

**State Court Administrative Office
State of Michigan**

FINAL

*District/Circuit Civil Court Case Management
Business Process Specification
Version 0.7*

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Revision History

Date	Version	Description	Author
2/27/07	0.1	First revision of District-Circuit Civil Business Use Cases	Unisys and SCAO team
2/28/07	0.2	Accepted 'Create/Modify a Case', 'Conduct a Hearing', 'Record a Disposition' use cases. First revision of 'Record Contempt of Court', 'Record an Event', 'Record Alternative Dispute Resolution (ADR) Details' Updated Business Interaction Model and Swimlane Diagram	Unisys and SCAO team
3/1/07	0.3	Accepted 'Record Contempt of Court', 'Record an Event', 'Record Alternative Dispute Resolution (ADR) Details'. First revision of 'Record an Appeal', 'Record Garnishment Details', 'Create a Court Calendar', 'Schedule a Hearing' Updated Business Process Summary, Actor Definitions, Business Interaction Model and Swimlane Diagram.	Unisys and SCAO team
3/5/07	0.4	Updated and accepted all use cases, business process summary, actor definitions.	Unisys and SCAO team
3/6/07	0.5	Added narrative section for Municipal Civil Court, as written by Sandi Hartnell. Added 'Conduct a Scheduling Conference' use case from the Criminal Business Process document.	Unisys and SCAO team
3/12/07	0.6	Added PPO arrest details to 'Conduct a Hearing' use case.	Unisys and SCAO team
3/13/07	0.7	Added 'Set Bond' and 'Issue a Warrant' use cases.	Unisys and SCAO team

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1. Business Process Summary

1.1 District Civil Court

There are approximately 125 judicial district court locations in the State of Michigan. District judges are elected for six-year terms on non-partisan ballots. District Court magistrates may be appointed by District judges. District Court has exclusive jurisdiction of all civil litigation up to and including \$25,000 and handles garnishments, eviction proceedings, land contract forfeiture, and other proceedings. District Civil Court processes 5 primary case types including:

1. Small Claims (SC Case Type) cases involving judgments up to and including \$3,000.
2. General Civil (GC Case Type) cases involving money up to and including \$25,000.
3. Other General Civil (GZ Case Type) Claim and Delivery cases involving property including vehicle impoundment, DNR condemnation proceedings, and dangerous animal proceedings.
4. Landlord/Tenant (LT Case Type) cases involving eviction and money damages or other damages.
5. Summary Proceeding (SP Case Type) cases involving land contracts.

1.1.1 Small Claims (District Court)

Small Claims cases up to and including \$3,000 are handled in district court. In these cases litigants agree to waive their right to a jury, rules of evidence, representation by a lawyer, and the right to appeal the district judge's decision. If either party objects, the case will be removed to the general civil division of the district court. The small claims process is designed to expedite the resolution of the dispute.

A small claims case begins when the plaintiff files an "Affidavit & Claim" along with the appropriate filing fee. Service of the summons can be done by personal service, certified mail, or alternate service. Upon proper service, both parties must appear at the scheduled hearing. Either party may have the case removed from the small claims division to the general civil division. Small claims trials are typically scheduled before an attorney magistrate, however either side has the right to request that a judge hear the case. If a magistrate hears the case, either side may file an appeal of the decision to the district judge within 7 days after the trial. There is no appeal of a district judge's decision.

1.1.2 General Civil (District Court)

General civil cases up to and including \$25,000 are handled in District Court. Unlike small claims, either party has the right to an attorney, the right to a jury trial and the right to appeal the decision of the court.

A general civil case begins when the plaintiff files a "Summons and Complaint", along with the appropriate filing fee, to the court. The plaintiff is required to have a court officer or process server serve the summons and complaint. Upon proper service, the defendant has 21 or 28 days to file an answer to the complaint in writing. The amount of time is designated by the method of service.

1.1.3 Other General Civil (District Court)

Other general civil cases involving only property are handled in District Court. Vehicle impoundments, claim and delivery, and other matters are handled as other general civil cases. In some cases, the parties are called 'petitioner' and 'respondent' instead of 'plaintiff' and 'defendant', respectively. Additionally, a petition is filed instead of a complaint. Besides the differences mentioned above, other general civil cases are handled like general civil cases.

1.1.4 Landlord/Tenant (District Court)

Landlord-Tenant cases are intended to handle disputes between landlord and tenants including such actions as:

- Non-payment of rent
- Terminations (evictions)
- Health hazard or injury to premises (eviction)

Before filing a complaint to recover possession, a landlord must serve a Notice to Quit or Demand for Possession. After the expiration time on the notice, the landlord may proceed with filing the complaint with the court. In addition to the complaint, the landlord must file a copy of the appropriate Notice to Quit and a copy of the lease, if one exists. The filing fee, payable to the Clerk of Court, depends upon whether possession is required or if a money judgment is requested, or both.

After the complaint is filed and the fee paid, the clerk will issue a summons. A copy of the complaint, Notice to Quit, and lease (if one exists) must be served on the tenant.

District court will assign a court date to hear the case. If the tenant fails to answer the summons or show up in court, depending upon local court rule, the landlord may request a default judgment. The judge may grant the default judgment and if personal service was made of the tenant, the plaintiff may also get a judgment for the amount

stated on the complaint, plus the costs of the lawsuit. The landlord can ask the court for an “Order of Eviction” if the tenant refuses to vacate the property. Michigan law allows a landlord to pursue a judgment for money a tenant may owe at the same proceeding as for eviction. Two separate dispositions may be entered on the case – one for the money portion and one for possession.

1.1.5 Summary Proceedings (District Court)

Summary proceedings cases involving Land Contracts follow the same general path as Landlord/Tenant cases, with minor differences in filings, deadlines, etc.

1.2 Municipal Civil Court

There are four municipal courts in five locations in the State of Michigan, all in Wayne County. Municipal Court judges are elected for six-year terms. Municipal Courts have concurrent jurisdiction with the Wayne County Circuit Court for debt or damages claimed do not exceed \$1,500, or \$3,000 if adopted by city resolution. All of the municipalities have adopted this resolution. The Municipal Courts also have concurrent jurisdiction in actions of replevin (claim and delivery) for the same amount. Municipal Civil Court processes two primary case types:

1. General Civil (GC Case Type) cases involving judgments up to an including \$1,500 or \$3,000, as adopted by city resolution.
2. Landlord/Tenant (LT Case Type) cases involving eviction and money damages or other damages.

A conciliation division may be created for debt or damages, not including replevin, suits commenced by writ of attachment or by civil warrant, not to exceed \$100, or \$600, if adopted by city resolution. All the municipalities adopted this resolution as well. A party may demand the transfer of a case from the conciliation division to the general civil division of the court.

1.3 Circuit Civil Court

The Circuit Court is the trial court of general jurisdiction in Michigan. The Court has jurisdiction over all actions except those given by state law to another court. The Court has original jurisdiction in all civil cases involving more than \$25,000 and all equitable remedy claims. The Court also has jurisdiction over appeals from district courts and administrative agencies and some probate court matters. Some examples of case types in Circuit Civil Court are: business claims, employment discrimination, housing and real estate, medical malpractice, products liability, divorce, etc.

A general civil case begins when the plaintiff files a “Summons and Complaint”, along with the appropriate filing fee, to the court. The plaintiff is required to have a court officer or process server serve the summons and complaint. Upon proper service, the defendant has 21 or 28 days to file an answer to the complaint in writing. The amount of time is designated by the method of service.

1.4 General Civil Case Processing (District and Circuit Court)

1.4.1 Case Event Processing

All case actions including scheduled events, document filing and judicial orders are recorded on the Register of Actions (ROA) in the Case Management System (CMS). Each action is recorded with a code to identify the type of action and the date it was recorded. The ROA provides a chronological case history for all activities and document filings for all case parties in the case. Specific filing types may affect the case timelines and status.

1.4.2 Case Parties

Civil court cases begin with a complainant filing a claim against the respondent. Civil court cases may become more complex as additional case parties are added to the case. Case parties are added when parties in the case (besides the original plaintiff vs defendant) sue one another. In addition, 3rd parties outside of the original plaintiffs or defendants may become active parties within the case matter. A civil court case can not be disposed until all defendants have been disposed. The following list describes the party types that may be included in a civil case matter:

- Complainant: The person who initiates the complaint (petitioner, plaintiff, appellant).
- Respondent: The person against whom a complaint is filed (defendant, appellee).
- Cross Complainant: The complainant in a cross-claim (the complainant in a claim brought by one respondent against another respondent).
- Cross Respondent: The respondent in a cross-claim (i.e. the respondent in a claim brought by one respondent against another respondent).
- Counter Complainant: The complainant in a counterclaim (also, the respondent in the original claim).

- Counter Respondent: The respondent in a counterclaim (also, the complainant in the original claim).
- 3rd Party Complainant: The complainant in a third-party complaint (also, the respondent in the original claim).
- 3rd Party Respondent: The respondent in a third-party complaint (the third-party is or may be liable to the respondent in the original complaint for some or all of the complainant's claim).
- Intervening Party: An outside party who has an interest in an existing case.
- Interested Party: A party listed on the case for notification purposes only.
- Garnishee: An individual or entity being ordered by the court to pay a portion of the wages the respondent has earned or other monies to the creditor.
- Cross Appellant: The appellant in a cross appeal (also, the appellee in the original appeal).
- Cross Appellee: The appellee in a cross appeal (also, the appellant in the original appeal).

1.4.3 Case Adjudication and Judgment

When the court enters a judgment against the defendant, the plaintiff becomes responsible for collecting on a money judgment in a civil case. After the hearing, a judgment is filed. If no payment has been received, no petition for installment payments has been filed, or no order has been entered allowing installment payments, twenty-one days following the date of judgment, the plaintiff may file a Writ of Garnishment against the defendant's wages (fee is \$15.00) or bank account (fee is \$15.00). However, income from welfare, unemployment, social security, etc., can not be garnished. Arrangements are then made for the defendant's employer or bank to pay the judgment. Another way for the plaintiff to collect on a money judgment is to file a Writ of Execution. When issued by the court, this writ authorizes a court officer or sheriff to take possession of real and personal property of the defendant to be sold to pay the judgment. The plaintiff must give/mail a copy of the Satisfaction of Judgment to the defendant.

1.4.4 Alternative Dispute Resolution (ADR)

In civil cases, when the first responsive pleading is received and filed, Case Management sends to the parties a scheduling conference notice. Judges generally encourage the parties to discuss ADR and address it in the scheduling order. If the parties agree to some form of ADR, the details need to be included in the scheduling order, namely, which form of ADR, selection of the neutral party, and cost allocation of

ADR if mediation is selected. The ADR clerk maintains a court-approved civil mediators and case evaluators roster. If the parties agree mediation is not appropriate, the judge may accept that determination, though the judge reserves the right to order the case into mediation.

If the parties participate in any type of ADR, the outcome of the ADR hearings must be filed with the court. In Case Evaluation, each party must file a response within 28 days. If a party fails to accept or reject within 28 days, the award is deemed rejected by that party. If all parties accept the outcome of ADR, one of the parties must file a judgment with the Court before adjudication can occur. If a case is ordered into arbitration, the order may adjudicate and dispose of the case. If one or more parties reject the outcome of case evaluation, the case moves forward.

If one or more parties reject the case evaluation outcome, the judge may also order another form of ADR if he feels it may be beneficial.

1.4.4.1 Case Evaluation

A Case Evaluation Panel is composed of three attorneys and/or judges who review written submissions and hear the parties' attorneys orally present their case. A special panel may be convened if the parties stipulate. The panel members then confer to assess the case and issue a recommended resolution. Case evaluation briefs are sent to the ADR office 14 days prior to the scheduled hearing. Three copies are provided for distribution to the case evaluators. The cost of a case evaluation hearing is set forth in court rule. Late briefs result in a penalty.

1.4.4.2 Mediation

Traditional mediation is a process in which the various parties in the dispute meet with a trained neutral person – the mediator – and attempt to work out an agreeable resolution. Unlike resolution by a District Court magistrate or judge in which one party generally wins while the other loses, in mediation, the parties themselves find options for resolving their matter. Parties voluntarily enter into settlement agreements. A mediator has no authoritative decision making power. The mediator's job is to help parties communicate, clarify the issues involved in the dispute, and find mutually beneficial solutions for the matter in dispute.

Facilitative mediation is a process in which the mediator will make either a recommendation or a binding decision in the matter. The parties and the mediator must all agree to participate in facilitative mediation. The mediator for a case is chosen by the parties' attorneys, or if the parties cannot agree to a mediator, the ADR clerk may assign one. There are no briefs, and mediators are paid directly, although if parties fail to pay, courts may hold contempt proceedings.

1.4.4.3 Arbitration

Arbitration is typically a private, voluntary process in which a neutral third-party, usually with a specialized subject expertise, is selected by the parties to render a binding or non-binding decision. Each party has the opportunity to present proofs and arguments at the arbitration hearing. Unlike case evaluation, awards are often supported by a reasoned opinion. The role of the neutral party to render a decision and the absence of facilitated settlement discussions between the parties differentiate this process from mediation.

1.4.5 Post Judgment Activities

1.4.5.1 Garnishments

The plaintiff may file a garnishment with the court 21 days after judgment to recover monies through a bank (non-periodic garnishment), an employer (periodic garnishment) and/or income tax refunds. The plaintiff has 91 days to serve the garnishee (bank or employer) and file a "Proof of Service" with the court. The garnishee has 7 days to serve the defendant and the defendant has 14 days to file an objection with the court. In addition, the garnishee files a "disclosure" with the court to determine the financial means of the defendant.

If the plaintiff and defendant have an active installment payment agreement, a periodic garnishment cannot be filed. Additionally, if the defendant has filed for bankruptcy, garnishment of any form cannot be filed.

Periodic and non-periodic garnishments expire after 91 days and must be refiled if the judgment has not yet been satisfied.

1.4.5.2 Request for Seizure

The plaintiff may file a "Request for Seizure" 21 days after judgment to acquire a court order for a court officer or sheriff to seize and sell the defendant's property. The court officer or sheriff is required to file a "Return Order for Seizure" with the Court indicating the status of the seizure and the amount of sale, if applicable.

2. Definition of Actors

Actor	Definition
Appellant	In civil cases, the person who initiates the appeal. The appellant is a non-dispositive party.

Appellee	The person against whom an appeal is filed. The appellee is a dispositive party.
Arbitrator	A neutral third party who issues a binding or non-binding resolution to the parties' dispute. The parties involved must agree on an arbitrator.
ADR Clerk	Any clerk or register responsible for entering and managing Alternative Dispute Resolution (ADR) data.
Case Evaluator	A neutral third party who issues a non-binding resolution to the parties' dispute. (e.g. attorneys, judges, or special panel members). Three case evaluators are chosen by the court per case (one who normally represents plaintiffs, one who normally represents defendants, and one neutral).
Citizen	Generalization for any person or entity who may file a complaint with the Court.
Counter Complainant	The complainant in a counterclaim (also, the respondent in the original claim). The counter complainant is a non-dispositive party.
Counter Respondent	The respondent in a counterclaim (also, the complainant in the original claim). The counter respondent is a dispositive party.
Court Clerk	Any clerk or register responsible for entering and managing cases in the Court.
Cross Appellant	The appellant in a cross appeal (also, the appellee in the original appeal). The cross appellant is a non-dispositive party.
Cross Appellee	The appellee in a cross appeal (also, the appellant in the original appeal). The cross appellee is a dispositive party.
Cross Complainant	The complainant in a cross-claim (the complainant in a claim brought by one respondent against another respondent). The cross complainant is a non-dispositive party.
Cross Respondent	The respondent in a cross-claim (i.e. the respondent in a claim brought by one respondent against another respondent). The cross respondent is a dispositive party.
Defendant/Respondent	The person against whom a complaint is filed. The defendant/respondent is a dispositive party.
Defense Attorney	Attorney retained or appointed to represent the defendant/respondent.
Garnishee	The individual or entity who is being ordered by the court to pay a portion of the wages the defendant has earned or other monies to the creditor. The garnishee is a non-dispositive party.
Intervening Party	An outside party who has an interest in an existing case. The intervening party is a non-dispositive party.
Judicial Officer	Generalization for a court official who is responsible for the administration of justice. Can include a judge, District Court magistrate, Probate register, or

	referee, etc.
Mediator	A neutral third party who assists the parties in coming up with a resolution that they all agree upon or may issue a determination, in facilitative mediation.
Party	Generic actor referring to any individuals involved in or associated with a case.
Petitioner	The person who initiates the petition. The petitioner is a non-dispositive party.
Plaintiff/Complainant	The person or entity who initiates the complaint. The plaintiff/complainant is a non-dispositive party.
Plaintiff's Attorney	The attorney retained to represent the plaintiff/complainant.
Prosecutor	Generic actor representing the prosecuting attorney – could be a State Attorney, City/Local Attorney or County Attorney
Third Party Complainant	The complainant in a third-party complaint (also, the respondent in the original claim). The third party complainant is a non-dispositive party.
Third Party Respondent	The respondent in a third-party complaint (the third-party is or may be liable to the respondent in the original complaint for some or all of the complainant's claim). The third party respondent is a dispositive party.

3. Business Interaction Model

Civil Justice

March 01, 2007

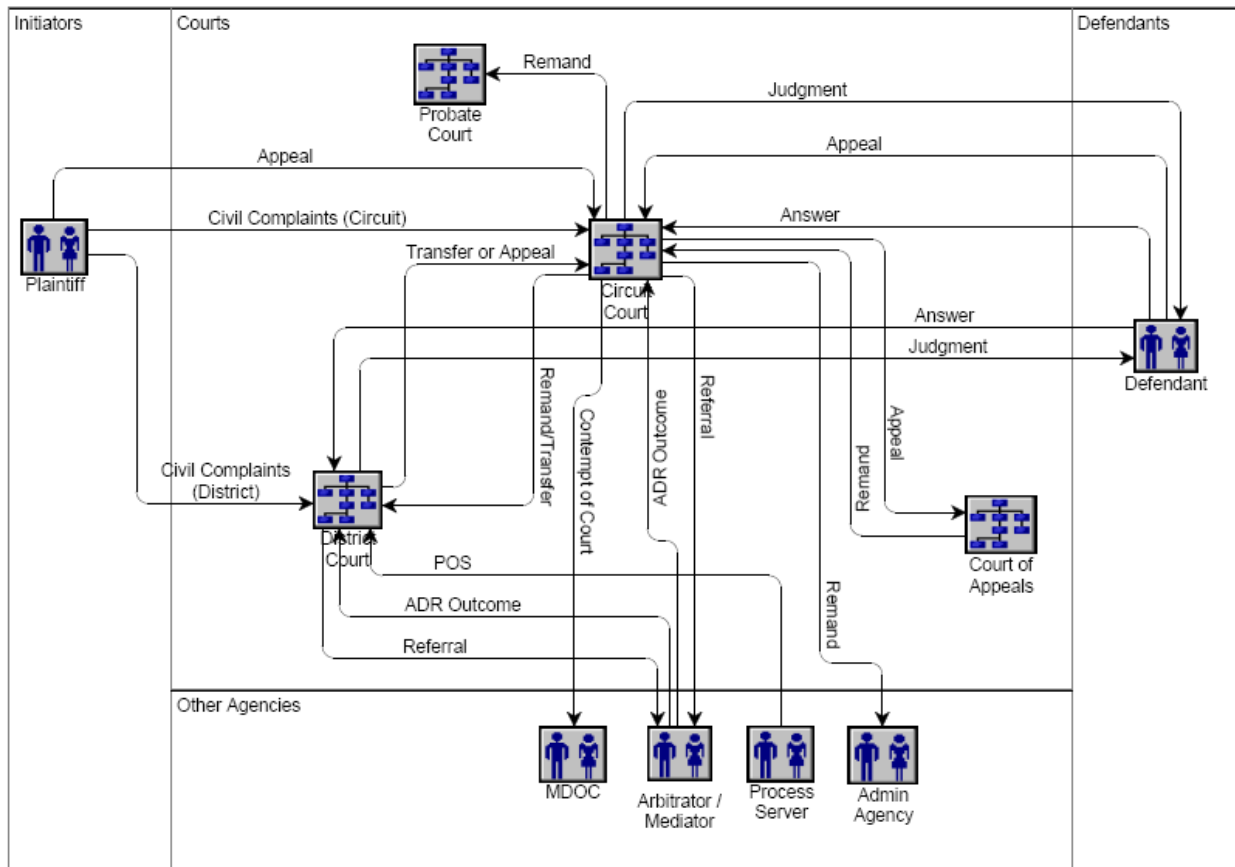


Figure 1: Civil Justice Business Interaction Model

3.1 Business Process – Lifecycle of a Case

3.1.1 Swimlane Diagram

Process a Civil Complaint

March 01, 2007

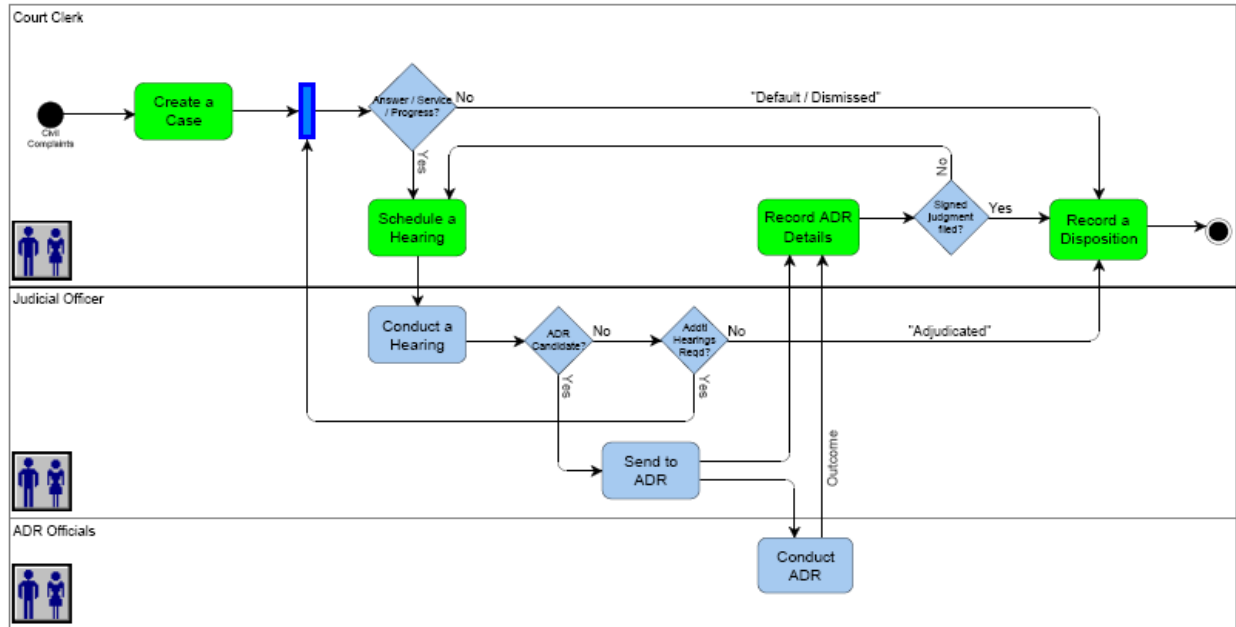


Figure 2: Process a Civil Complaint Swimlane Diagram

3.1.2 Process Details

3.1.2.1 Business Use Case – Create/Modify a Case

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Create/Modify a Case
Date	February 27, 2007
Author(s)	Unisys

Description	This use case describes how the court clerk initiates the process of capturing case information. The case is identified and certain associated details are captured. If the case already exists, the clerk may add further information.
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Actors	<ul style="list-style-type: none"> • Court Clerk
Goals	<p>To identify and capture case data.</p> <p>To add or amend case data.</p>
Triggers	A complaint, petition, motion, order of removal, or claim of appeal is filed with the Court.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk assigns a unique identifier(s) (case number). 2. The clerk enters the case type. 3. The clerk captures party and complaint details. 4. The clerk assigns a judicial officer to the case. 5. The clerk sets up predetermined caseflow milestones and time standards. 6. The clerk may enter filing fees if collected at the time of filing. 7. The clerk may schedule the case for a hearing.
Preconditions	None.
Postconditions	A case exists and a hearing may be scheduled.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall have the ability to override judge assignment based on local court practices and rules. Domestic relations requires that the same judge hear all cases for a family. 2. The system shall allow the user to enter the same plaintiff on several new cases (with new defendants and case numbers) for efficient case entry. 3. The system shall allow the user to quickly enter many plaintiffs/defendants on a case (e.g. landlord/tenant cases). 4. The system shall allow filing fees and other financial transactions to be entered before a case is filed. 5. The system shall allow a case number to be reserved and allow entry of hearing date, type, judicial officer, etc (create a case without parties and other required elements – D-36). 6. The system shall accept partial or full filing fees. 7. The system shall allow judgment forms to be printed, by batch, several days before a scheduled hearing date, to be completed manually by the judicial officer. 8. The system shall keep track of filing dates (complaint filing, answer filing, etc) in order to calculate deadlines that trigger some action. 9. The system shall allow cases to be manually associated to other cases. 10. The system shall allow multiple attorneys to be associated to each party. 11. The ability to produce a bar code to place on the physical file folder and/or documents for tracking purposes. 12. The system shall be able to automatically generate a unique case number or accept a manually assigned case number. The case number may include the case type. 13. The system shall be able to associate or disassociate a party to one or many other parties within the case (e.g. one attorney may be associated to multiple defendants in a case, then

	<p>disassociated from one of those defendants).</p> <ol style="list-style-type: none"> 14. The system shall be able to automatically assign a judicial officer or accept a manually assigned judicial officer. There are many different algorithms for determining next judicial officer (blind draw, round robin, case type, workload percentages, etc). 15. The system shall be able to automatically assign a secondary judicial officer or accept a manually assigned secondary judicial officer. 16. The system shall provide a scheduling matrix (including time slots, judges, courtroom facilities, etc). 17. The system shall add entries for new cases and associated events to the Register of Actions. 18. The system shall have a flag with the following values: public, sealed, non-public, etc. 19. Sealing may occur at the case level or for certain sections (events or fields) of the case. 20. Certain cases are automatically marked as non-public (e.g. adoptions). 21. The system shall be able to produce a list of cases to be sealed and potentially set the flag. 22. The system shall be able to calculate and display the current age of the case. 23. The system shall be able to establish case milestones and time standards and allow the user to override. 24. The system shall be able to capture confidential notes related to the case and/or parties. 25. The system shall allow a case to be created with one party (e.g. treasurer's tax sale, forfeiture of property, name change, etc).
Interfaces	<ul style="list-style-type: none"> •
Business Rules	<ol style="list-style-type: none"> 1. Entering a new case requires, at least, the following data: case number, case type, a reference to the initiating document, judge, plaintiff, defendant, date filed. 2. A party can have multiple roles on a case (e.g. Cross and Counter Plaintiff/Defendant). 3. Attorneys cannot represent parties in small claims cases. 4. A case contains one initiating document only. 5. Other general civil (GZ) claims are non-monetary civil actions (District Court). 6. General Civil (GC – up to and including \$25,000) claims must include monetary damages. 7. Small claims (SC – judgments up to and including \$3000) must include monetary damages. 8. The system needs to identify the role of the case party based on whether they are the petitioner or respondent (regardless of what the local naming practice may be). 9. Once assigned to a judicial officer, a case remains with that judicial officer (unless changed in the system). However, any event or action may be heard by another judicial officer. 10. A case may be reopened by adding a reopen date and a reason for reopening (may come from an event code). Adding the

	<p>reopened date will trigger other updates, including a status update.</p> <p>11. Events are used to record hearings, file documents, schedule next action dates, request orders/forms, etc.</p> <p>12. A court order is always entered when filing fees are waived.</p> <p>13. A history of assigned judges shall be maintained (with active/inactive dates).</p>
Data Elements	<ul style="list-style-type: none"> • Required: <ul style="list-style-type: none"> ▪ Case number ▪ Case type (SC, GZ, GC, LT, or SP for District) ▪ Reference to an initiating document ▪ Judge of record ▪ Party(s) • Optional: <ul style="list-style-type: none"> ▪ Attorney bar number (associated to a party) ▪ Secondary judicial officer ▪ Phone number ▪ Address (plaintiff, defendant, or other case party) ▪ Alternative name ▪ Alternative name type (e.g. Doing Business As) ▪ Venue (as in traffic/criminal) ▪ etc
Miscellaneous Notes	<ul style="list-style-type: none"> •

3.1.2.2 Business Use Case – Conduct a Hearing

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Conduct a Hearing
Date	February 27, 2007
Author(s)	Unisys

Description	This use case describes the process of managing a hearing. The events and details of the hearing are recorded, including the outcome.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To record the hearing details.
Triggers	A scheduled hearing is due.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The hearing is called. 2. The court clerk captures the details of the hearing (including next action). 3. The clerk may generate and distribute completed forms.

Preconditions	A hearing date was scheduled and that date has arrived.
Postconditions	The hearing outcome has been recorded. The next hearing has been scheduled, if necessary.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall record: <ol style="list-style-type: none"> a. Adjudication (finding of the court) b. Schedule next event c. Financial assessments and fees d. Attendees e. Exhibits f. Witnesses g. Statements and depositions h. hearing type i. results of the hearing j. Court Recorder name and certification number k. etc 2. The system shall add entries for case events to the Register of Actions. 3. The system shall be able to generate documents.
Interfaces	<ul style="list-style-type: none"> • Digital recording system (future enhancement – out of scope) • CHR: sending PPO violation results • PACC/PAAM: notify prosecutors of criminal contempt hearings
Business Rules	<ol style="list-style-type: none"> 1. A scheduled hearing must have an outcome (held, adjourned, etc). 2. Events are used to record hearings, file documents, schedule next action dates, request orders/forms, etc. 3. If the hearing was recorded, the court recorder name and certification number are required. 4. On arrest on a PPO, a bond must be set within 24 hours (by Circuit or District judicial officer). The arraignment date is set at the same time. If the respondent is in custody, a hearing on the violation (after the arraignment) must take place within 72 hours. 5. A PPO arrest is a circuit court civil case. The district court may set bond and schedule the arraignment only.
Data Elements	
Miscellaneous Notes	

3.1.2.3 Business Use Case – Conduct a Scheduling Conference

Use Case Package	Lifecycle of a Case
Use Case Title	Conduct a Scheduling Conference
Date	March 6, 2007
Author(s)	Unisys

Description	A Scheduling Conference is conducted with all relevant parties to discuss the logistics of scheduling hearings/trials/discovery details/ and establishing milestones. (For example: witnesses are identified, the length of trial is estimated, bench or jury trial, pre-trial and trial dates, and resources, etc identified).
Actors	<ul style="list-style-type: none"> • Court Clerk
Goals	To plan and agree to the logistics for a trial.
Triggers	A case is created and arraignment is completed.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The Defense Attorney and Prosecutor meet with Judicial Officer 2. The parties agree to specific milestones and schedules 3. The clerk records milestones and schedules next event
Preconditions	A case has been created and has been arraigned.
Postconditions	Milestones set
Business Requirements	<ol style="list-style-type: none"> 1. The system shall have the ability to record milestones 2. The system shall have the ability to provide a tickler of upcoming and/or past milestone dates
Interfaces	
Business Rules	
Data Elements	

3.1.2.4 Business Use Case – Set Bond

Business Use Case Package	Lifecycle of a Case
Use Case Title	Set Bond
Date	March 6, 2007
Author(s)	Unisys

Description	Bond is set by a judicial officer or based on the offense, may be automatically set. The Court Clerk captures details of the bond, receives the money and receipt. If the defendant is back in custody and subsequently makes bond then the holding facility will send the clerk the surety/money/etc. and receipt.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To create a bond record for a case.
Triggers	<p>Bond is set by a judicial officer.</p> <p>Bond money and receipt is received from the holding facility (jail, lockup, etc).</p>
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case.

	<ol style="list-style-type: none"> 2. The clerk enters the bond type (cash, surety, property, release on own recognizance, etc). 3. The clerk enters the amount of the bond. 4. The clerk enters special conditions of bond. 5. The clerk may generate miscellaneous bond forms and/or receipt.
Preconditions	A case has already been created.
Postconditions	The Bond is set and the details are recorded.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to capture bond amount and other details as associated to a case. 2. The system shall update the ROA with bond details.
Interfaces	•
Business Rules	
Data Elements	

3.1.2.5 Business Use Case – Issue a Warrant

Business Use Case Package	Lifecycle of a Case
Use Case Title	Issue a Warrant
Date	March 6, 2007
Author(s)	Unisys

Description	The court process to issue a warrant to authorize a law enforcement officer to arrest a person for a crime or breach of a court order (e.g. an offender fails to appear for court appearance, etc.).
Actors	<ul style="list-style-type: none"> • Court Clerk
Goals	To produce and distribute a warrant.
Triggers	A party to the case applies for a warrant (e.g. defendant has failed to appear for a Creditor's Examination; post-judgment).
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects the relevant case for the selected party. 2. The details of the warrant application is entered and associated with the selected case. 3. The clerk or LE enters the warrant into LEIN. 4. An ROA entry is made upon warrant being printed, issued, and/or receipt/confirmation from LEIN indicating that the warrant was successfully uploaded.

Alternative Path 1	<p>Recall a Warrant</p> <ol style="list-style-type: none"> 1. Judicial Officer recalls warrant. 2. The clerk or LE cancels the warrant in LEIN. 3. An ROA entry is made upon receipt/confirmation from LEIN indicating that the warrant was successfully cancelled. 4. If the warrant was issued pre-adjudication the case is returned to a pending status (for time standard purposes the case aging process does not begin until the person appears at the court).
Preconditions	<p>For an offender, the case exists. A party exists and is associated to a pending case.</p>
Postconditions	<p>The party and warrant details are captured and associated with a case.</p>
Business Requirements	<ol style="list-style-type: none"> 1. The system shall generate an arrest warrant flag at the name and case level.
Interfaces	<p>LEIN: sending warrant information</p>
Business Rules	<ol style="list-style-type: none"> 1. Post-adjudication bench warrants place the case in warrant status but do not affect case aging or caseload. 2. Periodic validation of active warrants is performed between LEIN and the courts (validation action is recorded). 3. A warrant is authorized by a judicial officer.
Data Elements	

3.1.2.6 Business Use Case – Record Contempt of Court

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Record Contempt of Court
Date	February 27, 2007
Author(s)	Unisys

Description	<p>This use case describes the processes and events involved with recording contempt of court in civil cases.</p>
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	<p>To record the contempt of court. To enter associated probation, jail and/or fines.</p>
Triggers	<p>The judge found a party in contempt of court.</p>
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk enters the details of the contempt of court event, including the type of contempt (civil, criminal). 2. The clerk enters associated fines, jail and/or probation orders. 3. The clerk generates the necessary form(s) and/or court orders.

Preconditions	The party exists and is associated with a case.
Postconditions	Contempt of court has been entered. Associated probation, jail and/or fines have been entered.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall allow partial payment of fines. 2. The system shall allow contempt of court to be entered as an event associated with a party on the case. 3. The system shall allow an order of probation to be entered against a party on the case. 4. The system shall allow the recording of jail days. 5. The system shall be able to generate documents.
Interfaces	<ul style="list-style-type: none"> • CHR: disposition information (for PPO violations)
Business Rules	<ol style="list-style-type: none"> 1. Contempt of court may apply to any parties associated with the case (plaintiffs, defendants, attorneys, witnesses, jurors, etc). 2. A result should be recorded associated to the contempt of court.
Data Elements	
Miscellaneous Notes	

3.1.2.7 Business Use Case – Record an Event

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Record an Event
Date	February 27, 2007
Author(s)	Unisys

Description	This use case describes how the actor records an event on a case or person. An event may include receiving a document that is related to an existing case, an action taken in relation to the case, etc.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To record an event on a case or person.
Triggers	A document has been received or an action has been taken in relation to the case or person.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case. 2. The clerk selects the event type. 3. The clerk determines which level to associate the event to (case or person(s)). 4. The clerk adds additional information required per that event. 5. The clerk records the event details (including judicial officer, defaults to jurist of record; party attorney). 6. Forms shall be generated ad hoc or batch as required (an event may require certain associated forms).

Preconditions	A case has been created.
Postconditions	
Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to associate a document or event to the case or person(s). 2. The system shall be able to capture comments as an event. 3. Upon request, the system will provide a filtered list of associated forms related to the event and/or case type (user may choose any form). 4. The system shall be able to capture the person who entered the event and maintain a history of the modifications, deletions, etc. 5. The system shall provide a mechanism to process multiple actions/events per case parties and assign new court date/times in the same system process. 6. The system shall have the ability to track adjournments, the reasons for adjournments, the requesting party, and display the total number of adjournments per case, per party and event.
Interfaces	<ul style="list-style-type: none"> • Imaging: attaching image of document to the case or person <ol style="list-style-type: none"> a. The system shall prompt the imaging system to capture the document. b. The event will provide a mechanism to show an image exists and allow the image to be accessed. • LEIN: bench warrants
Business Rules	<ol style="list-style-type: none"> 1. The system shall allow a case type to be changed if necessary. For example, if a small claims case needs to be removed to general civil, the system shall allow that change, and additionally, shall perform certain actions automatically (close original case, remove future court dates, create new case with a copy of all previously entered info, except financial records). Case type change history should be maintained. 2. Certain events may trigger other actions (e.g. if a person withdraws a small claims appeal, the case should revert back to the previous judgment). 3. Certain events are only allowed based on other case information (e.g. a periodic garnishment cannot be entered if there is an active installment payment agreement in place between the plaintiff and defendant; no garnishment can be entered if the defendant has filed for bankruptcy; a new periodic garnishment cannot be filed for the same garnishee until the previous periodic garnishment has expired, etc). 4. Certain event types may affect the court case timeline and deadlines. 5. Certain event types may require the user to enter additional information. (e.g. filing an objection may require a status flag of 'contested', which may affect the court case timeline) 6. An informational event (one that does not affect caseload statistics) may be entered prior to a filing date (the case number was already created; event back-dated).

	<p>7. An event date must be less than or equal to the current date.</p> <p>8. The case status may restrict the types of events and additional information associated to the event that may be entered.</p> <p>9. Events may require that another action occur, based on event type. Some events cause an open item which will require a subsequent event to complete the event cycle. (e.g. 'under advisement' requires 'return from advisement' to occur later; order for more definitive statement causes an open item that is waiting on action by the plaintiff instead of the defendant)</p>
Data Elements	<ul style="list-style-type: none"> • Party identifier (by party type) • Date • Action/Event code <ul style="list-style-type: none"> ▪ Optional: Financial modifier to action/event code ▪ Optional: Short comment ▪ Optional: Attorney assignment ▪ Optional: Court recorder number • Next court date/time for case party <ul style="list-style-type: none"> ▪ Optional: Judicial officer ▪ Optional: Location • Etc
Miscellaneous Notes	

3.1.2.8 Business Use Case – Record Alternative Dispute Resolution (ADR) Details

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Record Alternative Dispute Resolution (ADR) Details
Date	February 27, 2007
Author(s)	Unisys

Description	This use case describes the Alternative Dispute Resolution process. ADR may include case evaluation or mediation. The details of the ADR are captured and notifications sent out as necessary.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To record events and details associated with ADR.
Triggers	Judicial officer sends a case to ADR.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case. 2. The clerk enters the discovery and hearing dates, hearing location, evaluators, parties, etc.

	<ol style="list-style-type: none"> 3. The clerk enters the ADR type (Case Evaluation, Mediation, or Arbitration) 4. The clerk schedules case evaluation and sends notice to the parties. 5. The clerk enters fees and multiple service dates for case evaluation. 6. When notification of the award/outcome is received, the clerk enters the award/outcome received date. 7. The clerk enters the parties' responses (accept, reject, conditional, bifurcated) as they are received. 8. Notification is sent to all parties 28 days after the case evaluation hearing. Notification includes each party's response to the ADR outcome.
Preconditions	The case and an order referring the case to ADR exist.
Postconditions	ADR details (including outcomes) are recorded and sealed.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to record events and details from multiple rounds of ADR. 2. The system shall only allow authorized users to access ADR records. 3. The system shall have a separate ROA for ADR. The general case ROA shall indicate that the case was sent to ADR, but shall not include any details/outcomes of ADR. 4. Recording an event on the ADR ROA is similar to recording an event on the general case ROA. 5. The system shall be able to generate the necessary forms and reports.
Interfaces	•
Business Rules	<ol style="list-style-type: none"> 1. ADR may include case evaluation, mediation, or arbitration. 2. Case aging continues through the ADR process. 3. A case may be sent to ADR multiple times and the history should be maintained. 4. ADR records are sealed until after adjudication. 5. ADR fees may or may not be collected by the court, and may or may not be recorded on the case. ADR initiation fees (\$75) are usually recorded on the case. (Case evaluation fees must be recorded) 6. Case evaluation may not occur before 91 days from date of service of the claim. Mediation may occur at any time during the case. 7. If there are allegations of domestic violence, the case should be flagged for the ADR clerk. 8. If the parties do not respond within 28 days, the ADR outcome is deemed rejected and returns to the traditional civil process.
Data Elements	
Miscellaneous Notes	

3.1.2.9 Business Use Case – Initiate an Appeal

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Initiate an Appeal
Date	February 27, 2007
Author(s)	Unisys

Description	This use case describes the process involved with initiating an appeal.
Actors	<ul style="list-style-type: none"> Court clerk
Goals	To initiate the appeal. To update the existing case with the appeal details.
Triggers	Filing of a copy of a claim of appeal and may pay a fee.
Basic Path	<ol style="list-style-type: none"> The appellant orders a transcript and other required documents. The appellant pays a bond if applicable. The clerk certifies the appeal. The judicial officer signs the order transmitting the appeal (for District to Circuit appeals). The clerk makes the appropriate copies of the case, if the case is being appealed to another court. The clerk sends the case to the appropriate court.
Alternate Path 1	<p>Small claims appeal.</p> <ol style="list-style-type: none"> The existing case is reopened and assigned to a judge. Normal small claims path is followed.
Preconditions	A judgment or an order has been entered on the case.
Postconditions	
Business Requirements	<ol style="list-style-type: none"> The system shall be able to capture the stay of a case from an appellate court.
Interfaces	<ul style="list-style-type: none">
Business Rules	<ol style="list-style-type: none"> Events are entered in the system for each step in the appeal process. The stay of a case from an appellate court stops the case aging. The claim of appeal is filed in both the lower court and the higher court. Upon receipt of the claim of appeal in Circuit Court, from District Court or Probate Court or an administrative agency, a new case is created. If the process is not completed successfully within the time frame, the District Court must notify the Circuit Court (and both appeals are dismissed).
Data Elements	

Miscellaneous Notes	
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3.1.2.10 Business Use Case – Record a Disposition

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Record a Disposition
Date	February 27, 2007
Author(s)	Unisys

Description	This use case describes the adjudication and/or disposition process for defendants. Dispositions and the associated details may be entered for each defendant separately or as a group. Once all defendants have a disposition entered, the case is disposed.
Actors	<ul style="list-style-type: none"> Court clerk
Goals	Record adjudication and/or disposition of one or more defendants.
Triggers	<p>Judicial officer or jury adjudicates on a defendant. A judgment or dismissal is received. A notice of reconciliation is filed. There is a default entry, consent judgment or settlement filed by the parties. There is no answer, no progress, or no service in the case.</p>
Flow of Events	
Basic Path	<ol style="list-style-type: none"> The clerk selects a case. The clerk selects one or more defendants associated to the case. The clerk enters the disposition, date of disposition, amount, etc. Repeat steps above for all remaining defendants in the case.
Preconditions	One or more defendants in the case have been adjudicated.
Postconditions	None.

Business Requirements	<ol style="list-style-type: none"> 1. The system must be able to specify which case parties are at defendant level (disposable). 2. The system shall set the case status to disposed when all defendants in the case have been disposed. 3. The system shall check for and allow the removal of future court dates when all defendants in the case have been disposed (with a notice to the user). 4. District: The system shall make a default entry (not a default judgment) if a complaint was not answered within a certain number of days, depending on case type and type of service. 5. Circuit: The system may make a default entry (not a default judgment) if a complaint was not answered within a certain number of days, depending on case type and type of service. 6. The court shall have the ability to set a system flag indicating if default entry is automatic or not. 7. The system shall be able to generate a Notice of Default. 8. The system shall be able to capture the jury decision as well as the judicial officer decision in a jury trial. 9. The system shall capture all disposition detail, including overturned jury verdicts, etc. 10. An event that closes the case also triggers the following actions: <ol style="list-style-type: none"> a. The system shall enter an end date on any periodic financial orders. b. The system shall enter a closed date on the case. c. etc 11. When the case is closed, the system shall generate a list of owed financials. 12. The system shall be able to capture an archive number for case storage purposes.
Interfaces	<ul style="list-style-type: none"> • CHR: disposition information (for PPO violations)
Business Rules	<ol style="list-style-type: none"> 1. For each defendant there must be a valid disposition code (either an adjudication or a procedural disposition). 2. In order for a case to be disposed, every defendant must be disposed. 3. Adjudications should indicate the method of adjudication (bench trial, jury trial) 4. Disposition is conducted at a defendant level. 5. The highest level disposition type is applied to the case when all defendants have been disposed. Rules within case load report including disposition type, trial type. 6. Disposition processing can be applied against one or more defendants at a time 7. A case is not disposed until all the defendants and all claims in the case have been disposed 8. In Landlord/Tenant cases, if the defendant does not attend the scheduled hearing or file a written answer, the judge may enter a

	<p>default judgment for property (possession), and if the defendant was personally served notice of the complaint, default judgment may be entered for a monetary claim as well.</p> <p>9. Landlord/Tenant cases may have two separate dispositions (for monetary and property claims).</p> <p>10. There are different disposition codes depending on the case type.</p> <p>11. A case disposition stops the case aging process.</p> <p>12. A case disposition may be modified and the history must be maintained.</p> <p>13. Directed verdicts occur prior to jury deliberation.</p> <p>14. There are non-dispositive and dispositive parties on a case.</p> <p>15. Adding a dispositive party to the case after a disposition has been entered results in reopening the case.</p>
Data Elements	
Miscellaneous Notes	

3.1.2.11 Business Use Case – Record Garnishment Details

Business Use Case Package	Lifecycle of a Case
Business Use Case Title	Record Garnishment Details
Date	February 28, 2007
Author(s)	Unisys

Description	This use case describes the process of entering garnishment details from filing through expiration.
Actors	<ul style="list-style-type: none"> Court clerk
Goals	To capture garnishment details for each defendant on a case.
Triggers	A "Writ of Garnishment" is filed with the court and the fees collected.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> The clerk selects the garnishment type (periodic, non-periodic, income tax). The clerk assigns a garnishment ID number. The clerk assigns a garnishee ID number. The clerk enters the issue date and the system calculates the expiration date. <p>*** AFTER SERVICE ***</p> <ol style="list-style-type: none"> The clerk enters the service date. <p>*** GARNISHEE FILES DISCLOSURE (within 14 days of service) ***</p> <ol style="list-style-type: none"> The clerk enters the initial disclosure date and the amount recoverable by federal regulations or garnishee states they are not indebted (the garnishee does not owe the defendant any

	<p>money; e.g. the defendant does not work for the garnishee, the defendant does not have any money in the bank account, etc.).</p> <ol style="list-style-type: none"> 7. The clerk enters the date the defendant was served. 8. The clerk enters the pre-empted date (date the previous garnishment started). <p>*** GARNISHMENT EXPIRES ***</p> <ol style="list-style-type: none"> 9. The clerk enters the final statement date and amount collected.
Preconditions	A judgment has been entered for the defendant.
Postconditions	The garnishment has been entered.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall close the garnishment if the garnishee is not indebted to the defendant. 2. When the service date (service of writ of garnishment on garnishee) is entered, the system shall record the service date in the Register of Actions. 3. When the initial disclosure date (garnishee discloses to the court within 14 days of service by the plaintiff) is entered, the system shall record the disclosure date in the Register of Actions. 4. When the defendant service date (service of writ of garnishment on defendant by the garnishee) is entered, the system shall record the service date in the Register of Actions. 5. When the final statement (identifies how much money was paid to the plaintiff; filed up to 14 days the garnishment expires) is entered, the system shall record the date in the Register of Actions. 6. The system shall be able to generate garnishment forms as necessary (criminal).
Interfaces	•

Business Rules	<ol style="list-style-type: none"> 1. Garnishment ID numbers are assigned for each defendant in the case per each writ of garnishment filed. 2. Garnishee ID numbers are assigned for each garnishee per defendant in the case. 3. A judgment must have been entered at least 21 days prior to filing the writ of garnishment. 4. A writ of garnishment may not be entered if a satisfaction of judgment was filed, an order for bankruptcy has been filed, or an order to stay proceedings has been filed. 5. Periodic garnishments may not be entered if there is an installment payment agreement in place or a hearing is scheduled for an installment payment agreement. 6. Income tax garnishments may or may not have a disclosure. 7. The garnishee has 14 days to file the disclosure after they have been served by the plaintiff. 8. Only one periodic garnishment per garnishee and defendant may be active at a time. (the garnishee may have another on-going garnishment from a different case against the defendant) 9. The pre-empted date is informational only, from the court's perspective. If the pre-empted garnishment expires, the garnishee will begin sending garnishments to the filing plaintiff, assuming the writ has not expired. 10. Periodic and non-periodic garnishments expire 91 days from the issuance. 11. Income tax garnishments expire on the following October 31. 12. Garnishments may happen in both District and Circuit Courts.
Data Elements	
Miscellaneous Notes	

3.2 Business Process – Case Management

3.2.1 Process Details

3.2.1.1 Business Use Case – Create a Court Calendar

Business Use Case Package	Case Management
Business Use Case Title	Create a Court Calendar
Date	February 27, 2007

Business Use Case Package	Case Management
Business Use Case Title	Create a Court Calendar
Author(s)	Unisys

Description	The purpose of this use case is to associate a judicial officer to a location/room and a block of time in order to schedule hearings by hearing types.
Actors	<ul style="list-style-type: none"> • Judicial officer • Court support staff
Goals	To identify available time slots for conducting hearings. To identify available time slots for each judicial officer.
Triggers	Regularly scheduled task per judicial officer.
Flow of Events	
Basic Path	<p>This use case starts when time slots need to be made available for judicial officers.</p> <ol style="list-style-type: none"> 1. Set up available date/time for the court (based on public holidays, etc). 2. Set up available date/time for each judicial officer (based on vacations, etc). 3. Divide available hearing days into blocks of time based on hearing types for each judicial officer. 4. Establish a limit, per judicial officer, on the number of cases that can be heard for each specific hearing type. 5. Establish a set of resources (facilities, interpreters, video recorder, etc) to be available for booking for future hearings.
Preconditions	The courts, judicial officer names, resources, etc must be known.
Postconditions	Court sessions are available for cases to be scheduled.
Business Requirements	<ol style="list-style-type: none"> 1. The system must provide an overall calendar, a calendar per judicial officer, and a calendar for bookable resources. 2. The system shall allow flexible time divisions for creating hearing blocks. 3. The system shall allow the establishment of recurring sittings (like Outlook/Groupwise).
Interfaces	
Business Rules	
Data Elements	
Miscellaneous Notes	

3.2.1.2 Business Use Case – Schedule a Hearing

Business Use Case Package	Case Management
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Business Use Case Title	Schedule a Hearing
Date	February 27, 2007
Author(s)	Unisys

Description	This use case describes the process of scheduling a hearing for a specific case and judicial officer.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To schedule one or more hearings and generate the appropriate notices.
Triggers	A hearing is necessary to continue processing a case.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case or person. 2. The clerk selects one or more cases to schedule for hearing. 3. The clerk enters the criteria for the search (hearing date, time, place, judicial officer, additional resources, and type). 4. The clerk selects a hearing date, time, place, judicial officer, additional resources, and type. 5. The clerk schedules other events as necessary. 6. The clerk selects specific forms and parties. 7. The user requests the system generate notice for one or more scheduled events.
Preconditions	The case exists or the case number has been reserved.
Postconditions	A hearing has been scheduled and notices generated.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall allow hearings to be rescheduled or removed as a block or individually. 2. The system shall allow scheduled hearings to be added, updated, or deleted. 3. Authorized users shall be allowed to override scheduling recommendations made by the system. 4. The system shall provide the capability to optionally warn of conflicts with associated parties previously scheduled to other events. 5. Events shall be added to the ROA. 6. The system shall allow the entry of comments and notes (possibly confidential).
Interfaces	
Business Rules	<ol style="list-style-type: none"> 1. A hearing may be scheduled for one or more cases and one or more parties (in any combination). 2. The system should make scheduling recommendations based on established timelines. 3. Confidential notes may be added as part of the scheduling. 4. Hearings may not be scheduled for a case that has been removed.

Data Elements	
Miscellaneous Notes	