

## PROBATE CASES:

### *Delay in Matters Submitted to Judge Report*

You can use Report Generator to create a report for completing your *Delay in Matters Submitted to Judge Report*. (SCAO 27 – due on the 1<sup>st</sup> business day of January, April, July, and October.)

#### First:

- When a case is awaiting action from the judge, you can enter the schedule code of **DMS** (Delay in Matters Submitted to Judge – Pending) and the date the matter went to the judge.

#### Second:

- After the judge has rendered his/her ruling/opinion, you can enter the code of **MDE** (Decided Matter) using the date that the judge rendered his/her ruling/signed the opinion, and **MODIFY** your DMS schedule to an **OTH** (Other)\*.

Quarterly, you can use the Report Generator to find all DMS codes and determine which Matters have been submitted to the judge (Part A of the report). The same process can be completed for Part B, and generate a report to find all MDE codes for decided matters.

\*Changing the DMS code to OTH once the matter has been decided will remove that undecided matter from the report (for the next quarter).

Once verified for accuracy, report your data electronically through MCAP.

Once the selection of Report Generator has been selected; the following will appear:

```
REPORT NAME _____ REPORT GENERATOR SELECT USER ID CAROL
PRESS F4 FOR A LIST OF REPORT NAMES 1-SELECT 4-DELETE
```

If you wish to name your report so it is saved for future use, you can enter a name on the line:

```
REPORT NAME DELAYED MATTERS _____ REPORT GENERATOR SELECT USER ID CAROL
PRESS F4 FOR A LIST OF REPORT NAMES 1-SELECT 4-DELETE
```

Once you Enter, the Report Generator Selection screen will appear and you can complete it as shown below:

```
REPORT GENERATOR SELECTION
ENTER "S" TO SELECT "P" TO PRINT 1-9 TO SORT

P CASE TYPE _____ P CASE NUMBER _____
P HDR JUDGE _____ P HDR NAME _____ PUBLIC _____
E STATUS _____ P CASE OPENED DATE _____ - _____
A HEADER ATTORNEY _____ P CASE CLOSED DATE _____ - _____
D HDR MICROFILM # _____ P OPTIONAL DATE _____ - _____
E DISPOSITION CODE _____ P DISPOSITION DATE _____ - _____
R SOCIAL SECURITY NBR _____ P REOPEN DATE _____ - _____
ADDRESS _____ P CITY _____
STATE _____ P ZIP CODE _____

P COURT ACTIVITY _____ P COURT ACTIVITY DATE _____ - _____
A FIDUC ACTIVITY _____ P FIDUC ACTIVITY DATE _____ - _____
R QUALIFICATION KEY _____ P QUALIFICATION DATE _____ - _____
T PARTY TYPE _____ P DUE DATE _____ - _____
Y PARTY ATTORNEY _____ P FIDUC LAST NAME _____
INVENTORY AMT _____ P SURETY _____

E S EVENT TYPE _____ DMS _____ P EVENT DATE _____ 01011990 - 12312012
E EVENT JUDGE _____ P DISPOSITION _____
N EVENT ATTORNEY _____ P DISPOSITION DATE _____ - _____
T EVENT MICROFILM # _____ P REP/REC _____
```

The above selections will provide you with a report that shows the case type and name, the assigned judge, all of the cases that have been submitted (based on the DMS code) and the date they were submitted to the judge. The Event Date selection (begin date will need to be early enough to capture all cases where the DMS code has been entered) and run through the end of the quarter. You can also run this same report, changing the DMS to MDE in the Event Type field, and that report will provide the data for all cases where matters have been decided. Below is the report from the above selections showing two cases which have been submitted and pending a decision.

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P19 DELAY MATTERS COUNTY PROBATE COURT RUN DATE : 01/23/2013 PAGE
PRPTGEN COURTHOUSE, 100 MAIN STREET CONTACT : TAMMY WENN
LANSING MI 48808 PHONE # : (888) 339/1547

EVT TYP = DMS
CASE TYPE CASE NUMBER CASE JUDGE HEADER NAME EVENT NUMBER EVENT DATE
DD 12020772 HULL TEST CHV 008 7/05/2012
DD 90022523 TACOMA BAILEY AMANDA 035 5/05/2012
TOTAL NUMBER OF RECORDS REPORTED = 2
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