

Judicial Information Systems

Trial Court System

Spring/Summer Release - 2009

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The release summarizes fixes, software and form changes that have been applied to your Trial Court System through mid-year 2009.

IMPORTANT: Please forward or copy and distribute this announcement to all staff.

The Supreme Court, Court of Appeals, and SCAO, including SCAO regional offices, will be closed on the following State of MI furlough days:

- Friday, June 19
- Friday, August 7
- Monday, July 6
- Friday, August 21
- Friday, July 24
- Friday, September 4

TCS Help Desk and JIS Operations **are providing support** to the courts on the above listed furlough days from 9:00 a.m. - 4:00 p.m.

Future Enhancements

* Please note that due to the Next Generation Project commitments, TCS enhancements will be limited to fixes, form changes, and legislative changes. Please contact JIS if you have any questions.

Financial Updates

Financial Collection Reports due to SCAO by July 15, 2009

ARR ~ Summary of Outstanding Receivables

ASY ~ Payment/Adjustment Distribution of Assessments
by Payment Year

- The Courts may now run the ASY report by Cash Code or Case type, however, when submitting to SCAO, leave the Cash code and Case type fields blank to pull all data.
- **NEW!** These collection reports are to be uploaded from TCS(AS/400) to the MCAP system. Attached are detailed instructions to assist the court with this process. As always, the court may contact the TCS helpdesk for additional assistance with this new process.

Help Desk Phone:
888-339-1547

Option 4:
TCS Help Desk
(Software questions)

Option 5:
Operations
(Hardware)

Help Desk Fax:
517-373-7451

Help Desk E-mail:
tcshelpdesk
@courts.mi.gov

JIS Website:
www.courts.mi.gov/jis
(click on Court
Systems to find TCS
link)

Financial Updates

Financial Updates, continued:

- **Payment Plans per Name - see attachment.**

Attached is a summary of the Payment Plan module available to all Courts on the TCS/Trial Court System. Please contact the TCS Helpdesk for assistance in using this feature. Payment plans may be created any time a case has financial orders. Below are two modifications to the payment plan module:

- **Payment Plans ~ PP**

Hop code PP, allows the user to Work with all Payment Plans by Name. F21/Print on this screen prints a list of Payment Plans.

Payment Plans by Name					6/16/09
Next:	PP	Case:	_____	Court:	P 13 13
Type options, press Enter.					
2=Change 4=Delete 5=Display 6=Notes B=Bonds C=Cases D=Delinquent Letter					
H=Address Hist M=Monetary P=Print Z=Receipts					
Name: _____					
Name	Test Name	Payment Amt	Total Amt	Agree Dt	
		25.00	5000.00	10/21/08	

- **Payment Plan System Options for Creating Events and Next Actions**

Hop code BLO, Option P=Payment Plan/on the appropriate Billing Location; allows the user to enter pertinent information for creating an event with a next action on the creation of a new payment plan.

Edit/Delete Financial Division Details		6/15/09
Billing Loc:	3	
Financial Division:	PP Payment Plan	
Division Name:	TEST COUNTY JUVENILE DELINQUENT	
Contact Name:	TEST	
Address:	TEST	(268361)
City:	TEST	St: MI Zip: 48879
Phone:	9895551212	Ext: 67
New Payment Plan		
Add Event:	PP	PAYMENT PLAN AGREEMENT
Add Next Action:	16	Time: 9:00 A Professional: C 3 Courtroom: REV
Next Payment Due		
Add Event:	NP	Next Payment Due
Add Next Action:	16	

- **Receipting**

When receipting the system will only allow 'Change' when using the "CASH" payment type.

Edit Payment Information			6/15/09
Court:	P 13 13	Printer:	PRT03
Cashier:		Wkstn/Drw:	SUSANA 01
Paid By:	_____	Receipt Dte:	6/15/2009
Cmt:			
Total Due:	400.00		
Balance:	5073.54 (210197)	Total Received:	500.00
			100.00
Pymt Type	Description	Reference Code	Amount Received
CK	CHECK	23242	500.00

F3=Exit F10=Name F13=Cmnds F16=Calc			
ERROR: Change can not be given on non-cash payments.			

Financial Updates

Financial Updates, continued:

- **Display Financial Orders screen ~ Work w/ Receipts** updated to allow the user to V=VOID Receipt directly from the Work w/ Receipts screen.

```

Work With Receipts for Fin Order
6/15/09
Crt: P 13 13
Case: 2008 0800222201

Type options, press Enter.
5=Display Receipt I=Payment Info P=Print Receipt V=VOID Receipt

Evt Seq Cash
Nbr # Code Amount Paid Printer Receipt Rec Dt Paid By
V 3 3 CCF 150.00 PRT03 1657 12/01/08
Bill Date: 5/20/2009 Transmittal Date: 3/20/2009
    
```

- **Financial Orders/Billing - Financial order details will print on bills**
When Financial Orders are added on a case with notes proceeded with two asterisk(**), the first two lines of notes will print on the bill as financial order details.

```

Edit Monetary Orders
6/17/09
Court: P 13 13 Case: 2008 0800222201 DL
BURTON Attorneys: Inv Fee:

Event: DSP 6/10/2009 DISP HEARING Pty: JUV 1 Notes: Y

Cash Total ----Parties---- J/ Begin End Balance Fwd
Code Amount Ct Respond Payer S Payment Payment Paid
ATT 450 JUV 1 NF 1 N 6/10/2009
    
```

```

Display Fin Order Notes
6/17/09
Court: P 13 13
Case: 2008 0800222201 DL
Event: 37 Fin Order: 1

**Financial Note added to Financial Order/Assessment - for attorney
**services provided June 1 through June 15, 2009
    
```

```

JUVENILE - CRIM (DL)
320 BILLING COURT DRIVE
1392 EAST LONGWAY BLVD, STE 13
BATTLE CREEK, MI 483920
989/555-1212 Ext: 67

OWENMONEY TEST Account#: 210348-268519
Billing Period: 6/10/2009 - 6/17/2009 Payment Due: JULY 17, 2009

Date Description Amount
6/10/09 ATTORNEY FEES 2008 0800222201 DL 450.00
Note: Financial Note added to Financial Order/Assessment - for attorney
services provided June 1 through June 15, 2009
    
```

Financial Updates

Financial Updates, continued

- **Financial Cash Codes**

Added a validation for Percent vs. Amount; if percentage type cash code the percent total must equal 100% -if it does not, an error message is given.

- **State Minimum Costs** - effective April 1, 2009, 2008 PA 547 increased the minimum state costs as follows:

- not less than \$68.00 for felony convictions
- not less than \$53.00 for serious or specified misdemeanor convictions
- not less than \$48.00 for other misdemeanors

*when courts enter the State Minimum Costs cash code on a financial order the amount assessed for the State Minimum Costs should be one of the costs listed above.

- **Juvenile Tax Intercepts(Batch processing) - see attached.**

Attached are updated Juvenile Tax Intercept instructions. We encourage and look forward to working with courts to utilize this module and anticipate increased collections upon implementation. Please contact the TCS Helpdesk for assistance in running these. The Intercept process requires the SSN#, therefore, the courts will need to have the SSN # of the payor on the NAM / Edit screen.

Form JC 60/Notice of Intent to Intercept State Income Tax and JC 61/Order to Intercept State Income Tax may be reprinted after the initial batch of notices or orders were ran:

Juvenile Tax Intercepts

Livingston County

Example:

636 intercepts sent in for 2008 and received payment for 139 or 22% of intercepts submitted through May/June of 2009- collecting \$34,888 in approximately five months.

Next: **TAX** Case: _____ Court: P 13 13
Billing Location: **1** JUVENILE NA & PJ
Tax Year: **2008** (Required)
1=Select Report
- Create File & Print Tax Intercept Audit
of Days Delq.: _____ as of **6/16/2009**
of Delq. Ltrs Sent: _____ (Blank for All)
Cash Code: _____ (Blank for All)
Min. Amt. Past Due: _____ (Blank for All)
1 Print JC 60 - Notice Date: **6/16/2009** & Create Event **NII** -
Print JC 61 - Order Date: **6/16/2009** & Create Event **OII** -
Judge _____
Clerk _____
F4/Select name to reprint
N Clear Tax Intercept File for Tax Year
Reprint for: **TAXA, MOMMA,** (210240)

Financial Updates

Financial Updates, continued

- **Work with Victims ~ VCN**

Enter the hop code of VCN, then **search by the Victim's name** to locate the restitution order related to the victim. "5" and enter next to the Victim's name will display the case/s associated to the victim.

```

Work with Victims 6/16/09
Next: VCN Case: 2008 _____ Court: _ _ _
Type options, press Enter.
5=Display
Name: GAS STATION _____ Court: C 37 13
Victim Rest Amount Amount
Order # Due Vouchered
_ GAFFY, MARION, 543 1000.00 .00
5 GAS STATION 685 13.00 13.00
    
```

Many options are available from the Responsible Party(s) on Restitution Order screen, including:

- V=Victims(another way to access vouchering)
- W=Work w/ receipts
- Z=Receipts

```

Responsible Party(s) on Restitution Order 6/16/09
Crt: C 37 13
Restitution#: 685 Total Balance Due: .00
Assessed: 13.00 Paid: 13.00
Victims Ordered: 13.00 Vouchered: .00
Outstanding: 13.00
Type options, press Enter.
4=Delete 5=Display 6=Notes A=Adjust F=Fin Adjust V=Victims
W=Work w/Receipts Z=Receipts
_____
Case Number Responsible Party Balance MONETARY $
_ 2007 0000000266 POPET, CHRIS, .00 ADJUSTMENT N .00
    
```

General Updates

Case List Report ~ CSL

Entering “2”, for the report type on the Case Numeric List selection, will produce a report that displays the **Last Action** on the case and date. (“1”, next to Case Numeric List - will list the Next Action on the case).

```

Case List
6/15/09
Next: CSL Case: _____ Court: P 13 13
Case File Dates: 01012009 thru 06152009
Close Dates: _____ thru _____ Code: _____
Public List: Y (Y/N)
Status: _____
Case Type: _____ Case Type Categ: _____ Case Typ Sub-Categ: _____
Service Type: _____ Probate Type: _____
Professional: _____ (A=Attorney, J=Jurist)
PARTY Group: _____ Type: _____ Disposable: _____ Noticable: _____ Appoint/Retain: _____
Assoc Type: _____ Name/Nbr: _____ Eff Dt: 1/01/1900
CHARGE Current: _____
Disposition: _____

1=Select Reports Sort by Case Type - (Y/N)
Case Numeric List-NEWS
2 Case Numeric List
- Case Alphabetic List
    
```

Attorney(Professional) File ~ ATY

- Updates from the State Bar of Michigan will be applied to the Attorney/Professional File.

Edit Name ~ NAM

- Additional descriptive fields have been added to the Edit Name screen including:
 - **Suppress Address** - if suppress address is “Y”, then the address will not display on the Register of Actions(ROA).
 - **Cell phone, Work Phone/Ext., Email Address** - are additional fields
 - **Security risk & description** - any character may be entered in the Security Risk field with a corresponding description. We recommend the courts develop a consistent procedure for data entry into these fields.

```

Edit Name
6/17/09
Name: CHILDERS, MOTHER, _____ Company: N Adoption Name: N
Address: 12345 FIRST STREET
P.O. BOX 12345
City: HOWELL St: MI Zip: 48843 Suppress Address: Y
Phone: 5175461133 Ext: 12345 Cell Phone: 8105991133 Fax: 5175451123
E-Mail: childers@aol.com Work Phone: 5175552212 Ext: 12345
DOB: 01011970 Date of Death: _____ SSN: _____
Gender: E Race: WA
DLN: _____ St: _____ SID#: _____ NCIC#: _____
Security Risk: * Desc: Need security at hearings
F3=Exit F6=More F10=Name F13=Cnds F16=Calc
    
```

Any character entered in the Security Risk: ___ field will display in red when searching in the NAM/Name index:

```

Work with Names
6/17/09
Next: NAM Case: 2007 0000003888 Court: P 34 34
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: CHILDER
Name Security Risk Flag GDR/R DOB SSN City
- CHILDERS, JENNA, 1/01/94
* N * CHILDERS, MOTHER, 2/06/97
F WA 1/01/70 HOWELL
    
```

Financial Note on the Name will display **N** by their name in the Work with Names screen.

General Updates

Quick Reference Caseload Guides have been updated and are available!!!

Recommend!

1) ALL COURTS
-Run caseload report at a minimum quarterly.

Caseload - Help Text is now available for most case types ~on-TCS!

- Juvenile/Family Caseload Quick Reference Guide*
- Probate Caseload Quick Reference Guide*
- Financial/Collections Quick Reference Guide - **New!**
Request through email to TCS Helpdesk or call 1-888-339-1547, option 4.

*NOTE: these two guides will not be sent out until the JG/Juvenile Guardianship forms have been finalized at SCAO & final data entry procedures are determined to comply with caseload -JG/Section H.

- Recommend: Courts are only required to upload the caseload report annually (we recommend running caseload at a minimum of quarterly to review data entry).



F1 HELP TEXT - New!

Although, Help Text is not completely 'new', the available help text was very limited on TCS. We are starting to add additional help text to assist our users. Pressing F1 on specific fields will bring up Help Text to assist users. In some incidences the user will press F4 to inquire on the specific field, then F1 for assistance (such as for Caseload Part II - disposing cases/assistance).

Legal Status: _____ Curfew Time: Week _____
Placement: Type: _____ Custody Status: _____
Facility: _____ Spec Rate: _____

Schedule Next Action:
Next: _____ Date: _____ Time: _____
Cmt: _____

F3=Exit F9=View F10=Name F13=Cmnds F14=Cmt F16=Calc F19=PCN F20=Bonds F23=Scan

F1, on the Legal Status field will also provide help:

Legal Status: OPTIONAL

| Legal Status should not be entered until the case is adjudicated on all charges. |

Circuit/Juvenile Court Updates

Police Incident Number

- Field size increased to 20 characters.

Deferral and Delay of Sentence Codes - forgot to add on initial event?

- If after adding an event, the deferral or delay of sentence program result was accidentally omitted; the best way to add the code is to go to the Work w/ Events screen and then enter "P"=Prog/Rslts next to the applicable event and then enter the applicable deferral or delay of sentence code.

```
Next: ___ Case: 2008 0800221901 Court: C 37 13
          FH STATE OF MI V JUVENILE LIFER ADJUDICATE
Attorneys: ABRAHAM - PRO PER
RECK      Filed: 5/26/2008 Disposed: 6/01/2008 Reopened:
Type options, press Enter.
2=Change 4=Delete 5=Display F=Form M=Monetary P=Prog/Rslts S=Sentence C=Cmnts

Evt#  Evt  Ct  Pty  Event Description
P  7/13/2008  2  SEN  1  D  1  SENTENCING
```

- If the incorrect code was added initially, then the event must be deleted and re-entered.

Default Referee & X-Reference Number

- The Edit Criminal/Juvenile screen will default Referee and X-Reference Number to previous when adding additional petitions to a juvenile case with "I" / CSI-Case Initiation. Please contact the TCS Help Desk if the court would like to use this feature. (JUV system option 2 = "Y").

Warrant List ~ WRL

- New report sort selections:
 - List by Judge,File/Case Number - **New!**
 - List by Name,File/Case Number - **New!**
 - List by File/Case Number

Abstract Adjudication List ~ ABS

- Now prints the charge description and disposition correctly on juvenile cases.

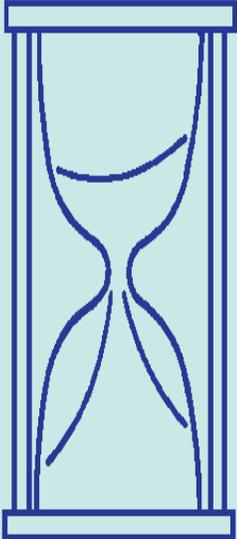
Personal Protection Orders - see attached updated PPO chapter 6.1

- Attached is the updated PPO chapter 6.1, to comply with the recent changes to Section E of the Circuit Court Caseload collection instructions regarding PJ cases.

Page 9, Line 3 – last bullet added details about when to report a PJ case reopened.

Page 28, Lines 30 and Line 33 – added details about when to report after being reopened

Although these changes will not be effective until 2010 and submitted until 2011, we recommend courts begin to follow the updated data entry instructions on PJ cases now. Caseload requires courts to track when PJ cases are reopened and disposed.



Circuit/Juvenile Court Updates

Circuit/Juvenile Court Updates, continued

Work with Juveniles Screen ~ JUV

- Added a system option - confirmation to the F21/print function, due to the numerous pages that print with this listing.
(JUV system option 3 = "Y")

Probate Court Updates

Bonds ~ BND

- Expanded the sequence number on the bonds to accommodate the vast number of bonds associated to a Public Guardian.

Form Updates

Probate Forms updated/revised

- PC 653 - Order Regarding Appointment of Guardian/Limited of a Minor and PC 662 Letters of Guardianship of Individual with Developmental Disability- modified:
If the user adds the fiduciary party on the event - that party will be brought into the form.
- PC 562 - Notice of Hearing - updated to make the Notice, Attorney and petitioner fields(F4'able) and Program Results will bring text into the hearing purpose section.
- PC 638a

Alternative Dispute Resolution(ADR) Forms updated/revised

- Notice to Appear for Evaluation Hearing, Proof of Service and MC 33 - Notice of Acceptance/Rejection of Evaluation Results; if **Juvenile** or **Probate** case type, the system will bring 'In the Matter of', otherwise it prints plaintiff/defendant.

**TCS RELEASE &
TRAINING
DOCUMENTATION IS
AVAILABLE ON THE
WEBSITE:**



www.courts.mi.gov/jjs
(click on Court
Systems to find TCS
link)

Form Updates

Form Updates, continued

Circuit/General Forms updated/revised

- Increased Police Incident Number to 20 characters - updated forms: MC 207, MC 219, MC229, MC233, MC 242, MC 262, MC 263, MC 294, CC 219b, CC236, CC243a, CC382a, CC384
- MC POS - Generic Proof of Service - **NEW FORM!**
- CC NOT - Notice to Appear - new version is available upon request, prints multiple hearings on one form and comments may be added.
- CC 219B - Judgment of Sentence, Commitment to DOC
- CC 265 - Notice of Right to Appellate Review & Request for Appointment of Attorney - added feature on screen- Print Affidavit? y/n (defaults to "Y")
- Updated/revised, including SCAO 3/09 revisions - CC 219b, CC 381, MC 206, MC 219, MC 229, MC 230, MC 238, MC 258, MC 262, MC 263, MC 265, MC 274, MC 283

Juvenile Forms updated/revised

- JC 11a - Line 8 - There is good cause to adjourn the preliminary hearing because: **F4**/to enter additional text.
- JC 05A - #3b the offense will remain on the docsum version
- JC 40 Order for Contempt of Court - **NEW FORM!**
- JC 89 Order Transferring Petition from Formal Calendar to Consent Calendar(Delinquency) - **NEW FORM!**

Adoption Forms updated/revised

- PCA 303, PCA 307, PCA 308, PCA 312, PCA 321, PCA 322, PCA 341
- JC 12B - Proof of Service - enabled to use on adoption cases - brings 'In the Matter of' and case no. information in on adoption cases.
- PCA 319 - Order Placing Child (Stepparent Adoption)- **NEW FORM!**
- PCA 338 - Statement to Accompany Release - **NEW FORM!**
- MC 28 - Notice to Prior Court of Proceedings Affecting Minor(s) - enabled to use on adoption cases - brings 'In the Matter of' and case no. information, and Line 1c(F4) - only on adoption cases.

Probate Court Review

DGC - Deficiencies in Guardianship/Conservatorship Administration

Recommend:

Probate Courts continue to run PDF-Delinquent Fiduciary Report to monitor estate cases.

- This report replaced the Delinquent Fiduciary Report (PDF) and is due to SCAO by **July 15, 2009**. The PDF report will still be available for courts to manage deficiencies, if desired.

- *Enter Reporting Date:*

Y at Active Case Audit will print an audit of all active guardian and conservator cases

- ◆ **A - Summary Report of Cases ~ Grid – submitted to SCAO**
Totals the number of Active Cases (Line 1)
Totals the number of fiduciaries Deficient over 182 days (Line 2)
- ◆ **Section A – Audit of active cases – not submitted to SCAO**
List the number of Active Cases as reflected in Line 1 of the Summary/Grid.
- ◆ **Section B – submitted to SCAO**
 - List case numbers, fiduciaries and the details regarding the deficiency, over 182 days as reflected in Line 2 of the Summary/Grid
 - Section B will include suspended fiduciaries, unless a special or successor has been appointed
 - Extensions and/or Notice of Deficiencies will not affect this report

Notes:

❖ Proof of Restricted account will **not** show on the DGC report.

REQUIRED FILING	DUE
Inventory	57 days after Qualification
Final Account	56 days after minor's 18th birthday 56 days after ward's date of death
Annual Account	422 days from Anniversary Date
Verification of Funds	422 days from Anniversary Date
Annual Report	422 days from Anniversary Date

Juvenile Court Review

DHS ~ Child Care Fund Report DHS 4472 (Section A and C)

The hop code of DHS, is used at the Next Transaction line to access the DHS 4472 report screen, this report assists the court in preparing their Child Care Fund Budget.

- Enter the reporting period (***very important to enter a full fiscal year**)
- 1 – next to DHS4472 – Child Care Fund Summary Report
- If a “Y” is entered next to (Also Print Detail Audit Report) - the audit report will list each case in detail appearing on the 4472 report – Section A and Section C.

CCF summary report!

DHS Reports 6/04/09

Next: **DHS** Case: _____ Court: P 13 13

Budget Date: 10/01/2008 thru 9/30/2009
 Reporting Date: 10/01/2008 thru 9/30/2009

1=Select Reports

_ DHS207 - Monthly Report on Foster Care, Basic Grant
 _ DHS2396 - In Home Care Addendum for DHS207
1 DHS4472 - Child Care Fund Summary Report
 N (Y - Also Print Detail Audit Report)

Critical fields the DHS 4472 report pulls data from are:

- Petition authorized
- Adjudication
- Placement Change Notices (PCN) / (***Facility Type:** courts will need to go to their FAC/facility file and update the “type” for each facility; D-Detention, J-Jail, S-Shelter, R-Residential, F-Foster Care)
NOTE: Section C – will not pull in correct data until the Facility types are updated
- Disposition
- Legal Status
- Program Results: 150 & 220 (act), DGC-drug court, and DIV or DVT for diversion

(Section A) REPORTED ITEM	Prior Year FROM: 10/01/2006 TO: 9/30/2007			This Year FROM: 10/01/2007 TO: 9/30/2008			DIFFERENCE (Totals) PERCENT (+ or -)
	Delin Abuse	Neglect Abuse	Total	Delin Abuse	Neglect Abuse	Total	
Required Information							
1. Number of Youth Having Petitions/ Written Complaint Filed.	553	81	634	414	39	453	-28%
2. Number of Youth Having Petitions Authorized	255	71	326	218	27	245	-24%
3. Number of Youth Adjudicated	434	66	500	349	45	394	-21%
4. Number of Court Wards at Beginning of 12 Month Period	175	81	256	183	76	259	1%
5. Number of Court Wards at End of 12 Month Period	183	76	259	182	65	247	-4%
6. Number of State Ward Commitments (ACT 150 & 220)	29	22	51	28	13	41	-19%
<hr/>							
(Section C) REPORTED ITEM	Prior Year FROM: 10/01/2006 TO: 9/30/2007			This Year FROM: 10/01/2007 TO: 9/30/2008			DIFFERENCE (Totals) PERCENT (+ or -)
Required Information	Delin Abuse	Neglect Abuse	Total	Delin Abuse	Neglect Abuse	Total	
1. Number of Youth in Detention	96	0	96	78	1	79	-17%
2. Number of Youth in Diversion Programs	140	0	140	118	0	118	-15%
3. Number of Youth supervised by Probation Officers	365	0	365	300	0	300	-17%
4. Number of Youth waived to Adult Court	2	0	2	3	0	3	50%
5. Number of Youth in correctional confinement	9	0	9	7	0	7	-22%
6. Number of Youth in Drug Court	7	0	7	12	0	12	71%