

**State Court Administrative Office
State of Michigan**

FINAL

*Probate Court Case Management
Business Process Specification
Version 0.4*

March 21, 2007

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Revision History

Date	Version	Description	Author
3/13/07	0.1	First revision of Business Use Cases. Reviewed and revised 'Create/Modify a Case', 'Create a Party', 'Conduct a Hearing'	Unisys and SCAO team
3/14/07	0.2	Accepted 'Create/Modify a Case', 'Create a Party', 'Conduct a Hearing'. Reviewed and revised 'Record Contempt of Court', 'Record an Event', 'Manage Payments for Appointments', 'Initiate an Appeal', 'Record a Disposition' First revision of Business Process Summary and diagrams.	Unisys and SCAO team
3/19/07	0.3	Accepted 'Record Contempt of Court', 'Record an Event', 'Manage Payments for Appointments', 'Initiate an Appeal', 'Record a Disposition' Reviewed and accepted 'Record Garnishment Details', 'Create a Court Calendar', 'Schedule a Hearing'	Unisys and SCAO team
3/21/07	0.4	Minor revisions to use cases based on comments.	Unisys and SCAO team

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1. Business Process Summary

1.1 Probate Court Overview

The Probate Court handles matters such as wills, estates, and trusts; guardianships and conservatorships; protective orders; and mental health proceedings. In addition, Probate Court may handle general civil matters arising out of an existing probate case.

In addition, there are a number of matters in the Family Division of the Circuit Court that follow a path similar to that of Probate cases, including adoptions, emancipation of minors, name change, waiver of parental consent, and others.

Cases are initiated by a petition, application, or notice depending on the case type. Probate cases may remain open for extended periods of time, and for caseload reporting purposes, one disposition is entered per case. In Mental Health proceedings, however, each petition (or other initiating document) within the case may be disposed independently during the lifecycle of the case.

Cases in Probate Court are party driven. Each case type has associated party types and each party type has certain obligations to the court in relation to the case. Most Probate cases have both case level and party level milestones. Parties are required to file reports and accounts at a specified frequency. In addition, hearings are conducted at defined times throughout the life of the case.

1.1.1 Estates, Trusts and Wills

The court may play an oversight role in managing and supervising the decedent's estate and trust(s). The court appoints a personal representative (PR) for the estate to manage the assets, pay the bills and distribute the remains of the estate. Probate Court may also supervise trusts and ensure that the terms of the trust are carried out. The fiduciary may be required to submit periodic reports to the court detailing the expenditures within the estate or trust. Some cases are intended simply to perform administrative functions with limited judicial oversight such as trust registration, safe-keeping of wills, demand for notice, filing of letters by foreign PR, etc.

1.1.2 Guardianships and Conservatorships

The Probate Court may appoint a guardian or conservator of a minor or an adult. A guardian is responsible for making personal decisions for minor or an incapacitated individual, and may be ordered to make financial decisions. A conservator is responsible for making financial decisions for a protected individual. The Probate Court may also appoint a guardian for a developmentally disabled person, and based on the scope of the appointment, that guardian may make both personal and financial decisions for the individual. Guardians and conservators are required to provide periodic reports to the court. In lieu of a conservatorship, the court may issue a protective order.

1.1.3 Mental Health Proceedings and Judicial Admissions

The Probate Court is responsible for the involuntary treatment of mentally ill persons based on statutory criteria. If the individual will not voluntarily submit to a mental health evaluation, the court may issue an order to transport the ward to a mental health facility for evaluation.

If the person agrees to an alternative treatment plan put together by Community Mental Health and signs a deferral agreement, the case disposition is 'deferred' and if the person complies with the agreement, there may not be any further action on the case.

If an individual has been diagnosed as an individual with mental retardation, a judicial admissions case will be created instead of a mental illness case. Otherwise, the processing of the case is essentially the same.

2. Definition of Actors

Actor	Definition
Citizen	Generalization for any person or entity who may file a complaint with the Court.
Conservator	An appointed person with the legal duty and power to manage and protect the estate (financial interests) of a minor or legally incapacitated person.
Court Clerk	Any clerk or register responsible for entering and managing cases in the Court.
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.
Guardian	An appointed person with the legal duty and power to manage personal and/or financial matters for the minor, legally incapacitated person, or developmentally disabled person.
Guardian ad Litem	A person appointed by the court to promote and protect the interests of a person during an action under consideration by the court.
Fiduciary	An appointed entity who manages the affairs (property or person) of another. Includes guardians, conservators, personal representatives, etc.
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.
Party	Generic actor referring to any individuals involved in or associated with a case.
Petitioner	The person who initiates the petition.
Ward	A minor , legally incapacitated person, or developmentally disabled person who has been placed under the care of a guardian or conservator.

3. Business Interaction Model

Probate Process

March 14, 2007

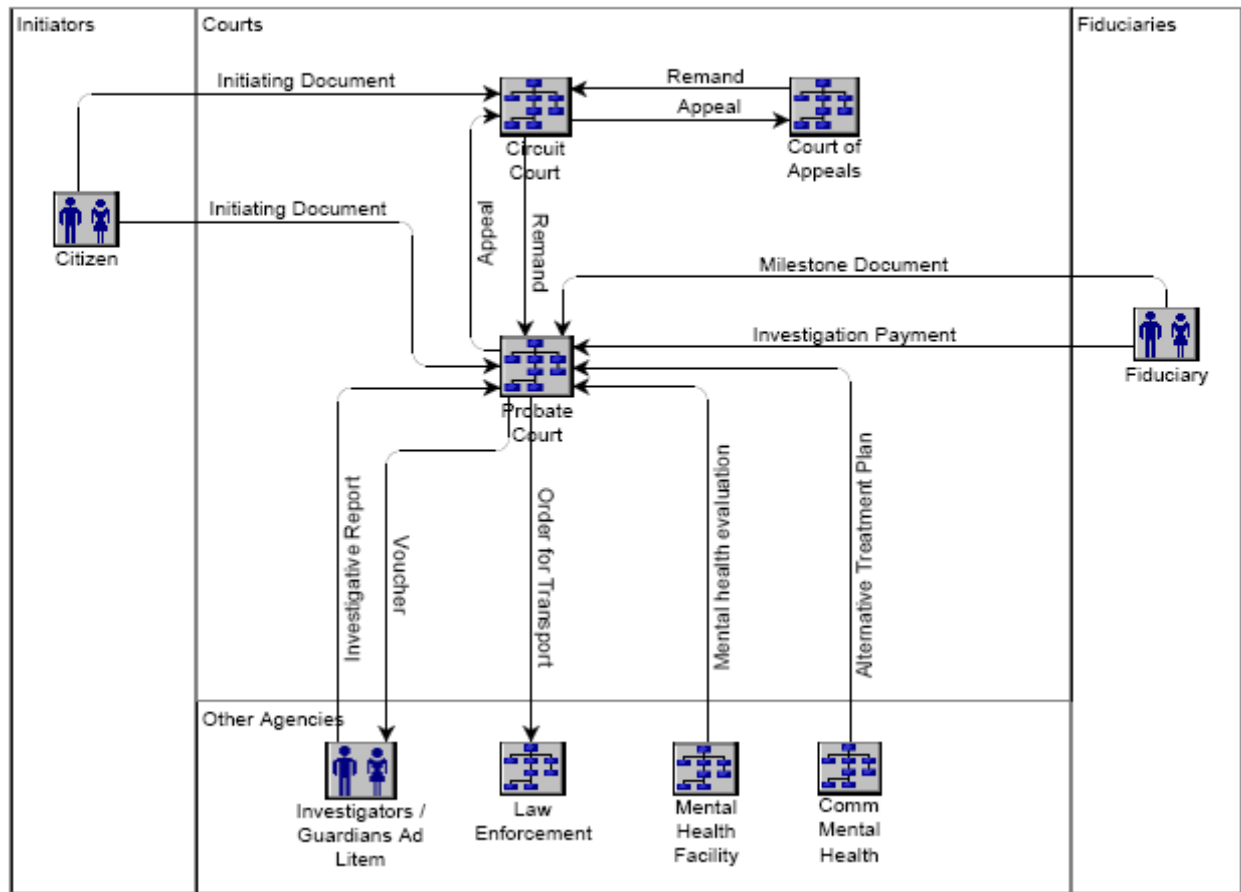


Figure 1: Probate Business Interaction Model

3.1 Business Process – Probate Case

3.1.1 Swimlane Diagrams

Process a Probate Case

March 14, 2007



Figure 2: Process a Probate Case Swimlane Diagram

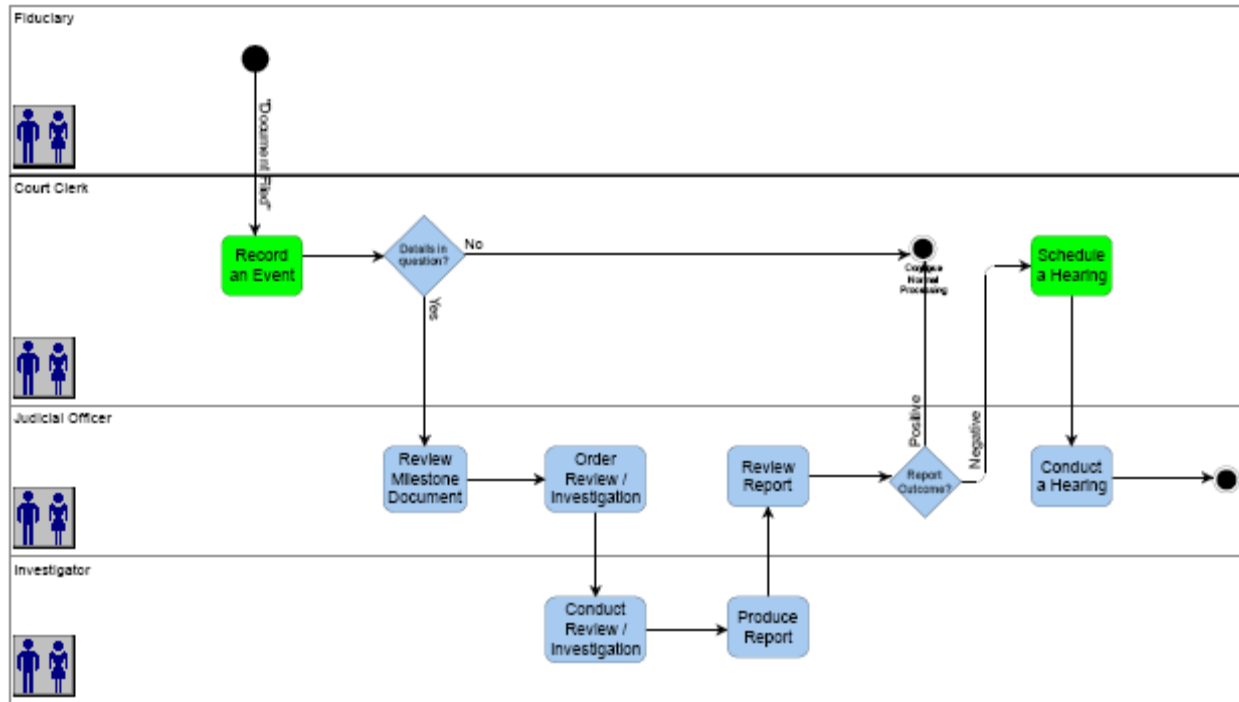


Figure 3: Process Milestone Documents Swimlane Diagram

3.1.2 Process Details

3.1.2.1 Business Use Case – Create/Modify a Case

Business Use Case Package	Probate Case
Business Use Case Title	Create/Modify a Case
Date	March 12, 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.
Actors	<ul style="list-style-type: none"> Court Clerk
Goals	To identify and capture case data. To add or amend case data.
Triggers	A petition (or other initiating document) is filed with the Court and

	filing fees (or a waiver) may be received.
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 petition details. 4. The clerk assigns a judicial officer to the case. 5. Predetermined caseflow milestones and time guidelines are set up. 6. The clerk may enter filing fees if collected at the time of filing. 7. The clerk may schedule the case for a hearing.
Alternative Path 1	<p>Wills for Safekeeping</p> <ol style="list-style-type: none"> 1. The clerk receives a will for safekeeping. 2. The clerk assigns a unique identifier. 3. The clerk enters the case type. 4. The clerk collects and enters the filing fees and generates a receipt for the fees. 5. The clerk generates a receipt for the Will. 6. The clerk seals, numbers, and deposits the will in the vault.
Alternative Path 2	<p>Wills after death of testator</p> <ol style="list-style-type: none"> 1. The clerk receives the will. 2. The clerk assigns a unique identifier. 3. The clerk enters the case type. 4. The clerk places the will in a physical file folder. 5. The clerk notes the physical file number in the system.
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. 2. The system shall allow the user to enter the same petitioner on several new cases for efficient case entry. 3. The system shall allow filing fees and other financial transactions to be entered before all case information is entered. 4. The system shall be able to generate documents (e.g. receipt of will). 5. The system shall keep track of filing dates in order to calculate deadlines that trigger some action. 6. The system shall allow cases to be manually associated to other cases. 7. The system shall allow multiple parties (attorneys, guardians, etc) to be associated to each party. 8. The system shall have the ability to produce a bar code to place on the physical file folder and/or documents for tracking purposes. 9. 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. 10. The system shall be able to associate or disassociate a party to

	<p>one or many other parties within the case.</p> <ol style="list-style-type: none"> 11. 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). 12. The system shall be able to automatically assign a secondary judicial officer or accept a manually assigned secondary judicial officer. 13. The system shall provide a scheduling matrix (including time slots, judges, courtroom facilities, etc). 14. The system shall add entries for new cases and associated events to the Register of Actions. 15. The system shall have a flag with the following values: public, sealed, non-public, etc. 16. Sealing may occur at the case level or for certain sections (events or fields) of the case. 17. Certain cases are automatically marked as non-public (e.g. adoptions, Waiver of Parental Consent, etc). 18. Case associations between public and non-public cases must only be visible to the user with the appropriate security for the non-public case (e.g. from an NA case, an associated adoption should not be visible, but from the adoption case, the NA case association should be visible). 19. The system shall be able to calculate and display the current age of the case. 20. The system shall be able to establish case milestones and time guidelines and allow the user to override. 21. The system shall be able to capture confidential notes related to the case and/or parties. 22. The system shall allow a case to be created with at least one party (party may be a subject/part of the header). 23. The system shall have the ability to merge cases that were entered separately but should have been one (two petitions filed with different versions of the ward's name). 24. The system shall allow interested parties to be added to a case for noticing purposes. 25. The system shall allow information from one case to populate a new case (e.g. name, address, etc). 26. The system shall be able to capture filings that are not considered cases (e.g. wills, marriages, notary endorsements, etc).
Interfaces	<ul style="list-style-type: none"> •
Business Rules	<ol style="list-style-type: none"> 1. Completing a case filing requires, at least, the following data: case number, case type, a reference to the initiating document, judge, party, date filed. 2. A case contains one active, initiating petition only. Competing petitions are filed as an event on the existing case. 3. The ward on the case links petitions based on case type. When a new petition is filed, the ward and case type are used to determine whether a new case should be created or an existing case modified.

	<ol style="list-style-type: none"> 4. 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. 5. A case may be reopened by adding a reopen date and a reason for reopening (may come from an event code). Adding the reopened date will trigger other updates, including a status update. 6. Events are used to record hearings, file documents, schedule next action dates, request orders/forms, etc. 7. A court order is always entered when filing fees are waived. 8. A history of assigned judges shall be maintained (with active/inactive dates). 9. Milestones occur both at the case and party level. (e.g. every three years, a review of the case may be required, but a party within the case is required to submit reports annually) 10. Some cases are opened and closed at the same time (based on case type; e.g. Trust Registration, etc) 11. The petitioner or the court may be responsible for noticing/serving interested parties. The interested parties may file objections, competing petitions, etc. 12. For caseload purposes, each new filing in a Mental Illness case is counted, but only one case is created for the person and subsequent new filings are entered on the same case. 13. Waiver of Parental Consent cases, at the request of the minor, may be entered with initials only and may only be found on the system by a user with the appropriate level of security. 14. Certain cases require additional documents at the time of filing. 15. Sealing cases requires an Order, court rule, or statute. 16. Certain documents (Order for Transport, Supplemental petition, Notice for Temporary Placement, Disclaimer prior to estate open, etc) may be entered but not counted as an MI, adoption, etc case until the petition/application for hospitalization, petition for adoption, etc is filed. 17. Certain cases will not have a disposition entered (e.g. wills for safekeeping, trust registration, etc). They are simply a container for the details such as Will index number, etc. 18. Multiple "Wills after death of testator" may be stored in a single physical file folder, traditionally one folder per year (group file). 19. The case types for Wills for safekeeping, Wills after death of testator, etc are used only as containers for administrative filings and are not considered cases in the traditional sense.
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Data Elements	<ul style="list-style-type: none"> • Required: <ul style="list-style-type: none"> ▪ Case number ▪ Case type ▪ Reference to an initiating document ▪ File date ▪ 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 (petitioner or other case party) ▪ Alternative name ▪ Alternative name type (e.g. Doing Business As) ▪ etc
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3.1.2.2 Business Use Case – Create a Party

Business Use Case Package	Probate Case
Business Use Case Title	Create a Party
Date	March 12, 2007
Author(s)	Unisys

Description	This use case describes the process of creating a party on a case. Milestones and activity on the case are mostly party driven.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To create parties and enter their obligations, if applicable. To enter other attributes for the party (e.g. term of appointment, whether they are the initial appointment or a successor, temporary vs full, etc).
Triggers	A new party (conservator, guardian, attorney, surety, etc) enters the case.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case and/or petition. 2. The clerk enters the details for the party. 3. The clerk adds, deletes, or modifies the party's responsibilities, if applicable. 4. Milestones may be set up based on the party type and responsibilities.
Preconditions	The case exists.
Postconditions	The party details have been added to the case.

Business Requirements	<ol style="list-style-type: none"> 1. The system shall assign “default” obligations (and other attributes) to a party based on party and case type, with the ability to override as necessary. 2. The system shall allow a party to be associated to other parties. 3. The system shall allow a party to be associated to one or many petitions within a case. 4. The system shall inactivate all parties upon case closure. 5. The system shall be able to capture the qualification date associated to each party. Milestones are calculated based on that party’s qualification date and/or the qualification date of the first full fiduciary. If the qualification date is changed, the history shall be maintained. 6. The court must have the ability to change a milestone “due date” if requested by a party or by the court.
Interfaces	<ul style="list-style-type: none"> •
Business Rules	<ol style="list-style-type: none"> 1. Each party type has specific obligations (and other attributes) based on the case type. Some attributes are “default” based on the case and party type and others may be set by the judicial officer. 2. Each case type has associated party types, and each party type has associated attributes and obligations. 3. Parties with the same responsibilities on a case may be active concurrently or consecutively. 4. Deadlines are generally based on a qualifying date (e.g. appointment date, etc). 5. Milestones occur both at the case and party level. (e.g. every three years, a review of the case may be required, but a party within the case is required to submit reports annually) 6. Milestones for a party are based on party type and the judicial officer’s orders. 7. Parties may be deemed inactive, but should not be deleted. The history of active/inactive dates should be maintained. 8. If there are no parties besides the petitioner and ward on the case, the attorney general should be notified (by default), based on case type. 9. If a case is ordered to be reviewed or investigated, the appointed investigators are not added to the case as a party. If a guardian ad litem is appointed to review, however, the guardian ad litem is added to the case as the attorney for the ward and remains on the case for noticing, etc.
Data Elements	

3.1.2.3 Business Use Case – Conduct a Hearing

Business Use Case Package	Probate Case
Business Use Case Title	Conduct a Hearing

Business Use Case Package	Probate Case
Business Use Case Title	Conduct a Hearing
Date	March 12, 2007
Author(s)	Unisys

Description	This use case describes the process of managing a hearing (including judicial officer reviews). 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 or review is due.
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The hearing or review is conducted. 2. The court clerk captures the details of the hearing or review (including next action). 3. The clerk may generate and distribute completed forms.
Preconditions	A hearing or review date was scheduled and that date has arrived.
Postconditions	<p>The hearing or review outcome has been recorded.</p> <p>The next hearing or review has been scheduled, if applicable.</p>
Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to record: <ol style="list-style-type: none"> a. Disposition 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. Judicial officer l. 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)
Business Rules	<ol style="list-style-type: none"> 1. A scheduled hearing or review must have an outcome (held, adjourned, etc). 2. Events are used to record hearings or reviews, file documents, schedule next action dates, request orders/forms, etc. 3. If the hearing or review was recorded, the court recorder name and certification number are required.

Data Elements	
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3.1.2.4 Business Use Case – Record Contempt of Court

Business Use Case Package	Probate Case
Business Use Case Title	Record Contempt of Court
Date	March 12, 2007
Author(s)	Unisys

Description	This use case describes the processes and events involved with recording contempt of court.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To record the contempt of court. To enter associated probation, jail and/or fines.
Triggers	The judge found a party in contempt of court.
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	
Business Rules	<ol style="list-style-type: none"> 1. Contempt of court may apply to any parties associated with the case (petitioners, attorneys, witnesses, jurors, etc). 2. A result should be recorded associated to the contempt of court.
Data Elements	

3.1.2.5 Business Use Case – Record an Event

Business Use Case Package	Probate Case
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Business Use Case Title	Record an Event
Date	March 12, 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, person(s), or event). 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).
Alternative Path 1	<p>A "milestone document" is received (annual report, account, etc)</p> <ol style="list-style-type: none"> 1. The clerk reviews the document. 2. If the document and details are in order, follow basic path. 3. If the document and details raise suspicion, the judicial officer reviews the document. 4. The judicial officer may order a review or investigation. 5. An investigator or guardian ad litem is appointed to review the case and provide a report to the court. 6. The judicial officer takes appropriate action.
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, person(s), or other event. 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, modified, or deleted 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

	<p>reasons for adjournments, the requesting party, and display the total number of adjournments per case, per party and event.</p> <ol style="list-style-type: none"> 7. The system shall be able to report on upcoming and/or missed deadlines by case and by party. 8. The system shall have the ability to automatically generate notifications to parties for upcoming due dates. 9. The system shall have the ability to automatically generate notifications to parties for missed due dates. 10. The system shall be able to capture the value of an account in the event details (may be non-public and not displayed on the ROA). 11. The system shall be able to capture the dates associated to the milestone document (which year's account was received, etc). 12. The system shall include recorded events in the Register of Actions. 13. The system shall be able to calculate the fees associated to the value of the estate and generate appropriate documents (bill or letter). 14. The system shall be able to capture events on filings that are not considered cases (e.g. wills, marriages, notary endorsements, etc).
<p>Interfaces</p>	<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
<p>Business Rules</p>	<ol style="list-style-type: none"> 1. The system shall allow a case type to be changed if necessary. For example, if an unsupervised administration case needs to be changed to supervised administration, the system shall allow that change, and additionally, shall perform certain actions automatically. Case type change history should be maintained. 2. If a case type is changed, the responsibilities of the parties should be updated automatically (and allow manual overrides) to match the new case type. 3. Certain events may trigger other actions. 4. Certain events are only allowed based on other case information.. 5. Certain event types may affect the court case timeline and deadlines. 6. 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) 7. An event date must be less than or equal to the current date. 8. The case status may restrict the types of events and additional information associated to the event that may be entered. 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. contested

	<p>matter needs to be resolved, etc)</p> <p>10. Certain events may reopen the case (e.g. Demand for Hearing in Mental Illness proceedings).</p> <p>11. If a party is represented by an attorney, any notice sent to the party should also be sent to the attorney.</p> <p>12. Certain events will require an association to a party (annual account, etc).</p> <p>13. A contested matter requires an outcome on the contested event and the filing of the contested matter triggers time guidelines.</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: Comment ▪ Optional: Attorney assignment ▪ Optional: Court recorder number ▪ Optional: Judicial officer • Next court date/time for case party <ul style="list-style-type: none"> ▪ Optional: Judicial officer ▪ Optional: Location • Etc

3.1.2.6 Business Use Case – Manage Payments for Appointments

Business Use Case Package	Probate Case
Business Use Case Title	Manage Payments for Appointments
Date	March 12, 2007
Author(s)	Unisys

Description	This use case describes how the Probate Court handles payments for appointed parties (investigators, guardians ad litem, guardians, etc). The court may act as a “pass-through” or it may receipt payment and issue vouchers.
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To accept payments from conservators, etc. and send payments or vouchers to appointed parties.
Triggers	An appointed party bills the Court for services in a Probate case. A conservator or other party on the case pays the Court for services provided by an outside party.

Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk receives a bill from an appointed party. 2. The clerk issues a voucher to the appointed party. 3. The clerk sends a bill to the fiduciary.
Alternative Path 1	<p>Receipt and issue payment</p> <ol style="list-style-type: none"> 1. The clerk issues a check or voucher to the appointed party. 2. The clerk sends a bill to the fiduciary. 3. The clerk receives payment from a fiduciary. 4. The clerk issues a receipt to the payor.
Alternative Path 2	<p>Pass-through</p> <ol style="list-style-type: none"> 1. The clerk receives a bill from the appointed party and forwards it to the fiduciary. 2. The clerk receives payment from a fiduciary or other party. 3. The clerk photocopies the check. 4. The clerk forwards the check to the appointed party.
Preconditions	
Postconditions	
Business Requirements	<ol style="list-style-type: none"> 1. The system shall allow the user to enter payments received and forwarded for informational purposes only.
Interfaces	<ul style="list-style-type: none"> •
Business Rules	<ol style="list-style-type: none"> 1. The court acts as an in-between party only in the transactions between appointed parties and fiduciaries or other parties.
Data Elements	

3.1.2.7 Business Use Case – Initiate an Appeal

Business Use Case Package	Probate Case
Business Use Case Title	Initiate an Appeal
Date	March 12, 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.
Flow of Events	

Basic Path	<ol style="list-style-type: none"> 1. The appellant orders a transcript and other required documents. 2. The appellant pays a bond if applicable. 3. The clerk certifies the appeal. 4. The judicial officer signs the order transmitting the appeal. 5. The clerk makes the appropriate copies of the case, if the case is being appealed to another court. 6. The clerk sends the case to the appropriate court.
Preconditions	A judgment or an order has been entered on the case.
Postconditions	
Business Requirements	<ol style="list-style-type: none"> 1. 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"> 1. Events are entered in the system for each step in the appeal process. 2. Probate Court appeals may be sent to the Circuit Court or Court of Appeals depending on the type of appeal. 3. The stay of a case from an appellate court stops the case aging. 4. The claim of appeal is filed in both the lower court and the higher court. 5. If the process is not completed successfully within the time frame, the Probate Court must notify the appellate court (and both appeals are dismissed).
Data Elements	

3.1.2.8 Business Use Case – Record a Disposition

Business Use Case Package	Probate Case
Business Use Case Title	Record a Disposition
Date	March 12, 2007
Author(s)	Unisys

Description	This use case describes the disposition process for cases and/or initiating document (petition, application, objection, etc).
Actors	<ul style="list-style-type: none"> • Court clerk
Goals	To record the disposition on a case and/or initiating document.
Triggers	<p>A determination is made by a judicial officer on an initiating document.</p> <p>For cases that do not require judicial action, a document is filed.</p>
Flow of Events	
Basic Path	<ol style="list-style-type: none"> 1. The clerk selects a case, and/or initiating document.

	2. The clerk enters the disposition, date of disposition, etc.
Preconditions	The case exists.
Postconditions	None.
Business Requirements	<ol style="list-style-type: none"> 1. The system shall be able to capture the jury decision as well as the judicial officer decision in a jury trial. 2. The system shall capture all disposition detail, including overturned jury verdicts, etc. 3. A disposition (denied, dismissed, withdrawn, transferred) may trigger an event that closes the case, enters the closed date on the case, etc. 4. When the case is closed, the system shall generate a list of owed financials. 5. The system shall be able to capture an archive number for case storage purposes. 6. When a case is transferred (data transfer), the system shall close the existing case, transfer all parties and other details to the new case in the new court.
Interfaces	<ul style="list-style-type: none"> • LEIN: order/disposition information (for guardianships and MI cases) (currently manual interface)
Business Rules	<ol style="list-style-type: none"> 1. Dispositions should indicate the method of disposition (bench verdict, jury verdict). 2. Disposition is conducted at a case level for most probate cases. Mental Illness and Judicial Admission dispositions are entered at the initiating document level. 3. There are different disposition codes depending on the case type. 4. A case or initiating document disposition stops the case aging process. 5. A history must be maintained on all dispositions. 6. A disposition cannot be changed on a case unless the case is reopened with a new filing (except for errors). 7. An objection to hospitalization requires a disposition. 8. Certain appointments do not dispose the case (temporary guardian/conservator, special fiduciary, agent, etc). 9. A disposition can be the appointment of a full fiduciary, the filing of a document, or the entry of an order; other dispositions include the dismissal, withdrawal or transfer of an initiating document(s), or a case type change prior to disposition.
Data Elements	

3.1.2.9 Business Use Case – Record Garnishment Details

Business Use Case Package	Probate Case
Business Use Case Title	Record Garnishment Details

Business Use Case Package	Probate Case
Business Use Case Title	Record Garnishment Details
Date	March 12, 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 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 clerk enters the date of service. The clerk enters the pre-empted date (date the previous garnishment started). <p>*** GARNISHMENT EXPIRES ***</p> <ol style="list-style-type: none"> The clerk enters the final statement date and amount collected.
Preconditions	
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. 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) 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 by the garnishee; 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.
Interfaces	<ul style="list-style-type: none"> •
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. 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 party, 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.
Data Elements	

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	March 12, 2007
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	

3.2.1.2 Business Use Case – Schedule a Hearing

Business Use Case Package	Case Management
Business Use Case Title	Schedule a Hearing
Date	March 12, 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"> The clerk selects a case or person. The clerk selects one or more cases to schedule for hearing. The clerk enters the criteria for the search (hearing date, time, place, judicial officer, additional resources, and type). The clerk selects a hearing date, time, place, judicial officer, additional resources, and type. The clerk schedules other events as necessary. The clerk selects specific forms and parties. 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"> The system shall allow hearings to be rescheduled or removed as a block or individually. The system shall allow scheduled hearings to be added, updated, or deleted. Authorized users shall be allowed to override scheduling recommendations made by the system. The system shall provide the capability to optionally warn of conflicts with associated parties previously scheduled to other events. Events shall be added to the ROA. 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	