

JIS - TCS Report Codes for:

Required SCAO Reports from Circuit Courts and Judges

Chronological List by Due Date

Due Date	Report Name	JIS Report Code Trial Court System(TCS)
First business day of January + 7 days	Delay in Matters Submitted to Judge*	DMS
January 7	Delay in Criminal Proceedings*	DCP
January 15	FOC Grievance Record	Track manually
January 30	Circuit Court Caseload*	CLD
February 1	Judicial Annual Leave	Track manually
February 15	Counsel Appointments*	VSL(if vchr atty bills on TCS)
February 28	Circuit Court Caseload Verification*	Verify on MCAP
March 31	Drug and Drunk Driving Case Reimbursement*	DOF/JVR drug offense
First business day of April + 7 days	Delay in Matters Submitted to Judge*	DMS
April 7	Delay in Criminal Proceedings*	DCP
April 15	Financial Report	Track manually
April 30	Report of Jury Fees*	Jury system menu
First business day of July + 7 days	Delay in Matters Submitted to Judge*	DMS
July 7	Delay in Criminal Proceedings*	DCP
July 15	FOC Grievance Records	Track manually
July 15	Outstanding Receivables Aging Report	ARR
July 15	Payment/Adjustment Distribution of Assessments by Case Type & Payment/Adjust. Year	ASY
July 15	Summary Report of Outstanding Recv'bles by Cash Code & case type	ARR(same as above)
August 1	FOC Statutory Review	Track manually
First business day of October + 7 days	Delay in Matters Submitted to Judge*	DMS
October 7	Delay in Criminal Proceedings*	DCP
October 31	Report of Jury Fees*	Jury system menu

*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>. Page 4 of 5 July 11, 2008 **Required Reports from Circuit Courts and Judges**