
- AUDIT REPORT
- CASELOAD REPORT
- CHILDREN REACH 19 in ACT150
- DOCKET LIST
- DRUG AUDIT LIST
- INTAKE AGE REPORT
- MASTER CASE LIST
- OFFENSE SUMMARY
- PERM INDICATORS REPORT
- PETITION COUNT
- PLACEMENT REPORT
- TRAFFIC CASE LIST
- VICTIM LIST
- INTAKE REPORT GENERATOR
- ABSTRACTABLE OFFENSES
- ALPHABETIC INTAKE CASE LIST
- CASE SUMMARY REPORT
- CHARGE DISPOSITION REPORT
- CRIME VICTIM RIGHTS REPORT
- DOCKET WORK SHEETS
- HEARING COUNT BY JURIST
- INTAKE PROBLEM SUMMARY REPORT
- OFFENSE CASE SUMMARY
- OVER AGE REPORT
- PETITION AGE REPORT
- PETITION LIST
- RECORD OF PETITION REPORT
- TRAFFIC VIOLATION LIST

Caseload Report	Complies with SCAO caseload specifications. This report can be printed and/or uploaded electronically to MCAP.
Master Case List	Prints the names of all children in the system in alphabetical sequence separated by open and closed cases. A summary is provided at the end of the report giving the number of cases by gender, race, status, placement and jurisdiction.
Over Age Report	Provides an alphabetical list of children in the system who have reached age 17 and the case remains open.
Docket Worksheet	The Courtroom work sheet is prepared for each petition on the docket for the dates requested.
Docket Lists	Several different docket lists are available providing the user with a variety of formats and information.
Petition Age Report	Lists open petitions including the number of days since filing or authorization.

ACT150 Report	Lists all open cases in which the Act150 ward will be reaching 19 years of age.
Petition List	Lists all petitions filed during the reporting period. This report also provides the following summary information: Number of youth having a petition filed Number of youth having a petition authorized Number of youth adjudicated Number of state ward commitments
Victim List	List of victims on petitions filed with the reporting period.
Audit Report	List of all entries made into the system by each user for the day.
Case Summary	Provides the total number of each case type filed for each month of the prior year or each year for the prior four years.
Offense Summary Report	Categorizes the offenses filed within the reporting period and summarizes them by offense location, race and sex.
Crime Victims Report	Produces the Crime Victims Assessment Report form for the Department of Management and Budget.
Drug Audit List	Provides the audit list and total drug charges for the Summary of Drunk Driving And Drug Cases.
Count of Petitions	Summarizes delinquent offenses by race and sex for petition filed during the reporting period. The following totals are also provided: Total Petitions Opened Total Cases Opened Total Cases Closed Total Charges Repeat Offender Recidivism Probation Violations
Abstractable Petitions	Lists petitions which were adjudicated within the reporting period which are abstractable.

Traffic Case List	An open and closed alphabetic list of traffic cases.
Traffic Violations List	List of all traffic violations filed within the reporting period.
Forms Generation	<p>The system generates the following State Court Administrator approved forms:</p> <p>JC 3 ORDER APPT ATTNY/GUARD AD LITEM</p> <p>JC 5 ORDER TO APPREHEND/DETAIN OR PLACE</p> <p>JC 6 WAIVER OR REQUEST FOR APPT OFATTNY</p> <p>JC 9 RECORD OF PRELIMINARY HEARING (DL)</p> <p>JC 10 ORDER AFTER PRELIMINARY HRG/INQ (DL)</p> <p>JC 11 ORDER AFTER PRELIM/CHILD NOT REM (CPP)</p> <p>JC 11A ORDER AFTER PRELIM/REMOVED (CPP)</p> <p>JC 12 PROOF OF SERVICE/NON-SERVICE</p> <p>JC 13 RECORD OF TRIAL/PLEA</p> <p>JC 14 ORDER OF DISPOSITION (DL)</p> <p>JC 15 MOTION AND AUTHORIZATION/DENIAL</p> <p>JC 17 ORDER OF DISPO, CHILD IN HOME (CPP)</p> <p>JC 19 SUPP ORD OF DISPO FOL REV HRG (CPP)</p> <p>JC 20 SUMMONS ORDER TO APPEAR (DL)</p> <p>JC 21 SUMMONS ORDER TO APPEAR (NA)</p> <p>JC 22 BLANK ORDER</p> <p>JC 23 WAIVER OF NOTICE OF SUMMONS/HEARING</p> <p>JC 25 ORDER OF DISPO COMIT OR REF TO FIA (DL)</p> <p>JC 26 ORD OF DISPO CHILD REM FROM HOME (CPP)</p> <p>JC 36 REQ &amp; ORDER TERM COURT JURISDICTION</p> <p>JC 38 ORDER FOR REIMBURSEMENT</p> <p>JC 39 ORDER FOR ASSIGNMENT OF WAGES</p> <p>JC 45 NOTICE OF HEARING</p> <p>JC 57 SUPP ORD OF DISPO FOL REV HRG (DL)</p> <p>JC 58 ORDER CANCELLING WAGE ASSIGNMENT</p> <p>JC 59 ORDER OF ADJUDICATION (DL)</p> <p>JC 60 NOT OF INTENT TO INTER STATE TAX</p> <p>JC 61 ORDER TO INTER STATE INCOME TAX</p> <p>JC 62 ORDER TO CANCEL STATE TAX INTERCEPT</p> <p>JC 63 ORD TERM PAR RGHTS COMIT FIA(CPP)</p> <p>JC 64 ORDER FOL PERM PLAN HRG (CPP)</p> <p>JC 65 ORDER REM ALLEGED ABUSER</p> <p>JC 74 ORDER OF PROBATION (DESIGNATED CASE)</p> <p>JC 75 ORD REM CHILD AFTER EMER HRG (CPP)</p> <p>JC 76 ORDER OF DISP FOLL POST-TERM REV HRG</p> <p>MC 28 NOT TO PRIOR COURT OF PROC AFFECTING</p>

MC230 MOTION & ORDER TO SHOW CAUSE  
MC233 ORDER FOR FINGERPRINTS  
MC239 REMOVAL FROM LEIN  
MC258 REPORT OF NONPAYMENT OF REST  
MC309 ORDER FOR ADJORNMENT

## Adoption Reports

The following reports are available on the Adoption Report Selection Menu:

- REPORT GENERATOR
- DISPOSITION STATUS REPORT
- INVESTIGATIONS DUE
- NOTICE TO PROSECUTOR DUE
- ADOPTION CASE CARD
- FORMAL PLACEMENTS NOT CONFIRMED
- MASTER CASE LIST
- PUBLIC INFORMATION FORM DUE

Notice to Prosecutor	List of cases in which 45 days have elapsed since the filing of a temporary adoption and no petition to adopt has been filed.
Investigations Due	List of cases in which an investigation was ordered but not completed within 90 days.
Formal Place not Conf.	Cases in which children have been formally placed and more than 6 months have elapsed and the Adoption has not been confirmed.
Public Info Form Due	Cases where an adoption has been confirmed for more than 15 days and the Public Information Form has not been filed
Master Case List	Alphabetic List of Adoption Cases
Forms Generation	The system generates the following State Court Administrator approved forms: PCA 303 NOTICE OF HRG TPR PCA 304 ORD TERM RGHTS OF NON-CUST PARENT PCA 311 NOT OF HRG TO ID FATHER PCA 312 ORDER TRM RGHTS OF FATHER W/OUT PCA 314 NOT OF INTENT TO RELEASE OR CONSENT PCA 318 ORDER TERM RGHTS AFTER REL/CONS PCA 319 ORDER PLACING CHILD PCA 320 ORDER PLACING CHILD AFTER CONSENT PCA 321 ORDER OF ADOPTION PCA 322 ORDER COMMITTING TO AGENCY/FIA PCA 323 ADV OF RGHT AFTER ORD TPR PCA 325 NOTC TO ADOPT PTS ON PEND APPEAL/REHRING PCA 326 ORDER AUTH FOSTER CARE FUNDING

PCA 328 CERTIFICATE OF ADOPTIVE INFO  
PCA 334 CLERK'S REPT TO PROS ATTY  
PCA 336 ORDER TO DET CUST OF CHILD TEMP PLA  
PCA 341 FINAL ORDER ALLOW FEES AND COSTS  
MC 28 NOTICE TO PRIOR CT OF PROC  
AFFECTING

## **Financial Reporting**

Reports available for Probate, Probate Civil, Juvenile (Delinquent or Neglect/Abuse) and Traffic/Ordinance. The following reports are available from the Financial Reports Selection Menu:

### **Accounts Receivable Reports**

- Cash Audit List
- List Accounting Codes
- Cost of Care Inquiry Print
- Budget List
- Price List
- Income Status Report
- A/R & A/P by Case
- Transactions by Case
- Financial Order Audit Report
- Showcase Report
- ADCF/Ward Report
- Account Group Report
- YTD Dollars by Acct & Price
- Restitution Order Report
- Voided Receipts Report
- Transmittal Advice
- Accounts Paid Report
- List of Orders
- Budget Year
- DSS207 Reports
- Price Group Report
- Transactions by Account
- A/R Ageing Report
- A/R Billing
- Delinquent Letter Print
- Case Status Report
- YTD Dollars for AR Orders
- Combined Cir & Juv Transmittal
- Cash Adjustments Report
- A/R Transaction by Price Code

### **Accounts Payable Reports**

- A/P Audit List
- List Accounting Codes
- Facility Listing
- Budget List
- Cost of Care by Vendor
- Balance by Vendor
- Balance by Case
- Placement Cost by Case
- Case Status Report
- List Voucher Numbers
- Vendor Cross Reference list
- Vendor Listing
- Budget Year
- Account Ledger
- Balance by Account
- A/R & A/P by Case
- Deleted Voucher Audit Report
- Account Group Report

#### Cash Audit

Full audit report of all transactions processed for a selected time period. Selection by cashier or all cashiers printed in summary or detail format. This report prints the receipt information detail or summary. This report is used to show the transaction history, and to balance the Transmittal Advice report.

Transmittal Advice	Detail reports showing the cash disbursements for either the Juvenile/Traffic court, Probate court or Probate Civil court or all three courts combined for any selected time period. Provides totals at user defined levels, account, fund or activity. Also generates a Cash Journal of checks, cash, money orders and credit card monies received, case number, receipt number, check number, paid by and notes. Also provided are the offsetting journal entries for Voids, Credit memo and Adjustments.
List of Accounting Codes	Listing of the accounting codes used by the Financial system to representing the accounting number and descriptions. The date and time the account was last maintained along with the userid is also listed.
Balance by Case	List of all cases or selected cases by vendor and accounts of all invoiced data for a selected reporting period.
A/R & A/P by Case	Summary list of expenditures and receivables by case for a selected reporting period.
A/R Billing	Monthly financial statements for each financially responsible party in the system. Detailed audit reports, listing total dollars outstanding, charges during the billing period, total dollars received, over 30 day pass due and over 60 days past due, are generated each month. The mailing address is printed on the bill so that it may be mailed in a window envelope.
Show Cause Reporting	Generation of a list by user defined number of days not paid, of all responsible parties, last payment date, amount, case status and amount in arrears.
Delinquent Letter Printing	Generation of a form letter to each responsible party that meets a user-defined criteria for number of days not paid. Two letters are composed, one for the parents and one for the juvenile. The mailing address is printed on the letter so that it may be mailed in a window envelope.
Accounts Paid Report	Report all accounts paid in full, and the amount paid in the selected reporting period. Also generates a report of all open orders and the amount paid in the reporting period. Report can be run by account code or by worker.

Cost of Care Inquiry Print	This report can be selected from the Cost of Care Inquiry program in the Juvenile system for a selected case or selected from the report menu for one or more cases. The report contains the chronological record of payments received, vouchers paid, placement history including cost and number of days in placement, all financial orders and payment history for the selected case. The projected cost of care is also calculated.
List of Orders	The list of financial orders and the responsible parties for the selected case or cases. Report can be selected for either open, closed or both open & closed cases. The report also shows the payment history with the date, receipt number, amount of payment and party.
DHS 207 Report	System generated required report for the Department of Human Services. In Home Care Addendum and Basic Grant information is also generated and included.
Income Status Report	Listing of all or selected price codes for a selected reporting period, giving the a detailed breakdown of account totals, adjustments, and credit memos as they were applied.
Price Group Report	Listing of one or more price groups that make up a budget account. The report gives totals by account, adjustments and credit memos for the selected reporting period.
Account Group Report	Same as Price Group Report, but by account.
A/R Aging Report	Detail reporting of aged receivables under 2 years, 2-7 years and over 7 years.
Summary Report by Responsible Party	List all orders and payments in a recap report.