

Instructions for Delay in Matters Submitted System

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Instructions for Delay in Matters Submitted System

General Instructions and Reporting Requirements

- Each judge shall use the Delay in Matters Submitted (DMS) system on the Michigan Court Application Portal (MCAP) to report all matters submitted to him or her for which a decision on that matter has been delayed or remains undecided. Both pending and disposed cases shall be reported. Every judge shall complete and submit this report whether or not there are any matters to report. The report shall also include matters from another court to which the judge has been assigned and all matters under consideration by referees.
- **DUE DATES:** Reporting shall be done on a quarterly basis; however, DMS is available throughout the quarter for tracking matters submitted to and decided by the judge. Quarterly reports containing matters exceeding 56 days shall be submitted and verified through DMS to SCAO no later than 7 days after the first business day of January, April, July, and October. The judge shall provide a copy of the report to the chief judge.
- **DEFINITION OF A MATTER:** A "matter" is any issue submitted to a judge requiring a decision such as a pretrial motion, postjudgment motion, plea under advisement pursuant to MCR 6.302(F) or MCR 3.941(D), post-judgment request for transcripts/records made pursuant to MCR 6.433, and requests for appointment of counsel made pursuant to MCR 6.425, etc.
- **COURT RULE:** According to MCR 8.107(A), every matter submitted to a judge or judicial officer should be promptly determined. Decisions, when possible, should be made from the bench or within a few days of submission; otherwise a decision should be rendered no later than 35 days after submission. For the purpose of MCR 8.107, the time of submission is the time the last argument or presentation in the matter was made, or the expiration of the time allowed for filing the last brief or production of transcripts.
- **TRACKING:** It is recommended that each matter be entered into DMS upon submission to the judge and the decision date for that matter be recorded at the time the decision is rendered. Judges or their staff may use DMS to track all matters submitted, not just those exceeding 56 days. Upon receipt of any matter, an authorized user can enter the case information and date received into DMS. Once a decision on the matter is made, the user can return to DMS to enter the decision date. At the end of the quarter, the authorized user should review the information and shall submit verification to SCAO. DMS will automatically report to SCAO both decided and undecided matters exceeding 56 days. The system will not report to SCAO matters decided within 56 days. Until a decision date is entered, the matter will continue to age; once it exceeds 56 days it will be included in the next quarterly report to SCAO.

Instructions for Delay in Matters Submitted System

Detailed Instructions: Logging on to MCAP

How to obtain access to DMS

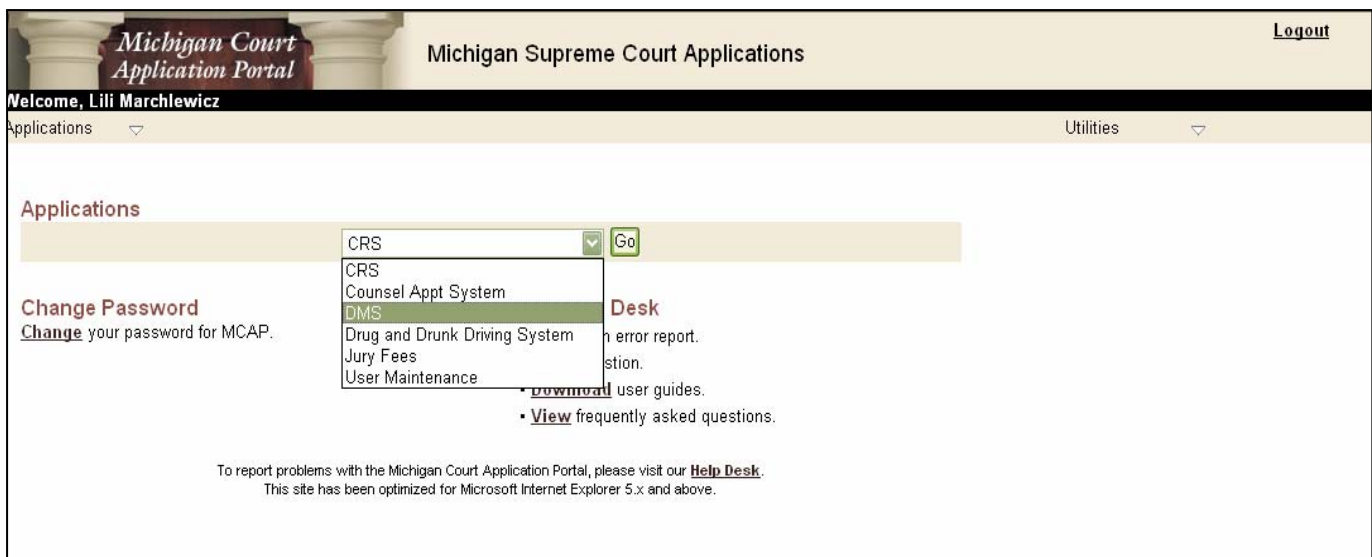
To submit and verify a Delay in Matters Submitted to Judge (DMS) report, you must be authorized to access DMS through the Michigan Court Application Portal (MCAP) and have your valid user name and password. If you do not have access to MCAP, or have forgotten your user name and password, please contact the Data Projects Coordinator at 517-373-5538, or e-mail at SCAO_App_Info@courts.mi.gov.

How to log on to DMS

Step 1: Go to <http://courts.mi.gov/mcap> on your internet browser.

Step 2: After logging in, select DMS from the **Applications** list.

Step 3: Click **Go**.



Toolbar Menu

The following pages provide step-by-step instructions for each selection on the toolbar menu.



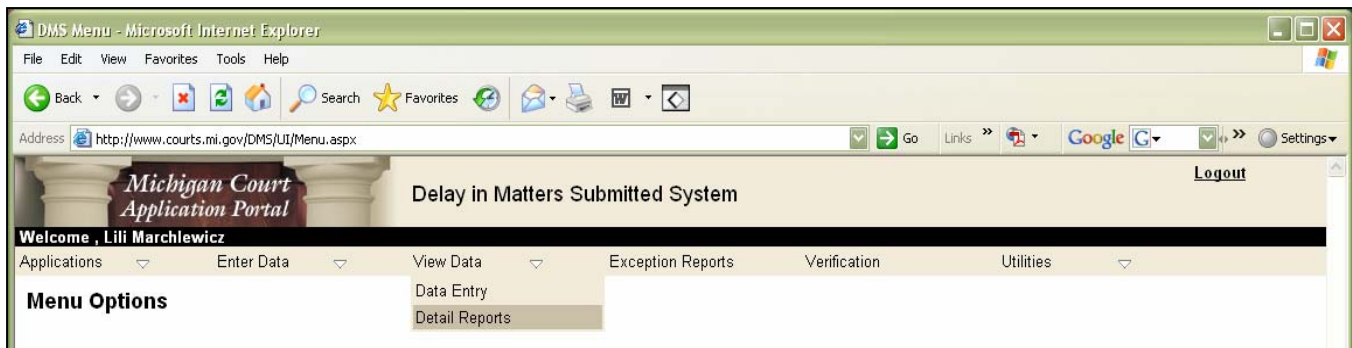
Instructions for Delay in Matters Submitted System

Detailed Instructions: Generating Output Reports

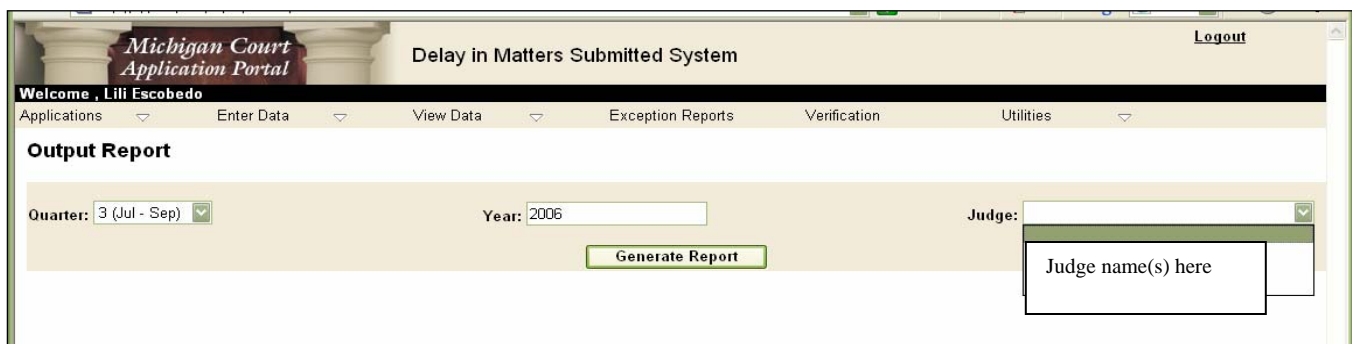
How to generate a detailed report

Before you enter data, modify data, or verify a report, you should generate a detailed output report. This report will show you all delayed matters that already exist in the system for that particular quarter. For example, pending matters from the previous quarterly report continue to age until a decision date is entered. If a pending matter has aged at least 56 days, it will automatically appear on the quarterly report until a decision date is entered.

- Step 1: Click **View Data** on the toolbar menu.
- Step 2: Select **Detail Report** from the submenu.



- Step 3: Select **Quarter** from the drop-down list.
- Step 4: Enter the **Year**.
- Step 5: Select the **Judge**.
- Step 6: Click **Generate Report**.



Instructions for Delay in Matters Submitted System

Step 7: The report will appear in a new view. Click on the printer icon to obtain a paper version.

Step 8: Click the **Back** button on your internet browser once to return to the Output Report screen.



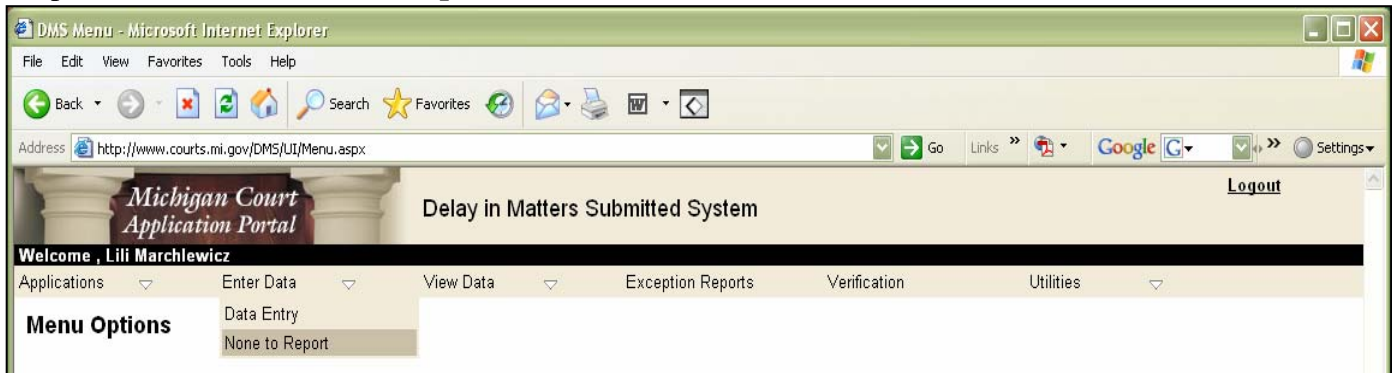
Instructions for Delay in Matters Submitted System

Detailed Instructions: No Matters to Report

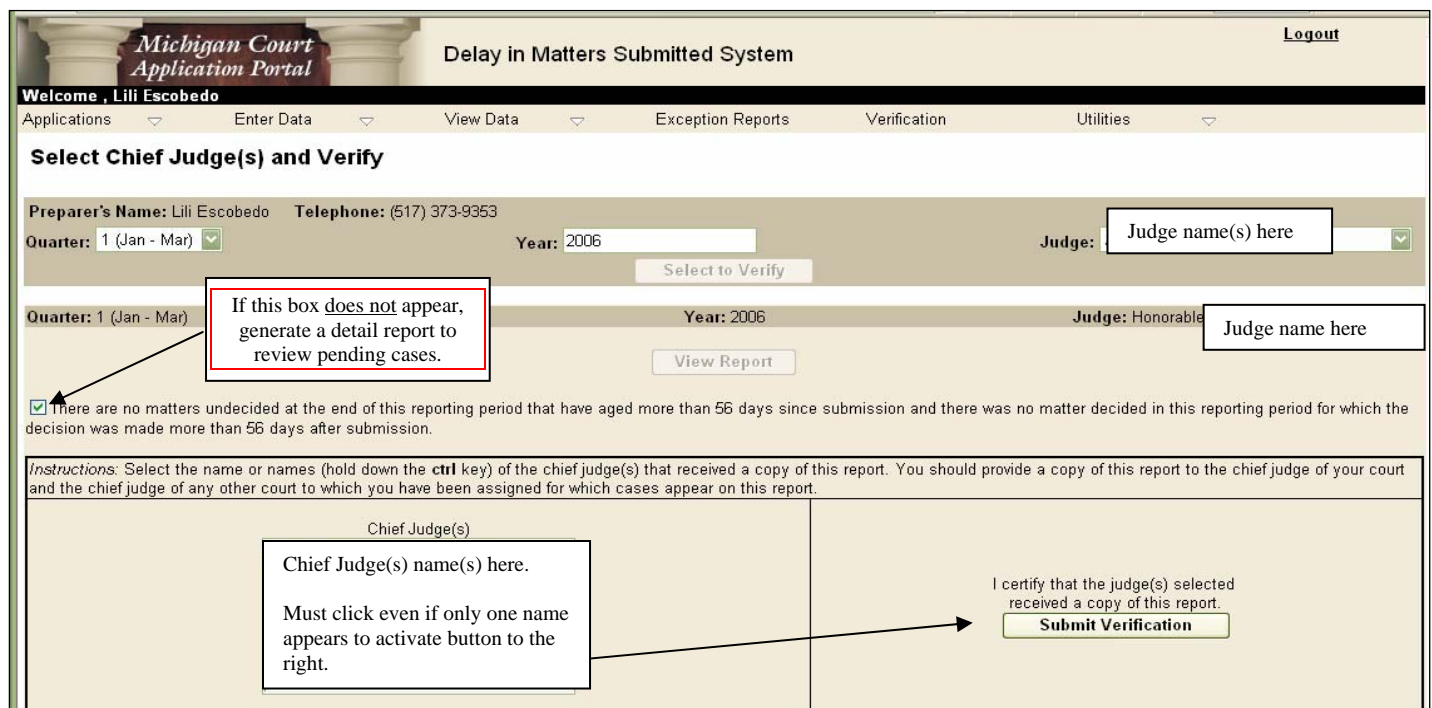
How to verify when there are no matters to report for the quarter

If there are no delayed matters to report, you can skip the data entry screens and proceed directly to verification. Before deciding that you have none to report, be sure to enter any decision dates for undecided matters that you are tracking in DMS.

- Step 1: Click **Enter Data** on the toolbar menu.
Step 2: Select **None to Report** from the submenu.



- Step 3: Select **Quarter** from the drop-down list.
Step 4: Enter the **Year**.
Step 5: Select the **Judge**.
Step 6: Click **Select to Verify**.
Step 4: To indicate there are no delayed matters to report, check the **small white box**.
Step 5: Click on the **chief judge's name**, even if only one name appears.
Step 6: Click **Submit Verification** to complete verification.
(If more than one person is submitting data for the same judge, please coordinate with the other DMS user before verifying. Once a judge's report is verified by one DMS user, the system is locked and will not allow additional matters to be submitted for that quarter.)

A screenshot of the "Select Chief Judge(s) and Verify" screen in the Michigan Court Application Portal. The user is Lili Escobedo. The form includes fields for "Preparer's Name", "Telephone", "Quarter" (1 (Jan - Mar)), "Year" (2006), and "Judge" (Judge name(s) here). A "Select to Verify" button is present. Below, there is a "View Report" button and a checkbox for "There are no matters undecided at the end of this reporting period that have aged more than 56 days since submission and there was no matter decided in this reporting period for which the decision was made more than 56 days after submission." A red box highlights the checkbox with the text: "If this box does not appear, generate a detail report to review pending cases." Below the checkbox is an "Instructions" section: "Select the name or names (hold down the ctrl key) of the chief judge(s) that received a copy of this report. You should provide a copy of this report to the chief judge of your court and the chief judge of any other court to which you have been assigned for which cases appear on this report." A table with two columns is shown. The first column is labeled "Chief Judge(s)" and contains the text "Chief Judge(s) name(s) here. Must click even if only one name appears to activate button to the right." The second column contains the text "I certify that the judge(s) selected received a copy of this report." and a "Submit Verification" button. An arrow points from the text in the first column to the "Submit Verification" button.

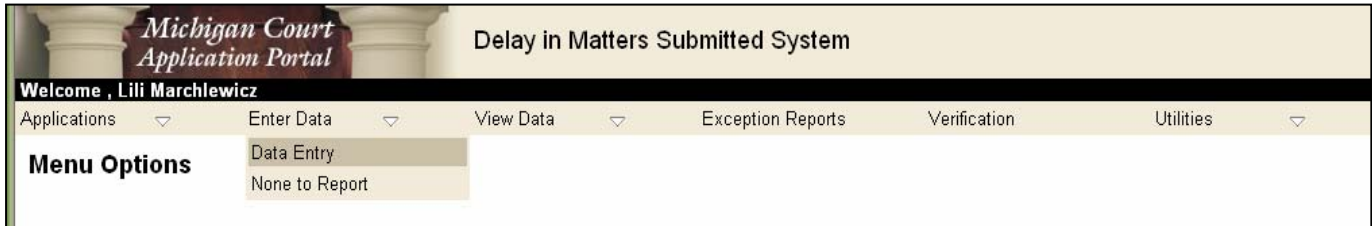
Instructions for Delay in Matters Submitted System

Detailed Instructions: Reporting and Verifying Matters

How to enter and save delayed matters

Step 1: Click **Enter Data** from the toolbar menu.

Step 2: Select **Data Entry** from the submenu.

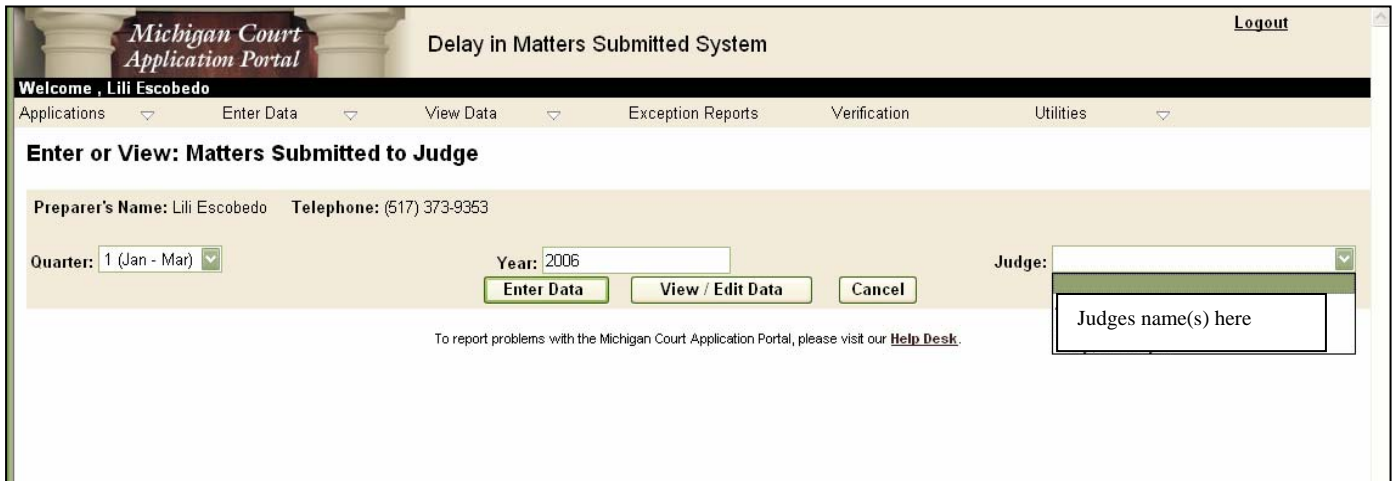


Step 3: Select **Quarter** from the drop-down list.

Step 4: Enter the **Year**.

Step 5: Select the **Judge**.

Step 6: Click **Enter Data**.



Instructions for Delay in Matters Submitted System

- Step 7: Enter the **Case Number** for the first matter. (14 characters maximum)
- Step 8: Select or type the **Case Type** from the drop-down list.
- Step 9: Enter the **Case Name**. (30 characters maximum)
- Step 10: Enter the **Date Matter Submitted**. (mm/dd/yy)
- Step 11: If applicable, enter the **Date Matter Decided**. (mm/dd/yy)
- Step 12: Enter the **Type of Matter**. (30 characters maximum)
- Step 13: Enter the **Reason(s) for Delay**. (53 characters maximum)

Select Case Type from this list.

Enter Data: **Submitted to Judge**
 Telephone: (517) 373-9353 Year: 2007 Judge:

Case Number	Case Name	Date Matter Submitted mm/dd/yy	Date Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="00/00/00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Instructions for Delay in Matters Submitted System

Step 14: Click **Save** at the bottom of the screen after entering all information for all matters. Each time the **Save** button is clicked, a blank screen will come up for additional matters to be entered and the total number of matters saved will be displayed.

Michigan Court Application Portal

Delay in Matters System

Welcome, Lili Escobedo

Applications | Enter Data | View Data | Exception Reports | Verification | Utilities

Enter Data: Matters Submitted to Judge

Preparer's Name: Lili Escobedo Telephone: (517) 373-9353

Quarter: 1 (Jan - Mar) Year: 2007 Judge: Honor

1 matter was saved.

The total number of matters saved will be shown in red. You may enter additional matters or continue to the verification process.

Judge name here

View Instructions | View or Edit Matters | Verify Matters

Case Number	Case Type	Case Name	Matter Submitted mm/dd/yy	Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay
	▼					
	▼					
	▼					
	▼					

Step 15: To review matters for accuracy, click **View or Edit Matters**.

Michigan Court Application Portal

Delay in Matters Submitted System

Welcome, Lili Marchlewicz

Applications | Enter Data | View Data | Exception Reports | Verification | Utilities

View Or Edit Data: Matters Submitted

Preparer's Name: Lili Marchlewicz Telephone: (517) 373-0130

Quarter: 2 (Apr - Jun) Year: 2006 Judge: Honor

1 Matter was found.

Judge name here

Search Criteria

Case Number: [] Case Type Code: [] Case Name: []

Type of Matter: [] Limit Result to: [] Reason(s) for Delay: []

Date Submitted: From [] To [] Date Decided: From [] To []

Submit

Enter New Matters | Verify Matters

Case Number	Case Type	Case Name	Date Matter Submitted mm/dd/yy	Date Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay
12435345	CE ▼	snoopy	04/12/06		motion	research

Save

Step 16: Run and print a **Detail Report** for the judge to review for accuracy. Click **View Data** from the toolbar menu and select **Detail Report**.

Step 17: Once approved, click **Verification** from the toolbar menu to access the verification screen.

Once a report is verified, the system will be locked and will not allow any other user to enter additional matters or make any changes to existing data.

Instructions for Delay in Matters Submitted System

How to verify the report

- Step 1: If you are not already at the verification screen, select **Verification** from the toolbar menu.
- Step 2: Select **Quarter** from the drop-down list.
- Step 3: Enter the **Year**.
- Step 4: Select the **Judge**.
- Step 5: Click **Select to Verify**.
- Step 6: Click **View Report** to review the contents of the report. Print a copy for the judge.
- Step 7: Click on the chief judge's name, even if there is only one name.
- Step 8: Click **Submit Verification** to complete.

Once a report is verified, the system will be locked and will not allow any other user to enter additional matters or make any changes to existing data.

Welcome , Lili Escobedo

Applications ▾ Enter Data ▾ View Data ▾ Exception Reports Verification Utilities ▾

Select Chief Judge(s) and Verify

Preparer's Name: Lili Escobedo Telephone: (517) 373-9353

Quarter: 3 (Jul - Sep) ▾ Year: 2006 Judge: Judge name here ▾

Select to Verify

Quarter: 3 (Jul - Sep) Year: 2006 Judge: Judge name here

View Report

Instructions: Select the name or names (hold down the ctrl key) of the chief judge(s) that received a copy of this report. You should provide a copy of this report to the chief judge of your court and the chief judge of any other court to which you have been assigned for which cases appear on this report.

Chief Judge(s)

Chief Judge name here

I certify that the judge(s) selected received a copy of this report.

Submit Verification

Instructions for Delay in Matters Submitted System

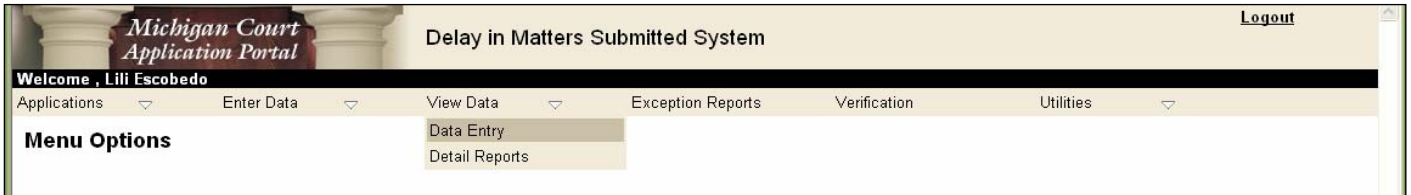
Detailed Instructions: Searching, Reviewing, and Editing Matters Previously Reported

How to search for, review, and update matters

DMS provides users with the capability to search for specific matters, review those matters, and update those matters. These features enable users to use DMS to track matters submitted to the judge, regardless of their age.

Step 1: Click **View Data** on the toolbar menu.

Step 2: Select **Data Entry** from the submenu.



Step 3: Select **Quarter** from the drop-down list.

Step 4: Enter the **Year**.

Step 5: Select the **Judge**.

Step 6: Click on **View/Edit Data**.



Instructions for Delay in Matters Submitted System

Step 7: If you want to limit the search to specific criteria, fill in the appropriate fields.

Step 8: Click **Submit**.

If no filter fields are selected or filled in, all records for the quarter and year will be listed.

The screenshot shows the 'Michigan Court Application Portal' interface for the 'Delay in Matters System'. The user is logged in as 'Lili Escobedo'. The main navigation bar includes 'Applications', 'Enter Data', 'View Data', 'Exception Reports', 'Verification', and 'Utilities'. The current view is 'View Or Edit Data: Matters Submitted to Judge'. The preparer's information is 'Lili Escobedo' with telephone '(517) 373-9353'. The quarter is '2 (Apr - Jun)' and the year is '2007'. A 'Judge' field contains 'Judge name here'. Below this is a 'Search Criteria' section with the following fields: 'Case Number', 'Case Type Code' (dropdown), 'Case Name', 'Type of Matter', 'Limit Result to' (dropdown), 'Reason(s) for Delay', 'Date Submitted: From' and 'To', and 'Date Decided: From' and 'To'. There are 'Submit' and 'Save' buttons at the bottom of the search criteria section.

The matters that meet the search criteria are displayed on the bottom of the screen.

Step 9: To make a correction, click in the appropriate cell or enter a decision date.

Step 10: Click **Save** before going to the verification screen or logging out.

This screenshot shows the same interface as the previous one, but with search results. The 'Search Criteria' section is identical. Below it, a message states '1 Matter was found.' A table displays the search results:

Case Number	Case Type	Case Name	Date Matter Submitted mm/dd/yy	Date Matter Decided mm/dd/yy	Type of Matter	Reason(s) for Delay	
12-123456789	FY	People v Jones	01/22/07		test	witness not found	Remove

Below the table is a 'Save' button, which is circled in red in the original image.