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## **General System Information**

### **HOW TO OBTAIN ASSISTANCE WHEN USING THE TRIAL COURT SYSTEM**

**Trial Court Systems (TCS)** has provided you with this manual to assist you in the basic day-to-day processing of your cases. However, the manual may not address all of the situations that occur in your court. Should you require further assistance, you may contact a Technical Service Representative through the TCS Helpdesk. You can reach a TCS team member by calling 1-888-339-1547 and select 4 on your keypad. This will route you to the individual who is taking calls for TCS.

Technical Service Representatives are available to assist you with your problems, questions, concerns and requests for enhancements to the system. Please do not hesitate to call.

You may also reach TCS help desk by e-mail at [TCSHELPDESK@courts.mi.gov](mailto:TCSHELPDESK@courts.mi.gov).

In addition, you may contact the Director of Judicial Information Systems

**Mr. Marcus F. Dobek**  
**Director**  
**Judicial Information Systems**  
**925 West Ottawa**  
**P.O. Box 30048**  
**Lansing, MI 48909**

**██████████** *If you are having a windows problem or are unable to connect to the AS/400 from your P.C., you should contact your Data Processing/Information Systems personnel.*

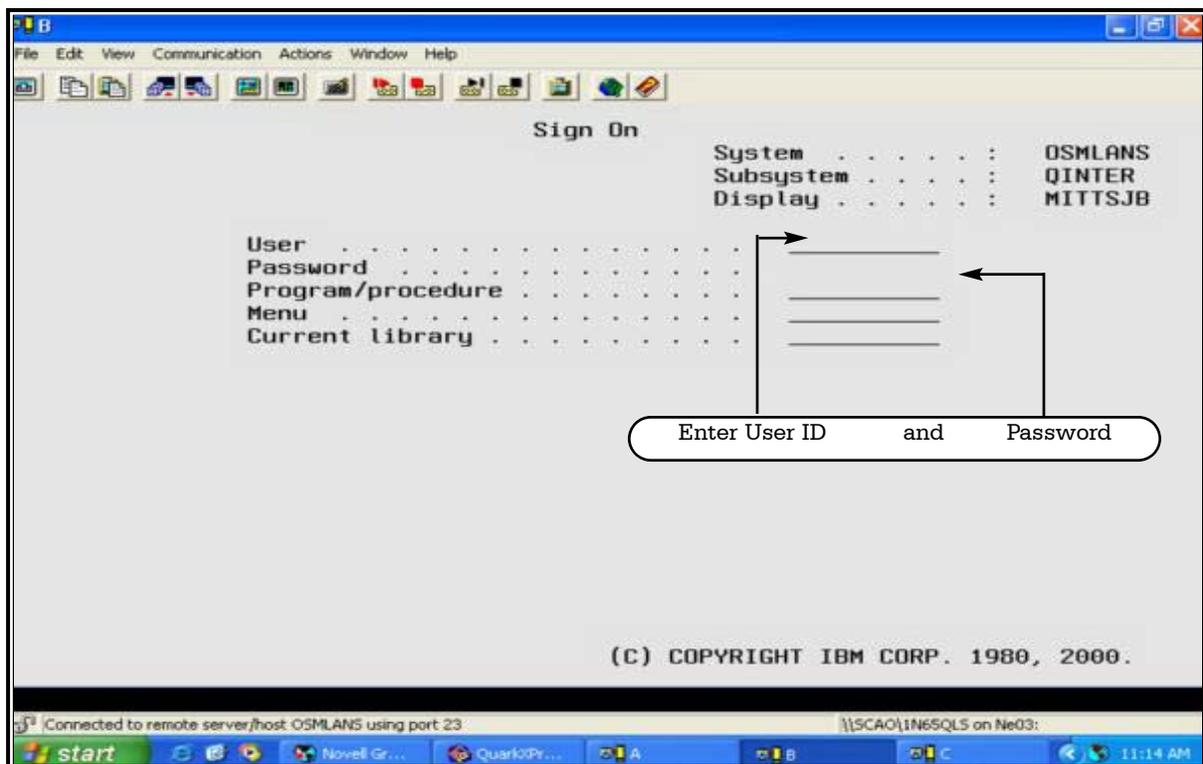
## Accessing the Trial Court System

### Sign-on Procedure:

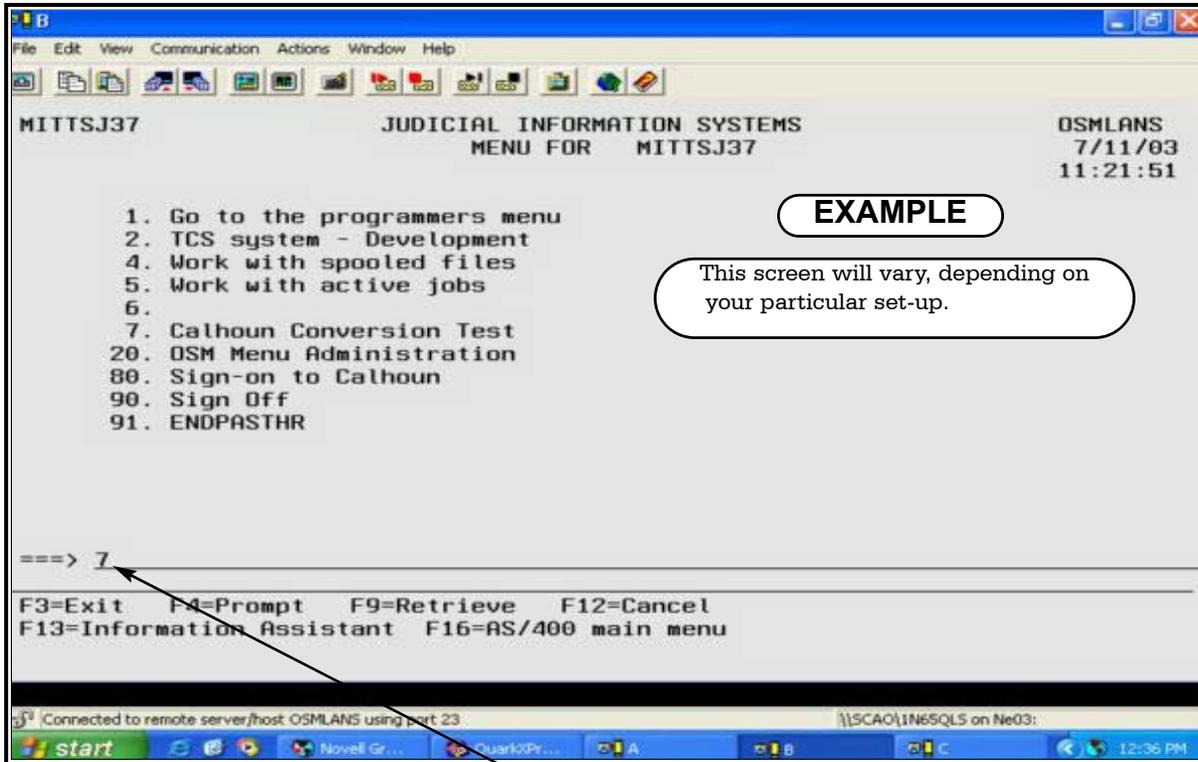
To access the Trial Court System, a User ID is required. The User ID identifies you to the computer as an authorized user of the Trial Court System. A password protects your User ID from unauthorized use by other persons. Each individual will select their own password. It is recommended that you select something that is easy to remember, as both the User ID and password are required to sign on.

If you are not already signed on, your workstation will display the screen shown below. Enter your User ID in the **User** field. The User ID will display as you type. Next, enter your password in the **Password** field then press the **Enter** key. For security purposes, this field will not display as you type. Leave the remaining fields blank.

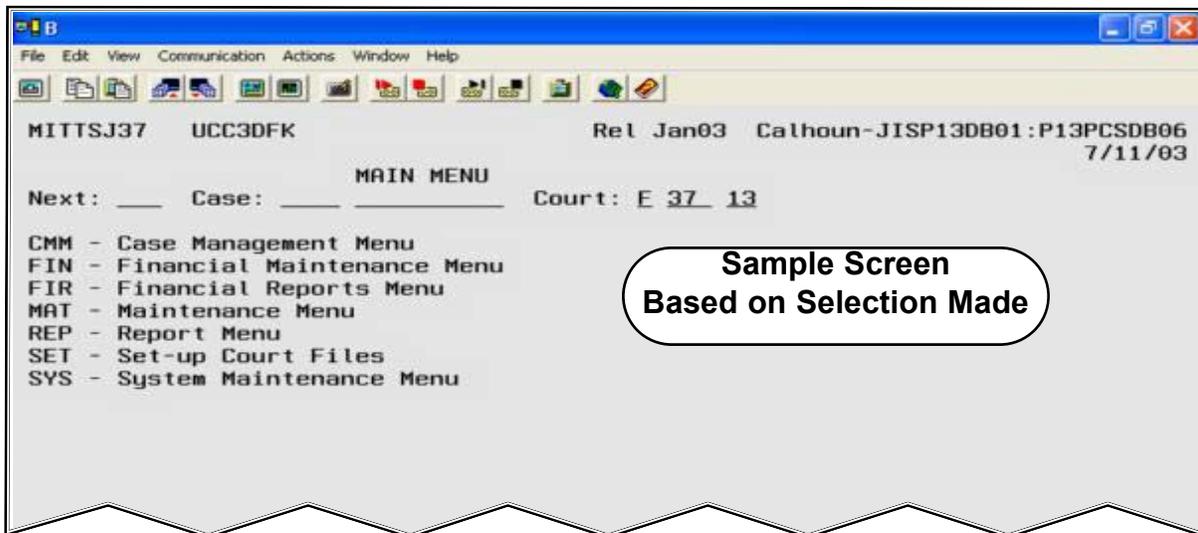
If you receive an error message, verify your user ID and password and re-enter them. Should you continue to receive an error message, you may contact your *Data Processing/Information Systems personnel*, or contact TCS Helpdesk.



After you press the **Enter** key, you will be taken to the **Menu for <Username>** screen which has been created for your sign-on.



From the **Menu** screen, enter the number of the menu you want to be taken to and press **Enter**. You will be taken to the screen that you selected.



## Standard Function Keys

Most standard functions keys are displayed at the bottom of a screen, others are not listed but always available to the user.

■	Help	Definition of field and its function.
■	Next	Positions the cursor to the top transaction line.
■	Exit	Takes you back to the previous screen. Cancels any entry that is made on a screen prior to pressing ■.
■	Prompt	Lists all valid entries for the selected field.
■	Refresh	Refreshes the Screen
■	Create	Create or add within the screen.
■	Name Inquiry	View Names and Cases from any screen (inquiry only).
■ + ■	<F13> System Commands	Work with submitted jobs, spooled files, printers, etc.
■ + ■	<F14> Comments	Additional lines to add comments.
■ + ■	<F16> Calculator	Inventory/date calculator used to compute probate inventory fees, calculate from and to dates, or number of days.
■ + ■	<F17> Top	Positions to tops of screen
■ + ■	<F18> Bottom	Positions to bottom of screen.
■ + ■	<F19> Account	View a Register of Action for the financial account history.
■ + ■	<F20> Bonds	Access bonds from the edit event screen.
■ + ■	<F21> Print	Print the information from the screen.

## Name Entry

The Trial Court System (TCS) is a uniform application designed to be utilized by all courts within a jurisdiction.

The name index is the central file. It will reduce the re-entry of information when creating a name or searching for cases related to an individual.

It is beneficial to enter as much information as possible, such as address, date of birth, drivers license number, etc. to reduce the number of entries for the same name.

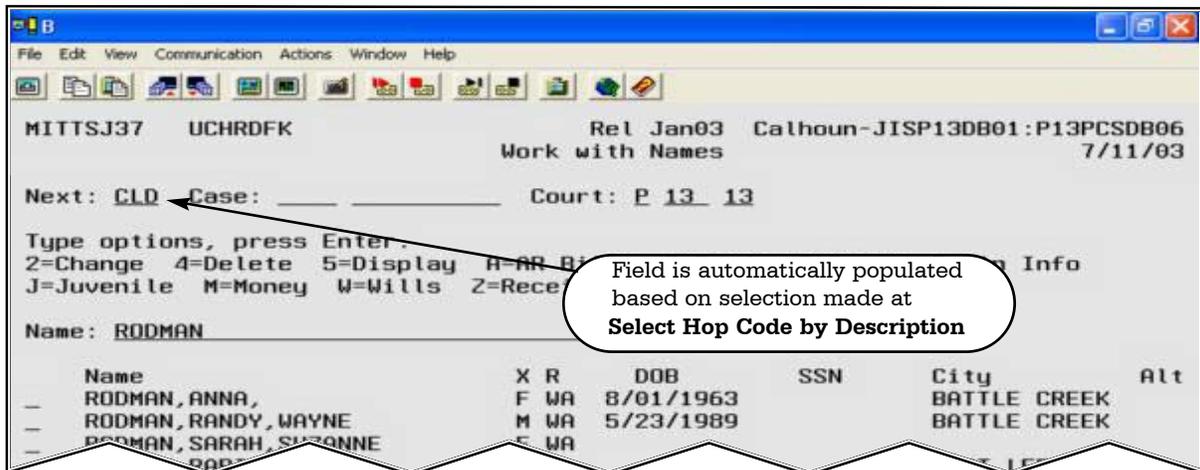
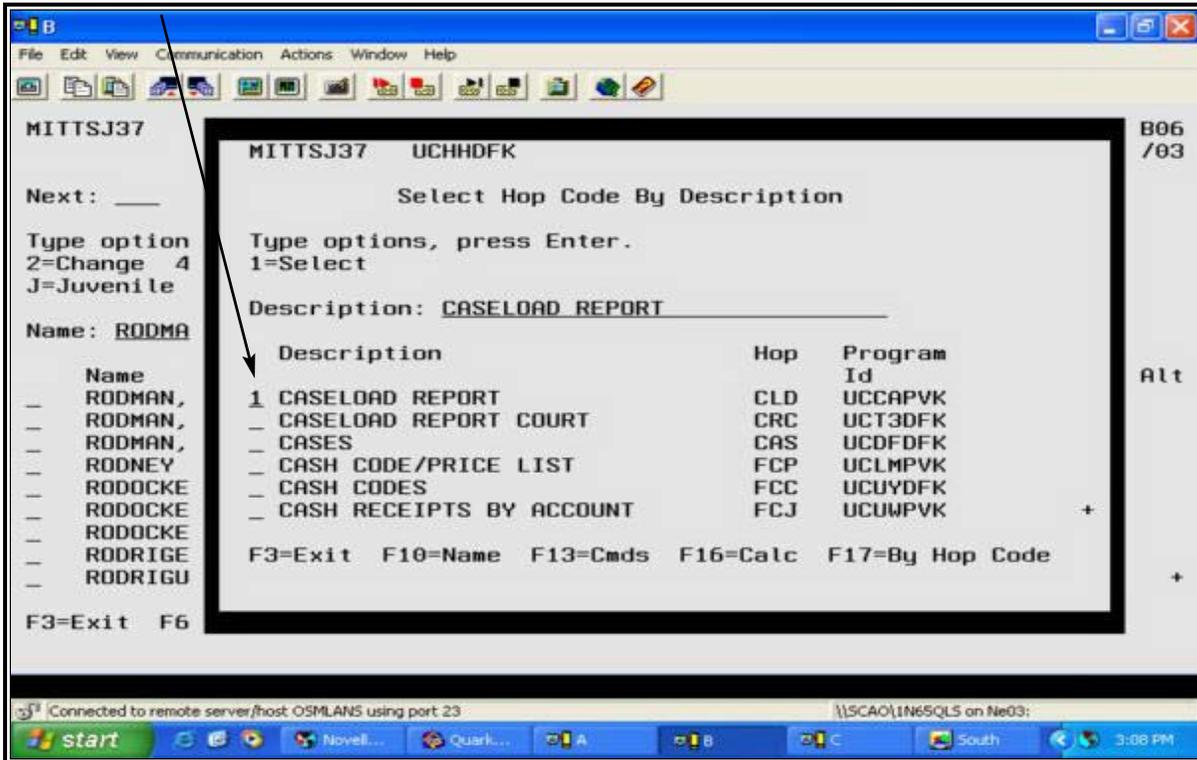
Below are suggestions for name entry and how the name will appear on the register of actions, forms and reports.

<b>Definition</b>	<b>Enter As</b>	<b>Will Print As/ Display on ROA As</b>
<b>Regular Names</b>	JONES,R,M	R M JONES
	JONES,L,HAROLD	L HAROLD JONES
<b>Suffixes</b>	SMITH,JOHN,,JR	JOHN SMITH JR
	SMITH,JOHN,T,JR	JOHN T SMITH JR
<b>Compound Names</b>	OCONNEL,SARAH,	SARAH OCONNEL
	VANDYKE,LAURIE,L	LAURIE L VANDYKE
<b>Hyphenated Names</b>	SMITH-DAVIS,SUE,	SUE SMITH-DAVIS
	SMITH,AMY,SUE-LEE,	AMY SUE-LEE SMITH
<b>Adding Prisoner Number (Do not use middle initial)</b>	BROWN,CHARLIE,,#123456	CHARLIE BROWN #123456
<b>Abbreviations</b>	STJAMES,ROBERT,PAUL	ROBERT PAUL STJAMES
	SAINTJAMES,ROBERT,PAUL	ROBERT PAUL SAINTJAMES
<b>Titles, such as MD, Rev., etc., are not recommended.</b>		

## Field Prompts

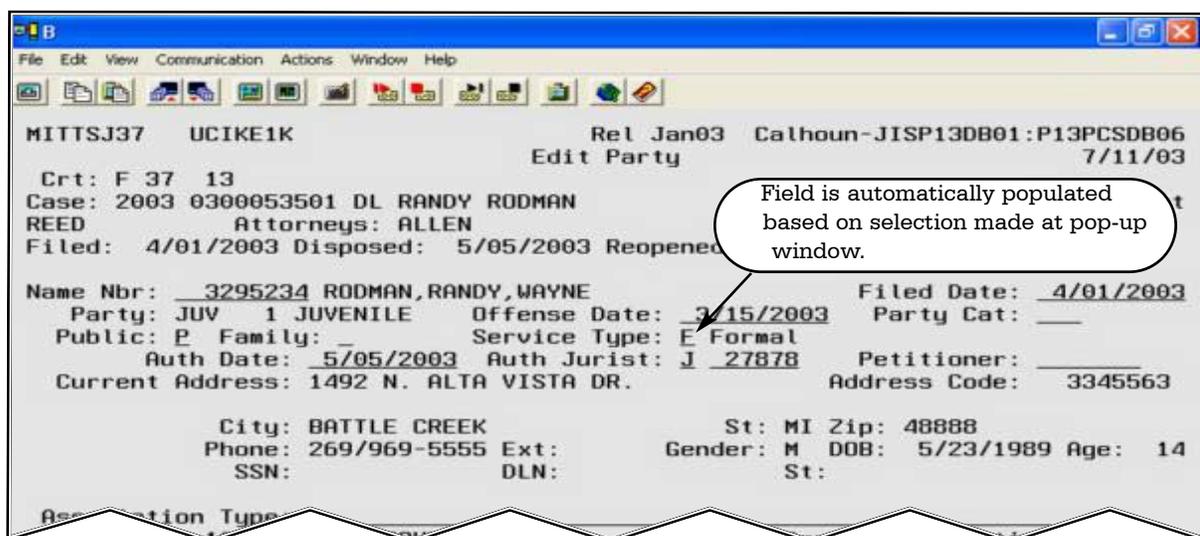
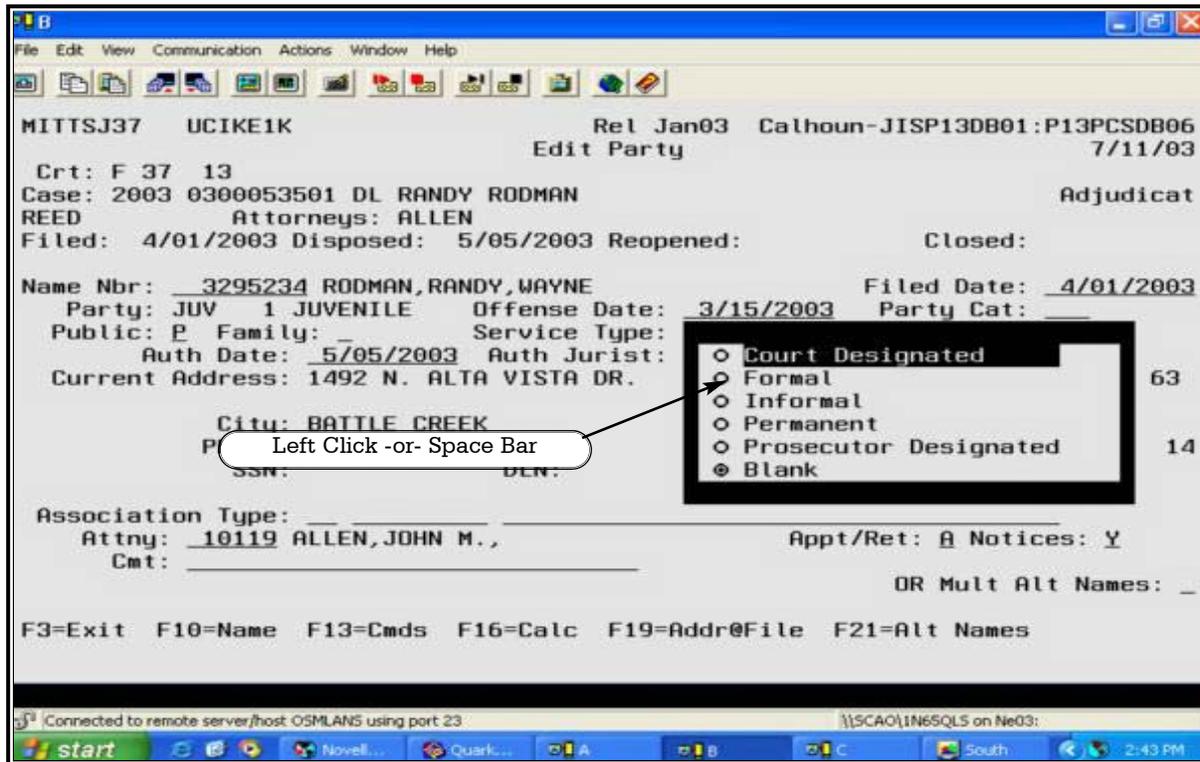
Field prompts are available on fields that have multiple choices for entries. To prompt on a field, simply use the **Enter** key. A pop-up window will be displayed for that field, allowing you to make selections.

There are two different pop-up windows on TCS, depending on the field. One selection is made by typing the description of the field you are searching for. Press the **Enter** key. Enter "1" next to the selection you want and press the **Enter** key.



## Field Prompts, continued

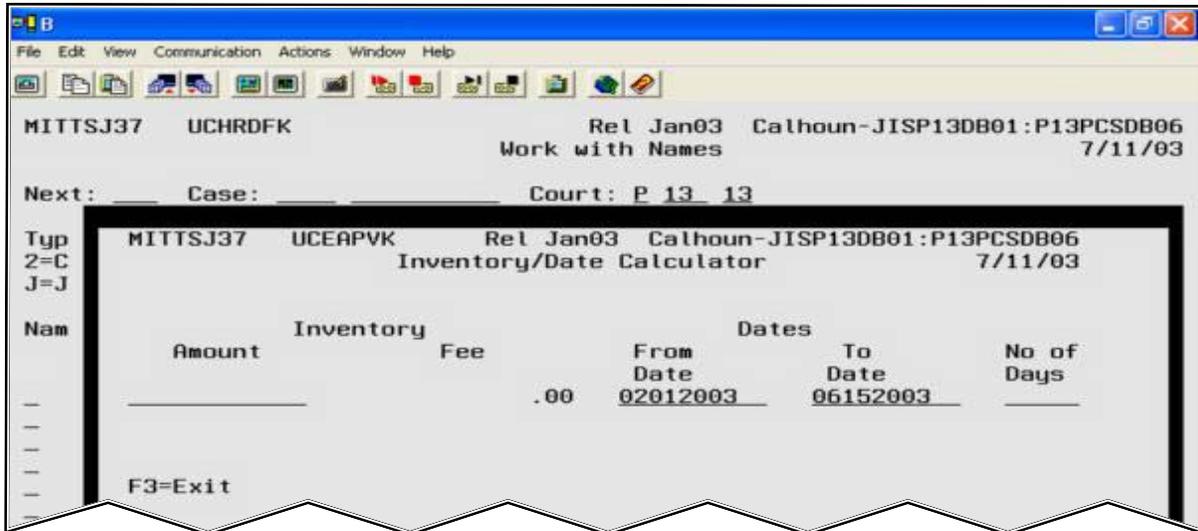
The other prompt selection displays the entire selection list and requires that you either left click with your mouse or scroll up and/or down using the   on the keyboard, then press the space bar to make the selection



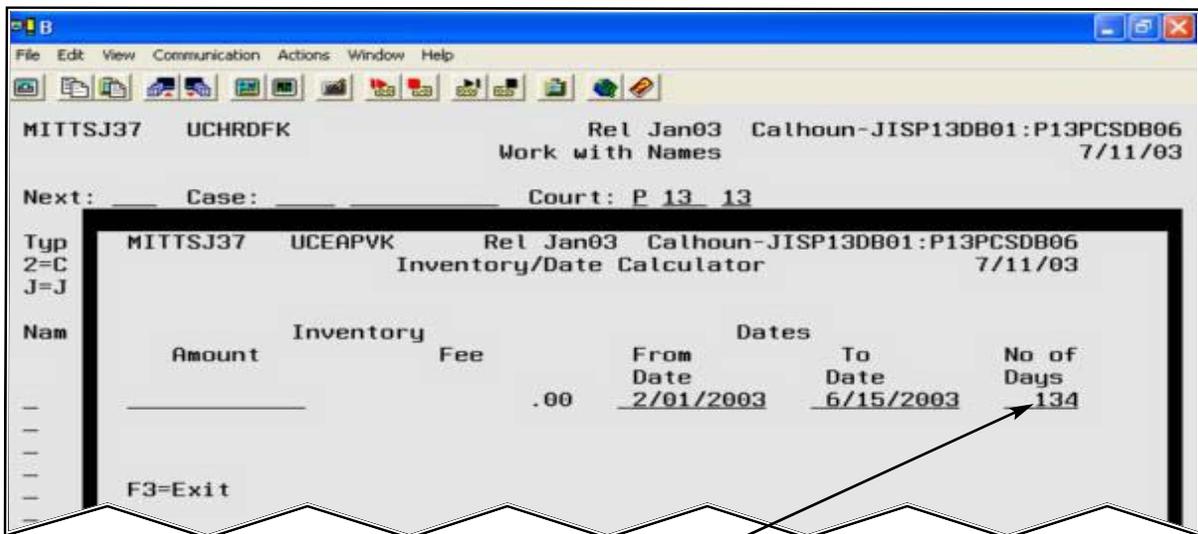
## Inventory/Date Calculator

The Inventory/Date Calculator is used to calculate an inventory fee in Probate Court and to calculate date ranges. By pressing <F16>, the **Inventory/Date Calculator** screen will be displayed

To calculate the number of days from one date to the next date, enter the beginning (**from**) date, then the ending (**end**) date.



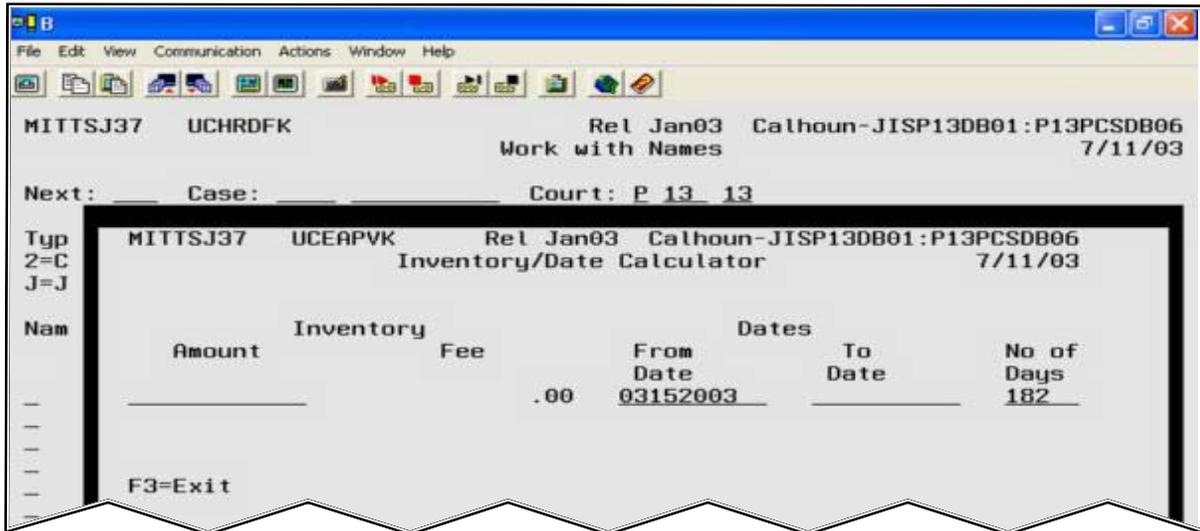
Next, Press the ■ key



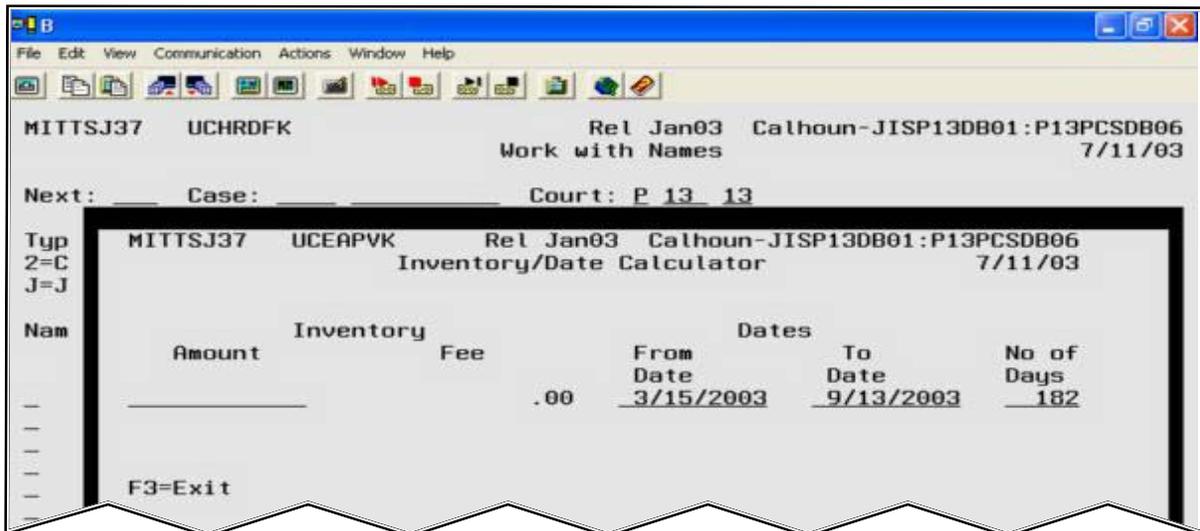
The number of days is automatically calculated.

## Inventory/Date Calculator, continued

To calculate the date based on the number of days, enter the beginning (**from**) date or ending (**to**) date, then the number of days for calculation.



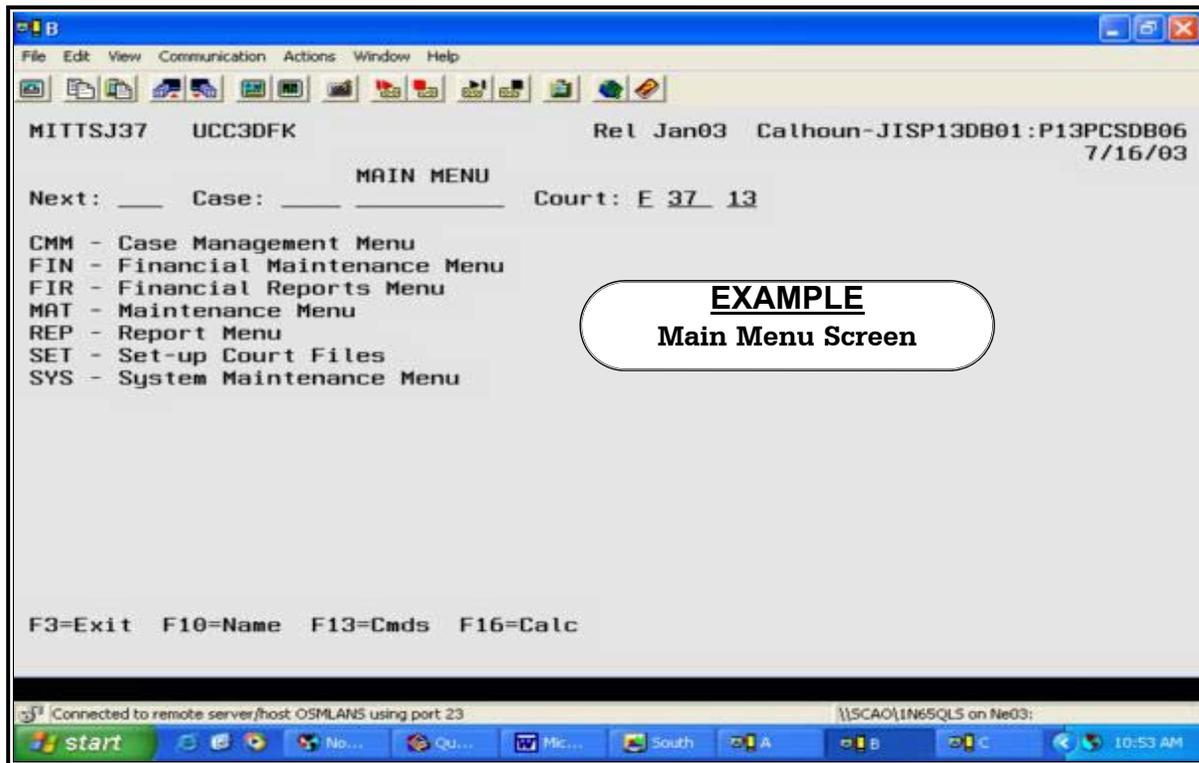
Next, Press the █ key



The "To" or "From" date is automatically calculated.

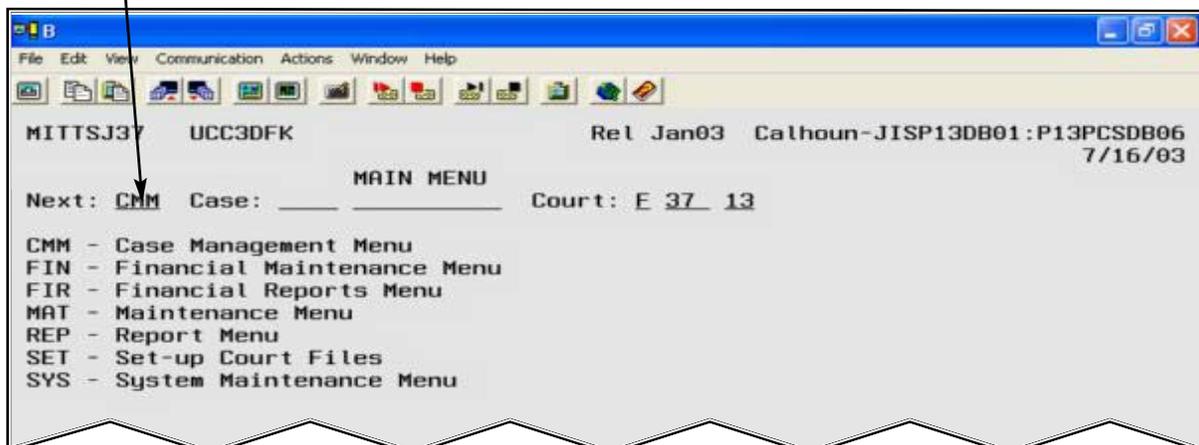
## System Navigation

Once you have successfully signed onto the Trial Court System, the first menu that is displayed is the **Main Menu** screen. This screen displays the menus that are available to you for navigation through TCS. Each menu screen will display the sub-menus that are available for selection.



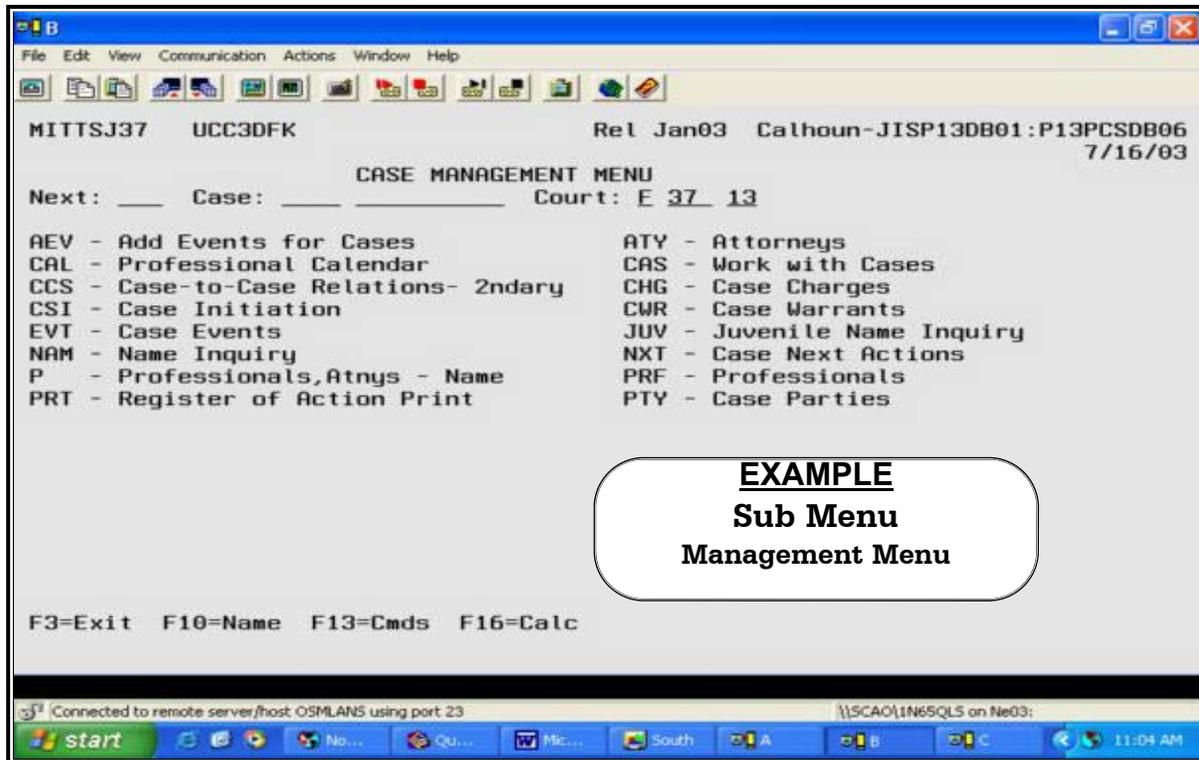
To display the sub-menus available for each menu, the user should enter the command at the **Next** line and then press █.

**EXAMPLE:** To display the sub-menus available under the Case Management Menu, enter **CMM** at the next line, and then press █.



## System Navigation, continued

The Case Management Menu screen will be returned.



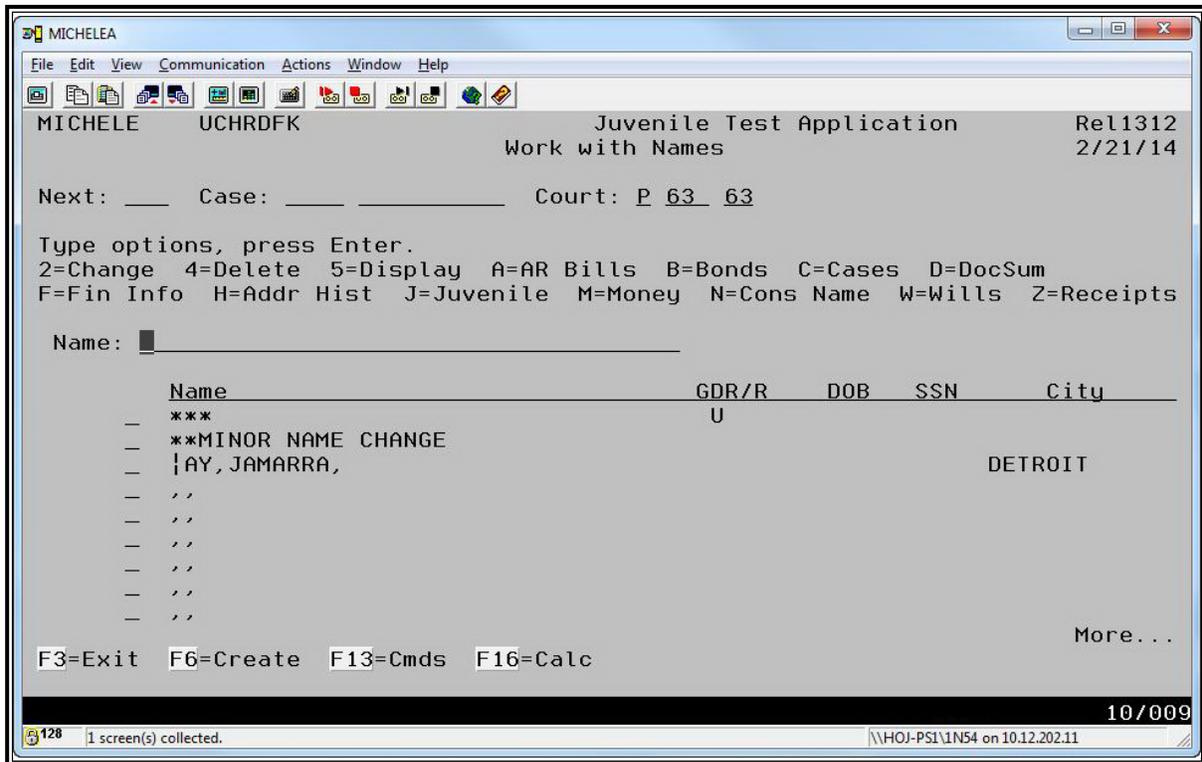
From the **Case Management** Menu, you may make your selection by entering the code at the **Next** line and pressing the █ key.

We will begin by looking up a name for a specific individual. At the **Next** line type **NAM** and press the █ key.

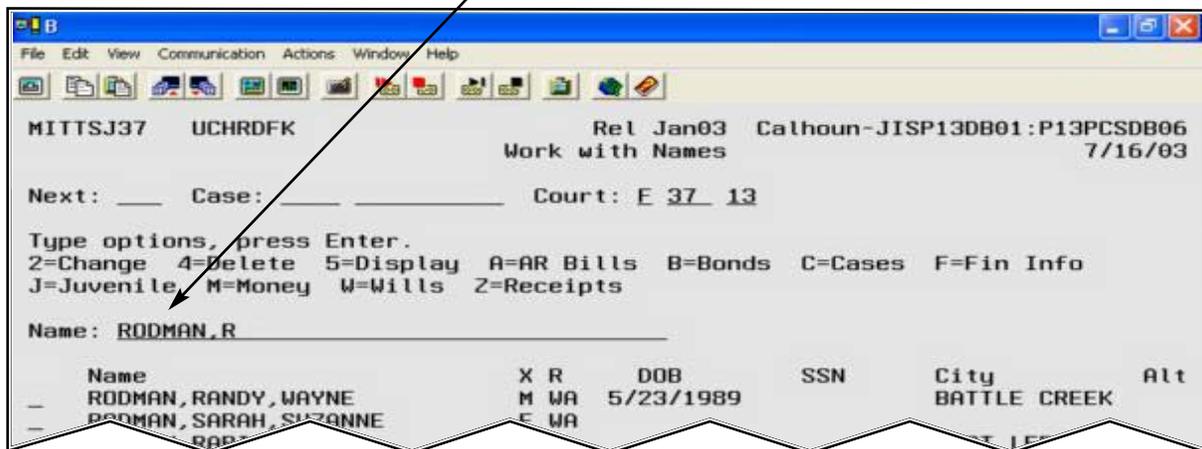


## Search for Names

This will return you to the **Work with Names** screen.



To search for a name, enter the **LASTNAME, FIRSTINITIAL** of the individual and press the █ key.

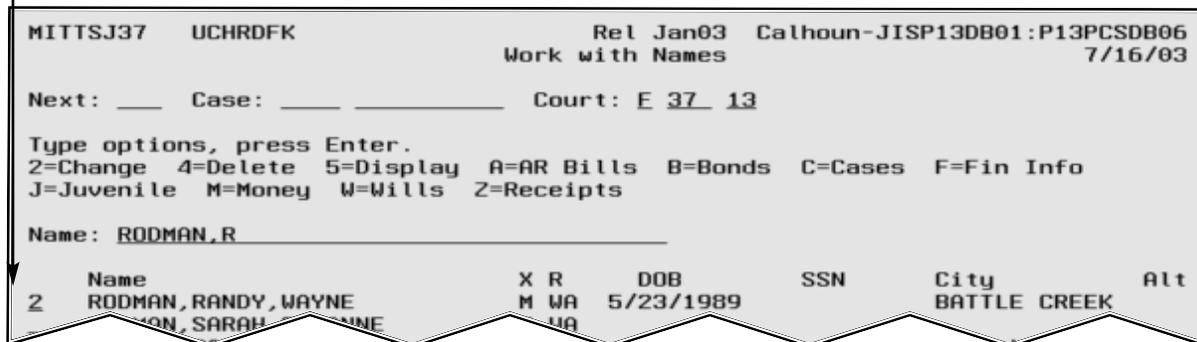


This will take you to that individual's name for further processing.

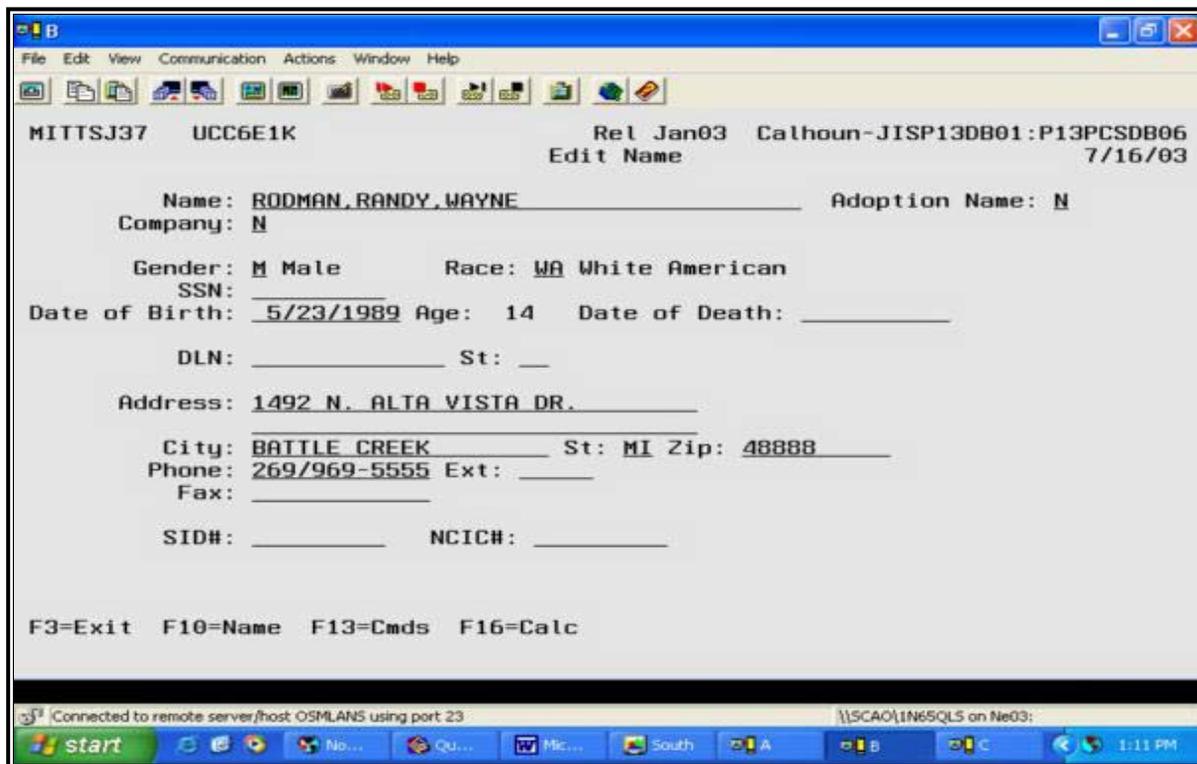
## Work with Names Option "Change"

Once you have located the individual's name, there are a number of options available from the **Work with Names** screen to further access information regarding the name. Let's review some of the options.

To change address, phone number, race, sex, etc., regarding this individual, enter a "2" next to the name and press the  key.



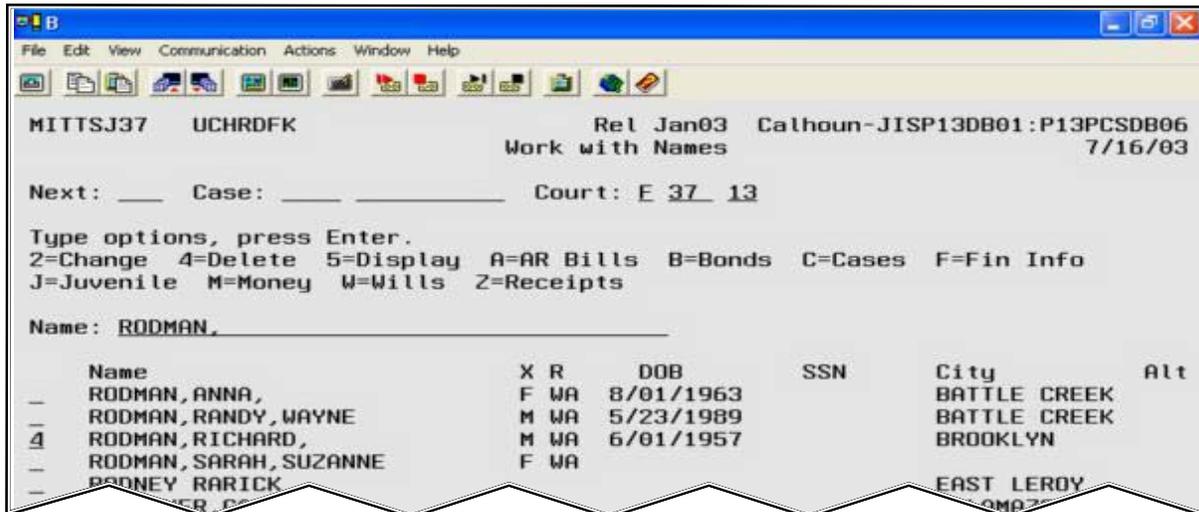
You will be returned to the **Edit Name** screen for processing. Make any necessary changes and press the  key to return to the **Work with Names** screen.



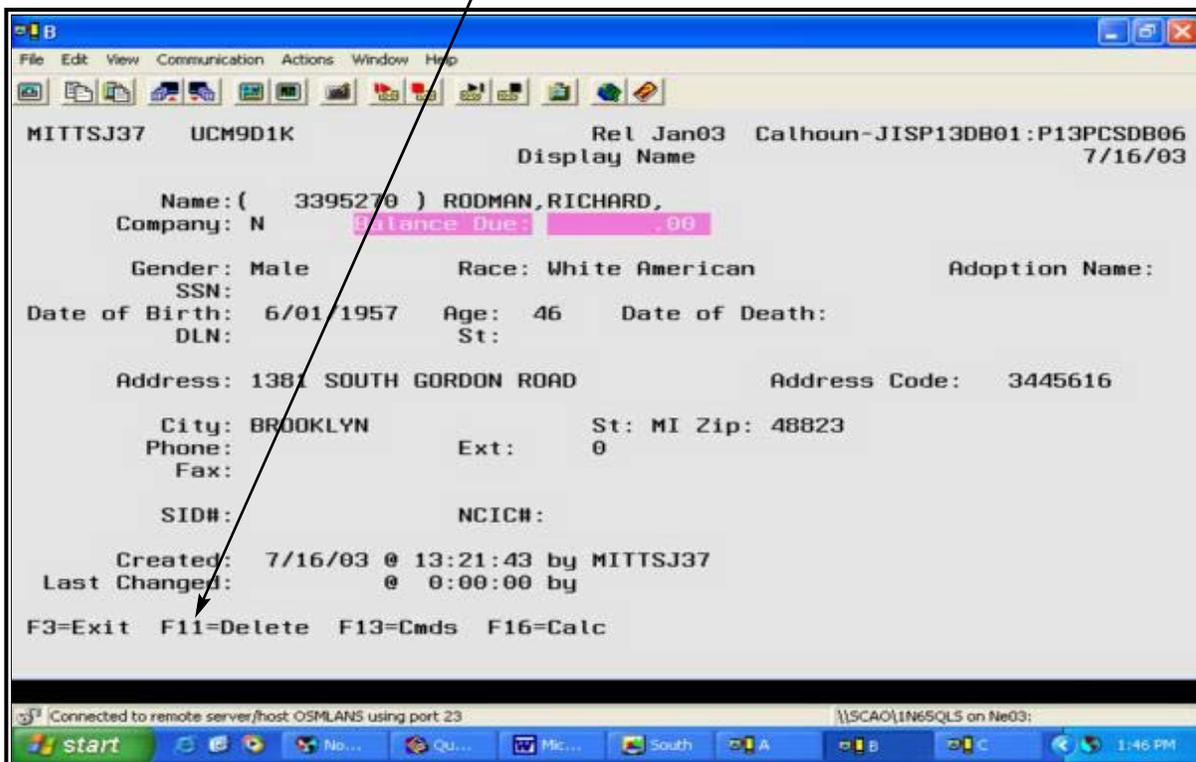
## Work with Names

### Option "Delete Name"

To delete a name enter a "4" next to the name and press the █ key.

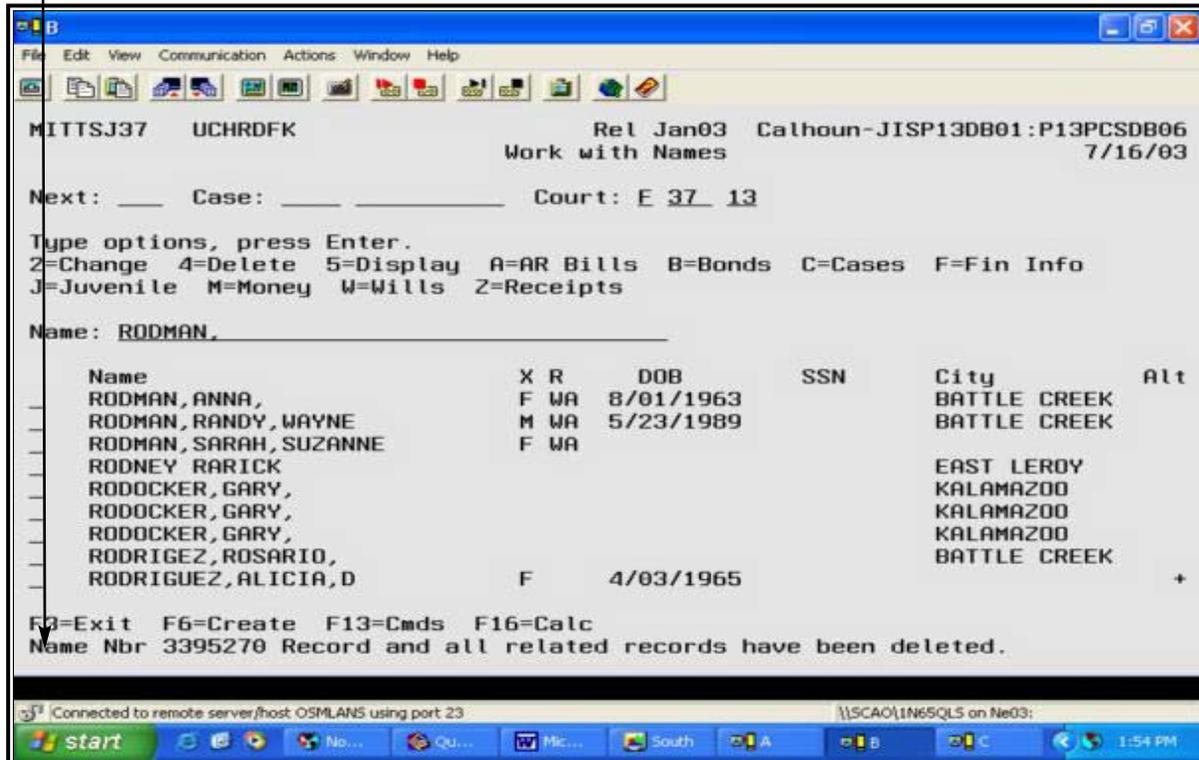


You will be returned to the **Display Name** screen. Check to make sure this is the name you want to delete, then press █ to delete.



## Work with Names Option "Delete Name", continued

You will be returned to the **Work with Names** screen with a message that states "Name Nbr 3395270 Record and all related records have been deleted."

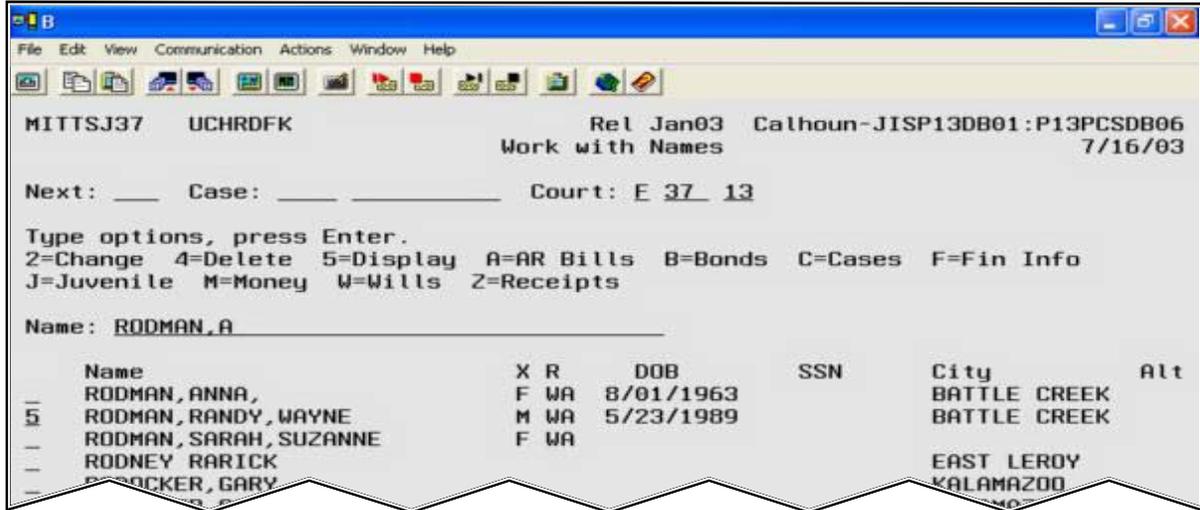


The name is no longer in the name index.

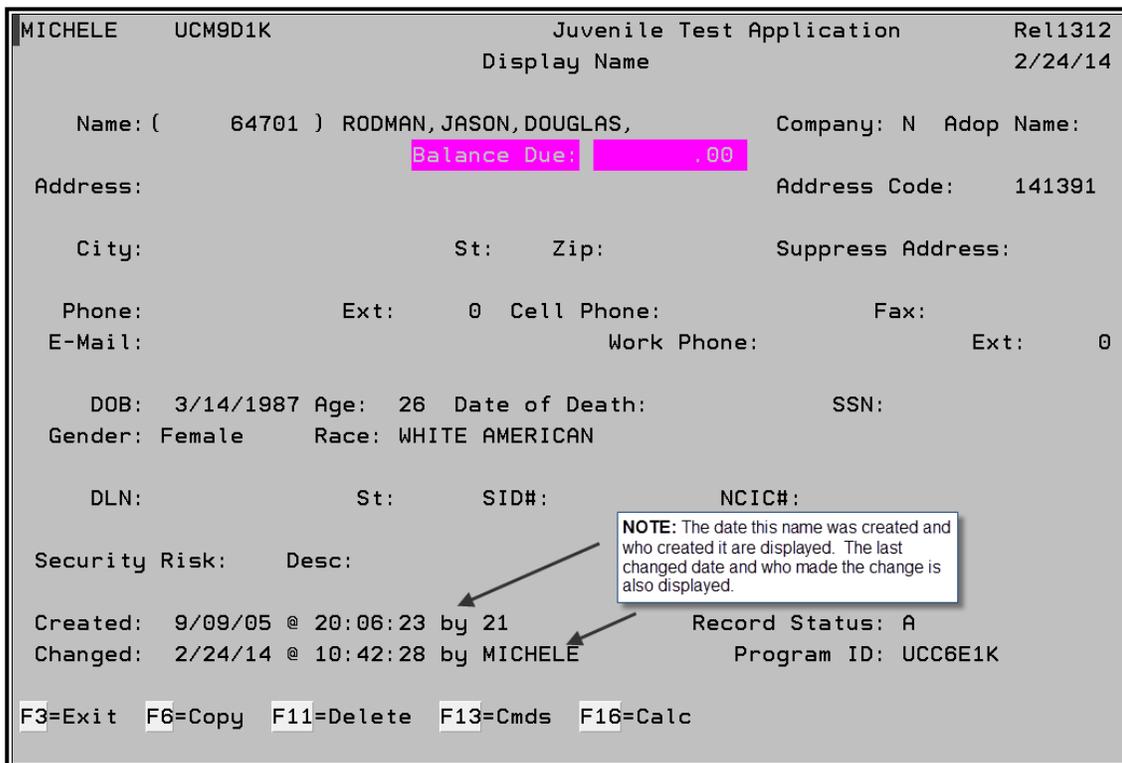
## Work with Names

### Option “Display Name”

To display the information relating to a name, enter a “5” next to the name and press the █ key.



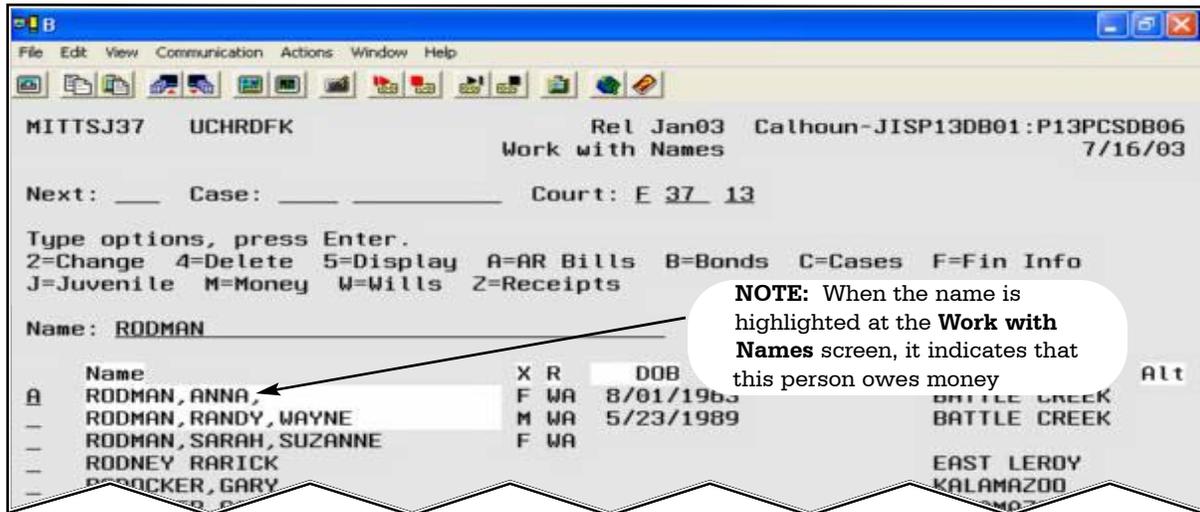
The **Display Name** screen will be displayed. To exit this screen, select █ and you will return to the **Work with Names** screen.



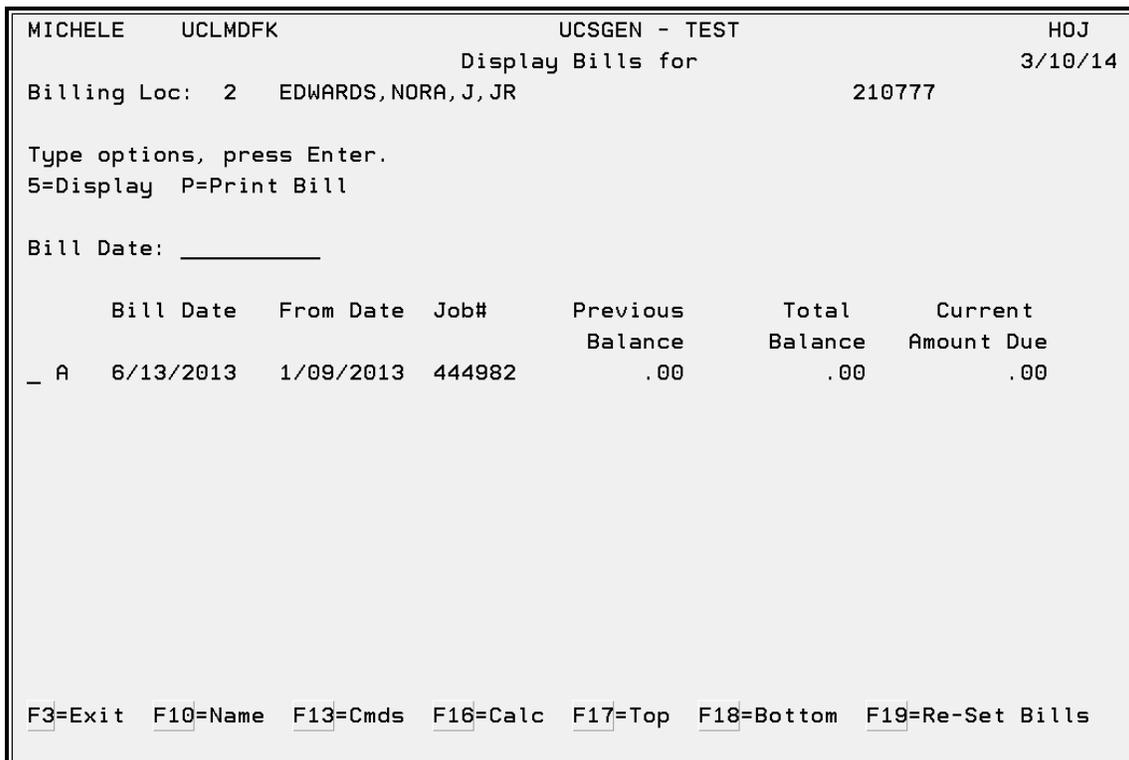
## Work with Names

### Option "A/R Bills"

To display billing information relating to a name enter an "A" next to the name and press the █ key.



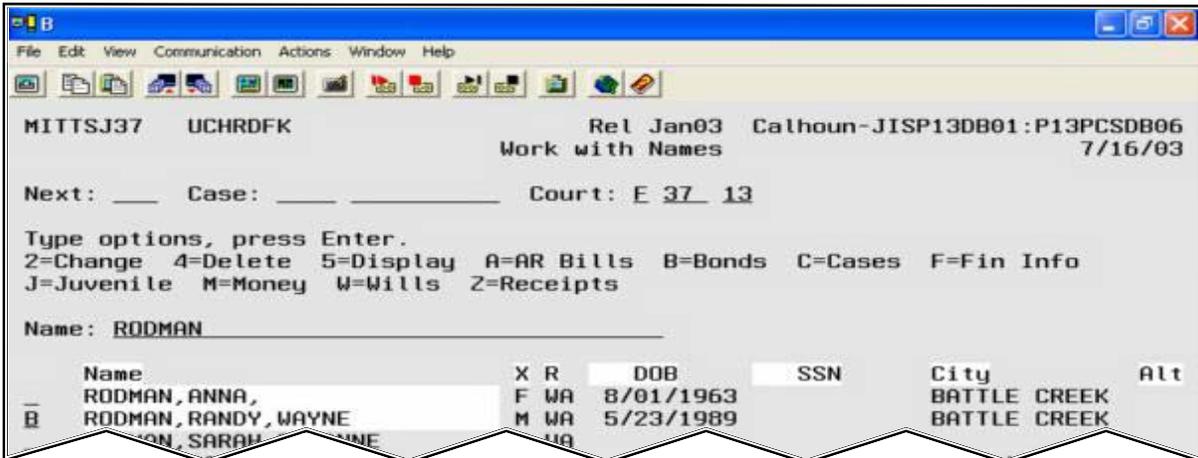
The **Display Bills for** screen will be displayed. You may view the A/R Bill by entering a "5" next to the name and pressing █. To print the bill enter a "P" next to the name. To exit this screen, select █ and you will return to the **Work with Names** screen.



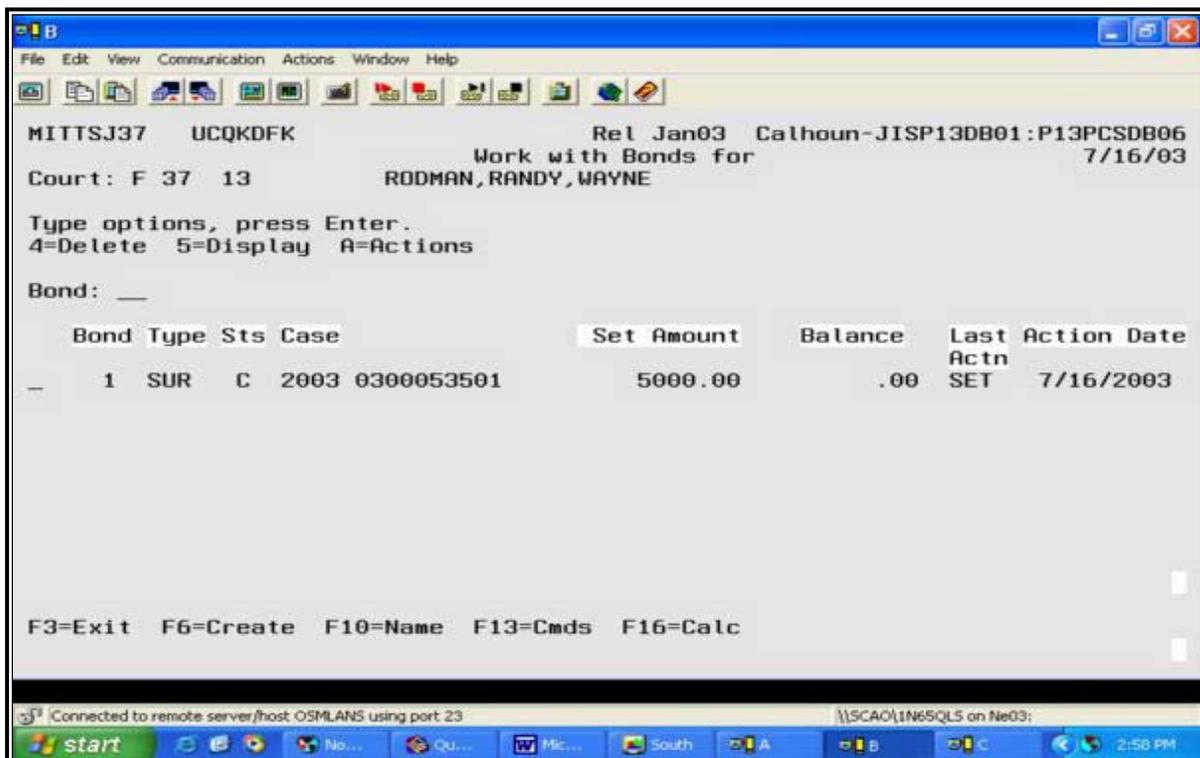
## Work with Names

### Option “Bonds”

To display bond information relating to a name enter a “B” next to the name and press the █ key.



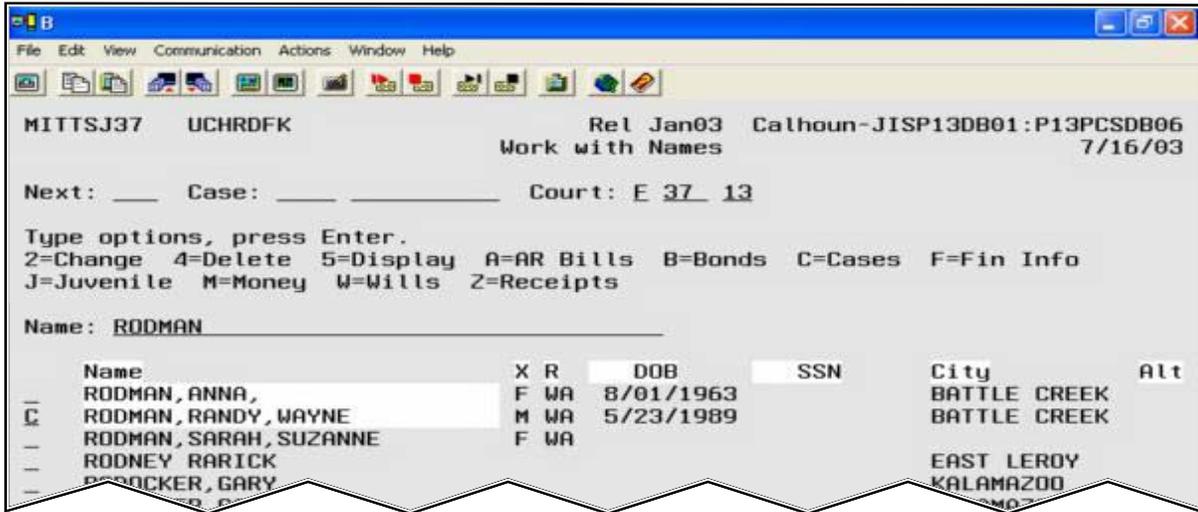
The **Work with Bonds for** screen will be displayed. You may view the bond information by entering a “5” next to the bond and pressing █. To delete the bond, enter a “4” next to the bond, press █, then █. To take Actions on this bond, enter “A” next to the bond. To exit this screen, select █ and you will return to the **Work with Names** screen.



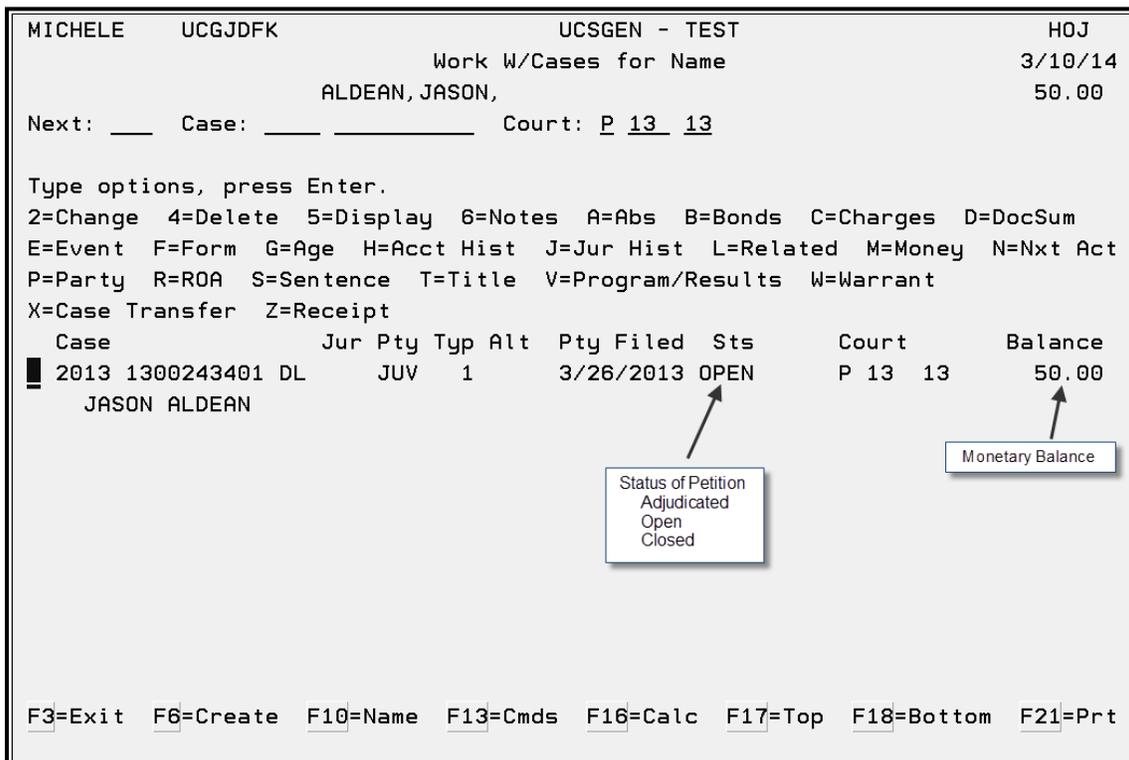
## Work with Names

### Option "Cases"

To display all cases for this name enter a "C" next to the name and press the █ key.



The **Work with Cases** screen will be displayed. There are numerous options available from this screen, depending on your authority level.

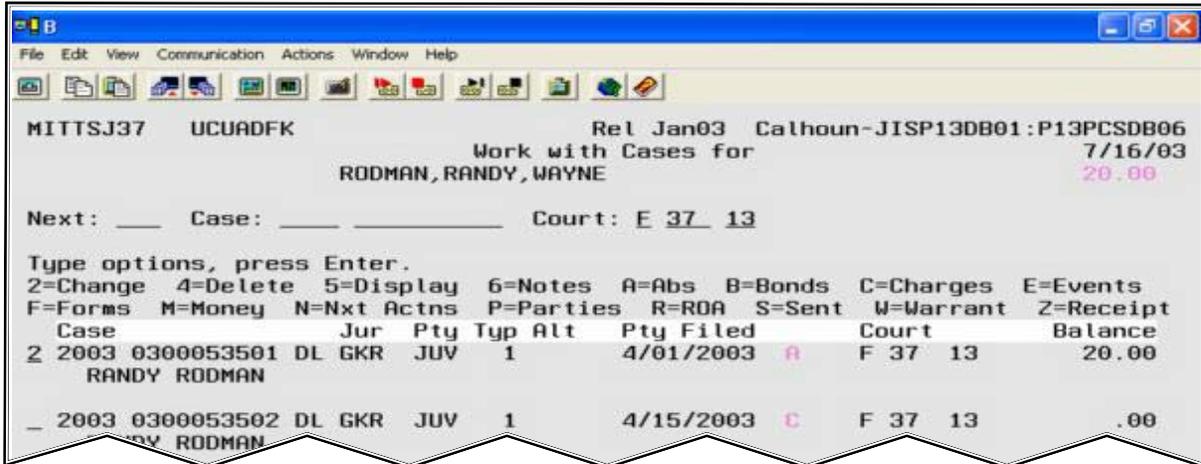


## Work with Cases for a Name

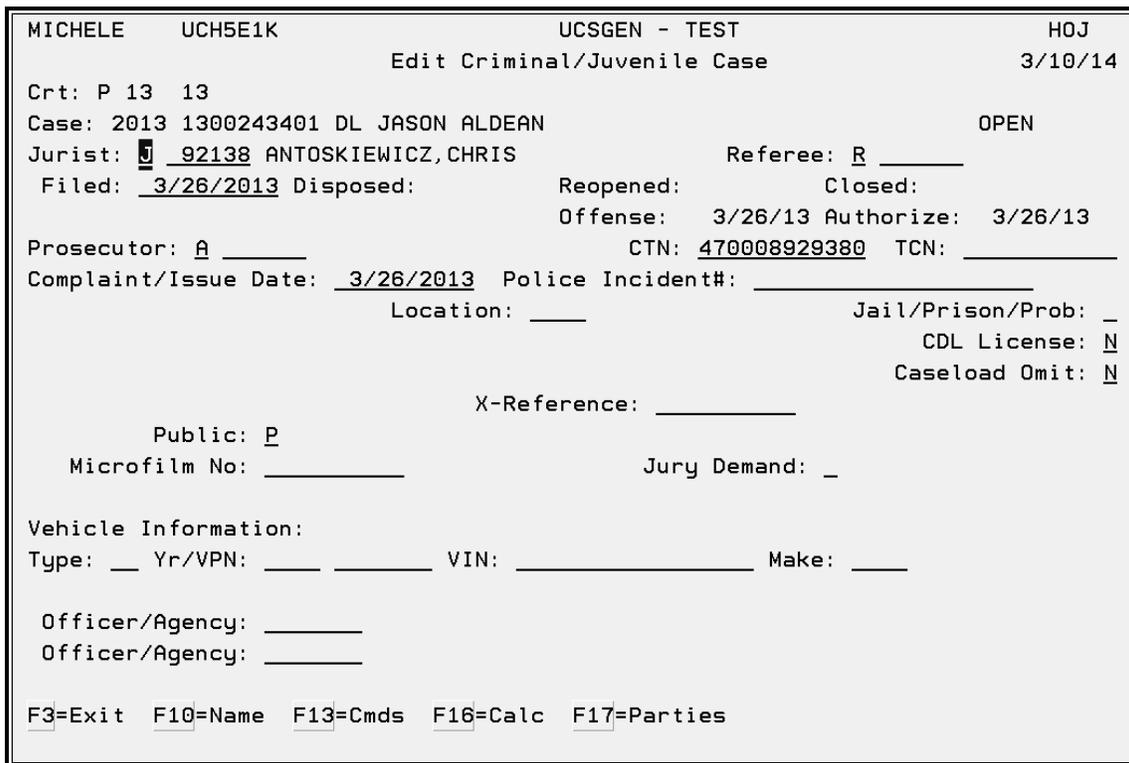
### Option "Change"

Let's review the options that are available from the Work with Cases for a Name screen. We will return to the Work with Name options later on page 41.

To change information for this case enter a "2" next to the case and press the █ key.



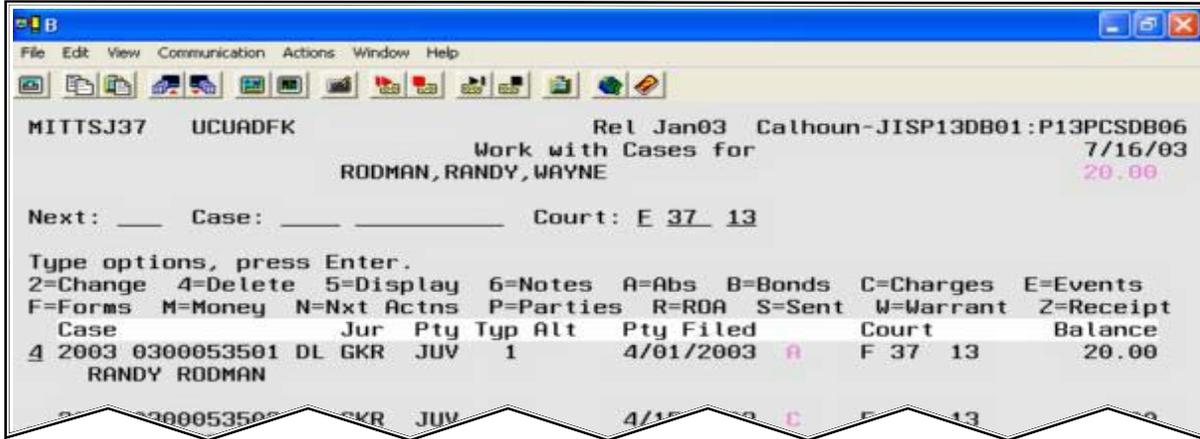
The **Edit Criminal/Juvenile Case** screen will be displayed. Make the necessary changes and press the █ key; you will be returned to the **Work with Cases for** screen . If no changes were made, select █ and you will be returned to the **Work with Cases for** screen.



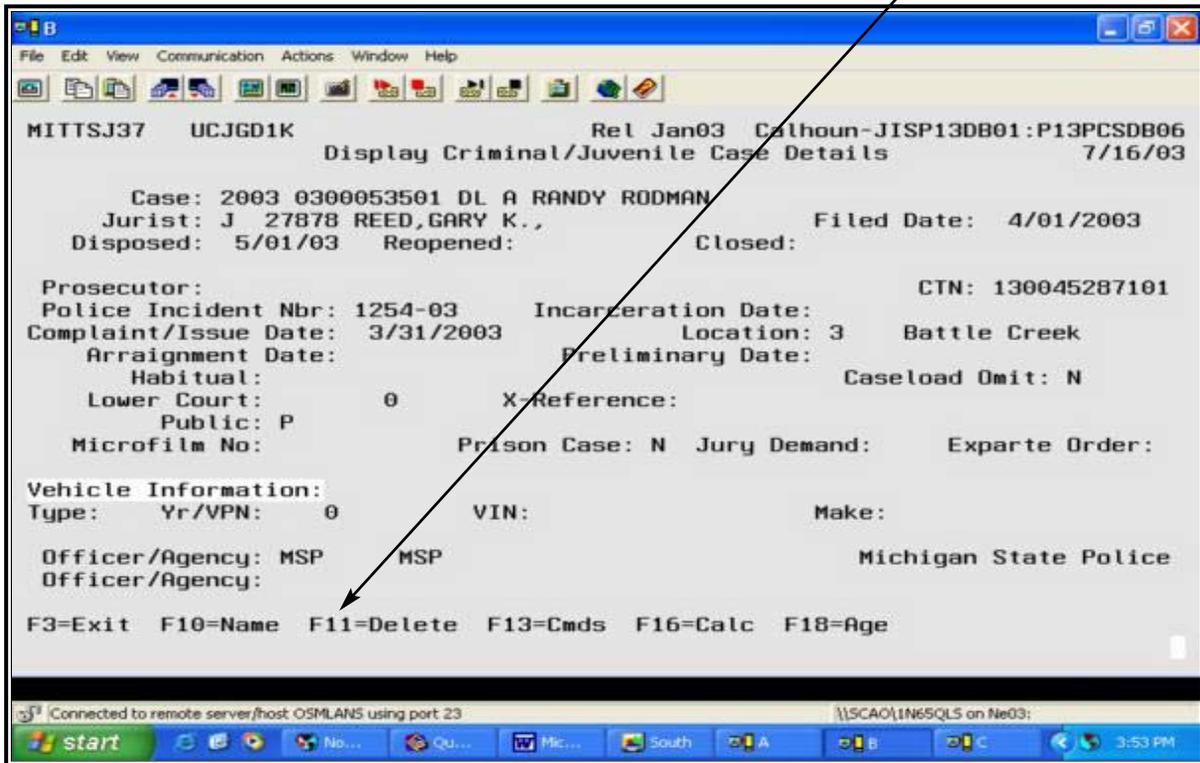
## Work with Cases for a Name

### Option “Delete”

To delete a case enter a “4” next to the case and press the ■ key.



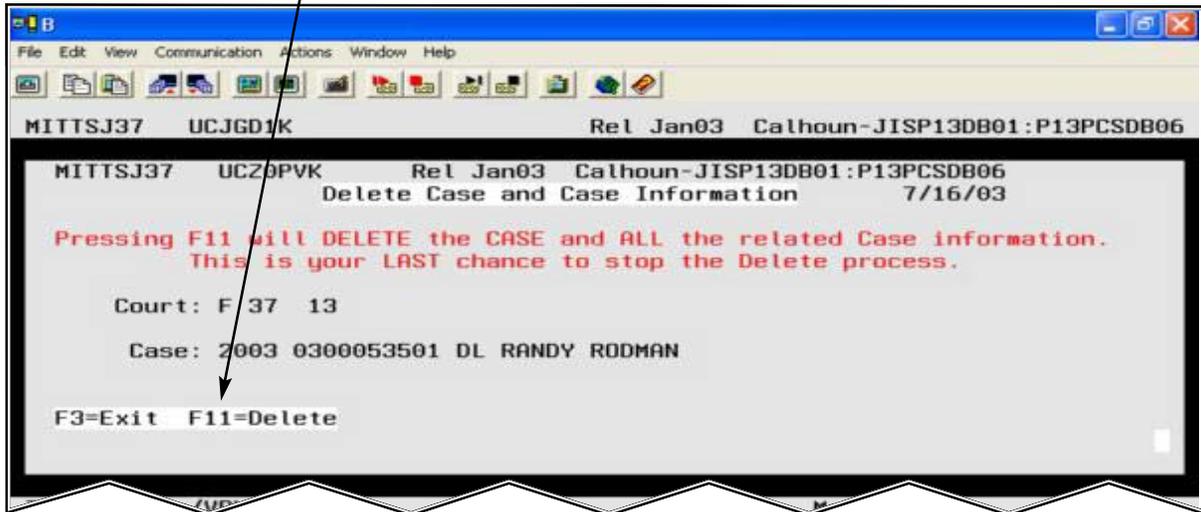
The **Edit Criminal/Juvenile Case** screen will be displayed. Select ■ to delete the case.



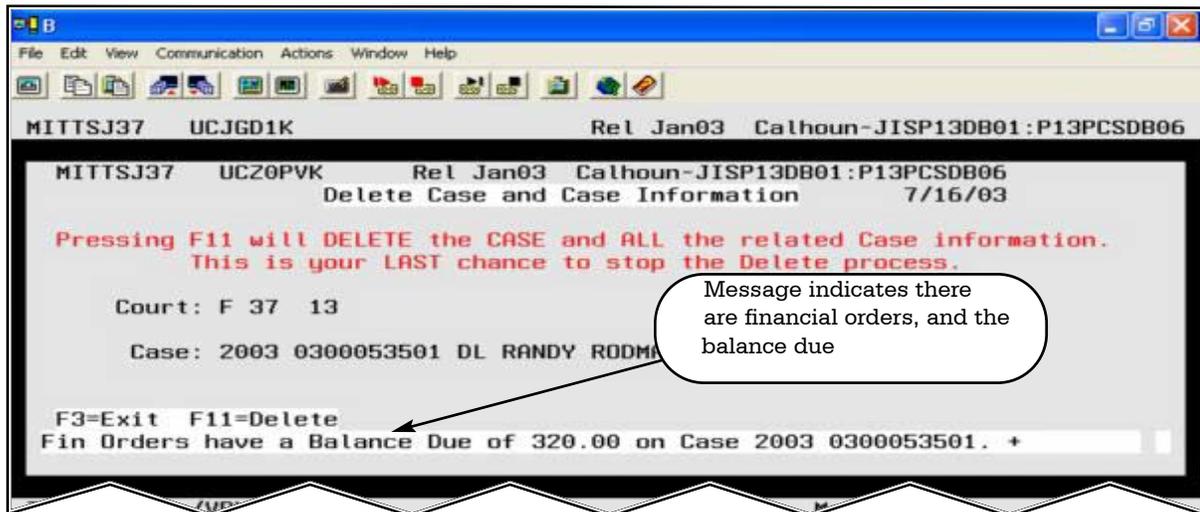
## Work with Cases for a Name

### Option “Delete” continued

A pop-up window will appear entitled **Delete Case and Case Information**. Again, you will need to select **F11** to delete the case, and all related information.



By pressing **F11** to delete, you will receive a message that indicates the record has been deleted. If you attempt to delete a case that has financial orders on it, you will receive the following screen.

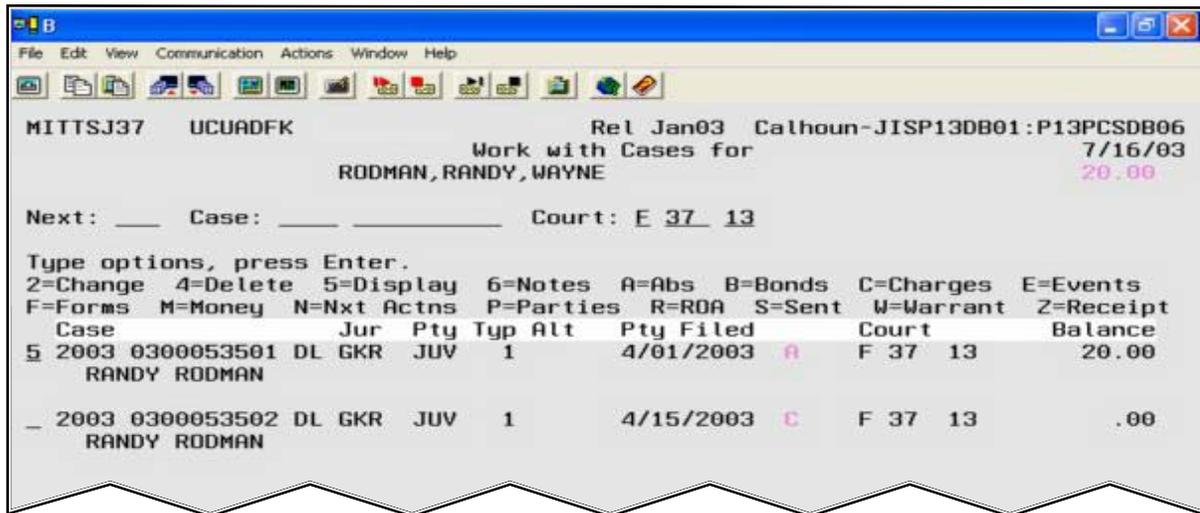


Select **F3** to exit this screen.

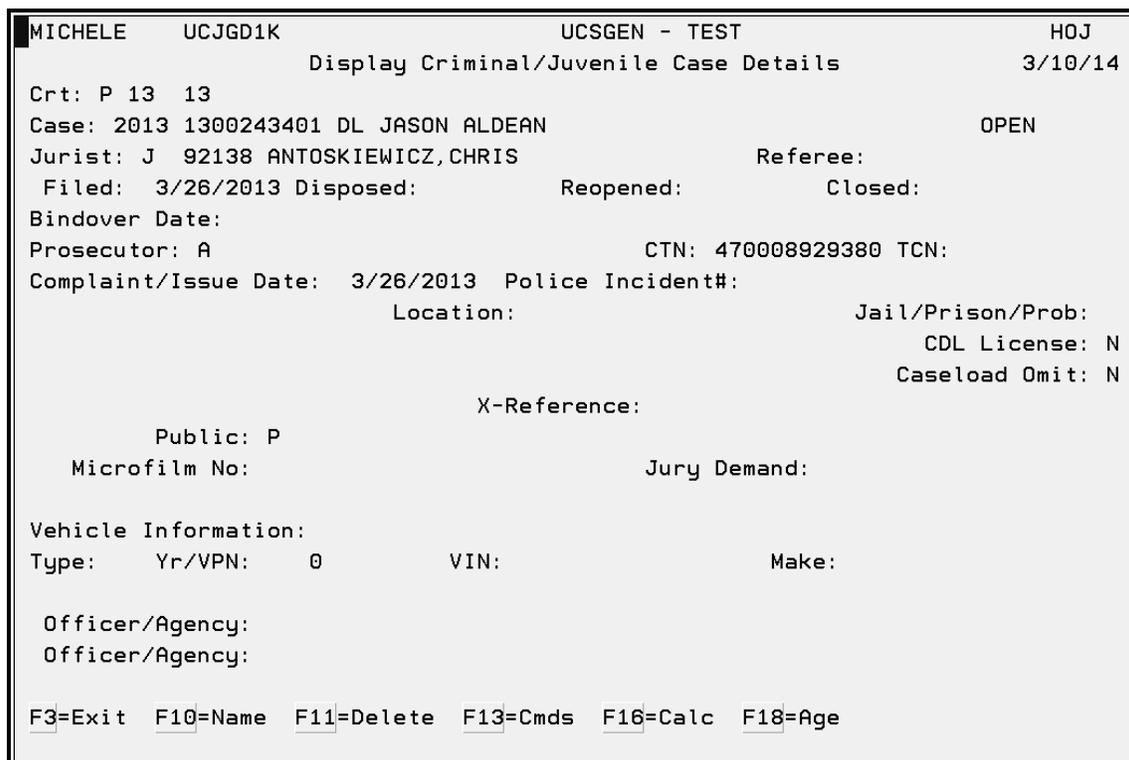
## Work with Cases for a Name

### Option “Display”

To display information for the case header enter a “5” next to the case and press the █ key.



The **Edit Criminal/Juvenile Case** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen.



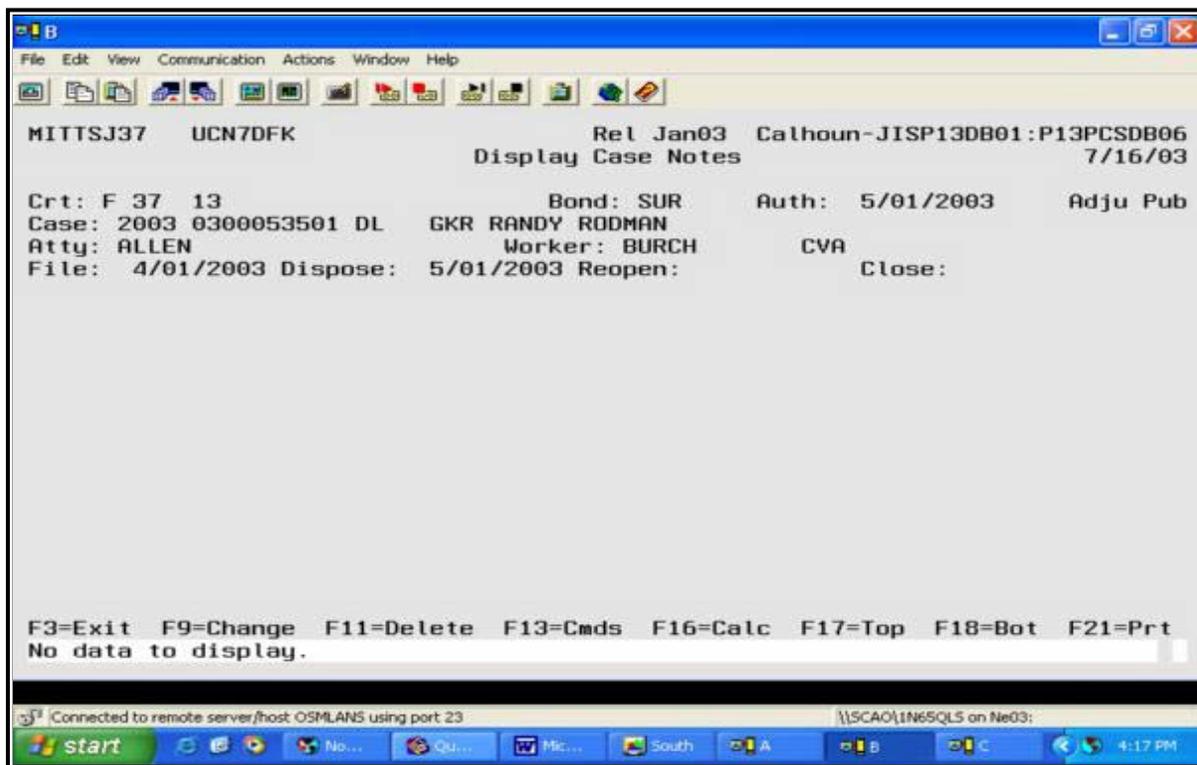
## Work with Cases for a Name

### Option “Case Notes”

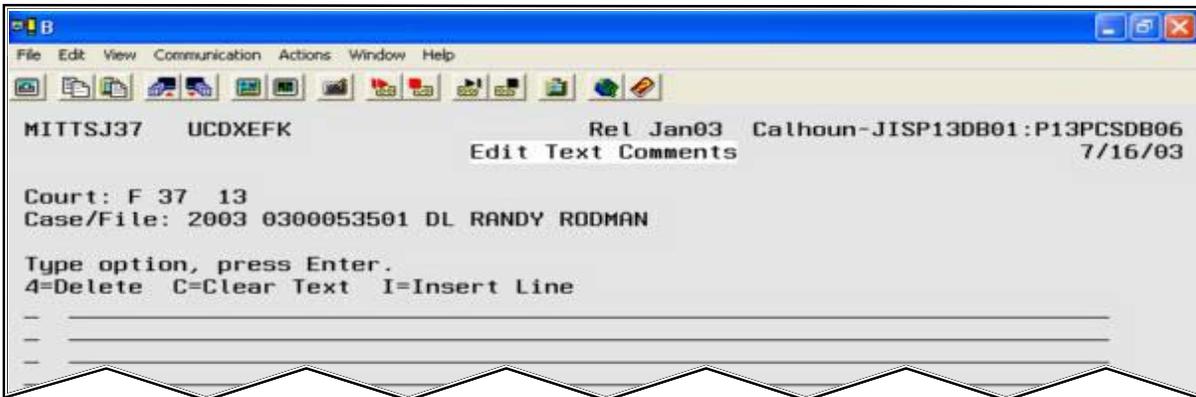
To display notes specific to this case number, type a “6” next to the case and press the █ key.



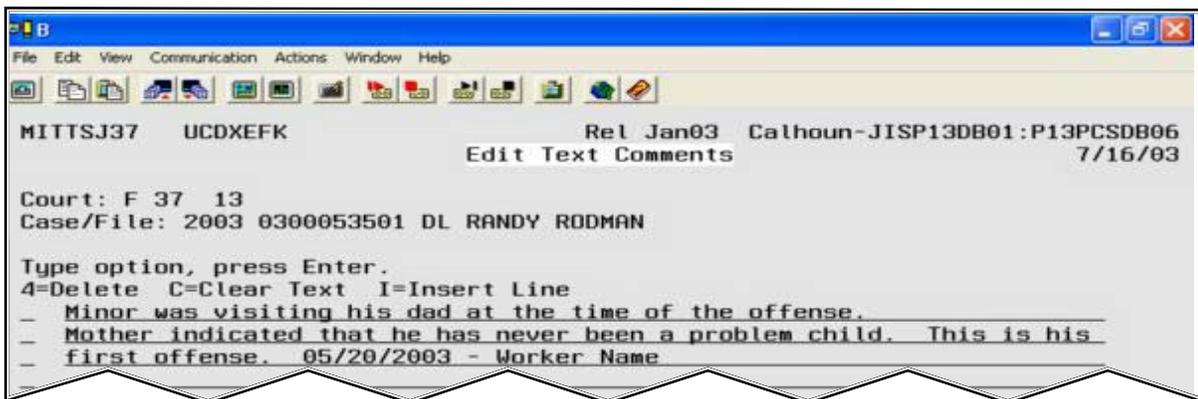
The **Display Case Notes** screen will be displayed. To create notes, select █ and the **Edit Text Comments** screen will be returned.



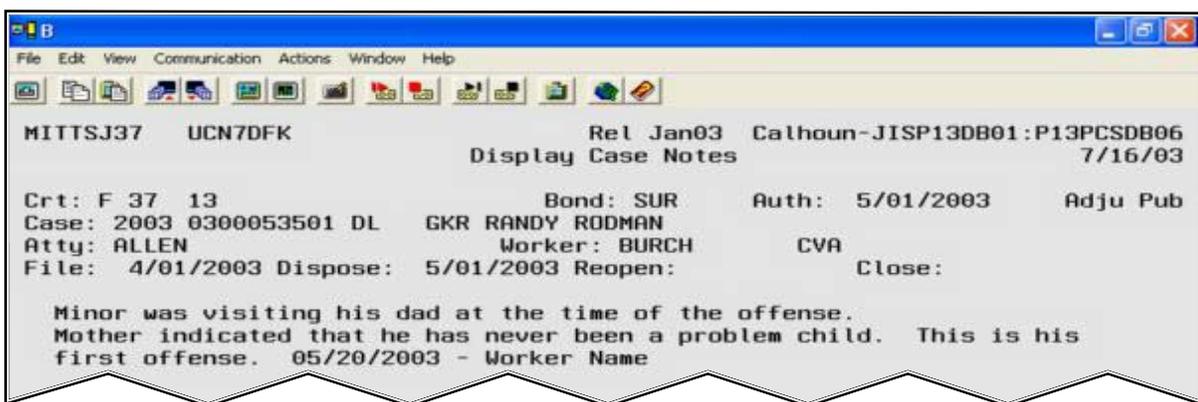
## Work with Cases for a Name Option "Case Notes", continued



When you have entered your desired text, press the **6** key. You will be returned to the **Work with Cases for** screen. Select **6** to exit and you will be returned to the **Work with Cases for** screen.



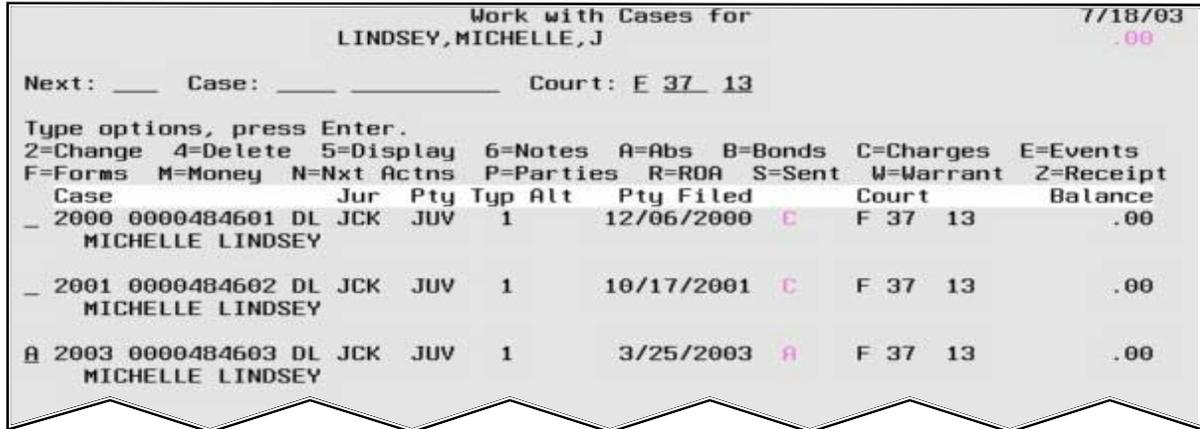
Select option "6" again and press the **6** key. Notes that have been entered will display.



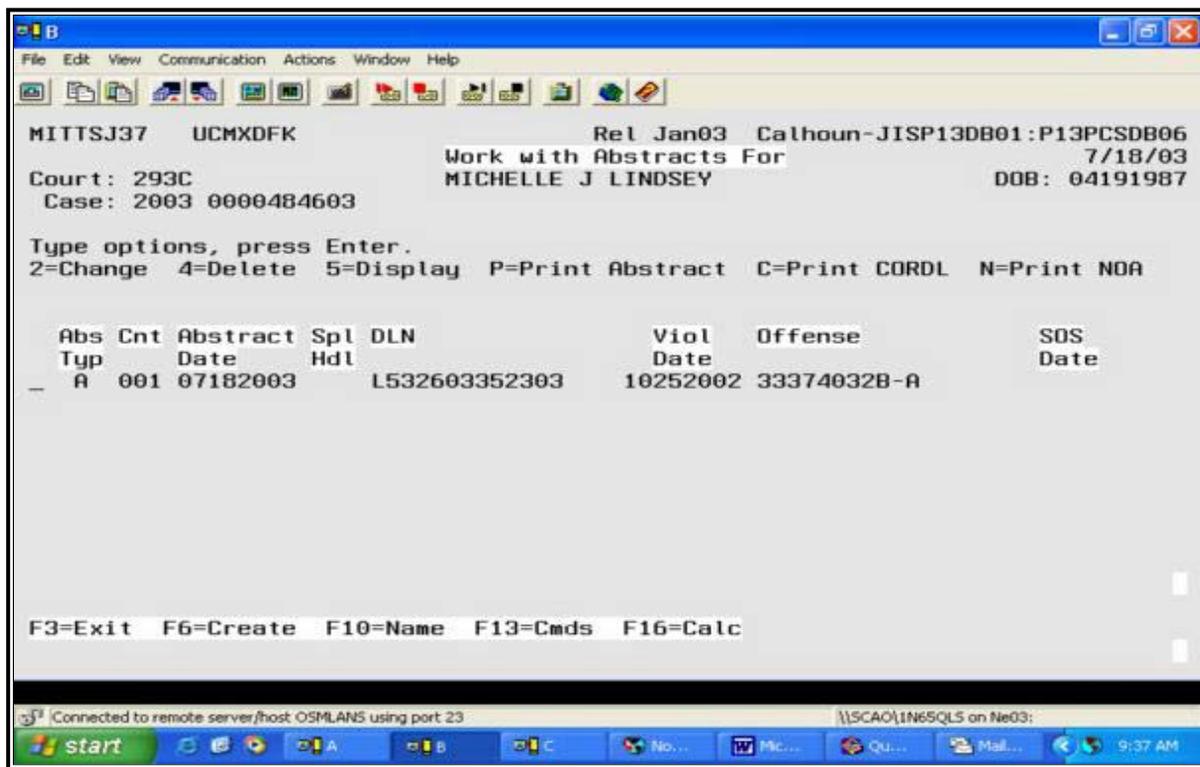
## Work with Cases for a Name

### Option “Abstracts”

To display Abstract information relating to a name enter an “A” next to the case and press the █ key.



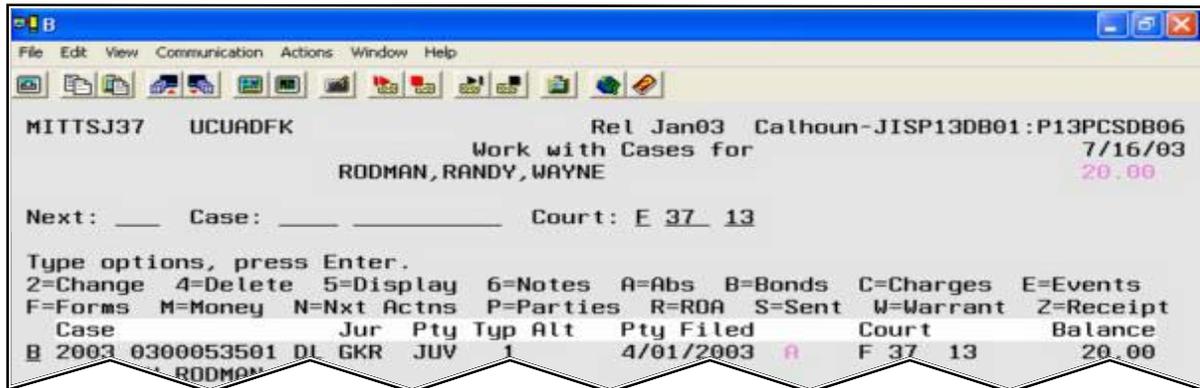
If an abstract has been completed for this case the **Work with Abstracts for** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen. Additional options within the Work with Abstract screen are: change (2), delete (4), display (5), print (P), print CORDL (C) and Print NOA (N). Enter the number/letter next to the abstract and then press █.



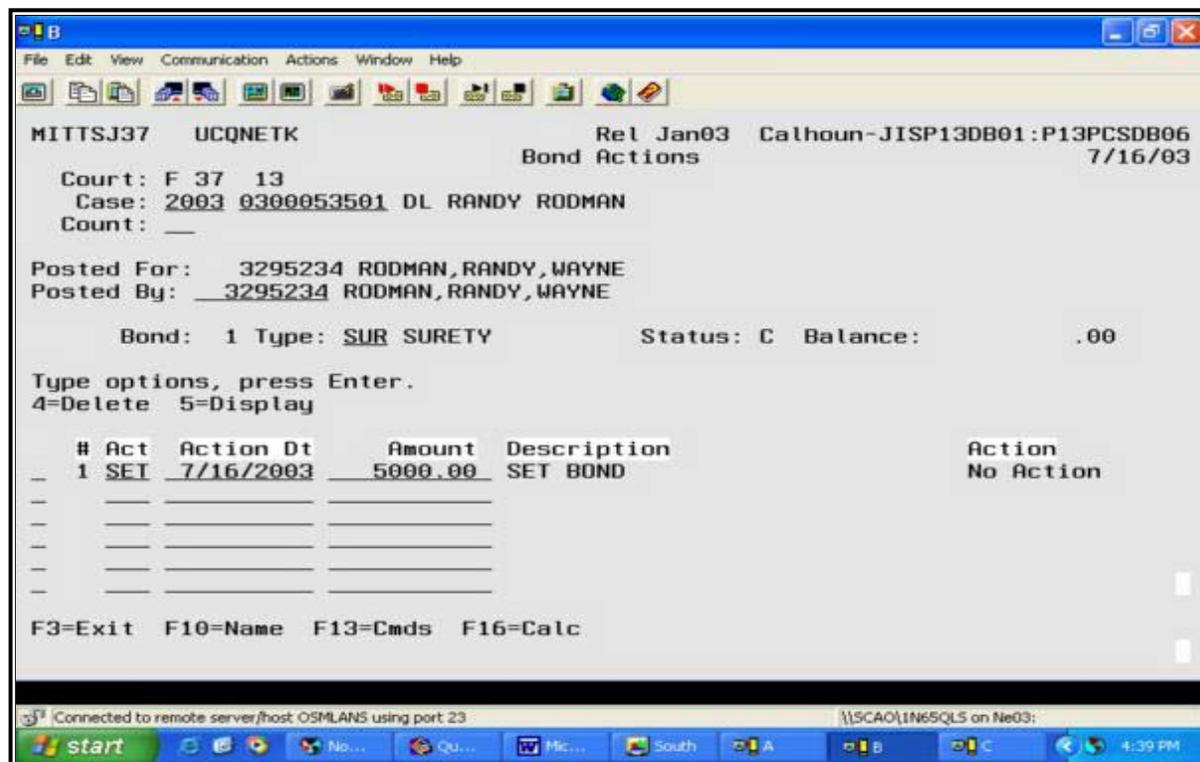
## Work with Cases for a Name

### Option "Bonds"

To display Bond information relating to a name enter a "B" next to the case and press the █ key.

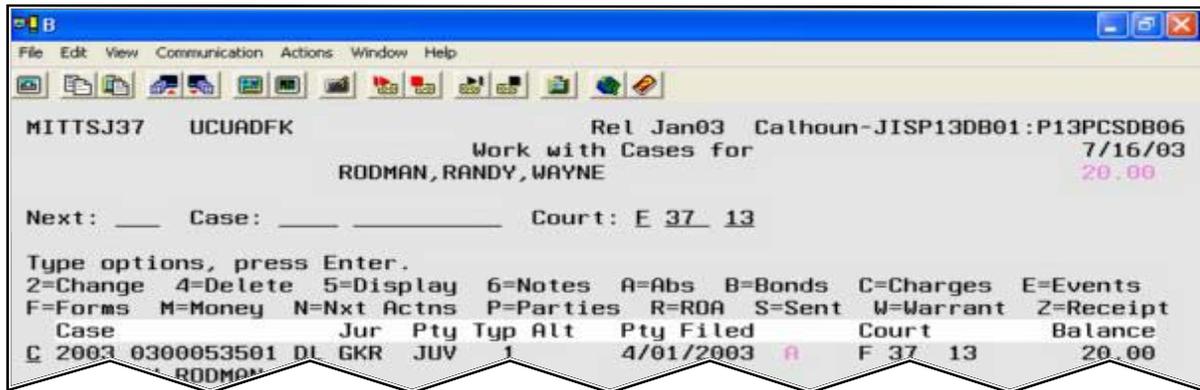


The **Bond Actions** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen.

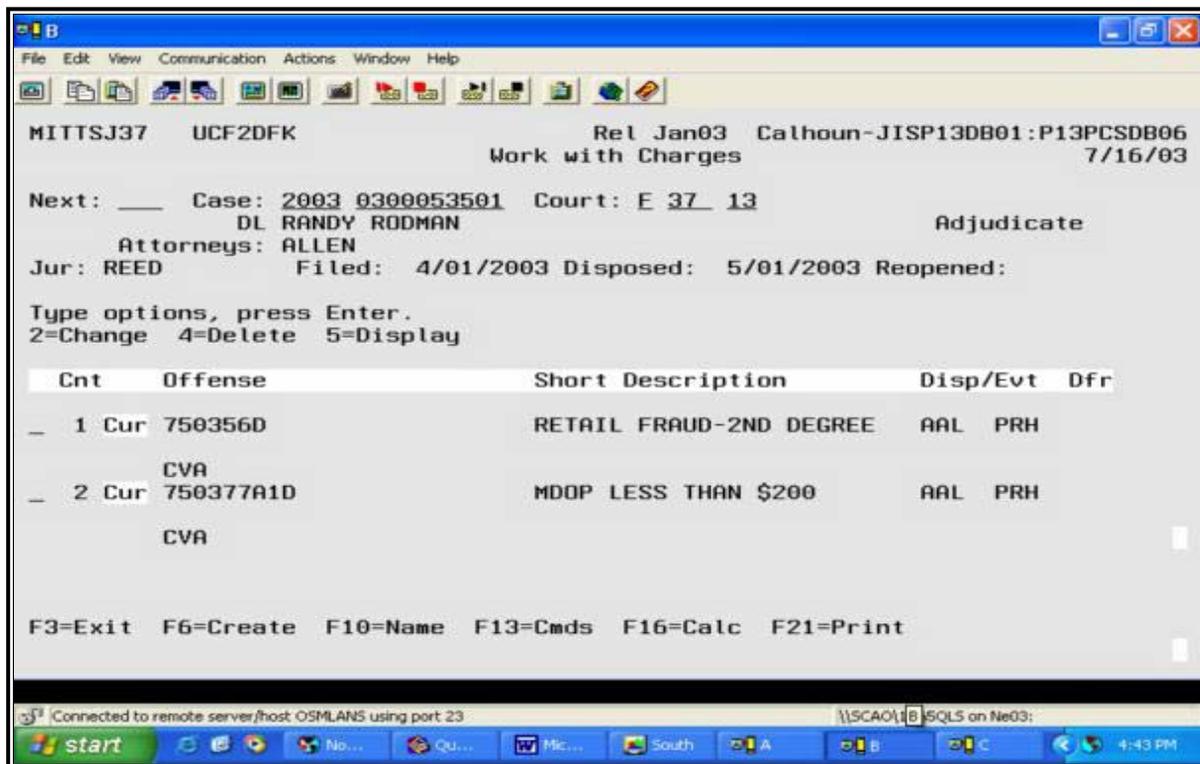


## Work with Cases for a Name Option "Charges"

To display Charge information relating to a name enter a "C" next to the case and press the █ key.



The **Work with Charges** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen. Additional options within the Work with Charges screen are: change (2), delete (4), and display (5). Enter the number next to the charge and press █.



## Work with Cases for a Name Option "Charges", continued

To modify a charge on a case, "2" next to the charge and press the █ key.

```

MITTSJ37  UCF2DFK                               Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                Work with Charges                               7/16/03

Next: ___ Case: 2003 0300053501 Court: E 37 13
                DL RANDY RODMAN                               Adjudicate
Attorneys: ALLEN
Jur: REED      Filed: 4/01/2003 Disposed: 5/01/2003 Reopened:

Type options, press Enter.
2=Change 4=Delete 5=Display

  Cnt  Offense                               Short Description      Disp/Evt  Dfr
  ---  ---                               ---
  2  1  Cur 750356D                          RETAIL FRAUD-2ND DEGREE  AAL  PRH
                CVA
  -  2  Cur 750377A1D                        MDDP LESS THAN $200     AAL  PRH
    
```

The **Edit Charge** screen will be returned for processing.

```

MICHELE   UCKME1K                               UCSGEN - TEST                               HOJ
                                                Edit Charge                               3/10/14

  Crt: P 13 13
Case: 2013 1300243401 DL JASON ALDEAN                               ADJUDICAT
ANTOSKIEWIC Attorneys: SUTPHIN
Filed: 3/26/2013 Disposed: 3/10/2014 Reopened: Closed:

Count: 1 Prosecutor Count: ___ Offense Date: 3/26/2013

  Charge                               A/S/C                               Effect Dt
Original: 43617031A                     ___ ALCOHOL-P/C/P BY MINOR           M 1/01/1900
Current: 43617031A                     ___ ALCOHOL-P/C/P BY MINOR           M 1/01/1900
Notice:

Speed: ___ Allowed: ___ SOS Code: 1360 Effective Date: 9/01/1995

Cmt:

F3=Exit F10=Name F13=Cmnds F15=Calc
    
```

Make the necessary changes and press the █ key. You will be returned to the **Work with Charges** screen. Select █ to exit and you will be returned to the **Work with Cases for** screen.

```

MITTSJ37  UCKME1K                               Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                Edit Charge                               7/16/03

  Crt: F 37 13
Case: 2003 0300053501 DL RANDY RODMAN                               Adjudicat
REED      Attorneys: ALLEN
Filed: 4/01/2003 Disposed: 5/01/2003 Reopened: Closed:

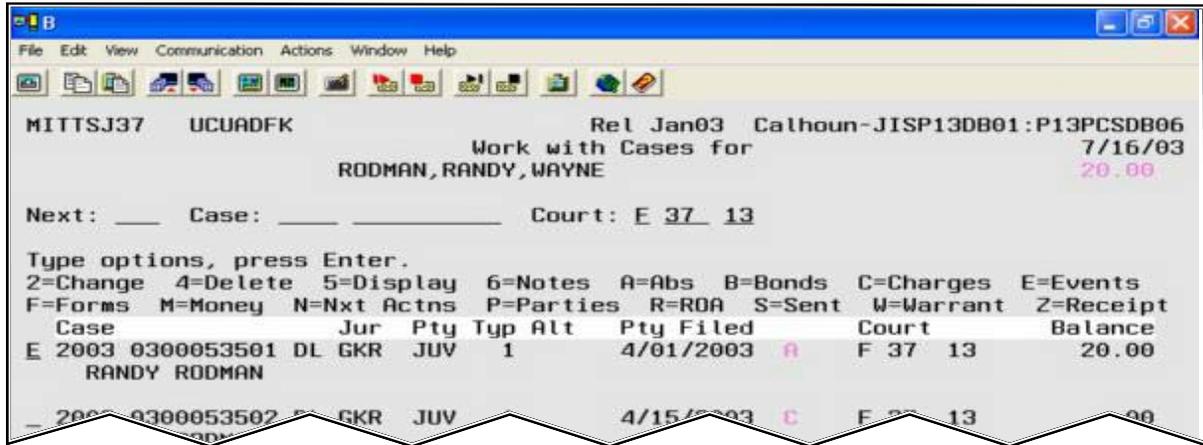
Count: 1 Prosecutor Count: ___

  Charge                               A/S/C
Original: 750356D                       ___ RETAIL FRAUD-2ND DEGREE
Current: 712A2A2A3                       ___ INCORRIGIBLE
Notice:
    
```

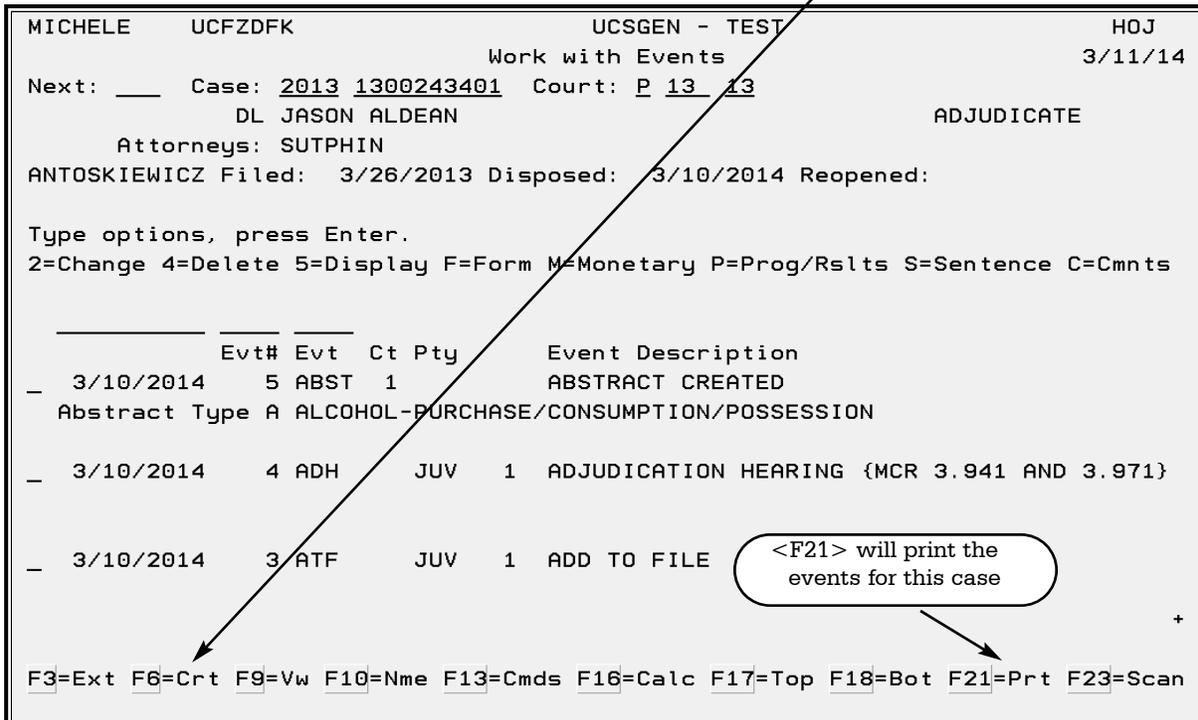
## Work with Cases for a Name

### Option "Events"

To display Event information relating to a case enter an "E" next to the case and press the █ key.



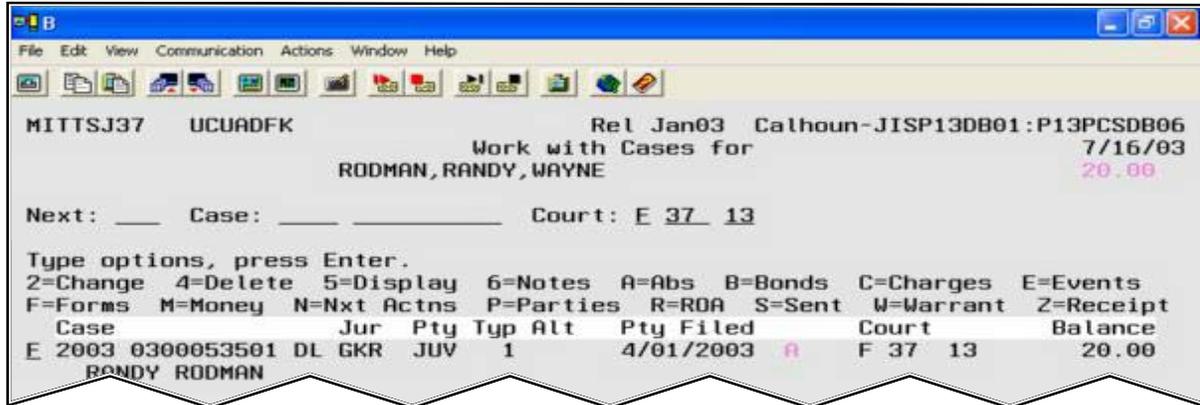
The **Work with Events** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen. To create an event, select █. Additional options within the Work with Events screen are: change (2), delete (4), display (5), create a form (F), display monetary orders (M), view or change programs and results (P) view/edit sentencing information (S), or view/edit comments (C). Enter the letter/number next to event and press █.



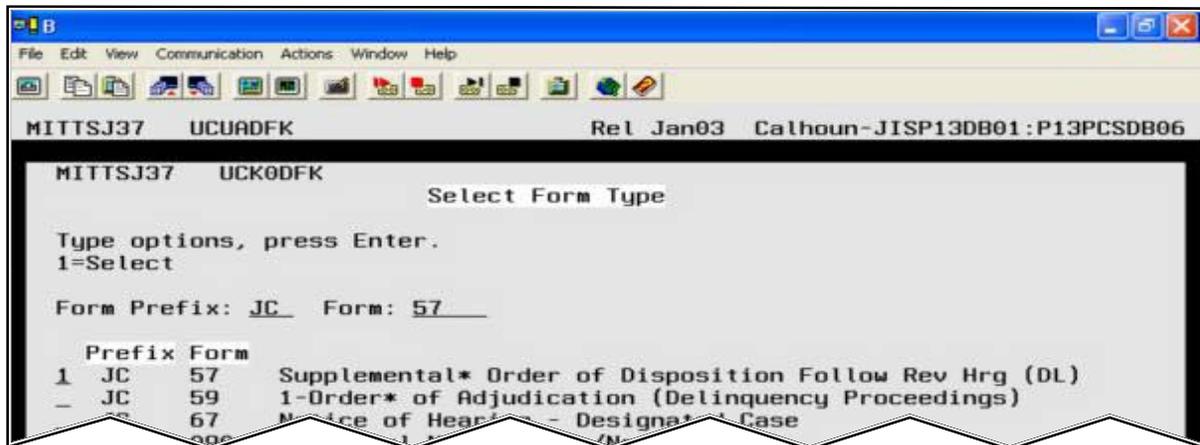
## Work with Cases for a Name

### Option "Forms"

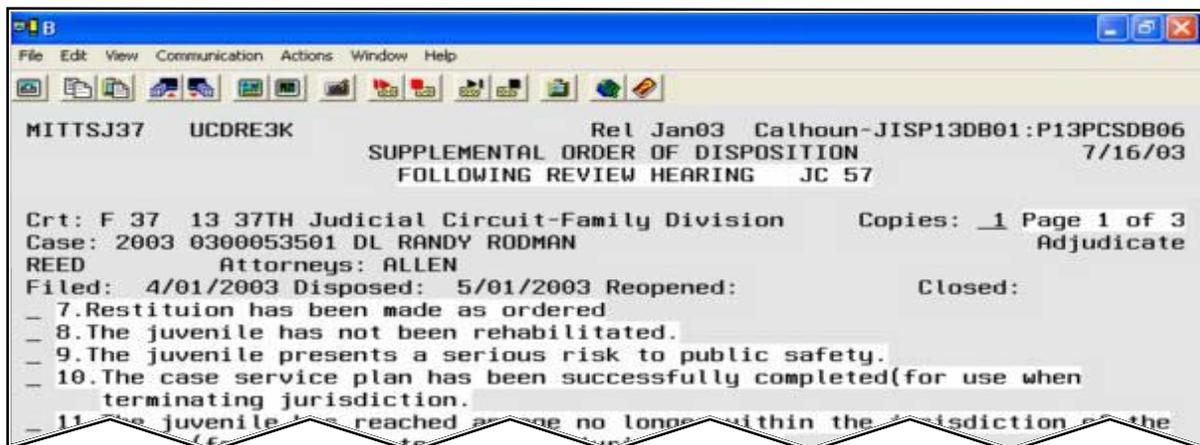
To create a form, enter "F" next to the case and press the █ key.



The **Select Form Type** screen will be displayed. Select the form you want to create by entering a "1" next to the form and press the █ key.



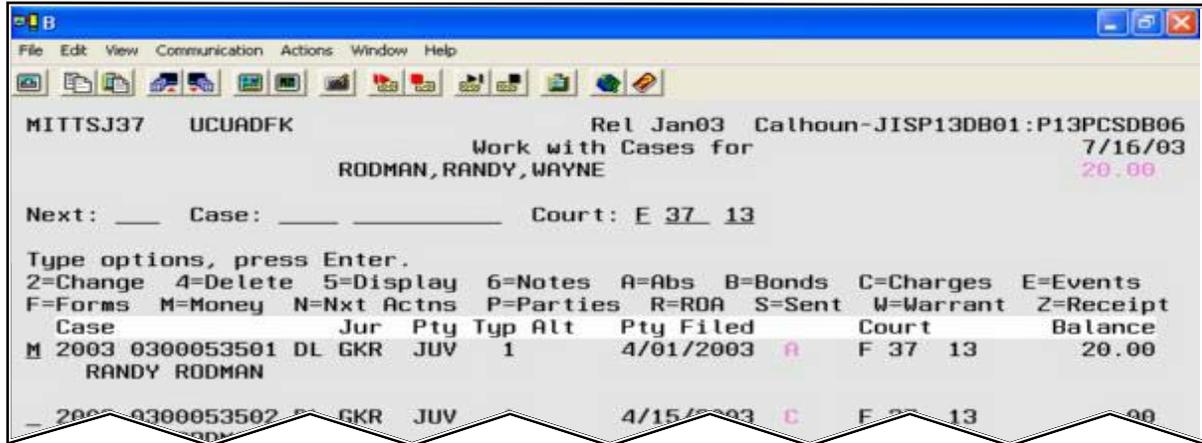
The selected form will be returned for processing.



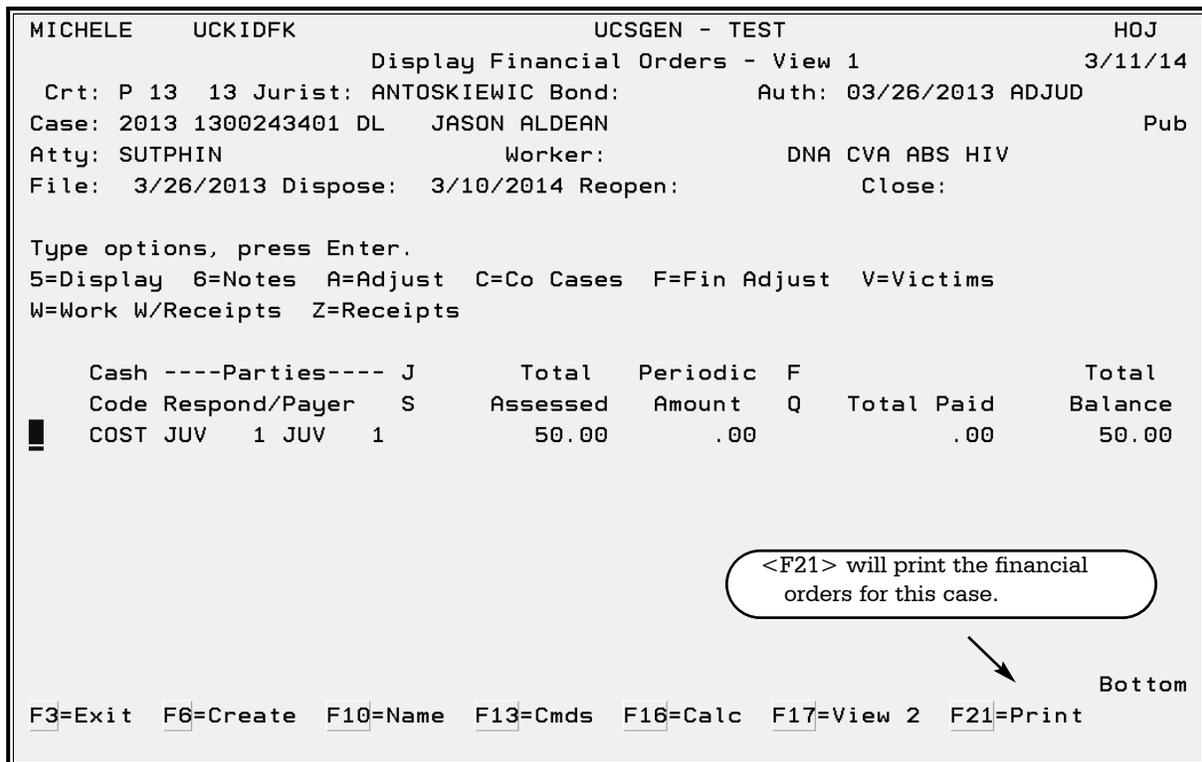
## Work with Cases for a Name

### Option "Money"

To display all monetary orders for this case, enter an "M" next to the case and press the █ key.



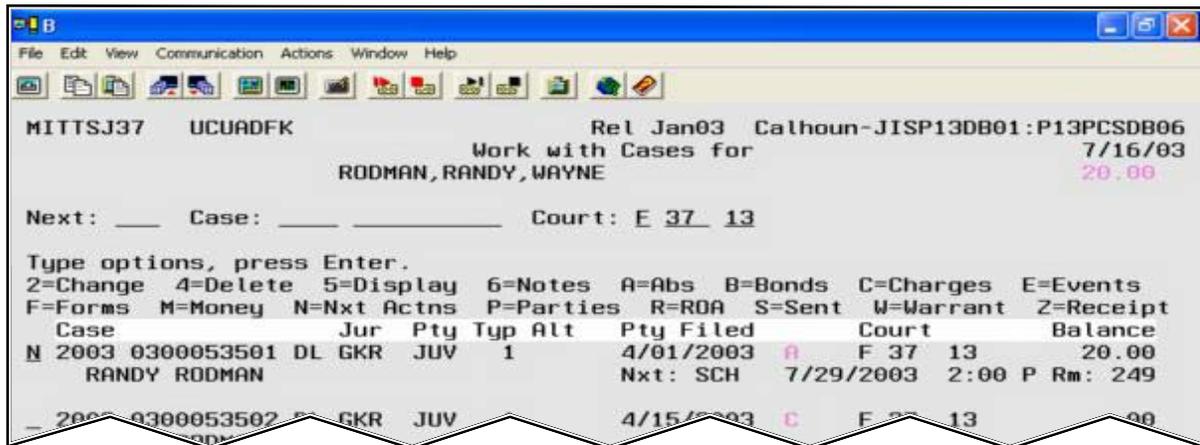
The **Display Financial Orders** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen. Additional options within the Display Financial Orders are: delete (4), display (5), adjust (A), view co-cases (C), create/view financial adjustments (F), view victims (V), work w/receipts (W), or create a receipt (Z). Enter the letter/number next to the cash code and press █.



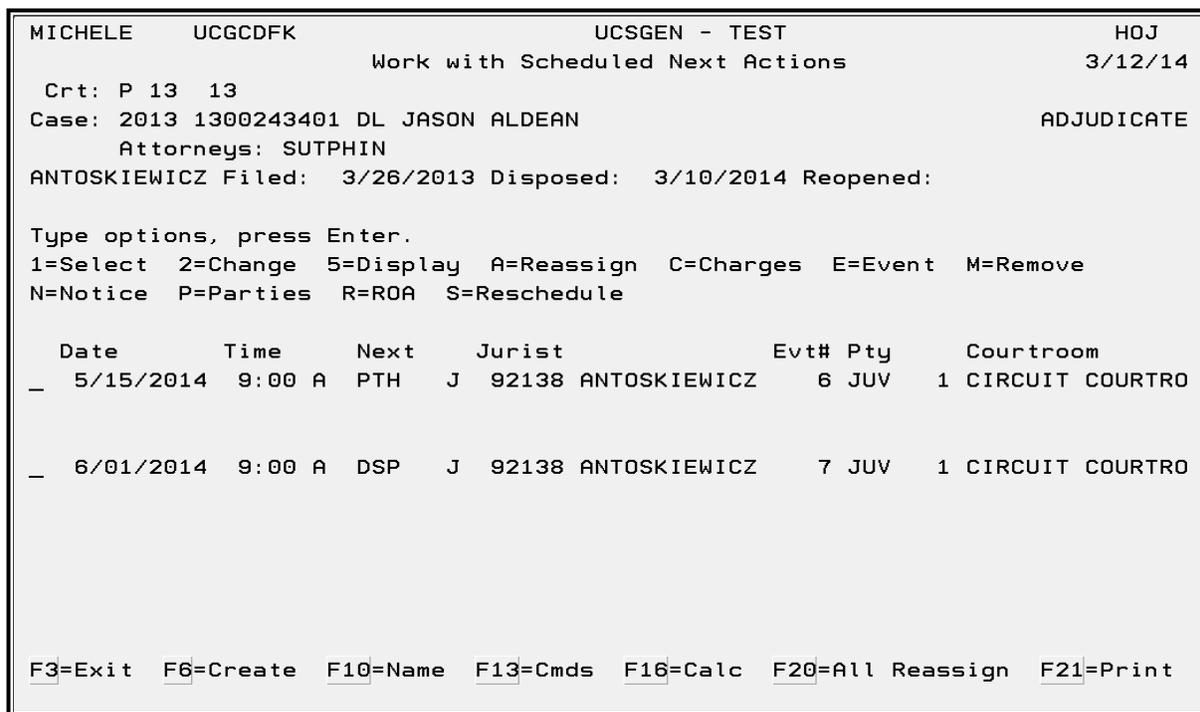
## Work with Cases for a Name

### Option "Next Actions"

To display all next actions (scheduled court hearings) for this case, enter an "N" next to the case and press the █ key.

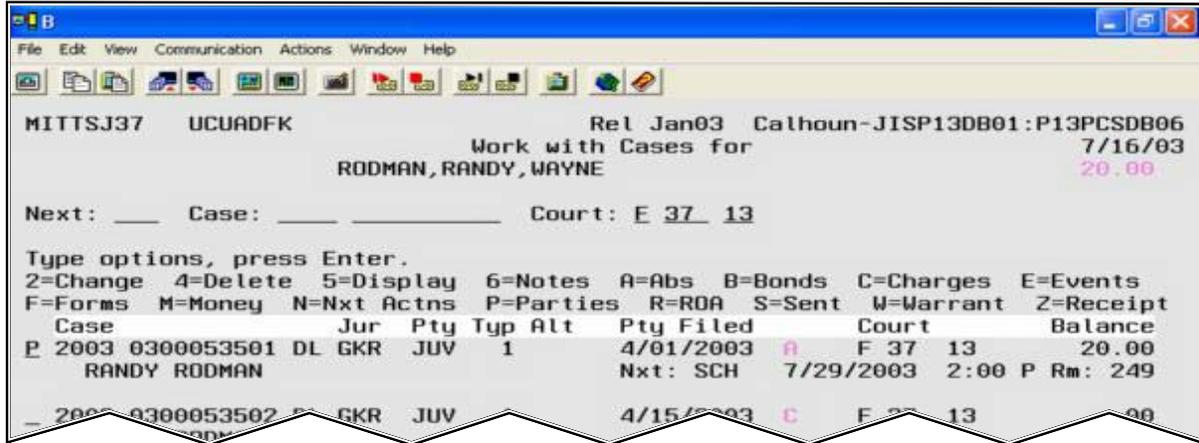


The **Work with Scheduled Next Actions** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen. Additional options within the work with Scheduled Next Actions are: select (1), change (2), display (5), Reassign (A), Charges (C), work with events (E), remove (M), Notice (N), Parties (P), ROA (R), or reschedule (S). Enter the letter/number next to the next action and press █.

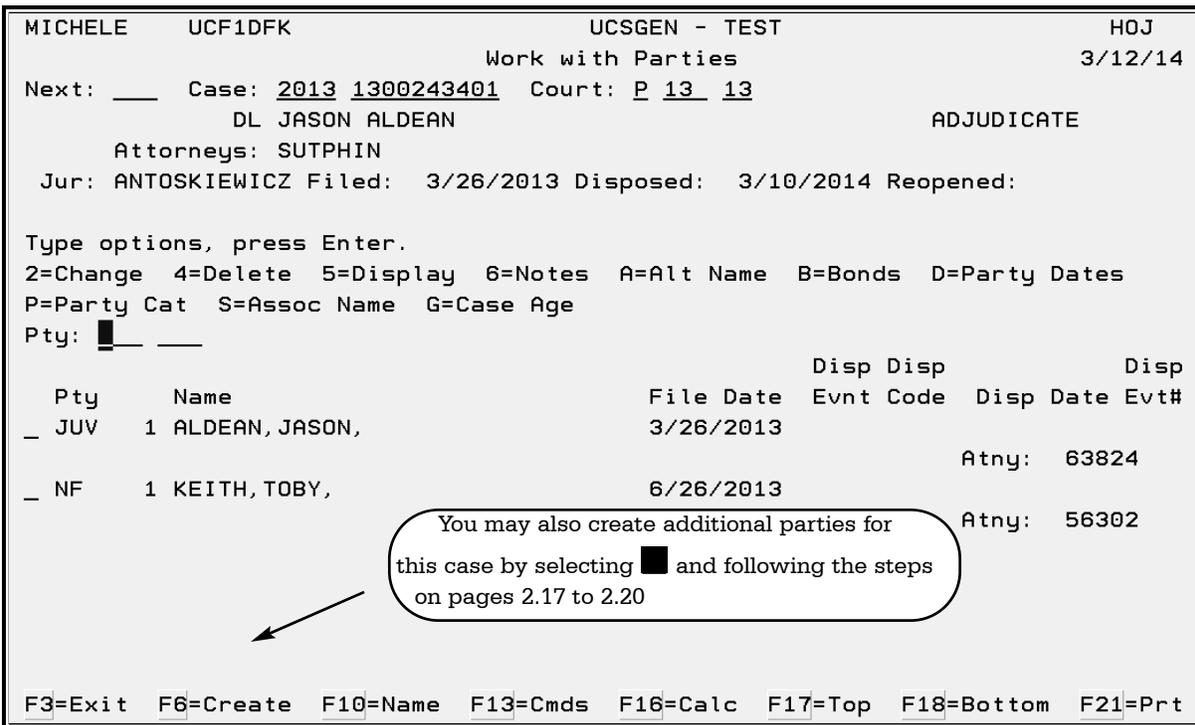


## Work with Cases for a Name Option "Parties"

To display all parties for this case, enter a "P" next to the case and press █.

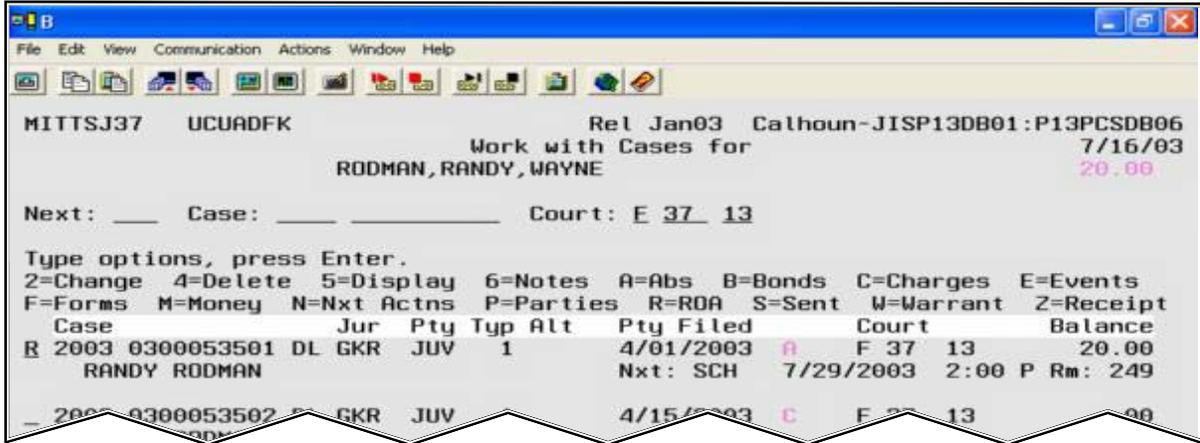


The **Work with Parties** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen. Additional options on the Work with Parties screen are: change (2), delete (4), display (5), notes (6), go to/create alternate names (A), or bonds (B), (the Party Dates and Party Category options do not apply to juvenile proceedings), party associations (S), and case age (G). Enter the letter/number next to the party and press █.



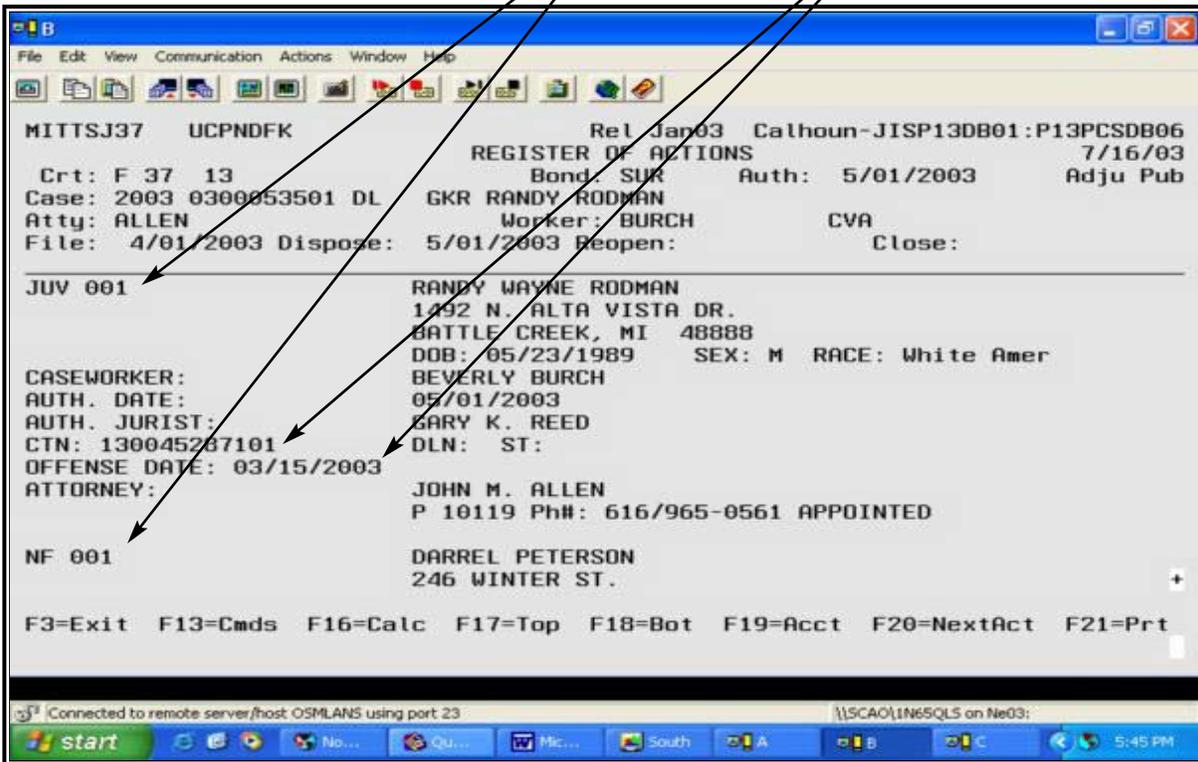
## Work with Cases for a Name Option "ROA"

To view the Register of Actions for a case, enter an "R" next to the case and press the █ key.



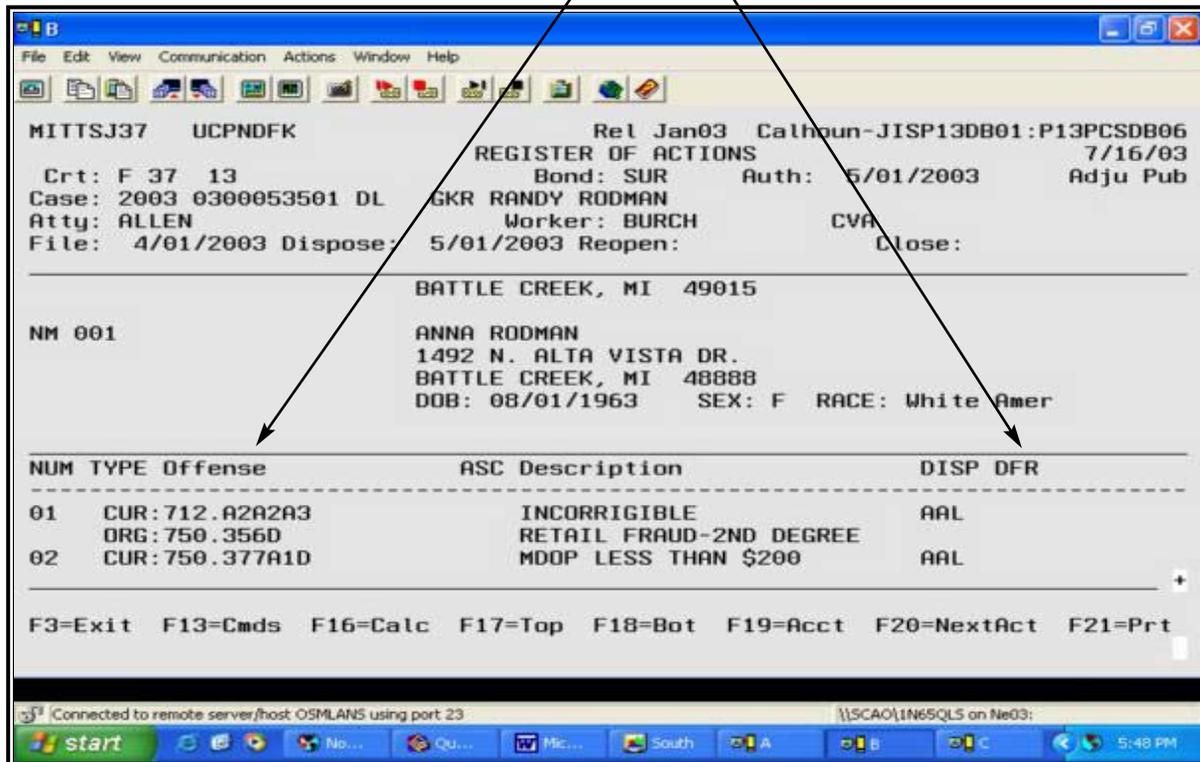
The case **Register of Actions** screen will be returned. You may go to the bottom of the **ROA** screen by entering <F18>, or you may scroll down using your page down key.

The first text displayed is regarding party information and case information



## Work with Cases for a Name Option "ROA", continued

The next portion of the screen will be the charge information, such as the PACC code, description, disposition and if the charge was deferred.



## Work with Cases for a Name Option "ROA", continued

Next, financial information will be displayed, and then event information.

MITTSJ37 UCPNDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSDB06  
 REGISTER OF ACTIONS 7/16/03  
 Crt: F 37 13 Bond: SUR Auth: 5/01/2003 Adju Pub  
 Case: 2003 0300053501 DL GKR RANDY RODMAN  
 Atty: ALLEN Worker: BURCH CVA  
 File: 4/01/2003 Dispose: 5/01/2003 Reopen: Close:

Cash Code	Parties Respond	Payor	S	Begin Date	Order Amount	Periodic Amount	F Q	Balance
CVAF	JUV 001	JUV 001	N	05/15/2003	20.00			20.00
ATTF	JUV 001	NF 001	N	05/15/2003	150.00			150.00
ATTF	JUV 001	NM 001	N	05/15/2003	150.00			150.00
Total:								320.00

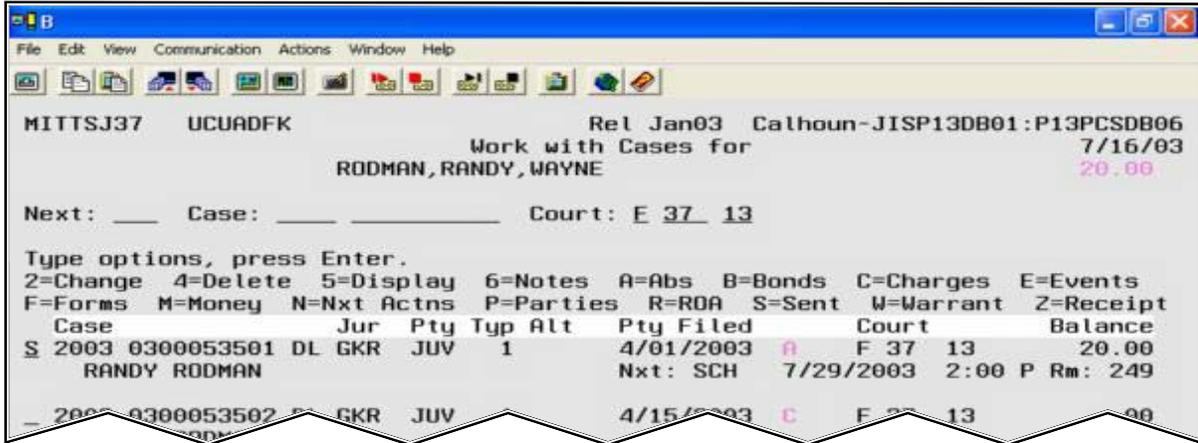
NUM	Date	Jurist	Chg/Party	Clerk
1	04/01/2003		JUV 001	MITTS
		ATTORNEY OF RECORD		
		ATTORNEY: ALLEN		
2	04/01/2003		JUV 001	MITTS +

F3=Exit F13=Cnds F16=Calc F17=Top F18=Bot F19=Acct F20=NextAct F21=Prt

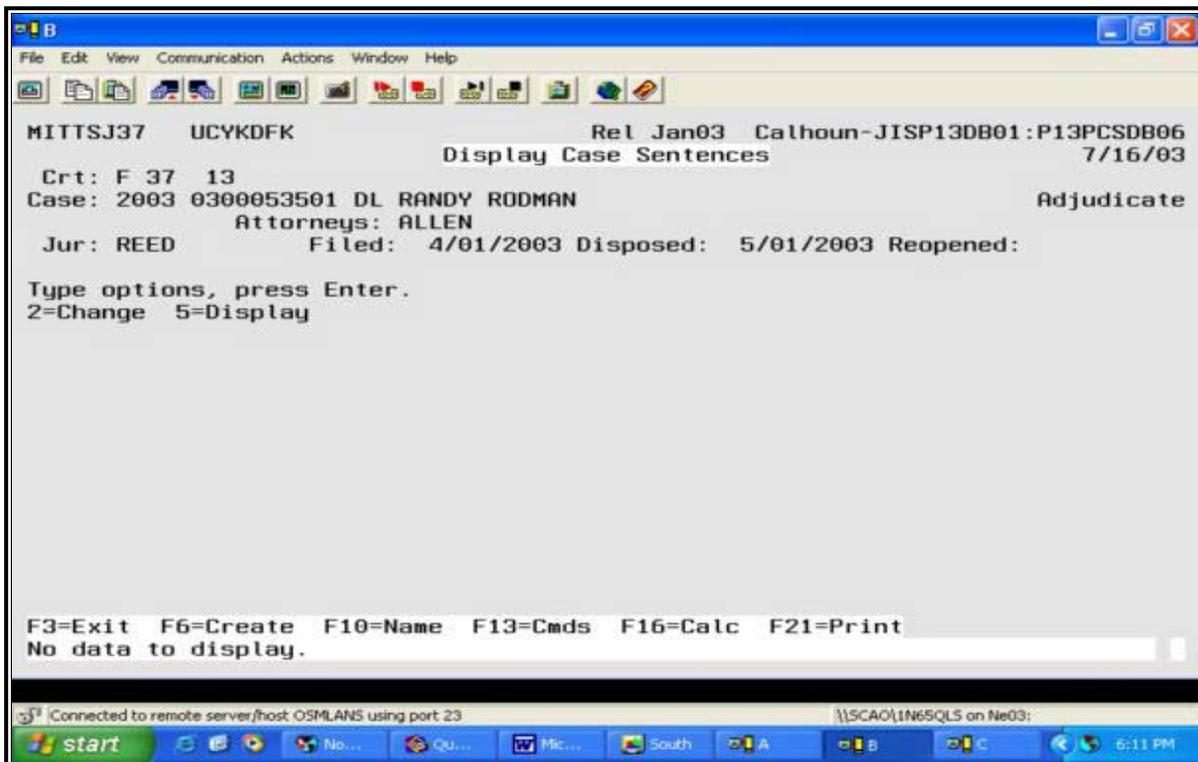
Connected to remote server/host: OSMLANS using port 23 \\SCAO\1N6SQLS on Ne03: 5:53 PM

## Work with Cases for a Name Option "Sentencing"

To display sentencing information for this case, enter an "S" next to the case and press the █ key.

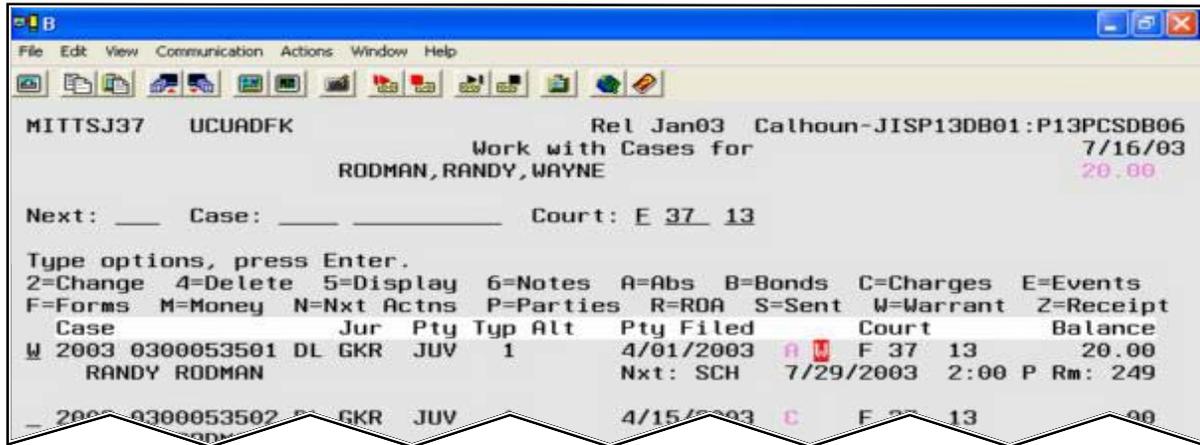


The **Display Case Sentences** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen. Case Sentences will only apply to DJ cases for Juvenile Proceedings.

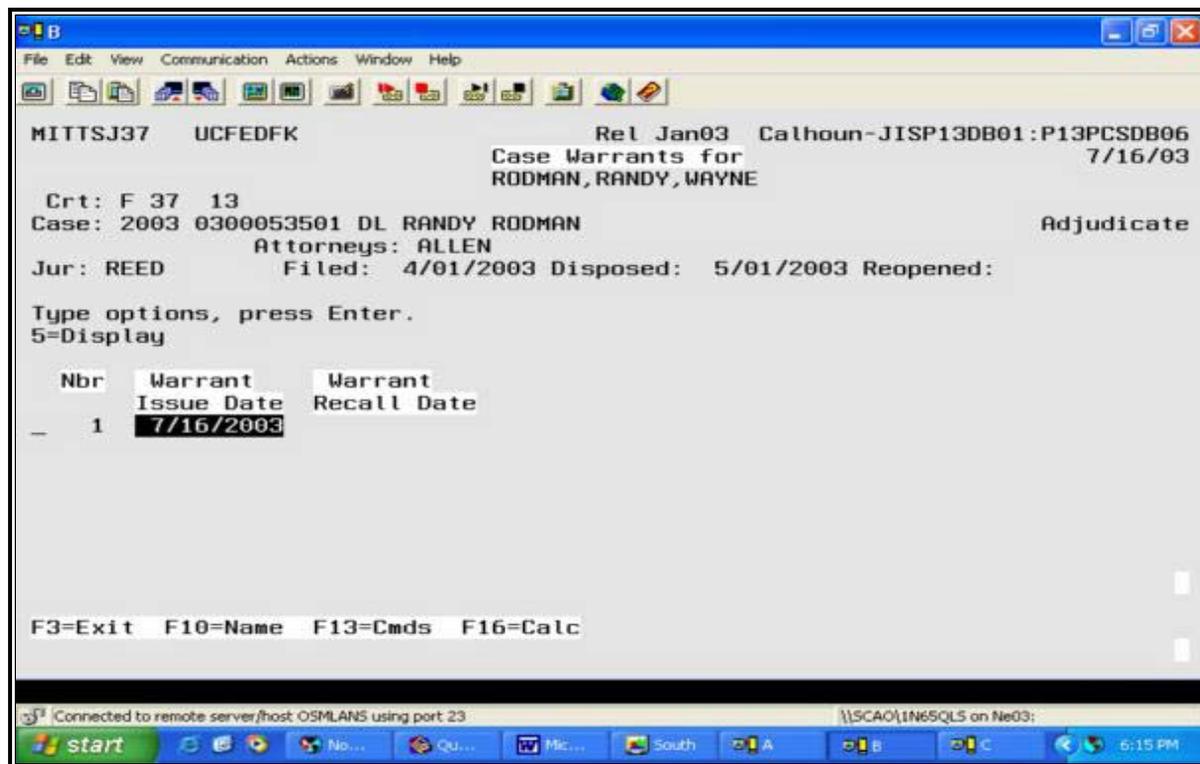


## Work with Cases for a Name Option "Warrants"

To display the warrant information for this case, enter a "W" next to the case and press the █ key.



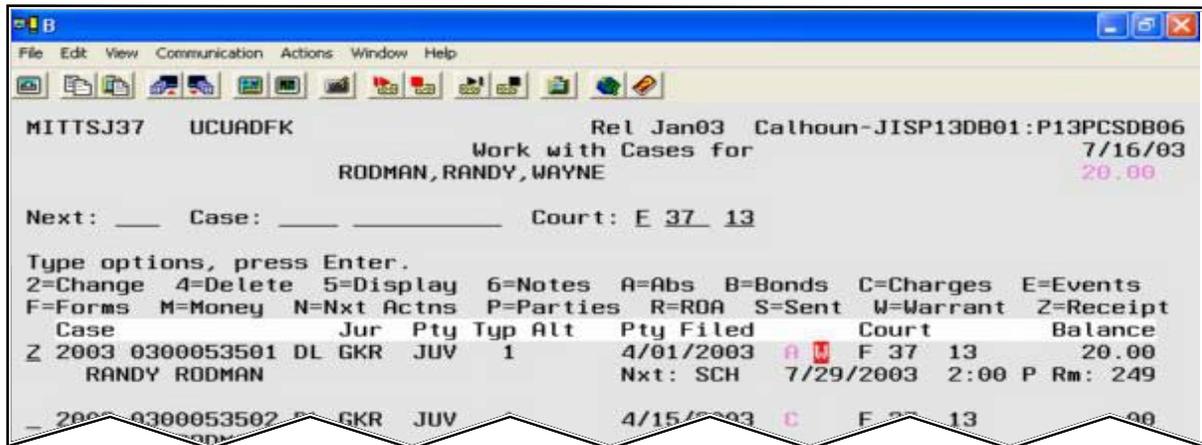
The **Case Warrants for** screen will be displayed. Select █ to exit and you will be returned to the **Work with Cases for** screen.



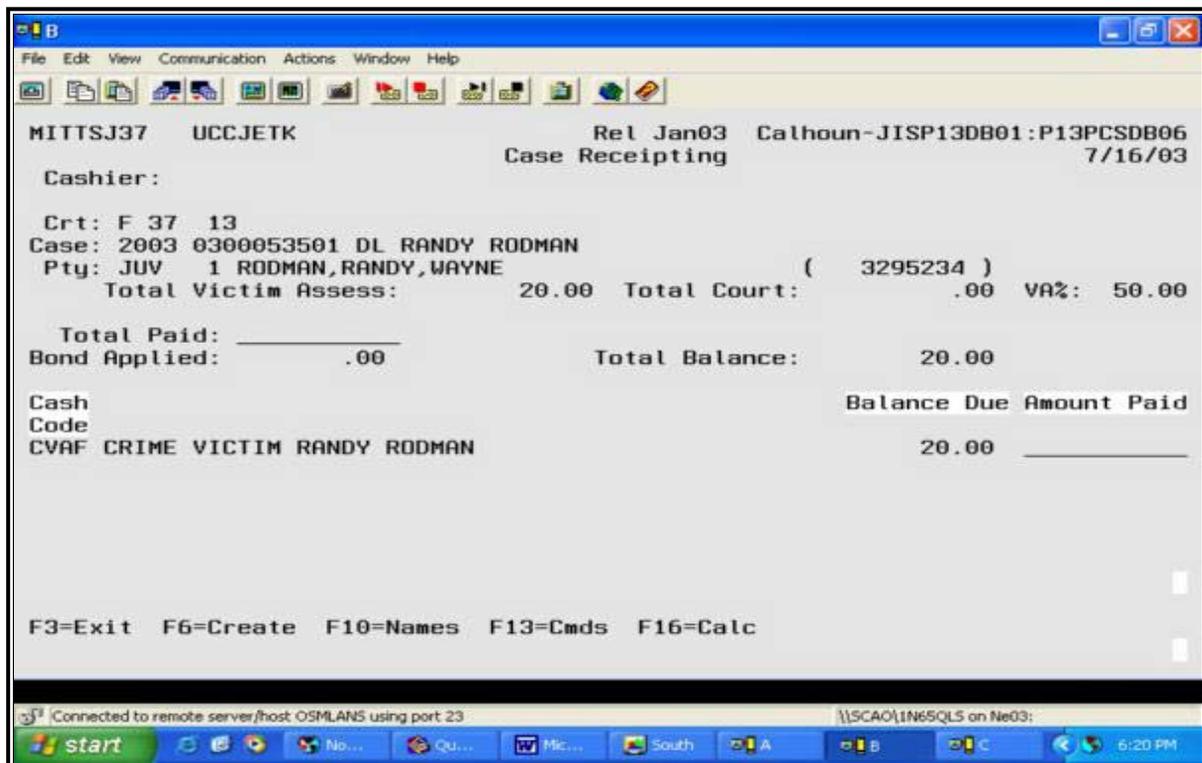
## Work with Cases for a Name

### Option "Case Receipt"

You may also generate a receipt from the case screen by entering a "Z" next to the case and pressing the █ key.



The **Case Receipting** screen will be returned for processing. Select █ to exit and you will be returned to the **Work with Cases for** screen. If you wish to continue with receipting, follow the steps listed on pages 9.12 to 9.14.



## Work with Names Option "Fin Info"

Let's return to **Work with Names** and continue to review the name options.

To review **Financial Information** for a name enter an **"F"** next to the name and press █.

```

STARR37   UCHRDFK                               Rel Jan03   Calhoun-JISP13DB01:P13PCSD006
                                                Work with Names                               7/17/03

Next: ___  Case: ___  Court: E 37 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money W=Wills Z=Receipts

Name: RODMAN,R
-----
Name           X R   DOB       SSN       City           Alt
E  RODMAN,RANDY,WAYNE      M WA  5/23/1989
-  RODMAN,SARAH,SUZANNE   F WA
-  RODNEY,RARICK
-  ...
                                EAST LEROY
                                ...
    
```

Additional options within the **Financial Information** screen are: change (2), delete (4), display (5), notes (6), AR bills (A), delq let (D), run bill (R), monetary (M), payment plan (P), and tax intercept (T). Enter the letter/number next to the file number and then press █.

```

MICHELE   UCDGDFK                               UCSGEN - TEST                               HOJ
                                                Financial Information for:                       3/12/14
All Courts   ALDEAN,JASON,                               ( 210878 )

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept

Billing Loc: ___

Billing Location           Supp   Sent To   --- Tax Intercept ---
- 1 JUVENILE NA & PJ      Bill NSF Collect   Status   Date
- 3 JUVENILE - CRIM (DL)
- 4 PROBATE ONLY

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc

Bottom
    
```

## Work with Financial Information Option "Edit Financial Details"

To edit financial details enter a "2" next to the Billing Location and press █. The **Edit Financial Details for** screen for the selected name will be displayed. A court (specific to court location) may store specific financial information relating to individual bills. If you have added information to this screen, press the █ key and you will be returned to the **Financial Information for:** screen. To exit this screen press █ and you will return to the **Work with Names** screen.

```

MICHELE      UCDGDFK      UCSGEN - TEST      HOJ
All Courts      Financial Information for:      3/12/14
                  ALDEAN, JASON,      ( 210878 )

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept

Billing Loc:  __
                Billing Location      Supp      Sent To      --- Tax Intercept ---
                1 JUVENILE NA & PJ      Bill NSF Collect      Status      Date
█ 3 JUVENILE - CRIM (DL)
                4 PROBATE ONLY

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc      Bottom
    
```

```

STARR37      UCQ7E1K      Rel Jan03      Calhoun-JISP13DB01:P13PCSD06
                  Edit Financial Details for      7/17/03
Bill Loc:  _1 CALHOUN CO RODMAN, RANDY, WAYNE      ( 3295234 )
                  1492 N. ALTA VISTA DR., BATTLE CREEK, MI 488
Current Balance:      20.00      Total Balance:      20.00
Last Bill:      -      Tot Bal:      .00      Amt Due:      .00

Suppress Bill:  __      Bill Cap:  _____
                NSF:  __      Sent To Collections:  __      Amt:  _____      Pay Freq:  __

Show Cause Order Date:      # of Show Cause:
                Last Report:      # of Show Cause Report:
Delinquent Letter Date:      # of Delinq Letters Sent:
Tax Intercept:  __      Date:  _____      Amt:  _____
                Stop Date:  _____      # Intercepts:  __

Employer:  _____      Addr Code:
                _____
                _____
City:  _____      St:  __      Zip:  _____

F3=Exit F10=Name F13=Cmnds F16=Calc
    
```

## Work with Financial Information Option "Display Financial Details"

To display financial details enter a "5" next to the Billing Location and press █. The **Display Fin Name Details for** screen for the selected name will be displayed. To exit this screen press █ and you will return to the Work with Names screen.

```

MICHELE      UCRAD1K      UCSGEN - TEST      HOJ
Display Fin Name Details for      3/12/14
Bill Loc: 1 JUVENILE N      JASON ALDEAN      ( 210878 )
                925 W OTTAWA ST, LANSING, MI 48909

Current Balance:      .00      Total Balance:      .00
Last Bill:      -      Bal:      .00      Curr Amt Due:      .00

Suppress Bill:      Bill Cap:      .00
                NSF:      Sent To Collections:      Amt:      .00      Pay Freq:

Show Cause Order Date:      # of Show Cause:
                Last Report:      # of Show Cause Report:
Delinquent Letter Date:      # of Delinq Letters Sent:
Tax Intercept:      Blank      Date:      Amt:      .00
                Stop Date:      # Intercepts:

Employer:      Addr Code:
                LANSING TEST

                City:      St:      Zip:

F3=Exit  F11=Delete  F22=Audit
    
```

## Work with Financial Information

### Option "Financial Notes"

To display financial notes enter a "6" next to the Billing Location and press **■**. The **Display Notes for Name/Bill Location** screen for the selected name will be displayed. To add a note, press **■** and the edit text comments screen will be displayed. When finished adding a note press **■** and you will return to the **Financial Information for:** screen. To exit this screen press **■** and you will return to the **Work with Names** screen.

```
MICHELE      UC0FDFK      UCSGEN - TEST      HOJ
              Display Notes for Name/Bill Location      3/12/14
Name: JASON ALDEAN      ( 210878 )
      925 W OTTAWA ST, LANSING, MI 48909      Current:      .00
Bill Loc: 1 JUVENILE WA & PJ      Total:      .00

      adding a note for this case

F3=Exit  F6=Create  F11=Delete  F13=Cmnds  F16=Calc  F21=Prt
```

## Work with Financial Information Option "AR Bills"

To display AR bills for a name enter an "A" next to the Billing Location and press **█**. The **Display Bills for** screen for the selected name will be displayed. To exit this screen press **█** and you will return to the **Financial Information for:** screen.

```

MICHELE      UCDGDFK      UCSGEN - TEST      HOJ
                Financial Information for:      3/12/14
All Courts      BLACK, JACKIE,      (      870 )

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Fin Notes  A=AR Bills  D=Delq Let  R=Run Bill
M=Monetary  P=Payment Plan  T=Tax Intercept

Billing Loc:  _

      Billing Location      Supp      Sent To      --- Tax Intercept ----
      Bill NSF Collect      Status      Date
A  1 JUVENILE NA & PJ      N
█  3 JUVENILE - CRIM (DL)
_  4 PROBATE ONLY

Bottom

F3=Exit  F6=Create  F10=Name  F13=Cmnds  F16=Calc
    
```

Additional options for Display Bills for screen: display (5), print bill (P).

```

MICHELE      UCLMDFK      UCSGEN - TEST      HOJ
                Display Bills for      3/12/14
Billing Loc:  1  BLACK, JACKIE,      870

Type options, press Enter.
5=Display  P=Print Bill

Bill Date:  █

      Bill Date      From Date      Job#      Previous      Total      Current
      Balance      Balance      Amount Due
_  A  1/10/2011      12/09/2010      365366      25.00      25.00      25.00
_  A  12/09/2010      6/01/2010      4403      25.00      25.00      25.00
_  A  6/01/2010      1/01/2010      3654      25.00      25.00      25.00
_  A  1/01/2010      3/28/2005      3653      .00      25.00      25.00

Bottom

F3=Exit  F10=Name  F13=Cmnds  F16=Calc  F17=Top  F18=Bottom  F19=Re-Set Bills
    
```

## Work with Financial Information Option "Delinquent Letters"

To generate a delinquent letter for a name enter a "D" next to the Billing Location and press **■**. The **Delinquent Letter** screen for the selected name will be displayed. To exit this screen press **■** and you will return to the **Financial Information for:** screen.

```

MICHELE      UCDGDFK      UCSGEN - TEST      HOJ
All Courts      Financial Information for:      3/12/14
BLACK, JACKIE,      (      870 )

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Fin Notes  A=AR Bills  D=Delq Let  R=Run Bill
M=Monetary  P=Payment Plan  T=Tax Intercept

Billing Loc:  __

Billing Location      Supp      Sent To      --- Tax Intercept ---
D  1 JUVENILE NA & PJ      Bill NSF Collect      Status      Date
      N

■  3 JUVENILE - CRIM (DL)

_  4 PROBATE ONLY

F3=Exit  F6=Create  F10=Name  F13=Cmnds  F16=Calc      Bottom
    
```

```

MI
MICHELE      UCM5PVK      UCSGEN - TEST      HOJ
Court: P 13 13      Delinquent Letter      3/12/14
BLACK, JACKIE,      (      870 )

Letter Date:  3/12/2014

Hold Print:  N  Nbr of Copies:  __

Billing Location:  3 JUVENILE - CRIM

Document:  _____
(F4=Prompt)

F3=Exit  F13=Cmnds  F16=Calc
    
```

## Work with Financial Information Option "Run Bill"

To generate a bill on demand for a name enter an "R" next to the Billing Location and press . The **Current Bill for** screen for the selected name will be displayed. To exit this screen press  and you will return to the **Financial Information for:** screen.

```

MICHELE      UCDGDFK      UCSGEN - TEST      HOJ
All Courts   Financial Information for:      3/12/14
              BLACK, JACKIE,              (      870 )

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept

Billing Loc:  —
              Billing Location      Supp      Sent To      --- Tax Intercept ----
R  1 JUVENILE NA & PJ              N          Bill NSF Collect      Status      Date
 3 JUVENILE - CRIM (DL)
—  4 PROBATE ONLY

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc      Bottom
    
```

```

MICHELE      UCDGDFK      UCSGEN - TEST      HOJ
MICHELE      UCGWPVK      UCSGEN - TEST      HOJ
Current Bill for:      3/12/14
Court: P 13 13 BLACK, JACKIE,              (      870 )

Last Billing: 1/10/2011
Billing From: 1/11/2011
Billing Date: 3/12/2014      Number of Copies: 2
Billing Location: 1 JUVENILE NA & PJ
Payment Due Info: APRIL 11, 2014      N Update

Print on Bill

_____
_____

F3=Exit F10=Name F13=Cmnds F16=Calc F19=Options

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc
    
```

## Work with Financial Information Option "Display Monetary Orders"

To display monetary orders for a name enter an "M" next to the Billing Location and press **█**. The **Display Orders for Responsible Party** screen for the selected name will be displayed. To exit this screen press **█** and you will return to the **Financial Information for:** screen.

```

MICHELE   UCDGDFK           UCSGEN - TEST           HOJ
Financial Information for:           3/12/14
All Courts   BLACK, JACKIE,           ( 870 )

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Fin Notes A=AR Bills D=Delq Let R=Run Bill
M=Monetary P=Payment Plan T=Tax Intercept

Billing Loc:  █
  Billing Location      Supp   Sent To   --- Tax Intercept ---
M  1 JUVENILE NA & PJ      N      Bill NSF Collect   Status   Date
█  3 JUVENILE - CRIM (DL)
  4 PROBATE ONLY

F3=Exit F6=Create F10=Name F13=Cmnds F16=Calc           Bottom
    
```

```

MICHELE   UCM3DFK           UCSGEN - TEST           HOJ
Display Orders For Responsible Party           3/12/14
Billing Loc:  1 JUVENILE NA & PJ           ( 870 )
Name: JACKIE BLACK
DOB: 6/22/1988 Age: 25 Gender: F Race: BA
Total Ordered: 25.00 Paid On Orders: .00
Total Due: 25.00

Type options, press Enter.
4=Delete 5=Display 6=Notes A=Adjust C=Co Cases F=Fin Adjust V=Victims
W=Work W/Receipts Z=Receipts

Order Description      Ord Date      Amount      Paid      Total Due
█ REST RESTITUTION      3/28/05      25.00      .00      25.00
  2001 000000323A NA GJS

F3=Exit F10=Name F13=Cmnds F16=Calc F17=Pay Sum F20=Delq Let F21=Print           Bottom
    
```

## Work with Financial Information Option "Payment Plan"

To work with a payment plan for a name enter a "P" next to the Billing Location and press **█**. The **Select Case for Payment Plan** screen for the selected name will be displayed. To exit this screen press **█** and you will return to the **Financial Information for:** screen.

```

MICHELE      UCDGDFK      UCSGEN - TEST      HOJ
MICHELE      UCPMDFK
                Select Case(s) for Payment Plan For      (      870 )
                JACKIE BLACK
Bill Loc: 1 JUVENILE NA & PJ                                25.00
Type options, press Enter.
1=Select M=Monetary R=ROA
Case: _____
  Crt  Case Number      Jur Pty      Alt Pty Filed      Balance
  █ P 13 13 2001 000000323A NA GJS JUV 2      3/30/01 0      25.00
    BLACK/BROWN/RED/YELLOW/ORANGE/GREEN
  - P 13 13 2003 0100032301 NA GJS JUV 1      1/23/03 0      .00
    BLACK/BROWN/RED/YELLOW/ORANGE/GREEN
F3=Exit
    
```

```

MICHELE      UCDGDFK      UCSGEN - TEST      HOJ
MICHELE      UCPMDFK
                Select Case(s) for Payment Plan For      (      870 )
                JACKIE BLACK
Bill Loc: 1 JUVENILE NA & PJ                                25.00
Type options, press Enter.
1=Select M=Monetary R=ROA
Case: _____
  Crt  Case Number      Jur Pty      Alt Pty Filed      Balance
  █ P 13 13 2001 000000323A NA GJS JUV 2      3/30/01 0      25.00
    BLACK/BROWN/RED/YELLOW/ORANGE/GREEN
  - P 13 13 2003 0100032301 NA GJS JUV 1      1/23/03 0      .00
    BLACK/BROWN/RED/YELLOW/ORANGE/GREEN
F3=Exit
    
```

## Work with Financial Information Option "Tax Intercept"

To work with a tax intercept for a name enter a "T" next to the Billing Location and press **█**. The **Work w/Collections and Tax Intercepts** screen for the selected name will be displayed. To exit this screen press **█** and you will return to the **Financial Information for:** screen.

```

MICHELE   UC7GDFK           UCSGEN - TEST           H0J
All Courts   Financial Information for:   3/12/14
              BLACK, JACKIE,           (      870 )

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Fin Notes  A=AR Bills  D=Delq Let  R=Run Bill
M=Monetary  P=Payment Plan  T=Tax Intercept

Billing Loc:  _

Billing Location      Supp   Sent To   --- Tax Intercept ---
I  1 JUVENILE NA & PJ  Bill NSF Collect   Status      Date
█  3 JUVENILE - CRIM (DL)                                PAY PLAN Active
_  4 PROBATE ONLY

F3=Exit  F6=Create  F10=Name  F13=Cmnds  F16=Calc

Bottom
    
```

```

MICHELE   UC7GDFK           UCSGEN - TEST           H0J
Name: JACKIE BLACK   Work W/ Collections and Tax Intercepts   3/12/14
Billing Loc:  1           (      870 )

Type options, press Enter.
2=Change  4=Delete  5=Display  F=JC 62 Order to Cancel

F3=Exit  F10=Name  F13=Cmnds  F16=Calcs
No data to display.
    
```

## Work with Names Option "Address History"

To display Juvenile information relating to a name enter an **"H"** next to the name and press **█**.

```

MICHELE   UCHRDFK                               UCSGEN - TEST                               HOJ
                                                Work with Names                               3/13/14

Next: ____ Case: ____ Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: ALDEAN

      Name                               GDR/R   DOB   SSN   City
N   H ALDEAN, JASON,                      F                               LANSING
   - ALEXANDER, AMBER,                     F                               DECEASED
   - ALEXANDER, BERTHA,                    F                               DECEASED
   - ALEXANDRONI, COURTNEY,                 F OT  1/15/91                    SOMEWHERE
   - ALFONSETTI, THEODORE, JR              M WA
   - ALL AMERICAN INC.                     U                               LANSING
   - ALLEN SR, DALE,                       M WA                               OKEMOS
   - ALLEN, CAROL,                         F WA                               LANSING
   - ALLEN, DADDY3,,

More...

F3=Exit  F6=Create  F13=Cmnds  F16=Calc
    
```

The **Work with Address History** for the name will be displayed, listing all addresses for the name.

```

MICHELE   UCIJDFK                               UCSGEN - TEST                               HOJ
                                                Work with Address History                   3/13/14

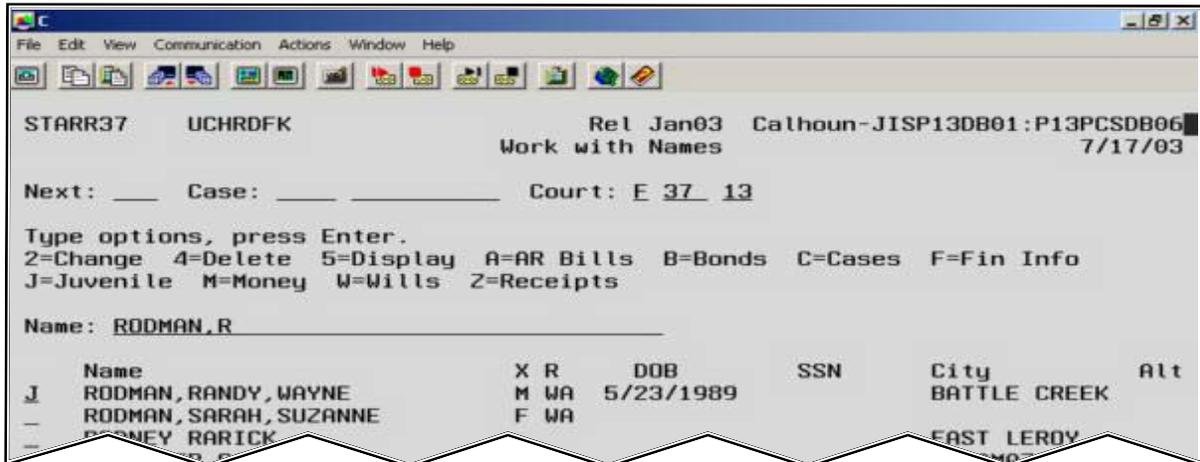
ALDEAN, JASON,
925 W OTTAWA ST, LANSING, MI 48909          ( 271222 )

Type options, press Enter.
2=Change 4=Delete 5=Display
Create
Seq#  Date  Address
█    1  3/12/14 , ,

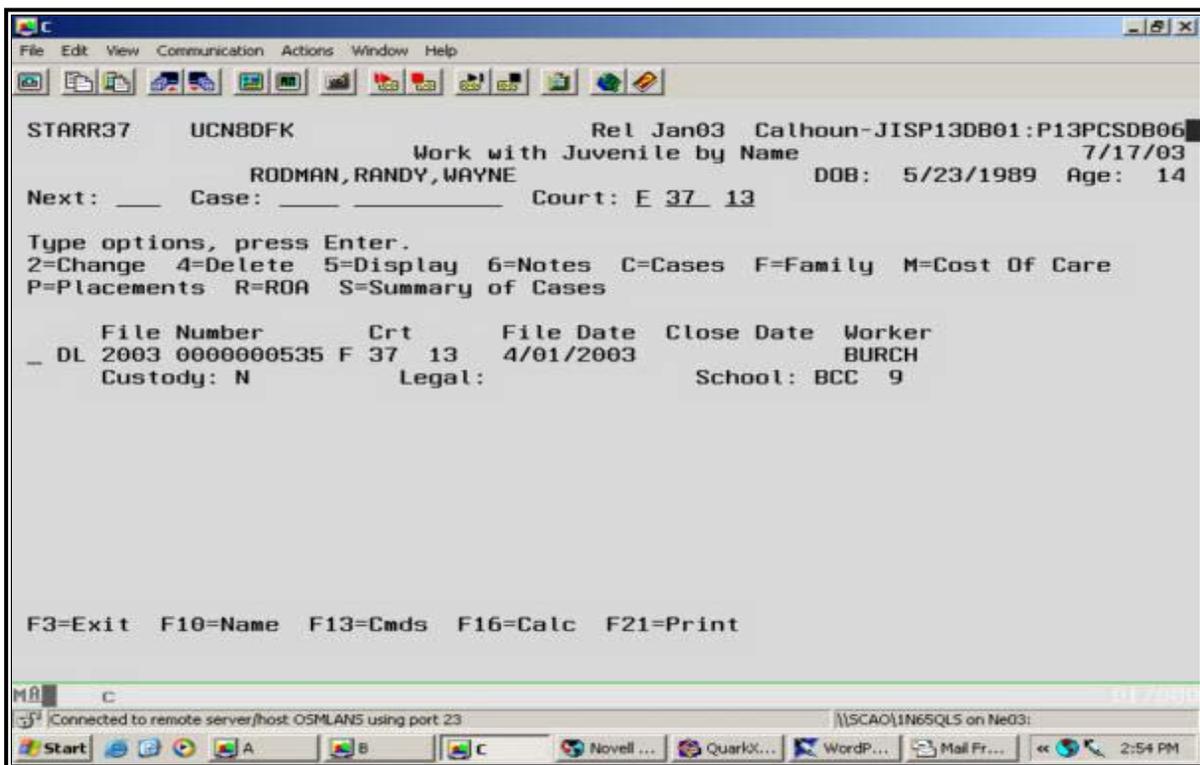
F3=Exit  F13=Cmnds  F16=Calc  F21=Print
    
```

## Work with Names Option "Juvenile"

To display Juvenile information relating to a name enter a "J" next to the name and press █.

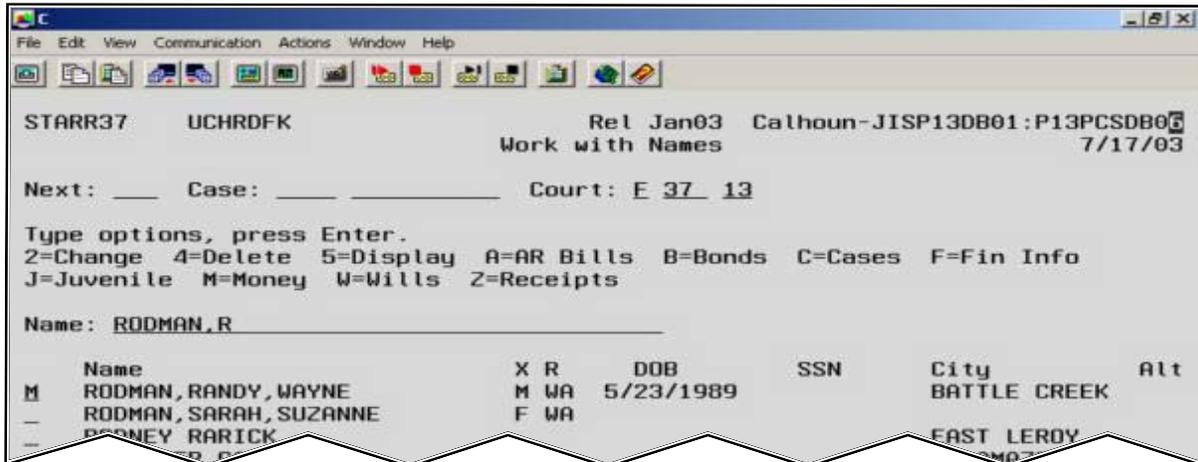


The **Work with Juvenile** for the name will be displayed, listing all juvenile files for the name. Additional options within the **Work with Juvenile** screen are: change (2), delete (4), display (5), notes (6), cases (C), family (F), cost of care (M), placements (P), ROA (R), Summary of Cases (S). Enter the letter/number next to the file number and then press █.

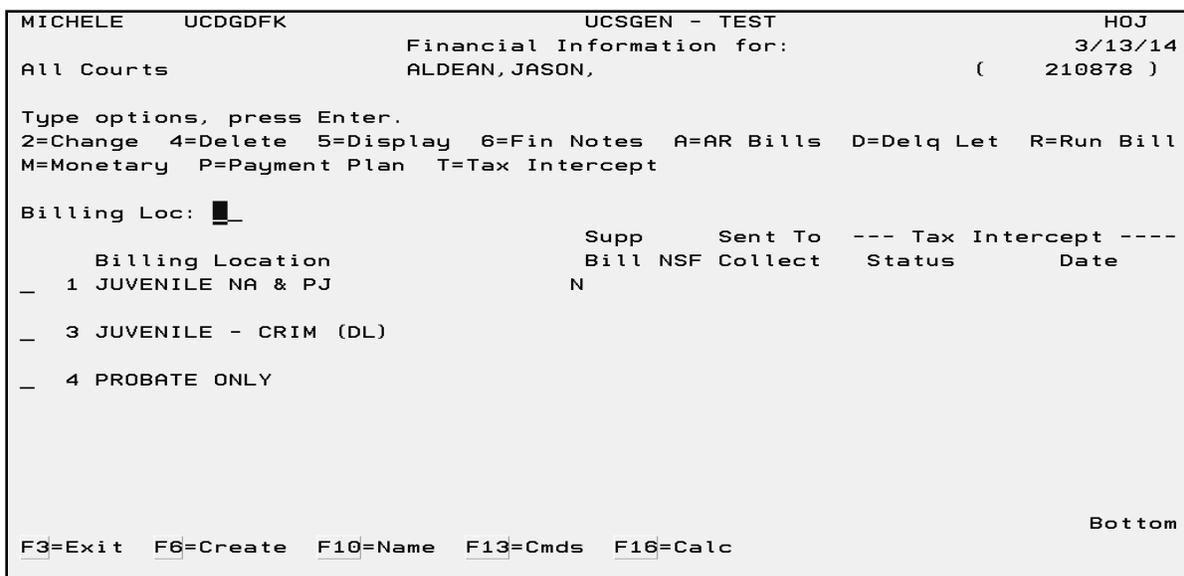


## Work with Names Option "Money"

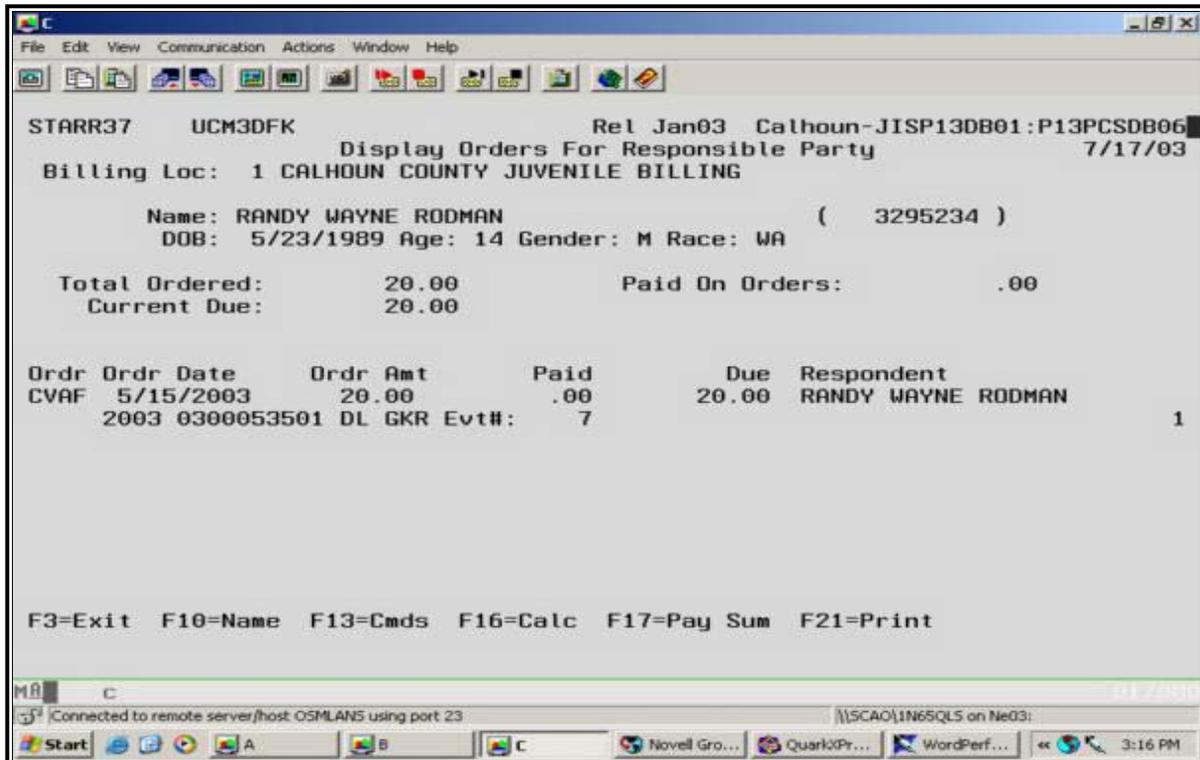
To review financial orders relating to the name enter an "M" next to the name and then press █.



To display financial information relating to a name enter an "M" next to the billing location and press █. The **Financial Information for:** screen will be displayed. To exit this screen press █ and you will return to the **Work with Names** screen.



The **Display Orders for Responsible Party** screen will be displayed. Details relating to any financial orders for this name will be displayed. To display the payment summary (receipts) press <F17>. To print the financial order information press <21>. To exit this screen press █.



## Work with Names Option "Wills"

To display Will information relating to a name enter a "W" next to the name and press █.

```

MICHELE      UCHRDFK      UCSGEN - TEST      HOJ
                        Work with Names      3/13/14

Next:  ___ Case: 2011 3152W Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases D=DocSum
F=Fin Info H=Addr Hist J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: WILLS FOR SAFEKEEPING

      Name                      GDR/R      DOB      SSN      City
      --                      -
      W WILLS FOR SAFEKEEPING      U
      - WILLS SIMTH2,N,M          M BA
      - WILLS SMITH,M,N          M BA
      - WILLS WITHDRAWN
      - WILLS-HOUGHTON SAFEKEEPING-TEST      U
      - WILLS-HOUGHTON-DE-TEST      U
      - WILLS,TEST,              U
      - WILLS,TEST,TEST1
      - WILLS,TESTATOR1,        U
      More...

F3=Exit F6=Create F13=Cmnds F16=Calc
    
```

The **Work with Wills for** screen will be displayed. To exit this screen press █ and you will return to the **Work with Names** screen.

```

MICHELE      UCMODFK      UCSGEN - TEST      HOJ
                        Work with Wills for:      3/13/14
Crt: P 13 13 WILLS FOR SAFEKEEPING      ( 760 )

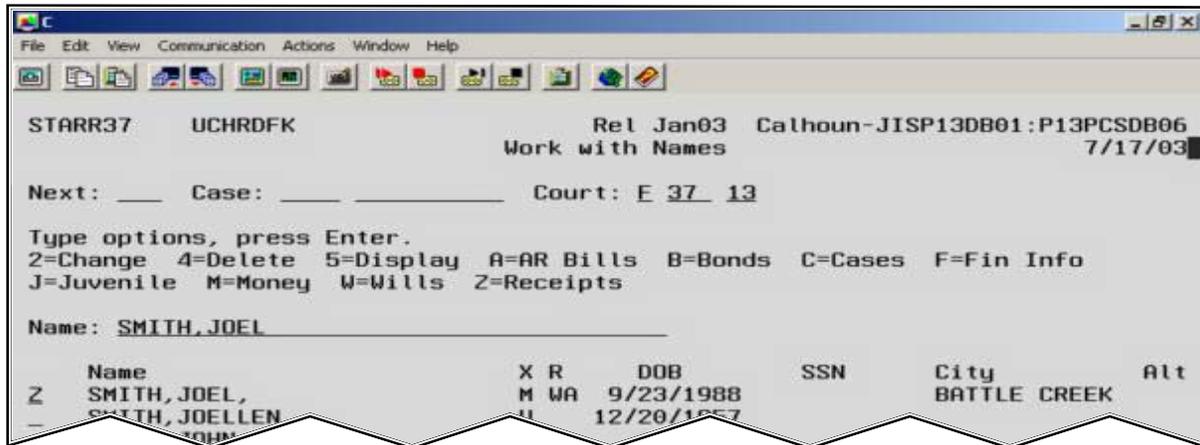
Type options, press Enter.
2=Change 4=Delete 5=Display P=Print Receipt

Case      Will Nbr Type      Filed      Testator
- 1989 WILLS      8860 Will Safek 12/15/2004 WILLS FOR SAFEKEEPING
- 1989 WILLS      8860 Codicil 12/15/2004 WILLS FOR SAFEKEEPING
- 1989 WILLS      8860 Will Safek 3/06/2006 WILSON, JOHN,      -Joint

F3=Exit F6=Create F9=View F10=Name F13=Cmnds F16=Calc F23=Scan      Bottom
    
```

## Work with Names Option "Receipts"

To create a receipt for a name enter a "Z" next to the name and then press █.



The **Name Receipting** screen will be displayed and will include all financial orders for all cases within the user's court location (for example, P 13 13 = Probate Court; F 37 13 = Family/Circuit Court). The selected name must be designated as the **payer** on the financial order. To complete the name receipting process please refer to Chapter 9, Page

12. To exit this screen press █.

