

Case Type/Description	Party Type	Case Type/Description	Party Types
AB - Adult Adoption	ADP	GM - Guardian of Minor	AGT, CGM, GDN, SGM, SPF, TCM, TGM
AC - Agency International Adop	ADP	GL - Limited Guardian Adult	LCA, LGA, SPF, TCA, TGA
AD - Direct Placement Adoption	ADP	ID - Infectious Disease	PTY
AF - Relative Adoption	ADP	JA - Judicial Admissions	CMR
AG - Safe Delivery Newborn	ADP	LG - Limited Guardian Minor	LCM, LGM, SPF, TCM, TGM
AM - Agency MCI Adoption	ADP	MI - Mentally Ill	ILL
AN - Non-Relative Guardian Adp	ADP	ML - Miscellaneous	MIS
AO - Agency Other Adoption	ADP	NB - Safe Delivery of Newborn	SNB
AY - Step Parent Adoption	ADP	NC - Name Change	NAM
BR - Delayed Registration Birth	ODR	PE - Small Estate	PER
CA - Adult Conservator	CAS, CCA, CVA, SCA, SPF	PO - Protective Order	PRO, PRM
CY - Minor Conservator	CCM, CMS, CVM, RAC, SCM, SPF	PW - Parental Waiver	MIN, MLG, NFR
DA - Supervised Estate	CSI, CST, ISS, SPF, SPI, SPT, SSI, SST, TSS	RB - Release to Adopt/No Case	RLS
DD - Developmentally Disabled	ACA, ACE, ACP, ADA, ADE, ADP, AGT, PCA, PCE, PCP, PDA, PDE, PDP, SBG, SPF, TDA, TDE, TDP	RL - Release to Adopt - Neglect	RLS
DE - Unsupervised Estate	CFI, CFT, CII, CIT, FAI, FAT, FSI, FST, IPI, IPT, IRN, ISI, IST, NPR, SFI, SFT, SII, SIT, SPF	TR - Trust Registration	TRU, WDE, WSK
DH - Determination of Heirs	DOH	TT - Testamentary Trust	AFT, COT, CTA, CTU, SPF, STA, STU, SUT, TRA, TRU
EM - Emancipation	F01, M01, J01	TV - Inter Vivos Trust	TRU, TRV
GA - Guardian of Adult	AGT, CGA, GDA, SGA, SPF, TCA, TGA		

Judicial Information Systems



Probate Caseload Quick Reference Guide

Probate Caseload Quick Reference Guide

This quick reference guide was developed for the purpose of expedited data entry as it pertains to the caseload report. Each part of the caseload report applicable to the Probate Court is included in this guide. Certain sections of the Circuit Court report are included for those Probate Courts that still handle these types of cases.

Explanation of Terms:

Terms used are the standards associated with certain fields on the caseload report. All tables correspond with these explanations unless noted by an * followed by a letter (Example: *A, *B, etc). They are then further explained next to or below that table.

NOTE REGARDING RESTRICTED ACCOUNTS (RAC)

- * Must have an Inventory (INV) filed within 56 days of the qualification date.
- * Must have a Proof of Restricted Account (PAR) filed within 28 days of the Conservator's qualification.
- * Must have an Annual Verification of Deposit (VFD) filed annually thereafter.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE
Section I: Ancillary Proceedings Admissions and Mental Commitments

Line	CASE TYPE		MI	JA
1	Disposed	0-14 Days		
2	Disposed	15-28 Days		
3	Disposed	+ 28 Days		
4	Disposed	0-14 Days - DFH		
5	Disposed	15-28 Days - DFH		
6	Disposed	+ 28 Days - DFH		
7	Pending	0-14 Days		
8	Pending	15-28 Days		
9	Pending	+ 28 Days		
10	Pending	0-14 Days - DFH		
11	Pending	15-28 Days - DFH		
12	Pending	+ 28 Days - DFH		

Probate Header (HDR) Screen must have an 'X' in the ancillary field for the case to be counted in this area.

DFH - Represents that these rows have a Demand for Hearing.

Filing Events = AFH, PFH, CHM, OBH, PCT, PAS or PCO

Demand for Hearing Events = DFH

JA Filing Events = PJA, OBJ

Disposed - Not a DFH event : Age is calculated from filing event date through filing event disposition. The petition will be counted in the appropriate column/row of the table.

Disposed - DFH event entered: Age is calculated from filing event date to DFH event disposition date, less the time from filing event disposition date to the DFH event date. The petition will be counted in the appropriate column/row of the table.

Pending - Not a DFH event: Age is calculated from filing event date through report end date. The petition will be counted in the appropriate column/row of the table.

Pending - DFH event entered: Age is calculated from filing event date to report end date, less the time from filing event disposition date to the DFH event date. The petition will be counted in the appropriate column/row of the table.

NOTE: Cases that are deferred and have subsequent demand for hearing events entered will be counted twice on this report. Also note that the deferral period will not be used in calculating the total number of days.

Beginning Pending: Beginning pending numbers will always print, regardless of the quarter or date range of the report. Pending refers to a case that does not have a disposition for the report period. If the disposition date is populated with a date prior to the report begin date, then it is NOT pending and will not be reported as Beginning Pending.

New Filings: The filing date is determined from the case header. If the case type change date is filled in with a valid case type, the system will use that date. Otherwise, the filed date will be used. Exceptions to this will be listed along with the corresponding table.

Reopened Cases: If the reopen date is within the reporting period, the case will be counted as reopened. Case types that are not counted as reopened are blacked out in the table. Exceptions to this will be listed along with the corresponding table.

Disposed: Dispositions are entered on the Header (HDR) Screen in the disposition date/code fields. Exceptions to this will be listed along with the corresponding table.

Contested Matters: All contested matters are reported by Judge. Per SCAO instructions, "A contested matter is any matter within a case where the following applies: 1) A competing petition has been filed, 2) any written responsive pleading requesting relief, no matter how titled, has been filed (this includes written objections under MCR 5.119); and 3) any other situation where the court deems the matter to be contested". Contested matters are entered on the Schedule (SCH) Screen as OBJ - Objection/Contested Matter event types.

History File: All dispositions and reopens will be tracked through the history file. All dispositions and reopens will be recorded for caseload purposes.

Part 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS

Section A: Estates, Trusts

Line	CASE TYPE	DA	DE	DH	PE	TR	TT	TV
1	Beginning Pending Petitions							
2	New Filings					*A		
3	Reopened Cases							
4	Number of Open Estates, Testamentary Trust, and Inter Vivos Trust Cases, January 1 (*B)							

*A - Event of Trust Registration (TRU) must be entered on the Schedule (SCH) Screen

*B - Filing date must be before January 1 and the case must have an “open” status as of January 1

Section B: Wills

The case type must be “TR” and the case must have an event of Will for Safekeeping (WSK) or Will Decedent Estate (WDE) on the Schedule (SCH) Screen.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

Section I: Ancillary Proceedings (Guardianships and Conservatorships)

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	LG	PO
1	Disposed 0-182 Days								
2	Disposed 183-364 Days								
3	Disposed + 364 Days								
4	Pending 0-182 Days								
5	Pending 183-364 Days								
6	Pending + 364 Days								

NOTE: Cases must be entered on the Probate Module of the Probate Court System.

OBJ = Objection/Contested matter events will be used to calculate this section. Probate Header ancillary field must be marked with “X” to be counted as ancillary.

Disposed - OBJ events that are disposed within the reporting period. The OBJ event date will be subtracted from the disposition date of the OBJ event giving the number of days this contested matter took to dispose. The contested matter will be counted in the appropriate column/row of the above table.

Pending - OBJ events that are **NOT** disposed as of the last date of the reporting period. The OBJ event date will be subtracted from the report end date giving the number of days this contested matter has remained pending. The contested matter will be counted in the appropriate column/row of the above table.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE
Section H: Miscellaneous Family

Line	CASE TYPE	EM	ID
1	Disposed 0-91 Days		
2	Disposed + 91 Days		
3	Pending 0-91 Days		
4	Pending + 91 Days		

Line	CASE TYPE	*PW
5	Disposed 0-5 Days	
6	Disposed + 5 Days	
7	Pending 0-5 Days	
8	Pending + 5 Days	

Line	CASE TYPE	NB
9	Disposed 0-273 Days	
10	Disposed + 273 Days	
11	Pending 0-273 Days	
12	Pending + 273 Days	

Line	CASE TYPE	NC
13	Disposed 0-126 Days	
14	Disposed +126 Days	
15	Pending 0-126 Days	
16	Pending +126 Days	

Case Age begin date is derived from the Header (HDR) date field (open date). The end date is derived from the Dispo (disposition) date field and will be used to calculate these sections.

Disposed: The Header dispo date must fall within the report period. The Header open date will be subtracted from the disposition date to calculate the number of days for disposition.

Pending: The Header dispo date is null or after the end date of the report period. The Header open date will be subtracted from the report end date to calculate the number of days pending.

*NOTE: PW cases MUST be entered on the Parental Waiver Module. EM, ID and NC cases must be entered on the Probate Module of the PCS system. NB cases should be entered on the Adoption Module.

Part 1: NEW FILINGS, REOPENED CASES AND OTHER MATTERS
Section C: Civil and Other Matters

Line	CASE TYPE	BR	CZ	ML
1	Beginning Pending			
2	New Filings			
3	Reopened			

The following events must be entered on the Schedule Screen for the case to be counted on caseload.

ML Case Type -

- | | | |
|-------------------------------------|---------------------------------------|-----------------------------------|
| APP: Appeals | APV: Action on Personal Property | DBP: Pet to Open Safe Deposit Box |
| DFN: Demand for Notice | DOP: Disclaimer of Property | KDN: Kidney Transplant |
| LSI: Lost Instrument | MAC: Marriage Ceremony | MAL: Secret Marriage |
| NAF: Notice of Ancillary Admin Fid | PED: Pet to Establish Death of victim | RFN: Request for Notice |
| RVD: Review Drain Commission | RVM: Review Mental Health Fin Lib | RVS: Review Adoption Subsidy |
| SAP: Pet for Substance Abuse Trtmnt | SPB: Special Fiduciary Burial | SPP: Support of Poor Persons |
| UGM: Uniform Gifts to Minor | | |

BR Case Type - BIR: Petition to Establish Birth Record

Part 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS

Section D: Guardianships, Conservatorships, Admissions, Mental Commitments

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions							*A		*B	
2	New Filings			*C				*D		*E	
3	Reopened Cases									*F	
4	Guardianships/Conservatorships in System January 1										

*A: Event of OBJ or PJA with a date before January 1st of the report year that does NOT have a disposition as of January 1st must be found on the Schedule (SCH) Screen.

*B: Event of AFH, PFH, OBH, PAS, CHM or DFH with a date before January 1st of the report year that does NOT have a disposition as of January 1st must be found on the Schedule (SCH) Screen.

*C: DD 5 year partial appointment must be closed and reopened (with at least one day between the close and reopen dates) to be reported here.

*D: Event of PJA or OBJ with a date within the reporting period must be entered on the Schedule (SCH) Screen.

*E: Event of AFH,PFH,CHM, PAS or OBH with a date in the reporting period must be entered on the Schedule (SCH) Screen.

*F: Event of DFH with a date in the reporting period must be entered on the Schedule (SCH) Screen.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

Section G: Adoptions

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Disposed 0-287 Days									
2	Disposed 288-364 Days									
3	Disposed +364 Days									
4	Pending 0-287 Days									
5	Pending 288-364 Days									
6	Pending + 364 Days									

Case Age: Begin date is derived from the Adoption (ADC) Case or Probate Header (HDR) date field (open date). The end date is derived from the Disposed/Dispo (disposition) date field and will be used to calculate this section.

Disposed: The case disposition date must fall within the report period. The Case or Header open date will be subtracted from the disposition date to calculate the number of days for disposition.

Pending: Pending cases will be counted if the case disposition date is null or after the end date of the report period. The case open date will be subtracted from the report end date to calculate the number of days pending.

Line	CASE TYPE (Rescission)	AY
1	Disposed 0-91 Days	
2	Disposed +91 Days	
3	Pending 0-91 Days	
4	Pending +91 Days	

Case Age begins when the case is reopened **and** an event of PFR (Petition for Rescission) is entered on an AY case.

Disposed: The Adoption or Header disposition date falls within the report period. The date of the PFR event will be subtracted from the disposition date to calculate the numbers of days for disposition of the petition.

Pending - Pending cases will be counted if the Adoption or Header disposition date is null or after the end date of the report period. The PFR event date will be subtracted from the report end date to calculate the number of days pending.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

Section D: Admissions and Mental Commitments

Line	CASE TYPE		MI	JA
1	Disposed	0-14 Days		
2	Disposed	15-28 Days		
3	Disposed	+ 28 Days		
4	Disposed	0-14 Days - DFH		
5	Disposed	15-28 Days - DFH		
6	Disposed	+ 28 Days - DFH		
7	Pending	0-14 Days		
8	Pending	15-28 Days		
9	Pending	+ 28 Days		
10	Pending	0-14 Days - DFH		
11	Pending	15-28 Days - DFH		
12	Pending	+ 28 Days - DFH		

DFH - Represents that these rows have a Demand for Hearing.

Filing Events = AFH, PFH, CHM, OBH, PCT, PAS or PCO

Demand for Hearing Events = DFH

JA Filing Events = PJA, OBJ

Disposed - Not a DFH event: Age is calculated from filing event date through filing event disposition. The petition will be counted in the appropriate column/row of the table.

Disposed - DFH event entered: Age is calculated from filing event date to DFH event disposition date, less the time from filing event disposition date to the DFH event date. The petition will be counted in the appropriate column/row of the table.

Pending - Not a DFH event: Age is calculated from filing event date through report end date. The petition will be counted in the appropriate column/row of the table.

Pending - DFH event entered: Age is calculated from filing event date to report end date, less the time from filing event disposition date to the DFH event date. The petition will be counted in the appropriate column/row of the table.

NOTE: MI cases must be entered on the probate module of the PCS system. Cases that are deferred and have subsequent demand for hearing events entered will be counted twice on this report. Also note that the deferral period will not be used in calculating the total number of days.

Part 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS

Section D: Other Filings

Line	CASE TYPE	MI
5	Petition for Second Order	PCO
6	Petition for Continuing Order	PCT
7	Supplemental Petitions	SPA, SPE, POT
8	Petition for AOT	PAS

The codes listed in the above table are events and must be entered on the Schedule (SCH) Screen with an event date within the reporting period for this action to be counted.

Part 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS

Section G: Adoption

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Beginning Pending									
2	New Filings									
3	Reopened (*A)									

*A: Reopened cases are counted after they have been disposed (not closed).

Releases

Line	CASE TYPE	RB	RL
4	Releases Executed		

Disposition date must be within the reporting period with a disposition code of RLE - Release Executed.

Other Matters

Line	OTHER MATTERS	
5	Petitions for Confidential Intermediary	*A
6	Requests for Release of Information	*B

*A: If an event of ACI is entered with a date within the reporting period, the case will be counted here.

*B: If an event of ADI or ADN is entered with a date within the reporting period, the case will be counted here.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

Section D: Guardianships and Conservatorships

Line	CASE TYPE		CA	CY	DD	GA	GL	GM	LG	PO
1	Disposed	0-182 Days								
2	Disposed	183-364 Days								
3	Disposed	+ 364 Days								
4	Pending	0-182 Days								
5	Pending	183-364 Days								
6	Pending	+ 364 Days								

OBJ = Objections/Contested matter events will be used to calculate this section.

Disposed - OBJ events that are disposed within the reporting period. The OBJ event date will be subtracted from the disposition date of the OBJ event giving the number of days this contested matter took to dispose. The contested matter will be counted in the appropriate column/row of the above table.

Pending - OBJ events that are **NOT** disposed as of the last date of the reporting period. The OBJ event date will be subtracted from the report end date giving the number of days this contested matter has remained pending. The contested matter will be counted in the appropriate column/row of the above table.

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

Section C: General Civil

Line	CASE TYPE		CZ
1	Disposed	0-364 Days	
2	Disposed	365-728 Days	
3	Disposed	+ 728 Days	
4	Pending	0-364 Days	
5	Pending	365-728 Days	
6	Pending	+ 728 Days	

Civil HDR open and disposition dates will be used to calculate this section.

Disposed - HDR disposition date falls within the reporting period. The HDR opened date will be subtracted from the disposition date giving the number of days this contested matter took to dispose. The case will be counted in the appropriate column/row of the table.

Pending - HDR is **NOT** disposed as of the end date of the reporting period. The HDR opened date will be subtracted from the report end date giving the number of days this case remained pending. The case will be counted in the appropriate column/row of the table.

Part 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS

Section H: Miscellaneous Family

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Beginning Pending								
2	New Petitions								
3	Reopened								

PH, PP and VP case types are not tracked by the PCS system; they are Circuit Court case types.

NB cases may be entered on the Probate Court System through the Probate Module or the Adoption Module.

PW cases **MUST** be entered on the Parental Waiver system to be counted on caseload.

NOTE: EM, ID and NC cases must be entered on the Probate Module in the PCS system. PW cases must be entered on the Parental Waiver Module of the PCS system.

Part 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS
Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions							*A		*B	
2	New Filings			*C				*D		*E	

- *A: Event of OBJ or PJA with a date before January 1st of the report year that was undisposed as of January 1st must be found on the SCH Screen for JA Beginning Pending Petitions to count
- *B: Event of AFH, PFH, OBH, PCT, PCO,CHM, DFH or PAS with a date before January 1st of the report year that was undisposed as of January 1st must be found on the SCH Screen for MI Beginning Pending Petitions to count
- *C: DD 5 year partial appointment must be closed and reopened with at least one day between the close and reopen dates for the system to count the case.
- *D: Event of PJA or OBJ with a date in the reporting period must be entered on the Schedule (SCH) Screen for JA New Filing count
- *E: Event of AFH, PFH, CHM, PAS or OBH with a date in the reporting period must be entered on the Schedule (SCH) Screen for a MI New Filing to count

Part 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE
Section A: Estates and Trusts

Line	CASE TYPE	DA	DE	DH	TT	TV
1	Disposed 0-182 Days					
2	Disposed 183-364Days					
3	Disposed + 364 Days					
4	Pending 0-182 Days					
5	Pending 183-364 Days					
6	Pending + 364 Days					

NOTE:

OBJ (Objection/Contested Matter) events will be used to calculate this section.

Disposed - OBJ events that are disposed within the reporting period. The OBJ event date will be subtracted from the disposition date of the OBJ event giving the number of days this contested matter took to dispose. The contested matter will be counted in the appropriate column/row of the above table.

Pending - OBJ events that are **NOT** disposed as of the last date of the reporting period. The OBJ event date will be subtracted from the report end date giving the number of days this contested matter has remained pending. The contested matter will be counted in the appropriate column/row of the above table.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	*A JA	LG	*B MI	PO
1	Granted	GTD									
2	Denied	DEN									
3	Transferred	TFR									
4	Withdrawn/Dismissed	WDN DIS									
5	Deferred									*C RTD	
6	Case Type Change *D										

*A: Disposition codes must be entered on PJA or OBJ events.

*B: Disposition codes must be entered on PFH, AFH, OBH PAS and CHM events.

*C: Disposition codes must be entered on PFH, PAS and AFH events.

*D: HDR Screen, case type change should only be used for pre-disposition cases. The case type change date must be within the reporting period with a valid case type in the from type field.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

Section A: Estates and Trusts

Line	CASE TYPE	DA	DE	DH	PE	TT	TV
1	Granted	GTD	GTD		GTD	GTD	GTD
2	Order Determining Testacy/Heirs		ODT	ODT			
3	Denied	DEN	DEN	DEN	DEN	DEN	DEN
4	Transferred	TFR	TFR			TFR	TFR
5	Withdrawn/Dismissed	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS	WDN DIS
6	Case Type Change (*A)						

Disposition codes MUST be entered on the Header (HDR) Screen in the disposition code/date fields to be counted on caseload. All disposition codes are listed in the appropriate box on the table.

*A: If the case type is DE or DA and the case type change date is within the reporting period AND prior to the disposition, the case will be counted as case type change.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES
Section A: Estates and Trusts, continued

Line	CASE TYPE	DA	DE	TT	TV
7	Administratively Closed (*A)				
8	Cases Closed (*B)				

***A:** The Header (HDR) close date must be within the reporting period and the close status code must be **A-Administratively Closed**.

***B:** The Header (HDR) close date must be within the reporting period and the close status code must be **C-Closed**.

Line	Estates Under Supervised Administration (provide 4th quarter report only)
9	Total estate cases supervised by the court during the year

Line 9:

If the file date is between January 1st and December 31st of the report year and the case type is “DA”, the case will be counted.

Reopen: If there is a reopen date, it is on or before December 31st and the case type is DA the case will be counted here.

Case Type Change: If the case type is NOT “DA”, the case type change date is on or after January 1st of the report year, the file date is on or before December 31st of the report year and the previous case type was “DA” the case will be counted here.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES
Section H: Miscellaneous Family Dispositions

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VP
1	Orders Issued Ex Parte		OEP	OEP					
2	Orders Issued After Hearing	OAH	OAH	OAH	OAH			OAH	
3	Transferred	TFR	TFR	TFR	TFR			TFR	
4	Dismissed/Denied Ex Parte		DAP	DAP					
5	Dismissed/Denied After Hearing	DAH	DAH	DAH	DAH			DAH	
6	Dismissed by Petitioner	DMP	DMP	DMP	DMP			DMP	
7	Orders Rescinded								
8	Orders Issued After Denial								
9	Case Type Change (*A)								

PH, PP and VP case types are not reported from the Probate Court System.

***A:** EM, ID, NB, NC or PW: The case type change date from the Header (HDR) Screen must be within the reporting period **and** there must be a valid case type in the “From Type” field to record a Case Type Change disposition for the previous case type.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES
Section G: Adoption Dispositions

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Finalized	AFN								
2	Withdrawn by Petitioner	WDN								
3	Dismissed by Court	DMC								
4	Transferred	TFR								
5	Recision Granted									RCG
6	Rescission Denied/Withdrawn									RCD
7	Case Type Change	TPC								

Dispositions must be entered on the Adoption Case (ADC) Screen if using the Adoption Module or the Header (HDR) Screen if using the Probate Module.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES
SECTION C: Civil and Other Matters

Line	CASE TYPE	CZ
1	Jury Verdict	JUR
2	Bench Verdict	BT
3	Uncontested/Default/Settled	UNC, DEF, STL, SMD
4	Transferred	TFR
5	Dismissed by Party	DMP
6	Dismissed by Court	DMC
7	Inactive Status	INC
8	Other Disposition	OTH

Dispositions must be entered on the Header (HDR) Screen. The disposition code and date field must be populated for the system to count on caseload.

Line	CASE TYPE	ML
9	Granted	GTD
10	Denied	DEN
11	Transferred	TFR
12	Withdrawn/Dismissed	WDN, DIS

For ML case types system will not count dispositions entered on the header screen.

The Disposition must be entered on the associated schedule to count on caseload. e.g. Schedule event #2 added of DFN (Demand for Notice) must be disposed by doing a SCH MOD on event #2 with the appropriate disposition and disposition date.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES
Section D: Guardianships, Conservatorships, Admissions, Mental Commitments

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	*A JA	LG	*B MI	PO
1	Granted	GTD									
2	Denied	DEN									
3	Transferred	TFR									
4	Withdrawn/Dismissed	WDN DIS									
5	Deferred									*C RTD	
6	Case Type Change *D										
7	Administratively Closed *E										
8	Out of System *F										

- *A: Disposition codes must be entered against the corresponding PJA or OBJ event
- *B: Disposition codes must be entered against the corresponding PFH, AFH, OBH, CHM, DFH or PAS event
- *C: Disposition codes must be entered against the corresponding PFH, AFH or PAS event
- *D: Header (HDR) Screen/Case Type Change field should only be used if the case has NOT been disposed. The case type change date must be within the report period with a valid case type in the "From Type" field.
- *E: Header (HDR) Screen, close date must be within the report period with an **A-Administratively Closed** on the status field.
- *F: Header (HDR) Screen, close date must be within the report period and a **C-Closed** on the status field.

Part 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES
Section D: Mentally Ill Dispositions Continued

Line	CASE TYPE	MI
9	Second Order Granted	PCO/GTD
10	Second Order Denied	PCO/DEN
11	Cont Order Granted	PCT/GTD
12	Cont Order Denied	PCT/DEN
13	AOT Granted	PAS/GTD
14	AOT Denied	PAS/DEN

Each PCO or PCT event must have a Disposition code of GTD or DEN to count as disposed.

Example: Event #20 is PCO, then a disposition of GTD on Event #20 must be entered for Second Order Granted to be counted on Line #9.