

# Judicial Information Systems

## Trial Court System

### Summer Release - 2010

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The release summarizes fixes, software and form changes that have been applied to your Trial Court System through mid-year 2010.

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

**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](mailto:tcshelpdesk@courts.mi.gov)

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

### 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 Reporting

**Financial Collection Reports [uploaded to MCAP/ SCAO by July 15, 2010:](#)**

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.
- **NOTE:** These collection reports are to be **uploaded** from TCS(AS/400) to the MCAP system. Page 2, lists common questions regarding these reports and attached are detailed instructions to assist the court with this process. As always, the court may contact the TCS helpdesk for additional assistance with the process.

# Financial Reporting

## Financial Collection Report **due to SCAO by July 15, 2010:**

### When should the collections reports be generated?

The reports should be generated **after the close of business on June 30**. All assessments, payments, and adjustments should be posted to the court's automated system for June 30 before generating these reports.

### Why is it necessary to review and categorize cash codes?

Reviewing cash codes for accuracy is very important because the upload will not be successful if the cash codes in the CDS application are not exactly the same as the cash codes used in the TCS case management system. Categorizing cash codes is important because the output reports that summarize the amounts owed to the funding unit as well as those owed to the state and victims will not be accurate if cash codes are not properly categorized.

### How are cash codes reviewed and categorized?

We recommend running the Summary Report of Outstanding Receivables by Cash Code and Case Type (**ARR**), in June - (prior to June 30th). Review the Cash codes listed on this report with the cash codes entered into MCAP / CDS-Manage Cash Codes screen.

Authorized MCAP users will review, edit, and categorize cash codes on the Manage Cash Codes screen. This screen will be populated with the cash codes previously entered. Each court should generate and print the outstanding receivables by cash code report and authorized users should compare the cash codes on this report to the cash codes reflected on the Manage Cash Codes screen (cash codes will be defaulted to all capital letters) and ensure that they are the same. If there are any discrepancies, the user must edit the cash codes, or add any missing cash codes, so that the upload will be successful. In addition, users should ensure that all cash code descriptions are entered the way the court would like them to appear on output reports.

Users must also categorize the court's cash codes by selecting the appropriate SCAO category for each cash code.

#### General rules to consider when categorizing cash codes are:

- If a cash code is distributed 100 percent to the court's funding unit, then it should be categorized as local costs/fees.
- If a cash code is distributed 100 percent to the state, then it should be categorized as state costs/fees.
- If a cash code is distributed to multiple recipients, and is not already its own category (e.g., drivers license reinstatement fee), then it should be categorized as other.

Finally, select the order you wish the codes to appear on the data entry screens and output reports.

### How should negative numbers be entered?

Negative assessment amounts, negative payment amounts, and negative outstanding amounts **cannot be entered or uploaded to CDS** and will result in an error message. Please review the ARR and ASY summary reports in June - (prior to June 30th). If any total amounts are negative numbers, they will cause an error when trying to upload. Please contact the TCS Helpdesk if assistance is needed in determining why an amount is negative and correcting the same.

**SCAO - MCAP - CDS contact information:** Please contact the SCAO at 517-373-4831 for additional CDS instructions.

# Form Updates

The following forms were updated due to SCAO form revisions of 3/10 or updated due to user input/requests.

## Probate Forms updated/revised

- PC 562 - Notice of Hearing - SCAO Revisions 3/10.
- PC 597 - Order of Discharge - GL and GM case types will print a copy of the form for all interested parties.
- PC 653 - Order Regarding Appointment of Guardian/Limited of a Minor - SCAO Revisions 3/10.

## Circuit/General Forms updated/revised

- The following Circuit forms just recently released, have been updated with the 3/10 revisions:

MC 219 - Judgment of Sentence/Commitment to Jail

MC 229 - Motion, Affidavit, and Bench Warrant

MC 274 - Order for Mediation

MC 288 - Order to Remit Prisoner Funds for Fines, Costs & Assessments

MC 290 - Satisfaction of Financial Obligation

MC 392 - Order Regarding Destruction of Fingerprints and Arrest Card

CC 219b - Judgment of Sentence, Comm. to DOC

CC 382 - Mot. & Order to Show Cause for Violating PPO

- MC 60 - Notice of Record Return from Court of Appeals - **NEW FORM!**
- MC 283 - Order for DNA Sample - Line 3 - allows the user to select the scheduled sentence/dispositional hearing date.
- MC 309 - Order for Adjournment - updated time field and fixed system option to leave judge's signature date blank if the court chooses. On NA(Neglect Abuse) cases the minors will all print on the 'In the Matter of' line and 'See Below' will be listed in the Respondent/Minor's box.
- CC 243a - Order of Probation - updated to only bring in counts with a guilty type disposition.
- CC 382a - Order after Hearing on Show Cause for Violating Valid PPO - Line 9 and 11 will remain blank if the court pre-prints the form.

Co-Counsel on cases - will now be brought into Notices to allow the user to send them notice or 'D' drop them from the notice.

## Juvenile Forms updated/revised

- JC 15 - Motion and Authorization / Denial - **NEW FORM!**
- SCAO Rev. 3/10(Indian language added): JC 04a, JC 05b, JC10, JC11a,

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



[www.courts.mi.gov/jis](http://www.courts.mi.gov/jis)  
(click on Court  
Systems to find TCS  
link)

# Form Updates

## Form Updates, continued

### Adoption Forms updated/revised

- SCAO 3/10 revisions - PCA 303, PCA 308, PCA 311, PCA 312, PCA 318, PCA 319, PCA 320, PCA 322.
- PCA 339 - Statement to Accompany Consent in Direct Placement - **NEW FORM!**

# Circuit Court Updates

## General Updates

- Added a **new SOS offense code 3295**; PACC code 257.602b - **Operating while reading, typing or sending a text message**, no points; not abstracted; eligible for FCJ only; no driver responsibility fee. Effective date of the offense code is 07/01/2010.
- **Processing Delayed Sentence Cases**  
Pursuant to a recommendation by SCAO, we are updating our procedures for processing cases delayed under MCL 771.1 and then later dismissed. We will email the update out upon completion.

# Probate Court Reporting

## DGC - Deficiencies in Guardianship/Conservatorship Administration

### **Recommend:**

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

- Chief probate judges submit semiannual deficiencies in guardianship and conservatorship administration reports. These reports are due January 30 and **July 30**. The Delinquent Fiduciary(PDF) report will still be available for courts to manage deficiencies in estates, if desired.
- *Enter Reporting Date(12/31/current year- if due January 30th or 6/30/current year - if due July 30th):*

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

Deficiencies in Guardianship/Conservatorship Admin 5/19/10

Next: **DGC** Case: \_\_\_\_\_ Court: P 13 13

Reporting Date: **06302010** Active Case Audit \_ (Y/N)

Jurist: \_

- ◆ **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