Judicial Information Systems

District Court System

Traffic/Criminal/Probation User Guide

2004

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Judicial Information Systems
Traffic/Criminal/Probation User Guide
2004

Table of Contents - Traffic/Criminal Probation User Guide

Getting Started 1-1
- **What is JIS? 1-1**
- **Components 1-1**
- **What will the JIS system do for you? 1-1**
  - Inquiry Screens 1-2
  - Entry Screens 1-3
  - Immediate Forms 1-4
  - Individually Requested Reports and Lists 1-5
  - Batch Reports 1-6
  - Calendars 1-7
  - Code Files 1-7
- **Software Enhancements 1-8**
- **AS/400 Sign On 1-8**
- **District Selection and Operator Menu 1-9**
- **District Court System 1-10**
- **Traffic/Criminal Subsystem 1-11**
- **Traffic/Criminal Selection (Case Management) Menu 1-12**
- **Probation Subsystem 1-14**
- **Probation Selection Menu 1-15**
- **Moving Around The System 1-17**
  - Enter Option Field 1-17
  - Function Keys 1-18
  - Hop Line 1-19
- **Where to Get Help 1-21**
  - On-Screen Help 1-21
  - Traffic/Criminal/Probation User Guide 1-21
  - Training 1-22
  - Help Desk 1-22

Inquiry Screens 2-1
- **Basic Search Inquiry Screens 2-2**
  - Partial Name/Name Inquiry (NAM) 2-3
  - Soundex Inquiry (SDX) 2-7
  - Police Identification Number Inquiry (PIN) 2-8
  - X-Reference Inquiry (XRF) 2-9
  - Driver License Inquiry (DLN) 2-10
  - Vehicle Plate Inquiry Screen (VPN) 2-11
  - Accessing Other Screens after Inquiry 2-12
- **Expanded Search Inquiry Screens 2-13**
  - Defendant History Inquiry (DHI) 2-14
  - Central Name Index (CNI) 2-16
- **Case Information Screens 2-18**
  - Register of Actions (ROA) 2-19
  - Register of Actions Print (RAP) 2-19
  - Financial Register of Actions (FIN) 2-21
  - Status Screen (STS) 2-23

Table of Contents - Traffic/Criminal Probation User Guide

Case Entry & Update 3-1
Case Entry Screen (CAS) 3-4
Case Information 3-5
Ticket Information 3-8
Complaint Information 3-9
Prompt Windows 3-10
Copying Case Information 3-11
Warrant Requested/Returned 3-12
Ticket Upload 3-15
Scheduling Screen (SCH). 3-18
Case Information 3-19
Scheduling Information 3-20
Setting Aside a Disposition 3-22
Bond Information 3-24
Status/Warrant/Appeal/Custody Information 3-26
Supplemental Actions 3-28
Date Generated Notices 3-29
Status Line 3-30
Prompt Windows 3-31
Disposition Screens (DSP). 3-32
Case Information 3-34
Plea/Disposition Information 3-35
Monetary Sentence Information 3-40
Status Line 3-43
Jail/Community Service Information 3-44
Vehicle Immobilization/Forfeiture Information 3-44
Probation/Rehab Information 3-45
License/CCW Information 3-45
Prompt Windows 3-46
Setting Aside a Disposition 3-47
Processing 7411, YTA and Spouse Abuse cases 3-48
Processing 771.1 Delayed Sentence Cases 3-49
Processing Local Diversion Cases 3-50
Processing Alcohol Cases - Non-Repeat Offender 3-51
Processing Alcohol Cases - Repeat Offender - Single Count Cases 3-52
Processing Alcohol Cases - Repeat Offender - Multi-Count Cases 3-53
Bindovers 3-54
Action Screen (ACT) 3-56
Case Information 3-57
Code Information 3-57
Text Comments 3-59
Status Line 3-59
Delete Screen (DEL) 3-60
Deleting an Entire Case 3-60
Deleting a Specific Count 3-61

Table of Contents - Traffic/Criminal Probation User Guide

Removal Screen (REM) 3-62
Removing Disposition Code 3-63
Transfer Screen (TRN) 3-64
Abstract Update Screen (ABS) 3-65
FAC/FCJ/FCPV Update Screen (FAC) 3-66
Enter Warrant (EWR) 3-67
Enter Judgment (EJD) 3-69
Modify Judgment (MJD) 3-70
Cancel Judgment (CJD) 3-71
Report/Requests Screen 3-72
Adding a Report Request 3-73
Deleting a Report Request 3-74
Defendant History Update (DHU) 3-75

Forms 4-1
AFP/HPT Printing 4-2
Assignment to Youthful Trainee Status 4-4
Judgment after Bond Forfeiture 4-6
Judgment Civil Infraction 4-8
Judgment of Sentence/Commitment to Jail 4-12
Michigan Court-Ordered Restricted Driver License 4-15
Motion and Affidavit Regarding Alleged Probation Violation and Order . . . 4-17
Motion and Order for the Return of Fingerprints, Arrest Card, and Description 4-20
Motion and Order to Show Cause 4-22
Motion, Affidavit and Bench Warrant 4-24
Motion/Order of Nolle Prosequi 4-26
Notice of Adjudication 4-28
Notice to Appear 4-30
Notice to Appear Civil Infraction 4-32
Order for Fingerprints 4-34
Order for Pretrial Release/Custody/Bond 4-36
Order for Substance Abuse Evaluation 4-45
Order for Vehicle Immobilization 4-47
Order for Vehicle Impoundment 4-49
Order of Acquittal/Dismissal or Remand 4-51
Order of Probation (Misdemeanor) 4-53
Order on Application to Set Aside Conviction 4-56
Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment 4-58
Petition and Order for Amendment of Order of Probation 4-60
Petition and Order for Discharge from Probation 4-63
Plea by Mail 4-65
Recall of Warrant/Order to Apprehend 4-68
Removal of Entry from LEIN 4-70
Report of Nonpayment of Restitution 4-72
Subpoena - Order to Appear and/or Produce 4-74

Table of Contents - Traffic/Criminal Probation User Guide

Traffic/Criminal Reports & Notices 5-1
Batch Reports 5-4
Labels 5-5
Register of Actions 5-7
Postcard Notice to Appear 5-11
Date Generated Notices 5-13
Abstract 5-14
FAC/FCJ/FCPV 5-14
Default Judgment 5-15
14-Day Civil Infraction Notices 5-16
14-Day Misdemeanor Notices 5-17
Notice of Non-Compliance 5-18
Warrant Misdemeanor 5-19
Warrant Notice 5-20
Date Generated Reports 5-21
Abstract List 5-22
Abstract Error List 5-23
Bond Forfeiture Tickler 5-24
Delete Audit Report 5-25
Deleted Bonds Report 5-26
Drunk Driving Report 5-27
FAC Electronic Clearance List 5-28
FAC/FCJ/FCPV List 5-29
Party Calendar 5-30
20% Late Penalty Assessment Report 5-31
Individually Requested Reports 5-32
Alcohol Report 5-33
Appealed Case List 5-34
Attorney Case List 5-35
Case List 5-36
Caseage Report 5-37
Caseage Report by Judge 5-38
120-Day Report and Custody Review List by Judge 5-39
Caseload Report 5-40
Requesting Caseload Reports 5-40
Criteria - Part 1 - New Filings & Reopened Cases 5-42
Criteria - Part 2 - Method of Disposition 5-44
Report Examples 5-49
Troubleshooting - Caseload 5-56
Merging Files - Multi-Location Courts 5-57
Transferring Caseload from AS/400 to PC 5-59
Upload Data to CRS Website 5-63

Table of Contents - Traffic/Criminal Probation User Guide

CCW Report 5-64
Crime Victim Rights Report 5-66
Disposed List 5-68
Drunk/Drug New Cases 5-69
Expired Activity Report 5-70
FAC, Bench Warrant and Warrant List 5-72
Non-Public Case List 5-73
Time Guidelines Report 5-74

Probation Update Screens and Reports 6-1
Probation Scheduling Screen 6-4
Case Information 6-5
Scheduling Information 6-6
Probation Officer/Case Status 6-8
Comments 6-9
Status Line 6-9
Prompt Windows 6-10
Probation Reports 6-11
Discharge List 6-13
Non-Payment Restitution List 6-14
Probation List 6-15
Review List 6-16

Calendar 7-1
Month at a Glance Calendar 7-2
Reading the Month at a Glance Calendar 7-3
Using the Month at a Glance Calendar 7-4
Days/Times Blocked Off Screen 7-5
Printing the Week at a Glance Calendar 7-7
District Court Calendar 7-8
Courtroom Calendar 7-10
Accessing the Courtroom Calendar 7-10
Supplemental Entries 7-12
Removing Calendar Entries 7-14
Viewing a Register of Actions Directly from the Calendar 7-14
Calendar Summary 7-15
Printing the Calendar Summary 7-15
Party Calendar 7-16
Central/Combined Calendar (CCL) 7-17

Table of Contents - Traffic/Criminal Probation User Guide

Bond & Trust 8-1
Bond & Trust Update Screen (BND) aka Bond Screen 8-1
Posting a Bond 8-2
Retrieving a Bond Record 8-5
Modifying a Bond Posting 8-7
Bond Paydowns (Closings) 8-8
Deleting a Bond 8-10
Deleting a Bond Paydown 8-11
Bond Inquiries 8-12
Bond Alpha Inquiry (BDI) 8-12
Restitution Alpha Inquiry (RSI) 8-13
Trust Alpha Inquiry (TRI) 8-14
All Alpha Inquiry (AAI) 8-15
Bond Forfeiture Tickler 8-17

Code Files 9-1
Updating Code Files 9-2
Attorney (Professional) File 9-3
Adding a Record to the Attorney File 9-5
Attorney File Updates from State Bar 9-6
Maintaining the Professional File 9-7
Code File 9-8
Viewing a Code in the Code File 9-8
Modifying a Code in the Code File 9-9
Adding a New Code in the Code File 9-9
Z-Record 9-13
Accessing the Z-Record 9-13
Holiday File 9-15
Days/Times Blocked Off screen 9-16
Officers File 9-18
Creating Header Records 9-20
Statute File 9-21
Viewing a Record in the Statute File (From Code Files) 9-22
Viewing a Record in the Statute File (From Prompt Window) 9-23
Modifying a Record in the Statute File (From Code Files) 9-25
Modifying a Record in the Statute File (From Prompt Window) 9-26
Adding a Record in the Statute File (From Code Files) 9-27
Adding a Record in the Statute File (From Prompt Window) 9-28
Deleting a Record from the Statute File (From Code Files) 9-29
Deleting a Record from the Statute File (From Prompt Window) 9-30
Reusing Charge Codes in Statute File 9-31
Vehicle Make File 9-35
Adding a Record to the Vehicle Make File 9-36
Printing Code Files 9-37

Table of Contents - Traffic/Criminal Probation User Guide

Abstract/FAC Processing 10-1
- **Create Media 10-2**
- **Update Abstract Records 10-5**
- **Update FAC Records 10-8**
  - Processing Immediate FAC/FCJ/FCPV Clearances 10-10
- **Display Printer Outque 10-12**
- **Clear Abstract/FAC Production 10-13**
- **Reports and Lists 10-14**
  - Abstracts Sent to SOS List 10-15
  - Abstract List 10-16
  - Abstract Error List 10-17
  - Audit Review List 10-18
  - Abstract Held List 10-19
  - FAC/FCJ/FCPV Sent to SOS List 10-20
  - FAC/FCJ/FCPV Case List 10-21
  - FAC/FCJ/FCPV Immediate Clearance List 10-22
  - FAC/FCJ/FCPV Held List 10-23

Report Generator 11-1
- **Retrieving Reports 11-3**
- **Report Generator Options 11-4**
  - Case Selection 11-4
  - Officer File Selection 11-6
  - Docket File Selection 11-7
  - Purge File Selection 11-8
- **Report Generator Field Descriptions 11-9**
- **Report Generator Selection Options 11-14**
- **Using a Wildcard 11-19**
- **Saving and Generating a Report 11-20**

Batch Show Cause Processing 12-1
- **Select Options 12-3**
- **Selection Criteria 12-4**
- **Civil/Criminal Contempt 12-5**
- **Printing Summary, List, Labels, Notices 12-6**
  - Number of Cases Meeting Criteria (Count Only) 12-6
  - Pre-List of Cases 12-7
  - Notice Generation 12-8
  - Clear Show Cause Flag 12-9

Printing 13-1
- **Accessing Print Options 13-1**
  - Working with the Output Queue 13-3
  - Working with Submitted Jobs 13-13
  - Using the Attention/Escape Key - Operational Assistant 13-15

Table of Contents - Traffic/Criminal Probation User Guide

Appendices i
Appendix A: Master List of Field Descriptions ii
Appendix B: Function Keys xl
Appendix C: Hop Codes xlvi
Appendix D: Case Type Codes xlvii
Appendix E: Proceeding Codes, Scheduling Codes xlviii
Appendix F: Plea Codes, Disposition Codes, Other Disposition Codes xlix
Appendix G: Bond Type Codes, Bond Action Codes, Bond Paydown Codes . .l
Appendix H: Warrant Codes, Appeal Codes li
Appendix I: Code Listing Group Codes, Report Codes lii
Appendix J: LEIN Entry Codes liii
Appendix K: DOS Vehicle TypeCodes liv
Appendix L: DOS Inquiry Key lv
Appendix M: State/Province/Country Abbreviations lvi
Appendix N: Assessable Crime Victim Fee Offenses lvii
Appendix O: Help Desk Fax Sheet lx
Appendix P: JIS Enhancement Request Form lxi
Appendix Q: Request for JIS Training lxii
Appendix R: Frequently Asked Questions lxiii

Getting Started

1

In this chapter you are introduced to JIS and the Traffic/Criminal and Probation modules.

What is JIS?

Judicial Information Systems (JIS) is a division of the Michigan Supreme Court - State Court Administrative Office. We provide software for District, Circuit (Family) and Probate/Juvenile courts.

Components

- The system contains Traffic/Criminal, Probation, Civil and Cash modules.
- There is a central name index available for JIS District, Circuit and Probate systems when all of the systems reside on the same AS/400.
- Security is available to limit access to screens, reports, code file maintenance and audit reports.

What will the JIS system do for you?

Our programs are designed to reduce the amount of paperwork needed to maintain records, provide for easy access to information and save time preparing forms. Other features of the system include immediate posting of cash receipts, chronological case histories, calendars and reports. Abstracts and suspensions can be sent electronically to Department of State. Suspensions can be cleared on-line.

See pages 1-2 through 1-7 for further descriptions of available functions of the system.

Inquiry Screens		
Screen	**Hop Code**	**Description**
Central Name Index	CNI	Used by courts that share their AS/400 with one or more courts in the county. Will produce a listing of all defendants with a common last name, regardless of the court of origin of their case. Allows all courts to view their Traffic, Criminal, Probation and Civil cases in one inquiry.
Defendant History Inquiry	DHI	Display a listing of dispositional information on every purged and active case and any case that was added through the Defendant History Update (DHU) screen.
Driver License Number Inquiry	DLN	Display all cases related to the defendant's driver license number and state of issuance.
Financial ROA	FIN	View and/or print a complete financial history (assessments/payments) on a case. Case/charge balances, as well as specific amount type balances, will also display and may be printed.
Name Inquiry	NAM	Display a list of defendants who have been involved in cases in the court and their charge, address, balance due and next court date. It can be accessed by providing all or part of the last name.
Police Identification Number Inquiry	PIN	Display a list of cases related to a Police Identification Number.
Register of Actions	ROA	View and/or print all information currently on the system for a case.
Register of Actions (Print)	RAP	Print Register of Actions.
Soundex (sound alike) Inquiry	SDX	Display a list of defendants who have been involved in cases in the court and their charge, address, balance due, and next court date. It can be accessed by providing all or part of the last name or by entering the name the way it *sounds*.
Status Screen	STS	Display the entry date and time that all entries were made on a case, as well as the date an entry was deleted, if applicable.
Vehicle Plate Number Inquiry	VPN	Display a list of cases related to the vehicle plate number and state of registration.
X-Reference Inquiry	XRF	An inquiry used to link cases and/or defendants together, i.e., case numbers can be cross referenced to a ticket number, etc.

For more information on inquiry screens, see Chapter 2 - Inquiry Screens.

Entry Screens		
Screen	**Hop Code**	**Description**
Abstract Update	ABS	Update, delete and resubmit abstract records electronically to DOS.
Action	ACT	Stores and displays all actions in 4-character code format, as well as all comments that have been added to a case. Codes and comments may be added to the case by using this screen.
Cancel Judgment	CJD	Remove information from the judicial portion of a Criminal History Record (CHR) for MSP Criminal Justice Information Center.
Case Entry	CAS	Enter criminal complaints or tickets including defendant, charge, vehicle, officer information and initial court date. Limited ability to update case information after case has been entered.
Defendant History Update	DHU	Add, update, delete or access information for cases that have been purged, or that occurred prior to the implementation of the JIS District Court System.
Delete	DEL	Delete an individual count or the entire case.
Disposition	DSP	Enter plea and disposition (sentence) information including assessments, probation, license sanctions, jail and community service. Assessments may be modified on this screen.
Enter Judgment	EJD	Add information to the judicial portion of a Criminal History Record (CHR) for MSP Criminal Justice Information Center.
Enter Warrant	EWR	Enter warrant information directly into LEIN/NCIC.
FAC/FCJ/FCPV Update	FAC	Update, delete and resubmit FAC/FCJ/FCPV records electronically to DOS.
Modify Judgment	MJD	Modify information to the judicial portion of a Criminal History Record (CHR) for MSP Criminal Justice Information Center.
Removal	REM	Remove dispositional errors and data that no longer apply to a case.
Report Requests	RPT	Check the notices or forms requested on certain cases prior to the batch report cycle. Individual requests/deletes can also be made on this screen.
Scheduling (Probation)	PRB	Schedule events for judges, magistrates and probation officers; assign probation officers to a case, add comments to the Register of Actions (ROA).
Scheduling (Traffic/Criminal)	SCH	Schedule court events; enter bond and warrant information; request/stop notices; add comments to the Register of Actions (ROA).
Transfer	TRN	Transfer a case from one court location to another, or transfer case information from one case number to another because of reassignment or data entry error.

For more information on entry screens, see Chapter 3 - Case Entry & Update and Chapter 6 - Probation.

Immediate Forms		
Form Name	**Hop Code**	**SCAO Form #**
Assignment to Youthful Trainee Status	YTA	MC242
Judgment After Bond Forfeiture	JBF	MC238
Judgment Civil Infraction	CIJ	CIA02
Judgment of Sentence/Commitment to Jail	JGS	MC219
Michigan Court-Ordered Restricted Driver License	RLF	DSI-22F
Motion and Affidavit Regarding Alleged Probation Violation and Order	VIO	MC246
Motion and Order for the Return of Fingerprints, Arrest Card, and Description	ROF	MC235
Motion and Order to Show Cause	SCS	MC230
Motion, Affidavit and Bench Warrant	PBW	MC229
Motion/Order of Nolle Prosequi	NLP	MC263
Notice of Adjudication	NOA	DSI-22F
Notice to Appear	NTA	MC06
Notice to Appear Civil Infraction	CIN	CIA01
Order for Fingerprints	OFP	MC233
Order for Pretrial Release/Custody/Bond	PRC	MC240 MC241
Order for Substance Abuse Evaluation	SAE	MC211
Order for Vehicle Immobilization	IMM	MC267
Order for Vehicle Impoundment	IMP	MC254
Order of Acquittal/Dismissal or Remand	ACQ	MC262
Order of Probation (Misdemeanor)	ORD	DC243
Order on Application to Set Aside Conviction	SAC	MC228
Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment	OFB	MC218
Petition and Order for Amendment of Order of Probation	AMD	MC244
Petition and Order for Discharge from Probation	DCG	MC245
Plea by Mail	PBM	DC223
Recall of Warrant/Order to Apprehend	WAR	MC220
Removal of Entry from LEIN	RFL	MC239
Report of Nonpayment of Restitution	NPR	MC263
Subpoena - Order to Appear and/or Produce	SUB	MC11

For more information on immediate forms, see Chapter 4 - Forms.

Individually Requested Reports and Lists	
Report	**Description**
Alcohol Report	A basic statistical report counting alcohol related cases and their dispositions.
Appealed Case List	A list of all open cases that are currently under appeal.
Attorney Case List	A list by attorney of all cases with *future* scheduled activity in the court.
Case List	An alphabetical or numerical list of all cases on the District Court System.
Caseage Report	A list of cases where more than 180 days have elapsed since arraignment without a disposition or warrant being issued.
Caseload Report	Quarterly report documenting the number of new filings, reopened cases and methods of disposition as required by SCAO.
CCW Report	A list of state civil infraction CCW convictions under 381 PA 2000. This list is used for reporting to MSP and the county gun board where the license was issued.
Crime Victim Rights Report	A report that shows all cases that have been or should have been assessed the "MYCV" fee amount and the amount of money collected for the Crime Victim Rights Fee.
Discharge List	A list of cases due to be discharged from probation within a selected date range.
Disposed List	A list of all cases broken down by law enforcement agency that have been disposed of within a specified date range.
Drunk/Drug New Cases	A summary of drunk driving and drug cases with an accompanying audit for completion of the SCAO Drunk Driving Caseload Assistance Fund Report.
Expired Activity Date	A list of disposed cases where the last scheduled date on the system is at least 30 days prior to the date the report is run and no suspension or warrant has been issued. This list will include probation and non-probation cases.
FAC, WAR List	A list of all cases in case number sequence that have an outstanding warrant or FAC issued.
Non-Payment of Restitution List	A list of cases that have not paid their assessed restitution amount and are scheduled to be discharged from probation within a specified time frame.
Non-Public Case List	A list of cases that have been marked non-public.
Probation List	A list of all cases in probation status.
Review List	A list of probation cases that have no future activity scheduled.
Time Guideline Report	This report is currently being revised to comply with Part 4 of the SCAO Caseload Report.
Trust and Agency Reports	
Account Activity Report	A report listing bond postings and paydowns.
Check Register	A listing of all checks entered for the day or date range specified.
Open/Closed/ Partial Paid Bond/ Restitution/Trust/ T&A Reports	Various options for bond reports using selected date or date range.
Summary Totals	Report of subtotal and grand total balances for Trust/Agency types for the date specified.
Pending Open Bond List	Report of all bonds opened during the specified time period which are still open as of the date the report is requested.

Batch Reports	
Report	**Description**
Labels	Will print address labels for defendant or file labels that were requested from the Case Entry Screen (CAS) or the Report Requests Screen (RPT).
Register of Actions (ROAs)	Will print ROAs on 8x11 plain paper or on preprinted forms DC250 (Felony) and DC251 (Misdemeanor). ROAs will print when they were requested from the Case Entry Screen (CAS), Disposition Screen (DSP), Scheduling Screen (SCH), Report Requests (RPT) or Cash Screens.
Postcard Notices to Appear (NTAs)	Will print Postcard Notices to Appear that were requested from Case Entry Screen (CAS) or Scheduling Screen (SCH).
Batch Show Cause Processing	Order to Show Cause notices are produced in batch mode based on criteria the user selects.
Date Generated Notices and Reports	
Notices	• Abstracts • Default Judgments • 14-Day Civil Infraction and Misdemeanor Notices • FAC, FCJ and FCPV Suspensions • Notice of Non-Compliance • Warrant Notice • Warrant Misdemeanor
Reports	• Abstract List • Abstract Error List • Bond Forfeiture Tickler • Delete Audit Report • Deleted Bond, Restitution & Trust Report • Drunk Driving Report • FAC Immediate Clearance List • FAC List • Party Calendar • 20% Late Penalty Assessment Report

For more information on reports, see Chapter 5 - Traffic/Criminal Reports, Chapter 6 - Probation and Chapter 12 - Batch Show Cause Processing. Information regarding Trust and Agency Reports can be found in the Cash User Guide.

Report Generator is also available. Using Report Generator allows you to create your own reports, using criteria that you designate. For more information, see Chapter 11 - Report Generator.

Calendars	
Type of Calendar	**Description**
Central Calendar	This feature can be used by courts that share their AS/400 with one or more courts in the county, i.e. District, Circuit or Probate. The calendar inquiry will produce a listing of all court proceedings for the same jurist, regardless of the court of origin of the case.
Courtroom (Detail) Calendar	A calendar which lists case information by time for a specified date or date range. Non-case related matters may also be added. This calendar can be displayed or printed.
Month at a Glance	Shows court holidays, judge/magistrate availability and highlights days that have events scheduled.
Party Calendar	An alphabetical case listing of people scheduled to appear in court for the day or date range.
Summary	A number of each proceeding type scheduled for a day or date range.
Week at a Glance	A weekly calendar for a specific judge or magistrate. This calendar is available to print only.

For more information on calendar options, see Chapter 7 - Calendar.

Code Files	
Code File	**Description**
Attorney File	Used to maintain the attorney bar numbers and updates for new attorneys and address changes.
Code File	This file contains all codes used in the District Court System.
Holiday File	Used to maintain a list of all full and partial days that the court, judge, magistrate or probation officer will be unavailable to the public, also includes court hours and weekend schedule. Events cannot be scheduled during hours or days that have been blocked off.
Officers File	List of all officers that may write tickets in the jurisdiction of the court.
Statute File	Two types of tables are stored in this file: Local Ordinance (L) and State Statute (M). Charge information including fine and cost information for payable offenses, ordinance or PAAM number, SOS code, notice requirements and effective dates are stored in this file.
Vehicle Make File	List of the most common vehicle makes.

For more information about code files, see Chapter 9 - Codes Files.

Software Enhancements

You will receive enhancements to the software semi-annually, unless there are unusual circumstances. These enhancements include changes to accommodate new or changed legislation that impact the District Court, new forms and improved functionality in all modules.

Please use the JIS Enhancement Request Form provided in Appendix P to submit suggestions for enhancements to the software. An Executive Committee, comprised of District Court representatives across the state, will review the request and provide direction to JIS as to which enhancements are ultimately added to the software.

AS/400 Sign On

```
                                   Sign On
Michigan Supreme Court                          System  . . . . . :   OSMSOUTH
State Court Administrative Office               Subsystem . . . . :   QINTER
Judicial Information Systems                    Display . . . . . :   KARENA


              User  . . . . . . . . . . . . . .   _________
              Password  . . . . . . . . . . . .


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```
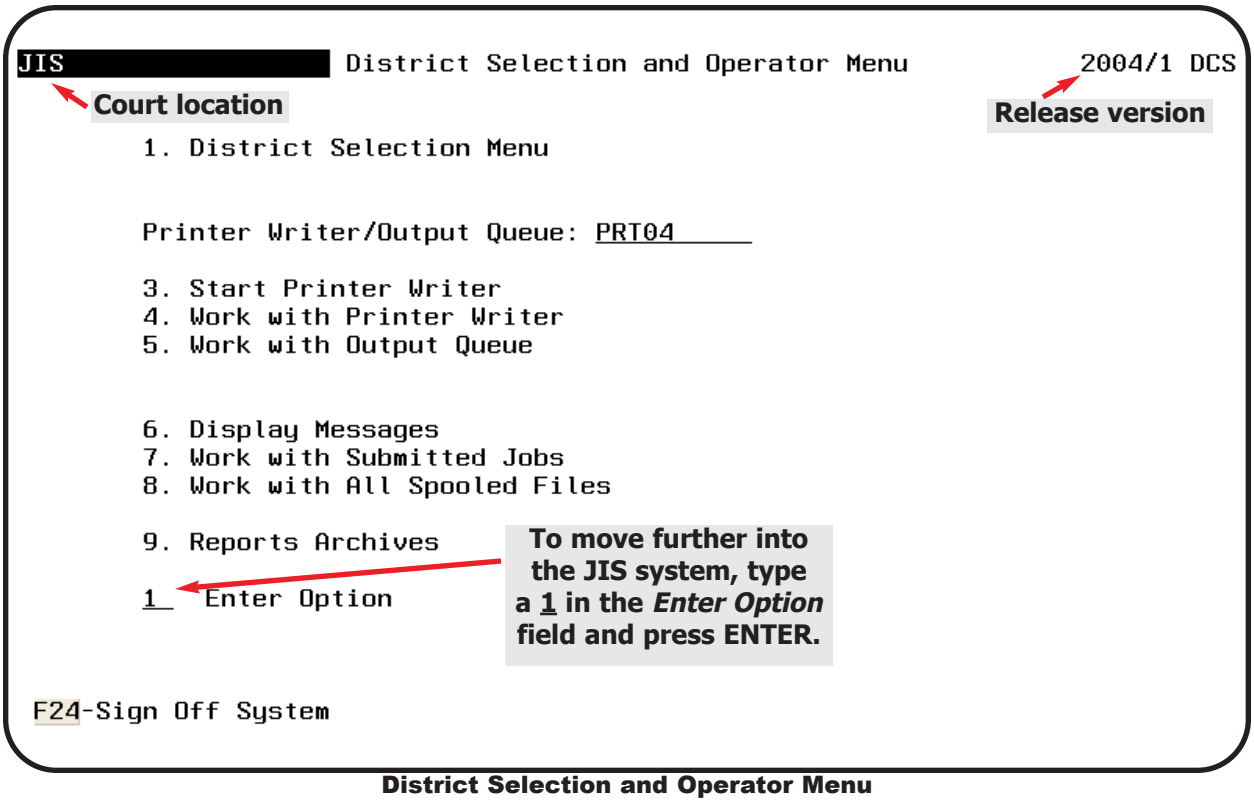

AS/400 Sign on screen

At the AS/400 **Sign On** screen:

1) type in your user name and password
2) press **ENTER**

After pressing **ENTER**, the next screen may be a menu customized by your court or IS Department. If so, enter the option listed for the District Court software. Menu options and verbiage will differ from court to court. If no menu exists, the next screen will be the District Selection and Operator Menu.

District Selection and Operator Menu



District Selection and Operator Menu

Court location is helpful for those courts with multi-locations. It is displayed in the upper left-hand corner of the screen. In this example, the court location is JIS.

The software release version is found in the upper right hand corner of this screen. In the screen above, 2004/1 DCS represents the first release of 2004 of the District Court Software. If you need to contact the Help Desk for assistance, you may be asked to furnish the release version to support staff.

District Court System

```
JIS                    State Court Administrative Office

                            District Court System

      Select one of the following Subsystems:

                            1. Traffic/Criminal
                            2. Civil
                            3. Cash
                            4. Probation
                            5. SOS/LEIN

      Option: _

F24-Previous Menu
```

Type a 1 to access the Traffic/Criminal Subsystem

Type a 4 to access the Probation Subsystem

District Court System menu

The District Court System contains four modules. The fifth option on this screen provides access to SOS/LEIN. JIS User Guides are also available for Civil, Cash, Administrative and SOS/LEIN.

The Traffic/Criminal module contains only names associated with traffic and criminal cases, including cases in probation status. The Civil module contains only names of parties in civil cases. Central Name Index (CNI) is an option you can use to display all names, regardless of the type of case. Further information about CNI can be found in Chapter 2 - Inquiry Screens.

Traffic/Criminal Subsystem

```
JIS                    State Court Administrative Office

                       Traffic/Criminal Subsystem

      Select one of the following:

                          1. Traffic/Criminal Online
                          2. Reports
                          3. Code Files Update
                          4. Code Files Print
                          5. Calendar
                          6. Abstract & FAC/FCJ/FCPV Menu
                          7. Report Generator
                          8. Batch Show Cause Processing

      Option: _

F24-Previous Menu
```

Type option number and press ENTER.

Traffic/Criminal Subsystem Menu

Traffic/Criminal Subsystem		
Options / Name		**Why Go There?**
1	Traffic/Criminal Online	Enter cases, inquire about cases and calendars, print immediate forms.
2	Reports	Request batch reports and forms for printing.
3	Code Files Update	Maintain utility files, e.g. holiday, bar, and code files.
4	Code Files Print	Print the above utility files.
5	Calendar	View or print a court calendar.
6	Abstract & FAC/FCJ/FCPV Menu	Transfer abstract and FAC file to JIS for submission to DOS, work with abstract and FAC production, request abstract and FAC lists.
7	Report Generator	Create reports where YOU define the criteria.
8	Batch Show Cause Processing	Produce batch Order to Show Cause forms based on criteria you select.

Traffic/Criminal Selection (Case Management) Menu

```
JIS                                                    4/19/04  10:44:43
Court                T R A F F I C   and   C R I M I N A L
  0                          CASE MANAGEMENT MENU


        Case Entry           (CAS)        Police ID Number     (PIN)
        Scheduling           (SCH)        X-Reference          (XRF)
        Disposition          (DSP)        Driver License       (DLN)
        Partial Name         (NAM)        Veh Plate Number     (VPN)
        Soundex              (SDX)        Defendant Hist Inqry (DHI)

        Action               (ACT)        Enter Judgment       (EJD)
        Delete               (DEL)        Modify Judgment      (MJD)
        Transfer             (TRN)        Cancel Judgment      (CJD)
        Removal Screen       (REM)        Enter Warrant        (EWR)

        Def History Update   (DHU)        ROA Online           (ROA)
        Abstract Update      (ABS)        ROA Print            (RAP)
        FAC Update           (FAC)        Financial ROA        (FIN)
        Report Requests      (RPT)        Central Name Inq     (CNI)
        Calendar             (CAL)        Combined Calendar    (CCL)

NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
 F1-Clear Screen  F24-Previous Menu  Page/Roll-Additional Options
```

Traffic/Criminal Online Selection Menu

The Traffic/Criminal Selection Menu lists all entry, update and inquiry screens. Use the 3-letter code (hop code) listed in parenthesis after the screen name to hop to that screen. For more information about the screens listed on this menu, see Chapter 2 - Inquiry Screens and Chapter 3 - Case Entry & Update.

RAP is the only code that doesn't hop anywhere. It's a quick way to print a Register of Actions. When you type **RAP** in the *Nxt* field, the **case number** in the *Case* field, and press **ENTER**, a complete Register of Actions for that case will be immediately sent to your designated printer.

Screens listed on this menu are arranged with those most frequently used at the top.

Page Down to get to the Immediate Forms Menu. Forms are listed in alphabetical order as shown on the next page.

```
JIS                                                    4/15/04  10:33:35
Court                T R A F F I C   and   C R I M I N A L
  0                          IMMEDIATE FORMS MENU


        C/I Notice Appear      (CIN)      Pet & Bench Warrant    (PBW)
        C/I Judgment           (CIJ)      Plea by Mail           (PBM)
        Judg/Bond Forfeiture   (JBF)      Pre-Trl Release/Cust   (PRC)
        Judgment of Sentence   (JGS)      Removal from LEIN      (RFL)

        Nolle Prosequi         (NLP)      Restricted License     (RLF)
        Notice Adjudication    (NOA)      Return Fingerprints    (ROF)
        Notice to Appear       (NTA)      Subpoena               (SUB)
        Order Fingerprints     (OFP)      Substance Abuse Eval   (SAE)

        Order Forfeit Bond     (OFB)      Warrant Recall         (WAR)
        Order of Acquittal     (ACQ)      Vehicle Immobilize     (IMM)
        Order of Probation     (ORD)      Vehicle Impoundment    (IMP)
        Order to Show Cause    (SCS)      Youthful Trainee       (YTA)
        Order to Set Aside     (SAC)


NXT ___ CASE __________ PTY ___ COUNT __ INQ ______________________ ST __
 F24-Previous Menu  Page/Roll-Additional Options
```

Traffic/Criminal Immediate Forms Menu

For more information about the forms listed on this screen, see Chapter 4 - Forms.

Throughout this User Guide you will find reference to charts and tables in the Appendices, including a Master List of Field Descriptions which lists data entry fields used in the Traffic/Criminal and Probation modules, what screen(s) they are found on and how to format the data that go into those fields.

Please keep in mind that the procedures established in your court for data entry may vary from the examples given in this User Guide. In most instances, our examples show a minimum amount of data entry necessary to update the system.

Probation Subsystem

```
JIS                    State Court Administrative Office   4/15/04  14:56:41

                              Probation Subsystem

      Select one of the following:

                         1. Probation Online
                         2. Reports
                         3. Calendar
                         4. Report Generator

      Option: _

F24-Previous Menu
```

Type option number and press ENTER.

Probation Subsystem Menu

Probation Subsystem		
Options / Name		**Why Go There?**
1	Probation Online	Update cases, inquire about cases and calendars, print immediate forms.
2	Reports	Request reports for printing.
3	Calendar	View or print a court calendar.
4	Report Generator	Create reports where YOU define the criteria.

Probation Selection Menu

```
JIS                                                    4/15/04  15:28:30
                      Court  P R O B A T I O N
                        0


        Prob. Scheduling (PRB)            Soundex          (SDX)
        Partial Name     (NAM)            X-Reference      (XRF)
                                          Driver License   (DLN)
                                          Veh Plate Number (VPN)

        Calendar         (CAL)            ROA Online       (ROA)
        Central Name Inq (CNI)            ROA Print        (RAP)
        Combined Calendar(CCL)            Financial ROA    (FIN)

                                          Enter Judgment   (EJD)
                                          Modify Judgment  (MJD)
                                          Cancel Judgment  (CJD)



NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
 F24-Previous Menu  Page/Roll-Additional Options
```

Probation Selection Menu

The Probation Selection Menu lists all entry, update and inquiry screens. Use the 3-letter code (hop code) listed in parenthesis after the screen name to hop to that screen. All hop codes that are available in the Traffic/Criminal Module will also work in the Probation Module, even though they are not listed on the menu. For more information about the screens listed on this menu, see Chapter 2 - Inquiry Screens, Chapter 3 - Case Entry & Update and Chapter 6 - Probation.

RAP is the only code that doesn't hop anywhere. It's a quick way to print a Register of Actions. When you type **RAP** in the *Nxt* field, the **case number** in the *Case* field, and press **ENTER**, a complete Register of Actions for that case will be immediately sent to your designated printer.

Screens listed on this menu are arranged with those most frequently used at the top.

Page down to get to the Immediate Forms Menu. Forms are listed in alphabetical order as shown on the next page.

```
JIS                                                    4/15/04  15:41:29
                    Court  P R O B A T I O N
                      0   IMMEDIATE FORMS MENU


        Amended Order          (AMD)       Pet & Bench Warrant   (PBW)
        Discharge Order        (DCG)       Removal from LEIN     (RFL)
        Judgment of Sentence   (JGS)       Restricted License    (RLF)
        Nonpayment of Rest     (NPR)       Substance Abuse Eval  (SAE)

        Notice Adjudication    (NOA)       Violation and Order   (VIO)
        Notice to Appear       (NTA)       Warrant Recall        (WAR)
        Order of Probation     (ORD)       Youthful Trainee      (YTA)
        Ord to Show Cause      (SCS)

NXT ___ CASE __________ PTY ___ COUNT __ INQ ______________________ ST __
 F24-Previous Menu  Page/Roll-Additional Options
```

Probation Immediate Forms Menu

For more information about the forms listed on this screen, see Chapter 4 - Forms.

Throughout this User Guide you will find reference to charts and tables in the Appendices, including a Master List of Field Descriptions which lists data entry fields used in the Traffic/Criminal and Probation modules, what screen(s) they are found on and how to format the data that go into those fields.

Please keep in mind that the procedures established in your court for data entry may vary from the examples given in this User Guide. In most instances, our examples show a minimum amount of data entry necessary to update the system.

Moving Around The System

There are three ways to move around the system. These features eliminate the need to “back out” to a menu each time you want to change to a different screen.

Enter Option Field

```
JIS                    District Selection and Operator Menu          2004/1 DCS

        1. District Selection Menu

        Printer Writer/Output Queue: PRT04

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue

        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives
        __  Enter Option

F24-Sign Off System
```

Type option number and press ENTER.

District Selection and Operator Menu

The *Enter Option* or *Option* field is used by identifying which of the numbered options on the screen you need to access. On this screen, options **3**-**9** work with print options, messages, and submitted jobs. These options are covered in Chapter 12 - Printing.

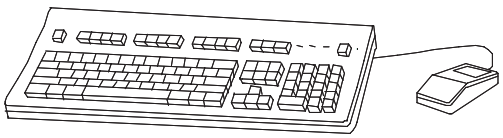
Function Keys

```
JIS                    District Selection and Operator Menu          2004/1 DCS

        1. District Selection Menu

        Printer Writer/Output Queue: PRT04

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue

        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives

        __  Enter Option

F24-Sign Off System
```

From this screen, use the function key F24 to sign off the system.

District Selection and Operator Menu

At the bottom of each screen we indicate which function keys are valid for that screen. Function keys are located across the top of the keyboard. They are usually identified as **F1** through **F12** on a single row of keys, and as **F1** through **F12** and **F13** through **F24** on a double row keyboard. If you have a single row of function keys, hold down the **SHIFT** key while pressing **F1** through **F12** for **F13** through **F24**.



Yes, you can use your mouse to position your cursor on the screen!

A complete list of the function keys used in the Traffic/Criminal and Probation modules can be found in Appendix B.

Hop Line

```
JIS                                                    4/19/04  10:44:43
Court                T R A F F I C   and   C R I M I N A L
  0                          CASE MANAGEMENT MENU

        Case Entry          (CAS)        Police ID Number     (PIN)
        Scheduling          (SCH)        X-Reference          (XRF)
        Disposition         (DSP)        Driver License       (DLN)
        Partial Name        (NAM)        Veh Plate Number     (VPN)
        Soundex             (SDX)        Defendant Hist Inqry (DHI)

        Action              (ACT)        Enter Judgment       (EJD)
        Delete              (DEL)        Modify Judgment      (MJD)
        Transfer            (TRN)        Cancel Judgment      (CJD)
        Removal Screen      (REM)        Enter Warrant        (EWR)

        Def History Update  (DHU)        ROA Online           (ROA)
Hop     Abstract Update     (ABS)        ROA Print            (RAP)
line    FAC Update          (FAC)        Financial ROA        (FIN)
        Report Requests     (RPT)        Central Name Inq     (CNI)
        Calendar            (CAL)        Combined Calendar    (CCL)

NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
 F1-Clear Screen  F24-Previous Menu  Page/Roll-Additional Options
```

Use the hop line to access next screen.

The “Next Transaction Line” (aka hop line) appears at the bottom of all inquiry and update screens and the Traffic/Criminal and Probation Selection Menus. It is used to specify the next screen you want to access by entering a 3-letter hop code. A complete list of hop codes can be found in Appendix C. Inquiry can be made by case number, name or other identifying information such as police identification number, x-reference number, driver license number or vehicle plate number.

Inquiry by Case Number

Type the 3-letter code that represents the screen name you want to access (shown in parenthesis after the name of the screen) in the *NXT* field, enter the case number in the *Case* field, and press **ENTER**. There is no need to erase the case number when you are doing any other type of inquiry.

```
NXT CAS CASE 04-0401___ PTY ___ COUNT __ INQ ____________________ ST __
```

Inquiry by Name

Type **NAM** in the *Nxt* field and tab over to the *Inq* field. Type the name as shown in the example below. You may type all or part of a name, beginning with the last name. The name you enter will stay in the *Inq* field until you change it, and it will not interfere with subsequent inquiries or updates that are accessed by case number. Press **ENTER** to hop to the Name Inquiry screen.

```
NXT NAM CASE __________ PTY ___ COUNT __ INQ JONES/SAM___________ ST __
```

Inquiry by Police ID Number, X-Reference Number, Driver License Number or Vehicle Plate Number

Type the 3-letter code for the inquiry screen you want to access (shown in parenthesis after the name of the screen) in the *NXT* field, enter the information you want to use for your inquiry in the *INQ* field and press **ENTER**. Note: If you are doing a DLN or VPN inquiry, you must type the two-character state abbreviation in the the *ST* field if it is an out-of-state license or plate. It will default to MI if no information is typed in the *ST* field. The information in the *INQ* or *ST* field will not interfere with subsequent inquiries or updates that are accessed by case number.

```
NXT PIN CASE __________ PTY ___ COUNT __ INQ 04-0123MSP__________ ST __
```

For more information on inquiry screens, see Chapter 2 - Inquiry Screens.

Where to Get Help

On-Screen Help

```
JIS                    Traffic / Criminal Case Entry                Status
Court 0 Case __________  Pty ___  Same Incident _  Filing Date ______
Offense Date ______  Time ____ _    DLN __ _____________  Sex _  DOB ______
        Name ____________________________________  Race _   SID _________
      Street ________________________________  Apt _____   CTN/TCN ___________
        City ________________  State __  Zip ______  Phone ___ - _______
      Charge ____________________  A/C/S _ Case Type __    X-Ref __________
       Speed Charged/Allowed/Energy  ___ / __ / __     Accident Type _
   Officer # _______  Agency _______  Venue __                PIN __________
2nd Officer # _______  Agency _______  ROA _  Label _  Abstract _ SOS-Inquiry _

Ticket Information:  Default Due Date is 10 Days from Offense Date
  Court Date ______  Time ____ _  Nxt Judge _____  Set for __ Atty _____ NTA _
             Vehicle Type __      Plate Number/Year/State    _______ / __ / __
  Paper Plate _   VIN ________________   Vehicle Year ____   Vehicle Make ____
Judge of Record _____   Victim/Desc  ______________________________ CCW _______
Complaint Information:
 Authorize Complaint Date ______  Prosecutor _____  Complaint/Iss Date ______
                                       Judge _____  Warrant Issue Date ______
Additional Charges: #2 ____________________ _     #3 ____________________ _
                    #4 ____________________ _     #5 ____________________ _

NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
F1-Clr F4-Prompt        F6-Same Pty                              F24-Prev Help
```

Press Alt+F1 on a PC, or the HELP key on a terminal keyboard, for on-screen help. It is available whenever the word Help appears at the bottom of the screen.

Traffic/Criminal/Probation User Guide

This User Guide is designed to answer many of your questions. Please note the Frequently Asked Questions and Appendices in the back of this book.

JIS also produces User Guides for Civil, Cash, Administrative and DOS & LEIN.

Training

Training is offered by JIS Technical Services Representatives at both the Southfield and Lansing facilities. Requests for training are submitted using the Request for Training form found in Appendix Q of this User Guide.

Help Desk

Software questions or problems can be directed to our Help Desk by phone, fax, or email. Hardware questions, e.g. printer problems, DOS/LEIN slow or down, installing releases, performing system backups and user profile questions are handled by our Operations Department.

Phone: Monday - Friday 9:00 A.M.-4:00 P.M.	800-572-1116
Fax Help Sheet (Appendix O)	248-352-8715
Email	DCSHelpdesk@courts.mi.gov

Inquiry Screens

2

The inquiry screens described in this chapter are available through both the Traffic/Criminal and Probation Modules.

Inquiry screens are used to view information about a case. They are “display only” screens. You cannot input data on an inquiry screen.

There are three types of inquiry screens:

Basic Search Inquiry Screens: Name Inquiry (NAM), Soundex (SDX), Police Identification Number (PIN), X-Reference Number (XRF), Driver License Number (DLN) and Vehicle Plate Number (VPN)

Expanded Search Inquiry Screens: Central Name Index (CNI) and Defendant History Inquiry (DHI)

Case Information: Register of Actions (ROA), Financial Register of Actions (FIN), Status Screen (STS)

Basic Search Inquiry Screens

These inquiry screens are used to access limited information about a case, such as defendant's name, case number, case type, brief description of count one, total amount due on case, case status, date of birth, driver license number, vehicle plate number, date of offense, partial display of defendant's address of record, information about next scheduled event and whether the defendant's driver license is currently suspended for a particular case.

Screen Name	Hop Code	Information required for Inquiry (INQ) field	Function
Partial Name	NAM	All or part of a full name	A name inquiry screen for all or part of a defendant's name.
Soundex (Sound alike)	SDX	Last name that sounds like the name you are looking for	A name inquiry screen for last names that sound alike.
Police Identification Number	PIN	Police Identification Number	Used to locate cases using the Police Identification Number which is entered on the Case Entry (CAS) screen.
X-Reference Number	XRF	X-Reference Number	Used to locate cases using the X-Reference Number, which is entered on the Case Entry (CAS) screen.
Driver License Number	DLN	Driver license number and state, if not Michigan	An inquiry screen for cases in *your court* with the same DLN. This is not a Department of State (DOS) inquiry screen.
Vehicle Plate Number	VPN	Vehicle plate number and state, if not Michigan	An inquiry screen for cases in *your court* with the same plate number. This is not a DOS inquiry screen.

You may access any of these screens by typing the 3-letter hop code on any hop line.

Each of these screens will display three pages of information. Use **F11-Alt View** to move through the pages.

Partial Name/Name Inquiry (NAM)

Use this inquiry to access information about a case when you have all or part of the defendant's last name.

1. Type **NAM** in the *NXT* field on the hop line
2. Type the last name or portion of the last name in the *INQ* field
3. Press **ENTER**

```
NXT NAM CASE ___________ PTY ___ COUNT 00 INQ SMI_________________ ST __
```

Tip: You can begin a search with as few as one character in the *INQ* field.

You will see this:

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
            Name                 Case/Pty/Type Cnts    Charge        Amt Due   Sts
 1 SMILEY/FRANCINE/             00-0005    01 SM 01 ASSAULT AGGR       348.00 PROB
 2 SMILEY/FRANCINE/             03-02203A  01 OI 01 SPD 1-10 OLD      198.00 DISP
 3 SMITH JR/FREDERICK/MARTIN    00-0013    01 SD 02 OUIL                75.00 PROB
 4 SMITH JR/THEODORE/LEONARD    01-1212    01 SD 01 OUIL                 .00 CLSD
 5 SMITH-HANDLEY/SUSAN/MARIE    98-33298   01 SM 01 DISOR DISTUR         .00 WRNT
 6 SMITH/CHAD/ALLEN             03-20193   01 ST 01 RECKLESS DRV         .00 CLSD
 7 SMITH/CHAD/ALLEN             03-20194   01 ST 01 DWLS                45.00 PEND
 8 SMITH/DELBERT/HARVEY         03-0801    01       Non-Public
 9 SMITH/FRANCES/JOAN           03-0601    01 SD 02 OUIL/UBAC           90.00 PEND
10 SMITH/LORNA/MARIE            03-1108A   01 ON 01 NOISE - CI          70.80 DISP
11 SMITH/MARK/JOHN              03-1104    01 SM 03 POSS CS MARJ     1,040.00 PROB
12 SMITH/MARK/JOHN              03-1130    01 OI 01 STOP SIGN          125.00 DISP
13 SMITH/MARK/JOHN              03-1234    01 ST 01 RECKLESS DRV       385.00 DISP
14 SMITH/MARK/JOSEPH            03-1104A   01 SM 02 CS POSS MJ         600.00 PEND
15 SMITH/MARNA/SUE              03-1006A   01 ON 01 NOISE - CI         110.00 DISP
16 SMITH/MARNA/SUE              03-1006C   01 ON 01 NOISE - CI          70.80 DISP
17 SMITH/MARNA/SUE              03-2293    01       Non-Public
                                                                              +
NXT NAM CASE 99-0001___ PTY D01 COUNT 00 INQ SMI_________________ ST __

          F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

First page of NAM Inquiry screen

This screen will display:

- Name of Defendant
- Case Number (Case), Party Number (Pty), Case Type designation (Type)
- Number of counts associated with the case (Cnts)
- Brief description of Count One (Charge)
- Amount of fines and costs still owing for **all counts** of the case (Amt Due)
- Case status, e.g. Pending, Disposed, Probation, Warrant, Closed (Sts)

Non-public cases have the “Non-Public” marker in place of the charge. The only information that will be shown on an inquiry screen for a non-public case is the name, case number and party number.

Cases that are currently in warranted status will be indicated by WRNT in the status column. The WRNT will either be blinking (terminals) or solid red (PCs).

To view the second of three pages of information, press **F11- Alt View**.

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0                                                  Offense
          Name            DOB         DLN         VPN     Date       Address
 1 SMILEY/FRANCINE/      9/07/45 S540261001696          9/12/00 4126 BELSAY
 2 SMILEY/FRANCINE/      9/07/45 S540261001696 930FFI   6/20/03 99328 W. HAGGER
 3 SMITH JR/FREDERICK/M  8/15/78 S530261585638 654N99  10/19/00 9011 HOLBROOKE
 4 SMITH JR/THEODORE/LE  1/18/67 S530792507050          5/01/01 112 FRANCIS ST
 5 SMITH-HANDLEY/SUSAN/  6/10/57 S535778585435          9/29/98 992 W. 3RD ST
 6 SMITH/CHAD/ALLEN      1/06/74 S530115051020          3/20/03 39209 W. MAPLE
 7 SMITH/CHAD/ALLEN      1/06/74 S530115051020          3/20/03 39209 W. MAPLE
 8 SMITH/DELBERT/HARVEY
 9 SMITH/FRANCES/JOAN    3/12/80 S439204837293          2/09/03 9382 WHEREVER D
10 SMITH/LORNA/MARIE     6/10/70 S530546585435         12/28/02 293 S FOURTH AV
11 SMITH/MARK/JOHN       9/24/69 S530585429739         10/20/03 125 W MAPLE AVE
12 SMITH/MARK/JOHN       9/24/69 S530585429739 392MSU   3/19/03 RT 1, BOX 286
13 SMITH/MARK/JOHN       9/24/69 S530585429739 693FLM   9/01/03 4928 S. MAIN ST
14 SMITH/MARK/JOSEPH     1/07/82 S530585441022         10/01/03 39029 W FOURTH
15 SMITH/MARNA/SUE       4/18/72 S530585778300         10/01/03 P O BOX 2938
16 SMITH/MARNA/SUE       4/18/72 S530585778300         12/01/02 P O BOX 2938
17 SMITH/MARNA/SUE
                                                                              +
NXT NAM CASE 99-0001   PTY D01 COUNT 00 INQ SMI                  ST __

F4-Prompt  F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

Second page of NAM Inquiry screen

From this screen you can view :

- Defendant’s name
- Date of Birth (DOB)
- Driver License Number (DLN)
- Vehicle Plate Number (VPN)
- Offense Date
- Defendant’s partial address

On the second page, the only information displayed for a non-public case is the defendant’s name.

From the second page of an inquiry screen, you can prompt on the name, driver license number or vehicle plate number to show total assessed for each case and calculate a total balance due for all cases that match that information.

For example:

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0                                                  Offense
          Name            DOB         DLN         VPN     Date       Address
 1 SMILEY/FRANCINE/      9/07/45 S540261001696           9/12/00 4126 BELSAY
 2 SMILEY/FRANCINE/      9/07/45 S540261001696 930FFI    6/20/03 99328 W. HAGGER
 3 SMITH JR/FREDERICK/M  8/15/78 S530261585638 654N99   10/
 4 SMITH                 1/18/67 S530792507050           5                  ST
 5 SMITH                 /10/57 S535778585435            c                  T
 6 SMITH                 06/74 S530115051020                               E
 7 SMIT                  6/74 S530115051020              3                  LE
 8 SMIT
 9 SMITH                 12/80 S439204837293             2/
10 SMITH/                /10/70 S530546585435           12/28/02 293 S FOURTH AV
11 SMITH/MARK/JOHN       9/24/69 S530585429739          10/20/03 125 W MAPLE AVE
12 SMITH/MARK/JOHN       9/24/69 S530585429739 392MSU    3/19/03 RT 1, BOX 286
13 SMITH/MARK/JOHN                29739 693FLM           9/01/03 4928 S. MAIN ST
14 SMITH/MARK/JOSEPH              1022                  10/01/03 39029 W FOURTH
15 SMITH/MARNA/SUE                300                   10/01/03 P O BOX 2938
16 SMITH/MARNA/SUE                300                   12/01/02 P O BOX 2938
17 SMITH/MARNA/SUE                                                            +
NXT NAM CASE 99-0001___ PTY D01 COUNT 00 INQ SMI_____________________ ST __

F4-Prompt  F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

Place cursor anywhere on name and press F4-Prompt to display the total amount due for cases that match that last name/first name and DOB.

Place cursor anywhere on VPN and press F4-Prompt to display total amount due for cases that match that vehicle plate number.

Place cursor anywhere on DLN and press F4-Prompt to display total amount due for cases that match that driver license number

You will get a screen that looks like this:

```
Name  SMILEY/FRANCINE/                          DOB:  9/07/45

Case No.      Charge          Assessments       Balance Due
00-0005       ASSAULT AGGR         398.00            348.00
03-02203A     SPD 1-10 OLD         198.00            198.00

                  Total                     Total
                  Assessments     596.00    Due        546.00

  F9-Print   F24-Previous Menu   Page/Roll
```

This screen displays total assessments and balance due for Smiley/Francine, DOB 9/7/45.

Tip: This feature will not display non-public cases or cases that are closed with a balance due. Those amounts will not be added in the total due.

From this screen, you can press **F9-Print** to print this screen or **F24-Previous Menu** to return to inquiry screen.

From the second page of the inquiry screen, press **F11-Alt View** again to display the third page of information.

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0                        Next      Next    Next                 DLRF
          Name                 Date      Time    Judge     Action     Susp
 1 SMILEY/FRANCINE/
 2 SMILEY/FRANCINE/                                                     X
 3 SMITH JR/FREDERICK/MARTIN 12/15/04   9:00 AM  12345  PRETRIAL
 4 SMITH JR/THEODORE/LEONARD
 5 SMITH-HANDLEY/SUSAN/MARIE
 6 SMITH/CHAD/ALLEN
 7 SMITH/CHAD/ALLEN                                                     X
 8 SMITH/DELBERT/HARVEY
 9 SMITH/FRANCES/JOAN                                                   X
10 SMITH/LORNA/MARIE
11 SMITH/MARK/JOHN           10/31/03                    DUE DATE
12 SMITH/MARK/JOHN           10/15/03   2:00 PM  34319  SHOWCAUSE      X
13 SMITH/MARK/JOHN            9/11/03                    DUE DATE       X
14 SMITH/MARK/JOSEPH         10/13/03                    DUE DATE
15 SMITH/MARNA/SUE           12/01/03   9:00 AM         PRETRIAL
16 SMITH/MARNA/SUE
17 SMITH/MARNA/SUE

NXT NAM CASE 99-0001   PTY D01 COUNT 00 INQ SMI                  ST __

          F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

Third page of NAM Inquiry screen

From this screen you can view:

- Name of Defendant
- Next future court/due date
- Time of next scheduled court date
- Bar # for the person on whose calendar the next scheduled date appears (Next Judge)
- Type of event scheduled (Action)
- If a case currently has a driver license suspension. A case will have an **X** in this column if money is due for cash assessment codes DLRF or DLRJ. (DLRF Susp)

Tip: If there are no future dates set, the information for the most recent court date will be displayed.

Soundex Inquiry (SDX)

Use this inquiry to search for last names that *sound* alike.

1. Type **SDX** in the *NXT* field on the hop line
2. Type the last name how it sounds in the *INQ* field
3. Press **ENTER**

```
NXT SDX CASE 03-2293    PTY D01 COUNT 00 INQ SMITH                    ST __
```

You will get a screen that looks like this:

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
            Name                 Case/Pty/Type Cnts    Charge        Amt Due   Sts
 1 SMITH/CHAD/ALLEN             03-20193   01 ST 01 RECKLESS DRV          .00 CLSD
 2 SMITH/CHAD/ALLEN             03-20194   01 ST 01 DWLS                45.00 PEND
 3 SMITH/DELBERT/HARVEY         03-0801    01        Non-Public
 4 SMITH/FRANCES/JOAN           03-0601    01 SD 02 OUIL/UBAC           90.00 PEND
 5 SMITH/LORNA/MARIE            03-1108A   01 ON 01 NOISE - CI          70.80 DISP
 6 SMITH/MARK/JOHN              03-1104    01 SM 03 POSS CS MARJ     1,040.00 PROB
 7 SMITH/MARK/JOHN              03-1130    01 OI 01 STOP SIGN          125.00 DISP
 8 SMITH/MARK/JOHN              03-1234    01 ST 01 RECKLESS DRV       385.00 DISP
 9 SMITH/MARK/JOSEPH            03-1104A   01 SM 02 CS POSS MJ         600.00 PEND
10 SMITH/MARNA/SUE              03-1006A   01 ON 01 NOISE - CI         110.00 DISP
11 SMITH/MARNA/SUE              03-1006C   01 ON 01 NOISE - CI          70.80 DISP
12 SMITH/MARNA/SUE              03-2293    01        Non-Public
13 SMITH/MARY/LOUISE            00-3111    01 OD 02 OUIL                 .00 WRNT
14 SMITH/MARY/LOUISE            00-4444    01 ST 01 RECKLESS DRV       158.00 DISP
15 SMITH/THEODORE/LEONARD       00-0009    01 SI 01 SPD 16-20 OV         .00 CLSD
16 SMOTHE/MARK/JOSEPH                      01 SI 01 CARELESS DRV         .00 CLSD
17 SMYTHE/LAURA/MAY                        01 DWLS                       .00 WRNT

NXT SDX CASE 99-0001    PTY D01 COUNT 00 INQ SMITH                    ST __

          F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

These last names "sound like" Smith

This inquiry displays all cases with last names that "sound like" Smith.

Tip: You will get last names that sound like the name you requested. You will not get hyphenated last names (i.e. Smith-Handley).

Police Identification Number Inquiry (PIN)

Use this inquiry to locate information that was entered in the *PIN* field of the Case Entry screen (CAS). This will probably be the police report number or ticket number, depending on what your court chooses to enter in that field.

1. Type **PIN** in the *NXT* field on the hop line
2. Type the number in the *INQ* field exactly as it would have been added on the CAS screen
3. Press **ENTER**

```
NXT PIN CASE 03-2039___ PTY D01 COUNT 00 INQ 03-18892_____________ ST __
```

You will get a screen like this:

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
            Name                Case/Pty/Type Cnts    Charge        Amt Due   Sts
 1 SMITH/CHAD/ALLEN            03-20193   01 ST 01 RECKLESS DRV          .00 CLSD
 2 SMITH/CHAD/ALLEN            03-20194   01 ST 01 DWLS                45.00 PEND
 3
 4
 5
 6
 7
 8
 9
10
11
12
13
14
15
16
17

NXT PIN CASE 99-0001___ PTY D01 COUNT 00 INQ 03-18892_____________ ST __

          F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

This inquiry displays all cases that have 03-18892 entered as PIN on CAS screen

Tip: The Police Identification Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

X-Reference Inquiry (XRF)

Use this inquiry to locate information that was entered in the *X-REF* field of the Case Entry screen (CAS). This may be the police report number or ticket number, or another number that your court chooses to enter in this field.

1. Type **XRF** in the *NXT* field on the hop line
2. Type the number in the *INQ* field exactly as it would have been added on the CAS screen
3. Press **ENTER**

```
NXT XRF CASE 03-2039___ PTY D01 COUNT 00 INQ 03-MSP-223_________ ST __
```

You will get a screen that looks like this:

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
          Name                 Case/Pty/Type Cnts    Charge        Amt Due   Sts
 1 SMITH/MARNA/SUE             03-2293    01        Non-Public
 2 MASTERS/FREDERICK/GENE      03-2294    01 SM 01 ASSAULT AGGR          .00 PEND
 3 POTTER/MICHAEL/JAMES        03-2295    01 SM 01 ASSAULT/BATR          .00 PEND
 4 SAMPSON/LIONEL/MENARD       03-2296    01 SM 01 ASSAULT/BATR       799.00 PEND
 5 JENKINS/LARRY/PAUL          03-2297    01 SM 01 ASSAULT AGGR          .00 WRNT
 6
 7
 8
 9
10
11
12
13
14
15
16
17

NXT XRF CASE 99-0001___ PTY D01 COUNT 00 INQ 03-MSP-223_________ ST __

          F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

This inquiry displays all cases that have 03-MSP-223 entered as X-Reference # on CAS screen.

Tip: The X-Reference Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

Driver License Inquiry (DLN)

This inquiry will display all cases in your court that are associated with a specific driver license number. You can look up cases that have a Michigan driver license number or any other state.

1. Type **DLN** in the *NXT* field on the hop line
2. Type the driver license number in the *INQ* field
3. If it is an out-of-state license, you must enter the two-letter state abbreviation in the *ST* field. If it is a Michigan license, you may leave this field blank and it will default to MI.
4. Press **ENTER**

```
NXT DLN CASE 03-2039    PTY D01 COUNT 00 INQ S530115051020        ST MI
```

And you will get:

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
          Name                 Case/Pty/Type Cnts    Charge        Amt Due   Sts
 1 SMITH/CHAD/ALLEN           03-20193   01 ST 01 RECKLESS DRV          .00 CLSD
 2 SMITH/CHAD/ALLEN           03-20194   01 ST 01 DWLS                45.00 PEND
 3
 4
 5
 6
 7
 8
 9
10
11
12
13
14
15
16
17

NXT DLN CASE 99-0001    PTY D01 COUNT 00 INQ S530115051020        ST MI

          F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

DLN Inquiry screen showing all cases that have S530115051020 added as DLN # on CAS screen.

Tip: The Driver License Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

Vehicle Plate Inquiry Screen (VPN)

This inquiry will display all cases in your court that are associated with the specific vehicle plate number and state requested.

1. Type **VPN** in the *NXT* field on the hop line
2. Type the vehicle plate number in the *INQ* field
3. If it is an out-of-state plate, you must enter the two-letter state abbreviation in the ST field. If it is a Michigan plate, you may leave this field blank and it will default to MI.
4. Press **ENTER**

```
NXT VPN CASE ___________ PTY D01 COUNT 00 INQ 661HUQ_______________ ST MI
```

And you will see:

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
            Name                 Case/Pty/Type Cnts    Charge        Amt Due   Sts
 1 SMITH/THEODORE/LEONARD    00-0009    01 SI 01 SPD 16-20 OV           .00 CLSD
 2 DOOLEY/TOM/               03-0610B   01 SI 01 IMPR TURN           186.00 PEND
 3
 4
 5
 6
 7
 8
 9
10
11
12
13
14
15
16
17

NXT VPN CASE 99-0001___ PTY D01 COUNT 00 INQ 661HUQ_______________ ST MI

           F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

VPN Inquiry screen showing all cases that have 661HUQ added as Vehicle Plate # on CAS screen.

Tip: The Vehicle Plate Number on the CAS screen and the number you type on the hop line must match exactly for the case to appear on your inquiry.

Accessing Other Screens after Inquiry

To save time, you can access any case shown on the inquiry screen by using the number to the left of the defendant's name.

1. Type the hop code you want to use in the *NXT* field on the hop line
2. Type the line number for the case you want to access in the *CASE* field on the hop line
3. Press **ENTER**

```
JIS                    TRAFFIC / CRIMINAL INQUIRY
Court 0
          Name                  Case/Pty/Type Cnts    Charge        Amt Due   Sts
 1 SMILEY/FRANCINE/             00-0005    01 SM 01 ASSAULT AGGR       348.00 PROB
 2 SMILEY/FRANCINE/             03-02203A  01 OI 01 SPD 1-10 OLD      198.00 DISP
 3 SMITH JR/FREDERICK/MARTIN    00-0013    01 SD 02 OUIL                75.00 PROB
 4 SMITH JR/THEODORE/LEONARD    01-1212    01 SD 01 OUIL                 .00 CLSD
 5 SMITH-HANDLEY/SUSAN/MARIE    98-33298   01 SM 01 DISOR DISTUR         .00 WRNT
 6 SMITH/CHAD/ALLEN             03-20193   01 ST 01 RECKLESS DRV         .00 CLSD
 7 SMITH/CHAD/ALLEN             03-20194   01 ST 01 DWLS                45.00 PEND
 8 SMITH/DELBERT/HARVEY         03-0801    01       Non-Public
 9 SMITH/FRANC                  0601       01 SD 02 OUIL/UBAC           90.00 PEND
10 SMITH/LORI                   108A       01 ON 01 NOISE - CI          70.80 DISP
11 SMITH/MAR                    04         01 SM 03 POSS CS MARJ     1,040.00 PROB
12 SMITH/MAR                    30         01 OI 01 STOP SIGN          125.00 DISP
13 SMITH/MARK                   234        01 ST 01 RECKLESS DRV       385.00 DISP
14 SMITH/MARK/                  1104A      01 SM 02 CS POSS MJ         600.00 PEND
15 SMITH/MARNA/SUE             03-1006A   01 ON 01 NOISE - CI         110.00 DISP
16 SMITH/MARNA/SUE             03-1006C   01 ON 01 NOISE - CI          70.80 DISP
17 SMITH/MARNA/SUE             03-2293    01       Non-Public
                                                                              +
NXT SCH CASE 7          PTY D01 COUNT 00 INQ SMI                    ST MI

          F7-ROA From Line  F11-Alt View  F24-Prev  Page/Roll  Help
```

To access SCH screen for this defendant, you may use the line number instead of typing the entire case number in the CASE field

To access an ROA immediately from any of the inquiry screens, place your cursor anywhere on the line for the case you want to access and press **F7-ROA From Line**.

Expanded Search Inquiry Screens

There are two types of expanded search inquiry screens:

Defendant History Inquiry (DHI)

This is used to display charge and disposition information for all purged and active Traffic/Criminal cases on the system for the same defendant.

Central Name Index (CNI)

Provides name inquiry and ROA access for all Traffic, Criminal, Probation and Civil cases with the District Court. For District Courts who share their AS400 with other District Courts, Circuit and/or Probate Courts, it allows name inquiry and ROA access to all cases in these courts for viewing or printing.

Defendant History Inquiry (DHI)

This inquiry will display charge and disposition information for all purged and active cases on the Traffic/Criminal subsystem for the same defendant. It will not display Civil cases.

1. Type **DHI** in the *NXT* field on the hop line
2. Type the last name or portion of the last name in the *INQ* field
3. Press **ENTER**

```
NXT DHI CASE ___________ PTY D01 COUNT 00 INQ SMI_________________ ST MI
```

You will get a screen like this:

```
JIS                    DEFENDANT HISTORY INQUIRY                 08:23:57

NAME: SMI                                        BIRTH DATE: _______
SELECTION:  ___
                                                                  PURGE
 RECORD# NAME                                   BIRTH DATE        DATE
  1      SMILEY/FRANCINE/                        9/07/45          ________
  2      SMILEY/FRANCINE/                        9/07/45          ________
  3      SMITH JR/FREDERICK/MARTIN               8/15/78          ________
  4      SMITH JR/THEODORE/LEONARD               1/18/67          ________
  5      SMITH-HANDLEY/SUSAN/MARIE               6/10/57          ________
  6      SMITH/CHAD/ALLEN                        1/06/74          ________
  7      SMITH/CHAD/ALLEN                        1/06/74          ________
  8      SMITH/DELBERT/HARVEY                    4/20/63          ________
  9      SMITH/FRANCES/JOAN                      3/12/80          ________
 10      SMITH/LAURIE/LOU                        5/03/44          12/31/85
 11      SMITH/LORNA/MARIE                       6/10/70          ________
 12      SMITH/MARK/JOHN                         9/24/69          ________
 13      SMITH/MARK/JOHN                         9/24/69          ________ +
```

This is the only case on this screen that has been purged from the system.

```
NXT ___ CASE ___________ PTY ___ COUNT 00 INQ SMI_________________ ST __
Enter-W/O select#=New name list   Enter-W/select#=History   F1-Clear Screen
F4-Prompt  F5-Name list-match on DOB                F24-Previous menu  HELP
```

Defendant History Inquiry screen beginning with "SMI"

Tip: The only information that is available for a purged case is the Defendant History.

Next,

1. Type in the DOB for the person you are looking for.
2. Press **F5-Name list-match on DOB**.

```
JIS                    DEFENDANT HISTORY INQUIRY                    09:31:53

NAME: SMI                                        BIRTH DATE: 010674
SELECTION:  ___
```

Type DOB here

You will then get a screen that displays all cases that match the last name and DOB.

```
JIS                    DEFENDANT HISTORY INQUIRY                    15:47:58

NAME: SMI                                        BIRTH DATE:  10674
SELECTION:  ___
                                                                     PURGE
RECORD# NAME                                     BIRTH DATE          DATE
  1     SMITH/CHAD/ALLEN                          1/06/74            ________
  2     SMITH/CHAD/ALLEN                          1/06/74            ________
```

Top portion of DHI screen, lists cases that begin with "SMI" and have DOB of 1-6-74

To display a full defendant history, press **F6-History all**.

```
TCRDHI2                DEFENDANT HISTORY INQUIRY                    15:48:40
JIS
NAME: SMITH/CHAD/ALLEN                           BIRTH DATE:  10674

           OFFENSE                    ----DISPOSITION----
CASE#       DATE   CHARGE       CNT  DATE   DESCRIPTION       FINES  JAIL PROB
03-20193    32003  RECKLESS DRV  1   72103  DSP GLTY PL       54.00  ____ ____  C
03-20194    32003  DWLS          1   ______ _____________     45.00  ____ ____  _
```

Case status: C - Closed P - Purged

Top portion of DHI screen for Chad Allen Smith, DOB 1-6-74

To display the defendant history for a specific record, type the record number in the *Selection* field and press **ENTER**.

```
JIS                    HISTORY INQUIRY                              08:38:59

NAME: SMI                                        BIRTH DATE: ______
SELECTION:  3
                                                                     PURGE
RECORD# NAME                                     BIRTH DATE          DATE
  1     SMILEY/FRANCINE/                          9/07/45            ________
  2     SMILEY/FRANCINE/                          9/07/45            ________
  3     SMITH JR/FREDERICK/MARTIN                 8/15/78            ________
  4     SMITH JR/THEODORE/LEONARD                 1/18/67            ________
```

Enter a 3 here to view defendant history information for Record #3.

Top portion of DHI screen - viewing specific record

Central Name Index (CNI)

This inquiry will provide information and ROA access for all Traffic, Criminal, Probation and Civil cases.

You can also access the same information for all other courts who share your AS400 and use JIS software, including other District Courts, Circuit and/or Probate Courts.

To access the Central Name Index screen:

1) Type **CNI** in the *NXT* field on the hop line
2) Press **ENTER**

```
                          CENTRAL NAME INDEX

   The Central Name Index contains the names of persons associated with
   cases that have been entered on the computer.

   To locate a particular name, type in the person's LAST NAME in the
   space below.  Then press the ENTER key.

   A list of names will be displayed beginning with the name that most
   closely matches the one you selected.


   Enter Surname Here:  ______________________________

                        Press the ENTER key to continue




F1=HELP        F3=Exit
```

First Screen of Central Name Index (CNI)

To locate a particular name in the index:

1. Type the last name or full name (last/first/middle) in the *Enter Surname Here* field
2. Press **ENTER**

You will see a screen like this:

```
                                CENTRAL NAME INDEX
Type in an option. Press ENTER.
Options:  1=Display Case Summary    2=Print Case Summary to OUTQ  PRT04
          Position to Name: ____________________________

Opt Name                                  ate   Party Court Case N      ype  Sts
    CTN          Attorney                          ID   Petiti              Pub
 ---------------------------------------------------------------------------------
 _  WILLIAMS AND SONOMA//                 A---   P01   D9990 98001                GC C
 _  WILLIAMS DISTRIBUTING C               A---   P 001 C4803 89-011              CZ C
 _  WIL  AMS//                            A---   D01   D9990 99-01               LT C
 _  W                                     A---   SE    P44   00017103            SE C
 _                                     ---NA---  SUT   P44   00017103            SE C
 _  W                                  ---NA---  GD    P44   00016848            GD C
 _  WIL  AMS/ADA/B                     ---NA---  LIP   P44   00016848            GD C
 _  WILLIAMS/ADA/B                     ---NA---  WSK   P44   91028664            TR O
 _  WILLIAMS/ADAM/                     ---NA---  P01   D9992 03-0401C            GC C
 _  WILLIAMS/ALBERT/                   ---NA---  SE    P44   00006552            SE C
 _  WILLIAMS/ALICE/E                   ---NA---  SE    P44   00009951            SE C
 _  WILLIAMS/ALICE/E                   ---NA---  SUI   P44   00009951            SE C
                                                                            More...

F1=HELP  F3=Exit  F5=Work w/Output  F11=Alternate View   Pageup/down=More Names
```

To inquire on another name, enter the last name or full name (last/first/middle) here and press ENTER.

This is the output queue where the ROA will print

Enter a 1 here to display ROA
Enter a 2 here to print ROA

Central Name Index beginning with Williams

Tip: To obtain help on any field on this screen, place your cursor on the field and press **F1-Help**.

Case Information Screens

Case information screens will display details about a specific case:

Register of Actions (ROA)

The Register of Actions screen lists all actions that have occurred on a case, in chronological order, including assessment and payment records.

Financial Register of Actions (FIN)

The Financial Register of Actions screen details all monetary assessments and payments that have been applied to a case.

Status Screen (STS)

This screen displays the entry date and time that all entries were made on a case, and the deletion date for any entry that has been deleted.

Register of Actions (ROA)
Register of Actions Print (RAP)

The Register of Actions chronologically lists all actions that have occurred in a case, including assessment and payment records. It can be accessed in one of the following ways:

1. Type **ROA** in the *NXT* field and the desired case number in the *CASE* field on the hop line,
   or
2. From any of the Basic Inquiry Screens, type **ROA** in the *NXT* field and the line number for the desired case in the *CASE* field
   or
3. From any of the Basic Inquiry Screens, move the cursor to any of the fields on the desired case and press **F7-ROA From Line**.

To print a Register of Actions without viewing it on the screen first, type **RAP** in the *NXT* field and the desired case number in the *CASE* field on the Hop line.

An example of a Register of Actions appears on the following page.

```
STATE OF MICHIGAN                    REGISTER OF ACTIONS        CASE NO:  04-0173    D01 ST
15TH JUDICIAL DISTRICT                                          X-REFERENCE #:  04-20398
ORI630995J                                                      STATUS: PEND
PIN: 59623

                                   JUDGE OF RECORD: CROCKETT,GEORGE W.,   P-12345
                                             JUDGE:
STATE OF MICHIGAN v

     CUNNINGHAM/MARTHA/LOUISE                                   CTN:
     3947 W FOREST AVE APT 546                                  SID:
     HASLETT          MI 48840                            ENTRY DATE: 02/06/04
                                                       OFFENSE DATE: 02/04/04  230 PM
DEFENDANT TELEPHONE: (517) 482-5962                    VEHICLE TYPE: PA
DOB: 05/10/1965  SEX: F  RACE: W  DLN: MI C552585549356   VPN: MI 394USA  04
VEH YR: 2002     VEH MAKE: FORD   VIN:                    PAPER PLATE:
DEFENSE ATTORNEY ADDRESS                        BAR NO.
HILLOCK,LAURA R.,                               P-58623
7180 HIGHLAND DR                                Telephone No.
PITTSBURGH       PA 15206                       (412) 364-4620
OFFICER: LARNER, MONICA                         DEPT: MICH STATE POLICE

PROSECUTOR: BOURGON,GEORGE M.,J                   P-34656
VICTIM/DESC:
ACCIDENT TYPE: PROPERTY DAMAGE

COUNT  1 C/M/F: M 3200                          PAAM#257.9041B
DROVE WHILE LICENSE SUSP/REV/DENIED
ARRAIGNMENT DATE:  02/06/04     PLEA:    PLEA N-GLTY    PLEA DATE: 02/06/04
FINDINGS:                  DISPOSITION DATE:
SENTENCING DATE:
      FINE       COST ST.COST     CON     MISC.     REST    TOT FINE    TOT DUE
      0.00       0.00    0.00    0.00     0.00      0.00       0.00       0.00
          JAIL SENTENCE:            PROBATION:
   VEH IMMOB START DATE:            NUMBER OF DAYS:        VEH FORFEITURE:

BOND HISTORY:
          250.00   PERSONAL   BOND SET

  DATE                      ACTIONS, JUDGMENTS, CASE NOTES                INITIALS

02/04/04
   1  ORIGINAL CHARGE           DWLS                                        BKD
      SCHEDULED FOR ARRAIGNMENT 021804  900A  CROCKETT,GEORGE W.,  P-12345   BKD
02/06/04
      ADVICE OF RIGHTS FILED                                                BKD
   1  ARRAIGNMENT HELD          DWLS                                        BKD
      PROS BOURGON,GEORGE M.,J                                   P-34656    BKD
      ATT  HILLOCK,LAURA R.,                                     P-58623    BKD
      PLEAD NOT GUILTY                                                      BKD
      SCHEDULED FOR PRE-TRIAL   031104  930A  PRETRIAL,CALENDAR,   #   199   BKD
      PERSONAL                                                              BKD
      BOND SET                                        $    250.00           BKD
      ADVICE OF RIGHTS FILED                                                BKD

          ***** END OF REGISTER OF ACTIONS ***** 02/06/04 09:32
```

Register of Actions (ROA) for Case 04-0173

Financial Register of Actions (FIN)

The Financial Register of Actions lists all assessments and payments that have been applied for the case, party and charge that is requested. There is a running balance displayed that is calculated as assessments and payments are being made. You can also view the last payment date and next payment due date from this screen.

To access a Financial Register of Actions:

1. Type **FIN** in the *NXT* field of the hop line
2. Type the case number in the *CASE* field of the hop line
3. Type the count number in the *COUNT* field of the hop line
4. Press **ENTER**

```
NXT FIN CASE 01-2123    PTY D01 COUNT 01 INQ                        ST __
```

You will see a screen like this:

```
JIS                                                      Status DISP
Court 0 CASE 01-2123    Pty D01  Charge OUIL             Type SD
Name EDMONDS/EDGAR/ERNEST III
LST PAYMENT  21003      100.00   D100154                 Balance      160.00
NXT DATE 11/03/03 SCHED TO PAY            Balance Due All Counts      160.00
                    ASSESSMENT/PAYMENT REGISTER of ACTIONS
    DATE  CODE - DESCRIPTION  ASSESSMENT      PAYMENT      BALANCE   RECEIPT

 7/24/01  MYCV  CRIME VICTIM       50.00                     50.00   _______
          MYSF  PENAL FINES       300.00                    350.00   _______
          MYFE  PENAL COST        100.00                    450.00   _______
          SCST  STATE COSTS         4.00                    454.00   _______
          MYSC  STATE COST          5.00                    459.00   _______
 5/24/02  LATE  20% LATE FEE       91.80                    550.80   _______
11/13/02  MYCV  CRIME VICTIM                   50.00       500.80   D100116
          MYSF  PENAL FINES                   100.00       400.80   D100116
          MYSC  STATE COST                      5.00       395.80   D100116
                CHECK
11/27/02  MYSF  PENAL FINES                   100.00       295.80   D100124
          LATE  20% LATE FEE       80.00-                  215.80   D100124
                ATM CARD
 2/10/03  MYCV  CRIME VICTIM                   50.00-      265.80   D100141 +
NXT FIN CASE 01-2123    PTY D01 COUNT 01 INQ SMI                 ST MI
  F5-Cashcode Balances   F9-Print Roa   F13-OutQ   F24-Prior Screen   HELP
```

Financial ROA for Case 01-2123, Count 1

See Appendix A for complete list of field descriptions used on this screen.

You can also display all cash codes with a balance due. To display the balances press **F5-Cashcode Balances** from the Financial Register of Actions.

```
JIS                                                    Status DISP
Court 0 CASE 01-2123    Pty D01  Charge OVIL          Type SD
Name EDMONDS/EDGAR/ERNEST III
LST PAYMENT  21003      100.00   D100154              Balance      160.00
NXT DATE 11/03/03 SCHED TO PAY            Balance Due All Counts   160.00
          ASSESSMENT/PAYMENT REGISTER of ACTIONS - BALANCES
CODE - DESCRIPTION  BALANCE         CODE - DESCRIPTION  BALANCE

MYSF  PENAL FINES       50.00
MYFE  PENAL COST        10.00
MFAT  ATTORNEY FEE     100.00



  F2-Page Back   F9-Print Roa   F13-OutQ   HELP
```

Outstanding balance listed by cash code

From this screen, you can print the cash code balances by pressing **F9-Print ROA** or return to the Financial ROA by pressing **F2-Page Back**.

See Appendix A for complete list of field descriptions used on this screen.

Status Screen (STS)

The Status screen will display the date and time that all entries were made on a case, and the deletion date and clerk's initials for any entry that has been deleted.

You must have security set to access this screen.

To access the Status screen:

1. Type **STS** in the *NXT* field of the hop line
2. Type the case number in the *CASE* field of the hop line
3. Press **ENTER**

```
NXT STS CASE 03-09177   PTY ___ COUNT __ INQ ____________________ ST __
```

```
JIS-SOUTHFIELD          T/C ACTIONS in PO Date Sequence
CASE 03-09177   PTY D01                  30

PO DATE    CODE NUM CNT RCPT     CLERK ENTRY DT   ENTRY TM     DEL DATE
9/17/2003  MJTF  8  __  ________ DCS   9/17/2003 10:13:43:46  __________
9/17/2003  MYHS  9  __  ________ DCS   9/17/2003 10:13:43:47  __________
9/17/2003  MYSR  10 __  ________ DCS   9/17/2003 10:13:43:47  __________
9/17/2003  JSTC  11 __  ________ DCS   9/17/2003 10:13:43:47  __________
9/17/2003  TEXT  12 __  TRANSFE DCS   9/17/2003 10:14:17:55  __________
1/08/2004  NC05  1  1           1/08/2004 14:52:03:75  __________
1/08/2004  AB03  2  1           1/08/2004 14:52:03:75  __________
1/08/2004  NC01  3  1           1/08/2004 14:52:03:75  __________
1/08/2004  DLRF  4  1           1/08/2004 14:52:03:76  __________
1/08/2004  DLRJ  5  1           1/08/2004 14:52:03:76  __________
1/08/2004  NC03  6  1           1/08/2004 14:52:03:76  __________
1/08/2004  PNLO  7  1           1/08/2004 14:52:03:76  __________
1/08/2004  LATE  8  1           1/08/2004 14:52:03:77  __________
1/20/2004  TEXT  1  __  CHANGE  BKD   1/20/2004 11:06:18:46  2/06/2004
1/20/2004  TEXT  2  __  TESTING BKD   1/20/2004 11:06:18:46  2/06/2004

F24-Prior/Exit     F7-Alt Seq     F9-Print     F13-Outq     Page/Roll
```

The initials of the clerk who made the entry will appear here unless the entry has been deleted, then the initials will be changed to the clerk who made the deletion.

If an entry has been deleted from the Action screen (ACT), the date that the deletion occurred will appear here.

Status screen

Tip: Use **F7-Alt Seq** key to alternate between sorting by PO Code and Entry Date.

This space is reserved for your notes.

Case Entry & Update

3

The screens described in this chapter are used to add cases to the system and update all case information.

Type of Screen	Purpose and Features
Case Entry (CAS)	• Add a new ticket or complaint and warrant to the system • Limited ability to update case information after case has been entered
Traffic/Criminal Scheduling (SCH)	• Schedule court dates and extensions • Set bonds, post and return non-monetary bonds (personal, driver license, etc.) • Update status of case, including warrant information • Add comments to case that will appear on Register of Actions • Set aside a disposition • Request, stop, make eligible for or mark as previously issued any date generated notice
Disposition (DSP)	• Enter plea and disposition information • Add, amend, reduce or change charges • Assess or modify fine and costs • Set aside a disposition
Action (ACT)	• Stores and displays all actions in 4-character code format, as well as all comments that have been added to a case **This screen should be used for adding comments to a case only.** Although actions can also be deleted from this screen, the database is only updated when entries are made from the Scheduling (SCH), Disposition (DSP) or Removal (REM) screens.

(Continued on next page)

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Type of Screen	Purpose and Features
Delete (DEL)	• Delete an entire case record or delete a specific count This feature should be used only when an entire case or a specific count has been added in error.
Removal (REM)	• Remove dispositional errors • Remove non-dispositional data that is no longer relevant
Transfer (TRN)	• Transfer case to another court location within the same jurisdiction • Change a case number that has been entered incorrectly
Abstract Update (ABS) FAC/FCJ/FCPV Update (FAC)	• Correct abstract information before or after it is sent to Department of State • Delete an abstract completed in error before and after it is sent to Department of State • Correct suspension information before it is sent to Department of State • Delete a suspension if it was created in error before and after it has been sent to Department of State • Process immediate clearances for suspensions These features are used by courts who process their abstracts and/or suspensions electronically. Complete instructions for use of these screens can be found in Chapter 10 of this User Guide.
Enter Warrant (EWR)	• Retrieve case information for LEIN Entry screen This feature is used by courts that enter and/or cancel their own warrants in LEIN.
Enter Judgment (EJD) Modify Judgment (MJD) Cancel Judgment (CJD)	• Retrieve case information for Criminal History Record (CHR) entry These features are used by courts that report their disposition information directly to CHR.
Report Requests (RPT)	• Add or delete report requests • Review pending requests that are ready to be processed in a batch cycle
Defendant History Update (DHU)	• Add, update, delete or access information on cases that have been previously purged from your system or manually added from the court's "blue card" system.

See Appendix A for complete list of field descriptions used on these screens.

Throughout this chapter you will find charts and tables that you can use for quick reference. You also will want to refer to Appendix A, which is the Master List of Field Descriptions/Formats and Appendix B, which lists Function Keys used for Traffic/ Criminal screens.

Keep in mind that the procedures established in your court for data entry may vary from the examples shown in this User Guide. Also, screen examples used may not represent the same codes that are used in your court. Substitute your procedures and/or codes where appropriate. When in doubt, contact JIS for clarification.

To access the Traffic/Criminal Case Management Menu, select option **1** from the Traffic/Criminal Subsystem Menu.

```
JIS                                                    6/17/04  09:53:25
Court                T R A F F I C   and   C R I M I N A L
  0                          CASE MANAGEMENT MENU


        Case Entry           (CAS)        Police ID Number     (PIN)
        Scheduling           (SCH)        X-Reference          (XRF)
        Disposition          (DSP)        Driver License       (DLN)
        Partial Name         (NAM)        Veh Plate Number     (VPN)
        Soundex              (SDX)        Defendant Hist Inqry (DHI)

        Action               (ACT)        Enter Judgment       (EJD)
        Delete               (DEL)        Modify Judgment      (MJD)
        Transfer             (TRN)        Cancel Judgment      (CJD)
        Removal Screen       (REM)        Enter Warrant        (EWR)

        Def History Update   (DHU)        ROA Online           (ROA)
        Abstract Update      (ABS)        ROA Print            (RAP)
        FAC Update           (FAC)        Financial ROA        (FIN)
        Report Requests      (RPT)        Central Name Inq     (CNI)
        Calendar             (CAL)        Combined Calendar    (CCL)

NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
 F1-Clear Screen  F24-Previous Menu  Page/Roll-Additional Options
```

Traffic/Criminal Case Management Menu

Case Entry Screen (CAS)

The Case Entry screen is used to add a new ticket or complaint and warrant to the system.

When adding a new case to the system, you will use different parts of this screen, depending on the type of charge you are entering. For purposes of explanation in this User Guide, the screen will be broken down into these sections:

- Case Entry Information
- Ticket Information
- Complaint Information

Also included is information on the following features:

- Prompt Windows
- Copying Case Information
- Warrant Requested/Returned
- Ticket Upload

To access the Case Entry screen, type **CAS** and the **case number** on the hop line.

```
JIS                    Traffic / Criminal Case Entry              Status
Court 0 Case __________  Pty ___  Same Incident _  Filing Date ______
Offense Date ______  Time ____ _    DLN __ _____________  Sex _  DOB ______
        Name ____________________________________  Race _   SID _________
      Street ____________________________________  Apt _____   CTN/TCN ___________
        City ________________  State __  Zip ______  Phone ___ - _______
      Charge ____________________  A/C/S _ Case Type __    X-Ref __________
       Speed Charged/Allowed/Energy  ___ / __ / __     Accident Type _
   Officer # _______  Agency _______  Venue __              PIN _________
2nd Officer # _______  Agency _______  ROA _  Label _  Abstract _ SOS-Inquiry _

Ticket Information:  Default Due Date is 10 Days from Offense Date
  Court Date ______  Time ____ _  Nxt Judge _____  Set for __ Atty _____ NTA _
            Vehicle Type __      Plate Number/Year/State    _______ / __ / __
  Paper Plate _   VIN ________________   Vehicle Year ____   Vehicle Make ____
Judge of Record _____   Victim/Desc  ______________________________ CCW _______
Complaint Information:
 Authorize Complaint Date ______  Prosecutor _____  Complaint/Iss Date ______
                                       Judge _____  Warrant Issue Date ______
Additional Charges: #2 ____________________ _     #3 ____________________ _
                    #4 ____________________ _     #5 ____________________ _

NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
F1-Clr F4-Prompt        F6-Same Pty                                F24-Prev Help
```

Case Entry screen

See Appendix A for complete list of field descriptions used on this screen.

Case Information

This portion of the Case Entry screen is used when entering all types of charges.

```
JIS                    Traffic / Criminal Case Entry              Status PEND
Court 0 Case 04-0001___  Pty D01  Same Incident _  Filing Date _11204
Offense Date _11004  Time _530 P    DLN MI C552585549356  Sex F  DOB _51065
        Name CUNNINGHAM/MARTHA/LOUISE_____________  Race W   SID _________
      Street 3947 W FOREST AVE_____________  Apt 546__   CTN/TCN ___________
        City HASLETT_________  State MI  Zip 48840_  Phone 517 - 4825962
      Charge 1810_____________  A/C/S _ Case Type OI    X-Ref 04-20398__
       Speed Charged/Allowed/Energy  ___ / __ / __     Accident Type P
   Officer # 249____  Agency 1_____  Venue _1              PIN 59623_____
2nd Officer # 389____  Agency 1_____  ROA _  Label _  Abstract _ SOS-Inquiry _
```

Example of Case Entry screen - Case Information - Entering traffic ticket

```
JIS                    Traffic / Criminal Case Entry              Status WRNT
Court 0 Case 04-0002___  Pty D01  Same Incident _  Filing Date _12004
Offense Date _10404  Time _700 A    DLN MI F456762441939  Sex M  DOB 121081
        Name FLANNERY/SEAN/JOSEPH JR_____________  Race U   SID 403829PX_
      Street 900 W MONROE AVE_____________  Apt _____   CTN/TCN 560400023101
        City SAGINAW_________  State MI  Zip 48165_  Phone 989 - 6595846
      Charge 7501671E_________  A/C/S _ Case Type SM    X-Ref 04-02939__
       Speed Charged/Allowed/Energy  ___ / __ / __     Accident Type _
   Officer # 1_____  Agency 1_____  Venue _1              PIN __________
2nd Officer # 389____  Agency 1_____  ROA _  Label _  Abstract _ SOS-Inquiry _
```

Example of Case Entry screen - Case Information - Entering complaint and warrant

To enter a new case, type **CAS** and the **new case number** on the hop line and press **ENTER**. The following fields will be filled in when the Case Entry screen is displayed:

- *Court*
- *Case*
- *Party* - this should always be D01

You must fill in the following fields (they are shaded in examples shown above):

- *Offense Date*
- *Name*
- *Charge*
- *Venue* - If your court only has one venue, this will automatically be filled in when you press **ENTER**

Tip: It is important to fill in as many fields as you can. This information is transferred to many other screens, forms and reports. Also, you want your court record be as complete as possible.

See Page 3-7 for partial list of field descriptions used in this section of the Case Entry screen.

See Appendix A for complete list of field descriptions used on this screen.

Register of Actions Requests - You may request an ROA, which will be printed in a batch cycle, by using the *ROA* field. Batch ROA requests are displayed on the Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing ROAs:

X - Will print all counts on 8x11 paper
F - Will print up to two counts on SCAO forms (DC250, DC251)
A - Will print a separate ROA for each count on SCAO forms (DC250, DC251)

Name/DOB/DLN edit

When entering a case, the system will perform an edit, similar to the edit performed by Department of State, to verify that the defendant's name, date of birth and driver license number are correct. If the information entered does not pass the edit, all three fields will be highlighted and the following error message will be displayed: **Possible error in Name/DOB/DLN**.

If an error was made in the information that was entered, you can correct the error by typing over it, and pressing **ENTER**. If the corrected information passes the edit, the case will be entered. If it still does not pass the edit, the error message will be displayed again.

If, after reviewing the information that was entered, it is determined that an error does not exist, press **ENTER twice**. The following error message will be displayed: **Possible error in Name/DOB/DLN - F8 to accept Name/DOB/DLN**. Press **F8** to accept the information and enter the case. The following message will be written to the Register of Actions (ROA): **NAME/DOB/DLN OVERRIDE.**

BE CAREFUL: When you override a possible error, you will also be submitting that information to Secretary of State if an abstract and/or suspension is produced on the case. If the information is incorrect, your abstract and/or suspension will also be incorrect.

Warning: You cannot change the offense date for a case after the case has been entered. You must delete the case, using the Delete screen (DEL) and re-enter the case. If an error has been made in the case number, you may change the case number using the Transfer screen (TRN). Both of these screens are described in further detail later in this chapter.

See Appendix A for complete list of field descriptions used on this screen.

Field Descriptions for Case Information section of Case Entry screen	
Field Name	**Description/Format**
Same Incident	**X** - Same Incident (DOS no longer requires use of this option.) **A** - Alert DOS that this is **NOT** a same incident
Filing Date	The date the ticket or complaint and warrant was filed with the court. If left blank, it will default to the current date for a ticket or the Complaint/Iss date for a complaint and warrant.
Name	Enter the name with **two** slashes as follows: Last/first/middle If there is a name suffix, it is entered after the middle name and preceded by a space, e.g. SMITH/JOHN/ ROY JR If there is no middle name, do not put a space before the name suffix, e.g SMITH/JOHN/JR Non-alpha characters are not allowed, except a hyphen, e.g. GEORGE-HAMPTON/CYNTHIA/ANN, OBRIEN/MICHAEL PATRICK, STLOUIS/JUDITH/RUTH
Race	**W** - White **B** - Black **I** - Indian **A** - Asian **U** - Unknown
SID	State Identification Number
CTN/TCN	Criminal Tracking Number or Transaction Control Number
Charge	Offense code from the Local Ordinance Table or State Statute Table
A/C/S	**A** - Attempt **C** - Conspire **S** - Solicit
Case Type	Valid case types are found in Appendix D, or by pressing **F4-Prompt** from this field.
X-Ref	Cross Reference Number. This number will appear on the ROA and most forms, reports and notices. You also can do inquiries using this number. Use/format of this field will vary for different courts.
Speed Charged/Allowed/ Energy	For a current speeding charge, the first two fields must be entered, e.g. 65/55/ . The third field is only used for Energy Speed tickets with a date of offense prior to April 1, 1997.
Accident Type	**P** - Property damage **I** - Injury **D** - Death
Venue	The municipality that issued the ticket or filed the complaint. If your court has separate venues for state law violations, be sure to use correct venue. If your court has only one venue, this field may be left blank and the system will default to the correct venue.
PIN	Police Identification Number. This number will print on various forms. You also can do inquiries using this number. Use/format of this field will vary for different courts.

See Appendix A for complete list of field descriptions used on this screen.

Ticket Information

This section is used to schedule initial court proceedings or due dates for tickets and complaint and warrants. Also vehicle and plate information is added in this section.

When adding a ticket, the *Court Date* field can be left blank if the court has a standard number of days preprinted on payable tickets for the defendant to answer the citation, and the vehicle information has been added for the ticket. The date will be calculated and filled in by the system when the case is entered.

```
Ticket Information:
  Court Date ______  Time ____ _  Nxt Judge _____  Set for __ Atty _____ NTA _
             Vehicle Type PA      Plate Number/Year/State   394USA_ / 04 / MI
  Paper Plate _   VIN ________________   Vehicle Year 2002   Vehicle Make FORD
Judge of Record _____   Victim/Desc  ________________________________ CCW _______
```

Example of Case Entry screen - Ticket Information - Entering ticket

If the initial court date is known when the case is being entered, fill in the *Court Date, Time, Next Judge* and *Set for* fields. If the date is not known when the case is being entered, you can add it at a later time by using the Scheduling screen (SCH). Refer to Appendix A for further information about formats and descriptions for these fields.

```
Ticket Information:
  Court Date _12304  Time _100 P  Nxt Judge 01111  Set for _1 Atty _____ NTA _
             Vehicle Type PA      Plate Number/Year/State   149RTB_ / 03 / MI
  Paper Plate X   VIN 39C9D87V99S8V989D   Vehicle Year 2002   Vehicle Make OLDS
Judge of Record 12345   Victim/Desc  WILLIAMS/SAMANTHA_____________ CCW _______
```

Example of Case Entry screen - Ticket Information - Scheduling initial court date

When entering a case that has a paper plate, you must type an X in the *Paper Plate* field, and fill in *Vehicle Type, Plate Number/Year/State, VIN, Vehicle Year* and *Vehicle Make* fields. The defendant must possess a Michigan driver license, and that number must be typed in the *DLN* field at the top of the screen.

```
Ticket Information:
  Court Date _12304  Time _100 P  Nxt Judge 01111  Set for _1 Atty _____ NTA _
             Vehicle Type PA      Plate Number/Year/State   149RTB_ / 03 / MI
  Paper Plate X   VIN 39C9D87V99S8V989D   Vehicle Year 2002   Vehicle Make OLDS
Judge of Record 12345   Victim/Desc  WILLIAMS/SAMANTHA_____________ CCW _______
```

Example of Case Entry screen - Ticket Information - Entering case with paper plate

See Appendix A for complete list of field descriptions used on this screen.

Complaint Information

This section is used for entering complaint and warrant information. It is also used when entering a ticket that was issued on a date after the date of offense. No modifications are allowed in this section after case entry except for the *Complaint Issue Date* field. All updates or corrections must be made through the Disposition (DSP) or Scheduling (SCH) screens.

When entering a complaint and warrant, fill in the *Authorize Complaint Date, Prosecutor, Complaint/Iss Date* and *Judge* fields. Entering a date in the *Warrant Issue Date* field will place the case in warrant status. After the case has been entered, any time a Petition and Bench Warrant is printed, or the case is placed in warrant status, the date of the warrant will be displayed in the *Warrant Issue Date* field.

```
Complaint Information:
 Authorize Complaint Date _11304  Prosecutor 49388  Complaint/Iss Date _12004
                                     Judge 12345  Warrant Issue Date _12004
Additional Charges: #2 750243A                _      #3 43619042A             _
                    #4                        _      #5                       _
```

Example of Case Entry screen - Complaint Information - Entering complaint and warrant

If a ticket was issued on a date after the offense date, use this field to indicate the date the ticket was actually issued. This field can be modified after the case has been entered.

```
Complaint Information:
 Authorize Complaint Date ______  Prosecutor _____  Complaint/Iss Date _11204
                                     Judge _____  Warrant Issue Date ______
Additional Charges: #2                        _      #3                       _
                    #4                        _      #5                       _
```

Example of Case Entry screen - Complaint Information - Entering ticket with different issue date/date of offense

If the case has more than one count, you can add Counts 2-5 in these fields. Additional counts must be added through the Disposition screen (DSP). You may press F4-Prompt from any of these fields to access the Local Ordinance (L) or State Statute (M) table.

```
Complaint Information:
 Authorize Complaint Date _11304  Prosecutor 49388  Complaint/Iss Date _12004
                                     Judge 12345  Warrant Issue Date _12004
Additional Charges: #2 750243A                _      #3 43619042A             _
                    #4                        _      #5                       _
```

Example of Case Entry screen - Complaint Information - Entering multiple counts

See Appendix A for complete list of field descriptions used on this screen.

Prompt Windows

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Case Entry screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide. Note: The Venue Code File is stored in the Cash Module. Refer to Chapter 4 of the Cash User Guide for further instructions for the Venue Code File.

Prompt windows are available from the following fields on the Case Entry screen:

- *DOB (select a century for date of birth)*
- *Charge*
- *Case Type*
- *Officer/Agency*
- *Venue*
- *Next Judge, Atty, Judge of Record, Prosecutor, Judge*
- *Set For*
- *Vehicle Type*
- *Vehicle Make*
- *Additional Charges*

See Appendix A for complete list of field descriptions used on these screens.

Copying Case Information

When entering multiple cases for the same defendant, the system has the ability to copy most of the case information from one case to another case, making case entry easier.

To copy case information,

1) Display the Case Entry screen (CAS) for the case you already have entered.
2) On the hop line, type **CAS** and the **case number** you want to copy the information to.
3) Press **ENTER**. A blank Case Entry screen will be displayed.
3) Press **F6-Same Pty**.
4) The case information will be copied from the original case and filled in on the screen.
5) Enter *Charge Code* and *Case Type*.
6) If needed, enter the *Ticket Information* and *Complaint Information*.
6) Press **ENTER**.

See Appendix A for complete list of field descriptions used on this screen.

Warrant Requested/Returned

This program was designed to assist courts in retrieving warrant information from the prosecutor's office for uploading on their AS/400. Not all courts have access to this program. For more information about access, please contact JIS.

The Warrants Requested/Returned from Circuit screen can be accessed by pressing **F5-WAR** from the Case Entry (CAS) screen.

```
                    Warrants Requested/Returned from Circuit
D=Del
1=Select if Y        Y=Warrant Returned        Position to CTN:_______________
OPT   CTN              New Case #    Defendant                    Charge
_     150412345601 Y   0412345601   SMITH/JAMES/ALAN JR          750/81A
_     150429384901 Y   0429384901   BARNES/LUCILLE/              750/362-A
_     150439284901     ___________

                                                                  +
                                                F5-Refresh      Help
F4-Detail                                       F24-Exit      Roll/Page
```

Warrants Requested/Returned from Circuit screen

To Request Warrant Information from Circuit Court

To send a request for warrant data for a CTN, type the CTN# on a blank line and press **ENTER**.

After you have requested warrant information from Circuit Court, press **F5-Refresh** to update your screen. A **Y** will appear in the *Y=Warrant Returned* field if the information has been returned.

If a CTN number has been requested, but the warrant data has not been returned from circuit court, the CTN number will be listed and the *Y=Warrant Returned* field will be blank.

Tip: With your cursor in the *Opt* field, press **F4-Detail** to display more information about the warrant. See next page for example of Detail screen.

See Appendix A for complete list of field descriptions used on this screen.

```
                    CTN Selection Detail

CTN# 150412345601    New Case# 0412345601    Pty D01
 Offense Date  40603                         Race W    DLN __  _______________   Sex M
   Name  SMITH/JAMES/ALAN JR                            DOB  11753
 Street  123 MAIN STREET                                                  SID _________
   City WESTLAND          State MI   Zip 48186


Complaint Information:                 Victim/Desc SMITH/MARY/LOUISE
                                                     Prosecutor 35893
 Authorize Complaint Date  40803

Charge Information:
          Cnt  Charge              A/C/S   Cnt  Charge              A/C/S
          001  750/81A             _
          002  750/234B            _
          003  750/227B-A          _


                    F24-Exit                                          Help
```

CTN Selection Detail screen

From this screen, you can make changes in the following fields, if necessary, before uploading warrant information to the Case Entry screen (CAS):

- *New Case #*
- *Offense Date*
- *Race*
- *DLN*
- *Sex*
- *Name*
- *DOB*
- *Street*
- *City*
- *State*
- *Zip*
- *SID*
- *Victim/Desc*
- *Prosecutor*
- *Authorize Complaint Date*
- *Cnt*
- *Charge*
- *A/C/S*

See Appendix A for complete list of field descriptions used on this screen.

To Upload Warrant Information

- Warrant information can only be uploaded to the Case Entry screen if the warrant data has already been returned. This will be indicated by a **Y** in the *Y=Warrant Returned* field.
- The default New Case # will also be displayed. It is a portion of the CTN number. If a different case number is desired, type the new case number in the *New Case #* field and press **ENTER**.
- To upload warrant information, type a **1** next to the desired CTN number and press **ENTER.**

When uploading information to the CAS screen, please note the following exceptions:

- The case type will default to FY (Felony). Change to FD or FT if appropriate.
- No apartment number will be included in the address.
- The *Complaint Issue Date* will not be entered.

To Delete a Record from the Screen

Type a **D** in the *Opt* field in front of the record to be deleted. Press **ENTER**.

CTN Calculation
for 150412345601:

First 2 digits (15)	County number
Next 2 digits (04)	Year
Next 6 digits (123456)	Sequence Number
Last 2 digits (01)	Defendant Number

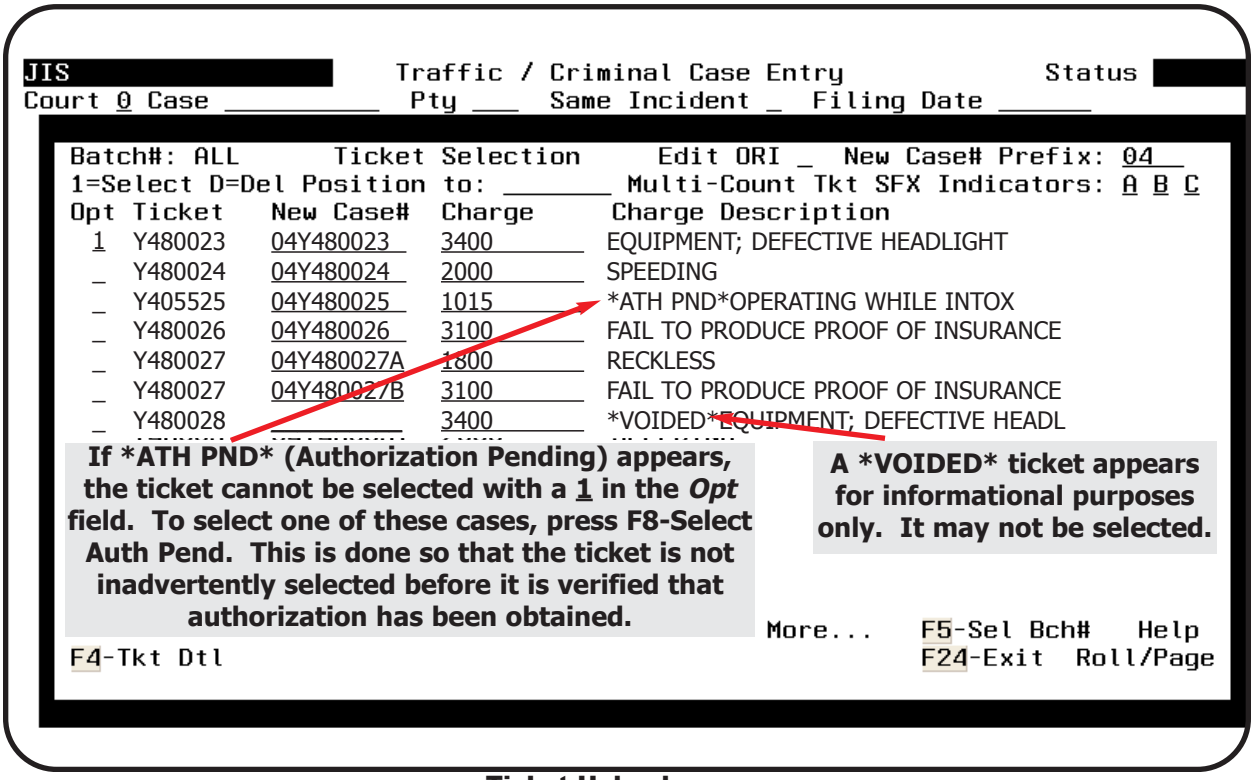
See Appendix A for complete list of field descriptions used on this screen.

Ticket Upload

This program allows courts to retrieve ticket information that law enforcement officers in patrol cars enter into a laptop computer to generate a ticket at the scene. Periodically the officer transfers all the ticket data onto a disk that is given to the court. At that point, the court is able to "upload" that data onto their AS/400 and retrieve the information without having to manually type in ticket information for each case. Please contact JIS if your local law enforcement agency is currently using laptop technology and your court would like to utilize this time-saving feature.

Once the data has been loaded to your AS/400, the Ticket Upload Detail screen can be accessed by pressing **F7-TKT** from the Case Entry screen (CAS).

An example of the Ticket Upload screen is shown below.



Ticket Upload screen

The ticket at the top of the list will have a **1** pre-filled in the *Opt* field to enable selection of the first ticket. If another ticket is desired, blank out the **1** on the first case and type a **1** next to the desired ticket.

Type a **D** next to a ticket you wish to delete from this list without uploading.

See Appendix A for complete list of field descriptions used on this screen.

With your cursor anywhere on a ticket, press **F4-Tkt Dtl** to see ticket details.

```
                        Ticket Selection Detail
Batch#: 0000000  Ticket Court ORI MI370015J 76TH DISTRICT COURT
Ticket# Y480024  New Case# 04Y480024
 Offense Date _20699                    Time 1145 A        DLN MI L532098115088
   Name LEWANDOWSKI/BRIAN/CHRISTOPHER                   DOB _20271
 Street 39310 LEMBKE DR      Apt _____                  Case Type ST  Sex M  Race _
   City STERLING HEIGHTS  State MI  Zip 48313                  Soc Sec# 000000000
 Charge 2000       SPEEDING
 Officer #    0732  Dept. 0063   SOS Code  2000
2nd Officer # 1163               PACC Code
                                 MCL Code  257.628(1)
Ticket Information:
 Court Date ______                     Time ____ _
  Vehicle Type PA   Speed Charged/Allowed/Energy  _65 / 55 / __
                          Plate#/Year/State  GLG441__ / 99 / MI
                   Vehicle Year/Make/Color/Style  92 / PONT / WHI / 4D
 Traffic Crash N  Damage to Property N  Injury N  Death N

 Upon      M-20 EB
 At or Near    GILMORE RD
 Agency ORI MI3706300  MSP MT PLEASANT

                    F24-Exit                                          Help
```

Ticket Selection Detail

From this screen, you can make changes in the following fields, if necessary, before uploading ticket to Case Entry screen (CAS):

- *New Case #*
- *Offense Date*
- *Time*
- *DLN*
- *Name*
- *DOB*
- *Street*
- *Apt*
- *Case Type*
- *Sex*
- *Race*
- *City*
- *State*
- *Zip*
- *Charge*
- *Officer #*
- *Dept.*
- *2nd Officer #*
- *Court Date*
- *Time*
- *Vehicle Type*
- *Speed Charged/ Allowed/Energy*
- *Plate #/Year/State*
- *Vehicle Year/Make/ Color/Style (only the Make can be changed)*

See Appendix A for complete list of field descriptions used on this screen.

To display a list of all the randomly assigned batch numbers for a group of tickets on a particular diskette from the law enforcement agency, press **F5-Sel Bch#**. A specific batch may be selected for displaying on the ticket selection screen - or all tickets in all batches may be displayed.

An example of the Batch Selection window is shown below.

```
                        Ticket Selection Detail
Batch#: 0000000  Ticket Court ORI MI370015J 76TH DISTRICT COURT
T
   1=Select     Batch Selection     Total#          New Case# Prefix: 04__
   Opt  Batch#  Date       Time     Records       Tkt SFX Indicators: A B C
    _   All Batches                                ption
    _   00028   040504    1106 A        1         SAULT AND BATTERY
    _   00024   021804    0302 P        2         DING-EXCEEDED POSTED OR UN
    _   00021   021804    0207 P        4         R VEHICLES-NEW REGISTRATIO
    _   00020   021804    0155 P        3         FECTIVE HEADLIGHT-PASSENGE
                                                   SPEED LAW-TOO FAST
                                                  EDED POSTED OR UNPOSTED SP

                                                  FECTIVE HEADLIGHT

                                                  FECTIVE /TAIL LIGHT OUT
                                                  CE PROOF OF INSURANCE


                                                  FECTIVE HEADLIGHT
                                                  e...   F5-Sel Bch#   Help
   F24-Exit   Help                                       F24-Exit  Roll/Page
```

Batch Selection window

To select all batches or a specific batch to view, type a **1** in the *Opt* field and press **ENTER**.

Tip: The **F9-Upload Tickets to Window** function key will only display if tickets have been uploaded to the AS/400 but have not yet been moved to the ticket window selection file currently displayed. Press **F9** and the conversion will take place immediately.

See Appendix A for complete list of field descriptions used on this screen.

Scheduling Screen (SCH)

The Scheduling screen is used to:

- Schedule court dates, due dates and extensions
- Set aside dispositions
- Set bonds; post and return non-monetary bonds, e.g. personal, driver license
- Change case status, including warrant status
- Add comments to Register of Actions (ROA) using either preassigned four-letter codes or free typing
- Request, stop, make eligible or mark as previously issued date generated notices

Also, at the bottom of the screen, a status line is displayed which shows the disposition description and date, total money assessed and current amount due for that charge.

For purposes of explanation in this User Guide, the screen will be broken down into the following sections:

- Case Information
- Scheduling Information
- Set Aside Disposition
- Bond Information
- Status/Warrant/Appeal Information
- Supplemental Actions
- Date Generated Notices
- Status Line
- Prompt Windows

To access the Scheduling screen, type **SCH** and the **case number** on the hop line.

```
 JIS                    Traffic / Criminal Scheduling
Court 0  Case __________  Pty ___  Charge                 Type     Status
Name                                          PO Code __   Date ______  ROA _

   Judge _____  Prosecutor _____  Attorney _____ _   Plea __   Set Aside Disp _

   Schedule For __  Date ______  Time ____ _  Next Judge _____   NTA _
   Schedule For __  Date ______  Time ____ _  Next Judge _____   NTA _

Bond Information:
      Type __  Action __  Date ______  Amount ___________   Bond Forf Abs _

Close/reOpen/Probation _   Warrant __          Appeal _   Arrgn/Comm ____

Supplemental Actions: ____  ____  ____________________________________________
                      ____  ____  ____________________________________________
                      ____  ____  ____________________________________________
                                  ____________________________________________
Date Generated Notices: _
  DFJ Form _   Abstract _   FDN _   NNC _   FAC/FCJ/FAD _  Court/Due Date ______
  WAM _   WAN _   Late Penalty _   20% Late Penalty _

 NXT ___ CASE __________ PTY ____ COUNT __ INQ ____________________ ST __
  F1-Clear Screen  F4-Prompt  F24-Previous Menu                          Help
```

Scheduling screen (SCH)

See Appendix A for complete list of field descriptions used on this screen.

Case Information

This section of the screen displays the case information, and also contains fields for the *PO Code* and *Date*. You can also request an ROA from this section of the screen.

Case information is displayed, including case number, party number, charge (only if you were count specific on the hop line), case type, case status and name. To access a different count for this case, type SCH, the case number and count number on the hop line.

```
JIS                    Traffic / Criminal Scheduling
Court 0  Case 04-0001   Pty D01  Charge CARELESS DRV   Type OI  Status PEND
Name CUNNINGHAM/MARTHA/LOUISE                PO Code __   Date _____   ROA _
```

You must always enter *PO code* and *Date* when you make an entry from this screen. If you leave the *Date* field blank, it will default to the current date.

Scheduling screen - Case Information

PROCEEDING CODES (PO)			
AP	Arraignment/Pre-trial Held	MN	Monetary Transaction
AR	Arraignment Held	MO	Hearing on Motion Held
AW	Arraignment Waived	MS	Miscellaneous Action
BW	Arraignment on Bench Warrant Held	PE	Pre-Examination Hearing Held
CC	Hearing Held for Contempt of Court	PL	Plea Hearing Held
CH	Competency Hearing Held	PP	Partial Payment Made
EV	Evidentiary Hearing Held	PT	Pre-trial Held
EX	Examination Held	PV	Probation Violation Hearing Held
FH	Formal Hearing Held	RH	Review Hearing Held
HD	Proceeding Heard	RM	Remanded from Circuit Court to District Court
HE	Proceeding Held	SC	Order to Show Cause Hearing Held
IH	Informal Hearing Held	SH	Sentence Hearing Held
JS	Jury Selection Held	TR	Trial Held
JT	Jury Trial Held	VB	Violation Bureau Action

Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

You can request an ROA, which will be printed in a batch cycle, by using the *ROA* field. Batch ROA requests are displayed on the Report/Requests screen (RPT) and printing can requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing ROAs:

X - Will print all counts on 8x11 paper
F - Will print up to two counts on SCAO forms (DC250, DC251)
A - Will print separate ROA for each count on SCAO forms (DC250, DC251)

See Appendix A for complete list of field descriptions used on this screen.

Scheduling Information

This section is used to enter or update the following information:

- Proceeding judge, prosecutor and attorney of record
- Type of plea entered
- Set aside disposition
- Schedule and adjourn court, due, event and extension dates
- Request a postcard Notice to Appear

```
Judge _____   Prosecutor _____   Attorney _____ _   Plea __   Set Aside Disp _

Schedule For __   Date _______   Time ____ _   Next Judge _____   NTA _
Schedule For __   Date _______   Time ____ _   Next Judge _____   NTA _
```

Prompt windows are available from the *Judge, Prosecutor, Attorney, Plea, Schedule For* and *Next Judge* fields. More information about prompt windows available on this screen can be found on page 3-31.

Scheduling screen - Scheduling Information

Tip: When scheduling an event for a multi-count cases, all non-dismissed counts will appear on the calendar.

```
Judge _____   Prosecutor _____   Attorney _____ _   Plea __   Set Aside Disp _

Schedule For _4   Date 021004   Time 0130 P   Next Judge 12345   NTA B
Schedule For __   Date _______   Time ____ _   Next Judge _____   NTA _
```

Chart for *Schedule For* codes can be found on next page. Prompt is available from this field.

In the *Next Judge* field, enter the bar number or hotkey for the judge, magistrate or probation officer on whose calendar the scheduled event should appear.

Example of Scheduling screen - Scheduling Information - Scheduling a court date - Requesting a postcard Notice to Appear for both attorney and defendant

Tip: Scheduling a date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance unless those notices were previously stopped, or unless a balance remains on the cash code DLRF (Driver License Reinstatement Fee).

You may request a postcard Notice to Appear, which will be printed in a batch cycle, by using the *NTA* field. Postcard NTA requests are displayed on the Report/Requests screen (RPT) and printing can requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing postcard NTAs:

- **A** - Notice to Appear for attorney
- **D** - Notice to Appear for defendant
- **B** - Notice to Appear for both attorney and defendant

See Appendix A for complete list of field descriptions used on this screen.

```
Judge _____  Prosecutor _____  Attorney _____ _   Plea __   Set Aside Disp _

Schedule For 99  Date 021004  Time 0130 P  Next Judge 12345   NTA _
Schedule For __  Date _______  Time ____ _  Next Judge _____   NTA _
```

To adjourn a scheduled date, type 99 in the *Schedule For* field, and the exact date and time of the scheduled event, as well as the bar number or hotkey for the calendar the event appears on.

Example of Scheduling screen - Scheduling Information - Adjourning a court date

PLEA CODES (PL)			
01	Plead Guilty	08	Exam Waived
02	Plead Not Guilty	09	Admit Responsibility
03	Stood Mute	10	Admit Responsibility with Explanation
04	Not Guilty Entered by Court	11	Denied Responsibility
05	Plead Nolo Contendere	12	Examination Ordered by Court
06	Stood Mute and Plea of Not Guilty Entered by Court	13	Examination Demanded by Prosecutor
07	Examination Demanded	**99**	**Plea *Removed***

SCHEDULING CODES (AJ)			
01	Arraignment	20	Deferred Sentencing /Presentence Interview
02	Pre-Trial	21	Matter Under Advisement/Presentence Interview
03	Examination	22	Time Extended to Pay*
04	Trial	23	Time Extended
05	Hearing	24	Plea
06	Jury Trial	25	Adjourned
07	Review	26	Jury Selection
08	Sentencing	27	Preliminary Examination
09	Show Cause Hearing	28	Pre-Sentence Investigation
10	Payment Due*	29	Oversight Visit
11	Matter Under Advisement	30	Probation Reports Due
12	Deferred Sentencing	31	Discharge from Probation
13	Pre-Sentence Interview	32	Probation VIolation Hearing
14	Court Date	40	Settlement Conference
15	Due Date	41	Arraignment / Pre-Trial
16	Partial Payment Due*	42	Bond Forfeiture
17	Motion Hearing	43	Contempt Hearing
18	Informal Hearing	**99**	**Removed from Calendar**
19	Formal Hearing	***Codes 50 - 70 are reserved for local court usage.***	
* will update payment due date on the Civil Infraction Judgment (CIJ) and the Judgment of Sentence (JGS) forms			

See Appendix A for complete list of field descriptions used on this screen.

Setting Aside a Disposition

You should only set aside a disposition in the following instances:

For Felony and Misdemeanor cases:

- When the case is remanded from an appellate court for further pre-judgment action or a new trial
- When a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered, except when entered upon return of a jury verdict
- After receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial
- When local diversion programs are unsuccessful and traditional processing is pursued
- When the prosecutor motions for dismissal after the case has previously been counted under inactive status
- When an order staying the case is set aside

For Civil Infraction cases:

- When a default has been set aside
- When a request to set aside admission of responsibility is granted
- When appeal is filed from an informal hearing to a de novo hearing

Warning: If an error was made in disposing of a case, do not set aside the disposition to correct the error. Use the Removal screen (REM) to correct errors.

To set aside a disposition, type **SCH**, the **case number** and **count number** on the hop line. You **must be count specific** to set aside a disposition.

To set aside a disposition, type an X in the *Set Aside Disp* field.

```
Judge _____   Prosecutor _____   Attorney _____ _   Plea __   Set Aside Disp X

Schedule For __   Date _______   Time ____ _   Next Judge _____   NTA _
Schedule For __   Date _______   Time ____ _   Next Judge _____   NTA _
```

Example of Scheduling screen - Scheduling Information - Set aside disposition

See Appendix A for complete list of field descriptions used on this screen.

When a disposition is set aside, the following actions will occur:

- A text action is written to the Register of Actions (ROA): *Previous Disposition Set Aside/Caseload Reopened* or *Previous Disposition Set Aside*.
- The disposition date and code are removed
- The sentence date and all non-monetary sentencing variables (e.g. jail, probation) are removed
- Removes an abstract request from the Report/Requests screen (RPT)
- Makes the penalty, default judgment and default judgment form eligible for civil infractions (unless previously stopped)
- Case status is updated
- Counts case as reopened on caseload report, if the case had previously been reported to SCAO as disposed

Setting aside a disposition **will not**:

- Delete an abstract that has already been created
- Automatically make an abstract eligible
- Remove any monetary assessments

See Appendix A for complete list of field descriptions used on this screen.

Bond Information

This section of the Scheduling screen is used to set and update bond information. You can also post and return non-monetary bonds (e.g. personal, driver license) from this screen.

```
Bond Information:
     Type __   Action __   Date _______   Amount ____________   Bond Forf Abs _
```

Scheduling screen - Bond Information

```
Bond Information:
     Type _4   Action 10   Date _12004   Amount ____500.00_   Bond Forf Abs _
```

Charts for Bond Type Codes and Bond Action Codes can be found on following page.

Example of Scheduling screen - Bond Information - Setting $500 PR bond

Tip: Any posting (BD10) of monetary bonds must be done through the cash system or by using the Bond Update Screen (BND).

```
Bond Information:
     Type __   Action __   Date _______   Amount ____________   Bond Forf Abs X
```

To request a bond forfeiture abstract, type an X in the *Bond Forf Abs* field.

Example of Scheduling screen - Bond Information - Requesting Bond Forfeiture Abstract

You should request a Bond Forfeiture Abstract whenever a bond is forfeited on an abstractable misdemeanor or felony charge, if a disposition has not yet been entered on the case.

You must be count specific on the hop line when requesting a Bond Forfeiture Abstract.

When you request a Bond Forfeiture Abstract, a note will be made on the Register of Actions (ROA) that it was requested. It will be produced the next time Date Generated Notices are requested, and a note will be made on the ROA that it was generated.

You cannot request a Bond Forfeiture Abstract for a civil infraction, or if a disposition has already been entered on the case.

See Appendix A for complete list of field descriptions used on this screen.

BOND TYPE CODES					
+	BT01	Cash		BT07	Insurance Card
+	BT02	10% Deposit	+	BT08	Security Deposit
	BT03	Surety	+	BT09	Combination Bond
	BT04	Personal		BT10	Conditional
	BT05	Driver License		BT11	Real Property
+	BT06	Interim			
+ indicates code to add a bond record *All codes will be recorded in the Bond History section of the Register of Actions (ROA). Information for blank codes will be replaced by any subsequent + code bond type posted through Cash.*					

BOND ACTION CODES					
-	BD03	Bond Refunded		BD33	Insurance Card Returned
-	BD04	Bond Forfeited		BD34	Security Deposit Posted by Complainant
	BD05	Bond Canceled		BD35	Security Deposit Returned to Complainant
	BD06	Bond Continued		BD36	Bond Costs
	BD07	Bond Changed	-	BD37	Bond Applied to Fine and Costs
+	BD08	Bond Reinstated		BD38	Bond Denied
+	BD10	Bond Posted	-	BD39	Bond Transferred to Another Court
	BD20	Bond Not Posted	-	BD98	Bond Escheated
	BD28	Bond Set		BD99	Will remove the following actions from the Bond History section of the ROA: • all bonds **set** (BD28), or a • non-monetary bond **posted** through Scheduling screen (SCH)
	BD29	No Bond Ordered			
	BD30	Bond Lowered			
-	BD31	Bond Transferred to Circuit Court			
	BD32	License Returned			
All codes will be recorded in the Bond History section of Register of Actions *- indicates bond paydown action code*					

Status/Warrant/Appeal/Custody Information

This section is used to:

- Update case status, including warrant status
- Update reason for appeal and appeal status
- Describe incarceration of a defendant at any time other than sentencing

```
Close/reOpen/Probation _   Warrant __          Appeal _   Arrgn/Comm ____
```

Scheduling screen - Status/Warrant/Appeal Information

```
Close/reOpen/Probation C   Warrant __          Appeal _   Arrgn/Comm ____
```

Three choices for case status:
C - Close O - re-Open P - Probation

Example of Scheduling screen - Status/Warrant/Appeal Information - Changing case status

Tip: When you enter an **O** to reopen a case, the system will determine the correct status: PEND, DISP, PROB or WRNT.

Warning: Closing a case removes all future calendar dates. If a case is closed in error, dates will need to be re-entered when you change the status back to Open or Probation.

```
Close/reOpen/Probation _   Warrant 16          Appeal _   Arrgn/Comm ____
```

A complete list of warrant codes can be found on the following page. Prompt is available from this field.

Example of Scheduling screen - Status/Warrant/Appeal Information - Updating warrant status

See Appendix A for complete list of field descriptions used on this screen.

WARRANT CODES (WR)		
+	WR01	Defendant Failed to Appear on or Before Due Date
+	WR02	Defendant Failed to Appear in Court on Due Date
	WR03	City Atty Misdemeanor Auth. Complaint & Warrant Filed
+	WR07	Bench Warrant Issued - Failed to Appear
+	WR08	Bench Warrant Issued - Fail to Execute Sentence
+	WR09	Bench Warrant Issued - Violation of Probation
+	WR10	Bench Warrant Issued
	WR11	Recommendation of Warrant
-	WR16	Warrant Returned
-	WR17	Set Aside Bench Warrant
+	WR18	Warrant Signed & Issued
+	WR19	Bench Warrant Issued - Failed to Pay
+	WR20	Warrant Sent to Police Agency
+	WR21	Warrant Issued
-	WR22	Bench Warrant Returned
-	WR23	Warrant Recall Filed
	WR24	Search Warrant Return Filed
	WR25	Search Warrant Issued
+	WR30	Warrant Entered into LEIN
-	WR31	Warrant Canceled from LEIN
+ Adds case to Warrant status and includes on FAC/Warrant List. *- Removes case from Warrant status and removes from FAC/Warrant List.*		

```
Close/reOpen/Probation _   Warrant __          Appeal 1   Arrgn/Comm ____
```

Use chart below for Appeal Codes. You can also prompt on this field. Codes 1-7 will place a case on the Appealed Case List; Code 8 will remove a case from the list.

Example of Scheduling screen - Status/Warrant/Appeal Information - Updating appeal status

APPEAL CODES (AP)	
1	Appeal to Circuit Court Filed
2	Appeal from Magistrate to District Court
3	Action Taken by Magistrate Superceded by Order of District Judge
4	Appeal to Appellate Court Filed
5	Appealed Sentence
6	Appeal Denied
7	Appeal from Informal Hearing to Formal Hearing Filed
8	**Remove from Appeal Status or Appeal List**

See Appendix A for complete list of field descriptions used on this screen.

```
Close/reOpen/Probation _   Warrant __          Appeal _   Arrgn/Comm COMM
```

Example of Scheduling screen - Status/Warrant/Appeal Information - Updating incarceration information

The *Arrgn/Comm* field is used to indicate incarceration of a defendant at any time other than sentencing and is used to track incarcerations for the Caseage (Speedy Trial) Report. This field is **not** used if your court prints the Pretrial Release/Custody (PRC) form.

Options for this field are:

COMM - Committed
COPR - Pre-Sentence Commitment filed
CORF - Remanded to Jail
RFCS - Removed from Custody

A posted bond will remove the case from custody status for the purposes of the Caseage Report. If a bond is not posted, use code **RFCS** to remove a case from custody status.

Supplemental Actions

```
Supplemental Actions: ____  ____  ______________________________________
                      ____  ____  ______________________________________
                      ____  ____  ______________________________________
                                  ______________________________________
```

Scheduling Screen - Supplemental Actions Information

This section is used to add comments to the Register of Actions (ROA).

Use the short lines to enter court-specific four-character codes. Four-character codes typed here will print the text associated with that code on ROA. Your court may have court-specific codes to use in these fields. See Chapter 9 of this User Guide for more information about creating these codes.

Use the long lines to type comments about the case which will appear on the ROA.

See Appendix A for complete list of field descriptions used on this screen.

Date Generated Notices

This section is used to control various notices which are generated by the system. There are four codes which are available for these fields:

S - *Stop* notices or penalties from being generated.
E - Make this notice *Eligible* to generate.
X - *Request* a notice be generated next time Date Generated Notices are run.
I - Note that the notice was previously *Issued*.

```
Date Generated Notices: _
  DFJ Form _   Abstract _   FDN _   NNC _   FAC/FCJ/FAD _  Court/Due Date _12004
  WAM _   WAN _   Late Penalty _   20% Late Penalty _
```

Scheduling Screen - Date Generated Notices

Valid Entries for Date Generated Notices				
Notice	**S Stop Notice**	**E Eligible for Notice**	**X Request Notice**	**I Previously Issued**
Date Generated Notices (All)	X	X		X
DFJ Form (Default Judgment)	X	X *	X	X
Abstract	X	X	X	X
FDN (14-Day Notice)	X	X	X	X
NNC (Notice of Non-Compliance)	X	X	X	X
FAC/FCJ/FCPV (Suspension)	X	X	X	X
WAM (Warrant - Misdemeanor)	X	X	X	X
WAN (Warrant Notice)	X	X	X	X
Late Penalty (1st late fee)	X	X		X
20% Late Penalty (after 57 days past due date)	X	X		X
* The E (Eligible) option will not produce another default notice form if one had previously generated. To get a subsequent default, you must use the **X** (Request) option.				

Tips: If the count field on the hop line is blank when you access the Scheduling screen and you enter an **S** or an **I** for any notice, it will stop or mark as previously issued all counts on a multi-count case.

If you type **S**, **E** or **I** for any notice, any previously requested notices that have not yet been produced will be cancelled.

You **MUST** be count specific when entering an **X** on a multi-count case.

See Appendix A for complete list of field descriptions used on this screen.

```
Date Generated Notices: _
  DFJ Form _   Abstract _   FDN _   NNC _   FAC/FCJ/FAD _  Court/Due Date _12004
  WAM _   WAN _   Late Penalty _   20% Late Penalty _
```

The most future date scheduled for this case will appear in the *Court/Due Date* field.

Scheduling screen - Date Generated Notices - Court/Due Date

The *Court/Due Date* is used to calculate all date generated notices and penalties. This date will appear in the Court Date box on the FAC/FCJ/FCPV form.

If you are requesting an FAC/FCJ/FCPV, the Court/Due Date must be at least:

- 42 days prior to today for *non-alcohol* offenses.
- 14 days prior to today for *alcohol* offenses.
- 39 days prior to today for *parking* offenses.

You may make changes to the date if necessary.

Status Line

The status line is displayed at the bottom of the Scheduling screen.

```
DEFAULT JGMT 10/25/03        TOTAL FINE      89.00        AMT DUE      30.00
```

Scheduling Screen - Status Line

The status line displays:

- **UNDISPOSED**, if the charge has not been disposed
- The method of disposition and the date if the charge has been disposed
- The total amount that has been assessed for that charge in the *Total Fine* field.
- The balance due for that charge in the *Amt Due* field.

See Appendix A for complete list of field descriptions used on this screen.

Prompt Windows

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Scheduling screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide. Note: The Venue Code File is stored in the Cash Module. Refer to the Chapter 4 of the Cash User Guide for further instructions for the Venue Code File.

Prompt windows are available from the following fields on the Scheduling screen:

- *Name*
- *PO Code*
- *Judge, Prosecutor, Attorney, Next Judge*
- *Plea*
- *Schedule For*
- *Bond Type*
- *Bond Action*
- *Warrant*
- *Appeal*

Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

See Appendix A for complete list of field descriptions used on this screen.

Disposition Screens (DSP)

The Disposition Screen is comprised of two screens. The first screen is used to:

- Enter plea and disposition codes
- Request sentencing (audit) abstract
- Set aside dispositions
- Add, amend, reduce or change charges
- Add comments to Register of Actions (ROA) using either preassigned four-letter codes or free form typing
- Assess or modify fine and costs, set payment due date
- Change case status
- Change non-public status

Also, at the bottom of the first screen, a status line is displayed which shows the disposition description and date, total monetary assessments and current amount due.

The second screen is used to update other sentencing variables, including:

- Jail and community service
- Vehicle immobilization and forfeiture
- Probation dates, programs and officer
- License/CCW sanctions

For purposes of explanation in this User Guide, these screens will be broken down into the following sections:

- Case Information
- Plea/Disposition Information
- Monetary Sentence Information
- Status Line
- Jail/Community Service Information
- Vehicle Immobilization/Forfeiture Information
- Probation/Rehab Information
- License/CCW Information

Also covered in this section will be:

- Setting Aside Dispositions
- Processing 7411, YTA and Spouse Abuse Act cases
- Processing 771.1 Delayed Sentence cases
- Processing Local Diversion Cases
- Processing Alcohol Cases - Non-Repeat Offender
- Processing Alcohol Cases - Repeat Offender
- Bindovers

To access the Disposition screens, type **DSP**, the **case number** and the **count number** on the hop line. If you do not enter a count number, no count is displayed at the top of the screen, and all counts will be updated on a multi-count case.

```
JIS                    Traffic / Criminal Disposition -- Part 1    Status
 Court 0  Venue __  Case __________  Pty ___  Charge                Type __
Name ____________________________________ PO Code __  Date ______        ROA _

Plea __  DS Code __  Other Disp ____  Judge _____  Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg _  ____________________ A/C/S _  Speed Chg/Alw/Egy ___ / __ / __

Other Actions     ____________________________________________   ____   ____
                  ____________________________________________   ____   ____
                          Monetary Sentence Information
   $Code  Description    Assessment        $Code  Description    Assessment
    ____                 ___________        ____                ___________
    ____                 ___________        ____                ___________
    ____                 ___________        ____                ___________
    ____                 ___________        ____                ___________
    ____                 ___________        ____                ___________
    ____                 ___________        ____                ___________
    ____                 ___________        ____                ___________
 Fine & Costs Suspended  _     Pymt Schedule ___ _  or  Date/Time ______ ____ _
 Close/reOpen/Probation  _     Non-Public  _             Deferred _

 NXT DSP CASE ___________ PTY D01 COUNT _1 INQ ____________________ ST __
F1-Clr F4-Prompt F5-Verify Balance                     F24-Prior Page/Roll Help
```

Disposition screen (DSP) - Page 1

Use your **Page Down** or **Shift+Roll** keys to access the second page of the Disposition screen.

```
JIS                    Traffic / Criminal Disposition -- Part 2    Status
 Court 0  Venue __  Case __________  Pty ___  Charge                Type __
 Name ____________________________________

Jail/Community Service:
             Days Jail ___ Optional Days Jail ___ Days Jail Credit ___
             Jail Susp _  Committed _  Weekends _  Jail Location __
                          ___ Days Community Service
                          ___ Days Community Service In Lieu Of Jail

Vehicle Immobilization/Forfeiture:
             Start Date ______ # of Days ____
             Forfeiture _

Probation/Rehab:
             Term: ___ Months   Review Date ______   Programs ____ ____ ____
             Probation Officer   _____               Rehab? _

License/CCW Information:
             Rev/Susp _  Days Suspended/CCW Revoked ____  Days Restricted ___


 NXT DSP CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
 F1-Clear Screen  F4-Prompt  F24-Prior Menu  Page/Roll Part 1  Help
```

Disposition screen (DSP) - Page 2

See Appendix A for complete list of field descriptions used on this screen.

Case Information

This section of the screen displays the case information, and also contains fields for the *PO Code* and *Date*. You **must always** fill in these fields when updating any information from this screen. You can also request an ROA from this section of the screen.

Case information is displayed, including case number, party number, charge (only if you were count specific on the hop line), case type, case status and name. To access a different count for this case, type DSP, the case number and count number on the hop line.

```
JIS                    Traffic / Criminal Disposition -- Part 1     Status PEND
 Court 0  Venue _1  Case 04-0001___   Pty D01  Charge                 Type OI
Name CUNNINGHAM/MARTHA/LOUISE_____________ PO Code __  Date _______        ROA _
```

You must always enter *PO code* and *Date* when you make an entry from this screen. If you leave the *Date* field blank, it will default to the current date.

Disposition screen - Case Information

PROCEEDING CODES (PO)			
AP	Arraignment/Pre-trial Held	MN	Monetary Transaction
AR	Arraignment Held	MO	Hearing on Motion Held
AW	Arraignment Waived	MS	Miscellaneous Action
BW	Arraignment on Bench Warrant Held	PE	Pre-Examination Hearing Held
CC	Hearing Held for Contempt of Court	PL	Plea Hearing Held
CH	Competency Hearing Held	PP	Partial Payment Made
EV	Evidentiary Hearing Held	PT	Pre-trial Held
EX	Examination Held	PV	Probation Violation Hearing Held
FH	Formal Hearing Held	RH	Review Hearing Held
HD	Proceeding Heard	RM	Remanded form Circuit Court to District Court
HE	Proceeding Held	SC	Order to Show Cause Hearing Held
IH	Informal Hearing Held	SH	Sentence Hearing Held
JS	Jury Selection Held	TR	Trial Held
JT	Jury Trial Held	VB	Violation Bureau Action

Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

You can request an ROA, which will be printed in a batch cycle, by using the *ROA* field. Batch ROA requests are displayed on the Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing ROAs:

X - Will print all counts on 8x11 paper
F - Will print up to two counts on SCAO forms (DC250, DC251)
A - Will print separate ROA for each count on SCAO forms (DC250, DC251)

See Appendix A for complete list of field descriptions used on this screen.

Plea/Disposition Information

This section is used to enter or update the following information:

- Plea and disposition code
- Judge involved in proceeding
- Request sentencing (audit) abstract
- Set aside a disposition
- Add, amend, reduce or change charges
- Add comments to Register of Actions (ROA) using either preassigned four-letter codes or free form typing

Prompt windows are available from *Plea, DS Code, Other Disp, Judge* and *Added count* fields. More information about prompt windows can be found on page 3-46. See next page for charts for Plea Codes, Disposition Codes, Dispo Codes Allowed and Common Plea/Dispo Combinations.

```
Plea __   DS Code __   Other Disp ____   Judge _____   Audit Abs _ Set Aside Disp _

Added count __   ____________________ A/C/S _   Speed Chg/Alw/Egy ___ / __ / __

Other Actions    ____________________________________________   ____   ____
                 ____________________________________________   ____   ____
```

If you <u>are not</u> count specific on the hop line, the *Added count* field will be displayed. To add a new count, type the next consecutive count number in the first field and the valid offense code for the additional count in the second field.

Disposition screen - Plea/Disposition Information

```
                                   A - Attempt   C - Conspire   S - Solicit
Plea __   DS Code __   Other Disp ____   Judge _____   Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg _   ____________________ A/C/S _   Speed Chg/Alw/Egy ___ / __ / __

Other Actions    ____________________________________________   ____   ____
                 ____________________________________________   ____   ____
```

If you <u>are</u> count specific on the hop line, the *Reduce/Amd/Chg* field will be displayed. Enter an <u>R</u> to reduce, <u>A</u> to amend, or <u>C</u> to change a charge in the first field, and the valid offense code in the second field.

Disposition screen - Plea/Disposition Information

Tips: If a plea was previously entered and has not changed, leave *Plea* field blank.

Once a case has been disposed, a new Disposition cannot be entered, unless the current disposition is set aside. See page 3-47 for further instructions about setting aside dispositions.

See Appendix A for complete list of field descriptions used on this screen.

PLEA CODES (PL)			
01	Plead Guilty	08	Exam Waived
02	Plead Not Guilty	09	Admit Responsibility
03	Stood Mute	10	Admit Responsibility with Explanation
04	Not Guilty Entered by Court	11	Denied Responsibility
05	Plead Nolo Contendere	12	Examination Ordered by Court
06	Stood Mute and Plea of Not Guilty Entered by Court	13	Examination Demanded by Prosecutor
07	Examination Demanded	**99**	**Plea *Removed***

DISPOSITION CODES (DS)			
SS	Supplemental Sentencing	24	Found Not Responsible
01	Found Guilty as Charged	25	Order of Nolle Prosequi Entered
02	Found Guilty - Added Offense	26	Dismissed by Party
03	Found Guilty - Included Offense	40	Found Responsible at Hearing
04	Found Guilty by Jury	41	Disposed by Plea under 7411
05	Found Not Guilty by Judge	42	Disposed by Plea under YTA
06	Found Not Guilty by Jury	43	Disposed by Plea under Spouse Abuse Act
07	Dismissed - No Progress	44	Verdict under 7411
08	Dismissed	46	Verdict under Spouse Abuse Act
09	Exam Conducted: Defendant Bound Over	47	Local Diversion
10	Exam Waived: Defendant Bound Over	48	Transferred
14	Disposed on a Guilty Plea	49	Directed Verdict
15	Disposed on a Plea of Nolo Contendere	50	Extradition Hearing Held
16	Exam Conducted: Charges Dismissed	51	Defendant Referred for Competency Evaluation
19	Default Judgment	52	Found Incompetent to Stand Trial
21	Administratively Closed	53	Order to Stay Proceedings
22	Other Disposition	98	Conviction Set Aside Pursuant to MCL780.621
23	Judgment Rendered		

There are edits that exist for proper use of disposition codes. The chart below lists which disposition codes can be used for civil infraction, misdemeanor or felony charges.

Dispo Codes Allowed	
Civil infraction	7, 8, 19, 21, 22, 23, 24, 25, 26, 40, 47, 48, 53
Misdemeanor	01, 02, 03, 04, 05, 06, 07, 08, 14, 15, 16, 18, 21, 22, 25, 26, 41, 42, 43, 44, 46, 47, 48, 49, 51, 52, 98
Felony	08, 09, 10, 16, 18, 21, 22, 25, 26, 48, 50, 51, 52

Common Plea/Dispo Combinations		
Civil Infraction	If the Plea Code is: 09 - Admit Responsibility 10 - Admit Responsibility w/Explanation	Use one of these Dispo Codes: 23 - Judgment Rendered
	11 - Deny Responsibility	24 - Found **Not** Responsible 40 - Found Responsible at Hearing
Misdemeanor	If the Plea Code is: 01 - Guilty	Use Dispo Code: 14 - Disposed on Guilty Plea

```
Plea 09  DS Code 23  Other Disp ____  Judge _____  Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg _  ____________________ A/C/S _  Speed Chg/Alw/Egy ___ / __ / __

Other Actions     ____________________________________________  ____  ____
                  ____________________________________________  ____  ____
```

Example of Disposition screen - Plea/Disposition Information - Updating Civil Infraction - Defendant admits responsibility

```
Plea __  DS Code 40  Other Disp ____  Judge 12345  Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg R  2400 ______________ A/C/S _  Speed Chg/Alw/Egy ___ / __ / __

Other Actions     ANYTHING TYPED HERE WILL APPEAR ON REGISTER  ____  ____
                  OF ACTIONS ___________________________________  ____  ____
```

Example of Disposition screen - Plea/Disposition Information - Updating Civil Infraction - Defendant found responsible to reduced charge after hearing by Judge 12345.

Tip: When a charge is reduced, amended or changed to a speeding offense, the first two fields of the Speed Chg/Alw/Egy (Charged/Allowed/Energy) field must entered, e.g. 65/55/ .

```
Plea 01  DS Code 14  Other Disp ____  Judge 20238  Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg _  ____________________ A/C/S _  Speed Chg/Alw/Egy ___ / __ / __

Other Actions     TYPE NOTES/COMMENTS HERE ____________________  ____  ____
                  ____________________________________________  ____  ____
```

Example of Disposition screen - Plea/Disposition Information - Updating Misdemeanor - Defendant plead guilty to charge in front of Judge 20238.

```
Plea __  DS Code 01  Other Disp ____  Judge 20238  Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg _  ____________________ A/C/S _  Speed Chg/Alw/Egy ___ / __ / __

Other Actions     TYPE NOTES/COMMENTS HERE ____________________  ____  ____
                  ____________________________________________  ____  ____
```

Example of Disposition screen - Plea/Disposition Information - Updating Misdemeanor - Defendant found guilty to charge after bench trial with Judge 20238 presiding.

Tip: You should always type the bar number or hotkey of the judge or magistrate who was involved in a proceeding in the *Judge* field. You **must** enter the bar number or hotkey if you are updating an alcohol offense. Magistrate bar numbers are only valid on alcohol charges if the disposition code **25** (Nolle Prosequi) has been entered.

See Appendix A for complete list of field descriptions used on this screen.

Tip: The following disposition codes **WILL** produce an abstract:
01, 02, 03, 04, 14, 15, 19, 23, 40

The following disposition codes **WILL NOT** produce an abstract:
05, 06, 07, 08, 09, 10, 16, 21, 22, 24, 25, 26, 41, 42, 43, 44, 46, 47, 48, 49, 50, 51, 52, 53, 98

```
Plea __   DS Code 25   Other Disp DINP   Judge 20238   Audit Abs _ Set Aside Disp _

Reduce/Amd/Chg _  ____________________ A/C/S _  Speed Chg/Alw/Egy ___ / __ / __

Other Actions     TYPE NOTES/COMMENTS HERE ____________________   ____   ____
                  ____________________________________________   ____   ____
```

The *Other Disp* field is used to further define the reason for a dismissal. You can only enter a code in the *Other Disp* field if there has been a 07, 08 or 16 entered in the DS Code field. Prompt is valid from this field.

Example of Disposition screen - Plea/Disposition Information - Updating Misdemeanor - Charge dismissed by Order of Nolle Prosequi

OTHER DISPOSITION CODES **VALID ONLY** with Dismissal Disposition Codes			
DIAC	Dismissed - Plead to Another Charge	DIJP	Dismissed - Jail Prior to Sentence
DIAP	Dismissed Has Completed Audit Program	DIJS	Dismissed Best Interest of Justice
DICA	Dismissed on Motion of City Attorney	DIJU	Dismissed Juvenile
DICH	Dismissed Proof of Purchase of Child Restraint Shown	DINC	Dismissed No Probable Cause
DICN	Complaining Witness Not Available	DINM	Administrative Dismissal - Non/Michigan Reg'd Vehicle
DICO	Dismissed on Motion of Complainant	DIPS	Dismissed on Motion of Prosecuting Attorney
DICR	Administrative Dismissal - Court	DIPC	Case Dismissed Upon Payment of Costs
DICS	Dismissed, First Offense Controlled Substance	DIPD	Administrative Dismissal - Police Department
DICT	Dismissed by Order of Court	DIPJ	Dismissed With Prejudice
DICW	Dismissal of Complaint and Warrant	DIPW	Dismissed, No Prosecuting Witness
DIDD	Dismissed Defendant Deceased	DIRE	Dismissed Upon Payment of Restitution
DIDE	Dismissed on Motion of Defendant	DIST	Administrative Dismissal - Streets & Traffic
DIDF	Deferred Dismissal		

See Appendix A for complete list of field descriptions used on this screen.

Type an X in the *Audit Abstract* field to request a Sentencing Abstract (Type "S") or a Dismissal Abstract on an alcohol-related or repeat offender case. Leave field blank if plea and sentencing occur at the same time. See page 3-51 through 3-53 for more information about processing alcohol-related or repeat offender cases. Additional Audit Abstracts may be requested at any time after sentencing.

```
Plea __   DS Code __   Other Disp ____   Judge _____   Audit Abs X Set Aside Disp _

Reduce/Amd/Chg _   ____________________ A/C/S _   Speed Chg/Alw/Egy ___ / __ / __

Other Actions      ____________________________________________   ____   ____
                   ____________________________________________   ____   ____
```

Example of Disposition screen - Plea/Disposition Information - Requesting Audit Abstract

To set aside a disposition, type an X in the *Set Aside Disp* field. See page 3-47 for more information on Setting Aside Dispositions.

```
Plea __   DS Code __   Other Disp ____   Judge _____   Audit Abs _ Set Aside Disp X

Reduce/Amd/Chg _   ____________________ A/C/S _   Speed Chg/Alw/Egy ___ / __ / __

Other Actions      ____________________________________________   ____   ____
                   ____________________________________________   ____   ____
```

Example of Disposition screen - Plea/Disposition Information - Set aside disposition

Tip: You **must** be count specific on the hop line to set aside a disposition.

```
Plea __   DS Code __   Other Disp ____   Judge _____   Audit Abs _ Set Aside Disp _

Added count __     ____________________ A/C/S _   Speed Chg/Alw/Egy ___ / __ / __

Other Actions      TYPE COMMENTS OR NOTES HERE - THEY WILL ____   ____   ____
                   APPEAR ON THE REGISTER OF ACTIONS.      ____   ____   ____
```

Comments typed here will appear on Register of Actions (ROA). You must type comments here if you are reducing monetary assessments.

Four-character codes typed here will print the text associated with that code on ROA. Your court may have court-specific codes to use in these fields. See Chapter 9 of this User Guide for more information on these codes.

Example of Disposition screen - Plea/Disposition Information - Adding comments

See Appendix A for complete list of field descriptions used on this screen.

Monetary Sentence Information

This section is used to:

- Add, modify or delete assessments
- Schedule payment date
- Change case status, including non-public status
- Indicate delayed sentence or deferred status

```
                          Monetary Sentence Information
  $Code  Description    Assessment         $Code  Description    Assessment
   MYOR  ORD F&C          180.00            ____                 ____________
   JSTC  STATE COSTS       40.00            ____                 ____________
   ____                 ____________       ____                 ____________
   ____                 ____________       ____                 ____________
   ____                 ____________       ____                 ____________
   ____                 ____________       ____                 ____________
   ____                 ____________       ____                 ____________
Fine & Costs Suspended  _     Pymt Schedule ___ _  or  Date/Time _______ ____ _
Close/reOpen/Probation  _     Non-Public  _             Deferred _
```

Monetary assessments will be automatically filled in for charges that have fine and costs pre-set in the Statute File.

Disposition screen - Monetary Sentence Information

To add new assessments, type the cash code or hotkey in the *$ Code* field. If the cash code has a default amount, do not enter anything in the *Assessment* field. If the cash code does not have a default amount, enter the dollar amount in the *Assessment* field. A decimal point and zeros are not required if the amount assessed is in whole dollars. You may add up to fourteen cash codes on this screen.

```
                          Monetary Sentence Information
  $Code  Description    Assessment         $Code  Description    Assessment
   MYCV                 ____________       ____                 ____________
   JSSS                 ____________       ____                 ____________
   PBSF                 75          ____   ____                 ____________
   MYFE                 305         ____   ____                 ____________
   MYSF                 225         ____   ____                 ____________
   ____                 ____________       ____                 ____________
   ____                 ____________       ____                 ____________
Fine & Costs Suspended  _     Pymt Schedule ___ _  or  Date/Time _______ ____ _
Close/reOpen/Probation  _     Non-Public  _             Deferred _
```

In this example, MYCV and JSSS have pre-set assessments, so *Assessment* field is left blank.

Example of Disposition screen - Monetary Sentence Information - Adding assessments

Tip: After you have typed information for new assessments, press **F5-Verify Balance**. The pre-set amounts will be filled in, as well as the descriptions of all of the assessments. The total amount assessed will also be displayed, and modifications can be made, if necessary, before pressing **ENTER**.

See Appendix A for complete list of field descriptions used on this screen.

```
                          Monetary Sentence Information
  $Code  Description    Assessment          $Code  Description     Assessment
   MYOR  ORD F&C
   JSTC  STATE COSTS
   ____                                                            ____
   ____                                                            ____
   ____                                                            ____
   ____                                      ____                  ____
   ____                                      ____                  ____
Fine & Costs Suspended  X      Pymt Schedule ___ _   or   Date/Time _______ _____ _
Close/reOpen/Probation  _      Non-Public  _              Deferred _
```

To remove an assessment, erase the Assessment amount. The $Code will remain on the screen until you press ENTER.

If all fine and costs have been suspended, type an X in the *Fine & Costs Suspended* field and delete the amounts in the *Assessment* field. In addition, you must type a reason in the *Other Actions* field, which is located just above this portion of the screen.

Example of Disposition screen - Monetary Sentence Information - Suspending Fine & Costs

```
                          Monetary Sentence Information
  $Code  Description    Assessment          $Code  Description     Assessment
   MYCV  CRIME VICTIM     50.00              ____                  ____
   JSSS  STATE COSTS      45.00              ____                  ____
   PBSF  ALC SCREENNG     75.00              ____                  ____
   MYFE  PENAL COST      305.00              ____                  ____
   MYSF  PENAL FINES     225.00              ____                  ____
   ____                                      ____                  ____
   ____                                      ____                  ____
Fine & Costs Suspended  _      Pymt Schedule _90 D   or   Date/Time _______ _____ _
Close/reOpen/Probation  _      Non-Public  _              Deferred _
```

If the defendant is not paying the total amount due at the time the assessments are made, enter the payment schedule in days (D), weeks (W) or months (M), OR enter the exact date and time the next payment is due. Do not type data in both fields.

Example of Disposition screen - Monetary Sentence Information - Entering Payment Schedule/Date

Tip: Entering a "new" future date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance, unless those notices were previously stopped, or unless there is a balance due for cash code DLRF (Driver License Reinstatement Fee).

See Appendix A for complete list of field descriptions used on this screen.

```
                          Monetary Sentence Information
  $Code  Description     Assessment        $Code  Description     Assessment
   MYCV  CRIME VICTIM      50.00            ____                  ___________
   JSSS  STATE COSTS       45.00            ____                  ___________
   PBSF  ALC SCREENNG      75.00            ____                  ___________
   MYFE  PENAL COST       305.00            ____                  ___________
   MYSF  PENAL FINES      225.00
   ____                  ___________       ____                  ___________
   ____                  ___________       ____                  ___________
Fine & Costs Suspended  _      Pymt Schedule ___ _  or  Date/Time ______ ____ _
Close/reOpen/Probation  C      Non-Public  Y             Deferred _

  C - Closed   O - Re-Open   P - Probation
```

Type Y to place case in non-public status, N to remove case from non-public status.

Example of Disposition screen - Monetary Sentence Information - Updating Case Status

Tip: If you enter a probation term on the second page of the Disposition screen, the case status will automatically update to Probation.

When you enter an **O** to reopen a case, the system will determine the correct status: PEND, DISP, PROB or WRNT.

Warning: Closing a case removes all future calendar dates. If a case is closed in error, dates will need to be re-entered when you change the status back to Open or Probation.

```
                          Monetary Sentence Information
  $Code  Description     Assessment        $Code  Description     Assessment
   MYCV  CRIME VICTIM      50.00            ____                  ___________
   JSSS  STATE COSTS       45.00            ____                  ___________
   PBSF  ALC SCREENNG      75.00            ____                  ___________
   MYFE  PENAL COST       305.00            ____                  ___________
   MYSF  PENAL FINES      225.00            ____                  ___________
   ____                  ___________       ____                  ___________
   ____                  ___________       ____                  ___________
Fine & Costs Suspended  _      Pymt Schedule ___ _  or  Date/Time ______ ____ _
Close/reOpen/Probation  _      Non-Public  _             Deferred 3
```

1 - 7411 2 - Spouse Abuse Act 3 - YTA 4 - 771.1

See pages 3-48 and 3-49 for information on "special status" dispositions.

Example of Disposition screen - Monetary Sentence Information - Updating Deferred Status

Tip: You will use **1**, **2** and **3** in the *Deferred* field when you are updating the case at the **end** of the special status probation. You will use **4** in the *Deferred* field when you are updating the case at the time the plea is taken (to indicate that sentencing is being deferred).

See Appendix A for complete list of field descriptions used on this screen.

Status Line

The status line is displayed at the bottom of the first page of the Disposition screen.

```
DEFAULT JGMT 10/25/03        TOTAL FINE      89.00        AMT DUE      30.00
```

First page of Disposition screen - Status Line

The status line displays:

- **UNDISPOSED**, if the charge has not been disposed
- The method of disposition and the date if the charge has been disposed
- The total amount that has been assessed for that charge in the *Total Fine* field
- The balance due for that charge in the *Amt Due* field

See Appendix A for complete list of field descriptions used on this screen.

Use your **Page/Roll** keys to access the second page of the DSP screen, which contains the fields described on this page and the following page.

Jail/Community Service Information

```
Jail/Community Service:
             Days Jail _15_ Optional Days Jail ___ Days Jail Credit __3
             Jail Susp _  Committed X  Weekends _  Jail Location __
                          ___ Days Community Service
                          ___ Days Community Service In Lieu Of Jail
```

You must enter an X in the Committed field if defendant was committed to jail; Enter an O if defendant was committed on the optional jail term. This information is reported on the DOS Drunk Driving Audit Report which is published yearly.

Example of Disposition screen - Jail/Community Service Information

Tips: Place an **X** in the *Jail Susp* field only if the entire jail sentence was suspended.

Use the *Optional Days Jail* field if defendant is given the option of paying fine/costs or serving time in jail (pay or stay).

The number of days entered in the *Days Community Service* and *Days Community Service in Lieu of Jail* fields will be combined for the DOS Drunk Driving Audit Report.

Vehicle Immobilization/Forfeiture Information

```
Vehicle Immobilization/Forfeiture:
             Start Date _20104_ # of Days __30
             Forfeiture _
```

Example of Disposition screen - Vehicle Immobilization/Forfeiture Information

Tip: Type an **X** in the *Forfeiture* field if it has been ordered that the vehicle is forfeited.

See Appendix A for complete list of field descriptions used on this screen.

Probation/Rehab Information

```
Probation/Rehab:
            Term:  12 Months    Review Date _______    Programs DCWP ____ ____
            Probation Officer    222__                 Rehab? 2
```

An entry in the *Rehab?* field will cause a "Y" to appear in the *Alcohol Program* field on the Audit Abstract. If no entry is made, an "N" will appear on the Audit Abstract.

Example of Disposition screen - Probation/Rehab Information

Probation/Rehab Program Codes	
CJWP	County Jail Work Program, Work Release
DCWP	District Court Work Program
FOCS	Order for Community Service Filed
PBCS	Community Service in Lieu of Fine & Costs
PBJT	Community Service in Lieu of Jail Term

Rehab? Codes	
1	Alcohol Highway Safety Education Program
2	Outpatient Treatment Program
3	Residential Treatment Program
4	Inpatient Treatment Program
5	Mental Health Services

Tip: Your court may enter a probation review or termination date in the *Review Date* field. An entry in this field will prevent any late notices from generating until after the date has expired. Entering a future date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance, unless those notices were previously stopped, or unless there is a balance due for cash code DLRF (Driver License Reinstatement Fee).

License/CCW Information

```
License/CCW Information:
            Rev/Susp X  Days Suspended/CCW Revoked 30__  Days Restricted 150
```

Rev/Susp field options:
R - Revoke CCW permit
S - Suspend license/CCW permit
W - Suspend license with concurrent restrictions
X - Suspend license followed by restrictions
Y - Revoke license/CCW permit indefinitely

This example shows a license that was suspended for 180 days total, the first 30 days without a restricted license, followed by 150 days with a restricted license.

Example of Disposition screen - License/CCW Information

Note: As of 10/1/99, DOS will determine the length of suspension and restriction on all offenses except drug and insurance-related charges. Courts may still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.

See Appendix A for complete list of field descriptions used on this screen.

Prompt Windows

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Disposition screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide. Note: The Venue Code File is stored in the Cash Module. Refer to Chapter 4 of the Cash User Guide for further instructions for the Venue Code File.

Prompt windows are available from the following fields on the Disposition screen:

- *Name*
- *PO Code*
- *Plea*
- *DS Code*
- *Other Disp*
- *Judge*
- *Added Count*
- *Reduce/Amend/Change*
- *Deferred*
- *Jail Location*
- *Probation Officer*
- *Rehab*
- *Revoke/Suspend*

Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

See Appendix A for complete list of field descriptions used on this screen.

Setting Aside a Disposition

You should only set aside a disposition in the following instances:

For Felony and Misdemeanor cases:

- When the case is remanded from an appellate court for further pre-judgment action or a new trial
- When a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered, except when entered upon return of a jury verdict
- After receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial
- When local diversion programs are unsuccessful and traditional processing is pursued
- When the prosecutor motions for dismissal after the case has been previously counted under inactive status
- When an order staying the case is set aside

For Civil Infraction cases:

- When a default has been set aside
- When a request to set aside admission of responsibility is granted
- When appeal is filed from an informal hearing to a de novo hearing

Warning: If an error was made in disposing of a case, do not set aside the disposition to correct the error. Use the Removal screen (REM) to correct errors.

When a disposition is set aside, the following actions will occur:

- A text action is written to the Register of Actions (ROA): *Previous Disposition Set Aside/Caseload Reopened* or *Previous Disposition Set Aside*
- The disposition date and code are removed
- The sentence date and all non-monetary sentencing variables (e.g. jail, probation) are removed
- Removes an abstract request from the Report/Requests screen (RPT)
- Makes the penalty, default judgment and default judgment form eligible for civil infractions (unless previously stopped)
- Case status is updated
- Counts case as reopened on caseload report, if the case had previously been reported to SCAO as disposed

Setting aside a disposition **will not**:

- Delete an abstract that has already been created
- Automatically make an abstract eligible
- Remove any monetary assessments

Processing 7411, YTA and Spouse Abuse cases

Plea or Trial

On the Disposition screen (DSP), enter the proceeding code, date of the plea or trial, plea code (if required), one of the following disposition codes, judge, term of probation, probation officer and any other miscellaneous information needed by the court.

DS41 - Disposed by Plea under 7411
DS42 - Disposed by Plea under YTA
DS43 - Disposed by Plea under Spouse Abuse Act
DS44 - Verdict under 7411
DS46 - Verdict under Spouse Abuse Act

Successful Discharge of Deferred Status

On the Disposition screen (DSP), enter the proceeding code, date of successful discharge, disposition code **DS08**, judge and any other miscellaneous information needed by the court. Close the case, update the Non-Public field with a “Y” (Yes) and the *Deferred* field with one of the following codes:

1 - Dismissed 7411
2 - Dismissed Spouse Abuse Act, or
3 - Dismissed YTA

Violation of Deferred Status

On the Disposition screen (DSP), enter the proceeding code, date of violation, one of the following disposition codes, judge and any other miscellaneous information needed by the court. Verify case status.

DS01 - Guilty as Charged
DS02 - Guilty of Added Offense
DS03 - Guilty of Included Offense
DS14 - Disposed on Guilty Plea
DS15 - Disposed on Plea of Nolo Contendere

Processing 771.1 Delayed Sentence Cases

"MCL 771.1 - Delayed Sentence: The court may delay sentencing the defendant for . . . not more than 1 year to give the defendant an opportunity to prove to the court his or her eligibility for probation or other leniency compatible with the ends of justice and the defendant's rehabilitation. Delayed sentence cases are reported as disposed on the caseload report based upon the method by which the case was adjudicated: plea, jury verdict, bench verdict. Delayed sentence cases are **public records**."

Plea or Trial

On the Disposition screen (DSP), enter the proceeding code, date of the plea or trial, plea code (if required), disposition code and judge. Enter a **4** in the *Deferred* field. Also add term of probation, probation officer and any other miscellaneous information needed by the court.

Nolle Prosequi filed by Prosecutor

If the prosecutor files a Nolle Prosequi after the period of delayed sentence, the nolle can be entered without removing or setting aside the previous disposition, and the new disposition will be ignored for caseload purposes. On the Disposition screen (DSP), enter the proceeding code, date of proceeding, judge, Disposition code **25**. You may enter a code in the *Other Disp* field, comments in the *Other Actions* field and/or any other information needed by the court. Close the case.

Sentencing

If the defendant is eventually sentenced to the charge, on the Disposition screen (DSP), enter proceeding code (**SH** for sentencing), date of sentencing, judge and any other miscellaneous information needed by the court.

Processing Local Diversion Cases

Plea, Hearing or Trial

On the Disposition screen (DSP), enter the proceeding code, date the defendant begins the program, plea code (if required), disposition code of **DS47**, judge or magistrate and any other miscellaneous information needed by the court.

Successful Completion of Diversion Program

On the Disposition screen (DSP), enter the proceeding code, date of successful completion, one of the following disposition codes, judge or magistrate and any other miscellaneous information needed by the court. Close the case.

DS08 - Dismissed
DS25 - Nolle Prosequi
DS26 - Dismissed by Party

Unsuccessful Diversion Program

On the Disposition screen (DSP), enter the proceeding code, date of violation, one of the following disposition codes, **X** the *Set Aside Disposition* field and add any other miscellaneous information needed by the court. You must be count specific on the hop line. Verify case status.

DS01 - Guilty as Charged
DS02 - Guilty of Added Offense
DS03 - Guilty of Included Offense
DS14 - Disposed on Guilty Plea
DS15 - Disposed on Plea of Nolo Contendere
DS23 - Judgment Rendered
DS40 - Found Responsible at Hearing

Processing Alcohol Cases - Non-Repeat Offender

Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if required), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99.

2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

Sentencing

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing and the judge. DO NOT ENTER THE DISPOSITION AGAIN (i.e. disposed on a guilty plea).

2. Type **X** in the *Audit Abstract?* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).

3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc). Do **NOT** enter an **X** in the *Audit Abstract?* field. After Date Generated Notices are run, a **B-type** abstract **(Both adjudication and sentencing information)** will be produced.

Dismissal Abstract

1. On the Disposition screen (DSP), enter the proceeding type, date, disposition code and judge. Put an **X** in the *Audit Abstract?* field. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the the Abstract Update screen (ABS).

Processing Alcohol Cases - Repeat Offender - Single Count Cases

Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if required), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99. After the disposition has been entered, go to the Notice of Adjudication screen (NOA), print the form and give a copy to the defendant. The abstract that is received at SOS will also clear the hold on the license plate.

2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

Sentencing

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing and the judge. DO NOT ENTER THE DISPOSITION AGAIN (i.e. disposed on a guilty plea).

2. Type **X** in the *Audit Abstract?* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).

3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc). Do **NOT** enter an **X** in the *Audit Abstract?* field. After Date Generated Notices are requested, a **B-type** abstract **(Both adjudication and sentencing information)** will be produced.

Dismissal Abstract

1. On the Disposition screen (DSP), enter the proceeding type, date, disposition code and judge. Put an **X** in the *Audit Abstract?* field. After Date Generated Notices are requested, a **Dismissal** abstract will be produced. A **Dismissal** abstract will be reflected as an **A-type** abstract on the the Abstract Update screen (ABS).

Processing Alcohol Cases - Repeat Offender - Multi-Count Cases

Plea or Trial Conviction

1. On the Disposition screen (DSP), enter the proceeding type, date of plea or trial, plea code (if required), disposition code and judge. License suspension/restriction will be determined at DOS for cases issued after 9/30/99. After the disposition has been entered on ALL counts, go to the Notice of Adjudication screen (NOA), print the form and give a copy to the defendant. The abstract that is received at SOS will also clear the hold on the license plate.

2. After the disposition is entered, the next time Date Generated Notices are requested, an **Adjudication** abstract will be produced. There will be an **A** in the *Type* field on the bottom of the Abstract Update Screen (ABS).

Sentencing

1. On the Disposition screen (DSP), type **SH** (Sentencing Hearing Held) in the *PO* field, the date of the sentencing and the judge. DO NOT ENTER THE DISPOSITION AGAIN (i.e. disposed on a guilty plea).

2. The clerk must decide which count needs the Audit Abstract. Type **X** in the *Audit Abstract?* field to request a **Sentencing (S-type)** abstract. If you do NOT request this abstract, DOS will not get the sentencing information on the case. After this request is made and Date Generated Notices are requested, a **Sentencing** abstract will be produced. There will be an **S** in the *Type* field on the bottom of the Abstract Update screen (ABS).

3. Enter the remainder of the sentencing information, i.e. fine/costs, jail, probation, etc.

Same Day Plea & Sentencing

1. On the Disposition screen (DSP), enter all the disposition and sentencing information (plea, dispo, judge, money, jail, probation, rehab, etc) for ALL counts. Then, choose which count needs the Audit Abstract. **The system will not produce a B-type (both adjudication and sentencing) abstract automatically.** For the charge that needs the Audit Abstract, go back to the Disposition screen and enter an **X** in the *Audit Abstract?* field.

Dismissal Abstract

1. On the Disposition screen (DSP), enter disposition information for ALL counts. Then, choose which count needs the Audit Abstract. For the charge that needs the Audit Abstract, go back to the Disposition screen and enter an **X** in the *Audit Abstract?* field.

Bindovers

This program was designed to assist courts in returning bindover information to circuit court through the Prosecutor Interface JIS has established. As of the time of writing this User Guide, this program is only available in Oakland County.

The screen will also come up automatically if:

- The user is authorized, and
- In the process of entering the last disposition on a multi-count case, and
- That disposition code is DS09 (Exam Conducted; Defendant Bound Over), or DS10 (Exam Waived; Defendant Bound Over) .

The screen can also be accessed by pressing **F7-Bindover** from the Disposition screen (DSP) once all counts on a case have been disposed.

An example of the *Bindover Data to Circuit* screen is displayed below.

```
                          Bindover Data to Circuit
Case: 04-0530          CTN: 842651320201  Soc Sec#: _________
Defendant: FRANKLIN/MICHAEL/JOHN                  Def in Custody: _
Addr: 8392 N WILLIAMS RD                         OKEMOS          MI 48864
AKA ____________________________________  ____________________________________
Court Reporter: JONES/MARY/____________________________    Atty 36363  Appointed N
                                                         Judge 20230
Jump to Count: __
-------Charge Info--------  --------------------Bond Info---------------------
Cnt 01 DispCd 09 Dt 052404  Set Amount ___5000.00_
Orig  333/74012D            Posted Amt ___5000.00_ Type _1  Conditions Y
 Chrg  ACS                  Posted By  FRANKLIN/ROBERT/____________________
Final 333/74012D            Address 1  8392 N WILLIAMS RD_____________
 Chrg  ACS                  Address 2  ____________________________________
                            City OKEMOS_________________  St MI  Zip 48864____

                                                  F2-Bindover          F24-Cancel
```

Bindover Data to Circuit screen

See Appendix A for complete list of field descriptions used on this screen.

Charge Information

The following information on each charge will be automatically displayed when viewing this screen. No modifications may be made to these fields.

- Count Number
- Disposition Code (i.e., 09, 10)
- PACC Code of original charge
- Attempted, Conspiracy, Solicit of original charge
- PACC Code of final charge
- Attempted, Conspiracy, Solicit of final charge

Bond Information

If a bond amount has been set, or posted through the cash system, that information will automatically appear when viewing this screen. If bond information exists, but has not been previously entered, you may enter it in the *Set Amount*, *Posted Amt*, and *Type* fields. For Bond *Type*, the choices are:

- 01 - Cash
- 02 - 10%
- 03 - Surety
- 04 - Personal
- 06 - Interim
- 08 - Security Deposit
  (Also used as Combination Bond for Oakland County)
- 09 - Combination

If a third-party depositor posts a bond for the defendant, the name of that person will appear in the *Posted By* field; however, the address of the third-party depositor may be entered here at the time of bindover.

The Conditions field must have a **Y** (yes) entered if conditions exist for this record.

Tip: Information regarding circuit court arraignment date, time and judge will be returned to the District Court ROA after the bindover is accepted by Circuit Court.

See Appendix A for complete list of field descriptions used on this screen.

Action Screen (ACT)

The Action screen is used to store all actions in a case. They are displayed either in 4-character code format or text comments. The system automatically assigns 4-character codes to all actions that occur on a case. These codes can be used to gather information using the *Event Code* field of Report Generator.

For purposes of explanation in this User Guide, the screen will be broken down into the following sections:

- Case Information
- Code Information
- Text Comments
- Status Line

To access the Action screen, type **ACT** and the **case number** on the hop line.

```
JIS                        Traffic / Criminal Action                      PEND
Court 0  Case 04-0129___  Pty D01  Charge OPER/INTOX       Type SD
Name FRANKLIN/MICHAEL/JOHN                   Sex M  Dob 061058 X-Ref 04-70398
Addr 8392 N WILLIAMS RD              Ofn Date 012204 0530P  Dln MI F652603429435
     OKEMOS            MI 48864        Speeds 000 00 00     Vpn PU 392PXL  03 MI
                                         (517) 349-6859                  Cnts 01
Del
'D' Date   Judge Actn Description  Term Atty  Prosc Misc.          Amount    Cn
 _  _12204 _____ ORCG ORIGL CHARGE ____ _____ _____ OPER/INTOX   ___________
 _  _12904 _____ FLDT FILING DATE  ____ _____ _____ 012904       ___________
 _  _12904 _____ POAR ARRAIGN HELD ____ _____ _____ ALL COUNTS   ___________
 _  _12904 _____ PL02 PLEA N-GLTY  ____ _____ _____              ___________
 _  _12904 _____ AJ02 PRETRIAL     ____ _____ _____ 021004 1000A ___________
 _  _12904 _____ BT01 CASH         ____ _____ _____              ___________

 _  ______  ____________________________________________
 _  ______  ____________________________________________
 _  ______  ____________________________________________
 _  ______  ____________________________________________

Next Event AJ01  Date  13004  Time  830 A  Judge  1111   $ Due
BGN ______
NXT ___ CASE 04-0129___ PTY D01 COUNT __ INQ FOSTER_____________ ST __
   F1-Clear Screen     F24-Previous Menu   Roll-Page   Help
```

Action screen

See Appendix A for complete list of field descriptions used on this screen.

Case Information

The top of the screen displays case information which as been entered through the Case Entry (CAS) screen. This information cannot be modified on this screen.

```
JIS                        Traffic / Criminal Action                        PEND
Court 0  Case 04-0129    Pty D01  Charge OPER/INTOX        Type SD
Name FRANKLIN/MICHAEL/JOHN                    Sex M  Dob 061058 X-Ref 04-70398
Addr 8392 N WILLIAMS RD              Ofn Date 012204 0530P  Dln MI F652603429435
     OKEMOS            MI 48864        Speeds 000 00 00     Vpn PU 392PXL  03 MI
                                         (517) 349-6859                  Cnts 01
```

Action screen - Case Information

Code Information

This screen should be used primarily for viewing codes. Adding or deleting codes from this section will not always update the database.

Deleting a scheduling code will not remove the entry from the calendar. Use the Scheduling screen (SCH) to remove an entry from the calendar.

```
Del
'D' Date   Judge Actn Description  Term Atty  Prosc Misc.          Amount     Cnt
 _  12204 _____ ORCG ORIGL CHARGE ____ _____ _____ OPER/INTOX    ___________   1
 _  12904 _____ FLDT FILING DATE  ____ _____ _____ 012904        ___________
 _  12904 _____ POAR ARRAIGN HELD ____ _____ _____ ALL COUNTS    ___________
 _  12904 _____ PL02 PLEA N-GLTY  ____ _____ _____               ___________
 _  12904 _____ AJ02 PRETRIAL     ____ _____ _____ 021004 1000A  ___________
 _  12904 _____ BT01 CASH         ____ _____ _____               ___________
```

Adding an attorney or prosecutor bar number on this screen will not update case. Use the Case Entry screen (CAS) to make these changes.

Action screen - Code Information

See Appendix A for complete list of field descriptions used on this screen.

Do not delete a Disposition code from this screen. Use the Set Aside Disposition field on the Scheduling (SCH) or Disposition (DSP) screen or the Removal (REM) screen.

Del 'D'	Date	Judge	Actn	Description	Term	Atty	Prosc	Misc.	Amount	Cnt
_	110100		ORCG	ORIGL CHARGE				DRAG RACING		1
_	110100		CD01	DUE DATE				111300		1
_	121503		POAR	ARRAIGN HELD		36363		ALL COUNTS		
_	121503		PL01	PLEAD GUILTY						
_	121503		DS14	DSP GLTY PL						
_	12204		POHE	PROCDING HLD				DRAG RACING		1

Attorney and prosecutor bar numbers may be added or deleted on this screen, however, the information will only be added as a comment on the Register of Actions (ROA), it will not update the database. Once an attorney has been added through the Scheduling (SCH) or Case Entry (CAS) screen, it can only be deleted through the Removal (REM) screen.

Action screen - Code Information

Warning: Although you can delete an action from this screen by typing a **D** in the Delete field, the data will not be deleted from the case. It will only be removed from the Action screen, and related information which prints on the Register of Actions. **Actions that are deleted from the Action screen do not remove or update the information in the database.** Therefore, errors must be corrected via the Scheduling (SCH), Disposition (DSP) or Removal (REM) screens.

See Appendix A for complete list of field descriptions used on this screen.

Text Comments

Use this section to add or delete text comments to the Register of Actions.

```
_   012904  DEFENDANT TO REPORT TO POLICE DEPARTMENT
C           FOR DAILY PBTS, NO ALCOHOL OR DRUGS
_
_
At end -- No More Actions
```

Options for this field: C - Copy D - Delete
See Tip below for using copy feature.

Action screen - Text Comments

Tip: Using the Copy Feature: If you type a **C** in the *Del* field, information from the line above will be copied if a field is left blank. If you are entering several lines of text with the same date, you can type the date on the first line, and then type **C** in the *Del* field for each line after that (and leave the *Date* field blank). When you press **ENTER** the date will be copied from the first line to each line that you had typed **C**.

Status Line

The Status line is displayed at the bottom of the Action screen.

```
Next Event AJ01  Date  13004  Time  830 A  Judge  1111   $ Due     250.00
BGN ______
```

If you want to begin looking at actions for a specific date, enter the date (e.g. 021004) in this field and press ENTER.

Action screen - Status line

The Status line displays:

- Next Event Type, Date, Time and Judge
- Total amount due for all counts on the case

See Appendix A for complete list of field descriptions used on this screen.

Delete Screen (DEL)

The Delete screen is used to delete an entire case or a specific count, other than Count 1. **You cannot delete Count 1 on a case.**

Deleting a case/charge **will** delete:

- case, detail, charge, restriction, caseload and docket records
- Abstract and FAC records if there is **not** an **X** in the *Produced* field

Deleting a case/charge **will not** delete:

- assessment/payment records if payment has been taken
- Abstract and FAC records if there **is** an **X** in the *Produced* field

Deleting an Entire Case

To delete an entire case, type **DEL** and the **case number** on the hop line.

```
JIS                    Traffic / Criminal Delete                          DISP
Court 0    Case 00-0012___   Pty  D01   Charge  STOLEN PROP _  Type SM
           Name GABRIEL/TY/STUART_____________________

                 Delete Case      X

                 Comment:         TYPE REASON FOR DELETION HERE_____________

WARNING: Payment(s) Exist
Assessment/Payment Records will NOT be Deleted

NXT ___ CASE 00-0012___ PTY D01 COUNT __ INQ C_____________________ ST __
F1-Clear Screen  F24-Previous Menu  Help
```

Type an X here

This message will appear if a payment has been taken on the case

You must enter reason for deletion here; these comments will appear on Delete Audit Report

Delete screen - Deleting an entire case

Press **ENTER** to process deletion. You will receive the following message: **Press Enter to Process Request / F1 or F24 to Cancel Request**. Choose the appropriate response. If deletion is successful, a confirmation message will appear at the bottom of the screen and the case will automatically appear on the Delete Audit Report which is produced when Date Generated Notices are requested.

See Appendix A for complete list of field descriptions used on this screen.

Deleting a Specific Count

To delete a specific count, type **DEL**, the **case number** and **count number** on the hop line.

REMEMBER: YOU CANNOT DELETE COUNT ONE.

```
JIS                    Traffic / Criminal Delete                          PROB
Court 0    Case 00-6543    Pty  D01    Charge  DISOBEY P.O. _   Type OI
           Name DOEHR/DOREEN/DARLENE

                Delete Count  2 X

                Comment:        TYPE REASONS HERE

WARNING: Payment(s) Exist
Assessment/Payment Records will NOT be Deleted

NXT ___ CASE 00-6543   PTY ___ COUNT _2 INQ _____________________ ST __
F1-Clear Screen  F24-Previous Menu  Help
```

This message will appear if a payment has been taken on the case.

Type an X here

You must enter reason for deletion here; these comments will appear on Delete Audit Report and Register of Actions

Delete screen - Deleting a specific case

Press **ENTER** to process deletion. You will receive the following message: **Press Enter to Process Request / F1 or F24 to Cancel Request**. Choose the appropriate response. If deletion is successful, a confirmation message will appear at the bottom of the screen and the case will automatically appear on the Delete Audit Report which is produced when Date Generated Notices are requested. A entry will also be made on the Register of Actions that the count was deleted, and the reason that was typed in the *Comment:* field.

Removal Screen (REM)

The Removal screen is used to remove dispositional errors and non-dispositional data that are no longer relevant to a case.

To access the Removal screen, type **REM** and the **case number** on the hop line.

```
JIS                          T/C REMOVAL SCREEN                    Status PROB
 CASE 03-1113    PTY D01 NAME FOSTER/WALTER/MARK

                 "X" the fields below that are to be removed
                 Press "ENTER" to process the removals

 CASE: _ Proceeding Judge  12345   _ Prob Officer   110    _ Arraign
       _ Attorney                  _ Prosecutor  36363
       _ Set Aside Date            _ Warrant/Recall 16 11/18/2003

 COUNT # 01   CUR CHG OUIL          ORG CHG OUIL          TOTAL COUNTS 05
 _ Plea  1                          _ Community Service  3 D
 _ DS Code 14                       _ Community Service in Lieu Of Jail
 _ Fines & Costs Suspended          _ Veh Immob Start Date 10/20/2003
 _ Deferred                         _ Veh Immob # of Days  30
 _ Jail Days  10 D                  _ Forfeiture
 _ Optional Jail Days               _ Prob Term  24 M
 _ Credit Jail Days  2              _ Rehab 3
 _ Susp Jail X                      _ Revoke/Suspend
 _ Committed                        _ Days Suspended
 _ Jail Loc 01                      _ Days Restricted

 NXT REM CASE 03-1113    PTY D01 COUNT  1 INQ C                    ST __
F1-Clr                                          F24-Prev     Page/Roll  Help
```

Count 1 is displayed first. Use Page/Roll keys to display other counts.

Removal screen

Case information and information for Count 1 is displayed first. You can display additional counts by using **Page/Roll** keys. If you are removing data for more than one count you must update each count separately.

To remove information from a case, type an **X** in front of the field(s) to be removed and press **ENTER**.

When data is successfully removed, a note will be made on the Register of Actions: *xxx Removed, e.g. Arraignment Date Removed.*

Removing Disposition Code

Warning: A disposition should only be removed if an error was made in entering the disposition. See page 3-47 for information on setting aside a disposition.

It is recommended that when you remove a disposition code you also remove all associated sentencing variables.

Removing a disposition **will**:

- delete the disposition date and code
- delete the sentencing date
- delete an abstract request from the Report Requests screen
- make the penalty, default judgment and default judgment form eligible for a civil infraction (unless they were previously stopped)
- removes the disposition from the Caseload Report, if counted in previous quarter
- make a note on the Register of Actions: *xxx Removed, e.g. Plea Removed*
- update the case status

Removing a disposition **will not**:

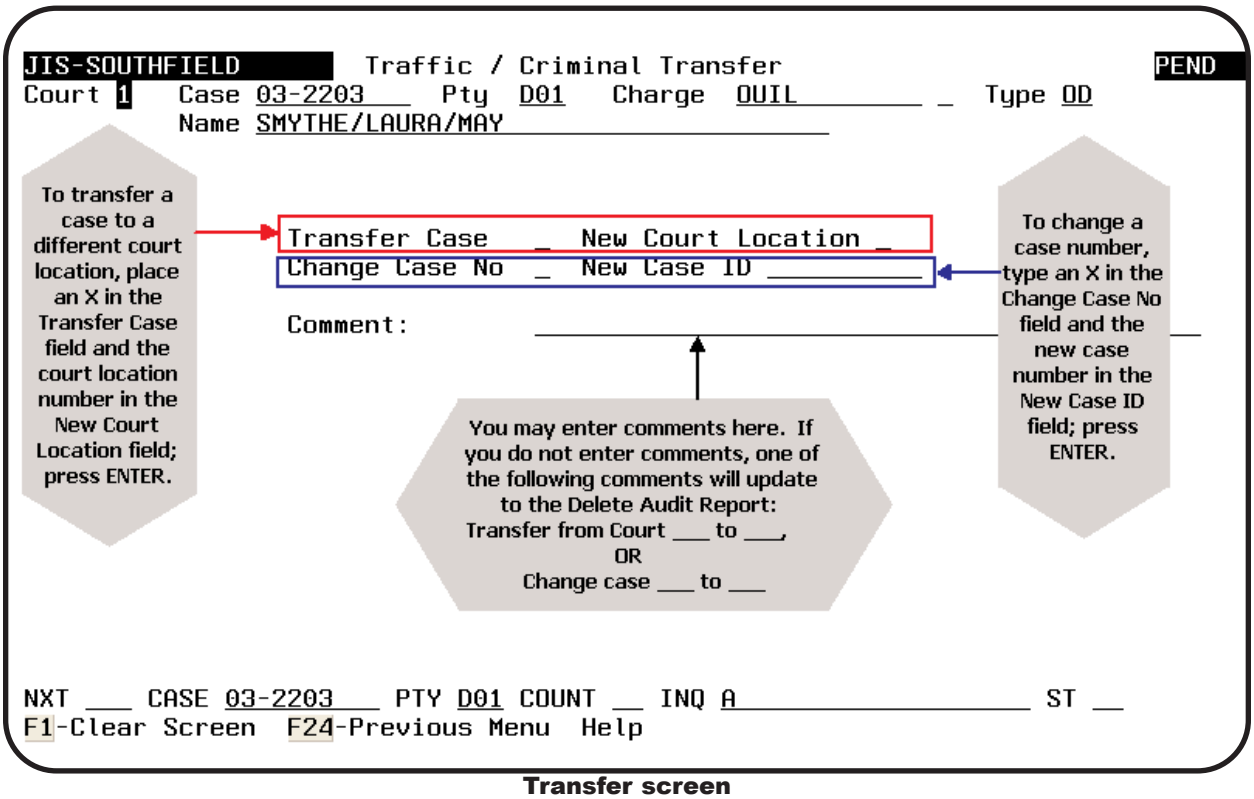
- automatically make an abstract eligible to receive another one
- delete an abstract that has already been created
- remove any assessments or penalties

Remember: When you re-enter the Disposition you must re-enter correct sentencing variables.

Transfer Screen (TRN)

The Transfer screen is used to transfer a case to another court location within the same jurisdiction, or to change a case number entered incorrectly.

To access the Transfer screen, type **TRN** and the **case number** on the hop line.



Transfer screen

Transferring a case **will** transfer:

- case, detail, charge, restriction, caseload and docket records
- FAC screens

Transferring a case **will not** transfer:

- assessment/payment records if a payment has been made
- Abstract screens

See Appendix A for complete list of field descriptions used on this screen.

Abstract Update Screen (ABS)

The Abstract Update screen is used by courts who process their abstracts electronically. This screen is a facsimile of a hard copy abstract that allows the user the flexibility to correct information before an abstract is sent to the Department of State, or to send corrected information to the Department of State. It also allows the user the option of deleting an abstract if it was created in error before and after it is sent to the Department of State.

Complete instructions for use of this screen can be found in Chapter 10 of this User Guide.

The Abstract Update screen can be accessed two ways:

1) select Update Abstract Record from the Abstract & FAC/FCJ/FCPV menu (Option 6 from the Traffic/Criminal Subsystem menu)
   OR
2) type **ABS** and the **case number** on the hop line

```
Court  1500                Abstract Update for SOS         1/08/04  13:41:37
Sequence Driver Lic          Use   Name                                  Birth
   2     S540261001696   __  ___   FRANCINE SMILEY                      90745
Court CD ViolDate  Adjudicate  OffCd    Speed    Nature of Offense
  000D    62003     100903    2000     04535    SPEEDING 1-10 OVER THE LIMIT
Veh  SI/BF  Rev  Susp   Rest  Orig Chg Trial Judge  Court Finding  Ticket/Case
PA    __    _   ____   _____  2000     _    ______  DEFAULT JGMT   03-02203A
 Code       Work Name and Location                  Work Hours    Days Allowed
1 _  ____________________________________________   ___________   ___________
2 _  ____________________________________________   ___________   ___________
CDL Sanct  Intrlck  Driving  Prb Com Alc Med Sch  Plate#  Veh Yr  Veh Make
   _          _     To/From:  _   _   _   _   _   _______  ____    ____
Driver Address                                     VIN ________________
99328 W. HAGGERTY                        FARMINGTON HILLS    MI   __________
Court Name and Address
J.P. COURT ADMINISTR 27777 FRANKLIN ROAD   JIS                  MI   48034
 Fine  _____      Jail  ____      Community Service  ___    Alcohol Program   _
 Veh Forf _  Veh Immobilization: Yes/No _  Start Date ______  #Days ____
 Sentence Judge   ______       Comment #1 ____________________________________
                    Abstract Date 100903  ____________________________________

  Abstract Type  A   Production Date  ______   Produced   _

Enter-Inq  F1-Clr  F3-Update  F4-Prompt  F7-Hold  F23-Delete  F24-Prev  Pg/Roll
```

Abstract Update screen

See Appendix A for complete list of field descriptions used on this screen.

FAC/FCJ/FCPV Update Screen (FAC)

The FAC Update screen is used by courts who process their FAC/FCJ/FCPV records electronically. This screen is a facsimile of a hard copy suspension that allows the user the flexibility to correct information before a suspension is sent to the Department of State, or to send corrected information to the Department of State. It also allows the user the option of deleting a suspension if it was created in error before and after it is sent to the Department of State. Courts also can process immediate clearances with the Department of State.

Complete instructions for use of this screen can be found in Chapter 10 of this User Guide.

To access the FAC/FCJ/FCPV Update screen, type **FAC** and the **case number** on the hop line.

```
JIS-SOUTHFIELD          FAC/FCJ/FCPV Update          1/08/04  13:53:32
Case Number  99-2220    Party  D01   Count  1   Seq  1

    DLN        ST Use Name                                  DOB     Court
H329849389489  __ ___ ROBERT J HENDERSON                   41249   123D

Vio Date  Court Date  OffCd  Speed  Susp  Ticket/Case
 30101     31601      1800   _____   F    99-2220          W _   D _

Street                Apt/Suite       City                 State  Zip
1810 S. ANDERSON                      SOUTHFIELD            MI    48234

Attempt     Offense
_________   RECKLESS DRIVING

Ticket Number        Date Susp.  Date Cleared   Clerk/Administrator
99-2220               32702       ______        ANNE ROBINSON, C.A.

 _ Override DLN Verification     Production Date  62602     Produced  X
   F23-Delete & F7-Update/Hold are not available when already Produced
NXT ___ CASE ___________ PTY ___ COUNT __ INQ ____________________ ST __
Enter-Inquiry          F1-Clear        F3-Update            F4-Prompt
                       F8-Prt Form     F9-Prt 1 on 3 pages  F10-Prt 3 on 1 page
                                       F24-Previous Menu    PAGE/ROLL
```

FAC/FCJ/FCPV Update screen

See Appendix A for complete list of field descriptions used on this screen.

Enter Warrant (EWR)

This feature is designed to assist courts that enter and/or cancel their own warrants into LEIN. By using this option, selected case information will be transferred to a LEIN Entry screen. This option is only available from a terminal or PC that is authorized to enter warrants.

From this screen, you have the options of entering a warrant into LEIN (EWR), entering or cancelling supplemental information on a warrant in LEIN (ESUP/CSUP) and modifying or cancelling a warrant in LEIN (MW).

Complete instructions for entering and/or cancelling warrants into LEIN can be found in the JIS SOS & LEIN Manual.

To access the Enter Warrant screen, type **EWR** and the **case number** on the hop line.

```
                    Law Enforcement Information Network Entries
Type of Entry: EW_____   (EW-Ent Warrant, MW-Mod Warrant, EPB-Enter Probation,
MOD: ___    CAN: ___      CPB-Cancel Probation, MPB-Modify Probation, QPACC)
OPR: _________________  LAW: __________  TNO: ___________  FAX: ___________
NAM: FOSTER/WALTER/MARK/_________________  RSX: W M   DOB: 19720315
STR: 39029 S FRANCIS ST_____  CTY: HANOVER________  STA: MI   ZIP: 49241
CIT: _________________  OFF: ___________________________  OCG: ________________
DKT: 03-1113_____       OCA: 03-203904___________      JUV: _
ENT: __   DOW: 20040121 DOX: _________  PKU: _   EXT: ___  BND: ________
HGT: ___  WGT: ___      HAI: ___        EYE: ___  SKN: ___  SMT: ___
CAU: ____ MIS: ____________________________________________________________
____________________________________________________________________________
PNO: ___________  CTN: 560032668101  SID: 25624562  OLN: F236866585197_____
FBI: __________   SOC: __________   MNU: _________________
AKA: ________________________________  ________________________________
     ________________________________
PNA: ________________________________  PPO: _  PPF: _   PBN: _________________
CND: ____________________________________________________________________
LIT: __   LIC: ______________________
Add'l Information:
F5-Retrieve F6-Message F7-Outq  F8-ESUP/CSUP  F9-Cancel  F12-Line #'s  F24-Prev
```

Enter Warrant screen

To enter or cancel supplemental information press **F8-ESUP/CSUP**; to modify or cancel a warrant press **F9-Cancel** from this screen.

See next page for field descriptions for information retrieved by JIS and a complete list of function keys available on these screens.

See JIS SOS/LEIN Manual for complete list of field descriptions used on these screens.

Case Information Retrieved by JIS		
Field	**Description/Format**	**Screen(s) Retrieved On**
NAM	Last name/First name/Middle name	EWR, ESUP/CSUP, MW
RSX	Race/Sex	EWR
DOB	Date of Birth - YYYYMMDD	EWR
STR	Street Address	EWR
CTY	City	EWR
STA	State	EWR
ZIP	Zip code	EWR
DKT	Case Number	EWR
OCA	Police Identification Number (PIN on CAS screen)	EWR, ESUP/CSUP, MW
CTN	Criminal Tracking Number	EWR
SID	State Identification Number	EWR
OLN	Driver License Number	EWR

Function Keys Used on EWR, ESUP/CSUP and MW screens	
Function Key	**Description**
F5 - Retrieve	Retrieve information from last request
F6 - Message	Display messages
F7 - Outq	Display output queue
F8 - ESUP/CSUP	Go to the Enter/Cancel Supplemental Information screen
F9 - Cancel	Go to the Cancel Warrant screen
F10 - Entry	Go to the Enter Warrant screen
F12 - Line #'s	Convert literal field names to scan line numbers
F24 - Prev	Return to previous menu

See JIS SOS/LEIN Manual for complete list of field descriptions used on these screens.

Enter Judgment (EJD)

This feature allows immediate reporting of a disposition to Michigan State Police for Criminal History Reporting (CHR) purposes. The information is immediately added to a defendant's criminal history (CCH) record. By using this option, most fields on the EJD screen will be populated with information from the JIS database in the correct CHR format.

For access to this feature, and the ability to modify and cancel judgments, you must contact Timothy Bolles, Michigan State Police at (517) 322-5529.

Complete instructions for entering dispositions onto a person's criminal history record can be found in the JIS SOS & LEIN Manual.

To access the LEIN Enter Judgment screen, type **EJD** and the **case number** on the hop line.

```
                        Criminal History Records - EJUD

Type of Entry: EJUD

     JUDORI: MI630995J   CIRORI: _________   CTD: 20031113   CFN: 03-1113
     NAA: ______________________________      SID: 25624562
     CTN: 560032668101   TCN: ___________    OCA: ______________________

     CCN: 001   ORF: _   GOC: _   CIT: 257/6251-A       CDC: PLG
     CSR: F/C/R $1135/PROB 24 MO/JAIL 10 DAYS
_____________________

     CCN: 002   ORF: _   GOC: _   CIT: 257/9041B        CDC: DIS
     CSR: ____________________________________________________________
_____________________

     CCN: 003   ORF: _   GOC: _   CIT: 257/627(1)       CDC: GTY
     CSR: F/C/R $91
_____________________
Add'l Information:
____________________________________________________________________
____________________________________________________________________

 F5-Retrieve  F6-Messages  F7-Outq  F9-MJUD  F10-CJUD  F24-Previous Menu
```

Enter Judgment screen

Tip: Up to three counts can be sent to MSP at one time.

See JIS SOS & LEIN Manual for complete list of field descriptions used on this screen.

Modify Judgment (MJD)

This feature allows immediate reporting of a correction to a disposition previously sent to Michigan State Police for Criminal History Reporting (CHR) purposes. This is also used when subsequent court action has changed a disposition which has already been reported to MSP. The information is immediately changed on a defendant's criminal history (CCH) record.

Some examples of changes to dispositions which require subsequent notification to MSP include, but are not limited to:

- Discharge from probation which suppresses a record under 7411, YTA or Spouse Abuse Act
- Convictions which were successfully appealed causing a disposition change
- Unsuccessful probations which revert back to a commitment to jail

By using this option, most fields on the MJD screen will be populated with information from the JIS database in the correct CHR format.

Complete instructions for modifying dispositions on a person's criminal history record can be found in the JIS SOS & LEIN Manual.

To access the LEIN Modify Judgment screen, type **MJD** and the **case number** on the hop line.

```
                        Criminal History Records - MJUD

Type of Entry: MJUD

     JUDORI: MI630995J   CIRORI: _________  CTD: 20031113   CFN: 03-1113
     NAA: ___________________________________  SID: 25624562
     CTN: 560032668101   TCN: ___________   OCA: ______________________

     CCN: 001   ORF: _   GOC: _   CIT: 257/6251-A      CDC: PLG
     CSR: ___________________________________________________________
_____________________

Add'l Information:

 F5-Retrieve  F6-Messages  F7-Outq  F8-EJUD  F10-CJUD  F24-Previous Menu
```

Modify Judgment screen

See JIS SOS & LEIN Manual for complete list of field descriptions used on this screen.

Cancel Judgment (CJD)

You can immediately remove or cancel a disposition previously sent to Michigan State Police for Criminal History Reporting (CHR) purposes. The information is immediately removed from a defendant's criminal history (CCH) record. By using this option, most fields on the CJD screen will be populated with information from the JIS database.

Complete instructions for removing dispositions from a person's criminal history record can be found in the JIS SOS & LEIN Manual.

To access the LEIN Cancel Judgment screen, type **CJD** and the **case number** on the hop line.

```
                    Criminal History Records - CJUD

Type of Entry: CJUD

     JUDORI: MI630995J

     NAA: ______________________________     SID: 25624562

     CTN: 560032668101    TCN: ____________    OCA: ______________________

     RSN: DRE    CANCEL: YES

     CCN: 001



Add'l Information:

 F5-Retrieve  F6-Messages  F7-Outq  F8-EJUD  F9-MJUD   F24-Previous Menu
```

Cancel Judgment screen

See JIS SOS & LEIN Manual for complete list of field descriptions used on this screen.

Report/Requests Screen

The Report/Requests screen is used to add or delete report requests and to review pending requests that will be processed in a batch cycle.

To access the Report/Requests screen, type **RPT** on the hop line.

```
JIS                    TRAFFIC/CRIMINAL ONLINE REPORT/REQUESTS
Court 0
 Delete & Add: NTAD NTAA NTAB FLB LBL ROAF ROA DLN
 Delete Only:  DFJ FDN FAC NNC WAM WAN ABS            --------- Court --------
Del Case       Pty Rpt  Cnt Clk  Name                  Date   Time   Code Judge
"D"
 _ 00-0001     D01 NTAD ___ KJS VANDERWERF/DON/HARM    _82201 _900 A AJ01 12345
 _ 01-2123     D01 ROAF ___ KJS EDMONDS/EDGAR/ERNEST I ______ ____ _ ____ _____
 _ 03-1113     D01 ABS  __3 BKD FOSTER/WALTER/MARK     ______ ____ _ ____ _____
 _ 03-1113     D01 DLN  ___ BKD FOSTER/WALTER/MARK     ______ ____ _ ____ _____
 _ 03-1113     D01 FAC  __1 BKD FOSTER/WALTER/MARK     ______ ____ _ ____ _____
 _ 03-1117     D01 ABS  __1 BKD COLLINS/JACKIE/        ______ ____ _ ____ _____
 _ 03-1234     D01 ABS  __1 BKD SMITH/MARK/JOHN        ______ ____ _ ____ _____
 _ 03-20193    D01 DLN  ___ BKD SMITH/CHAD/ALLEN       ______ ____ _ ____ _____
 _ 03-2222C    D01 ABS  __1 LT  BARNES/FRED/           ______ ____ _ ____ _____
 _ 03-2294     D01 WAM  __1 BKD MASTERS/FREDERICK/GENE ______ ____ _ ____ _____
 _ 03-2294     D01 WAN  __1 BKD MASTERS/FREDERICK/GENE ______ ____ _ ____ _____
 _ 03-2296     D01 DLN  ___ BKD SAMPSON/LIONEL/MENARD  ______ ____ _ ____ _____
 _ __________ ___ ____ ___                             ______ ____ _ ____ _____


NXT ___ CASE 03-2296   PTY D01 COUNT _1 INQ K                      ST __
   F1-Clear    F24-Previous Menu    Page/Roll    Help
```

Report Requests screen

See Appendix A for complete list of field descriptions used on this screen.

Adding a Report Request

Reports that can be added to RPT screen	
Code	**Type of Report/Request**
DLN	Driving record from Secretary of State
FLB	File Label
LBL	Address Label
NTAD	Notice to Appear - Defendant
NTAA	Notice to Appear - Attorney
NTAB	Notice to Appear - Defendant & Attorney
ROA	Register of Actions on 8x11 paper
ROAF	Register of Actions Form

To add a FLB, LBL, ROAF or ROA, you must fill in the following fields:

- *Case* (Case number)
- *Rpt* (Type of report - see chart on next page)
- *Cnt* (Count number - If this field is left blank, the count will default to 01)

To add a NTAD, NTAA or NTAB, you must fill in the following fields:

- *Case* (Case number)
- *Rpt* (Type of report - see chart on next page)
- *Cnt* (Count number - If this field is left blank, the count will default to 01)
- *Court Date, Time, Code & Judge*

To add a DLN, fill in the following field:

- *Case* (Case number)

If the *Court Date*, *Court Time, Code* and *Judge* fields are left blank, the system will retrieve the first future scheduled court date for this case.

If the event has not been scheduled previously on another screen, you may enter the Court Date, Court Time, Code and Judge on this screen in order to produce a postcard Notice to Appear. However, this **WILL NOT** update the calendar and the event must also be scheduled on the Scheduling (SCH) screen or Probation (PRB) screen.

Deleting a Report Request

Reports that can be deleted from RPT screen	
Code	**Type of Report/Request**
ABS	Abstract
DFJ	Default Judgment Form
DLN	Driving record from Department of State
FAC	FAC/FCJ/FCPV Suspension
FDN	14-Day Notice
FLB	File Label
LBL	Address Label
NNC	Notice of Non-Compliance
NTAD	Notice to Appear - Defendant
NTAA	Notice to Appear - Attorney
NTAB	Notice to Appear - Defendant & Attorney
ROA	Register of Actions on 8x11 paper
ROAF	Register of Actions Form
WAM	Warrant Misdemeanor
WAN	Warrant Notice

To delete a report request:

- Type a **D** in the *DEL* field in front of the entry you want to delete
- Press **ENTER**

See Appendix A for complete list of field descriptions used on this screen.

Defendant History Update (DHU)

This screen is used to review, add, update or delete information on cases that have been previously purged from your system or added from the the court's "blue card" system.

To access the Defendant History Update screen, type **DHU** on the hop line.

```
JIS                    Defendant History Update        1/21/04  12:49:50

Case/Ticket Number 90-20392__   Party D01   Count _1   Purge Date 110103
       X-Reference 90-02398__   Non-Public _

Name FOSTER/MICHAEL/AUSTIN_____________   DOB _22042  DLN __ _____________

Offense Information
    Date 100290   Charge DISORDERLY__   Case Type OM      Fel/Mis/Civ M

Disposition Information
    Date 103090   Code 14   Fines & Costs _____25.00    F&C Susp  _

                                   Jail ___ _         Jail Susp _

                              Opt Jail ___ _

                             Probation ___ _


 NXT ___ CASE 90-20392__ PTY D01 COUNT 00 INQ FOSTER_____________ ST __
Enter-Inquiry  F1-Clear Screen  F2-Add  F3-Update  F4-Prompt  F23-Delete
Page/Roll    F24-Previous Menu
```

Defendant History Update screen

See Appendix A for complete list of field descriptions used on this screen.

This space is reserved for your notes.

Forms

4

There are many State Court Administrative Office (SCAO) and Department of State (DOS) approved forms available through the JIS system. This chapter describes Traffic/Criminal and Probation forms which can be generated.

To access the Immediate Forms Menu for Traffic/Criminal forms, press **Page Down/Roll** keys from the Traffic and Criminal Case Management Menu.

```
JIS                                                    12/15/03  14:35:52
Court                T R A F F I C   and   C R I M I N A L
  0                          IMMEDIATE FORMS MENU


        C/I Notice Appear      (CIN)      Pet & Bench Warrant    (PBW)
        C/I Judgment           (CIJ)      Plea by Mail           (PBM)
        Judg/Bond Forfeiture   (JBF)      Pre-Trl Release/Cust   (PRC)
        Judgment of Sentence   (JGS)      Removal from LEIN      (RFL)

        Nolle Prosequi         (NLP)      Restricted License     (RLF)
        Notice Adjudication    (NOA)      Return Fingerprints    (ROF)
        Notice to Appear       (NTA)      Subpoena               (SUB)
        Order Fingerprints     (OFP)      Substance Abuse Eval   (SAE)

        Order Forfeit Bond     (OFB)      Warrant Recall         (WAR)
        Order of Acquittal     (ACQ)      Vehicle Immobilize     (IMM)
        Order of Probation     (ORD)      Vehicle Impoundment    (IMP)
        Order to Show Cause    (SCS)      Youthful Trainee       (YTA)
        Order to Set Aside     (SAC)


NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
 F24-Previous Menu  Page/Roll-Additional Options
```

Traffic/Criminal Immediate Forms Menu

To access the Immediate Forms Menu for Probation forms, press **Page Down** from the Probation Online Menu.

```
JIS                                                    1/26/04  09:20:42
                      Court  P R O B A T I O N
                        0   IMMEDIATE FORMS MENU


        Amended Order          (AMD)       Pet & Bench Warrant   (PBW)
        Discharge Order        (DCG)       Removal from LEIN     (RFL)
        Judgment of Sentence   (JGS)       Restricted License    (RLF)
        Nonpayment of Rest     (NPR)       Substance Abuse Eval  (SAE)

        Notice Adjudication    (NOA)       Violation and Order   (VIO)
        Notice to Appear       (NTA)       Warrant Recall        (WAR)
        Order of Probation     (ORD)       Youthful Trainee      (YTA)
        Ord to Show Cause      (SCS)

NXT ___ CASE __________ PTY ___ COUNT __ INQ ______________________ ST __
 F24-Previous Menu  Page/Roll-Additional Options
```

Probation Immediate Forms Menu

To access any of the forms from either menu, enter the three-letter hop code and the case number on the hop line and press **ENTER**.

AFP/HPT Printing

Many forms are available in Advanced Function Printing (AFP) or Host Print Transform (HPT) format. The AFP/HPT format is a feature that produces forms that look more like the pre-printed forms in the SCAO Approved Forms Book, or Department of State (DOS) forms. For more information about AFP/HPT printers, refer to the JIS Administrative Manual. If that manual does not address your questions, call the JIS Operations Department at 1-800-572-1116.

See the chart on the next page for list of forms, hop codes, SCAO or DOS Number, and AFP/HPT format availability.

Immediate Forms			
Form Name	**Hop Code**	**Form#**	**AFP**
Assignment to Youthful Trainee Status	YTA	MC242	X
Judgment After Bond Forfeiture	JBF	MC238	
Judgment Civil Infraction	CIJ	CIA02	
Judgment of Sentence/Commitment to Jail	JGS	MC219	X
Michigan Court-Ordered Restricted Driver License	RLF	DSI-22F	
Motion and Affidavit Regarding Alleged Probation Violation and Order	VIO	MC246	
Motion and Order for the Return of Fingerprints, Arrest Card, and Description	ROF	MC235	X
Motion and Order to Show Cause	SCS	MC230	X
Motion, Affidavit and Bench Warrant	PBW	MC229	X
Motion/Order of Nolle Prosequi	NLP	MC263	X
Notice of Adjudication	NOA	DSI-22F	
Notice to Appear	NTA	MC06	X
Notice to Appear Civil Infraction	CIN	CIA01	
Order for Fingerprints	OFP	MC233	X
Order for Pretrial Release/Custody/Bond	PRC	MC240 MC241	X
Order for Substance Abuse Evaluation	SAE	MC211	
Order for Vehicle Immobilization	IMM	MC267	X
Order for Vehicle Impoundment	IMP	MC254	X
Order of Acquittal/Dismissal or Remand	ACQ	MC262	
Order of Probation (Misdemeanor)	ORD	DC243	X
Order on Application to Set Aside Conviction	SAC	MC228	X
Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment	OFB	MC218	
Petition and Order for Amendment of Order of Probation	AMD	MC244	X
Petition and Order for Discharge from Probation	DCG	MC245	X
Plea by Mail	PBM	DC223	X
Recall of Warrant/Order to Apprehend	WAR	MC220	X
Removal of Entry from LEIN	RFL	MC239	X
Report of Nonpayment of Restitution	NPR	MC263	X
Subpoena - Order to Appear and/or Produce	SUB	MC11	X

Assignment to Youthful Trainee Status

- Hop code is **YTA**
- SCAO form number MC242
- If you are not count specific on the hop line, will default to count one
- Form is available in AFP and 8x11 format

```
JIS                    ASGMT TO YOUTHFUL TRAINEE STATUS                PEND
Court 0  Case 04-0430      Pty D01  Charge DISOR DRUNK   Type SM
         XREF 39820-04     Name     JEFFERSON/THOMAS/ALVIN              MC242
Date Signed  041304    Bar No: 20230  Judge  STEVEN R. SERVAAS

People of STATE OF MICHIGAN

_ 4. HIV testing and sex offender registration was completed.

_ 5. The defendant has been fingerprinted according to MCL 28.243.

  6. No judgment of conviction entered.
     The defendant is assigned to youthful trainee status and is:

   X  c. Placed on probation for not more than 2 years under the
         supervision of a probation officer and shall abide by the
         terms of the attached probation order.

   _  e. other:
         COMMENTS WRITTEN HERE WILL NOT TRANSFER TO ROA.

NXT YTA CASE 04-0430   PTY D01 COUNT __ INQ JEFFERSON          ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Type an X in front of #4 and/or #5 if applicable.

Screen for Assignment to Youthful Trainee Status form

Tip: An **X** will automatically appear in the field for Paragraph 6c. You can remove the **X** from that field if you don't want it to appear on the form.

Approved, SCAO

Original - Court
1st copy - Michigan State Police CJIC
2nd copy - Arresting Agency
3rd copy - Prosecutor
4th copy - Defendant

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	ASSIGNMENT TO YOUTHFUL TRAINEE STATUS	CASE NO. 04-0430 SM X-REF: 39820-04

ORI MI- 630995J
Court Address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034
Court Telephone no. (248) 546-7781
Police Report No.

THE PEOPLE OF
☒ The State of Michigan
☐ _____

v

Defendant's name, address, and telephone no.
(517) 676-5985
JEFFERSON/THOMAS/ALVIN
300 W MAPLE AVE APT 26
MASON, MI 48854

CTN/TCN	SID	DOB
330100035201	1568431X	2/15/1986

Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code
1	DISORDERLY PERSON DRUNK	750.1671E

THE COURT FINDS:

1. The defendant is alleged to have committed a criminal offense, other than a felony for which the maximum is life imprisonment, or a major controlled substance offense, or a traffic offense.
2. The alleged criminal offense was committed on or after the defendant's seventeenth birthday, but before his/her twenty-first birthday.
3. The defendant has consented to assignment to youthful trainee status.

☐ 4. HIV testing and sex offender registration was completed.

☐ 5. The defendant has been fingerprinted according to MCL 28.243.

IT IS ORDERED:

6. No judgment of conviction is entered. The defendant is assigned to youthful trainee status and is: (check one option only)

☐ a. committed to the department of corrections for custodial supervision and training for a period of _____ in an institutional facility designated by the department for such purposes.

☐ b. placed on probation for not more than 3 years under the supervision of a department of corrections probation officer and shall abide by the terms of the attached probation order.

☒ c. placed on probation for not more than 2 years under the supervision of a probation officer and shall abide by the terms of the attached probation order.

☐ d. committed to the county jail for _____ days beginning _____ (Date).
Credit is given for _____ days previously served. During this period defendant may be released for the purpose and during the times specified below:
☐ seeking work ☐ working at regular employment ☐ attendance at an educational institution
Times:

☒ e. other: COMMENTS WRITTEN HERE WILL NOT TRANSFER TO ROA.

APRIL 13, 2004
Date

Judge/Magistrate XXXXXXXXXX STEVEN R. SERVAAS

P-20230
Bar no.

Under MCL 762.14 the court clerk, the arresting agency, and the State Police shall maintain this case as a nonpublic record.

MC242 (3/02) **ASSIGNMENT TO YOUTHFUL TRAINEE STATUS** MCL 762.11-14

AFP version of Assignment to Youthful Trainee Status form (MC242)

Judgment after Bond Forfeiture

- Hop code is **JBF**
- SCAO form number MC238
- If you are not count specific on the hop line, will default to count one
- Form is available in 8x11 format only

```
JIS                    JUDGMENT AFTER BOND FORFEITURE            MC238  PEND
Court 0  Case 99-0001     Pty D01  Charge OUIL          Type SD
Name ALLIS/DAVID/                                         X-Ref
Date signed  20604    Bar No: 12345  Judge  GEORGE W. CROCKETT III
     People of          STATE OF MICHIGAN
     Face Value     1000.00    Amount Deposited     1000.00
TYPE OF BOND:  _ Personal Recognizance    _ Conditional    _ 10% Cash
                 X Cash     _ Surety     _ Real Property
        Bond Depositor  MICHAEL ALLIS
          (Address)     20398 W 45TH ST
                        SOUTHFIELD, MI  48034
       FOR:  STATE OF MICHIGAN
   AGAINST:  DAVID ALLIS

Full Face Amount/Value of Bond...     1000.00
Costs...........................
Total Amount of Judgment.........      1000.00     Balance of this judgment
Less Deposit....................       1000.00     must be paid by:
Balance of Judgment.............            .00     Date:   030604
    2.  _   a. Original charges is/are still pending ...
        _   b. F & C as ordered have not been paid ...

NXT ___ CASE 99-0001   PTY D01 COUNT 1 INQ A                      ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Type information in these fields if necessary.

If there is a bond on the system, bond information will be displayed, but may be changed if necessary. If there is not a bond on the system, type in bond information.

Enter judgment due date here

Screen for Judgment after Bond Forfeiture form

Tip: You may enter or change information in the amount section of the screen. Press **ENTER** to calculate *Balance of Judgment*.

See Appendix A for complete list of field descriptions used on this screen.

STATE OF MICHIGAN **JUDGMENT AFTER BOND FORFEITURE** CASE NO. **99-0001** SD
15TH JUDICIAL DISTRICT

Court Address 27777 FRANKLIN ROAD SUITE 1300 Court Telephone
ORI MI630995J JIS, MI 48034 (248) 546-7781

THE PEOPLE OF **STATE OF MICHIGAN**	V	Defendant's name **ALLIS/DAVID/**		
		CTN	SID	DOB

TO: ALLIS/DAVID/ (Defendant)
543 HARRIS
NEW BALTIMORE, MI 48234

MICHAEL ALLIS (Surety/Depositor)
20398 W 45TH ST
SOUTHFIELD, MI 48034

Offense(s)
OPERATED UNDER INFLUENCE LIQUOR

Face Amount or Value of Bond	Amount Deposited	**TYPE OF BOND:** { } Personal Recognizance { } Conditional { } 10% Cash {X} Cash { } Surety { } Real Property
1,000.00	1,000.00	

1. The above bond was forfeited and defendant was ordered to surrender to the court within 28 days. The defendant failed to surrender as ordered.
IT IS ORDERED: Judgment is entered in the full face amount or value of the defendant's bond as follows:

FOR: STATE OF MICHIGAN
Unit of Government
AGAINST: DAVID ALLIS
Defendant/Surety/Depositor

Full face amt/value of bond..	1,000.00
Costs.....	
Total amount of judgment.....	1,000.00
Less deposit.....	1,000.00
Balance of judgment.....	

The balance of this judgment must be paid by **MARCH 6, 2004**. If the balance is not paid within 56 days of this due date, a 20% late penalty on the amount owed will be applied to the balance and any allowed methods of collection will be pursued.

2. { } a. The original charge(s) against the defendant, for which the forfeited bond was posted, is/are still pending. A bench warrant has been issued on the original charge(s).
{ } b. Fine and costs as ordered have not been paid. A bench warrant was issued for failure to comply with judgment and bond posted to ensure appearance. Contempt/show cause proceedings, for which bond was posted, are still pending.

FEB. 6, 2004 _____ P-12345
Date Judge GEORGE W. CROCKETT III Bar No.

CERTIFICATE OF MAILING

I certify that on this date copies of this judgment were served on the defendant, and surety or person who posted bond, by ordinary mail addressed to the address(es) shown above.
Date: _____ Register/Deputy: _____

MSA 28.909, MCL 780.66-.67; MSA 28.872(56)-(57), MCR 6.106(I)
MC238 (6/95) **JUDGMENT AFTER BOND FORFEITURE** MCL 765.15; MSA 28.902, MCL 765.22

8x11 version of Judgment after Bond Forfeiture form (MC238)

Judgment Civil Infraction

- Hop code is **CIJ**
- SCAO form number CIA02
- If you are not count specific on the hop line, will default to count one
- Form is available in 8x11 format only

```
JIS                        JUDGMENT CIVIL INFRACTION                CIA02  DISP
Court 0  Case 04-0003      Pty D01  Charge SPD 1-10 OVR  Type OI
         XREF 04-20398     Name     CUNNINGHAM/MARTHA/LOUISE
 Date Signed: 020904   Bar No: 12345
              People of    FRANKLIN COUNTY            Conditional X
JUDGMENT OF THE COURT: Defendant responsible /admits responsibility
                        _  By mail   _  Person/Rep
                        X  Defendant responsible (after hearing)
                        As amended: ____________________________________
    Defendant not responsible (after hearing) _
    Dismissed:    _  plaintiff did not appear    _  on motion of plaintiff
   Fine and Costs                State Costs        Misc.          Total
      61.00                         40.00                            101.00
    Bond Forfeiture Amount  ________          Balance Due     101.00
OTHER PAYMENT DUE:  MARCH  3, 2004
    COMMENTS TYPED HERE WILL APPEAR ON FORM AND ROA.
 Default:  _  Formal   _  Informal    Service:  X  Personal   _  Sent by Mail

NXT ___ CASE 04-0003 ___ PTY D01 COUNT __ INQ C                    ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Type an X in front of appropriate fields.

See Tip below re: *Conditional* field

When payment due date has been entered on Cash, SCH, DSP or PRB screen, this line will appear. It may be modified or erased.

An X in one of these fields will generate appropriate default language on form.

Screen for Judgment Civil Infraction form

Tips: An **X** in the *Conditional* field will cause only those paragraphs/items that apply to this case to print on the form. If the **X** is removed, all paragraphs of the SCAO approved form will be printed.

Amounts in *Fine, Costs, State Costs, Miscellaneous, Total, Bond Forfeiture* and *Balance Due* fields will be filled in if assessments have been made to the charge. These amounts may be changed if necessary. Press **ENTER** to recalculate balance.

If the offense is a local ordinance, fine and costs will be combined into one amount. If it is a state law violation, fine and costs are reflected as two separate amounts.

See Appendix A for complete list of field descriptions used on this screen.

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT

JUDGMENT
Civil Infraction

CASE NO. **04-0003** OI
X-REF: 04-20398

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone
(248) 546-7781

Civil Infraction: SPEEDING 1-10 OVER THE LIMIT

Date: 1/10/04

People of **FRANKLIN COUNTY**
VS

{ } Statute {X} Ordinance

CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Amount of Judgment		
Fine and Costs	$	61.00
State costs	$	40.00
	$	
Total	$	101.00
Bond forfeited	$	
Balance due	$	**101.00**

*** WARNING: ***

Return this notice immediately with your certified check or money order. If you fail to pay, the Secretary of State will take action against your driving privileges. Fines, costs, and fees not paid within 56 days of the appearance date or other date owed are subject to a **20% late penalty on the amount owed.**

IT IS THE JUDGMENT OF THE COURT THAT:
{X} Defendant {X}is { }is not responsible (after hearing)
{X} Other court orders:
PAYMENT DUE: MARCH 3, 2004

COMMENTS TYPED HERE WILL APPEAR ON FORM AND ROA.

JUDGMENT IS ENTERED

FEB. 9, 2004
Date

Judge GEORGE W. CROCKETT III

P-12345
Bar No.

I certify that: **CERTIFICATE OF SERVICE**
{X}I have personally served a copy of this judgment on the defendant.
{ }I have served a copy of this judgment on the defendant by ordinary mail addressed to the address shown on the judgment, unless otherwise indicated.

Date:_____ Clerk/Deputy Court Clerk/Magistrate _____

NOTICE TO DEFENDANT: You may have a right to appeal this judgment in 7 days. If this is a default judgment, you may file a motion to set aside a default within 14 days.

CIA 02 (7/97) **JUDGMENT, Civil Infraction**

8x11 version of Judgment - Civil Infraction form (CIA02)
Conditional - Non-Default

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT

JUDGMENT
Civil Infraction

CASE NO. **04-0003** OI
X-REF: 04-20398

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone
(248) 546-7781

Civil Infraction: SPEEDING 1-10 OVER THE LIMIT

Date: 1/10/04

People of **FRANKLIN COUNTY**
VS

{ } Statute {X} Ordinance

CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Amount of Judgment		
Fine and		
Costs	$	61.00
State costs	$	40.00
	$	
Total	$	101.00
Bond forfeited	$	
Balance due	$	**101.00**

*** WARNING: ***
Return this notice immediately with your certified check or money order. If you fail to pay, the Secretary of State will take action against your driving privileges. Fines, costs, and fees not paid within 56 days of the appearance date or other date owed are subject to a **20% late penalty on the amount owed.**

IT IS THE JUDGMENT OF THE COURT THAT:
{ } Defendant is responsible and admits responsibility:
{ }by mail { }in person/rep. Signature _____
{ } Defendant is in default. The citation/complaint is sufficient to make a determination of responsibility.
{X} Defendant {X}is { }is not responsible (after hearing)
{ }as amended:
{ } Case dismissed { } plaintiff failed to appear { } on motion of plaintiff
{X} Other court orders:
PAYMENT DUE: MARCH 3, 2004

COMMENTS TYPED HERE WILL APPEAR ON FORM AND ROA.

JUDGMENT IS ENTERED
FEB. 9, 2004 _____ P-12345
Date Judge GEORGE W. CROCKETT III Bar No.

DEFAULT ENTRY

I certify, under penalty of contempt, that:
1. the defendant is not in the military service or is in the military service but received notice and adequate time and opportunity to appear and defend;
2. the defendant has not answered the citation; or
3. the defendant has not made a scheduled appearance at a { } formal hearing { } informal hearing.

Therefore, I have entered the default of the defendant.

Date: _____ Clerk/Deputy Court Clerk/Magistrate _____

I certify that:

CERTIFICATE OF SERVICE

{X}I have personally served a copy of this judgment on the defendant.
{ }I have served a copy of this judgment on the defendant by ordinary mail addressed to the address shown on the judgment, unless otherwise indicated.

Date: _____ Clerk/Deputy Court Clerk/Magistrate _____

NOTICE TO DEFENDANT: You may have a right to appeal this judgment in 7 days. If this is a default judgment, you may file a motion to set aside a default within 14 days.

CIA 02 (7/97) **JUDGMENT, Civil Infraction**

8x11 version of Judgment - Civil Infraction form (CIA02)
Non-Conditional - Default or Non-Default

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT

JUDGMENT
Civil Infraction

CASE NO. **04-0003** OI
X-REF: 04-20398

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone
(248) 546-7781

Civil Infraction: SPEEDING 1-10 OVER THE LIMIT

Date: 1/10/04

People of **FRANKLIN COUNTY**
VS

{ } Statute {X} Ordinance

CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Amount of Judgment		
Fine and		
Costs	$	61.00
State costs	$	40.00
	$	
Total	$	101.00
Bond forfeited	$	
Balance due	$	**101.00**

*** WARNING: ***
Return this notice immediately with your certified check or money order. If you fail to pay, the Secretary of State will take action against your driving privileges. Fines, costs, and fees not paid within 56 days of the appearance date or other date owed are subject to a **20% late penalty on the amount owed.**

IT IS THE JUDGMENT OF THE COURT THAT:
{X} Defendant is in default. The citation/complaint is sufficient to make a determination of responsibility.
{X} Other court orders:
PAYMENT DUE: MARCH 3, 2004

COMMENTS TYPED HERE WILL APPEAR ON FORM AND ROA.

JUDGMENT IS ENTERED

FEB. 9, 2004 — Date
Judge GEORGE W. CROCKETT III
P-12345 — Bar No.

DEFAULT ENTRY

I certify, under penalty of contempt, that:
1. the defendant is not in the military service or is in the military service but received notice and adequate time and opportunity to appear and defend;
2. the defendant has not answered the citation; or
3. the defendant has not made a scheduled appearance at a {X} formal hearing { } informal hearing.

Therefore, I have entered the default of the defendant.

Date: _____ Clerk/Deputy Court Clerk/Magistrate _____

I certify that:

CERTIFICATE OF SERVICE

{X} I have personally served a copy of this judgment on the defendant.
{ } I have served a copy of this judgment on the defendant by ordinary mail addressed to the address shown on the judgment, unless otherwise indicated.

Date: _____ Clerk/Deputy Court Clerk/Magistrate _____

NOTICE TO DEFENDANT: You may have a right to appeal this judgment in 7 days. If this is a default judgment, you may file a motion to set aside a default within 14 days.

CIA 02 (7/97) **JUDGMENT, Civil Infraction**

8x11 version of Judgment - Civil Infraction form (CIA02)
Conditional - Default

Judgment of Sentence/Commitment to Jail

- Hop code is **JGS**
- SCAO form number MC219
- There are two screens for this form. Use your **Page Down/Roll** keys to access second screen.
- You don't need to be count specific; you have the ability to choose which counts will print on the judgment once you're on the judgment screen.
- Form is available in AFP and 8x11 format

See Tip below re: *Conditional* field

```
JIS                    JUDGMENT OF SENTENCE                MC219    PROB
Court 0  Case 03-1113     Pty D01  Charge                 Type SD
Name FOSTER/WALTER/MARK                        Police Incident No. 03-203904
Date Signed  20904    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN          COMMITTED _  AMENDED _  Conditional? X

Cnt  Crime
 1   OPERATED UNDER INFLUENCE
 4   DRAG RACING
 __

 1. Dispo Date 100103  2. Def Atty Bar #: 36363 BRIAN C. JEFFRIES
 5. HIV testing/sex offender registration complete _
 6. Has been fingerprinted _       7. Probation is revoked _
 9. Pay:            Deduct SOS? _  SOS Assessed 45.00 SOS Due 45.00
Cnt    Fine     Costs     Rest      Atty    Crm Vic  St Cost    Other       Total
  1   600.00   200.00 _________  _______    50.00    45.00   285.00     1180.00
  4   100.00   100.00 _________  _______   _______   40.00   _______      240.00

    Payment Due 121503 or ___ days jail, begin ______  Balance Due   ____1420.00


NXT ___ CASE 03-1113   PTY D01 COUNT 00 INQ ____________________ ST __
 F1-Clear    F7-Print    F9-Print/Update  F24-Prev  F13-OutQ  Page/Roll    Help
```

The first three disposed counts (not disposed as dismissed or diversion) will appear here. You can change the count numbers here to print judgment for other counts. Type over count number and press ENTER. Charges at bottom of screen will be changed also.

First screen for Judgment of Sentence/Commitment to Jail form

Tips: An **X** in the *Conditional* field will cause only those paragraphs/items that apply to this case to print on the form. If the **X** is removed, all paragraphs of the SCAO approved form will be printed.

Amounts in *Fine, Costs, Rest, Atty, Crm Vic, St Cost, Other and SOS Assessed* fields will be filled in if assessments have been made to the charge. These amounts may be changed if necessary. Press **ENTER** to recalculate balance. (SOS amounts are included in *Other* total.)

If the offense is a local ordinance, fine and costs will be combined into one amount. If it is a state law violation, fine and costs are reflected as two separate amounts.

Type an **X** in the *Deduct SOS?* field if you want the Driver License Reinstatement Fees deducted from the total judgment amount printed on form.

See Appendix A for complete list of field descriptions used on this screen.

Use your **Page/Roll** keys to access the second screen of the Judgment of Sentence.

```
JIS                    JUDGMENT OF SENTENCE        PAGE 2        MC219    PROB

 4. License Sanctions:  Rev _ Susp ____ Restr ___
 8. Jail: Report at ____ _ m.            Release: _
                Jail Begin  Jail  Credit  Remaining     Jail
         Cnt      Date      Days   Days   Jail Days   Suspended
           1     ______     _10    __2       ___          X
           4     ______     ___    ___       ___          _

10. Probation Term: _24  Months
11. Rehab 3 RESID PROGRM Specify ____________________________________________
12. Immobilize/Forfeit X
13. CCW Susp ____ days Revoke _ Permit # _______  County ____________________
14. Other:
    COMMENTS TYPED HERE WILL PRINT ON JUDGMENT IF YOU PRESS F7-PRINT.
    THEY WILL APPEAR ON JUDGMENT AND ROA IF YOU PRESS F9-PRINT/UPDATE.
    ____________________________________________________________________

NXT ___ CASE 03-1113 ___ PTY D01 COUNT 00 INQ ____________________ ST __
 F1-Clear  F4-Prompt F7-Print F9-Print/Update F13-OutQ F24-Prev  Page/Roll Help
```

Press F4-Prompt to see options for this field.

Second screen for Judgment of Sentence/Commitment to Jail form

Tips: If the driver license was revoked on the Disposition screen (DSP), an **X** will appear in the *Revoked* field. If the license was suspended or restricted, the number of days of suspension/restriction will appear in the *Susp* and *Restr* fields.

If the defendant is being released from jail for a specific time and purpose, press **F4-Prompt** on the *Release* field for the options that apply. Type release times if release is for *Work, School, Medical*, or *Other* reasons. Type the purpose for release if release is for *Other* reasons.

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/ Update	Print form, comments will appear on ROA.
With each print option, it will be noted on the ROA which counts were on the form when it was generated.	

See Appendix A for complete list of field descriptions used on this screen.

Original - Court
1st copy - Jail
2nd copy - Michigan State Police CJIC
3rd copy - Defendant
4th copy - Prosecutor
5th copy - Gun board (if needed)

Approved, SCAO

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	JUDGMENT OF SENTENCE ☐ COMMITMENT TO JAIL	CASE NO. 03-1113 SD X-REF: 380287A

ORI MI-630995J — Court Address 27777 FRANKLIN ROAD SUITE 1300, JIS, MI 48034 — Court Telephone no. (248) 546-7781

Police Report No. 03-203904

THE PEOPLE OF ☒ The State of Michigan ☐ _____

v

Defendant's name, address, and telephone no.
FOSTER/WALTER/MARK
39029 S FRANCIS ST
HANOVER, MI 49241

CTN/TCN	SID	DOB
560032668101	25624562X	3/15/1972

THE COURT FINDS:

1. Defendant was found guilty on OCT. 1, 2003 (Date) of the crime(s) as stated below:

Count	CONVICTED BY Plea*	Court	Jury	DISMISSED BY*	CRIME	CHARGE CODE(S) MCL citation/PACC Code
1	G				OPERATED UNDER INFLUENCE LIQUOR	257.6251-A
4	G				DRAG RACING	257.626A

*For plea: insert "G" for guilty plea; "NC" for nolo contendere, or "MI" for guilty but mentally ill. For dismissal; insert "D" for dismissed by court or "NP" for dismissed by prosecutor/plaintiff.

2. Defendant ☒ represented by an attorney: BRIAN C. JEFFRIES P-36363
☐ advised of right to counsel and appointed counsel and knowingly, intelligently, and voluntarily waived that right.

☒ 3. Conviction reportable to Secretary of State.
Defendant's driver license number is: MI F236866585197

☐ 4. Licensing sanction reportable to State Police.
☐ Revoked ☐ Suspended ____ days ☐ Restricted ____ days

☐ 5. HIV testing and sex offender registration is completed.

☐ 6. Defendant has been fingerprinted according to MCL 28.243.

IT IS ORDERED:

☐ 7. Probation is revoked.

☒ 8. Defendant is sentenced to jail as follows: ☐ Report at _____ m.

Count	Date Sentence Begins	Sentenced Mos.	Sentenced Days	Credited Mos.	Credited Days	To Be Served Mos.	To Be Served Days	Release Authorized for the Following Purpose	Release Period From	Release Period To
1	SUSPENDED		10		2		0	☐ Upon payment of fine/costs ☐ To work or seek work..... ☐ For attendance at school.. ☐ For medical treatment..... ☐ Other_____		

9. Defendant shall pay as follows:

COUNT	FINE	COSTS	RESTITUTION	ATTY FEES	CRIM VICT	STATE COST	OTHER	TOTAL
1	600.00	200.00			50.00	45.00	285.00	1,180.00
4	100.00	100.00				40.00		240.00

Balance Due: $1,420.00

The due date for payment is 12/15/03. Fine, costs, and fees not paid within 56 days of the due date are subject to a 20% late penalty on the amount owed. ☐ Defendant shall serve _____ days in jail beginning _____ for failure to pay on time.

☒ 10. Defendant shall be placed on probation for 24 months and abide by the terms of probation. (See separate order.)

☒ 11. Defendant shall complete the following rehabilitative services.
☐ Alcohol Highway Safety Education ☒ Treatment (☐ outpatient, ☐ inpatient, ☒ residential, ☐ mental health)
Specify:

☒ 12. The vehicle used in the offense shall be immobilized or forfeited. (See separate order.)

☐ 13. The concealed weapon board shall ☐ suspend for _____ days ☐ permanently revoke the concealed weapon license, permit number _____, issued by _____ County.

☒ 14. Other: COMMENTS TYPED HERE WILL PRINT ON JUDGMENT IF YOU PRESS F7-PRINT.
THEY WILL APPAR ON JUDGMENT AND ROA IF YOU PRESS F9-PRINT/UPDATE.

FEB. 9, 2004 (SEAL) _____ P-12345
Date Judge/Magistrate GEORGE W. CROCKETT III Bar no.

MCL 765.15(2), MCL 769.16a, MCL 775.22, MCL 780.766
MCL 780.826, MCR 6.427(A)

MC 219 (9/03) **JUDGMENT OF SENTENCE/COMMITMENT TO JAIL**

AFP version of Judgment of Sentence/Commitment to Jail (MC219)

Michigan Court-Ordered Restricted Driver License

- Hop code is **RLF**.
- Form may be printed on 8x11 paper or 4-part DOS form

Courts are not required to prepare this form for alcohol cases with an offense date on or after October 1, 1999, unless the case is dismissed.

Note: If restricted license is printed on 8x11 paper, the court **MUST** seal the defendant's copy of the form with the court seal.

```
 JIS                    Traffic/Criminal Restricted License                DISP
Court 0  Case 03-1117     Pty D01  Charge POSS MJ-MISD  Type OM
Name COLLINS/JACKIE/                          Suspnd Days   30 Restrd Days  90
Offns Date  4/30/02  Adjctd Date 111703  Susp 111703/121603  Rstr 121703/031504
Actions Date  20904  Issuance Date:  20904

WORK RESTRICTIONS: (1=To emplymnt, 2=To emplymnt & for employer, 3=For employer)
            Company Description                        Hours        Days
 A: _  ____________________________________________  ___________  ___________
 B: _  ____________________________________________  ___________  ___________

ADDITIONAL RESTRICTIONS:       Interlock _
     To/From Alcohol Pgm   _   Community Srv _   Probation _   Med Treatment  _
     To/From School        _

RESTRICTED LICENSE TYPE:   ORIGINAL _  AMENDED ACTION

Request License/Amend (AMD) Abstract? _

 Offenses occurring 10/01/99 or after should not include specific restrictions


NXT ___ CASE 03-1117___ PTY D01 COUNT _1 INQ C_____________________ ST __
F1-Clear  F7-Prt form/Add  F9-Prt 8x11/Add  F12-Add F13-OutQ F24-Previous  Help
```

If you mark the *Amended Action* field, you must also mark the *Request License/Amend Abstract?* field

Screen for Michigan Court-Ordered Restricted Driver License form

Function Keys	
F7	Print the form on pre-printed DOS form DSI-22F and update the ROA
F9	Print the form on 8x11 paper and update the ROA
F12	Add the information entered on the screen to the ROA without printing the form

See Appendix A for complete list of field descriptions used on this screen.

MICHIGAN COURT-ORDERED RESTRICTED DRIVER LICENSE **MI Licensed Drivers Only**

License Number	State	SOS Use	Driver Name (First, Middle, Last)	Birth Date
		AMD	**JACKIE COLLINS**	

Court Code	Viol Date	Adjudicated	Offense Cd	Speed	Nature of Offense
000D	04/30/2002	**11/17/2003**	9200		POSSESSION MARIJUANA - MISDE

Veh	SI/BF	Rev	Susp	Restr	Orig Chg	Trl	Judge#	Court Finding	Case/Tkt#
PA			**0030**	**0090X**	9200		12345	DSP GLTY PL	03-1117

Enter Y if Ordered	CDL San	Int Lck	Driving Allowed To/From	Prb	Com Srv	Alc Prg	Med Tmt	Sch	Plate#	Veh Year	Veh Make	VIN
	N	N		N	N	N	N	N				

Code	First Work Name and Location	Work Hours	Work Days Allowed
	NONE	NONE	NONE

Code	Second Work Name and Location	Work Hours	Work Days Allowed
	NONE	NONE	NONE

Driver Address City State Zip

Court Name	Address	City	State	Zip
15TH D.C.	27777 FRANKLIN ROAD SUITE 1300	JIS	MI	48034

I certify that this is a true abstract of the Court Record and Order.

Name J.P. COURT ADMINISTRATO Date 2/09/2004

Comments

(S E A L)

Valid for 50 days from date of issuance.
Restrictions may not appear on MDR for 30 days.

1. For Branch Use: "Trl" box, (Trial)
   A = Acquittal,
   N = Nolle Prosequi,
   M = Merit Dismissal,
   Treat any of these codes as a dismissal or acquittal.

2. For Enforcement Use: "Restr" box, (Restrictions)
   May drive most direct route:
   Code 1 = Drive to and from residence and place of employment only,
   Code 2 = Drive to and from residence and place of employment and for employment for employer only,
   Code 3 = For employer only.

   Definitions:

   "Enter Y if Ordered" box:
   "CDL Sanct" = Commercial driver license sanction
   "Inter Lock" = Ignition interlock

   "Driving Allowed To/From" box
   "Prb" = Probation
   "Com Srv" = Community service
   "Alc Prg" = Alcohol program
   "Med Tmt" = Medical treatment
   "Sch" = School

DS1-22F (4/99) **MICHIGAN COURT-ORDERED RESTRICTED DRIVER LICENSE**

Michigan Court-Ordered Restricted Driver License form (DS1-22F) printed on 8x11 paper

Motion and Affidavit Regarding Alleged Probation Violation and Order

- Hop code is **VIO**
- SCAO form number MC246
- This is a two-page form
- Form is available in 8x11 format only

```
JIS                    Probation Violation and Order              MC246  PROB
Court 0  Case 04-0123B    Pty D01  Charge DRAG RACING   Type OT
Name     FRANK/DENNIS/ALLAN
Date signed  020204    Bar No: 12345  Judge: GEORGE W. CROCKETT III
Police Report No. 12345
    People of FRANKLIN COUNTY
Motion & Affidavit
    TYPE REASONS OR COMMENTS HERE.
    PRESS F7 - COMMENTS WILL PRINT ON FORM ONLY.
    PRESS F9 OR F10 - COMMENTS WILL PRINT ON FORM AND ROA.

    Probation Officer:   PO BRENDA DOOLEY

                         Order for Summons X
    Alternate Court Address:

    Date of Court Appearance: 040204         Time: 0300 P

                         Order for Bench Warrant _
    Amount of Bond: ____________

NXT VIO CASE 04-0123B  PTY D01 COUNT _1 INQ A                    ST __
F1-Clear  F7-Print  F9-Print/Update/Status  F10-Print/Update  13-OutQ F24-Prev
```

You can X field for Summons or Bench Warrant or leave both blank. You cannot X both.

Screen for Motion and Affidavit Regarding Alleged Probation Violation and Order form

Tips: You can **X** the *Order for Summons* field, or the *Order for Bench Warrant* field, or you can leave both fields blank. You cannot **X** both fields.

The time and date of the next scheduled court date will be displayed. You can modify it if necessary. Modifying the date **will not** update the calendar.

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/ Update/Status	Print form, comments will appear on ROA. Case status will change to WRNT. This option is only available if *Order for Bench Warrant* field is marked.
F10 - Print/Update	Print form, comments will appear on ROA
Note: With each print option, it will be noted on the ROA that the form was generated. In addition, there will be a notation made if the form was generated for a summons or a bench warrant.	

See Appendix A for complete list of field descriptions used on this screen.

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
POLICE NO: 12345

MOTION AND AFFIDAVIT REGARDING ALLEGED PROBATION VIOLATION AND ORDER

CASE NO. **04-0123B** OT

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

ORI MI630995J

Court Telephone (248) 546-7781

People of **FRANKLIN COUNTY**	V	Defendant's name, address, and phone **FRANK/DENNIS/ALLAN** 543 INKSTER SOUTHFIELD, MI 48234
		CTN/TCN: SID: DOB: 4/12/1949

I, PO BRENDA DOOLEY, allege that the probationer has violated the terms of his/her probation as follows:

TYPE REASONS OR COMMENTS HERE.
PRESS F7 - COMMENTS WILL PRINT ON FORM ONLY.
PRESS F9 OR F10 - COMMENTS WILL PRINT ON FORM AND ROA.

I REQUEST that the court compel the probationer to appear for a hearing on the charges contained in this motion.

Probation Officer: _____
PO BRENDA DOOLEY

Subscribed and sworn to before me on _____, _____ County, Michigan.

My commission expires: _____ Signature: _____

==========

ORDER

THE COURT FINDS:
Based on the above motion and affidavit, there is reasonable cause to believe that DENNIS ALLAN FRANK has violated a condition of probation.

IT IS ORDERED that:

1. {X} A summons issue for the named probationer to appear for arraignment on the above probation violation.

   { } A bench warrant issue for the named probationer.

2. The probationer be served with a copy of this motion and order at or before arraignment.

3. A probation revocation proceeding be commenced upon the appearance of the probationer.

FEB. 2, 2004 — Date
Judge GEORGE W. CROCKETT III
P-12345 — Bar no.

MC 246 (6/03) **MOTION AND AFFIDAVIT REGARDING ALLEGED PROBATION VIOLATION AND ORDER** MCR 3.606, MCR 6.103(B),(C), MCR 6.445(A)

Page 1 of 8x11 version of Motion and Affidavit Regarding Alleged Probation Violation and Order (MC246)

|SUMMONS|

MOTION AND ORDER REGARDING ALLEGED PROBATION VIOLATION

CASE NO. 04-0123B

TO: FRANK/DENNIS/ALLAN
543 INKSTER SOUTHFIELD, MI 48234

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

You are ordered to appear in court:
1. {_} at _____
{X} the address listed on the previous page.

on Date:APRIL 2, 2004 at 03:00 PM

to show cause why your probation should not be revoked for the reasons stated in the Motion and Affidavit. Failure to appear at the stated time and place may subject you to arrest.

_____ _____
Date Judge Bar no.

|CERTIFICATE OF SERVICE/NON-SERVICE|

I certify, under penalty of contempt of court, that:
{ } on this date I personally served a copy of this summons on the above named probationer at:
Address:_____

Day:_____ Date:_____ Time:_____

{ } after diligent search and inquiry, I have been unable to find and serve the above named probationer in my jurisdiction.

Service fee	Miles traveled	Mileage fee	Total fee

Date:_____ Signature:_____

Type or print name:_____

|BENCH WARRANT|

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

TO ANY PEACE OFFICER OR COURT OFFICER AUTHORIZED TO MAKE ARREST:

I command you to arrest _____ and bring him/her before the court immediately, or he/she may be released when a cash or surety bond is posted in the amount of _____ for personal appearance before the court at its next session.

_____ _____
Date Judge Bar no.

|RETURN| By virtue of this warrant, I have taken the probationer into custody as commanded.

_____ _____
Date Peace officer

Page 2 of 8x11 version of Motion and Affidavit Regarding Alleged Probation Violation and Order (MC246)

Motion and Order for the Return of Fingerprints, Arrest Card, and Description

- Hop code is **ROF**
- SCAO form number MC235
- Form is available in AFP and 8x11 format

```
JIS                    MOTION AND ORDER FOR RETURN OF          MC235  DISP
                         FINGERPRINTS, ARREST CARD,
                              AND DESCRIPTION
Court 0  Case 00-0012     Pty D01  Charge STOLEN PROP   Type SM
         XREF 00-294785T  Name     GABRIEL/TY/STUART
Date Signed  020204    Bar No: 12345  Judge  GEORGE W  CROCKETT III

People of STATE OF MICHIGAN

I, TY STUART GABRIEL                        state that on 020204

X I was found not guilty of all offense(s) charged in this case. (DS05 or DS06)

_ My case was dismissed without trial. (DS07, DS08, DS16, DS25 or DS26)

NXT ___ CASE 00-0012 __ PTY D01 COUNT _1 INQ AB                    ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Disposition date, if disposition code has been entered on Disposition screen (DSP). This date can be modified.

Mark one of these fields, if applicable.

Screen for Motion and Order for the Return of Fingerprints, Arrest Card, and Description form

Approved, SCAO

Original - Court
1st copy - Michigan State Police CJIC
2nd copy - Arresting Agency

PROBATE OSM CODE:ROF
3rd copy - Prosecutor
4th copy - Defendant

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	MOTION AND ORDER FOR RETURN OF FINGERPRINTS, ARREST CARD, AND DESCRIPTION	CASE NO. 00-0012 SM X-REF: 00-294785T

ORI MI- 630995J

Court Address 27777 FRANKLIN ROAD SUITE 1300 JIS, MI 48034

Court Telephone no. (248) 546-7781

Police Report No. 000342-33

THE PEOPLE OF
☒ The State of Michigan
☐ _____

V

Defendant's/Juvenile's name, address, and telephone no.
GABRIEL/TY/STUART
543 WISNER
WESTLAND, MI 48543

CTN/TCN	SID	DOB
219489598301	589209834	11/15/1975

☐ Juvenile In the matter of _____

Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code
1	STOLEN PROPERTY-RECEIVE & CONCEAL-<$200	750.5355

MOTION

I, TY STUART GABRIEL (Name (type or print)), state that on FEB. 2, 2004 (Date)

☒ I was found not guilty of all offense(s) charged in this case.

☐ My case was dismissed without trial.

I have had a prior conviction. This is not a criminal sexual conduct case or a crime with or against a child under 16 years of age.

I REQUEST that the Michigan State Police provide me with a certification that the fingerprints, arrest card, and description were destroyed within 60 days of the above date, and if they were not, that the fingerprints, arrest card, and description be returned to me by the official holding the information.

Date _____ Signature _____

ORDER

IT IS ORDERED:

Under MCL 28.243 the State Police and arresting agency shall provide the defendant with a certification that the fingerprints, arrest card, and description were destroyed (if so) or immediately, without charge and without further demand, return to the defendant/juvenile the fingerprints, arrest card, and description taken or made in the above case.

FEB. 2, 2004 (Date)

Judge GEORGE W. CROCKETT III P-12345 (Bar no.)

Approved as to form on _____ (Date) by:

Prosecuting official _____ Bar no. _____

Attorney for defendant/juvenile _____ Bar no. _____

MCL 28.243, MCR 5.936(D)

MC235 (3/02) MOTION AND ORDER FOR RETURN OF FINGERPRINTS, ARREST CARD, AND DESCRIPTION

AFP version of Motion and Order for Return of Fingerprints, Arrest Card, and Description (MC235)

Motion and Order to Show Cause

- Hop code is **SCS**
- SCAO form number MC230
- This is a two page form; second page is a proof of service
- Form is available in AFP and 8x11 format

```
JIS                    MOTION & ORDER TO SHOW CAUSE              MC230  DISP
Court 0  Case 04-0004     Pty D01  Charge OPER/INTOX    Type SD
Name AUSTIN/LAWRENCE/ANDREW
Date signed  020204   Bar No.: 12345  Judge  GEORGE W. CROCKETT III

Appearance Date:  032504    Time:  1030 A          Conditional (Page 1) X
AT:  X the court address above     _ courtroom number ______
     _ other ____________________________________________________
I am interested in this matter as  ____________________________
Motion to show cause why: Judgment should not enter for...
     _ full amount of recognizance    _ failure to file disclo____
Order to show cause why:
     X you should not be held in  _ civil  X criminal  contempt of court
     _ a judgment should not be entered against you
     _ your case should not be dismissed
     _ other ____________________________________________________
For the following reasons:          Has not complied with order dated 012804
TYPE THE REASONS FOR THE SHOW CAUSE HERE.
PRESS F7 - THEY WILL PRINT ON FORM ONLY.
PRESS F9 - THEY WILL PRINT ON FORM AND ROA.

Served: X Personally    _ By Mail      7__ days before hearing
NXT ___ CASE 04-0004___ PTY D01 COUNT _1 INQ AB                  ST __
F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

Remove this X if you want to print 2nd page of form.

Screen for Motion and Order to Show Cause form

Print Options	
F7 - Print	Print form, reasons will not appear on ROA
F9 - Print/ Update	Print form, reasons will appear on ROA.
Note: With each print option, it will be noted on the ROA that the form was generated.	

See Appendix A for complete list of field descriptions used on this screen.

Approved, SCAO

Original - Court
1st copy - Subject

2nd copy - Return
Additional copies as needed
PROBATE OSM CODE: MOT OSC

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT
COUNTY PROBATE

MOTION AND ORDER TO SHOW CAUSE

CASE NO.
04-0004 SD
X-REF: 04-5938

Court address: 27777 FRANKLIN ROAD SUITE 1300, JIS, MI 48034

Court telephone no. (248) 546-7781

Plaintiff(s)/Petitioner(s): STATE OF MICHIGAN

V

Defendant(s)/Respondent(s)/Probationer: AUSTIN/LAWRENCE/ANDREW

☐ Probate In the matter of _____

☐ Juvenile In the matter of _____

MOTION AND AFFIDAVIT

1. I am interested in this matter as _____.

2. AUSTIN/LAWRENCE/ANDREW (Name (type or print)) has not complied with an order dated JAN. 28, 2004
by failing to: TYPE THE REASONS FOR THE SHOW CAUSE HERE.
PRESS F7 - THEY WILL PRINT ON FORM ONLY.
PRESS F9 - THEY WILL PRINT ON FORM AND ROA.

3. I request an order directing AUSTIN/LAWRENCE/ANDREW (Name (type or print)) to show cause why:
☒ a. s/he should not be found in ☐ civil ☒ criminal contempt of court.
☐ b. judgment should not be entered against him/her (as surety/agent) for the full amount of recognizance.
☐ c. judgment should not be entered against him/her for failure to file a garnishee disclosure.

Signature _____

Subscribed and sworn to before me on _____ (Date), _____ County, Michigan.

My commission expires: _____ (Date) Signature: _____

ORDER

TO:
AUSTIN/LAWRENCE/ANDREW
902 W WASHINGTON BLVD
JACKSON MI 49203

If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

CHARGE: OPER/INTOX

IT IS ORDERED:

4. You are ordered to appear before this court on MARCH 25, 2004 (Date) at 10:30 (Time) Am.
☒ the court address above
at ☐ courtroom number _____
☐ _____
to show cause why
☒ you should not be held in ☐ civil ☒ criminal contempt for failure to comply with the order of this court
☐ a judgment should not be entered against you
☐ your case should not be dismissed
☐ other: _____
for the reasons stated in the motion.

5. Failure to appear for a contempt hearing may result in a bench warrant being issued for your arrest.

6. A copy of this must be served ☒ personally ☐ by mail on the person ordered to appear at least 7 days before the hearing.

FEB. 2, 2004 (Date)

Judge GEORGE W. CROCKETT III

P-12345 (Bar no.)

MC 230 (6/03) MOTION AND ORDER TO SHOW CAUSE

MCR 2.108(D), MCR 3.606(A), MCR 5.108

AFP version of Motion and Order to Show Cause (MC230)

Motion, Affidavit and Bench Warrant

- Hop code is **PBW**
- SCAO form number MC229
- Form is available in AFP and 8x11 format

```
JIS                    T/C MOTION, AFFIDAVIT, AND BENCH WARRANT    MC229  DISP
 Court 0  Case 04-0004     Pty D01  Charge OPER/INTOX    Type SD
Name AUSTIN/LAWRENCE/ANDREW
  Date Signed: 020704      Bar No: 12345 Judge   GEORGE W. CROCKETT III
  Police Report No.   39285        Petitioner  ____________________________
          People of     STATE OF MICHIGAN          Conditional (Page 1) _
  MOTION & AFFIDAVIT Name AUSTIN/LAWRENCE/ANDREW
   X Fail to Appear          _ Other Reasons
            Reasons
TYPE REASONS FOR BENCH WARRANT HERE.
SEE PRINT OPTIONS DESCRIBED BELOW.

OPER/INTOX     JAN.  11, 2004 AGC:  MICH STATE POLICE  OFC:  POTTER, HARRY
Warrant 10  BENCH WARRANT ISSUED
            Name        AUSTIN/LAWRENCE/ANDREW
            Address     902 W WASHINGTON BLVD
                        JACKSON, MI  49203
            Race        W  WHITE                Sex M   MALE
            DLN         A235488067701  MI       DOB 09 / 09 / 1973
            Bond Amt    $ 250                     (MM / DD / YYYY)

NXT ___  CASE 04-0004   PTY D01 COUNT 01 INQ FOR                  ST __
F1-Clr F4-Prompt F7-Print F9-Print/Update/Sts F10-Print/Update F13-OutQ F24-Prev
```

Type an X here to print only the first page of the Bench Warrant. The *Court Memo Copy* will not print.

Screen for Motion, Affidavit and Bench Warrant form

Tip: If a bond amount has been set on the Scheduling screen (SCH), that amount will appear in the *Bond Amt* field. If not, enter the amount of bond.

Print Options	
F7 - Print	Print form, reasons will not appear on ROA
F9 - Print/ Update/Status	Print form, comments will appear on ROA. Case status will change to WRNT.
F10 - Print/Update	Print form, comments will appear on ROA
Note: With each print option, it will be noted on the ROA that the form was generated.	

See Appendix A for complete list of field descriptions used on this screen.

Approved, SCAO

Original - Police
Copy - Court
Additional copies as needed

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	MOTION, AFFIDAVIT, AND BENCH WARRANT	CASE NO. 04-0004 SD X-REF: 04-5938

ORI MI-630995J
Police Report No. 39285

Court address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no. (248) 546-7781

Plaintiff		Defendant(s)/Probationer
[X] People of the State of Michigan [ ] _____	v	AUSTIN/LAWRENCE/ANDREW 902 W WASHINGTON BLVD JACKSON, MI 49203
[ ] Civil [X] Criminal OPER/INTOX Current Charge		CTN / TCN / SID / DOB 9/09/1973

[ ] Probate In the matter of _____

[ ] Juvenile In the matter of _____

A motion and affidavit is not required when the bench warrant is issued on the judge's own motion.

MOTION AND AFFIDAVIT

I request that a bench warrant be issued and AUSTIN/LAWRENCE/ANDREW (Name of respondent) be arrested and:

[ ] held in contempt for failure to appear. [ ] held in contempt for the following reasons:

TYPE REASONS FOR BENCH WARRANT HERE.
SEE PRINT OPTIONS DESCRIBED BELOW.

Date/Offense: JAN. 11, 2004
Police Agency: MICH STATE POLICE
Officer: POTTER, HARRY

_____
Signature

Subscribed and sworn to before me on _____ (Date), _____ County, Michigan.

My commission expires: _____ (Date) Signature: _____

BENCH WARRANT

Respondent failed to comply with an order of this court.

IN THE NAME OF THE PEOPLE OF THE STATE OF MICHIGAN:

TO ANY PEACE OFFICER OR COURT OFFICER AUTHORIZED TO MAKE ARREST:
I order you to arrest:

Name and address of respondent	Race	Sex
AUSTIN/LAWRENCE/ANDREW 902 W WASHINGTON BLVD JACKSON, MI 49203	WHITE	M
	DLN: A235488067701 MI	

Bring the respondent before the court immediately, or respondent may be released when a cash or surety bond in the amount of $ 250 is posted for personal appearance before the court at its next session.

FEB. 7, 2004 (SEAL) P-12345
Date Judge GEORGE W. CROCKETT III Bar no.

RETURN

I have, on _____ (Date), taken respondent into custody as ordered by this warrant.

_____ _____
Date Peace officer

MC 229 (6/03) MOTION, AFFIDAVIT, AND BENCH WARRANT MCR 3.606

AFP version of Motion, Affidavit and Bench Warrant (MC229)

Motion/Order of Nolle Prosequi

- Hop code is **NLP**
- SCAO form number MC263
- If you are count specific on the hop line, only that count will be printed on the form. If you are not count specific, up to three counts will print on the form.
- Form is available in AFP and 8x11 format

```
JIS                    MOTION/ORDER OF NOLLE PROSEQUI              MC263  PEND
 Court 0  Case 04-0123A    Pty D01  Charge                Type SM
Name FRANK/DENNIS/ALLAN
   Date Signed  021004    Bar No: 12345  Judge  GEORGE W. CROCKETT III
   People of    STATE OF MICHIGAN
   Prosecuting Official Bar No: 00000
COMMENTS TYPE COMMENTS HERE.  F7-COMMENTS WILL PRINT ON FORM ONLY.
         F9 - COMMENTS WILL PRINT ON FORM AND ROA.
  ORDERED:  X 1.Motion for nolle prosequi is granted and the case is
                dismissed without prejudice.
            _ 2.Motion for nolle prosequi is granted as to the following
                charge(s) which are dismissed without prejudice:
                ____________________________________________________
                ____________________________________________________
                ____________________________________________________
            _ 3.Motion for nolle prosequi is denied.
            _ 4.Defendant shall be immediately discharged from
                confinement in this case.
            X 5.Bond is cancelled and shall be returned after costs
                are deducted.
            _ 6.Bond is continued on the remaining charges.

NXT ___  CASE 04-0123A__  PTY D01 COUNT 00 INQ CU                  ST __
 F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

Type an X in front of any/all applicable items 1-6

Screen for Motion/Order of Nolle Prosequi form

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/ Update	Print form, comments will appear on ROA.
Note: With each print option, it will be noted on the ROA that the form was generated.	

Approved, SCAO

Original - Court
1st copy - Prosecutor
2nd copy - Defendant/Juvenile
3rd copy - Police agency

PROBATE OSM CODE: NOL

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	MOTION/ORDER OF NOLLE PROSEQUI	CASE NO. 04-0123A SM

ORI
MI- 630995J
Police Report No.12345

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone no.
(248) 546-7781

THE PEOPLE OF
☒ The State of Michigan
☐ _____

V

Defendant's/Juvenile's name, address, and telephone no.
FRANK/DENNIS/ALLAN
543 INKSTER
SOUTHFIELD, MI 48234

CTN/TCN	SID	DOB
		4/12/1949

☐Juvenile In the matter of _____

Count	CRIME	CHARGE CODE(S) MCL citation/PACC Code
1	FURNISH ALCOHOL TO MINORS	436.17011-A

MOTION

_____, prosecuting official, moves for a nolle prosequi in this case for the following reason(s):
Name (type or print)

TYPE COMMENTS HERE. F7-COMMENTS WILL PRINT ON FORM ONLY
F9-COMMENTS WILL PRINT ON FORM AND ROA.

Date _____ Prosecuting official _____ Bar no. _____

ORDER

IT IS ORDERED:

☒1.Motion for nolle prosequi is granted and the case is dismissed without prejudice.
☐2.Motion for nolle prosequi is granted as to the following charge(s) which are dismissed without prejudice:_____

☐3.Motion for nolle prosequi is denied.
☐4.Defendant/Juvenile shall be immediately discharged from confinement in this case.
☒5.Bond is cancelled and shall be returned after costs are deducted.
☐6.Bond is continued on the remaining charge(s).

FEB. 5, 2004
Date

Judge/~~Magistrate~~ GEORGE W. CROCKETT III

P-12345
Bar no.

If item 1 is checked the clerk of the court shall send a photocopy of this order to the Michigan State Police Criminal Justice Information Center to delete this criminal history record as required under MCL 769.16a.

TO THE DEFENDANT: By law, your fingerprints, arrest card, and description will either be destroyed or returned to you by the Michigan State Police within 60 days of the date of this order. If you do not receive your fingerprints, arrest card, and description within 60 days of the date of this order, you may choose to contact the Michigan State Police to verify that the prints, card, and description were destroyed.

MC263 (6/03) **MOTION/ORDER OF NOLLE PROSEQUI** MCL 28.243, MCL 767.29, MCL 769.16a, MCR 5.936(D)

AFP version of Motion/Order of Nolle Prosequi (MC263)

Notice of Adjudication

- Hop code is **NOA**
- Department of State form number DS1-22F
- No data entry is allowed or necessary on this form
- Form may be printed on 8x11 paper or 4-part DOS form

The Notice of Adjudication can be given to the driver or owner of the vehicle to take to a Department of State branch office to clear the hold on the license plate for a repeat offender paper plate violation.

The following conditions must **all** exist before a Notice of Adjudication can be printed:

- The paper plate field on the Case Entry screen (CAS) must have been marked with an **X**
- The case must have a disposition
- A Michigan driver license must be entered on the CAS screen

```
JIS                    NOTICE OF ADJUDICATION        2/10/04  15:57:00
Court 0
       Driver Lic            Name                                    DOB
       F236866585197  __     WALTER MARK FOSTER                      31572


Court   Violate  Adjud    Offense
 Code    Date     Date     Code    Speed   Nature of Offense
 000D    82003   100103   1000    _____   OPERATED UNDER INFLUENCE LIQUOR


        Orig Chg     Trial     Judge     Court Finding     Ticket/Case
          1000         P       12345      DSP GLTY PL      03-1113


             Plate#     Veh Yr     Veh Make     VIN
             693FPS      2000        FORD       390D8C92039F8792


NXT ___  CASE 03-1113___  PTY D01 COUNT _1 INQ CU                  ST __
F1-Clear   F7-Print form   F9-Print 8x11   F13-OutQ   F24-Prev menu   Help
```

Screen for Notice of Adjudication form

Tip: If you print the NOA on 8x11 paper, you **must** apply your court seal to the defendant's copy of the form.

Function Keys	
F7	Print the form on pre-printed DOS form DSI-22F
F9	Print the form on 8x11 paper
F13	Display the Output queue so that it may be changed, if necessary.

NOTICE OF ADJUDICATION (NOA) **MI Licensed Drivers Only**

License Number	State	SOS Use	Driver Name (First, Middle, Last)	Birth Date
F236866585197			**WALTER MARK FOSTER**	3/15/1972

Court Code	Viol Date	Adjudicated	Offense Cd	Speed	Nature of Offense
000D	08/20/2003	**10/01/2003**	1000		OPERATED UNDER INFLUENCE LIQ

Veh	SI/BF	Rev	Susp	Restr	Orig Chg	Trl	Judge#	Court Finding	Case/Tkt#
					1000	P	12345	DSP GLTY PL	03-1113

Enter Y if Ordered	CDL San	Int Lck	Driving Allowed To/From	Prb	Com Srv	Alc Prg	Med Tmt	Sch	Plate#	Veh Year	Veh Make	VIN
									693FPS	**2000**	**FORD**	**390D8C92039F8792**

Code	First Work Name and Location	Work Hours	Work Days Allowed

Code	Second Work Name and Location	Work Hours	Work Days Allowed

Driver Address	City	State	Zip
39029 S FRANCIS ST	HANOVER	MI	49241

Court Name	Address	City	State	Zip
15TH D.C.	27777 FRANKLIN ROAD SUITE 1300	JIS	MI	48034

I certify this is a true abstract of the Court Record and Order.

Name J.P. COURT ADMINISTRATO Date 2/06/2004

Comments

(S E A L)

Valid for 50 days from date of issuance.

NOTICE OF ADJUDICATION

1. This may be presented at any Michigan Secretary of State branch office to obtain a new license plate. Repeated alcohol-related convictions and/or driving with a suspended/revoked driver license may require the Department to deny registration of all vehicles in your name.
2. Proof of Michigan no-fault insurance must be presented.
3. Applicable fees will be due.
4. If the vehicle is ordered immobilized, it may not be transferred to a family member without a court order.

For Branch Use: "Trl" box, (Trial)
A = Acquittal,
N = Nolle Prosequi,
M = Merit Dismissal.
Treat any of these codes as a dismissal or acquittal.

DS1-22F (4/99) **NOTICE OF ADJUDICATION (NOA)**

Notice of Adjudication printed on 8x11 paper (DS1-22F)

Notice to Appear

- Hop code is **NTA**
- SCAO form number MC06
- If you are count specific on the hop line, only that charge will be listed in the *Offense* field on the printed form.
- Form is available in AFP and 8x11 format

Before you request a Notice to Appear, you should schedule an event through either the Traffic/Criminal Scheduling screen (SCH) or the Probation Scheduling screen (PRB). The NTA screen will display the date(s), time(s) and scheduling code(s) for up to four events. You may modify or delete any event that is displayed, but that **will not** update the calendar or the case record.

```
JIS                          T/C NOTICE TO APPEAR                    MC06    PEND
 Court 0  Case 04-0173      Pty      Charge DWLS          Type ST
Name CUNNINGHAM/MARTHA/LOUISE
Bar No 12345  Judge  GEORGE W. CROCKETT III
    Courtroom ____   Alt Court Address _ ____________________________________
Plaintiff STATE OF MICHIGAN
Defendant
 Name      CUNNINGHAM/MARTHA/LOUISE
 Street    3947 W FOREST AVE APT 546                    COMMENTS
 City      HASLETT, MI   48840              YOU CAN TYPE COMMENTS HERE. THEY WILL
                                            APPEAR ON NOTICE ONLY, NOT ON ROA.
Prosecutor P-31089  Phn 517 4836108                   Next Scheduled Dates
 Name      STUART J. DUNNINGS III                      Date     Time A/P code
 Street    303 W KALAMAZOO ST                     1.   21804    900  A  AJ01
 Street                                           2.   31004    130  P  AJ02
 City      LANSING, MI   48933                    3.   ______   ____ _  ____
Def Atty    P-36363  Phn 517 35                   4.   ______   ____ _  ____
 Name      BRIAN C. JEFFRIES
 Street    329 STUDENT SERVICES                        ADJOURNED FROM
 Street    MICHIGAN STATE UNIVERSITY                   ____________________
 City      EAST LANSING, MI   48824          Clerk BRENDA DOOLEY

NXT ___  CASE 04-0173   PTY D01 COUNT _1 INQ ____________________ ST __
  F1-Clear Screen     F4-Prompt     F9-Print     F13-OutQ     F24-Previous Menu
```

Typing a date here will not remove an event from the calendar.

Screen for Notice to Appear form

Tips: The name of the clerk preparing the form will appear in the Clerk field if the the *Form Signature* field of Security Program Access for that user has been established.

By positioning your cursor anywhere on the defendant's name and pressing **F4-Prompt**, a window will appear that will allow you to add or change the address, SID number and telephone number.

See Appendix A for complete list of field descriptions used on this screen.

Approved, SCAO

Original - Court
1st copy - Plaintiff/Attorney
2nd copy - Defendant/Attorney
3rd copy - Extra

15TH STATE OF MICHIGAN
JUDICIAL DISTRICT
JUDICIAL CIRCUIT

NOTICE TO APPEAR

CASE NO.
04-0173 ST
X-REF: 04-20398

Court address: 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no. (248) 546-7781

STATE OF MICHIGAN

Plaintiff ☐ Personal service

v

CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Defendant ☐ Personal service

(517) 483-6108 P-31089
STUART J. DUNNINGS III
303 W KALAMAZOO ST
LANSING, MI 48933

Plaintiff's attorney/People ☐ Personal service

(517) 353-3789 P-36363
BRIAN C. JEFFRIES
329 STUDENT SERVICES
MICHIGAN STATE UNIVERSITY
EAST LANSING, MI 48824

Defendant's attorney ☐ Personal service

YOU ARE DIRECTED TO APPEAR AT:

☒ The Court address above, courtroom _____

☐ _____

YOU CAN TYPE COMMENTS HERE. THEY WILL APPEAR ON NOTICE ONLY, NOT ON ROA

Judge: GEORGE W. CROCKETT III P-12345

FOR THE FOLLOWING PURPOSE:

	DAY COURT ROOM or PLACE	DATE	TIME
☒ Pre-trial Conf.	WEDNESDAY	3/10/04	1:30 PM
☐ Preliminary Exam.			
☐ Jury Selection			
☐ Jury Trial			
☐ Non-Jury Trial			
☐ Sentencing			
☐ Motion			
☒ Arraignment	WEDNESDAY	2/18/04	9:00 AM
☐ Informal Hearing			
☐ Formal Hearing			
☐			

☐ The above matter is adjourned from _____ Date

Offense: 1)DWLS

Officer: LARNER, MONICA

BRENDA DOOLEY
Clerk/Administrator

IMPORTANT: READ THIS CAREFULLY

1. Bring this notice with you.
2. No case may be adjourned except by authority of the judge for good cause shown.
3. FAILURE OF THE DEFENDANT TO APPEAR in a civil case may cause a default judgement to be entered. FAILURE OF THE PLAINTIFF TO APPEAR may result in a dismissal of the case.
4. FAILURE TO APPEAR in a criminal case may subject you to the penalty for contempt of court, and a bench warrant may be issued for your arrest.
5. If you intend to employ a lawyer, s/he should be notified of the date at once.
6. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

CERTIFICATE OF MAILING

I certify that on this date copies of this notice were served upon the parties/attorneys by ordinary mail at the addresses shown above.

Date _____ Clerk/Administrator _____

MC 06 (6/96) NOTICE TO APPEAR

AFP version of Notice to Appear (MC06)

Notice to Appear Civil Infraction

- Hop code is **CIN**
- SCAO form number CIA01
- Form is available in 8x11 format only

Before you request a Notice to Appear, you should schedule a hearing through the Scheduling screen (SCH). The NTA screen will display the date and time that has been scheduled. You may modify the date and/or time, but that **will not** update the calendar or the case record.

```
JIS                    Civil Infraction Notice to Appear          CIA01  PEND
Court 0  Case 04-0001     Pty D01  Charge CARELESS DRV  Type OI
Name CUNNINGHAM/MARTHA/LOUISE
Plaintiff     FRANKLIN COUNTY

Defendant Name    CUNNINGHAM/MARTHA/LOUISE
Street            3947 W FOREST AVE APT 546
City              HASLETT, MI  48840

Complainant Name  OFFICER HARRY HOOVER
Address           LANSING POLICE DEPARMENT
City              ____________________  State  __   Zip  _____

Scheduled Date:  31504  Time:  200 P  Courtroom:  _____
Alternate Court Address   ____________________________
City                      ____________________  State  __   Zip  _____
Purpose:      FORMAL HEARING      Personal Service  _
COMMENTS TYPE COMMENTS HERE.  THEY WILL PRINT ON FORM ONLY, NOT ON ROA.
         ____________________________________________________________
         ____________________________________________________________
         ____________________________________________________________

NXT ___  CASE 04-0001   PTY D01 COUNT 1 INQ CU                  ST __
 F1-Clear Screen     F4-Prompt     F9-Print     F13-OutQ     F24-Previous Menu
```

Type in Complainant Name and Address, if needed.

Screen for Notice to Appear Civil Infraction form

Tips: By positioning your cursor anywhere on the defendant's name and pressing **F4-Prompt**, a window will appear that will allow you to add or change the address, SID number and telephone number.

See Appendix A for complete list of field descriptions used on this screen.

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT

NOTICE TO APPEAR
Civil Infraction

CASE NO. **04-0001** OI
X-REF: 04-20398

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone
(248) 546-7781

Civil Infraction: CARELESS DRIVING
Infraction Date: JAN. 10, 2004 { } Statute {X} Ordinance

FRANKLIN COUNTY

VS.

Defendant { } Personal service
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

HEARING SCHEDULED FOR:

Date: MARCH 15, 2004 2:00PM

At: the court address above

Complainant
OFFICER HARRY HOOVER
LANSING POLICE DEPARTMENT

FOR THE FOLLOWING PURPOSE:

FORMAL HEARING

Officer: LARNER, MONICA

1. The defendant must appear at the above address with his/her witnesses on the date and time indicated.
2. Failure to appear may result in a default judgment against the defendant and action against his/her driving privileges.
3. This case may not be adjourned, except by the court.
4. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

TYPE COMMENTS HERE. THEY WILL PRINT ON FORM ONLY, NOT ON ROA.

CERTIFICATE OF MAILING

I certify that on this date, copies of this notice were served upon the parties by ordinary mail at the addresses shown.

Date Magistrate/Deputy Court Clerk

CIA 01 (6/96) **NOTICE TO APPEAR, Civil Infraction**

8x11 version of Notice to Appear - Civil Infraction (CIA01)

Order for Fingerprints

- Hop code is **OFP**
- SCAO form number MC233
- Form is available in AFP and 8x11 format

```
JIS                        ORDER FOR FINGERPRINTS                MC233  PROB

Court 0  Case 03-1113     Pty D01  Charge OUIL          Type SD
         XREF 380287A     Name     FOSTER/WALTER/MARK

Date Signed  021004    Bar No: 12345  Judge  GEORGE W. CROCKETT III

People of STATE OF MICHIGAN

1.  X  a. Defendant shall go to   SOUTHFIELD POLICE DEPARTMENT
          so that fingerprints can be taken.
   X      The fingerprints must be taken before  041204
   OR
   _   b. The sheriff shall take custody of the defendant to take fingerprints

NXT ___ CASE 03-1113 __ PTY D01 COUNT _1 INQ CU                    ST __
 F1-Clear Screen     F9-Print     13-OutQ     F24-Previous Menu
```

Mark any/all applicable fields in 1a and 1b

The next scheduled court date will appear; you may type over the date to change it if necessary.

Screen for Order for Fingerprints form

Tip: Some courts are typing the PACC # on the same line as the Police Department if their police department needs the number. At this time there is not a field on the SCAO approved form for the PACC #.

Approved, SCAO

Original - Court
1st copy - Defendant/Attorney
2nd copy - Law enforcement agency

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT

ORDER FOR FINGERPRINTS

CASE NO.
03-1113 SD
X-REF: 380287A

ORI
MI- 630995J
Police Report No. 03-203904

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone no.
(248) 546-7781

THE PEOPLE OF
[X] The State of Michigan
[ ] _____

v

Defendant's name, address, and telephone no.
FOSTER/WALTER/MARK
39029 S FRANCIS ST
HANOVER, MI 49241

CTN 560032668101

[ ] Juvenile In the matter of _____

USE NOTE: This order is to be issued when: 1) fingerprints were not taken at arrest and are required to be taken; or 2) the respondent is found guilty of criminal contempt for violating a personal or valid foreign protection order and fingerprints were not already taken.

IT IS ORDERED:

1. [X] a. Defendant/Juvenile/Respondent shall go to SOUTHFIELD POLICE DEPARTMENT (Law enforcement agency) so that fingerprints can be taken.
   [X] The fingerprints must be taken before FEB. 20, 2004 (Next scheduled court date).

   or

   [ ] b. The sheriff shall take custody of the defendant/juvenile/respondent to take his/her fingerprints.
2. The clerk shall forward immediately a copy of this order with an attached copy of the complaint, petition, or information to the law enforcement agency required to take fingerprints.
3. Unless otherwise incarcerated, defendant/juvenile/respondent shall be released immediately after his/her fingerprints are taken.
4. Refusal to submit to fingerprinting may subject the defendant/juvenile/respondent to contempt or criminal charges.

FEB. 5, 2004
Date

Judge/~~XXXXXXXX~~ GEORGE W. CROCKETT III

P-12345
Bar no.

CERTIFICATE OF SERVICE

I certify that on this date copies of this order were served on the parties by [ ] ordinary mail. [ ] personal service.

Date

Court clerk

CERTIFICATE OF FINGERPRINTING

I certify that one set of fingerprints was taken, and that I sent the original of a completed RI-7 fingerprint card to the Michigan State Police Criminal Justice Information Center and a photocopy to the court.

Date

Signature

Name (type or print)

MC233 (6/03) **ORDER FOR FINGERPRINTS**

MCL 28.243, MCL 764.29, MCL 769.1, MCL 769.16a(5)

AFP version of Order for Fingerprints (MC233)

Order for Pretrial Release/Custody/Bond

- Hop code is **PRC**
- SCAO form numbers MC240 & MC241
- There are two screens for this form; second screen lists print options
- Form is available in AFP and 8x11 format

```
JIS                    Pretrial Release/Custody & Bond        MC240    PROB
Court 0    Case 04-0209     Pty D01  Charge ASSAULT/BATR Type  SM
           Name CUNNINGHAM/MARTHA/LOUISE                    Xref No:  04-20398
           Date Signed 021104 Bar# 12345 Judge:  GEORGE W. CR
ORDER REGARDING  X PRETRIAL RELEASE   _ CUSTODY   _ AMENDED
  Plaintiff STATE OF MICHIGAN          Bond Denied _   Soc.Sec.No.   ___________
  ARREST: Date 020404  Agency MICH STATE POLICE    Agency File#    ___________
          FIRST APPEARANCE:  Date 030304  Time 0300 P    Purpose   PRETRIAL ____
          Place  AT COURT ADDRESS ABOVE
                         Bnd Type: Cash/Sur X PR _ 10% _ Condl _ R/P _ Proof _
IT IS ORDERED:           Bond Amount ____ 500.00
 X 1. The defendant/juvenile shall post..              Threat to Safety (NCIC) X
 X 2. Condition/Item # _2,3,8,12,13_                                            _
 _ 3. The _ sheriff _  custodial agency/facility _____________________ shall:
      _  a. continue to hold....defendant....until further order of the court.
      _  b. hold the....defendant....until bond i
 _ 4. The previously posted bond is continued.
 _ 5. Bond revoked, conditions cancelled, LEIN removed.                _ Forfeit bond
IT IS ORDERED:..Release order for LEIN entry: HT 5 06 WT 160 RACE W SEX F
 DOB 051065 HAIR BLD EYES BLU                         AMD _   #2 Eff Date 020604
 OTHER SCAR ON LEFT CHEEK_____      Bar# 12345        AMD _ Ord Exp Date 020505
NXT __ CASE 04-0209___ PTY D01 COUNT 00 INQ _____________________ ST __
 F1-Clear Screen     F4-Prompt Conditions/Terms     F13-OutQ
 F24-Previous Menu                                  Page/Roll for print options
```

Mark one of these options with an X

Check here for CR bond

Press F4-Prompt to display Bond Conditions

This section must be filled out for CR bond

First screen for Order for Pretrial Release/Custody/Bond form

Tips: If Item #2 is selected, you may type in the condition(s) of the bond on the blank line if space permits, or you may press **F4-Prompt** for the list of *Other Conditions* that are standard for this form and make your selection from the list.

If you are entering conditions for a Conditional Release (CR) bond, you must enter the bar number of the judge or magistrate who set the bond.

See Appendix A for a list of field descriptions used on this screen.

Use your **Page Down/Roll** keys to access the second screen, which displays your print options.

```
JIS                    Pretrial Release/Custody & Bond
                           Print Selection Screen

      "X" one of the following three options:

X  ALL PRC & BOND (including conditions)
_  ALL BOND (including conditions)
_  ALL PRC (including conditions)

      If none of the above, "X" one or all of the following:

_  PRC Court Memo Copy
_  PRC Conditions
_  PRC Sheriff/Facility Copy
_  PRC Law Enforcement Agency Copy
_  PRC Court LEIN Copy
_  Bond
_  Bond Term & Conditions



NXT ___ CASE 04-0209___ PTY D01 COUNT 01 INQ CUNN_________________ ST __
 F1-Clear Screen    F9-Print    Page/Roll-Part 1    F24-Previous Menu
```

Second screen for Order for Pretrial Release/Custody/Bond form

Approved, SCAO

Original - Court
1st copy - Sheriff/Facility
2nd copy - Originating Law Enforcement Agency (when applicable)
3rd copy - LEIN copy for court files

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT

ORDER FOR
☒ **PRETRIAL RELEASE** ☐ **CUSTODY**
☐ **AMENDED**

CASE NO.
04-0209 SM
X-REF: 04-20398
☐ Bound Over from District Court
~~XXXXXXXXXXXXXXXXXX~~

ORI
MI- 630995J

Court address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

☒ The State of Michigan
THE PEOPLE OF
☐ _____

☐ Juvenile In the matter of _____

V

Defendant's/Juvenile's name, address, telephone no.
(517)482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Date of birth	CTN	Social security no.
5/10/65	650122369501	

Date of arrest	Type of offense	Arresting agency	Agency file no.
FEB. 4, 2004	☒ Misdemeanor ☐ Felony	MICH STATE POLICE	

Offense(s): ASSAULT AND BATTERY
Statute/ordinance citation(s): 750.81

Purpose of next appearance	Time of appearance	Date of appearance
PRETRIAL	3:00 PM	MARCH 3, 2004

Place of appearance
☒ At the court address above ☐ Other:
☐ Bond denied

TYPE OF BOND:
☐ Personal recognizance ☐ Conditional
☒ Cash or Surety ☐ 10% Cash ☐ Real Property*
☐ *Proof of value and interest in real property is req'd

Amount/value of bond: $ 500.00
Bond set by Judge ~~XXXXXXXXXXXXXXXX~~ GEORGE W. CROCKETT III

☒ Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. **needed for NCIC entry

IT IS ORDERED:

☒ 1. The defendant/juvenile shall post a new bond (MC241). Any additional conditions are specified in item 2. and in the bond.

☒ 2. Conditions to be specified in the bond are: 2,3,8,12,13
(see next page for list of conditions) Indicate conditions by item number. Include any specific details.

☐ 3. The ☐ sheriff ☐ custodial agency/facility _____ shall:
☐ a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court.
☐ b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond.
The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile.
The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered.

☐ 4. The previously posted bond is continued.

☐ 5. The previously posted bond is revoked, conditions of release under MCL765.6b or 780.582a are cancelled, and LEIN entry be removed. ☐ Bond is forfeited.

FEB. 9, 2004
Date

Judge ~~XXXXXXXXXXXXXXXX~~ GEORGE W. CROCKETT III

P-12345
Bar no.

CAUTION: REMOVE THIS SHEET BEFORE COMPLETING THE FOLLOWING

The defendant/juvenile was not released for the following reasons:
(Check all applicable reasons and explain the reasons checked)

☐ criminal record	☐ family ties	☐ mental condition	☐ reputation-character
☐ employment	☐ history of substance/addiction	☐ pending charges	☐ residence, length
☐ failure to appear	☐ no one to vouch for reliability	☐ probation/parole	☐ serious offense
☐ danger to community	☐ other reasons:		

COURT MEMO COPY

MC 240 (6/03) **ORDER FOR PRETRIAL RELEASE/CUSTODY**

MCL 765.6b, MCL 780.582a, MCR 5.935, MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)

AFP version of Order for Pretrial Release/Custody (MC240)
Court Memo Copy

Approved, SCAO

Original - Court
1st copy - Sheriff/Facility
2nd copy - Originating Law Enforcement Agency (when applicable)
3rd copy - LEIN copy for court files

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT

ORDER FOR
☒ PRETRIAL RELEASE ☐ CUSTODY
☐ AMENDED

CASE NO.
04-0209 SM
X-REF: 04-20398
☐ Bound Over from District Court
~~XXXXXXXXXXXXXXXXX~~

ORI
MI- 630995J

Court address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

☒ The State of Michigan
THE PEOPLE OF
☐ _____

☐ Juvenile In the matter of _____

V

Defendant's/Juvenile's name, address, telephone no.
(517)482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Date of birth	CTN	Social security no.
5/10/65	650122369501	

Date of arrest	Type of offense	Arresting agency	Agency file no.
FEB. 4, 2004	☒ Misdemeanor ☐ Felony	MICH STATE POLICE	

Offense(s)	Statute/ordinance citation(s)
ASSAULT AND BATTERY	750.81

Purpose of next appearance	Time of appearance	Date of appearance
PRETRIAL	3:00 PM	MARCH 3, 2004

Place of appearance
☒ At the court address above ☐ Other:
☐ Bond denied

TYPE OF BOND:	Amount/value of bond	Bond set by Judge ~~XXXXXXXXXXXXXXXX~~
☐ Personal recognizance ☐ Conditional ☒ Cash or Surety ☐ 10% Cash ☐ Real Property* ☐ *Proof of value and interest in real property is req'd	$ 500.00	GEORGE W. CROCKETT III

☒ Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. **needed for NCIC entry

IT IS ORDERED:

☒ 1. The defendant/juvenile shall post a new bond (MC241). Any additional conditions are specified in item 2. and in the bond.

☒ 2. Conditions to be specified in the bond are: 2,3,8,12,13
(see next page for list of conditions) Indicate conditions by item number. Include any specific details.

☐ 3. The ☐ sheriff ☐ custodial agency/facility _____ shall:
☐ a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court.
☐ b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond.
The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile.
The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered.

☐ 4. The previously posted bond is continued.

☐ 5. The previously posted bond is revoked, conditions of release under MCL765.6b or 780.582a are cancelled, and LEIN entry be removed. ☐ Bond is forfeited.

FEB. 9, 2004
Date

Judge ~~XXXXXXXXXXXXXXXX~~ GEORGE W. CROCKETT III

P-12345
Bar no.

Scheduled court appearances: Use additional space for scheduling adjournment dates

DATE	TIME	COURT LOCATION	CLERK
3/03/04	3:00 PM		

(SEAL)

SHERIFF/FACILITY COPY

MC 240 (6/03) ORDER FOR PRETRIAL RELEASE/CUSTODY

MCL 765.6b, MCL 780.582a, MCR 5.935, MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)

AFP version of Order for Pretrial Release/Custody (MC240)
Sheriff/Facility copy

Approved, SCAO

Original - Court
1st copy - Sheriff/Facility
2nd copy - Originating Law Enforcement Agency (when applicable)
3rd copy - LEIN copy for court files

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT

ORDER FOR
☒ **PRETRIAL RELEASE** ☐ **CUSTODY**
☐ **AMENDED**

CASE NO.
04-0209 SM
X-REF: 04-20398
☐ Bound Over from District Court

ORI
MI- 630995J

Court address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

☒ The State of Michigan
THE PEOPLE OF
☐ _____

☐ Juvenile In the matter of _____

V

Defendant's/Juvenile's name, address, telephone no.
(517)482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Date of birth	CTN	Social security no.
5/10/65	650122369501	

Date of arrest	Type of offense	Arresting agency	Agency file no.
FEB. 4, 2004	☒ Misdemeanor ☐ Felony	MICH STATE POLICE	

Offense(s)	Statute/ordinance citation(s)
ASSAULT AND BATTERY	750.81

Purpose of next appearance	Time of appearance	Date of appearance
PRETRIAL	3:00 PM	MARCH 3, 2004

Place of appearance
☒ At the court address above ☐ Other: ☐ Bond denied

TYPE OF BOND:	Amount/value of bond	Bond set by Judge
☐ Personal recognizance ☐ Conditional ☒ Cash or Surety ☐ 10% Cash ☐ Real Property* ☐ *Proof of value and interest in real property is req'd	$ 500.00	GEORGE W. CROCKETT III

☒ Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. **needed for NCIC entry

IT IS ORDERED:

☒ 1. The defendant/juvenile shall post a new bond (MC241). Any additional conditions are specified in item 2. and in the bond.

☒ 2. Conditions to be specified in the bond are: 2,3,8,12,13
(see next page for list of conditions) Indicate conditions by item number. Include any specific details.

☐ 3. The ☐ sheriff ☐ custodial agency/facility _____ shall:
☐ a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court.
☐ b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond.
The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile.
The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered.

☐ 4. The previously posted bond is continued.

☐ 5. The previously posted bond is revoked, conditions of release under MCL765.6b or 780.582a are cancelled, and LEIN entry be removed. ☐ Bond is forfeited.

FEB. 9, 2004
Date

Judge GEORGE W. CROCKETT III
P-12345
Bar no.

NOTE: Prepare order below only when release is subject to conditions necessary to protect 1 or more named persons under MCL 765.6b or 780.582a or for NCIC.

TO THE LOCAL LAW ENFORCEMENT AUTHORITY:

IT IS ORDERED that the above release order, including the conditions of release, and the following identifying information of the defendant/juvenile must be entered on the LEIN system. The court will notify the local law enforcement agency of any subsequent amendments to or revocation of this order. ☐ Amended conditions ☐ Amended expiration date

Height	Weight	Race	Sex	Date of Birth	Hair Color	Eye Color	Other Identifying Information
5 06	160	W	F	5/10/65	BLD	BLU	SCAR ON LEFT CHEEK

FEB. 6, 2004
Effective date of conditions in item 2.

FEB. 5, 2005
Expiration date of order

FEB. 9, 2004
Date

Judge GEORGE W. CROCKETT III
P-12345
Bar no.

LAW ENFORCEMENT AGENCY COPY

MC 240 (6/03) **ORDER FOR PRETRIAL RELEASE/CUSTODY**

MCL 765.6b, MCL 780.582a, MCR 5.935, MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)

AFP version of Order for Pretrial Release/Custody (MC240)
Law Enforcement Agency copy

Approved, SCAO

Original - Court
1st copy - Sheriff/Facility
2nd copy - Originating Law Enforcement Agency (when applicable)
3rd copy - LEIN copy for court files

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT

ORDER FOR
☒ PRETRIAL RELEASE ☐ CUSTODY
☐ AMENDED

CASE NO.
04-0209 SM
X-REF: 04-20398
☐ Bound Over from District Court
XXXXXXXXXXXXXXXXXX

ORI
MI- 630995J

Court address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

☒ The State of Michigan
THE PEOPLE OF
☐ _____
☐ Juvenile In the matter of _____

V

Defendant's/Juvenile's name, address, telephone no.
(517)482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Date of birth	CTN	Social security no.
5/10/65	650122369501	

Date of arrest	Type of offense	Arresting agency	Agency file no.
FEB. 4, 2004	☒ Misdemeanor ☐ Felony	MICH STATE POLICE	

Offense(s)	Statute/ordinance citation(s)
ASSAULT AND BATTERY	750.81

Purpose of next appearance	Time of appearance	Date of appearance
PRETRIAL	3:00 PM	MARCH 3, 2004

Place of appearance
☒ At the court address above ☐ Other: ☐ Bond denied

TYPE OF BOND:	Amount/value of bond	Bond set by Judge XXXXXXXXXXXXXXXX
☐ Personal recognizance ☐ Conditional ☒ Cash or Surety ☐ 10% Cash ☐ Real Property* ☐ *Proof of value and interest in real property is req'd	$ 500.00	GEORGE W. CROCKETT III

☒ Defendant/juvenile poses a credible threat to the physical safety of 1 or more person named in item 2. **needed for NCIC entry

IT IS ORDERED:

☒ 1. The defendant/juvenile shall post a new bond (MC241). Any additional conditions are specified in item 2. and in the bond.

☒ 2. Conditions to be specified in the bond are: 2,3,8,12,13
(see next page for list of conditions) Indicate conditions by item number. Include any specific details.

☐ 3. The ☐ sheriff ☐ custodial agency/facility _____ shall:
☐ a. continue to hold the above-named defendant/juvenile in their care and custody until further order of the court.
☐ b. hold the above-named defendant/juvenile in their care and custody until bond is posted and the conditions are agreed to as specified in item 2. and in the bond.
The sheriff or director or designee of the custodial facility is authorized to obtain and consent to routine, nonsurgical medical and dental care for the juvenile and emergency medical, dental, and surgical treatment of the juvenile.
The defendant/juvenile shall be brought to all court appearances while in custody or as otherwise ordered.

☐ 4. The previously posted bond is continued.

☐ 5. The previously posted bond is revoked, conditions of release under MCL765.6b or 780.582a are cancelled, and LEIN entry be removed. ☐ Bond is forfeited.

FEB. 9, 2004
Date

Judge XXXXXXXXXXXXXXXX GEORGE W. CROCKETT III
P-12345
Bar no.

NOTE: Prepare order below only when release is subject to conditions necessary to protect 1 or more named persons under MCL 765.6b or 780.582a or for NCIC.

TO THE LOCAL LAW ENFORCEMENT AUTHORITY:

IT IS ORDERED that the above release order, including the conditions of release, and the following identifying information of the defendant/juvenile must be entered on the LEIN system. The court will notify the local law enforcement agency of any subsequent amendments to or revocation of this order. ☐ Amended conditions ☐ Amended expiration date

Height	Weight	Race	Sex	Date of Birth	Hair Color	Eye Color	Other Identifying Information
5 06	160	W	F	5/10/65	BLD	BLU	SCAR ON LEFT CHEEK

FEB. 6, 2004
Effective date of conditions in item 2.

FEB. 5, 2005
Expiration date of order

FEB. 9, 2004
Date

Judge XXXXXXXXXXXXXXXX GEORGE W. CROCKETT III
P-12345
Bar no.

COURT LEIN COPY

MC 240 (6/03) ORDER FOR PRETRIAL RELEASE/CUSTODY

MCL 765.6b, MCL 780.582a, MCR 5.935, MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)

AFP version of Order for Pretrial Release/Custody (MC240)
Court LEIN copy

OTHER CONDITIONS:

Any of these items which are specified in item 2. of the Pretrial Release Order, must also be specified in the face of the Bond (form MC 241). **The applicable conditions will be identified on the face of the bond by item numbers.** They should be specified in the Pretrial Release Order by item number as well since the same list is used on both forms.

Item 1. Make reports to a court agency as are specified by the court or the agency.

Item 2. Not use alcohol nor illicitly use any controlled substance.

Item 3. Participate in a substance abuse testing or monitoring program.

Item 4. Participate in a specified treatment program for any physical or mental condition, including substance abuse.

Item 5. Comply with restrictions on personal association, place of residence, place of employment, or travel.

Item 6. Surrender driver's license or passport.

Item 7. Comply with a specified curfew.

Item 8. Continue to seek employment.

Item 9. Continue or begin an educational program.

Item 10. Remain in the custody of a responsible member of the community who agrees to monitor the defendant/juvenile and report any violation of any release condition to the court.

Item 11. Not possess or purchase a firearm or other dangerous weapon.

Item 12. Not harass, intimidate, beat, molest, wound, stalk, threaten, or engage in other conduct that would place any of the following persons or a child of any of the following persons in reasonable fear of bodily injury: spouse, former spouse, individual, with whom defendant has a child in common, resident or former resident of defendant's household.

This item is used for NCIC entry

Item 13. Not assault, harass, intimidate, beat, molest, wound, or threaten a named person or persons (add name(s) on the face of the bond).

Item 14. Satisfy any injunctive order made a condition of release.

Item 15. Not have (or cause any third party to have) any direct or indirect contact with (add name(s) to face of bond) and not enter specified premises or areas (add address(es) to face of bond).

Item 16. May go to the residence one time accompanied by peace officer to remove personal belongings.

Item 17. Comply with any other condition, including the requirement of money bail.

Item 18. Other.

NOTE: As it determines necessary, the court can add any other conditions not listed above or can modify any of those that are. Any changes <u>must</u> also be made to the corresponding items on the Bond (MC 241).

AFP version of Order for Pretrial Release/Custody (MC240) Conditions

Approved, SCAO

Original - Court
1st copy - Defendant
2nd copy - Extra

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT

BOND
☐ INTERIM ☐ AMENDED

CASE NO.
04-0209 SM
X-REF: 04-20398

ORI MI- 630995J

Court address: 27777 FRANKLIN ROAD SUITE 1300, JIS, MI 48034

Court telephone no.: (248) 546-7781

☒ The State of Michigan
THE PEOPLE OF
☐ _____

V

Defendant's/Juvenile's name, address, and telephone no.
(517)482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

Date of birth	CTN	Social security no.
5/10/65	650122369501	

Date of arrest	Type of offense	Arresting agency	Agency file no.
FEB. 4, 2004	☒ Misdemeanor ☐ Felony	MICH STATE POLICE	

Offense(s)	Statute/ordinance citation(s)
ASSAULT AND BATTERY	750.81

Purpose of next appearance	Time of appearance	Date of appearance
PRETRIAL	3:00 PM	MARCH 3, 2004

Place of appearance
☒ At the court address above ☐ Other:
☐ Bond denied

TYPE OF BOND:	Amount/value of bond	Bond set by Judge
☐ Personal recognizance ☐ Conditional ☒ Cash or Surety ☐ 10% Cash ☐ Real Property* ☐ *Proof of value and interest in real property is req'd	$ 500.00	GEORGE W. CROCKETT III

See terms and conditions on next page

TERMS AND CONDITIONS

I have read and agree to the terms and conditions as specified on the next page of this bond and as follows:

I will abide by the other conditions specified in items:
2,3,8,12,13
List, by number, all items ordered in the Pretrial Release. Include any specific details.

which are listed on the next page of this bond. I understand if I fail to perform all the terms and conditions of this bond, my release may be revoked and I will be subject to arrest, and the **full amount** of the bond may be forfeited and judgment entered for the entire amount of the bond.

Date _____ Defendant's signature _____

Bond Deposited by Defendant: If all the terms and conditions of this bond are met, it will be used to pay any fine, state minimum costs, restitution, or statutory assessments imposed and any balance will be returned to me as authorized by statute and court rule.

Date _____ Defendant's signature _____

Bond Deposited by ☐ Third Party: ☐ Surety/Agent: I understand and agree if all the terms and conditions on the face and on the next page of this bond are not met by the defendant, the **full amount** of the bond may be forfeited and a judgment entered for the entire amount of the bond. If all the terms and conditions of this bond are met, the **full amount** of the bond will be returned to me unless I deposited a 10% cash bond. In that instance, the court will return only 90% of it to me.

Date _____

Signature of depositor/surety/agent and identification (DLN, SS no.,etc.) _____ Name of depositor/surety/agent _____

Address _____ City, state, zip _____

ACCEPTANCE Bond is accepted. ☐ Received deposit of $ _____.

Date _____ Signature _____

MC 241 (10/03) BOND

MCL 765.6c, MCL 765.6d, MCL 780.582a, MCR 6.102(D),(F), MCR 6.106, MCR 6.610, 18 USC 922(g)(8)(c)

AFP version of Bond (MC241)

TERMS AND CONDITIONS

By signing this bond I agree to the following terms and conditions and any other conditions specified on the face of this bond.

1. I will personally appear for any examination, arraignment, trial, or sentencing and will appear at such other times and places as may be directed by the district court or by the circuit court. If I am represented by an attorney in this case, any notice to appear may be given to my attorney in place of personal notice to me.
2. I will abide by any judgment entered in this case and will surrender myself to serve any sentence imposed.
3. I will not leave the State of Michigan without the permission of the court having jurisdiction over my case.
4. I will not commit any crime while released.
5. I will immediately notify in writing the court having jurisdiction over my case of any change in my address or telephone number.
6. I will abide by any other conditions described on the face of this form and in any release order.
7. I understand that if I violate items 12 or 13 (if conditions of my release), I am subject to arrest without a warrant and may have my bond forfeited or revoked and new conditions of release imposed, in addition to any other penalties that may be imposed if I am found in contempt of court.
8. I understand that if I violate any of the terms and conditions of this bond and am arrested for the violation in another state, that I waive all extradition proceedings and will be immediately returned to this state.

OTHER CONDITIONS:

TO: Person preparing the Bond or the sheriff/jailer/law enforcement agency holding the defendant/juvenile. If the court ordered any of the following additional conditions of release on the Pretrial Release Order, they must be specified on the face of this bond. Please indicate each applicable condition by the corresponding item number.

TO: Defendant/Juvenile. If any of these items are specified on the face of this bond, by signing this bond, you are agreeing to abide by them. **The conditions applicable to you will be identified on the face of the bond by item numbers.**

Item 1. Make reports to a court agency as are specified by the court or the agency.

Item 2. Not use alcohol nor illicitly use any controlled substance.

Item 3. Participate in a substance abuse testing or monitoring program.

Item 4. Participate in a specified treatment program for any physical or mental condition, including substance abuse.

Item 5. Comply with restrictions on personal association, place of residence, place of employment, or travel.

Item 6. Surrender driver's license or passport.

Item 7. Comply with a specified curfew.

Item 8. Continue to seek employment.

Item 9. Continue or begin an educational program.

Item 10. Remain in the custody of a responsible member of the community who agrees to monitor the defendant/juvenile and report any violation of any release condition to the court.

Item 11. Not possess or purchase a firearm or other dangerous weapon.

Item 12. Not harass, intimidate, beat, molest, wound, stalk, threaten, or engage in other conduct that would place any of the following persons or a child of any of the following persons in reasonable fear of bodily injury: spouse, former spouse, individual, with whom defendant has a child in common, resident or former resident of defendant's household.

This item is used for NCIC entry

Item 13. Not assault, harass, intimidate, beat, molest, wound, or threaten a named person or persons (add name(s) on the face of the bond).

Item 14. Satisfy any injunctive order made a condition of release.

Item 15. Not have (or cause any third party to have) any direct or indirect contact with (add name(s) to face of bond) and not enter specified premises or areas (add address(es) to face of bond).

Item 16. May go to the residence one time accompanied by peace officer to remove personal belongings.

Item 17. Comply with any other condition, including the requirement of money bail.

Item 18. Other.

AFP version of Bond (MC241)
Terms & Conditions

Order for Substance Abuse Evaluation

- Hop code is **SAE**
- SCAO form number MC211
- This form was formerly known as Order for Alcohol Evaluation.
- Form is available in 8x11 format only

```
JIS                    ORDER FOR SUBSTANCE ABUSE EVALUATION    MC211   PROB
Court 0  Case 03-1113     Pty D01  Charge OUIL          Type SD
Name FOSTER/WALTER/MARK

  Date Signed  021104   Bar No: 12345  Judge  GEORGE W. CROCKETT III

          People of   STATE OF MICHIGAN

          Alcohol content level    .15%

          Agency Name and Address
            SOUTHERN MICHGAN REHAB CENTER
            100 W MICHIGAN AVE
            ADRIAN, MI

          Agency Report Due to Court by  041004

          Evaluation Date                032504


NXT ___  CASE 03-1113  PTY D01 COUNT 01 INQ ____________________ ST __
  F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

These fields will be blank when screen is displayed. Fill in all applicable information.

Screen for Order for Substance Abuse form

See Appendix A for complete list of field descriptions used on this screen.

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT

ORDER FOR SUBSTANCE ABUSE EVALUATION

CASE NO. **03-1113** SD
X-REF: 380287A

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone
(248) 546-7781

People of **STATE OF MICHIGAN**	V	Defendant's name,address,and phone **FOSTER/WALTER/MARK** 39029 S FRANCIS ST HANOVER, MI 49241

The defendant in this case was convicted of an alcohol/controlled substance offense.

On the date of the arrest, AUG. 20, 2003, the defendant's breath alcohol content was .15%.

IT IS ORDERED:

1. The defendant, at his/her own cost, shall have a substance abuse screening and assessment by
   SOUTHERN MICHIGAN REHAB CENTER
   100 W MICHIGAN AVE
   ADRIAN, MI
   to determine whether the defendant will benefit from rehabilitative services. The agency shall submit a written report to the court by **APRIL 10, 2004.**

2. If the defendant is on bond he/she shall report to the named agency for evaluation by **MARCH 25, 2004.** If the defendant fails to report by the above date for evaluation, the court may issue a bench warrant for his/her arrest.

3. Failure to appear for the evaluation may result in sentencing without the benefit of the evaluation.

4. If the defendant is in jail, the evaluation shall be performed either at the jail or at the named agency.

FEB. 5, 2004 — Date

Judge GEORGE W. CROCKETT III

P-12345 — Bar No.

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received a copy of this order for evaluation on

_____ Date

Defendant: _____

NOTICE OF MAILING BY COURT

A copy of this order was mailed to/personally served on the named agency on _____.

_____ Date

_____ Signature and title

MCL 257.624a(3);MSA 9.2324(1)(3);MCL 257.624b(1);MSA 9.2324(2)(1)MCL 257.625b(5) MSA 9.2325(2)(5);MCL 333.7408a(3);MSA 14.15(7408a)(3);MCL 436.1703(1)(a)

8x11 version of Order for Substance Abuse Evaluation (MC211)

Order for Vehicle Immobilization

- Hop code is **IMM**
- SCAO form number MC267
- Form is available in AFP and 8x11 format

```
JIS                        ORDER FOR VEHICLE                        MC267  PROB
                            IMMOBILIZATION
Court 0  Case 03-1113     Pty D01  Charge OUIL          Type SD
         XREF 380287A     Name     FOSTER/WALTER/MARK
Date Signed  021104    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of STATE OF MICHIGAN
1. The defendant was convicted on 100103 for
   X violating section 625 of the Michigan vehicle code
   _ violating section 625(4) or (5) of the Michigan vehicle code
   _ driving in violation of a suspension/revocation with at least two or more
     prior violations
2. The violation occurred while the defendant was driving a vehicle identified
   as:  Yr: 2000 Make: FORD        Lic. plate#: 693FPS  VIN: 390D8C92039F8792

IT IS ORDERED:
3. The defendant shall have:
   X himself/herself and the vehicle immobilized through tether technology.
   _ the above vehicle immobilized by use of any available means that locks ...
5. This order shall be satisfied... for 0030 days starting 102003
6. Other: COMMENTS TYPED HERE WILL NOT PRINT ON ROA.

NXT ___ CASE 03-1113 __ PTY D01 COUNT _1 INQ _____________________ ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Vehicle information will be displayed it if was entered on the CAS screen. It may be modified if necessary.

Screen for Order for Vehicle Immobilization form

Tips: Type an **X** in front of applicable fields in Paragraphs #1 and 3.

The conviction date will appear in Paragraph #1 if disposition has been entered on DSP screen. It may be modified for printing of the form if necessary.

The number of days of immobilization and the immobilization start date will appear in Paragraph #5 if data was previously entered on Disposition (DSP) screen. These fields may be modified for printing of the form if necessary.

Approved, SCAO

Original - Court
1st copy - Defendant
2nd copy - Return

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER FOR VEHICLE IMMOBILIZATION	CASE NO. 03-1113 SD X-REF: 380287A

Court Address: 27777 FRANKLIN ROAD SUITE 1300, JIS, MI 48034

Court Telephone no.: (248) 546-7781

THE PEOPLE OF ☒ The State of Michigan ☐ _____

V

Defendant's name, address, and telephone no.
FOSTER/WALTER/MARK
39029 S FRANCIS ST
HANOVER, MI 49241

DLN: F236866585197 DOB: 3/15/1972

1. The defendant was convicted on OCT. 1, 2003 (Date) for

☒ violating section 625 of the Michigan vehicle code or a substantially corresponding local ordinance.

☐ violating section 625(4) or (5) of the Michigan vehicle code or a substantially corresponding local ordinance.

☐ driving in violation of a suspension/revocation with at least two or more prior violations of a suspension or revocation.

2. The violation occurred while the defendant was driving a vehicle identified as:
Year: 2000 Make: FORD License plate no: 693FPS VIN: 390D8C92039F8792

ORDER

IT IS ORDERED:

3. The defendant shall have:
☒ a. himself/herself and the vehicle immobilized through tether technology.
☐ b. the above described vehicle immobilized by use of any available means that locks the ignition, wheels, or steering of the vehicle or otherwise prevents the defendant from operating the vehicle.

4. Unless otherwise ordered, sale of the vehicle to a non-family member, with proof of sale to the court, satisfies the immobilization requirement.

5. This order shall be satisfied at the expense and risk of the owner, co-owner, lessee, or co-lessee for 30 (days) starting OCT. 20, 2003 (Date) unless otherwise ordered by the court.

If the vehicle is not immobilized by the above start date, the vehicle is subject to impoundment by any law enforcement officer in the state until further order of the court.

☒ 6. Other: COMMENTS TYPED HERE WILL NOT PRINT ON ROA.

FEB. 5, 2004 (Date)

Judge/~~Magistrate~~ GEORGE W. CROCKETT III

P-12345 (Bar No.)

NOTE: It is a 93 day misdemeanor to tamper with, remove, or bypass a device that has been installed on a vehicle by court order for vehicle immobilization or to purchase, lease, or otherwise obtain a motor vehicle during a period of vehicle immobilization.

CERTIFICATION OF IMMOBILIZATION

I certify that on _____ (Date), I immobilized the above described vehicle by use of the following means:

_____
Date

_____
Signature

_____
Business name

_____
Telephone No.

_____
Name (type or print)

_____
City, state, zip

MC 267 (6/03) **ORDER FOR VEHICLE IMMOBILIZATION** MCL 257.904d, MCL 257.904e

AFP version of Vehicle Immobilization (MC267)

Order for Vehicle Impoundment

- Hop code is **IMP**
- SCAO form number MC254
- Form is available in AFP and 8x11 format

```
JIS                        ORDER FOR VEHICLE IMPOUNDMENT          MC254  PROB
Court 0  Case 03-1113     Pty D01  Charge DWLS          Type SD
         XREF 380287A     Name     FOSTER/WALTER/MARK
Date Signed  021104    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of STATE OF MICHIGAN
_ 1. Within 30 days after conviction for possessing or transporting liquor in
     a motor vehicle by a minor...
X 2. The defendant has been convicted of driving on a suspended/revoked or
     denied license.
_ 3. The described vehicle is alleged or found to be overweight.
Vehicle description: Year: 2000    Make: FORD        Model: TAURUS
                     Body Style: 4 DR        Color: BLUE
                     License plate number: 693FPS    VIN:  390D8C92039F8792
                SAMS VEHICLE STORAGE
                100 S MAIN ST
                LANSING, MI  48933
IT IS ORDERED:
_ 4. Any police officer in the State of Michigan shall impound and deliver
     the described vehicle to the place of storage to be held for ____ days
X 5. The driver/owner shall move the vehicle in compliance with item 3.
     Amount of fines and costs are $ 1180.00  Amount of bond is $ __________

NXT IMP CASE 03-1113   PTY D01 COUNT 2 INQ ____________________ ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Type name and address of storage facility

Vehicle year, make, plate # and VIN will display if the information was entered on the CAS screen. You may add model, style and color if desired.

Screen for Order for Vehicle Impoundment form

Tips: Type an **X** in front of Paragraph #1, #2 or #3.

Type an **X** in front of Paragraph #4 or #5.

Approved, SCAO

Original - Court
1st copy - Driver/Owner

2nd copy - Police officer
3rd copy - Storage custodian

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER FOR VEHICLE IMPOUNDMENT	CASE NO. 03-1113 SD X-REF: 380287A

Court Address: 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone no. (248) 546-7781

THE PEOPLE OF
[x] The State of Michigan
[ ] _____

v

Defendant's name and address
FOSTER/WALTER/MARK
39029 S FRANCIS ST
HANOVER, MI 49241

DLN: F236866585197
DOB: 3/15/1972

[ ] 1. Within 30 days after conviction for possessing or transporting liquor in a motor vehicle by a minor, a sworn complaint from a police officer requesting impoundment of the vehicle described below has been filed.
(Impoundment at a public/private garage is at owners expense and risk for not less than 15 nor more than 30 days.)

[X] 2. The defendant has been convicted of driving on a suspended/revoked or denied license.
(Impoundment is with owner's implied consent, at owner's expense and risk for not more than 120 days.)

[ ] 3. The described vehicle is alleged or found to be overweight.
(Vehicle must be moved by and at expense and risk of owner/driver to a place of safekeeping until the load is made legal and: a) fines and costs are paid; b) a bond is posted, double the amount of fine and costs; or c) the court is satisfied the fine and costs will be paid.)

ORDER

Vehicle description:
Year: 2000
Make: FORD
Model: TAURUS
Body style: 4 DR
Color: BLUE
License plate number: 693FPS
Vehicle identification number: 390D8C92039F8792

Place of storage:
SAM'S VEHICLE STORAGE
100 S MAIN ST
LANSING, MI 48933

IT IS ORDERED:

[ ] 4. Any police officer in the State of Michigan shall impound and deliver the described vehicle to the place of storage to be held for _____ days unless otherwise ordered by the court.

[X] 5. The driver/owner shall move the described vehicle in compliance with item 3.
Amount of fines and costs are $ 1180.00 Amount of bond is $_____
The described vehicle is ordered released upon compliance with item 3.

FEB. 5, 2004
Date

Judge/Magistrate GEORGE W. CROCKETT III
P-12345
Bar no.

MCL 257.624b; MSA 9.2324(2), MCL 257.724; MSA 9.2424, MCL 257.904(1); MSA 9.2604(1)

MC254 (6/99) ORDER FOR VEHICLE IMPOUNDMENT

AFP version of Vehicle Immobilization (MC254)

Order of Acquittal/Dismissal or Remand

- Hop code is **ACQ**
- SCAO form number MC262
- If you are not count specific on the hop line, will default to count one
- Form is available in 8x11 format only

```
JIS                          ORDER OF ACQUITTAL                    MC262  PROB
 Court 0  Case 03-1113     Pty D01  Charge OUIL          Type SD
Name FOSTER/WALTER/MARK
 Date Signed  020504    Bar No: 12345  Judge  GEORGE W. CROCKETT III
Ordered           The People of STATE OF MICHIGAN
 _ 1.The case is dismissed on the motion of the court _ with _ without prejudice
 _ 2.Defendant's motion for dismissal is granted _ with _ without prejudice
     and the case is dismissed.
 _ 3.Defendant's motion for dismissal is granted in part _ with _ without
     prejudice and the following charge(s) is/are dismissed:
     ____________________________________________________________________
 X 4.Def is acquitted on all charge(s)... after trial by X judge _ jury.
 _ 5.Def aquitted after trial by _ judge _ jury only on the following charge(s):
     ____________________________________________________________________
 X 6.Defendant shall be immediately discharged from confinement in this case.
 _ 7.Bond is cancelled and shall be returned after costs are deducted.
 _ 8.Bond/bail is continued on the remaining charge(s).
 _ 9.The case is remanded to the _____________ district court for further
     proceedings for the following reasons:
     TYPE REASONS HERE.  THEY WILL APPEAR ON FORM, BUT NOT ON ROA.
     ____________________________________________________________________

NXT ___ CASE 03-1113___ PTY D01 COUNT _1 INQ FOSTER_____________ ST __
  F1-Clear Screen      F9-Print      F13-OutQ      F24-Previous Menu
```

Screen for Order of Acquittal/Dismissal or Remand form

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
POLICE NO: 03-203904

ORDER OF ACQUITTAL/DISMISSAL OR REMAND

CASE NO. **03-1113** SD
X-REF: 380287A

Court Address 27777 FRANKLIN ROAD SUITE 1300
ORI MI630995J JIS, MI 48034

Court Telephone (248) 546-7781

People of **STATE OF MICHIGAN**	V	Defendant's name, address, and phone **FOSTER/WALTER/MARK** 39029 S FRANCIS ST HANOVER, MI 49241

CTN/TCN	SID	DOB
560032668101	25624562X	3/15/1972

CNT	CRIME	CHARGE CODE(S)
1	OPERATED UNDER INFLUENCE LIQUOR	257.6251-A

IT IS ORDERED:

{_}1. The case is dismissed on the motion of the court {_} with {_} without prejudice.

{_}2. Defendant's motion for dismissal is granted {_} with {_} without prejudice and the case is dismissed.

{_}3. Defendant's motion for dismissal is granted in part {_} with {_} without prejudice and the following charge(s) is/are dismissed:

{X}4. Defendant is acquitted on all charge(s) in this case after trial by {X} judge {_} jury.

{_}5. Defendant is acquitted after trial by {_} judge {_} jury only on the following charge(s):

{X}6. Defendant shall be immediately discharged from confinement in this case.

{_}7. Bond is cancelled and shall be returned after costs are deducted.

{_}8. Bond/bail is continued on the remaining charge(s).

{_}9. The case is remanded to the _____ district court for further proceedings for the following reasons:
TYPE REASONS HERE. THEY WILL APPEAR ON FORM, BUT NOT ON ROA.

FEB. 5, 2004
Date

Judge GEORGE W. CROCKETT III

P-12345
Bar no.

If item 1, 2, or 4 is checked, the clerk of the court shall send a photocopy of this order to the Michigan State Police Criminal Justice Information Center to create a criminal history record as required under MCL 769.16a.

TO THE DEFENDANT: By law, your fingerprints, arrest card, and description will either be destroyed or returned to you by the Michigan State Police within 60 days of the date of this order. If you do not receive your fingerprints, arrest card, and description within 60 days of the date of this order, you may choose to contact the Michigan State Police to verify that the prints, card, and description were destroyed.

MCL 769.16a, MCR 6.419, MCR 7.101(M)

MC 262 (6/03) **ORDER OF ACQUITTAL/DISMISSAL OR REMAND**

8x11 version of Order of Acquittal/Dismissal or Remand (MC262)

Order of Probation (Misdemeanor)

- Hop code is **ORD**
- SCAO form number DC243
- There are two screens for this form
- Form is available in AFP and 8x11 format

```
JIS                        ORDER OF PROBATION-PART 1            DC243  PROB
Court 0  Case 04-0209      Pty D01  Charge ASSAULT/BATR  Type SM
         XREF 04-20398     Name     CUNNINGHAM/MARTHA/LOUISE
Date Signed  020904    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of  STATE OF MICHIGAN          Conditional _  Print Part 1 Only  _
Probation Officer   PO BRENDA DOOLEY                    Term  12 MONTHS
 Judgment of guilt is deferred under:  _  (1) 7411 (2) Spouse Abuse (3) YTA
X Defendant poses a credible threat    _ 5. Not purchase/possess firearm
   Fine          Costs        Restitution   Crime/Victim   Supervision
   300.00        200.00        486.12        50.00          240.00
State Costs      Other          TOTAL
   45.00                        1321.12
Total due ...   installments of $ 250      per MONTH   starting on  30104
 7. Other:
    TYPE CONDITIONS OF PROBATION HERE.
    THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.
    THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.
```

See Tips below for these two fields

Amounts in *Fine, Costs, Restitution, Crime Victim, Supervision, State Costs,* and *Other* fields will be filled in if assessments have been made to the charge. These amounts may be changed if necessary. Press ENTER to recalculate total.

If the offense is a local ordinance, fine and costs will be combined into one amount. If it is a state law violation, fine and costs are reflected as two separate amounts.

First screen for Order of Probation (Misdemeanor) form

Tips: An **X** in the *Conditional* field will cause only those paragraphs/items that apply to this case to print on the form. If the **X** is removed, all paragraphs of the SCAO approved form will be printed.

Print Part 1 Only field: An **X** will appear in this field. Remove the **X** if you want to print the LEIN copy of the Order of Probation.

Print Options	
F7 - Print	Print form, comments will not appear on ROA
F9 - Print/ Update	Print form, following information will appear on ROA: • All comments typed in *Other* field on first and second screen, • Deferred sentencing information, if applicable, • Amount of installment payments, frequency and starting date.

See Appendix A for complete list of field descriptions used on this screen.

Use your **Page Down/Roll** keys to access the second screen of the Order of Probation screen. If your selected printer is not an AFP printer, the second screen will have additional lines available to enter more conditions, as well as LEIN information section. If your selected printer is an AFP printer, the second screen will only display the LEIN information section.

```
JIS                    ORDER OF PROBATION-PART 2            DC243  PROB



Height 5 03   Weight 125  Race W   Sex F    DOB 051065

Hair BRN  Eye GRN  Other TATTOO ON RT ANKLE      

Probation Order Effective Date 020604

Expiration Date 020505



NXT ___ CASE 04-0209___ PTY D01 COUNT _1 INQ CUNN                  ST __
F1-Clear Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll
```

Second screen for Order of Probation (Misdemeanor) form (AFP printer)

```
JIS                    ORDER OF PROBATION-PART 2            DC243  PROB
    YOU CAN CONTINUE TO TYPE CONDITIONS OF PROBATION HERE _____________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________

HT 5  03   WT 125  Race  W  Sex  F  DOB 051065  Hair BRN
Eye GRN  Other  TATTOO ON RT ANKLE      Eff Dt 020604  Exp Dt 020505
NXT ___ CASE 04-0209___ PTY D01 COUNT _1 INQ CUNN                  ST __
F1-Clear Screen F7-Print only F9-Print/Update F13-OutQ F24-Prev Page/Roll
```

Second screen for Order of Probation (Misdemeanor) form (Non-AFP printer)

Approved, SCAO

Original - Court (Part 1)
1st copy - Probation Department (Part 1)
2nd copy - Defendant (Part 1)
3rd copy - Prosecutor (Part 1)
4th copy - Law enforcement agency (Part 2)
5th copy - Court LEIN copy (Part 2)

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT	ORDER OF PROBATION (Misdemeanor)	CASE NO. 04-0209 SM X-REF: 04-20398

ORI
MI- 630995J

Police Report No.

Court Address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone no.
(248) 546-7781

THE PEOPLE OF
[X] The State of Michigan
[ ] _____

V

Defendant's name, address, and telephone no.
(517) 482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

CTN/TCN	SID	DOB
650122369501	56862X58	5/10/1965

Probation Officer
PO BRENDA DOOLEY

Term
12 MONTHS

Offense
ASSAULT AND BATTERY

[ ] Judgment of guilt is deferred under:
[ ] MCL 333.7411, Controlled Substance Act
[ ] MCL 769.4a, Spouse Abuse Act
[ ] MCL 762.14, Youthful Trainee Status

[X] Defendant poses a credible threat to the physical safety of 1 or more persons named in item 7. **needed for NCIC entry

IT IS ORDERED that the defendant be placed on probation under the supervision of the above named probation officer for the term indicated, and the defendant shall:

1. Not violate any criminal law of any unit of government.
2. Not leave the state without the consent of this court.
3. Make a truthful report to the probation officer monthly, or as often as the probation officer may require, either in person or in writing, as required by the probation officer.
4. Notify the probation officer immediately of any change of address or employment status.
5. [ ] Not purchase or possess a firearm. **needed for NCIC entry
6. Pay the following:

Fine.....	$	300.00
Costs.....	$	200.00
Restitution.....	$	486.12
Crime Victim.....	$	50.00
Supervision.....	$	240.00
State minimum cost	$	45.00
Other.....	$	
TOTAL.....	$	1321.12

[X] Total amount due shall be paid in installments of $ 250 per MONTH starting on MARCH 1, 2004 (Date) and paid in full by the due date on the judgment of sentence unless otherwise ordered.

Fines, costs, and fees not paid within 56 days of the date owed are subject to a 20% late penalty on the amount owed.

[X] 7. Other: (Use this space for conditions for the protection of 1 or more named persons - also complete the LEIN order on Part 2 of this form)

TYPE CONDITIONS OF PROBATION HERE.
THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.
THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.

Failure to comply with this order may result in a revocation of probation and incarceration.

FEB. 9, 2004
Date

Judge/~~MAGISTRATE~~ GEORGE W. CROCKETT III

P-12345
Bar no.

I have read or heard the above order of probation and have received a copy.
I understand and agree to comply with this order.

Date

Defendant signature

If the judgment of guilt is deferred as stated above, the clerk of the court shall advise the Michigan State Police Criminal Justice Information Center of the disposition as required under MCL 769.16a.

MCL 600.4803, MCL 769.1a, MCL 771.1 et seq., MCL 775.22, MCL 780.826, MCR 6.445, 18 USC 922(g)(8)(c)

DC 243 (9/03) ORDER OF PROBATION(Misdemeanor), Part 1

AFP version of Order of Probation (Misdemeanor) (DC243)

Order on Application to Set Aside Conviction

- Hop code is **SAC**
- SCAO form number MC228
- Form is available in AFP and 8x11 format

```
JIS                    ORDER ON APPLICATION TO SET ASIDE CONVICTION MC228  DISP
Court 0  Case 97-0001     Pty D01  Charge DISOR DRUNK   Type SM
Police Report No.  03-203904
Name FOSTER/WALTER/MARK
Date Signed  021104    Bar No: 12345  Judge  GEORGE W. CROCKETT III
The People of  STATE OF MICHIGAN

THE COURT FINDS:
  2.The applicant _ has _ has not  been convicted....
  3.The conviction _ is _ is not  a traffic offense....
  4.It _ has _ has not  been five years since....
  5.An opportunity _ has _ has not  been given to the....
  6.Circumstances and behavior of the applicant _ do _ do not....

IT IS ORDERED:
  _ 7.The application is denied
  _ 8.The conviction in this case is set aside. Under MCL 780.623....



NXT ___ CASE 97-0001___ PTY D01 COUNT _1 INQ _____________________ ST __
  F1-Clear Screen      F9-Print      F13-OutQ      F24-Previous Menu
```

Screen for Order on Application to Set Aside Conviction form

Tips: You can mark one field in each paragraph 2-6, or leave them blank.

You can mark paragraph 7 or 8, or leave them both blank.

Approved, SCAO

Original - Court
1st copy - State Police
2nd copy - Arresting agency
3rd copy - Prosecuting official
4th copy - Defendant

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER ON APPLICATION TO SET ASIDE CONVICTION	CASE NO. 97-0001 SM X-REF: 380287A

ORI MI- 630995J

Court Address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court Telephone no. (248) 546-7781

Police Report No. 03-203904

THE PEOPLE OF ☒ The State of Michigan
☐ _____

V

Defendant's name, address, and telephone no.
FOSTER/WALTER/MARK
39029 S FRANCIS ST
HANOVER, MI 49241

CTN	SID	DOB
330123698201	25624562X	3/15/1972

Date of Offense	Charge
6/10/1997	DISOR DRUNK

Instructions: An order may not be entered until receipt of the report of the Michigan State Police. Copies of the order must be sent to the Michigan State Police and the prosecuting official.

THE COURT FINDS:

1. The Michigan State Police has reported to the court required information from the department's records.
2. The applicant ☐ has ☐ has not been convicted of more than one criminal offense.
3. The conviction ☐ is ☐ is not a traffic offense, a non-traffic offense reportable to the Secretary of State, or a felony for which the maximum punishment is life imprisonment.
4. It ☐ has ☐ has not been at least five years since the sentence was imposed or since the defendant was discharged from imprisonment for the conviction.
5. An opportunity ☐ has ☐ has not been given to the Attorney General and prosecuting official to contest the application.
6. Circumstances and behavior of the applicant ☐ do ☐ do not justify setting aside the conviction, and it is consistent with the public welfare.

IT IS ORDERED:

☐ 7. The application is denied.

☐ 8. The conviction in this case is set aside. Under MCL 780.623 the court clerk, the arresting agency, and the Michigan State Police shall maintain a **nonpublic record** of the order setting aside conviction and of the arrest, fingerprints, conviction, and sentence in this case.

FEB. 5, 2004
Date

Judge GEORGE W. CROCKETT III

12345
Bar no.

Under MCL 769.16a the clerk of the court shall send a copy of this order to the Michigan State Police Central Records Division to create a criminal history record.

MCL 780.621; MSA 28.1274(101), MCL 780.623; MSA 28.1274(103)

MC 228 (6/95) **ORDER ON APPLICATION TO SET ASIDE CONVICTION**

AFP version of Order on Application to Set Aside Conviction (MC228)

Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment

- Hop code is **OFB**
- SCAO form number MC218
- Form is available in 8x11 format only

Generation of this form will *automatically* cause the case to appear on the Bond Forfeiture Tickler (created through Date Generated Notices) 28 days after the form is printed. The calculated forfeiture date is also recorded on the Register of Actions.

```
JIS                    ORDER REVOKING RELEASE & FORFEITING BOND    MC218  PEND
 Court 0  Case 04-0173     Pty D01  Charge DWLS          Type ST
Name CUNNINGHAM/MARTHA/LOUISE
 Date Signed  020704    Bar No: 12345  Judge  GEORGE W. CROCKETT III
        Plaintiff:  STATE OF MICHIGAN
        Surety/Payer
          Name
          Address
          City                          State __  Zip ______

  Amount Deposited  $ ____500.00
  Type of Bond  CASH                    Face Amount of Bond  $       500.00
  Receipt Number  D100223   Receipt Date  120403   Additional Bond ( Y   )

Violation(s)
 X nonappearance on  _31004  for  PRETRIAL
 _ other: ____________________________________________
                          _ HAS BEEN
 A WARRANT FOR YOUR ARREST          ISSUED
                          _ WILL BE


NXT ___ CASE 04-0173 __ PTY D01 COUNT 01 INQ C_____________________ ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

This information will be displayed if bond has been posted through Cash or added on the Bond screen.

N - One bond on system
Y - More than one bond on system

Screen for Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment

Tips: The *Surety/Payer Name* will be displayed if the information was entered when the bond was posted. The name and address fields may be modified.

If there is more than one bond on the system for the case, and the bond you want to forfeit is not displayed, type the receipt number and receipt date for the bond you want to forfeit in the *Receipt Number* and *Receipt Date* fields and press **ENTER**. The correct bond will be displayed.

If the bond you want to forfeit is not on the system, type the information in the *Amount Deposited, Type of Bond, Face Amount of Bond, Receipt Number* and *Receipt Date* (if available) fields. An entry for the case will appear on the Bond Forfeiture Tickler.

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
POLICE NO: 59623

ORDER REVOKING RELEASE AND FORFEITING BOND, NOTICE OF INTENT TO ENTER JUDGMENT

CASE NO. **04-0173** ST
X-REF: 04-20398

Court Address 27777 FRANKLIN ROAD SUITE 1300
ORI MI630995J JIS, MI 48034

Court Telephone (248) 546-7781

People of **STATE OF MICHIGAN**	V	Defendant's name **CUNNINGHAM/MARTHA/LOUISE**		
		CTN/TCN	SID	DOB 5/10/1965

TO: CUNNINGHAM/MARTHA/LOUISE (Defendant)
3947 W FOREST AVE APT 546
HASLETT MI 48840

(Surety/Depositor)

ORDER

The defendant has violated the conditions of bond as described below:

Offense(s) DROVE WHILE LICENSE SUSP/REV/DENIED

Violation(s)
{X} nonappearance on MARCH 10, 2004 PRETRIAL
{_} other:

Face amount or value of bond: $ 500.00 Amount deposited: $ 500.00
TYPE OF BOND: CASH Receipt No: D100223 Receipt Date: 12/04/03

IT IS ORDERED the release is revoked and bond is forfeited. The proceeds of a cash, check, surety bond, or designated property shall be disposed of within 45 days of the date of this order.

FEB. 7, 2004 — Date
Judge GEORGE W. CROCKETT III
P-12345 — Bar No.

NOTICE

TO THE DEFENDANT:
You have 28 days from the date of this order to surrender yourself to the court or to satisfy the court that there was compliance with the conditions of release/bond, or that compliance was impossible through no fault of the defendant. Otherwise judgment in the full face amount or value of your bond, plus costs, will be entered against you. Money or other security on deposit will be used toward payment of the judgment.
A WARRANT FOR YOUR ARREST/ORDER TO APPREHEND {_} has been {_} will be ISSUED.

CERTIFICATE OF MAILING

I certify that on this date copies of this order and notice were served on the defendant and surety or person who posted bond by ordinary mail addressed to the address(es) shown above.

Date:_____ Register/Deputy:_____

MCL 765.15; MSA 28.902, MCL 780.66-.67; MSA 28.872(56)-(57),
MC 218 (3/01) **ORDER REVOKING RELEASE AND FORFEITING BOND** MCR 5.935(C)(7),
NOTICE OF INTENT TO ENTER JUDGMENT MCR 6.106(I)

8x11 version of Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment (MC218)

Petition and Order for Amendment of Order of Probation

- Hop code is **AMD**
- SCAO form number MC244
- There are two screens for this form
- Form is available in AFP and 8x11 format

```
JIS                    AMENDED ORDER OF PROBATION-Part 1        MC244  PROB
 Court 0  Case 04-0209     Pty D01  Charge ASSAULT/BATR  Type SM
Name CUNNINGHAM/MARTHA/LOUISE
 Date Signed  020904    Bar No: 12345  Judge    GEORGE W. CROCKETT III
     People of  STATE OF MICHIGAN          Print Part 1 Only  X
     Date of Probation  020904              Term of Probation  12 MONTHS
                                  PETITION
     TYPE AMENDMENTS TO PROBATION ORDER HERE.
     THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.
     THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.

     Probation Officer:   PO BRENDA DOOLEY
                          ORDER AMENDING PROBATION
     TYPE ORDER LANGUAGE HERE.

 NXT ___ CASE 04-0209 ___ PTY D01 COUNT _1 INQ _____________________ ST __
 F1-Clear F7-Print only F9-Print/Update F13-OutQ F24-Prev Menu Page/Roll-Part 1
```

An X will appear in this field. Remove the X to print the LEIN Copy of the form.

Screen for Petition and Order for Amendment of Order of Probation form

Print Options	
F7 - Print	Print form, language in petition and order will not appear on ROA
F9 - Print/ Update	Print form, language in petition and order will appear on ROA.
Note: With each print option, it will be noted on the ROA that the form was generated.	

See Appendix A for complete list of field descriptions used on this screen.

Use your **Page/Roll** keys to access the second screen of the Amended Order of Probation form.

```
JIS                    AMENDED ORDER OF PROBATION-Part 2        MC244  PROB



HT 5  03   WT 125  Race  W  Sex  F  DOB 051065

Hair BRN  Eye GRN  Other  TATTOO ON RT ANKLE      

Effective date of conditions  020604

Expiration date of order  020505



NXT ___ CASE 04-0209___ PTY D01 COUNT _1 INQ CUNN_____________ ST __
F1-Clear F7-Print only F9-Print/Update F13-OutQ F24-Prev Menu Page/Roll-Part 1
```

Second screen for Petition and Order for Amendment of Order of Probation form

Tip: Remove the **X** from the *Print Part 1 Only* field on first screen to print the LEIN Copy of the form.

Approved, SCAO

Original - Court (Part 1)
1st copy - Probation Department (Part 1)
2nd copy - Probationer (Part 1)
3rd copy - Law enforcement agency (Part 2)
4th copy - Court LEIN copy (Part 2)

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	PETITION AND ORDER FOR AMENDMENT OF ORDER OF PROBATION	CASE NO. 04-0209 SM X-REF: 04-20398

ORI: MI-630995J

Court Address: 27777 FRANKLIN ROAD SUITE 1300, JIS, MI 48034

Court Telephone no.: (248) 546-7781

THE PEOPLE OF [X] The State of Michigan [ ] _____ v

Defendant's name, address, and telephone no.
(517) 482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

DOB 5/10/1965

Date of probation	Judge	Bar no.
FEB. 9, 2004	GEORGE W. CROCKETT III	P-12345
Term of probation	**Offense**	
12 MONTHS	ASSAULT AND BATTERY	

I petition this court for the following amendments of the probation order previously entered in this cause.

TYPE AMENDMENTS TO PROBATION ORDER HERE.
THEY WILL PRINT ON FORM ONLY IF YOU PRESS F7.
THEY WILL PRINT ON FORM AND ROA IF YOU PRESS F9.

FEB. 9, 2004
Date

Probation officer PO BRENDA DOOLEY

ORDER AMENDING PROBATION

IT IS ORDERED that the probation of the above defendant be amended as set forth in the above petition. All other conditions not inconsistent with this order shall remain in effect.

TYPE ORDER LANGUAGE HERE.

FEB. 9, 2004
Date

Judge ~~XXXXXXXXXX~~
GEORGE W. CROCKETT III

P-12345
Bar no.

I have received a copy of this order of amendment. I understand and agree to comply with this order.

Date

Defendant

MC 244 (3/01) **PETITION AND ORDER FOR AMENDMENT OF ORDER OF PROBATION, Part 1**

AFP version of Petition and Order for Amendment of Order of Probation (MC244)

Petition and Order for Discharge from Probation

- Hop code is **DCG**
- SCAO form number MC245
- Form is available in AFP and 8x11 format

```
JIS                    DISCHARGE FROM PROBATION                MC245  PROB
Court 0  Case 03-1113     Pty D01  Charge                Type SD
Name FOSTER/WALTER/MARK                           Police Report No. 03-203904
Date signed  041404    Bar No:  12345  Judge  GEORGE W. CROCKETT III
    People of          STATE OF MICHIGAN
    Date of Probation  100103      Term of Probation     24 MONTHS
                              PETITION
    COMMENTS TYPED HERE WILL PRINT ON FORM, BUT NOT ON ROA.
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
    ____________________________________________________________________
          Probation Officer:     MARK SMITH

    The plea/status is set aside/terminated under the following:
         _  A. Controlled Substance Act (MCL 333.7411)
         _  B. Penal Code; Practicing under the influence (MCL 750.430)
         _  C. Spouse Abuse Act (MCL 769.4a)
         _  D. Parental Kidnapping Act (MCL 750.350a)
         _  E. Holmes Youthful Trainee Act (MCL 762.14)

NXT ___ CASE 03-1113 __ PTY D01 COUNT __ INQ ____________________ ST __
 F1-Clear Screen     F9-Print     F13-OUTQ     F24-Previous Menu
```

Screen for Petition and Order for Discharge from Probation form

See Appendix A for complete list of field descriptions used on this screen.

Approved, SCAO

Original - Court
1st copy - Probation Department
2nd copy - Defendant
3rd copy - Prosecutor

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT

MOTION AND ORDER FOR DISCHARGE FROM PROBATION

CASE NO.
03-1113 SD
X-REF: 380287A

ORI
MI- 630995J
Police Report No.03-203904

Court address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

THE PEOPLE OF
☒ The State of Michigan
☐ _____

Defendant's name, address, and telephone no.
FOSTER/WALTER/MARK
39029 S FRANCIS ST
HANOVER, MI 49241

CTN/TCN	SID	DOB
560032668101	25624562X	3/15/1972

Date of probation
OCT. 1, 2003

Term of probation
24 MONTHS

Offense
OPERATED UNDER INFLUENCE LIQUOR
FAILED STOP WITHIN ASSURED CLEAR DISTANCE
DRAG RACING

I respectfully motion this court to discharge the defendant from probation for the following reasons:

COMMENTS TYPED HERE WILL PRINT ON FORM, BUT NOT ON ROA.

APRIL 14, 2004
Date

Probation officer MARK SMITH

ORDER OF PROBATION DISCHARGE

IT IS ORDERED:

1. Defendant is discharged from probation supervision, and any unfulfilled obligations or conditions of the sentence imposed by this court are discharged except that: a) collection for unpaid supervision fees, crime victim rights assessment, state minimum costs, and other assessments, or restitution may be pursued according to law; b) collection of any fines, costs, or assessments under any wage assignment order may be pursued according to the order.

☐ 2. The plea or finding of guilt under the:
☐ Controlled Substance Act (MCL 333.7411)
☐ Penal Code; Practicing under the Influence (MCL 750.430)
☐ Spouse Abuse Act (MCL 769.4a)
☐ Parental Kidnapping Act (MCL 750.350a)
is set aside and the case is dismissed. The records of arrest and discharge or dismissal in this case shall be retained as a **nonpublic record** according to law.

☐ 3. The status of Youthful Trainee is terminated under the Holmes Youthful Trainee Act (MCL 762.14) and the case is dismissed. The record of arrest and discharge or dismissal in this case shall be retained as a **nonpublic record** according to law.

APRIL 14, 2004
Date

Judge GEORGE W. CROCKETT III

P-12345
Bar no.

If item 2 or 3 is checked, the clerk of the court shall report the disposition, as required under MCL 769.16a, to the Michigan State Police Criminal Justice Information Center.

MC 245 (02/04) **MOTION AND ORDER FOR DISCHARGE FROM PROBATION** MCL 771.5

AFP version of Petition and Order for Discharge from Probation (MC245)

Plea by Mail

- Hop code is **PBM**
- SCAO form number DC223
- This is a two page form
- Form is available in AFP and 8x11 format

```
JIS                                PLEA BY MAIL                        DC223  PEND
Court 0  Case 04-0173      Pty D01  Charge DWLS          Type ST
         XREF 04-20398     Name     CUNNINGHAM/MARTHA/LOUISE
Date Signed  020904    Bar No: 12345  Judge  GEORGE W. CROCKETT III
People of STATE OF MICHIGAN

Defendant
 Name      CUNNINGHAM/MARTHA/LOUISE
 Street    3947 W FOREST AVE APT 546
 City      HASLETT, MI  48840

 Def Atty Bar #:  00000
 4. If you plead not guilty, bond is set in the amount of $  ___________
    _  cash, surety or 10%    _  personal.
 6. X  Bond has been posted by  CUNNINGHAM/MARTHA/LOUISE___________ in the
       amount of $  __500.00_
 7. Max sentence permitted $  __500.00_  plus costs and/or 90_  days in jail.
 8. Minimum sentence if any is $ _________ plus costs and/or ___ days in jail.
 9. The sentence imposed is a total of $ __250.00_ and/or 5__ days in jail.
                10. GUILTY  _              11. NOT GUILTY  _


NXT ___ CASE 04-0173___ PTY D01 COUNT _1 INQ CUNN_________________ ST __
 F1-Clear Screen    F4-Prompt    F9-Print    F13-OutQ    F24-Previous Menu
```

By positioning your cursor anywhere on the defendant's name and pressing F4-Prompt, a window will appear that will allow you to add or change the address, SID number and telephone number.

Screen for Plea by Mail form

Tips: Bond information in Paragraphs #4 and #6 will appear if bond information was previously entered on Cash, SCH or PRB screen. These fields may be modified if necessary.

Type maximum penalty permitted in Paragraph #7 and minimum penalty, if applicable, in Paragraph #8.

Type actual penalty that will be imposed if defendant pleads guilty in Paragraph #9.

Approved, SCAO

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT	PLEA BY MAIL	CASE NO. 04-0173 ST X-REF: 04-20398

Court Address: 27777 FRANKLIN ROAD SUITE 1300, JIS, MI 48034

Court Telephone no.: (248) 546-7781

THE PEOPLE OF ☒ The State of Michigan ☐ _____

V

Defendant's name, address, and telephone no.
(517) 482-5962
CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

TO THE DEFENDANT:

1. You have the following basic rights:
   * To plead guilty or not guilty.
   * To have a trial by judge or jury.
   * To have the assistance of an attorney.

2. You have the right to an attorney appointed at public expense if you are indigent (without money to hire an attorney) and
   a. the offense charged requires a minimum jail sentence, or
   b. the court determines that it might sentence you to jail.
   You may have to repay the expense of a court appointed attorney.

3. If you have a trial, you have the following additional rights:
   * To call witnesses to speak for you at trial. You may get an order signed by the court to require witnesses to come to court.
   * To see, hear, and question all witnesses against you at trial.
   * To be a witness for yourself or to remain silent. If you choose not to be a witness on your own behalf, no comment may be made on your refusal to testify.
   * To be presumed innocent until proven guilty beyond a reasonable doubt.

4. If you plead not guilty, bond is set in the amount of $_____ ☐ cash, surety or 10% ☐ personal.

5. If you plead guilty and your plea is accepted, you will not have a trial of any kind and will give up the rights listed in item 3.

6. You are charged in this court with the offense of DROVE WHILE LICENSE SUSP/REV/DENIED.
   ☒ Bond has been posted by CUNNINGHAM/MARTHA/LOUISE in the amount of $ 500.00.

7. The maximum sentence permitted by law is $ 500.00 plus costs and/or 90 days in jail.

8. The minimum sentence, if any, is $_____ plus costs and/or _____ days in jail.

9. The sentence to be imposed is a total of $ 250.00 and/or 5 days in jail.

FEB. 9, 2004
Date

Judge/~~MAGISTRATE~~ GEORGE W. CROCKETT III — P-12345 Bar no.

Instructions and the place to check your choice of plea are on the next page.

DC223 (3/01) **PLEA BY MAIL** MCR 6.610

Page 1 of AFP version of Plea by Mail (DC223)

INSTRUCTIONS:

1) Check your choice of plea;

2) Sign this form;

3) Make certified check or money order payable to the court stated on the first page of this form.

4) Enclose payment with this form and mail to the court address stated on the first page of this form within 5 working days of the date this form is received by you.

PLEA

☐ 10. **GUILTY:** I understand my rights and the sentence to be imposed and enter my plea of guilty to the offense charged. My signature acknowledges that I have read my rights as on the first page of this form. I waive those rights. If I have posted bond, I understand that it may be applied to the fine and costs.

☐ 11. **NOT GUILTY:** I understand my rights and the penalties that may be imposed, and enter my plea of not guilty to the offense charged.

Date

Defendant's attorney Bar no.

Address

City, state, zip Telephone no.

Defendant's signature

3947 W FOREST AVE APT 546
Address

HASLETT, MI 48840 (517) 482-5962
City, state, zip Telephone no.

Page 2 of AFP version of Plea by Mail (DC223)

Recall of Warrant/Order to Apprehend

- Hop code is **WAR**
- SCAO form number MC220
- Form is available in AFP and 8x11 format

```
JIS                    T/C RECALL OF WARRANT                    MC220  WRNT
 Court 0  Case 04-0002     Pty D01  Charge DISOR DRUNK   Type SM
Name FLANNERY/SEAN/JOSEPH JR

 Date Signed  020504    Bar No: 00000
  Warrant No  __________                Clerk: BRENDA DOOLEY
          Police Agency  ELPD
                Address  ____________________________
                City     ____________________ State __  Zip  _____
  RECALL:       Name     FLANNERY/SEAN/JOSEPH JR
                Address  900 W MONROE AVE              Apt
                City     SAGINAW              State MI  Zip 48165
                DOB      12/10/1981
                DLN      F456762441939    MI
                Race     UNKNOWN                Sex MALE

  Person Notified   SHARON
    Date Notified   020504
    Time Notified   0900 A
 Reason: COMMENTS TYPED HERE WILL APPEAR ON FORM, BUT NOT ON ROA.
  _ Attached to this form    _ Delivered to court when person appeared there

NXT ___ CASE 04-0002    PTY D01 COUNT 01 INQ A                    ST __
 F1-Clear Screen  F7-Print Only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

Type name of person at law enforcement agency that was notified of the recall. Also type date and time of notification.

Mark one of these fields with an X, if applicable.

Screen for Recall of Warrant/Order to Apprehend form

Print Options	
F7 - Print	Print form, case status will remain the same
F9 - Print/ Update	Print form, case status will be updated from WRNT back to previous status of PEND, DISP or PROB.
With each print option, it will be noted on the ROA that the form was generated, but comments typed in the Reason field will not be transferred to ROA.	

See Appendix A for complete list of field descriptions used on this screen.

Approved, SCAO

Original - Court
1st copy (canary) - Tickler file
2nd copy (pink) - State police
3rd copy (goldenrod) - Police for return to court
4th copy - Friend of the court (if applicable)

PROBATE JDC CODE: RCW

STATE OF MICHIGAN
15TH JUDICIAL DISTRICT
JUDICIAL CIRCUIT
COUNTY PROBATE

RECALL OF WARRANT/ORDER TO APPREHEND

CASE NO.
04-0002 SM
X-REF: 04-02939

ORI
MI- 630995J
Police Report No.

Court address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

Issue date of warrant/order to apprehend and no.	Charge	Date of offense
FEB. 5, 2004	DISOR DRUNK	JAN. 4, 2004

TO: Police agency and address

ELPD

Defendant/Respondent/Juvenile name

FLANNERY/SEAN/JOSEPH JR
900 W MONROE AVE
SAGINAW, MI 48165

CTN/TCN	SID	DOB
560400023101	403829PX	12/10/1981

DLN		Race	Sex
F456762441939	MI	U	M

IT IS ORDERED:

1. The warrant, or order to apprehend, identified above be returned immediately to this court.

2. The record of this warrant, or order to apprehend, be removed immediately from Law Enforcement Information Network (LEIN) files.
Reason: COMMENTS TYPED HERE WILL APPEAR ON FORM, BUT NOT ON ROA.
(optional)

FEB. 5, 2004
Date

BRENDA DOOLEY
~~Judge~~/Clerk/~~Register~~
Bar no.

COURT CALL TO POLICE (to advise of person's court appearance)

FEB. 5, 2004 — Date
9:00 A.M. — Time
SHARON — Person notified
ELPD — Police agency

CERTIFICATION OF REMOVAL (from LEIN files)

Date
Time
Signature

POLICE DISPOSITION (to clear police files)

☐ Attached to this form ☐ Delivered to court when person appeared there

INSTRUCTIONS

Court: (1) Immediately after person appears in court on warrant, or order to apprehend, so advise the responsible police agency by telephone.

Court: (2) As soon as possible after calling police, prepare this 4 part form: file original (white) in case file; keep canary copy in warrant or order to apprehend tickler file until warrant, or order to apprehend, is returned by police agency; send pink and goldenrod copies to police.

Police: (1) Immediately after receiving court's call, return call for verification purposes; remove the warrant, or order to apprehend, from Law Enforcement Information Network (LEIN) files.

Police: (2) Upon receipt of forms, enter date and time of LEIN contact, and sign; file pink copy; return goldenrod copy with warrant, or order to apprehend, to court (if not already delivered when person appeared in court).

MC220 (3/02) **RECALL OF WARRANT/ORDER TO APPREHEND**

AFP version of Recall of Warrant/Order to Apprehend (MC220)

Removal of Entry from LEIN

- Hop code is **RFL**
- SCAO form number MC239
- Form is available in AFP and 8x11 format

```
JIS                        REMOVAL OF ENTRY FROM LEIN            MC239  PROB
Court 0  Case 03-1113     Pty D01  Charge OUIL          Type SD
Name FOSTER/WALTER/MARK

Date Signed  020604    Bar No: 00000
   Agency #  03-203904                 Clerk: BRENDA DOOLEY
         Police Agency  ELPD
               Address  ____________________________
               City     ____________________  State __  Zip __

 REMOVAL:      Name     FOSTER/WALTER/MARK
               Address  39029 S FRANCIS ST            Apt
               City     HANOVER               State MI  Zip 49241
               DOB       3/15/1972    Social security no.  000 - 00 - 0000

Effective date of order   080603
Expiration date of order  080504

NXT ___ CASE 03-1113 ___ PTY D01 COUNT 01 INQ ____________________ ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Enter name of police agency here, address is optional

Enter effective date and expiration date of order here.

Screen for Removal of Entry from LEIN form

See Appendix A for complete list of field descriptions used on this screen.

Approved, SCAO

Original - Court
1st copy - for LEIN entry

2nd copy - Return to court
3rd copy - Tickler file
OSM CODE: RMV

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	REMOVAL OF ENTRY FROM LEIN	CASE NO. 03-1113 SD X-REF: 380287A

ORI
MI- 630995J

Court address
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

Effective date of order	Expiration date of order	Agency file no.
AUG. 6, 2003	AUG. 5, 2004	03-203904

TO: Law enforcement agency and address

ELPD

Defendant name, address, and telephone no.

FOSTER/WALTER/MARK
39029 S FRANCIS ST
HANOVER, MI 49241

Date of birth	Social security no.
3/15/1972	

IT IS ORDERED:

1. The conditions requiring LEIN entry in this case or matter no longer exist.
2. The record of this entry shall be removed immediately from Law Enforcement Information Network (LEIN) files.

FEB. 6, 2004
Date

BRENDA DOOLEY
~~XXXX~~/Clerk

Bar no.

To the law enforcement agency:

Immediately after receiving this form, remove entry in this case or matter from Law Enforcement Information Network (LEIN) files, complete the certification, and return the 2nd copy to the court.

CERTIFICATION OF REMOVAL

I certify that the LEIN entry in this case or matter has been removed from LEIN files.

Date

Signature of law enforcement representative

MC239 (6/03) **REMOVAL OF ENTRY FROM LEIN**

MCL 764.15b, MCL 765.6b

AFP version of Removal of Entry from LEIN (MC239)

Report of Nonpayment of Restitution

- Hop code is **NPR**
- SCAO form number MC258
- Form is available in AFP and 8x11 format

Note: This form is designed to comply with MCL 780.826, which states, in part, "If a probation officer determines that restitution is not being paid as ordered, the probation officer shall file a written report of the violation with the court not less than 60 days before the expiration of the probationary period. The report shall include a statement of the amount of the arrearage and any reasons for the arrearage that are known. This report shall be immediately forwarded to the prosecuting attorney."

```
JIS                          REPORT OF                          MC258  PROB
                        NONPAYMENT OF RESTITUTION
Court 0  Case 01-0009A    Pty D01  Charge OUIL          Type SD
Name JONES/MARY/
Date signed  020604        Probation Officer P.O.  HASSETT
People of    STATE OF MICHIGAN

Arrearage  1000.00  as of  020604

Reasons for arrearage are:
    TYPE REASONS HERE.  THEY WILL PRINT ON FORM BUT NOT ON ROA.
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

NXT ___ CASE 01-0009A  PTY D01 COUNT  1 INQ A                    ST __
 F1-Clear Screen       F9-Print       F13-OutQ       F24-Previous Menu
```

Data in *Date Signed, Probation Officer, People of,* and *Arrearage Amount/Date* fields will be displayed, but can be modified if necessary.

Screen for Report of Nonpayment of Restitution form

See Appendix A for complete list of field descriptions used on this screen.

Approved, SCAO

Original - Court
1st copy - Probationer
2nd copy - Probation officer
3rd copy - Prosecuting attorney

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	REPORT OF NONPAYMENT OF RESTITUTION	CASE NO. 01-0009A SD

Court Address: 27777 FRANKLIN ROAD SUITE 1300, JIS, MI 48034

Court Telephone no.: (248) 546-7781

THE PEOPLE OF ☒ The State of Michigan ☐ _____

V

Probationer's name, address, and telephone no.: JONES/MARY/

CTN/TCN	SID	DOB
		4/10/1914

In the matter of _____

1. Payment of restitution was ordered as a condition of probation for the above named individual. Upon review of the case as required under statute, I have determined that the probationer has not paid restitution as ordered.
2. The amount of the arrearage was $ 1000.00 as of FEB. 6, 2004 (Date).
3. The reasons for this arrearage are:

TYPE REASONS HERE. THEY WILL PRINT ON FORM BUT NOT ON ROA.

I declare that the statements above are true to the best of my information, knowledge, and belief.

FEB. 6, 2004
Date

Probation officer/~~XXXX

Subpoena - Order to Appear and/or Produce

- Hop code is **SUB**
- SCAO form number MC11
- Form is available in AFP and 8x11 format

```
JIS                                SUBPOENA                          MC11   PEND
Court 0  Case 04-0001      Pty D01  Charge CARELESS DRV  Type OI
Date Signed  020604                   Judge/Atty Bar No: 00000
Police Report No.  59623
People of FRANKLIN COUNTY             Clerk: BRENDA DOOLEY
TO: CUNNINGHAM/MARTHA/LOUISE                   Print Page 1 Only  X
   3947 W FOREST AVE            Apt 546  City HASLETT          St MI 48840
YOU ARE ORDERED X to appear personally at the time and place stated below:
       X the court address above
       _ other: ____________________________________
    A                 ONDAY                Date:  031504    Time:  0200 P
X Tes                mination /hearing.          _ Testify at deposition.
_ Pro
  ___________________________________________________________________________
  ___________________________________________________________________________
  ___________________________________________________________________________
  ___________________________________________________________________________
_ Testify as to your assets, and bring with you the items listed above.
_ MCL 600.6119 Prohibition against transfer/disposal of property is attached.
_ Other: ___________________________________________________________________
X Person Requesting  FRED LIVINGSTON, DEFENSE ATTORNEY
  Address 562 W MAIN ST                     Phone: ( 286 ) 568 4652
  City    LAKE ORION            St MI  Zip ___________
NXT ___ CASE 04-0001  PTY D01 COUNT _1 INQ A                      ST __
 F1-Clear Screen     F9-Print     F13-OutQ     F24-Previous Menu
```

Remove this X to print 2nd page (service page) of subpoena

Remove this X if witness is to appear at a location other than the court.

The defendant's name and address will automatically appear in these fields. You may type over it if subpoena is being requested for someone other than defendant.

Screen for Subpoena - Order to Appear and/or Produce form

Tips: The next scheduled court date will appear in the Date and Time fields. This information may be modified if necessary.

Mark all applicable fields with an **X**. Type name and address of person requesting subpoena, if applicable.

The bar # of the Judge of Record will be displayed in the *Judge/Attorney Bar No*. field. If there is no Judge of Record, the Next Judge or Proceeding Judge bar # will be displayed. You may modify the number or erase it.

You can only type a name if the *Clerk* field if the *Judge/Atty Bar No:* field is blank.

Approved, SCAO

Original - Return
1st copy - Witness
2nd copy - File
3rd copy - Extra

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	SUBPOENA Order to Appear and/or Produce	CASE NO. 04-0001 OI 04-20398

Court address 27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

Court telephone no.
(248) 546-7781

Police Report No. 59623

Plaintiff(s)/Petitioner(s)		Defendant(s)/Respondent(s)
☐ People of the State of Michigan ☒ People of FRANKLIN COUNTY	V	CUNNINGHAM/MARTHA/LOUISE
☐ Civil ☒ Criminal		Charge CARELESS DRIVING

☐ Probate In the matter of _____

In the Name of the People of the State of Michigan. TO: CUNNINGHAM/MARTHA/LOUISE
3947 W FOREST AVE APT 546
HASLETT, MI 48840

If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

YOU ARE ORDERED:

☒ 1. to appear personally at the time and place stated below: You may be required to appear from time to time and day to day until excused.

☒ The court address above ☐ Other:

Day	Date	Time
MONDAY	MARCH 15, 2004	2:00 P.M.

☒ 2. Testify at trial/examination/hearing.

☐ 3. Produce/permit inspection or copying of the following items: _____

☐ 4. Testify as to your assets, and bring with you the items listed in line 3 above.

☐ 5. Testify at deposition.

☐ 6. MCL 600.6104(2), 600.6116, or 600.6119 prohibition against transferring or disposing of property is attached.

☐ 7. Other: _____

☒ 8.

Person requesting subpoena		Telephone no.
FRED LIVINGSTON, DEFENSE ATTORNEY		(286) 568-4652
Address 562 W MAIN ST		
City LAKE ORION, MI	State	Zip

NOTE: If requesting a debtor's examination under MCL 600.6110, or an injunction under item 6, this subpoena must be issued by a judge. For a debtor examination, the affidavit of debtor examination on the next page of this form must also be completed. Debtor's assets can also be discovered through MCR 2.305 without the need for an affidavit of debtor examination or issuance of this subpoena by a judge.

FAILURE TO OBEY THE COMMANDS OF THE SUBPOENA OR APPEAR AT THE STATED TIME AND PLACE MAY SUBJECT YOU TO PENALTY FOR CONTEMPT OF COURT.

Court use only
☐ Served ☐ Not Served

FEB. 6, 2004
Date

~~XXXXX~~/Clerk/~~XXXXXXX~~
BRENDA DOOLEY

Bar no.

MC11 (6/99) **SUBPOENA, Order to Appear and/or Produce**

MCL 600.1455,600.1701,600.6110,600.6119;
MSA 27A.1455,27A.1701,27A.6110,27A.6119,MCR 2.506

AFP version of Subpoena - Order to Appear and/or Produce (MC11)

This space is reserved for your notes.

Traffic/Criminal Reports & Notices

5

Information is provided in this chapter for various notices and reports that are generated by the JIS system, as well as batch printing of Register of Actions (ROAs), Labels and Postcard Notices to Appear (NTAs)

Many reports and notices will be explained in this chapter. For your convenience, they will be described in the following groups:

Batch Reports: Labels, Register of Actions, Postcard Notices to Appear

Date Generated Notices: Abstract, FAC/FCJ/FCPV, Default Judgment, 14-Day Civil Infraction Notice, 14-Day Misdemeanor Notice, Notice of Non-Compliance, Warrant Misdemeanor, Warrant Notice

Date Generated Reports: Abstract List, Abstract Error List, Deleted Bonds Report, Bond Forfeiture Tickler, Delete Audit Report, FAC Electronic Clearance List, FAC/FCJ/FCPV List, Party Calendar, 77-Day Drunk Driving Report, 20% Late Penalty Assessment Report

Individually Requested Reports: Alcohol Report, Appealed List, Attorney Case List, Case Index, Caseage Report, Caseload Report, CCW Report, Crime Victim Rights Report, Disposed List, Drunk/Drug New Cases, Expired Activity Date, FAC/Bench Warrant and Warrant List, Non-Public Case List, Time Guideline Report

For information on reports available in the Probation Module, see Chapter 6 - Probation.

To access the Reports Menu, choose Option 2 from the Traffic/Criminal Subsystem Menu.

```
JIS                    State Court Administrative Office

                        Traffic/Criminal Subsystem

      Select one of the following:

                          1. Traffic/Criminal Online
                          2. Reports
                          3. Code Files Update
                          4. Code Files Print
                          5. Calendar
                          6. Abstract & FAC/FCJ/FCPV Menu
                          7. Report Generator
                          8. Batch Show Cause Processing

      Option: 2

F24-Previous Menu
```

To access Reports Menu, Type a 2 in the *Option* field and press ENTER.

Traffic/Criminal Subsystem Menu

From the first screen of the Reports Menu, you can request Batch Notices, Date Generated Notices and Trust and Agency Reports. Information on the Trust and Agency Reports can be found in Cash User Guide.

```
JIS                    State Court Administrative Office
                        Traffic/Criminal Daily Reports
                             Todays Date  4/27/04
 Alp Num
  _   _   ROAs            _ BKD
  _   _   Labels          _ BKD
  _   _   Postcard NTAs   _ BKD

  _   _   Daily Date Generated Notices

                                                        Date Range
                      TRUST and AGENCY REPORTS
  _   Account Activity                                  42704 - _____
  _   Check Register                                    42704 - _____

      Bond        _ Open    _ Closed    _ Part Paid     _____ - _____
      Rest        _ Open    _ Closed    _ Part Paid     _____ - _____
      Trust       _ Open    _ Closed    _ Part Paid     _____ - _____
 __   T/A Type    _ Open    _ Closed    _ Part Paid     _____ - _____

  _   Summary Totals  __ __ __ __ __ __ __ __ __ __     _____ - _____
  _   Pending Open Bonds List                           _____ - _____

                                                                MORE ...
F24-Previous Menu  Page/Roll  Help
```

Batch notices

Date Generated Notices and Reports

Trust and Agency Reports

First screen of Reports Menu

Use your **Page/Roll** keys to access the second page of the Reports Menu, which contains Individually Requested Reports.

```
JIS                    State Court Administrative Office
                        Traffic/Criminal As Required Reports
                             Todays Date  4/27/04
                                                        Date Range
     Alp Num
      _   _   Alcohol Report                            _____ - _____
      _   _   Appealed List
      _   _   Attorney Case List
          _   CCW Report                                _____ - _____
      _   _   Case Index
          _   Caseage Report
      _   _   Caseload Report    Qtr _ Year ___         _____ - _____
      _   _   Crime Victim Rights Report                _____ - _____
      _   _   Disposed List                             _____ - _____
      _   _   Drunk/Drug New Cases                      _____ - _____
      _   _   Expired Activity Date
      _   _   FAC, WAR List
      _   _   Non-Public Case List
          _   Time Guideline Report                     _____

                                                                MORE ...
F24-Previous Menu  Page/Roll  Help
```

All reports on this screen are Individually Requested Reports.

Second screen of Reports Menu

Batch Reports

Batch reports include requests for Labels, Register of Actions and Postcard Notices to Appear. They will print on the printer which has been designated for each report.

BATCH REPORTS	
Report	**Description**
Labels	Will print address labels for defendant or file labels that were requested from the Case Entry screen (CAS) or the Report Requests screen (RPT).
Register of Actions (ROAs)	Will print ROAs on 8x11 plain paper or on preprinted forms DC250 (Felony) and DC251 (Misdemeanor). ROAs will print when they were requested from the Case Entry screen (CAS), Disposition screen (DSP), Scheduling screen (SCH), Report Requests (RPT) or Cash screens.
Postcard Notices to Appear (NTAs)	Will print Postcard Notices to Appear that were requested from the Traffic/Criminal Scheduling screen (SCH), Case Entry screen (CAS), Probation Scheduling screen (PRB) or Reports Requests screen (RPT).

Labels

Two types of labels can be generated:

- File labels - will print case number, defendant's name and up to three counts
- Address labels - will print case number, defendant's name and address

Labels print on 3-1/2" x 15/16" pin-feed continuous labels.

Requesting Labels

Labels can be requested from the Case Entry screen (CAS) or from the Reports Request screen (RPT).

To request labels from the CAS screen, type one of the following options in the *Label* field:

X or **F** - will produce one file label
A - will produce address label for defendant
1-**9** will produce up to nine file labels

To request labels from the RPT screen, type the case number in the *Case* field and one of the following options in the *Rpt* field:

FLB - will produce file label
LBL - will produce address label for defendant

```
                    04-0129 SD
FRANKLIN/MICHAEL/JOHN
CT. 1: OPER/INTOX
```

File label - Single count case

```
                    03-1113 SD
FOSTER/WALTER/MARK
CT. 1: OPER/INTOX
CT. 2: DWLS
CT. 3: FAIL TO STOP        (MORE)
```

File label - Multi-count case

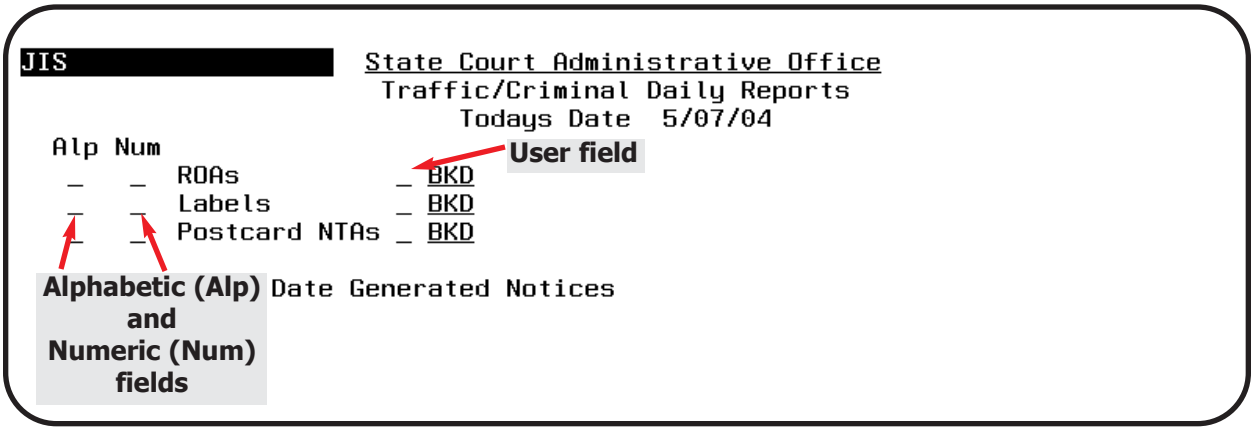
```
                    04-0129 SD
FRANKLIN/MICHAEL/JOHN
8392 N WILLIAMS RD
OKEMOS            MI    48864
```

Address label

Printing Labels

You can choose to print labels in either alphabetic or numeric order. You also have the option of printing labels that were requested by a specific clerk or labels that have been requested by all clerks.

After labels have been requested from the CAS or RPT screen, go to the Reports Menu to print them (Option 2 from the Traffic/Criminal Subsystem Menu).



Reports Menu

To print labels that have been requested by a specific user:

- Type an **X** in the *Alp* or *Num* field.
- Type an **X** in the *User* field. The initials of the user can be changed if necessary.
- Press **ENTER**.

To print labels that have been requested by all users:

- Type an **X** in the *Alp* or *Num* field.
- Press **ENTER**.

Tip: You can view, add or delete requests for labels from the Reports Request screen (RPT).

Register of Actions

Register of Actions (ROAs) can be printed individually or in a batch cycle. When printing in a batch cycle, they can be printed on plain 8 x 11 paper or on SCAO forms DC250 (Felony) and/or DC251 (Misdemeanor).

Requesting ROAs in Batch Cycle

ROAs can be requested from the Case Entry screen (CAS), Scheduling screen (SCH), Disposition screen (DSP), Reports Request screen (RPT) and Cash screen.

To request ROAs from the CAS, SCH, DSP or Cash screen, type one of the following options in the *ROA* field:

X - ROAs on 8x11 plain paper
F - ROAs on pre-printed SCAO forms DC250 (Felony) and CD251 (Misdemeanor)
A - Separate ROAs for each count, printed on forms DC250 and/or DC251

To request ROAs from the RPT screen, type the case number in the *Case* field and one of the following options in the *Rpt* field:

ROA - will print on 8x11 plain paper
ROAF - will print on forms DC250 and/or DC251

Tip: You can always print an immediate ROA on plain paper by typing hop code **RAP** and the **case number** on the hop line, or by pressing **F9-Print** from the ROA screen.

Printing ROAs

You can choose to print ROAs in either alphabetic or numeric order. You also have the option of printing ROAs that were requested by a specific clerk or ROAs that have been requested by any clerk.

After ROAs have been requested from the CAS, SCH, DSP, RPT or Cash screen, go to the Reports Menu to print them (Option 2 from the Traffic/Criminal Subsystem Menu).

To request ROAs that have been requested by a specific user, type one of the following options in the Alp or Num field:

X - ROAs on 8x11 plain paper
F - ROAs on pre-printed SCAO forms DC250 (Felony) and DC251 (Misdemeanor)
A - Separate ROAs for each count, printed on forms DC250 and/or DC251

AND

Type an **X** in front of *User* field. The initials of the user can be changed if necessary.

To request ROAs that have been requested by all users, type one of the following options in the Alp or Num field:

X - ROAs on 8x11 plain paper
F - ROAs on pre-printed SCAO forms DC250 (Felony) and DC251 (Misdemeanor)
A - Separate ROAs for each count, printed on forms DC250 and/or DC251

Tip: The type of form requested for printing must match the type of form originally requested. For example, if you request a plain paper ROA by using option **X** on the SCH screen, you must also request an option **X** from the Reports Menu to print the ROA.

Example of Felony ROA

Approved, SCAO

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT ORI MI- 639095J	FELONY REGISTER OF ACTIONS	CASE NO. 04-0530 FY D01 X-REF: 04-70398

THE STATE OF MICHIGAN

V FRANKLIN/MICHAEL/JOHN

Case assigned to: Judge STEVEN R. SERVAAS

Defendant name and address

FRANKLIN/MICHAEL/JOHN
8392 N WILLIAMS RD
OKEMOS MI 48864

DOB: 6/10/1958 Ph: (517)349-6859 SID: 526942XC CTN: 150412345601

Operator's License: F652603429345 MI

Offense date: 01/22/04

Crime: I. CONTROLLED SUBSTANCE DELIVERY/MANUFACTURE

Charge code: 333.74012D

Investigating officer(s): 390 JOHNSON, WALTER; 884 KING, RICHARD

Prosecuting attorney

Date of complaint: 01/29/04

Police agency: 399

BOND HISTORY

Defense Attorney, Address, Bar #, Telephone

☐ Ct. Appt.

Date — **DISTRICT COURT ARRAIGNMENT** ☐ Demand Exam ☐ Waive Exam ☐ Waive 14 Day Rule — Judge

Date — **EXAM** ☐ Waived ☐ Held ☐ Dismissed ☐ Nolle Pros. ☐ Bound over to Circuit Court ☐ Reduced to Misdemeanor — Judge

Date — **AMENDED CRIME & CHARGE CODE**

Date — **ADJUDICATION** ☐ Plea ☐ Guilty ☐ Guilty but mentally ill ☐ No Contest — Judge

SENTENCING

Fine	Costs	Restitution	Total	Judge

Work Program	Days	Hours	Days Jail	Probation months	Expiration date

Conditions

DATE	ACTIONS, JUDGMENTS, CASE NOTES	Initials

Signature

DC 250 (3/01) FELONY Register of Actions

Felony Register of Actions (DC250)

Example of Misdemeanor ROA

Approved, SCAO

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT	MISDEMEANOR REGISTER OF ACTIONS	CASE NO. 04-0529 OD D01 X-REF: 04-70398

ORI MI - 630995J Police Report No. 5685

☐ THE STATE OF MICHIGAN X FRANKLIN COUNTY

v

FRANKLIN/MICHAEL/JOHN

Case assigned to: GEORGE W. CROCKETT

Defendant's name and address

FRANKLIN/MICHAEL/JOHN
8392 N WILLIAMS RD
OKEMOS MI 48864

DOB: 6/10/1958 Ph: (517)349-6859 SID: 526942XC CTN/TCN: 150412345601

Date of complaint: 01/22/04 Police agency: 399

BOND HISTORY

Operator's license: F652603429435 MI Offense date: 01/22/04

Crime: I. OPERATING WHILE INTOXICATED

Charge code: 1025 Ordinance no.

Investigating officer(s): 390 JOHNSON,WALTER; 884 KING,RICHARD

Prosecuting attorney

Defendant's attorney, bar no., address, and telephone no.

☐ Waived ☐ Ct. Appt.

Date — ARRAIGNMENT — Judge
☐ Guilty ☐ Not Guilty ☐ No Contest ☐ Mute

Date — ADJUDICATION — Judge
☐ Jury Trial ☐ Bench Trial ☐ Plea

FINDINGS ☐ Guilty as charged ☐ Not Guilty ☐ No Contest ☐ Guilty, other Crime and charge code:
☐ Guilty, but mentally ill ☐ Dismissed ☐ Nolle Prosequi

Date — SENTENCING

Fine	Cost	Crime Victims	Restitution	Oversight	Total	Payable

Work program	Days	Hours	Days Jail	Probation months	Expiration date	Jail credit	To be served

License: ☐ Revoked ☐ Suspended _____ ☐ Restricted _____ Judge

☐ Vehicle immobilized ☐ Vehicle forfeited

Conditions

DATE	ACTIONS, JUDGMENTS, CASE NOTES	Initials

DC 251 (6/03) MISDEMEANOR Register of Actions Signature

Misdemeanor Register of Actions (DC251)

Postcard Notice to Appear

Postcard Notice to Appears are printed in a batch cycle on SCAO form DCY06a.

Requesting a Postcard Notice to Appear

Postcard Notices to Appear can be requested from the Traffic/Criminal Scheduling screen (SCH), Case Entry screen (CAS), Probation Scheduling screen (PRB) or from the Reports Request screen (RPT).

To request NTAs from the SCH, CAS or PRB screen, type an one of the following options in the *NTA* field:

A - Notice to Appear for attorney
D - Notice to Appear for defendant
B - Notice to Appear for both attorney and defendant

To request labels from the RPT screen, type the case number in the *Case* field and one of the following options in the *Rpt* field:

NTAD - will produce a notice addressed to the defendant
NTAA - will produce a notice addressed to the defense attorney
NTAB - will produce a notice for both the defendant and the attorney

16TH DISTRICT COURT
15140 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154

YOU ARE DIRECTED TO APPEAR AS FOLLOWS:
Ticket/Case Number: 04-0530 FY
X-REF: 04-70398
Proceeding: EXAM
Court day/date: THURSDAY 6/10/04
Time: 09:00 AM
Officer: KING, RICHARD JOHNSON, WALTER 399
Notice date:* 5/07/04
OFFNS DATE: 1/22/04
Offense: CS DIST SC#5
JUDGE: SERVAAS

RETURN POSTAGE GUARANTEED

TO: FRANKLIN/MICHAEL/JOHN
8392 N WILLIAMS RD
OKEMOS MI 48864

STATE OF MICHIGAN 16TH DISTRICT COURT | NOTICE TO APPEAR | Telephone No. (734) 466-2500 EXT. 3542

IMPORTANT: READ THIS CAREFULLY

1. Bring this notice with you.
2. No case may be adjourned except by authority of the Judge for good cause shown.
3. FAILURE OF THE DEFENDANT TO APPEAR in a civil case may cause a default judgment to be entered. FAILURE OF THE PLAINTIFF TO APPEAR may result in a dismissal of the case.
4. FAILURE TO APPEAR in a criminal case may subject you to the penalty for contempt of court, and a bench warrant may be issued for your arrest.
5. If you intend to employ a lawyer, he/she should be notified of the date at once.
6. If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

CERTIFICATE OF SERVICE/MAILING

I certify that on this date a copy of this notice was sent by ordinary mail to the party or attorney at the address shown on the other side of this notice.

*DATE OF NOTICE
Date

JOSEPH F. MYSLIWIEC
Court Administrator

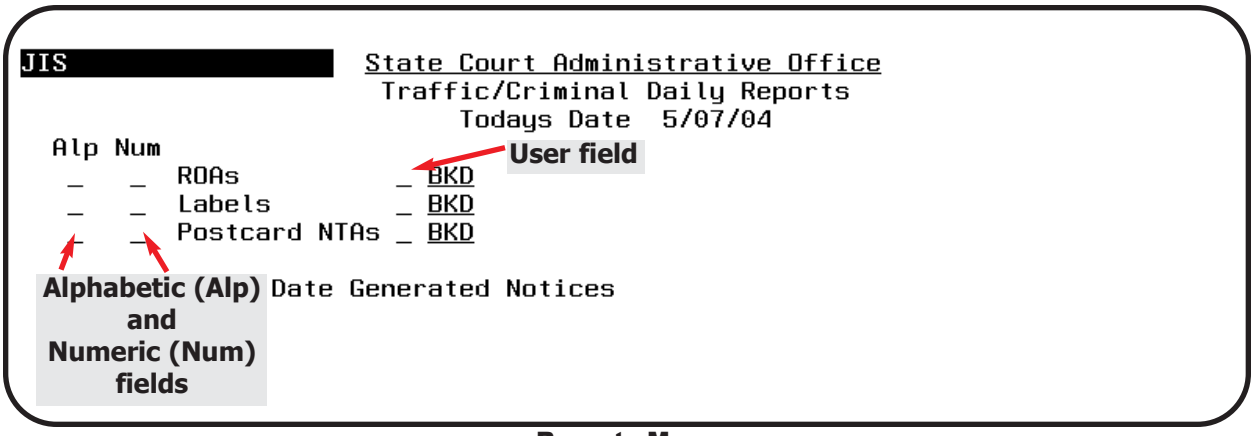
NOTICE TO APPEAR Form No. DCY06a Revised 6/96

Postcard Notice to Appear

Printing a Postcard Notice to Appear

You can choose to print notices in either alphabetic or numeric order. You also have the option of printing notices that were requested by a specific clerk or notices that have been requested by any clerk.

After notices have been requested from the SCH, CAS, PRB or RPT screen, go to the Reports Menu to print them (Option 2 from the Traffic/Criminal Subsystem Menu).



Reports Menu

To print notices that have been requested by a specific user:

- Type an **X** in the *Alp* or *Num* field
- Type an **X** in the *User* field. The initials of the user can be changed if necessary.
- Press **ENTER**.

To print notices that have been requested by all users:

- Type an **X** in the *Alp* or *Num* field.
- Press **ENTER**.

Tip: You can view, add or delete requests for Postcard Notices to Appear from the Reports Request screen (RPT).

Date Generated Notices

When Date Generated Notices are requested, numerous notices and reports will be generated. You can request notices to print in either alphabetic or numeric order. These notices are programmed to generate a certain number of days after a scheduled due date. Each court sets their own notice schedule. The notice schedule which has been established for your court is stored as the Z-Record in Code Files. For more information on the Z-Record, see Chapter 9 - Code Files.

The notices listed below print on multi-part, pre-printed forms and can be obtained from your forms distributor. The abstract and FAC/FCJ/FCPV forms can be obtained from Department of State (DOS).

DATE GENERATED NOTICES	
Notice	**Form #**
Abstract	DS1-22
FAC/FCJ/FCPV	DS1-62
Default Judgment	CIA07-JIS
14-Day Civil Infraction Notice	CIA03
14-Day Misdemeanor Notice	MC216
Notice of Non-Compliance	MC216a
Warrant Misdemeanor	DC226-OSM-1
Warrant Notice	DC226-OSM-2

Although each of the notices listed above cannot be ***requested*** from the Report Requests Screen (RPT), they may be ***deleted*** for individual requests. See Chapter 3 - Case Entry & Update for more information on the Report Request Screen.

Tips: Many system resources are used when Date Generated Notices are generated. It is recommended they be requested at times when all users are signed off the system.

Because notices are always generated based on the due date of the case, it is recommended that they are requested daily at the end of the business day.

Examples of each of the Date Generated Notices can be found on the following pages.

Abstract

Abstracts are created when Date Generated Notices are requested. Because they are submitted electronically to Department of State (DOS), you will rarely, if ever, need to print an abstract. If you do, it would be printed on form DS1-22, which is available from DOS.

They are listed in the output queue as **ABSPRT**.

See Chapter 10-Abstract/FAC Processing for more information on updating Abstract records.

FAC/FCJ/FCPV

FAC/FCJ/FCPV suspensions are created when Date Generated Notices are requested. Because they are submitted electronically to Department of State (DOS), you will rarely, if ever, need to print a suspension. If you do, it would be printed on form DS1-62, which is available from DOS.

They are listed in the output queue as **FACPRT**.

See Chapter 10-Abstract/FAC Processing for more information on updating FAC/FCJ/FCPV records, and printing clearances.

Default Judgment

- SCAO form number CIA-07
- Form listed in output queue as **DFJPRT**

16TH DISTRICT COURT
15140 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154

DEFAULT JUDGMENT
Civil Infraction

Case Number	04-0473 OI
Infraction Date	2/04/04
Civil Infraction	TRAFFIC DEV
	X-REF:04-20202
Vehicle Plate No.	394USA MI

Appearance Date	Default/Judgment Date*
2/16/04	5/05/04

AMOUNT OF JUDGMENT		
Fine	$	51.00
Costs	$	61.00
State Costs	$	9.00
	$	65.00
Total	$	186.00
Bond Forfeited	$	
Balance Due	$	186.00

TO
CUNNINGHAM/MARTHA/LOUISE
APT 546
3947 W FOREST AVE
HASLETT MI 48840

Approved, SCAO Original - Court Copy - Defendant

STATE OF MICHIGAN 16TH JUDICIAL DISTRICT	DEFAULT JUDGMENT Civil Infraction	Court Telephone No. (734) 466-2500 EXT. 3542

The ☐ State ☐ Twp. ☒ City ☐ Village of: LIVONIA
v Defendant (name and address printed on other side)

DEFAULT ENTRY I certify that:

1. Defendant has not made a scheduled appearance nor answered a citation within time allowed by statute.
2. Defendant is not in the military service or is in the military service but received notice and adequate time and opportunity to appear and defend.
3. Default of defendant is entered.

DEFAULT JUDGMENT is entered in the amount stated on the other side.

Return this notice with a certified check or money order in the amount of the judgment stated on the other side of this form. Fines, costs, and other financial obligations imposed by the court must be paid at the time of assessment. If you fail to pay, the court will notify the Secretary of State to take action against your driving privileges. **Fines, costs, and fees not paid within 56 days of the appearance date are subject to a 20% late penalty on the amount owed.**

CERTIFICATE OF SERVICE

I certify that a copy of this judgment was served on the defendant by ordinary mail at the address stated on the other side.

Date of Default/Judgment* — Date of entry and mailing
JOSEPH F. MYSLIWIEC — Clerk/Deputy clerk/Magistrate

NOTICE: You may have the right to set aside a default by requesting a hearing within 14 days of the mailing date. You must post a bond equal to the total fine and costs noted when requesting a hearing to set aside a default.

CIA 07-JIS (3/02) **DEFAULT JUDGMENT, Civil Infraction** MCR 1.110, MCR 4.101(B)

Default Judgment (CIA 07-JIS)

14-Day Civil Infraction Notices

- SCAO form number CIA-07
- Form listed in output queue as **FDCPRT**

48TH DISTRICT COURT
P.O. BOX 3200
4280 TELEGRAPH ROAD
BLOOMFIELD HILLS, MICHIGAN 48302-3200

NOTICE OF FAILURE TO COMPLY WITH JUDGMENT

CASE NUMBER 04-0473 OI

INFRACTION DATE 2/04/04
CIVIL INFRACTION TRAFFIC DEV

X-REF:04-20202

VPN 394USA MI

DEFAULT DATE	NOTICE DATE
5/05/04	* 5/05/04

AMOUNT DUE => $ 186.00

TO: CUNNINGHAM/MARTHA/LOUISE
APT 546
3947 W FOREST AVE
HASLETT MI 48840

STATE OF MICHIGAN 48TH DISTRICT COURT	14 DAY NOTICE Civil Infraction	Telephone no.: (248) 647-1141

Court address: P.O. BOX 3200, 4280 TELEGRAPH ROAD, BLOOMFIELD HILLS, MICHIGAN 48302-3200

The ☒ State ☐ Twp. ☐ City ☐ Village of: MICHIGAN

If you fail to comply with the judgment rendered in this case within 14 days;

1. The Secretary of State will suspend your driving privileges effective immediately.
2. A bench warrant may be issued for your arrest.
3. Warrant charges may be added to amount of your judgment.
4. Your operator's license will not be issued or renewed if notice is for six or more parking violations.

Payment may be made in person, or by mail. If you make payment by mail, it must be in the form of a **certified check or money order only,** and received by this court within 14 days. Return this notice with your payment. Payment made after due date must include a $45.00 re-instatement fee in addition to amount due.

I hereby certify that on this date, copies of this notice were served upon the party indicated on the reverse side by ordinary mail addressed to the address shown, unless otherwise indicated.

*DATE OF NOTICE
Date

JAMES P. HARKINS, JR.
Judge/Magistrate/Deputy Court Clerk

CIA 03 (1/03) **14 DAY NOTICE, Civil Infraction** ORIGINAL - COURT COPY - DEFENDANT

Civil Infraction 14-Day notice (CIA 03)

14-Day Misdemeanor Notices

- SCAO form number MC 216
- Form listed in output queue as **FDMPRT**

16TH DISTRICT COURT
15140 FARMINGTON ROAD
LIVONIA, MICHIGAN 48154

14 DAY NOTICE

Case No.: 04-0504 OT
Violation: DWLS
Violation date: 3/01/04
X-REF:04-203948
Notice date: 5/05/04

☐ Plea by mail ☐ Appear in person

By:

Fine/Costs Due	Bond
45.00	

DOOLEY/TOM
3902 W MILLER RD
LANSING MI 48910

Approved, SCAO Original - Court Copy - Defendant

STATE OF MICHIGAN 16TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	14 DAY NOTICE Traffic	TELEPHONE NO. (734) 466-2500 EXT. 3542

TO THE DEFENDANT: *see other side

1. You have failed to appear or respond to the traffic violation cited.*
2. You have 14 days from the date of this notice to:
   a. Plea by mail if the plea by mail box is checked*. If you plead by mail, sign the waiver below and mail in the fine and costs stated (cashiers check or money order only). or
   b. Appear personally in court at the address shown*.

Fines, costs, and other financial obligations imposed by the court must be paid at the time of assessment.

NOTICE Failure to respond to this notice will result in the suspension of your driving privileges, and you will be subject to arrest.

WAIVER/PLEA

☐ I enter a plea of guilty/no contest and waive my rights:
(a) to an attorney; (b) to trial by court or jury; and (c) to see, hear, and question witnesses.

☐ I enter a plea of not guilty to the complaint, enclose the required bond, and request a trial date.

Date Defendant signature

MC 216 (3/02) **14 DAY NOTICE, Traffic** MCL 257.321a(2); MCR 1.110

Misdemeanor 14 Day Notice (MC 216)

Notice of Non-Compliance

- SCAO form number MC 216A
- Form listed in output queue as **NNCPRT**

48TH DISTRICT COURT
P.O. BOX 3200
4280 TELEGRAPH ROAD
BLOOMFIELD HILLS, MICHIGAN 48302-3200

NOTICE

Case No.: 04-0409 OD
Violation: OWI
Violation date: 1/01/04
X-REF:04-23948
Notice date: 4/27/04

Appear in person
by: 5/04/04

DOOLEY/TOM
3902 W MILLER RD
LANSING MI 48910

Approved, SCAO Original - Court Copy - Defendant

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	NOTICE OF NONCOMPLIANCE Drinking/Driving Offense	TELEPHONE NO.

TO THE DEFENDANT:

1. You have failed to appear or respond to the violation cited on the other side of this card; or you have failed to comply with an order or judgment of the court (including payment of fine, costs, or assessments.
2. You have **7 days** from the date of this notice to appear in court, or you have **14 days** to comply with the order or judgment of the court.
3. **If you fail to appear in court or comply with the judgment** as indicated, the Secretary of State will be notified to suspend your driver license.
4. **If you fail to appear in court or comply with the judgment** as indicated, the Secretary of State will be notified to enter an order with no expiration date that you cannot operate a vessel on the waters of this state or a snowmobile within the borders of this state.
5. A warrant for your arrest has been or will be issued for your arrest.

MCL 257.321a(3); MSA 9.2021(1(3)), MCL 281.1187b

MC 216a (3/01) **NOTICE OF NONCOMPLIANCE, Drinking/Driving Offense**

Notice of Non-Compliance (MC 216A)

Warrant Misdemeanor

- SCAO form number DC 226-OSM-1
- Form listed in output queue as **WAMPRT**

Approved, SCAO

Original (white) - Police
2nd copy (canary) - Court file

STATE OF MICHIGAN JUDICIAL DISTRICT 15TH	WARRANT MISDEMEANOR ☒ Traffic ☐ Non-Traffic	CASE NO. 04-0409 OD X-REF: 04-203948E

ORI MI- 630995J

Court address: 27777 FRANKLIN ROAD SUITE 1300 ~~JIS~~ MI 48034

Court telephone no.: (248)546-7781

Issue date of warrant/order to apprehend and no.	Charge	Date of offense
	OPERATING WHILE INTOXICATED	1/01/04

Defendant name and address
DOOLEY/TOM/
3902 W MILLER RD
LANSING MI 48910

CTN	SID	DOB	
330412345601		10/02/72	
DLN		Race	Sex
D400799013760		W	M

v

THE PEOPLE OF ☐ The State of Michigan ☒ _____

FRANKLIN COUNTY

TO: Any peace officer or court officer authorized to make arrest.

Upon examination of the complaint, I find probable cause to believe the defendant committed the offense set forth.

In the name of the people of the State of Michigan, I command you to arrest and bring the defendant before the court immediately, or the defendant may be released when a cash interim bond of $ _____ is posted for personal appearance before the court.

Date _____ Judge/Magistrate _____ Bar no. _____

Authorized on _____ by
Date
Prosecuting official

RETURN
By virtue of this warrant, the defendant has been taken into custody as commanded.
Date
Arresting Officer

DC 226-OSM-1 (4/90) **WARRANT MISDEMEANOR** POLICE DEPT.

Warrant Misdemeanor (DC 226-OSM-1)

Warrant Notice

- SCAO form number DC 226-OSM-2
- Form listed in output queue as **WANPRT**

FORMS TRAC, ENTERPRISES
MICHIGAN PHONE (810) 524-0006
NATIONWIDE (800) 323-0687
RE-ORDER FORM NO. DC226-OSM-2 (4-90)

Approved, SCAO

Original (white) - Court
2nd copy (canary) - Defendant

STATE OF MICHIGAN 15TH JUDICIAL DISTRICT	WARRANT NOTICE ☒ Traffic ☐ Non-Traffic	CASE NO. 04-0409 OD X-REF: 04-203948E

ORI MI- 630995J

Court address: 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034

Court telephone no.: (248)546-7781

Issue date of warrant/order to apprehend and no.	Charge	Date of offense
5/05/04	OPERATING WHILE INTOXICATED	1/01/04

Defendant name and address
DOOLEY/TOM/
3902 W MILLER RD
LANSING MI 48910

CTN	SID	DOB	
330412345601		10/02/72	
DLN		Race	Sex
D400799013760		W	M

v

THE PEOPLE OF ☐ The State of Michigan ☒ _____
FRANKLIN COUNTY

To the defendant:

Court records show you did not respond to the charge shown above by the due date shown on the 14 day notice you received.

A warrant has been issued for your arrest. To avoid the possibility of being arrested, you must respond immediately. You must pay $ _____, the total amount due, on or before _____ (Date) to the court address shown below. ☐ You must also appear in person at the place and time shown below.

Place	Time

Bring this notice with you.

DC 226-OSM-2 (4/90) **WARRANT NOTICE** COURT COPY

Warrant Notice (DC 226-OSM-2)

Date Generated Reports

When Date Generated Notices are requested, there are a number of reports which also are produced.

DATE GENERATED REPORTS	
Report	**Description**
Abstract List	A list of abstracts that have been generated.
Abstract Error List	A list of abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS.
Bond Forfeiture Tickler	Cases will begin appearing on this tickler 28 days after generation of the Order Forfeiting Bond immediate form, or the date that is specified as the forfeiture date on the Bond Forfeiture Tickler Add/Delete screen.
Delete Audit Report	Report will list all cases that have been deleted, transferred to another court, or that have had the case number changed.
Deleted Bond Report	List of all bond, restitution, trust or trust & agency records or payments that have been deleted.
Drunk Driving Report	List of all undisposed alcohol-related cases with the age of the case in days.
FAC Electronic Clearance List	List of cases that had a request made to DOS for an immediate clearance. The report will indicate if the request was accepted or rejected.
FAC/FCJ/FCPV List	A list of FAC/FCJ/FCPV suspensions that have been generated.
Party Calendar	An alphabetical list of all parties who are scheduled to appear in court for a court proceeding on the business day following the day Date Generated Notices were requested.
20% Late Penalty Assessment Report	List of cases that have had the 20% late penalty assessed.

Information about each of these reports are shown on the following pages.

Abstract List

A list of abstracts that have been generated since the last Daily Notice cycle. This list will be sorted alphabetically or in case number order, depending on the selection made when notices were requested.

This report can also be requested from the Abstract and FAC Menu. See Chapter 10-Abstract/FAC Processing for more information.

This report will be listed in the output queue as **SOSPRT**.

```
RUN DATE: 04/22/04                                                                                                  PAGE     1
     FOR: 04/22/04 - 04/22/04                    15TH DISTRICT COURT
                                                 27777 FRANKLIN ROAD SUITE 1300
                                                 JIS                  MI  48034

                                                 ABSTRACT LIST-NUMERIC

 SEQ                                                                                  VIOLATION ADJUDICATE                                ABS
NUMBER  CASE NO.      DLN                 NAME                                   DOB      DATE       DATE     OFF  SPEED  JUDGE  SI VEH TYP

   1  02-1003                   DLN STANLEY DAVISON                                        8/12/02   2/11/03  9200                        A
        Fine:     0  Jail:        Comsrv:       Rehab:    OrgChg:9200  Trial:   Revoke:   Susp:       Rest:       Judge2:
   2  03-0201    KS84398885434     BRUCE KNIGHT                              3/14/64  2/01/02   4/22/04  1010         12345      PU  B
        Fine: 1168  Jail:         Comsrv:  30   Rehab:N   OrgChg:1010  Trial:P  Revoke:   Susp:       Rest:       Judge2:12345
   3  03-0221                   DLN RANDY CARR                                             1/12/02   4/12/04  1000         12345      PU  B
        Fine: 1062  Jail:  10     Comsrv:   5   Rehab:N   OrgChg:1000  Trial:B  Revoke:   Susp:       Rest:       Judge2:12345
   4  03-0221                   DLN RANDY CARR                                             1/12/02   4/22/04  3200                    PU  A
   5  04-0020    W252067564772     ANITA LYNETTE WASHINGTON                 10/07/50  1/01/04   4/19/04  1200         12345      PA  B
        Fine:  496  Jail:  90     Comsrv:  14   Rehab:N   OrgChg:1025  Trial:P  Revoke:   Susp:       Rest:       Judge2:12345
   6  04-0401    L520373676128     JASON PAUL LYONS                          2/18/72  1/12/04   3/22/04  1025         12345      PA  A
        Fine:    0  Jail:         Comsrv:       Rehab:    OrgChg:1025  Trial:B  Revoke:   Susp:       Rest:       Judge2:
   7  04S234443  K620085585633     BELINDA MARIE KROUSE                      8/13/69  2/01/04   3/01/04  1810          1111      PA  A
   8  04S451124  L635135270947     DAVID G LANDON                           12/13/71  3/01/04   4/01/04  2000  06655   1111      PU  A
```

Abstract List

Tip: This list can be used as a tool to verify accuracy of abstract information before abstracts are sent to Department of State.

Abstract Error List

This report lists all abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS. These cases did not pass the built-in Name/DOB/DLN edit on the Case Entry Screen. See Chapter 3 - Case Entry for more information on the edit.

The following error messages may be displayed on this report:

BLANK DIGITS IN DLN NO
LAST NAME: 1ST-CHARACTER INVALID
POSSIBLE DOB ERROR - CHK
UNEQUAL COMPUTED NUMBER

This report will be listed in the output queue as **SOSERR**.

RUN DATE: 04/22/04
FOR: 04/22/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

LIST OF ABSTRACT ERRORS-NUMERIC

SEQ NUMBER	CASE NO.	NAME	DOB	DLN ENTERED	DLN COMPUTED	ERROR MESSAGE
2	03-0201	BRUCE KNIGHT	3/14/64	K584-398-885-434	K523-098-021-194	UNEQUAL COMPUTED NUMBER
8	04S451124	DAVID G LANDON	12/13/71	L635-135-270-947	L535-135-270-947	UNEQUAL COMPUTED NUMBER

Abstract Error List

Tip: Abstracts appearing on this list should be reviewed and corrected, if necessary, before they are sent to Department of State.

Bond Forfeiture Tickler

Traffic/Criminal cases will begin appearing on this tickler:

- 28 days after the Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment (OFB) is generated, or
- The date that is specified as the forfeiture date on the Bond Forfeiture Tickler Add/Delete Screen (BFT)

Tickler records for Traffic/Criminal cases will be deleted from the tickler if:

- The bond has been closed since the Order Revoking Release and Forfeiting Bond, Notice of Intent to Enter Judgment (OFB) was printed, or
- The tickler record has been deleted from the Bond Forfeiture Tickler Add/Delete Screen (BFT).

This report will be listed in the output queue as **BNDFORFTIK**.

RUN DATE: 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

BOND FORFEITURE TICKLER

FORFEIT DATE	O.F.B. DATE	BOND TYPE	BOND AMT	RECEIPT NUMBER	RECEIPT DATE	CASE NO.	TYPE	NAME	CHARGE	NEXT ACTION DATE	NEXT ACTION DESC	PROB
02/01/04	01/04/04	CASH	200.00	D786767	11/01/03	03-0624	ST	JOHNSON/ERIC/	DWLS	11/24/03	PRE-TRIAL	
04/01/04	03/02/04	CASH	200.00	D189098	02/28/04	03-0624	ST	JOHNSON/ERIC/	OUIL	03/01/04	ARRAIGNMENT	
04/12/04	03/02/04	CASH	500.00	D254343	11/12/03	03-0801	SD	PEKALA/ROBERT/C	OUIL	12/01/03	TRIAL	
04/19/04	03/19/04	10%	500.00	D215432	02/02/04	03-0714	SM	HEATH/BRUCE/	NSF	03/18/04	PRE-TRIAL	

*Event scheduled after Order Forfeiting Bond generated.

Bond Forfeiture Tickler

Tips: If an event is scheduled after a case has been added to the Bond Forfeiture Tickler, the case will remain on the tickler and an asterisk (*) will appear before the forfeit date.

Cases that are in probation status will display an **X** in the Prob column.

For more information on the Bond Forfeiture Tickler Add/Delete screen, see Chapter 8 - Bonds.

Delete Audit Report

This report is used to monitor:

- Cases/charges that have been deleted
- Cases that have been transferred to another court location
- Case numbers that have been changed

The report contains the delete date, time, clerk's initials, terminal code, case number, case type, defendant's name, case status, offense date, count, charge, disposition date and code, fine & costs assessed and balance due. The comment made at the time of the deletion/transfer/change will also be printed.

The cases are reported for 30 days, with the most recent deletes appearing at the top of the record. **Retain this report for audit purposes. It cannot be reproduced.**

If Date Generated Notices are not requested daily, deleted cases/charges will still be reported:

- If requested within 30 days of the delete or change
- After 30 days if it has never been reported previously
- For the last time when Date Generated Notices are requested after 30 days

This report will be listed in the output queue as **TCAUDIT**.

RUN DATE: 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

TRAFFIC/CRIMINAL DELETE AUDIT REPORT

DELETE DATE	DELETED TIME	CLK	DELETE TERMINAL	CASE NO.	TYPE	NAME	STATUS	OFFENSE DATE	COUNT	CHARGE	DISPO DATE	DISPO CODE	FINE & COSTS	BALANCE DUE
4/22/04	10:27A	D1	KARENLB	01-SOUTH	SD	SIMMS/GEORGIA/	OPEN	7/14/01	1	OUIL	11/14/03	DS14	0.00	0.00
						COMMENT: CHANGE CASE 01-SOUTH TO 01-1404								
4/20/04	10:40A	KJS	KARENLB	04-0301	SI	PUGH/ANTHONY/PAUL	OPEN	2/14/04	1	CARELESS DRV			55.00	55.00
						COMMENT: CHANGE CASE 04-0301 TO 04S77890								

Delete Audit Report

Deleted Bonds Report

This report is used to monitor bond, restitution, trust or trust & agency records or payments that have been deleted. The records are reported for 30 days, with the most recent deletes appearing at the top of the report. This is a cumulative month-to-date listing and the first day of each month will begin a new list.

Each type of record will have a separate page showing the deleted records or payments. A report for bonds is displayed below. The format of the report for each type of record will be the same. A “Deleted No Records” report will be produced listing each type of record that did not have any deleted records or payments. **Retain these reports for audit purposes. They cannot be reproduced.**

This report will be listed in the output queue as **BNDELETE**.

RUN DATE: 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

DELETED BONDS

DELETE DATE	CLK	RECEIPT NUMBER	RECEIPT DATE	CASE NO.	TYPE	AMOUNT	CODE	TYPE	NAME	DEPOSITOR OR PAYEE
04/21/04	KJS	D100022	02/10/03	03-0201	OD	500.00	BD37	PYMT	ANDREWS/MATTHEW/MICH	ANDREWS/MATTHEW/MICH
04/21/04	KJS	D100041	02/12/03	03-0510		250.00		BOND	GREEN/GEORGE/	GREEN/GEORGE/

Deleted Bonds Report

Drunk Driving Report

A list of undisposed alcohol-related cases with the age of the case in days. This report is cumulative and is sorted by the age of the case from the highest to lowest number of days. A case with an outstanding warrant **will not** appear on the report.

Note: This report was created to comply with MCL 257.625b(3) and the 77th day is calculated to meet those requirements.

This report will be listed in the output queue as **DD77DAY**.

RUN DATE: 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

TRAFFIC/CRIMINAL DRUNK DRIVING REPORT FOR JUDGE GEORGE W. CROCKETT III

CASE NO.	TYPE	NAME	CHARGE	ISSUE DATE	ARRAIGN DATE	NEXT ACTION DATE	NEXT ACTION	AGE	77TH DAY
03-9999	OD	THOMAS/KEITH/MARTIN JR	OUIL	2/02/02	10/30/03	5/03/04	TRIAL	810	4/20/02
03-0207A	OD	HOWARD/JAMES/EDWARD II	OUIL	3/03/02	2/07/04			781	5/19/02
02-1011	OD	OSTERLAND/RODNEY/	OUIL	9/01/02				599	11/17/02
02-1011	OD	OSTERLAND/RODNEY/	OWI	9/01/02				599	11/17/02
03-0631	OD	DELGADO/ERIC/PAUL	OWI	2/02/03	3/15/03			445	4/20/03
03-0522	OD	MADISON/EDWARD/	OUIL	2/02/03	2/12/02			445	4/20/03
03-0712	OD	KERRIGAN/ANTHONY/AARON	OUIL	7/06/03	7/06/03	7/13/04	PRETRIAL	291	9/21/03
04-0212	OD	GIBBONS/TROY/ANDREW	OPER W/ INTX	1/13/04				100	3/30/04
04-0218	SD	DELGADO/ERIC/PAUL	OWI/OWIC	1/30/04	2/18/04			83	4/16/04
04-0221	SD	MADISON/EDWARD/JAMES II	OPER W/ INTX	2/02/04	3/01/04	5/03/04	TRIAL	80	4/19/04
04-0422	FD	OUELETTE/DONNA/	OUIC-INJURY	2/28/04				54	5/15/04
04-0239	SD	TAKAGISHI/EMIL/	OUIL-OCC<16Y	3/01/04	3/08/04			52	5/17/04

Traffic/Criminal Drunk Driving Report

FAC Electronic Clearance List

A list of immediate clearances that have been requested since the last Daily Notice cycle. This list will be sorted alphabetically or in case number order, depending on the selection made when notices were requested.

The column on the far right will display whether the request was accepted or rejected by DOS. If a record was rejected, try your request again after you have resolved the reason for the rejection, or produce a hard copy FAC clearance form and mail it to DOS.

This report can also be requested from the Abstract and FAC Menu. See Chapter 10-Abstract/FAC Processing for more information.

This report will be listed in the output queue as **FACCLR**.

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

FAC ELECTRONIC CLEARANCE LIST - NUMERIC

CASE NO.	NAME	DLN	DOB	CNT	REQUEST DATE	REQUEST TIME	W/D	SOS DATE	SOS TIME	RESPONSE
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A	ACCEPT
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A	ACCEPT
01S43992	SHANTAY COSNER	C636755001172	3/06/1980	1	4/22/04	249P	D	4/22/04	249P	ACCEPT
03S81511	CARLOS MIGUEL DOANTAE	D562108603313	4/23/1977	1	4/22/04	950A		4/22/04	950A	ACCEPT
03S96686	THERESE MARIA LINDSEY	L122792585726	9/19/1964	1	4/22/04	324P		4/22/04	325P	ACCEPT
04S01521	SENGE SANTIAGO	S450862646906	11/27/1957	1	4/22/04	952A	D	4/22/04	953A	ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	851A	ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	852A	REJECT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	928A		4/22/04	929A	REJECT

FAC Clearance List

FAC/FCJ/FCPV List

A list of FAC/FCJ/FCPV suspensions that have been generated since the last Daily Notice cycle. This list will be sorted alphabetically or in case number order, depending on the selection made when notices were requested.

This report can also be requested from the Abstract and FAC Menu. See Chapter 10-Abstract/FAC Processing for more information.

This report will be listed in the output queue as **FACRPT**.

RUN DATE: 04/22/04
FOR: 04/22/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

FAC/FCJ/FCPV CASE LIST - NUMERIC

CASE NO.	NAME	USE	DLN	DOB	VIOLATION DATE	COURT DATE	COUNT	OFF	SPEED	TYPE	SUSP DATE
04-0218	ERIC PAUL DELGADO	DLN		06/17/59	01/12/04	03/09/04	01	1220		F	04/22/04
04S24815	CONRAD B ZELINSKI		Z452122080528	07/04/57	01/01/04	01/15/04	01	1810		J	04/22/04

FAC/FCJ/FCPV Case List

Party Calendar

A calendar listing all parties, in alphabetical order, that are scheduled to appear for a court proceeding on the business day following the day Date Generated Notices are requested. Excluded from the list are cases with the following scheduling codes:

- AJ10 - Payment Due
- AJ15 - Due Date
- AJ16 - Partial Payment Due
- AJ22 - Time Extended to Pay
- AJ23 - Time Extended
- AJ30 - Probation Reports Due

The Party Calendar may also be requested from the District Court Calendar Screen. See Chapter 7 - Calendars for more information.

This report will be listed in the output queue as **DCSPCL**.

15TH DISTRICT COURT PAGE 1
PARTY CALENDAR
THURSDAY - JUNE 10, 2004

NAME	CASE NO.	TYPE	PROCEEDING	JUDGE	TIME
BROWN/LUTHER/	03-1017	GC	TRIAL	CROCKETT	9:30A
BUCKLEY/FRANCINE/	03-1127	SD	PLEA	SERVAAS	9:00A
COLLINS/WILLIAM/	04-0115	SI	FORMAL HRG	CROCKETT	11:00A
CUNNINGHAM/MARTHA/LOUISE	04-0209	SM	SENTENCE	CROCKETT	9:00A
FARMER/WILLIAM/	04-0429	GC	HEARING	CROCKETT	3:30P
FRANKLIN/MICHAEL/JOHN	04-0530	FY	EXAM	CROCKETT	1:00P
HOMER/STAN/	04-0429	GC	HEARING	CROCKETT	3:30P
JEFFERSON/THOMAS/ALVIN	04-0430	SM	PRETRIAL	CROCKETT	10:30A
JENKINS/LARRY/PAUL	03-2297	SM	REVIEW	CROCKETT	0:00
JONES/STEVEN/	03-1017	GC	TRIAL	CROCKETT	9:30A
MARNE/FRED/	04-0429	GC	HEARING	CROCKETT	3:30P
OLSON/MARY/	04-0407	OI	FORMAL HRG	SERVAAS	2:00P
SAMPSON/LIONEL/MENARD	03-2296	SM	PRETRIAL	NO JUDGE	9:00A
SMITH/MARNA/SUE	03-2293	SM	SENTENCE	SERVAAS	9:30A
SMITH/WILLIAM/	03-1017	GC	TRIAL	CROCKETT	9:30A

Party Calendar

20% Late Penalty Assessment Report

This report is a listing of all cases which have had the 20% late penalty assessed since the last Daily Notice cycle, and is based on the number of days established in the Z-Record. It should always be at least fifty-six days past the due date.

Restitution amounts are subtracted from the total fine, and the late penalty is assessed on the balance.

This report generates two separate reports, one for cases in probation status and one for non-probation cases.

All cases appearing on this report must have a disposition entered on or after August 22, 1994.

This report will be listed in the output queue as **LATEAUD**.

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

20% LATE PENALTY ASSESSMENT REPORT, PROBATION CASES - NUMERIC

CASE NO.	TYPE	COUNT	NAME	C/M/F	CHARGE	DISPO DATE	DISPO CODE	ACTION DATE	DESC	FINE & COSTS	RESTITUTION	PENALTY	BALANCE DUE
03-0201	OD	1	KNIGHT/BRUCE/	M	UBAC	04/22/04	14	2/15/02	DUE DATE	515.00	.00	103.00	618.00
03-0221	OD	1	CARR/RANDY/	M	OUIL	04/12/04	01	1/28/02	DUE DATE	683.15	214.15	93.80	776.95
04-0020	SD	1	WASHINGTON/ANITA/L	M	OWI	04/19/04	15	1/22/04	PRETRIAL	480.00	.00	96.00	576.00

20% Late Penalty Assessment Report - Probation Cases

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

20% LATE PENALTY ASSESSMENT REPORT, NON-PROBATION CASES - NUMERIC

CASE NO.	TYPE	COUNT	NAME	C/M/F	CHARGE	DISPO DATE	DISPO CODE	ACTION DATE	DESC	FINE & COSTS	RESTITUTION	PENALTY	BALANCE DUE
04S24815	SI	1	ZELINSKI/CONRAD/B	C	CARELESS DRV	04/22/04	19	1/15/04	DUE DATE	120.00	.00	24.00	144.00
03-0444	ST	1	JONES/KAREN/	M	RECKLESS DRV	10/13/03	14	10/20/03	SCHED TO PAY	310.00	85.00	45.00	355.00

20% Late Penalty Assessment Report - Non-Probation Cases

Individually Requested Reports

These reports, which comply with various state judicial requirements, are available to be produced as needed. Many can be requested for specific date ranges. Some can be printed in either numeric or alphabetic order.

Information about each of the reports listed below appears in the following pages.

You also have the ability to create reports where you select the criteria that appears on the report. For more information on this feature, see Chapter 11 - Report Generator.

INDIVIDUALLY REQUESTED REPORTS	
Report	**Description**
Alcohol Report	A basic statistical report counting alcohol related cases and their dispositions.
Appealed Case List	A list of all open cases that are currently under appeal.
Attorney Case List	A list by attorney of all cases with *future* scheduled activity in the court.
Case List	An alphabetical or numerical list of all cases on the District Court System.
Caseage Report	A list of cases where more than 180 days have elapsed since arraignment without a disposition or warrant being issued.
Caseload Report	Quarterly report documenting the number of new filings, reopened cases and methods of disposition as required by SCAO.
CCW Report	A list of state civil infraction CCW convictions under 381 PA 2000. This list is used for reporting to MSP and the county gun board where the license was issued.
Crime Victim Rights Report	A report that shows all cases that have been or should have been assessed the “MYCV” fee amount and the amount of money collected for the Crime Victim Rights Fee.
Disposed List	A list of all cases broken down by law enforcement agency that have been disposed of within a specified date range.
Drunk/Drug New Cases	A summary of drunk driving and drug cases with an accompanying audit for completion of the SCAO Drunk Driving Caseload Assistance Fund Report.
Expired Activity Date	A list of cases that have been disposed where the last scheduled date on the system is at least 30 days prior to the date the report is run and no suspension or warrant has been issued.
FAC, Bench Warrant and Warrant List	A list of all cases in case number sequence that have an outstanding warrant or FAC issued.
Non-Public Case List	A list of cases that have been marked non-public.
Time Guideline Report	This report is currently being revised to comply with Part 4 of the SCAO Caseload Report.

Alcohol Report

This is a statistical report showing action on alcohol-related driving cases. A separate list is created for each judge, as well as a grand total for the court. The report can be requested in alphabetic or numeric order.

You must specify a date range when requesting this report.

Cases will appear on this report if, within the date range specified, it is a new case filed, reduced or disposed. Offenses are broken down into categories by DOS offense code. When original charges are reduced, they will be reflected in the reduced column of the "original charge". Disposition totals will be reflected in the disposed column for the "current charge" on the case.

Specific jail information has been included. The designations in the Jail Days column are as follows:

No asterisk . . . . . Jail Ordered
* . . . . . Jail Ordered and Committed
** . . . . . Jail Suspended
***. . . . . Optional Jail Ordered
**** . . . . . Optional Jail Ordered and Committed

This report will be listed in the output queue as **ALCOHOL.**

RUN DATE: 04/22/04
FOR: 04/01/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

JUDGE: CROCKETT,GEORGE W.,III

ALCOHOL RELATED CASE STATISTIC REPORT - ALPHABETIC

CASE NO.	TYPE	NAME	OFFENSE DATE	ORIGINAL CHARGE	CURRENT CHARGE	DISPO DATE	DISPO	FINE & COSTS	JAIL DAYS	PROB MO.	LIC SUSP	LIC REST	LIC REV
03-0221	OD	CARR/RANDY/	1/12/02	OUIL	OUIL	4/12/04	BENCH	969.00	* 10	12			
02-1009	SD	KASTLEMAN/REBECCA/	8/01/02	OUIL-OCC<16Y	OUIL-OCC<16Y	4/15/04	JURY	470.00	* 10	12			
03-0201	OD	KNIGHT/BRUCE/	2/01/02	UBAC	UBAC	4/22/04	PLEA	1065.00					
03-0090	SD	MINERT/MICHAEL/F	2/02/02	OUIC	OUIC	4/08/04	BENCH	650.00	* 90	18			
04-0020	SD	WASHINGTON/ANITA/LYNETTE	1/01/04	OPER W/ INTX	OWI	4/19/04	PLEA	580.00	* 90	6			

TOTALS FOR JUDGE: CROCKETT,GEORGE W.,III

	NEW	ORG CHG REDUCED	DISPOSED	GUILTY PLEAS	NON JURY	JURY	EXAMS WAIVED	EXAMS HELD	OTHER DISP	LIC SUSP	LIC REST	LIC REV
1000 OUIL	0	0	1	0	1	0	0	0	0	0	0	0
1010 UBAC	0	0	1	1	0	0	0	0	0	0	0	0
1015 UNLAWFUL BODILY ALC	0	0	0	0	0	0	0	0	0	0	0	0
1020 COMBINED OUIL/UBAC	0	0	0	0	0	0	0	0	0	0	0	0
1025 OPERATING WHILE INT	0	1	0	0	0	0	0	0	0	0	0	0
1030 OUIL CAUSING DEATH	0	0	0	0	0	0	0	0	0	0	0	0
1035 OUIL OR OWI CAUSING	0	0	0	0	0	0	0	0	0	0	0	0
1040 OUIL-SERIOUS INJURY	0	0	0	0	0	0	0	0	0	0	0	0
1100 OUICS	0	0	1	0	1	0	0	0	0	0	0	0
1105 OPERATING WITH ANY	0	0	0	0	0	0	0	0	0	0	0	0
1110 OUIL/OUICS	0	0	0	0	0	0	0	0	0	0	0	0
1120 OUICS CAUSING DEATH	0	0	0	0	0	0	0	0	0	0	0	0
1130 OUICS-SERIOUS INJ.	0	0	0	0	0	0	0	0	0	0	0	0
1150 CHILD ENDANGERMENT	0	1	1	0	0	1	0	0	0	0	0	0
1200 IMPAIRED DRIVING	0	0	1	1	0	0	0	0	0	0	0	0
1210 IMPAIRED-CONT.SUBS.	0	0	0	0	0	0	0	0	0	0	0	0
1220 IMPAIRED-COMBINED	0	0	0	0	0	0	0	0	0	0	0	0
1230 CMV W/ BAC .04 -.07	0	0	0	0	0	0	0	0	0	0	0	0
1240 PERSON < 21 W/ BAC	0	0	0	0	0	0	0	0	0	0	0	0
9500 ORV WHILE DRINKING	0	0	0	0	0	0	0	0	0	0	0	0
REDUCED/NON-ALCOHOL			0	0	0	0	0	0	0	0	0	0
TOTAL	0	2	5	2	2	1	0	0	0	0	0	0

NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Alcohol Report

Appealed Case List

This report lists all open cases that have had one of the following appeal codes entered on the Scheduling screen (SCH):

Appeal Codes/Add to Appeal List	
AP Code	**Description**
01	Appeal to Circuit Court Filed
02	Appeal from Magistrate to District Court
03	Action Taken by Magistrate Superceded by Order of District Judge
04	Appeal to Appellate Court Filed
05	Appealed Sentence
06	Appeal Denied
07	Appeal from Informal to Formal Hearing Filed

To remove a case from this report, the following appeal code must be entered on the Scheduling Screen.

Appeal Code/Remove from Appeal List	
AP Code	**Description**
08	Remove from Appeal Status or Appeal List

The report can be requested in either alphabetic or numeric order.

This report will be listed in the output queue as **APPEAL.**

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

APPEALED CASE LIST - NUMERIC

CASE NO.	TYPE	NAME	JUDGE	APPEAL DATE	APPEAL DESCRIPTION	CHARGE	DISPO DATE	DISPO
04-0401	OD	LYONS/JASON/PAUL	CROCKETT,GEO	03/29/04	APPL TO CIRC	OPER W/ INTX	03/22/04	GLTY AS CHRG
04S234443	SI	KROUSE/BELINDA/MARIE	KREBS,MAG.,	03/15/04	APP INF 2 FH	CARELESS DRV	03/01/04	FOUND RESP.
04S451124	SI	LANDON/DAVID/G	KREBS,MAG.,	04/12/04	APP INF 2 FH	SPEED 6-11	04/01/04	FOUND RESP.

Appealed Case List

Attorney Case List

This report provides a list of all attorneys who have cases with a *future* court date set. The list will **always** be sorted by the last name of the attorney; however, you can request this report in alphabetic or numeric sequence. These two options are described below:

- An **alphabetic** list will be produced with defendant names in alphabetical order under the attorney's name
- A **numeric** list will be produced in case number order under the attorney's name

This report will be listed in the output queue as **ATTYIDX.**

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

ATTORNEY CASE LIST - NUMERIC

ATTORNEY	BAR NO.	CASE NO.	TYPE	NAME	CHARGE	JUDGE	SCHEDULED DATE	SCHEDULED TIME	SCHEDULED EVENT
FROST,THOMAS M.,	32545	02-1006	ST	EDGINGTON/CHRISTOPHER/M	DWLS	CROCKETT,GEO	4/28/04	09:00A	PRETRIAL
KOWALSKI,AUDREY	43232	03-0712	OD	KERRIGAN/ANTHONY/AARON	OUIL	CROCKETT,GEO	7/13/04	09:00A	PRETRIAL
					DWLS	CROCKETT,GEO	7/13/04	09:00A	PRETRIAL
SCHNEIDER,THOMAS	33432*	03-0560	ST	WASHINGTON/ANITA/LYNETTE	FL STP-PD AC	CROCKETT,GEO	5/24/04	10:00A	JRY TRIAL
WALKE,JOHN R.,	32323*	03-0885	FY	ELWORTH/KEVIN/H	B & E	CROCKETT,GEO	5/03/04	10:00A	EXAM
					ASSAULT-GUN	CROCKETT,GEO	5/03/04	10:00A	EXAM

*** indicates court appointed attorney**

* INDICATES COURT APPOINTED ATTORNEY

Attorney Case List

Case List

This report provides a list of all non-purged cases, and can be requested in either alphabetic or numeric order.

Charges with a plus sign (+) indicate that a charge has been amended or reduced.

If no driver license was entered on a case, the vehicle plate information will print in the DLN/VPN column.

Specific jail information has been included. The designations in the Jail Days column are as follows:

No asterisk. . . . . Jail Ordered
* . . . . . Jail Ordered and Committed
** . . . . . Jail Suspended
*** . . . . . Optional Jail Ordered
**** . . . . . Optional Jail Ordered and Committed

This report will be listed in the output queue as **ALPHIDX** if an alphabetic list was requested and **NUMBIDX** if a numeric list was requested.

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

CASE LIST-NUMERIC

CASE NO.	TYPE	NAME	DLN OR VPN	OFFENSE DATE	CHARGE	FINE & COSTS	JAIL DAYS	PROB MO.	DISPO	STATUS
01-1404	SD	SIMMS/GEORGIA/	MIS348293849843	7/14/01	OUIL	0.00			DSP GLTY PL	DISP
02-1000	OT	PARKER/DIANE/	MIP394889290293	3/02/02	DWLS	145.00				WRNT
02-1001	OD	WILLIAMS/LAWRENCE/JAMES	MIW554349883992	5/10/02	OUIL	45.00				WRNT
02-1003	SM	DAVISON/STANLEY/		8/12/02	CS USE MJ	54.00			GLTY BY JURY	DISP
02-1004	OT	APPLETON/ELIZABETH/	MINNJ990 02PA	2/02/02	FL DSP LICEN	45.00				PEND
02-1005	SI	CARTER/JULIE/ANN	MIC400398428939	9/12/02	CARELESS DRV	74.00			DEFAULT JGMT	DISP
02-1006	ST	EDGINGTON/CHRISTOPHER/M	MIE298549839845	5/01/02	DWLS	50.00				PEND
02-1007	SI	FARKER/JAMES/PAUL	MIF298549839845	5/01/02	SAFETY BELT	60.00			DEFAULT JGMT	WRNT
02-1008	SI	GALBRAITH/EARL/JAMES	MIG298549839845	5/01/02	TRAFFIC SGNL	60.00			DEFAULT JGMT	DISP
02-1009	SD	KASTLEMAN/REBECCA/	MIK584395858843	8/01/02	OUIL-OCC<16Y	470.00	* 10	12	GLTY BY JURY	PROB
02-1010	OI	LAWRENCE/MERILEE/	MIL293849238492	9/01/02	STOP SIGN	54.00			DEFAULT JGMT	DISP
02-1011	OD	OSTERLAND/RODNEY/	MIO293849238492	9/01/02	OUIL	45.00				PEND
					OWI	245.00				
03-0009	FY	KASTLEMAN/REBECCA/	PA	8/01/02	+DWLS	54.00			DSP GLTY PL	DISP
03-0090	SD	MINERT/MICHAEL/F	MIM489583985884	2/02/02	OUIC	650.00	* 90	18	GLTY AS CHRG	PROB
03-0201	OD	KNIGHT/BRUCE/	MIK584398885434	2/01/02	UBAC	1065.00		3	DSP GLTY PL	PROB
03-0207A	OD	HOWARD/JAMES/EDWARD II	MIH832949348932	3/01/02	OUIL	669.00				PEND
03-0207B	ST	HOWARD/JAMES/EDWARD II	MIH832949348932	3/01/02	RECKLESS DRV	300.00				PEND
03-0207C	SD	HOWARD/JAMES/EDWARD II	MIH832949348932	3/01/02	OUIL	0.00			DSP GLTY PL	DISP
03-0210A	SI	BAILEY/JAMES/	MIB654323432543	3/01/02	CARELESS DRV	70.00			DEFAULT JGMT	DISP
03-0210B	OI	BAILEY/JAMES/	MIB654323432543	3/01/02	TRAFFIC SGNL	50.00			DEFAULT JGMT	DISP
03-0219	ST	BROWN/JAY/CARLTON	MIB562093884933	2/02/02	RECKLESS DRV	250.00			DSP GLTY PL	DISP
03-0220A	ST	WEBBER/RAYMOND/	MIW992112665432	2/01/03	CARELESS DRV	54.00			JDGMNT RNDRD	DISP
03-0221	OD	CARR/RANDY/	MIC211654443327	1/12/02	OUIL	1183.15	* 10	12	GLTY AS CHRG	PROB
					DWLS	210.00			DSP GLTY PL	
03-0290		DRAKE/DOYLE/D			NON-PUBLIC					
03-0298		FEHRENBACH/JEROME/J			NON-PUBLIC					
03-0318		GONZALES/REBECCA/MARIE			NON-PUBLIC					
03-0444	ST	JONES/KAREN/	MIJ298493829894	2/02/02	RECKLESS DRV	310.00			DSP GLTY PL	DISP
03-0501O	OI	JONES/KAREN/	MIJ298493829894	2/10/03	CARELESS DRV	124.00			DEFAULT JGMT	DISP
03-0501S	OI	JONES/KAREN/	PU	2/10/03	CARELESS DRV	78.00			DEFAULT JGMT	DISP
03-0509A	SI	PORTER/JAMES/	MIP674334289843	3/03/02	CARELESS DRV	55.00			JDGMNT RNDRD	CLSD
03-0509B	OD	PORTER/JAMES/	PU	3/03/02	OUIL	100.00			DSP GLTY PL	DISP
03-0509C	ST	PORTER/JAMES/	PU	3/03/02	DWLS	30.00			DSP GLTY PL	DISP
					OUIL	180.00			LOCAL DIVERS	
03-0509D	SM	PORTER/JAMES/	PU	3/03/02	CS POSS MJ	30.00			DSP GLTY PL	DISP
03-0515	ST	MARSHALL/PAUL/	PA	2/02/02	DWLS	110.00			DSP GLTY PL	DISP
03-0522	OD	MADISON/EDWARD/	PU	2/02/02	OUIL	45.00				PEND
03-0560	ST	WASHINGTON/ANITA/LYNETTE	MIW252067564772	11/01/03	FL STP-PD AC	0.00				PEND
03-0624	ST	JOHNSON/ERIC/	PU	3/01/03	DWLS	45.00				PEND
03-0631	OD	DELGADO/ERIC/PAUL	PU	2/02/02	OWI	385.00				PEND
03-0712	OD	KERRIGAN/ANTHONY/AARON	MIK625067028777	7/04/03	OUIL	0.00				PEND
					DWLS	0.00				
03-0714	SM	HEATH/BRUCE/	MIH300098021534	7/10/03	NSF $50-$200	0.00				PEND
03-0801	SD	PEKALA/KENNETH/	PA	10/28/03	OPER W/ INTX	45.00				PEND
03-0822	ST	MARCUM/CRAIG/	PU	2/02/02	RECKLESS DRV	220.00				PEND
03-0885	FY	ELWORTH/KEVIN/H	MIE463465297891	8/12/03	B & E	0.00			EX COND B/O	PEND
					ASSAULT-GUN	0.00				
03-0912	FY	MANNOR/DWAYNE/	MIK324792352285	11/24/03	B & E	0.00				PEND
03-1012X	OD	NICHOLS/RANDY/	OHN489389489859	7/02/02	OUIL	45.00				PEND
03-1012Y	OD	ANDERSON/STEWART/	MIA334882112554	8/03/03	OUIL	45.00				WRNT
03-9999	OD	THOMAS/KEITH/MARTIN JR	PU	2/02/02	OUIL	45.00				PEND
04-0001	ST	JOHNSON/ERIC/	PU	3/01/03	DWLS	475.00			DSP GLTY PL	DISP

+ INDICATES A REDUCED CHARGE
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Case List - Numeric

Caseage Report

This report provides information necessary to complete the monthly Speedy Trial Report which is required by SCAO. When this report is requested, two separate reports are generated:

- the Caseage Report (Speedy Trial) by Judge,
  and
- the 120 Day Report and Custody Review List by Judge

Each of these reports will generate a separate list for each judge, and will include a summary of cases for each judge. The cases will be listed by age, with the oldest cases first. **Age is calculated from the first arraignment date.**

If a defendant is in custody, the case will appear on one of the reports.

Misdemeanor cases
0-27 days old will appear on 120 Day Report and Custody Review List
28+ days old will appear on Caseage Report

Felony cases
0-179 days old will appear on 120 Day Report and Custody Review List
180+ days old will appear on Caseage Report.

To Update a Custody Status

- Type an **X** in the *Custody* field on the Pre-Trial Release/Custody (PRC) form **and print it**; or

- If PRC form is not generated, enter one of the following four-letter codes in the *Arrgn/Comm* field on the Scheduling screen (SCH):

  COMM . . . . .Committed
  COPR . . . . .Pre-Sentence Commitment Filed
  CORJ . . . . .Committed to Jail

To Remove from Custody Status

- Post a bond; or

- Enter **RFCS** (Removed from Custody Status) in the *Arrgn/Comm* field on the Scheduling screen (SCH)

These reports will be listed in the output queue as **CASEAGE** and **ONETWTY.**

Caseage Report by Judge

This report tracks the age of all felony and misdemeanor cases. To appear on the report, the case must meet the following criteria:

- The defendant has been arraigned but the case has not been disposed. One of the following proceeding codes (PO codes) must be used to update the arraignment date:

  AR . . . . . .Arraignment held
  AP . . . . . .Arraignment/Pretrial held
  AW . . . . . .Arraignment waived

- Felony cases: Any felony case that is at least 180 days old, whether or not the defendant is in custody.

- Misdemeanor cases: If the defendant has been incarcerated 28 days or more since arraignment, or any undisposed case that is at least 180 days old.

RUN DATE: 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

JUDGE CROCKETT,GEORGE W.,III

CASEAGE REPORT BY JUDGE

CASE NO.	TYPE	NAME	CHARGE	MISD/FEL	ARRAIGN DATE	WARRANT DAYS	CUSTODY DATE	NEXT ACTION	NEXT ACTION DATE	AGE
03-0714	SM	HEATH/BRUCE/	NSF $50-$200	M	7/22/03			PRETRIAL	8/18/03	275
03-0712	OD	KERRIGAN/ANTHONY/AARON	OUIL	M	7/06/03	50		PRETRIAL	7/13/04	241
03-0712	OD	KERRIGAN/ANTHONY/AARON	DWLS	M	7/06/03	50		PRETRIAL	7/13/04	241
03-0885	FY	ELWORTH/KEVIN/H	ASSAULT-GUN	F	8/15/03	44		EXAM	5/03/04	207

TOTAL CASES AGE 1 - 89 DAYS
TOTAL CASES AGE 90 - 179 DAYS
TOTAL CASES AGE 180 - 269 DAYS 3
TOTAL CASES AGE 270 - 364 DAYS 1
TOTAL CASES AGE 365 + DAYS

Caseage Report by Judge

Cases will not appear on the report if:

- A disposition has been entered on **all** charges
- A plea of guilty or nolo contendere was entered (PL01 or PL05)
- Correct arraignment code was not entered (AR, AP, AW)
- The case is in warrant status (WR01, 02, 07, 08, 09, 10, 19, 20, 21, 30)

Tip: It is important to update all warrant (issue and recall) and custody codes correctly for the Caseage Report to accurately reflect the age of the case.

120-Day Report and Custody Review List by Judge

This report can by used to identify cases **before** they qualify for the Speedy Trial Report, and to monitor the age of **all cases** when the defendant is incarcerated. To appear on this report, the case must meet the following criteria:

- The defendant has been arraigned but the case has not been disposed. One of the following proceeding codes (PO codes) must be used to update the arraignment date:

  AR . . . . . .Arraignment held
  AP . . . . . .Arraignment/Pretrial held
  AW . . . . . .Arraignment waived

- Felony cases: If the defendant has been incarcerated from 0 -179 days since arraignment, or any undisposed case that is 120 - 179 days old

- Misdemeanor cases: If the defendant has been incarcerated from 0 - 27 days since arraignment, or any undisposed case that is 120 - 179 days old

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

JUDGE CROCKETT,GEORGE W.,III 120-DAY REPORT AND CUSTODY REVIEW LIST BY JUDGE

CASE NO.	TYPE	NAME	CHARGE	MISD/FEL	ARRAIGN DATE	WARRANT DAYS	CUSTODY DATE	NEXT ACTION	NEXT ACTION DATE	AGE
03-9999	OD	THOMAS/KEITH/MARTIN JR	OUIL	M	10/30/03			TRIAL	5/03/04	175
03-0560	ST	WASHINGTON/ANITA/LYNETTE	FL STP-PD AC	M	11/03/03			JRY TRIAL	5/24/04	171
03-0912	FY	MANNOR/DWAYNE/	B & E	F	12/01/03	11		PRETRIAL	1/09/04	132
02-1006	ST	EDGINGTON/CHRISTOPHER/M	DWLS	M	11/01/03		4/15/04	PRETRIAL	4/28/04	7

TOTAL CASES: 4

120-Day Report and Custody Review List by Judge

Cases will not appear on the report if:

- A disposition has been entered on **all** charges
- A plea of guilty or nolo contendere was entered (PL01 or PL05)
- Correct arraignment code was not entered (AR, AP, AW)
- The case is in warrant status (WR01, 02, 07, 08, 09, 10, 19, 20, 21, 30)

Tip: It is important to update all warrant (issue and recall) and custody codes correctly for the Caseage Report to accurately reflect the age of the case.

Caseload Report

This report is mandated by SCAO (MCR 8.103). It provides statistical counts for traffic, criminal, and civil case filings, reopened cases, and dispositions entered. Caseload statistics must be submitted quarterly to the CRS website.

Requesting Caseload Reports

From the Traffic/Criminal or Civil Subsystem Reports Menu:

- Type an **X** for alpha or numeric. This option determines the sorting of the audit reports in alphabetic or numeric order.
- Request the quarter and year:

  1- January 1 through March 31
  2- April 1 through June 30
  3- July 1 through September 30
  4- October 1 through December 31
  A- All Quarters

  -OR- leave the quarter and year fields blank and request the report by date range. Press **ENTER**.

Note: When requesting the caseload report for statistics prior to 2002, the request must be in numeric format and include a date range.

```
JIS                    State Court Administrative Office
                     Traffic/Criminal As Required Reports
                           Todays Date  4/29/04
                                                          Date Range
Alp Num
 _   _  Alcohol Report                                  ______ - ______
 _   _  Appealed List
 _   _  Attorney Case List
        CCW Report                                      ______ - ______
 _   _  Case Index
        Caseage Report
 _   X  Caseload Report   Qtr 3 Year 2003               ______ - ______
 _   _  Crime Victim Rights Report                      ______ - ______
 _   _  Disposed List                                   ______ - ______
 _   _  Drunk/Drug New Cases                            ______ - ______
 _   _  Expired Activity Date
 _   _  FAC, WAR List
 _   _  Non-Public Case List
        Time Guideline Report                           ______

                                                              MORE ...

F24-Previous Menu  Page/Roll  Help
```

Requesting numerical report by quarter and year.

```
JIS                    State Court Administrative Office
                       Traffic/Criminal As Required Reports
                            Todays Date  4/29/04
                                                                Date Range
        Alp Num
         _   _  Alcohol Report                                 ______ - ______
         _   _  Appealed List
         _   _  Attorney Case List
             _  CCW Report                                     ______ - ______
         _   _  Case Index
             _  Caseage Report
         X   _  Caseload Report   Qtr _ Year ____              100103 - 123103
         _   _  Crime Victim Rights Report                     ______ - ______
         _   _  Disposed List                                  ______ - ______
         _   _  Drunk/Drug New Cases                           ______ - ______
         _   _  Expired Activity Date
         _   _  FAC, WAR List
         _   _  Non-Public Case List
             _  Time Guideline Report                          ______

                                                                   MORE ...

F24-Previous Menu  Page/Roll  Help
```

Requesting alphabetical report by date range.

The *Merge Files* field is for multi-location courts and is used to combine caseload numbers for multiple locations into one grid. See page 5-57 for complete details.

```
                          Work with Output Queue

Queue:   PRT00          Library:   QUSRSYS        Status:   RLS/WTR

Type options, press Enter.
  1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
  8=Attributes        9=Work with printing status

Opt  File        User        User Data   Sts   Pages   Copies  Form Type   Pty

 _   CSLDEXC_N   Caseload Exception List  2     HLD       1       1   8X11      5
 _   BEGIN_N     Beginning Pending        2     HLD      20       1   8X11      5
 _   NEWFILE_N   New Filings              2     HLD      39       1   8X11      5
 _   REOPEN_N    Reopened                 2     HLD       4       1   8X11      5
 _   DISPO_N     Method of Disposition    2     HLD      46       1   8X11      5
 _   CASELOAD    District Court Caseload  GRID  HLD       3       1   8X11      5

                                                                        Bottom
Parameters for options 1, 2, 3 or command
===> ____________________________________________________________________________
F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers
F24=More keys
```

A Caseload Exception List generates only if "exceptions" are found.

Up to six reports are created in the output queue when caseload is requested. Four of the reports are audits that support the totals reflected on the District Court Caseload. The audit reports are: Beginning Pending, New Filings, Reopened, and Method of Disposition. Based on your request, the reports are listed in the output queue with _N (numeric) or _A (alphabetic) appended to each file name.

As of the writing of this manual, District Court Caseload is divided into two parts, each having four sections.

Part 1:	New Filings and Reopened Cases		Case Types
	Section A:	Criminal	EX, FY, OM and SM
	Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
	Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
	Section D:	Civil	GC, GZ, LT, SC and SP
Part 2:	**Method of Disposition**		**Case Types**
	Section A:	Criminal	EX, FY, OM and SM
	Section B:	Traffic	FD, FT, OD, OI, OT, SD, SI and ST
	Section C:	Non-Traffic Civil Infraction, Parking	OK, ON, SK and SN
	Section D:	Civil	GC, GZ, LT, SC and SP

Criteria - Part 1 - New Filings & Reopened Cases

New Filings	
Criminal Traffic Non-Traffic Civil Infractions & Parking	The *filing date* entered on the Case Entry screen is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. It is counted if the case is not disposed and was previously reported to SCAO as new filing.
Civil	The *file date* entered on the Case Entry screen for the primary plaintiff and primary defendant (P01, D01) is used to determine when to count a case as a new filing.
	A case type change is counted as a new filing under the new case type using the date of the change. It is counted if the case is not disposed and was previously reported to SCAO as a new filing.

For a case to be counted as reopened, it must first have been counted as disposed. The criteria for counting disposed cases are found in the next section of this chapter.

Reopened	
Criminal & Traffic	A case is counted as reopened when all counts are disposed and the *Set Aside Disp* field is X'd on the Scheduling or Disposition screen. See Chapter 3 - Case Entry & Update for more information about setting aside dispositions.
	It is also counted as reopened when a case is in warrant status (pre-adjudication) and a warrant recall is printed/updated, or any of the following warrant return codes are entered on the Scheduling screen (SCH): WR16 - Warrant Returned WR17 - Set Aside Bench Warrant WR22 - Bench Warrant Returned WR23 - Warrant Recall Filed WR31 - Warrant Canceled from LEIN
Non-Traffic Civil Infractions & Parking	When the *Set Aside Disp* field is X'd on the Scheduling (SCH) or Disposition (DSP) screen.
Civil	When all defendants are disposed and any of the following codes are entered on the Action screen: ORE19 - Order for New Trial (not valid for SC) ORE40 - Order to Appeal Decision (SC only) ORE51 - Order to Set Aside Default Judgment ORE52 - Order to Set Aside Dismissal ORE69 - Order to Set Aside Judgment ACF76 - Action to Reopen Case Filed

Part 1 of the District Court Caseload lists Sections A through D on one page. Although Beginning Pending is only reported to SCAO for the first quarter of the year, the printed report will contain these numbers for your information regardless of the quarter or date range requested. Case type totals are also provided for your information. These totals and the Beginning Pending numbers are not transferred in the caseload web transfer process.

Criteria - Part 2 - Method of Disposition

Method of Disposition	
Criminal **Traffic** **Non-Traffic Civil** **Infractions &** **Parking**	A single-count case is counted as disposed on the date of the disposition.
	A multiple-count case is counted as disposed on the disposition date of the **final** charge. At that time, the dispositions for all charges are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to each section. The lowest line number has the highest value, i.e. Section A, Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Guilty Pleas. Consider the following multi-count case: Nov. 1st - Count 1 - Dismissed by Party (DS26) Nov. 10th - Count 2 - Disposed on Guilty Plea (DS14) Dec. 2nd - Count 3 - Found Guilty as Charged (DS01) Using the chart on the following page, you will see that *Found Guilty as Charged* falls under Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 2nd.
Civil	A civil case with one defendant is counted as disposed on the date of the disposition.
	A civil case with multiple defendants is counted as disposed when the disposition of the **final** defendant is entered. At that time, the dispositions for all of the defendants are evaluated to determine which disposition has the highest value. Value is based on the line number assigned to Section D. The lowest line number has the highest value, i.e., Line 1, Jury Verdict, has a higher value than Line 2, Bench Verdict, which has a higher value than Line 3, Uncontested/Default/Settled, etc. Consider the following multi-defendant case: Nov. 1st D01 - Consent Judgment (JGE68) Dec. 10th D02 - Judgment by Judge/Magistrate (JGE66) Using the chart on page 5-48, you will see that *Judgment by Judge/Magistrate* falls under on Line 2 - Bench Verdict. This is where the caseload program would count the case using the date of December 10th.

All disposition codes are assigned to a corresponding line number for each section of the report. The following tables identify which line number corresponds to each code.

Section A: Criminal - Method of Disposition

Line	Case Type	EX	FY	OM	SM
	Method of Disposition	**Disposition Codes**			
1	Jury Verdict	DS04 Guilty DS06 Not Guilty			
2	Bench Verdict	DS01 Found Guilty as Charged DS02 Found Guilty of Added Offense DS03 Found Guilty of Included Offense DS05 Found Not Guilty by Judge DS44 Verdict under 7411 DS46 Verdict under Spouse Abuse Act DS49 Directed Verdict DS50 Extradition Hearing Held			
3	Guilty Pleas	DS14 Disposed on Guilty Plea DS15 Disposed on Plea of Nolo Contendere DS41 Disposed by Plea under 7411 DS42 Disposed by Plea under HYTA DS43 Disposed by Plea under Spouse Abuse Act			
4	Bindover/ Transfer -Not valid for OM/SM	DS09 Conducted - Bound over DS10 Waived - Bound over DS48 Transferred			
5	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
6	Dismissed by Court	DS07 No Progress DS08 Dismissed DS16 Exam conducted - Dismissed			
7	Inactive Status	DS21 Administratively Closed DS22 Other Disposition DS51 Defendant Referred for Competency Evaluation DS52 Found Incompetent to Stand Trial Any warrant code that puts the case in warrant status (+WR)			
8	Local Diversion	DS47 Local Diversion			
9	Case Type Change	Each time a case type is changed, the case is counted as disposed under the old case type and open under the new. This occurs only if the case is not disposed and if it was previously reported to SCAO as a new filing.			

Section B: Traffic - Method of Disposition

Line	Case Type	FD	FT	OD	OI	OT	SD	SI	ST
	Method of Disposition	**Disposition Codes**							
1	Jury Verdict -Not valid for OI/SI	DS04 Guilty DS06 Not Guilty							
2	Bench Verdict	DS01 Found Guilty as Charged DS02 Found Guilty of Added Offense DS03 Found Guilty of Included Offense DS05 Found Not Guilty by Judge DS24 Found Not Responsible DS40 Found Responsible after Hearing DS44 Verdict under 7411 DS46 Verdict under Spouse Abuse Act DS49 Directed Verdict DS50 Extradition Hearing Held							
3	Guilty/ Admit	DS14 Disposed on Guilty Plea DS15 Disposed on Plea of Nolo Contendere DS23 Judgment Rendered DS41 Disposed by Plea under 7411 DS42 Disposed by Plea under HYTA DS43 Disposed by Plea under Spouse Abuse Act							
4	Bindover/ Transfer -Valid only for FD/FT	DS09 Conducted - Bound over DS10 Waived - Bound over DS48 Transferred							
5	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party							
6	Dismissed by Court	DS07 No Progress DS08 Dismissed DS16 Exam conducted - Dismissed							
7	Default -Valid only for OI/SI	DS19 Default Judgment							
8	Inactive	DS21 Administratively Closed DS22 Other Disposition DS51 Defendant Referred for Competency Evaluation DS52 Found Incompetent to Stand Trial DS53 Order to Stay Proceedings (Civil Infraction) Any warrant code that puts the case in warrant status (+WR)							
9	Local Diversion	DS47 Local Diversion							
10	Case Type Change	Each time a case type is changed, the case is counted as disposed under the old case type and open under the new. This occurs only if the case is not disposed and if it was previously reported to SCAO as a new filing.							

Section C: Non-Traffic Civil Infraction and Parking - Method of Disposition

Line	Case Type	OK	ON	SK	SN
	Method of Disposition	**Disposition Codes**			
1	Verdict at Hearing	DS24 Found Not Responsible DS40 Found Responsible After Hearing			
2	Admission/Waivers	DS23 Judgment Rendered			
3	Dismissed by Party	DS25 Order of Nolle Prosequi Entered DS26 Dismissed by Party			
4	Dismissed by Court	DS07 No Progress DS08 Dismissed DS21 Administratively Closed DS22 Other Disposition			
5	Default	DS19 Default Judgment			
6	Case Type Change	Each time a case type is changed, the case is counted as disposed under the old case type and open under the new. This occurs only if the case is not disposed and if it was previously reported to SCAO as a new filing.			

Section D: Civil - Method of Disposition

Line	Case Type	GC	GZ	LT	SC	SP
	Method of Disposition	**Disposition Codes**				
1	Jury Verdict -Not valid for SC	JGE65 Judgment by Jury Entered DSE65 Dismissal by Jury Entered				
2	Bench Verdict	JGE66 Judgment by Judge/Magistrate Entered DSE66 Dismissal by Judge/Magistrate Entered				
3	Uncontested/ Default/Settled	JGE* Judgment Entered (* any modifier except 65, 66, or XF) SDG Summary Disposition Granted SEE Settlement Entered				
4	Transferred	ORE25 Order for Removal to General Civil (SC cases only) ORE07 Order for Change of Venue Entered ORE34 Order-Transmittal to Circuit Court Entered				
5	Dismissed by Party	DSE* Dismissal Entered (*any modifier except 14, 20, 65, 66, or 74) ARL Arbitration Ordered				
6	Dismissed by Court	DSE14 Dismissal for Lack of Progress Entered DSE20 Dismissal for Non-Service Entered DSE74 Dismissed No Cause of Action Entered				
7	Inactive	ORR56 Order for Bankruptcy Stay Received OREZ2 Order to Stay Proceedings Entered				
8	Other Disposition	DIE Administrative Disposition JGEXF Judgment (Foreign) Entered				
9	Case Type Change	When a case type is changed on the Case Entry screen after a case has been reported to SCAO, it counts the case under the old case type and opens it under the new. A record is written to the Actions screen and Register of Actions using the current date: ACFZ1-Case type changed from xx to xx. Caution: Do not process a removal from small claims to general civil by changing the case type. Follow procedures outlined on page 2-18, of the Civil User Guide for proper reporting.				

Report Examples

District Court Caseload (grid) contains all case types and consists of three pages.

Part 1: New Filings and Reopened Cases - Sections A, B, C & D

RUN DATE: 12/19/03
FOR: JAN-MAR 2002
QUARTER 1

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 1

DISTRICT COURT CASELOAD

PART 1: NEW FILINGS AND REOPENED CASES
SECTION A: CRIMINAL

LN	CASE TYPE	EX	FY	OM	SM	TOTALS
1	BEGINNING PENDING	1	19	16	53	89
2	NEW FILINGS	3	8	5	41	57
3	REOPENED	2			5	7
	TOTALS	6	27	21	99	153

SECTION B: TRAFFIC (MISDEMEANOR AND CIVIL)

LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	BEGINNING PENDING	4		67	4	19	90	12	39	235
2	NEW FILINGS	3	2	37	41	7	88	45	44	267
3	REOPENED			9			11	2	2	24
	TOTALS	7	2	113	45	26	189	59	85	526

SECTION C: NON-TRAFFIC CIVIL INFRACTION, PARKING

LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	BEGINNING PENDING	8	1	1		10
2	NEW FILINGS	1		1	2	4
3	REOPENED	1				1
	TOTALS	10	1	2	2	15

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	BEGINNING PENDING	62	7		8	3	80
2	NEW FILINGS	46	6	10	10	1	73
3	REOPENED	2	1		3		6
	TOTALS	110	14	10	21	4	159

Part 2: Method of Disposition - Sections A & B

RUN DATE: 12/19/03 99-2 DISTRICT COURT PAGE 2
FOR: JAN-MAR 2002 27777 FRANKLIN ROAD-SUITE 1300
QUARTER 1 SUNNY SPRINGS MI 48034

DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION A: CRIMINAL

LN	CASE TYPE	EX	FY	OM	SM	TOTALS
1	JURY VERDICT				1	1
2	BENCH VERDICT	3			1	4
3	GUILTY PLEA		2		22	24
4	BINDOVER/ TRANSFER	1	1			2
5	DISMISSED BY PARTY					
6	DISMISSED BY COURT					
7	INACTIVE STATUS		1		4	5
8	LOCAL DIVERSION		1			1
9	CASE TYPE CHANGE				1	1
	TOTALS	4	5		29	38

SECTION B: TRAFFIC (MISDEMEANOR AND CIVIL)

LN	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST	TOTALS
1	JURY VERDICT									
2	BENCH VERDICT			1			3	1		5
3	GUILTY PLEA/ ADMISSION			17	1	7	20	5	14	64
4	BINDOVER/ TRANSFER	1	1							2
5	DISMISSED BY PARTY									
6	DISMISSED BY COURT						1	2		3
7	DEFAULT				3			6		9
8	INACTIVE STATUS			1			5			6
9	LOCAL DIVERSION			1			3	2		6
10	CASE TYPE CHANGE						2			2
	TOTALS	1	1	20	4	7	34	16*	14	97

Part 2: Method of Disposition - Sections C & D

RUN DATE: 12/19/03
FOR: JAN-MAR 2002
QUARTER 1

99-2 DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SUNNY SPRINGS MI 48034

PAGE 3

DISTRICT COURT CASELOAD

PART 2: METHOD OF DISPOSITION

SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING

LN	CASE TYPE	OK	ON	SK	SN	TOTALS
1	VERDICT AT HEARING	1				1
2	ADMISSION/ WAIVERS					
3	DISMISSED BY PARTY					
4	DISMISSED BY COURT					
5	DEFAULT	7	1	1		9
6	CASE TYPE CHANGE					
	TOTALS	8	1	1	*	10

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\ \\\\\\		
2	BENCH VERDICT						
3	UNCONTESTED/ DEFAULT/SETT	10	1	1	4	1	17
4	TRANSFERRED				2		2
5	DISMISSED BY PARTY	3	1				4
6	DISMISSED BY COURT	20	1		1		22
7	INACTIVE STATUS						
8	OTHER DISPOSITION				1		1
9	CASE TYPE CHANGE						
	TOTALS	33*	3	1	8	1	46

*Dispo not valid. See Exception List and make appropriate correction(s).

When an error is detected in any of the case type columns, an asterisk (*) will print in the *Totals* row at the bottom of each section. The Exception List will help you identify the problem so that it can be corrected before the numbers are submitted to CRS. See *District Court Caseload Exception List* on page 5-54.

The four **Caseload Audit** reports support the totals reflected on the caseload grid.

```
RUN DATE: 12/19/03                99-2 DISTRICT COURT                    PAGE      1
     FOR: JAN-MAR 2002            27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1               SUNNY SPRINGS        MI  48034

                                CASELOAD AUDIT-NUMERIC
                                   BEGINNING PENDING

CRIMINAL-LINE  1
                                                FILE       DISPO    DISPO
CASE NO.    TYPE          NAME                  DATE       DATE     CODE     JUDGE
02-0304A     EX      GORDON/CHARLES/         10/02/01    2/19/02   DS50     12345

                                                                TOTAL EX          1
```

```
RUN DATE: 12/19/03                99-2 DISTRICT COURT                    PAGE      1
     FOR: JAN-MAR 2002            27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1               SUNNY SPRINGS        MI  48034

                                CASELOAD AUDIT-NUMERIC
                                     NEW FILINGS

CRIMINAL-LINE  2
                                                FILE       DISPO    DISPO
CASE NO.    TYPE          NAME                  DATE       DATE     CODE     JUDGE
02-0304      EX      OATS/SUSAN/MARIE         2/01/02    3/01/02   DS50     12345
02-1418      EX      GRACKLE/TIMOTHY/ADAM     1/02/02                        12345
0200010SM    EX      SHEDRICK//               2/12/02

                                                                TOTAL EX          3
```

```
RUN DATE: 12/19/03                99-2 DISTRICT COURT                    PAGE      1
     FOR: JAN-MAR 2002            27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1               SUNNY SPRINGS        MI  48034

                                CASELOAD AUDIT-NUMERIC
                                     REOPENED

CRIMINAL-LINE  3
                                            REOPEN REOPEN   DISPO  DISPO
CASE NO.    TYPE          NAME               DATE   CODE    DATE   CODE   JUDGE
02-0304      EX      OATS/SUSAN/MARIE       3/01/02 NC99   3/01/02 DS48   12345
02-0304      EX      OATS/SUSAN/MARIE       3/01/02 NC99   3/01/02 DS50   12345

                                                            TOTAL EX          2
```

```
RUN DATE: 12/19/03                99-2 DISTRICT COURT                    PAGE      9
     FOR: JAN-MAR 2002            27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 1               SUNNY SPRINGS        MI  48034

                                CASELOAD AUDIT-NUMERIC
                                METHOD OF DISPOSITION

CIVIL-LINE  4 TRANSFERRED
                                                DISPO     DISPO
CASE NO.    TYPE       PLAINTIFF NAME           DATE      CODE     JUDGE
02-1002      SC      DONOVAN/WANDA/           1/29/02    ORE25    12345
02-9991T     SC      HOLMES/CONSTANCE/        3/01/02    ORE25

                                                                TOTAL SC          2
```

Here is an example of District Court Caseload Part 2: Method of Disposition. *Line 3-Uncontested/Defaulted/Settled* has 10 general civil cases reported for this quarter.

SECTION D: CIVIL

LN	CASE TYPE	GC	GZ	LT	SC	SP	TOTALS
1	JURY VERDICT				\\\\\\ \\\\\\		
2	BENCH VERDICT						
3	UNCONTESTED/ DEFAULT/SETT	10	1	1	4	1	17
4	TRANSFERRED				2		2
5	DISMISSED BY PARTY	3	1				4
6	DISMISSED BY COURT	20	1		1		22
7	INACTIVE STATUS						
8	OTHER DISPOSITION				1		1
9	CASE TYPE CHANGE						
	TOTALS	33*	3	1	8	1	46

The Caseload Audit Method of Disposition for Civil-Line 3 lists the cases that were counted. Note that the dispo codes correspond to the table on Page 5-48.

CIVIL-LINE 3 UNCONTESTED/DEFAULT/SETTLED

CASE NO.	TYPE	PLAINTIFF NAME	DISPO DATE	DISPO CODE	JUDGE
00-0325	GC	PIC-WAY FURNITURE//	2/19/02	JGE	20230
00-0700	GC	DICKERSON/SUZANNE/MA	2/19/02	JGE67	20230
00-2001	GC	SWARTZ FUNERAL HOME/	2/19/02	JGE	20230
01-0208	GC	PITTS/JULIA/	1/16/02	JGE	20230
01-0813	GC	FINKEL/DANIEL/J	1/31/02	JGE	12345
01A40-SC	GC	ABERHAM/MINNIE/	2/19/02	JGE	12345
02-0212A	GC	ZACKS/CLAUDIA/	2/20/02	JGE	12345
02-0226C2	GC	PALACE/EDWARD/J	2/11/02	JGE	12345
02-1010	GC	GOMEK/SIDNEY/	3/01/02	JGE	12345
03-0002	GC	PARKER/ANNA/	3/01/02	JGE	12345

TOTAL GC 10

The **District Court Caseload Exception List** is generated only when *exceptions* or *notes* exist for the reporting period.

```
RUN DATE: 01/15/04              99-2 DISTRICT COURT                  PAGE      1
     FOR: OCT-DEC 2002          27777 FRANKLIN ROAD-SUITE 1300
          QUARTER 4             SUNNY SPRINGS        MI  48034
               DISTRICT COURT CASELOAD EXCEPTION LIST - NUMERIC
                                              FILE       DISPO    DISPO
CASE NO.   TYPE           NAME                DATE       DATE     CODE    JUDGE
Criminal Line 4 Disposition Bindover/Transfer Invalid
02-1112D    SM      ARTHUR/KATHRYN/JEAN    10/03/02   11/12/02   DS10    12345
                                            TOTAL CASES NOT COUNTED          1
NOTE-Cases Disposed Previous Qtr-Different Case Type
02-8451     SD-OD   ANDREWS/LINDA/SUE       4/29/02    2/02/02   DS14    12345
03-0528DSP  SD-OD   JONES/KAREN/            3/03/02    4/01/02   DS14    12345
97-0110     SD-OD   KRAFT/KELLY/RAE         8/10/97    4/28/98   DS14      110
98-0941     SD-OD   JENNINGS/RONALD/        8/04/98    9/04/98   DS14    12345
NOTE-Case Type changed during reporting period and counted as changed
02-1216H    SI-OI   SMITH/KAREN/J          12/02/02   12/16/02   DS40    12345
```

Exceptions are listed first on the report. These cases must be corrected and the Caseload report re-run before reporting to the CRS website. **Exceptions are not counted in caseload totals.**

The case listed in the report above indicates that an SM case was disposed with a dispo code of DS10 (exam waived; defendant bound over). In this case, either the case type is wrong (would need to be an FD, FY, or FT), or the disposition is incorrect. The case type can be changed on the Traffic/Criminal Case Entry screen. If the statute file incorrectly has the charge flagged as a misdemeanor, it would also need to be changed to reflect the correct case type to prevent this error from occurring again. If the method of disposition is incorrect, it should be removed via the T/C Removal Screen and the correct disposition entered.

Notes are provided for informational purposes. In some situations, adjustments need to be made on the CRS website to numbers reported in previous quarters.

Note: Cases Disposed Previous Qtr - Different Case Type is there to alert you that a disposition on a case reported in a previous quarter now has had a case type change. Case type changes do not get reported after a disposition is entered. Adjustments to any previously reported line numbers need to be made on the CRS website for these cases.

Note-Case Type changed during reporting period and counted as changed is helpful when comparing monthly totals to quarterly totals. It is telling you that a case type change occurred during the reporting period and the program recognized and counted that change. Remember, case type changes are only reported quarterly if the case is undisposed.

Note-Dispo counted as changed case type; manually fix filing case type means the program identified and counted the new case type for the disposition, but because the filing occurred in a previous quarter you need to adjust the CRS website for the quarter the case was filed. Do this by increasing the new filings under the corrected case type, and decreasing the new filings under the originally reported case type.

Troubleshooting - Caseload

Why could caseload numbers change when reports are run again at a later time? Here are some things to keep in mind.

- Make sure all data entry for the quarter is completed before requesting the report. Cases will be missed if updating occurs after running the report.

- Errors reported on the Exception List never get counted as disposed and are not included in beginning pending. If errors are corrected but caseload is not re-run again before reporting to CRS, the file you upload will not contain the corrections.

- Incorrect use of the *Set Aside Dispo* field in the Traffic/Criminal module inflates reopened and disposed numbers. See Traffic/Criminal/Probation User Guide for clarification.

- Using the T/C Removal Screen does not "count" a case, but it could have an impact on caseload. When a warrant, warrant recall, set aside, or disposition is removed after it has been reported to CRS and it is not re-entered, or it is re-entered with dates that fall in different quarters, then beginning pending, inactive, reopened and/or disposed numbers would change if you were to re-request that quarter.

- Case type changes are only counted if the case was previously reported to CRS and is currently undisposed. The "reporting" period is defined by the date range or quarter you enter when requesting the report. This is important to note if you are running your report monthly and then comparing those reports to the quarterly report.

Example: A case was entered in January with an LT case type. The case type was changed in February to SP. A report for the <u>month</u> of February would count a new filing under SP and a case type change under LT. A report for <u>January through February</u> would only count the case as a new filing under SP.

- Review your Traffic/Criminal and Civil Delete Audit Reports. Cases may have been deleted that were reported as a new filing, reopened or disposed case.

Merging Files - Multi-Location Courts

The caseload report should be requested for each location in the manner described earlier in this section. If an exception list exists for any court, correct the cases and re-request the report. At that point you are ready to merge the data.

If your screen does not show the *Merge Files* field, make sure your security record is set to **Y** for this feature. See Administrative User Guide.

Step 1

```
SUNNY SPRINGS          State Court Administrative Office
                     Traffic/Criminal As Required Reports
                           Todays Date  1/12/04
                                                          Date Range
   Alp Num
    _   _  Alcohol Report                                  -
    _   _  Appealed List
    _   _  Attorney Case List
        _  CCW Report                                      -
    _   _  Case Index
        _  Caseage Report
    _   _  Caseload Report   Qtr _ Year ____  X Merge Files  ______ - ______
    _   _  Crime Victim Rights Report                      ______ - ______
    _   _  Disposed List                                   ______ - ______
    _   _  Drunk/Drug New Cases                            ______ - ______
```

Mark the Merge Files field with an X and press ENTER

Step 2

```
SUNNY SPRINGS          State Court Administrative Office
                              Caseload File Merge

          File      Qtr  Year  Court   County
    X  CLOADD9990    1   2003  D9990  HAPPYVILLE -990
    X  CLOADD9991    1   2003  D9990  ST CLAIR 99-1
    X  CLOADD9992    1   2003  D9990  OAKLAND - 99-2
```

Type an X in front of the files you want to merge. Make sure all quarters/years are the same. Press ENTER.

Step 3

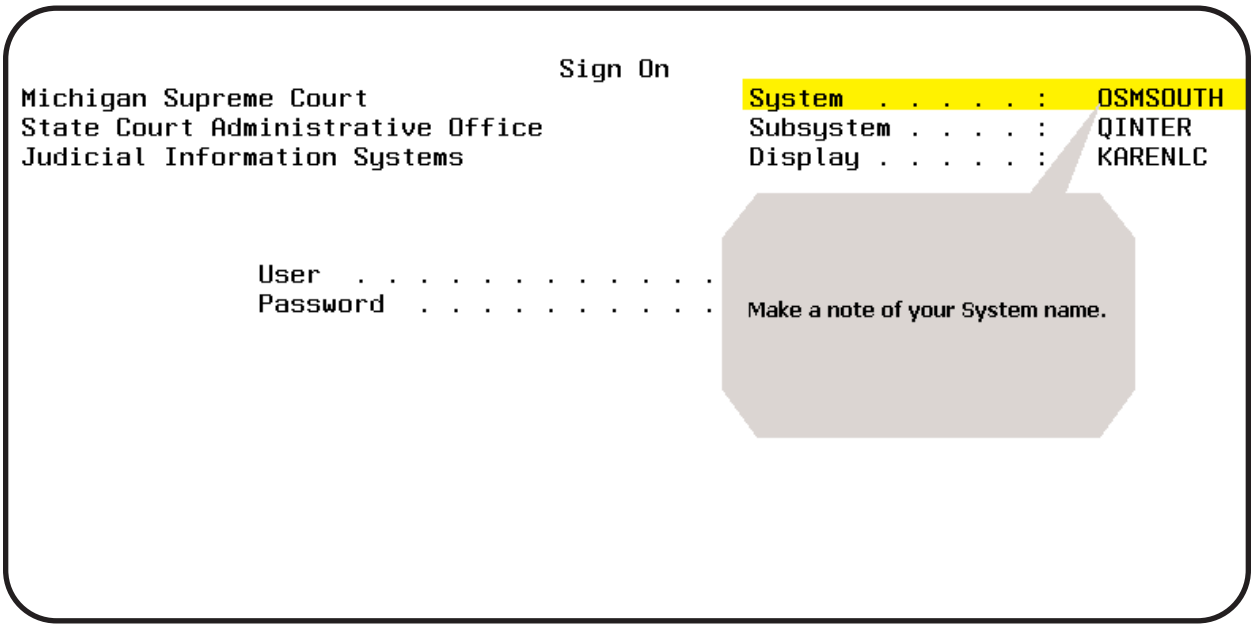
```
SUNNY SPRINGS          State Court Administrative Office
                              Caseload File Merge


          File      Qtr  Year  Court   County
     X  CLOADD9990   1   2003  D9990  HAPPYVILLE -990
     X  CLOADD9991   1   2003  D9990  ST CLAIR 99-1
     X  CLOADD9992   1   2003  D9990  OAKLAND - 99-2

        Merged caseload file CLOADD999M created. Use this file
        name when downloading from the AS400 to your PC.
```

You will receive this message after the files are merged. Make note of this file name if you are going to upload the caseload file to the CRS website.

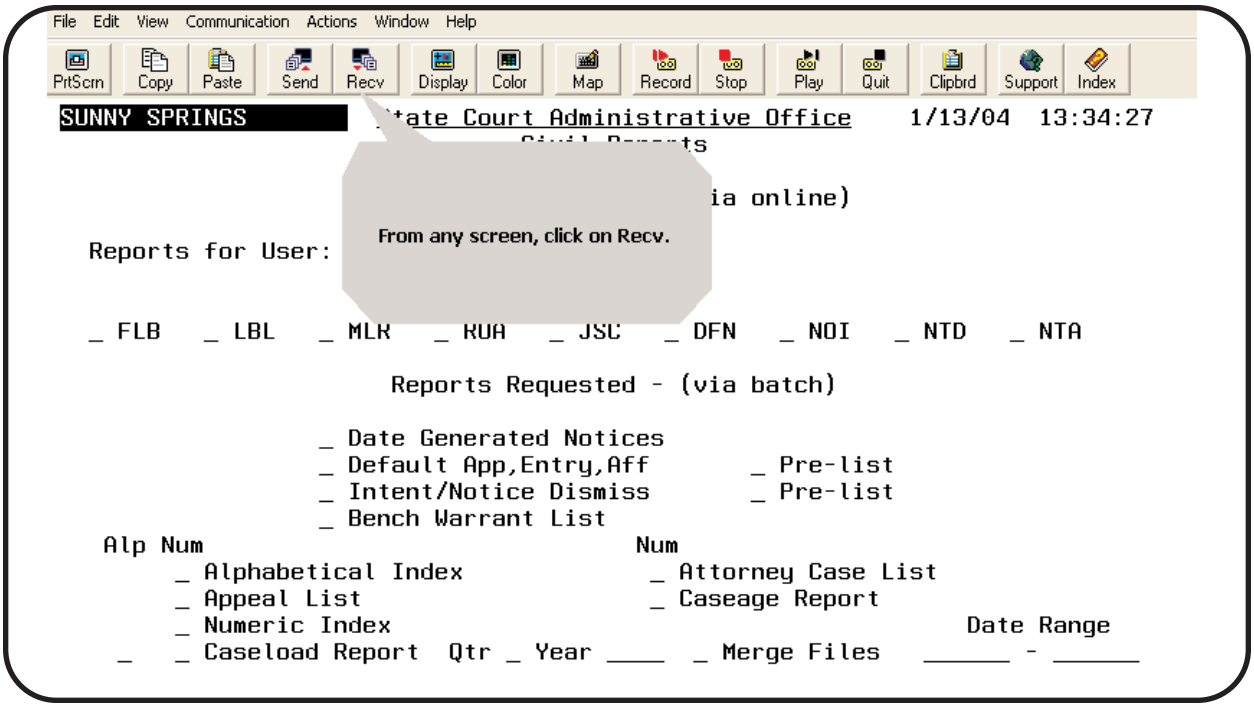
Transferring Caseload from AS/400 to PC

If your court is using **Client Access**, you will be able to transfer your caseload file from the AS/400 to your PC and upload it to the CRS website. To set up the file transfer, follow the steps below. Steps 2, 5, 6 , 7, 8 and 9 are necessary to transfer the file once the process is set up.

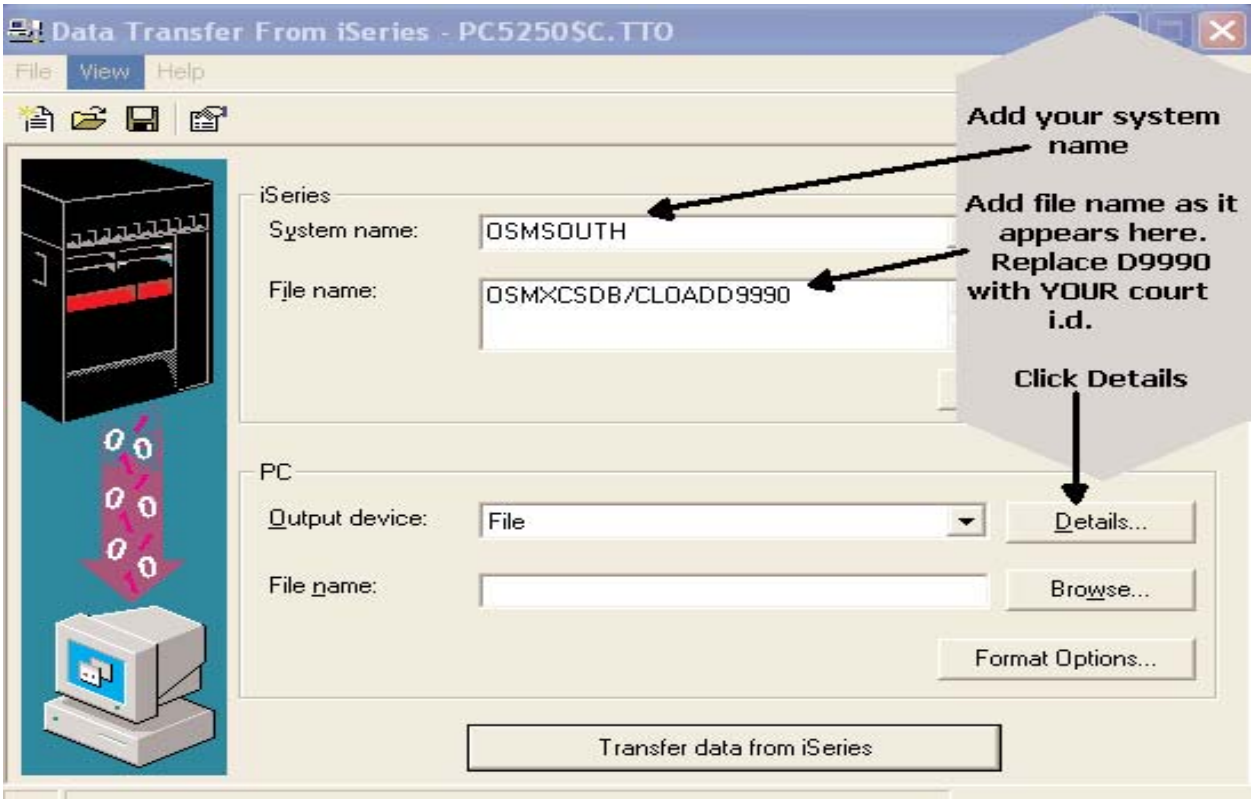
Step 1



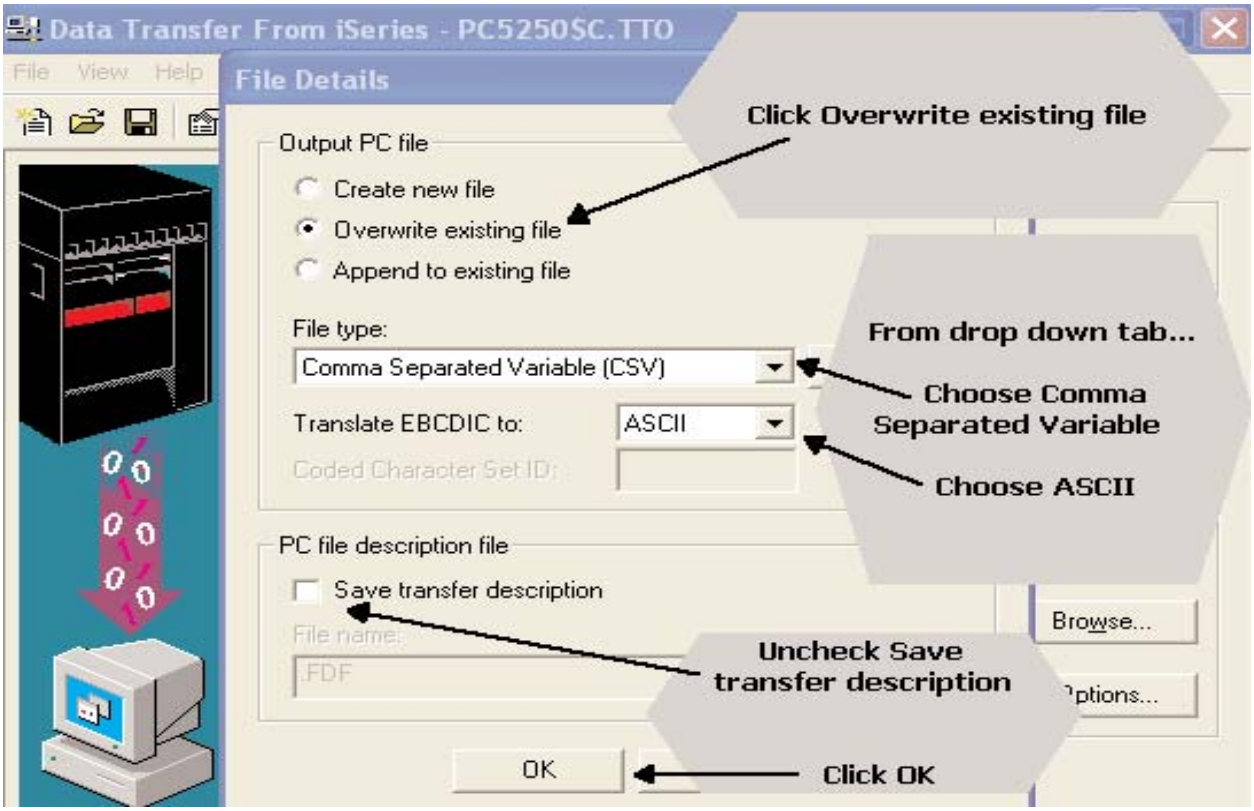
Step 2



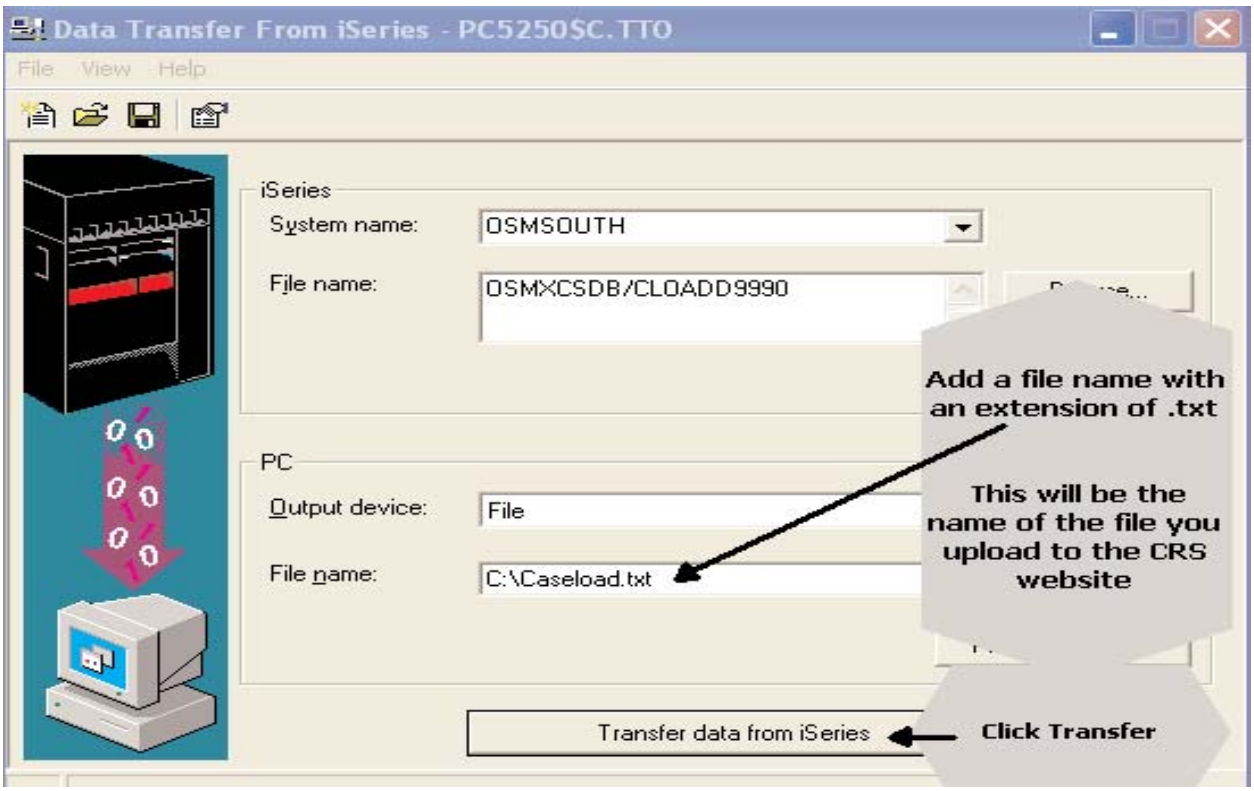
Step 3


Data Transfer From iSeries - PC5250SC.TTO
File View Help
Add your system name
Add file name as it appears here. Replace D9990 with YOUR court i.d.
Click Details
iSeries
System name:
OSMSOUTH
File name:
OSMXCSDB/CLOADD9990
PC
Output device:
File
Details...
File name:
Browse...
Format Options...
Transfer data from iSeries

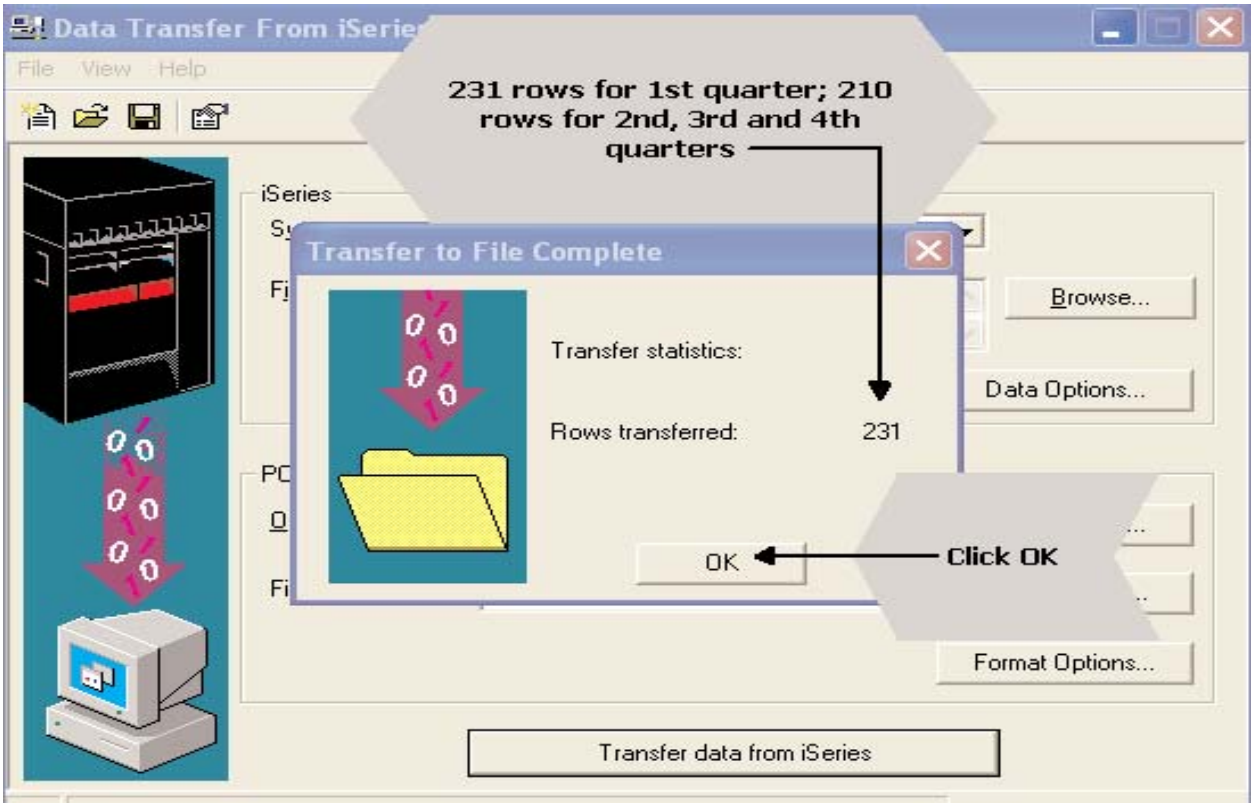
Step 4


Data Transfer From iSeries - PC5250SC.TTO
File View Help
File Details
Click Overwrite existing file
Output PC file
Create new file
Overwrite existing file
Append to existing file
File type:
Comma Separated Variable (CSV)
From drop down tab...
Choose Comma Separated Variable
Translate EBCDIC to:
ASCII
Choose ASCII
Coded Character Set ID:
PC file description file
Save transfer description
Uncheck Save transfer description
Browse...
OK
Click OK

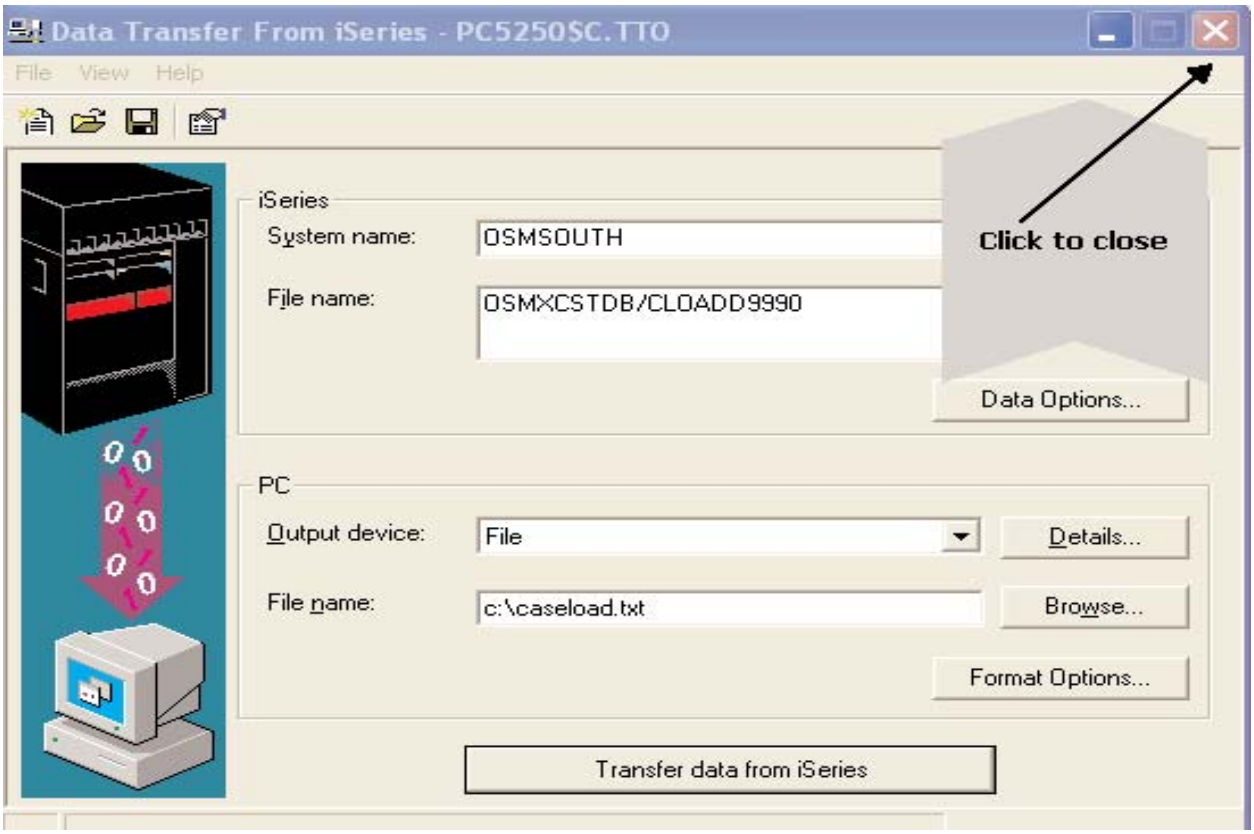
Step 5


Data Transfer From iSeries - PC5250SC.TTO
File View Help
iSeries
System name:
OSMSOUTH
File name:
OSMXCSDB/CLOADD9990
Add a file name with an extension of .txt
PC
Output device:
File
File name:
C:\Caseload.txt
This will be the name of the file you upload to the CRS website
Transfer data from iSeries
Click Transfer

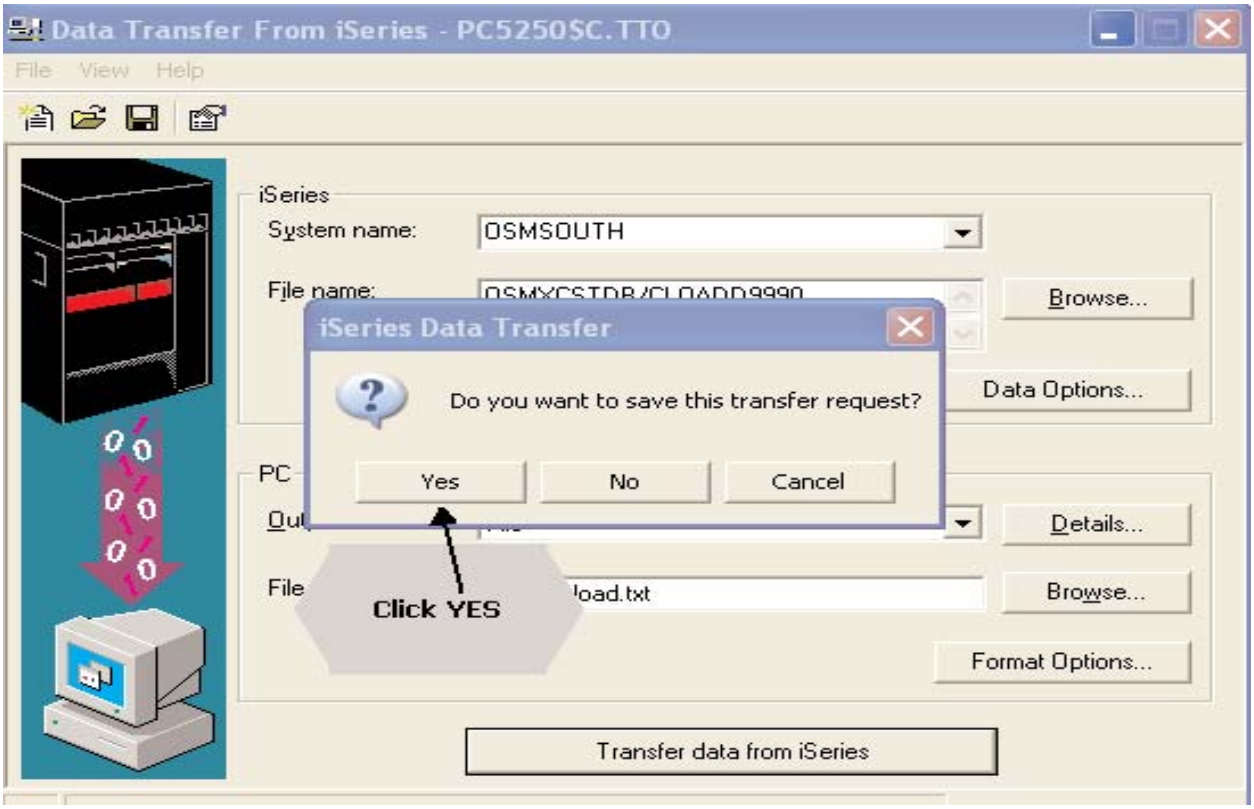
Step 6


Data Transfer From iSeries
File View Help
231 rows for 1st quarter; 210 rows for 2nd, 3rd and 4th quarters
iSeries
Transfer to File Complete
Transfer statistics:
Rows transferred:
231
OK
Click OK
Browse...
Data Options...
Format Options...
Transfer data from iSeries

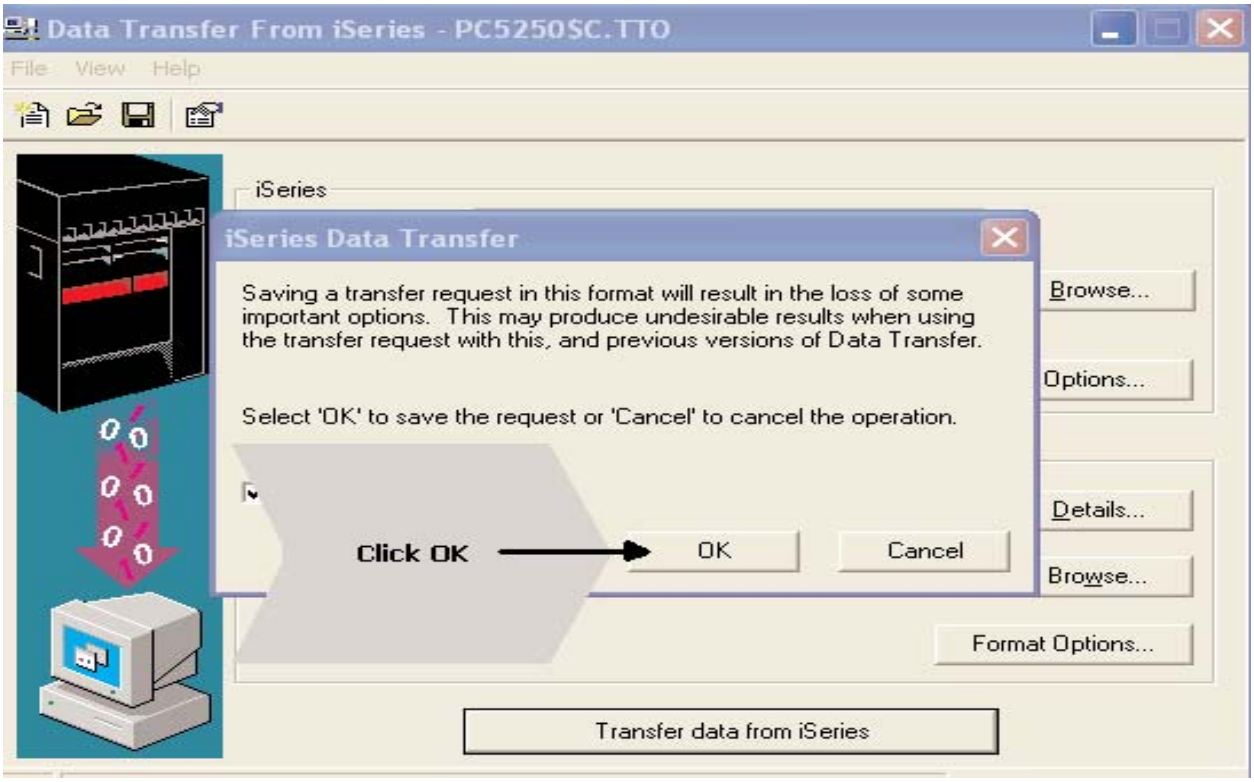
Step 7


Data Transfer From iSeries - PC5250SC.TTO
File View Help
iSeries
System name:
OSMSOUTH
File name:
OSMXCSTDB/CLOADD9990
Click to close
Data Options...
PC
Output device:
File
Details...
File name:
c:\caseload.txt
Browse...
Format Options...
Transfer data from iSeries

Step 8


Data Transfer From iSeries - PC5250SC.TTO
File View Help
iSeries
System name:
OSMSOUTH
File name:
Browse...
iSeries Data Transfer
Do you want to save this transfer request?
Yes
No
Cancel
Data Options...
PC
Details...
Click YES
Browse...
Format Options...
Transfer data from iSeries

Step 9



Upload Data to CRS Website

You can upload the report after the transfer is completed.

- Sign on to the CRS website at http://courts.michigan.gov/crs
- Select the “Upload Caseload Data Files” option from the Main Menu
- On the Upload Caseload Data Files Screen, enter the name of the file from your C: drive, i.e., C:\Caseload.txt
- Click **Upload**

Questions or problems relating to the CRS website should be directed to CRS through its email system. The Caseload of Michigan Trial Courts Reporting Forms and Instructions for District Courts can be downloaded from the SCAO website.

CCW Report

Pursuant to 2000 Public Act 381, effective July 1, 2001, courts are required to send a monthly report of all concealed weapons civil infraction convictions to Michigan State Police as well as the local county gun board that issued the original permit. The charges which are included in this requirement are listed below.

When requesting the report, a date range must be specified. The date range cannot exceed a 12-month period.

This report will be listed in the output queue as **CCWREPORT**.

MCL/Charge Code	Description
28.425F1	CCW license; fail to possess while carrying concealed pistol
28.425F2	CCW license and state ID; fail to show to peace officer on demand
28.425F5A	Concealed pistol; fail to disclose to a peace officer, 1st offense
28.425F5B	Concealed pistol; fail to disclose to a peace officer, 2nd or subsequent offense
28.425O3A	CCW; carry in pistol-free zone, 1st offense
28.425K1C	Carrying under the influence of alcohol; BAC .02-.08

Cases will be listed on the report if all of the following conditions are met:

- Charge must be a state civil infraction listed above
- Must have a CCW permit number entered on the Case Entry Screen (CAS)
- Must have a guilty type disposition: DS19, 23 or 40
- Disposition date must fall within the date range selected

Tip: Misdemeanor and felony concealed weapon convictions are reported to MSP in the same manner you report all misdemeanor and felony convictions. There are no additional reporting requirements for those offenses.

The layout for this report was defined by Michigan State Police.

```
CCW REPORT  FOR   4/01/04 -  4/23/04

D1500 - 15TH DISTRICT COURT
987654J
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034
(248) 546-7781

PERMIT #:     451123
DLN:          P620847071374
NAME:         PIERCE,VINCENT,ARTHUR
ADDRESS:      216 S CLINTON BELLVILLE 48643
DOB:          05/17/1960
CHARGE:       28.425F5A
CHARGE DATE:  02/01/2004
DISPO DATE:   04/21/2004
SUSP DAYS:    NONE
REV DAYS:     NONE

PERMIT #:     528955
DLN:          L555660487863
NAME:         LENNEMAN,OLIVIA,L
ADDRESS:      4890 DELTA DEERFIELD 47854
DOB:          11/10/1973
CHARGE:       28.425F1
CHARGE DATE:  03/10/2004
DISPO DATE:   04/12/2004
SUSP DAYS:    NONE
REV DAYS:     NONE
```

CCW Report

Printing information:

- Report will print on 8x11 paper, sorted by permit number
- Report is not archived
- Report will generate even if no records are found

Crime Victim Rights Report

This report is used to assist in the proper assessment of the Crime Victims' Rights Fee and to provide the information necessary to complete the monthly report for the Department of Management and Budget.

When requesting the report, a date range must be specified. The date range cannot exceed a 12-month period.

This report will be listed in the output queue as **VICTIM**.

RUN DATE: 04/22/04
FOR: 04/01/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

CRIME VICTIMS REPORT-ALPHABETIC

CASE NO.	TYPE	NAME	PAAM CODE	CHARGE	DISPO DATE	DISPO CODE	ASSESS/ SENT DATE	AMOUNT	RECEIPT DATE	AMOUNT
03-0221	OD	CARR/RANDY/	257.6251-A	OUIL	4/12/04	01	4/22/04	50.00	4/22/04	50.00
03-0221	OD	CARR/RANDY/	*257.9041B	DWLS	4/22/04	14	4/22/04	50.00		
04-0201	ST	COATS/VERNON/A	257.9041B	DWLS	4/21/04	14	4/21/04	50.00		
02-1009	SD	KASTLEMAN/REBECCA/	257.6257B1	OUIL-OCC<16Y	4/15/04	04	4/15/04	50.00	4/22/04	50.00
03-0201	OD	KNIGHT/BRUCE/	257.6251-A	UBAC	4/22/04	14	4/22/04	50.00	4/22/04	50.00
04-0215	SM	MASTERS/JULIA/MARY	750.812	DOMESTIC VIO	4/06/04	14	4/06/04	50.00		
04-0020	SD	WASHINGTON/ANITA/LYN	257.6253-A	OWI	4/19/04	15	4/22/04	50.00	4/22/04	50.00

* INDICATES AN ASSESSMENT ERROR. CHECK USER MANUAL FOR CRITERIA.

Crime Victim Rights Report

Cases will be listed on the report if all of the following conditions are met:

- Charge was disposed within date range selected
- Must have a guilty type disposition: DS01, 02, 03, 04, 14, 15, 19, 23 or 40
- Crime Victim reportable field has been marked in the statute file with one of the following codes: **X** - Specified misdemeanor, **S** - Serious misdemeanor, **A** - Specified misdemeanor with an accident (which makes it an "S")

A case may appear on the list with an asterisk (*) next to the PAAM Code if the case did not meet all of the criteria for the report. Some reasons why a case may have an asterisk are listed below:

- Current and Original charge is *Attempt*, *Conspire* or *Solicit* with a date of offense **prior** to May 1, 1994.
- A conviction has not been entered on the case
- The **case** has more than one crime victim assessment (MYCV)
- The charge involved an accident, and the Accident Type on the Case Entry screen (CAS) was not entered
- Crime Victim field not updated correctly in the statute file. All charges that are reportable must be marked with an **X**, **S** or **A**

See Appendix N for list of Assessable Crime Victim Fee Offenses.

RUN DATE: 04/22/04
FOR: 04/01/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 2

CRIME VICTIM RIGHTS ASSESSMENT REPORT

1. 15TH DISTRICT COURT 27777 FRANKLIN ROAD SUITE 1300 JIS MI 48034	2. Collection Period 04/01/04 - 04/22/04 Funding Unit

CONVICTIONS AND ASSESSMENT ORDERS

4. Total Number of Assessable Convictions		6
5. Total Number of Assessed Defendants		6
6. Total Dollar amount of Assessments Imposed	$	350.00

ASSESSMENTS COLLECTIONS AND TRANSMITTALS

7. Total Dollar amount of Assessments Collected	+$	200.00
8. Assessments derived from the following: {X} Serious & Specified Misdemeanors ($50)		
9. Administrative Stipend - 10% of Assessments Collected	-$	20.00
10. Deposit of Restitution unclaimed for 2 years	+$	0.00
11. Refunded Restitution previously reported in #10 above	-$	0.00
12. Total Amount of Assessments Transmitted to the Department of Treasury for Account #228.37	$	180.00

I certify that the information included in this report is correct and accurately reflects assessments collected in accordance with PA 196 of 1989.

13. Signature and Title of Preparer	Date

CVR-606 REV. 5/01

Crime Victim Rights Report

Tip: The Department of Management and Budget is required to collect the total number of criminal convictions, regardless if the charge is eligible for the Crime Victims' Rights Assessment or not. This number is reported on line 4 of the Crime Victims' Rights Assessment Report. It includes the total number of felony and misdemeanor convictions during the date range specified.

Disposed List

This report will list disposed cases, sorted by law enforcement agency number. A separate report will generated for each law enforcement agency. A case will appear on the report if all counts are disposed and if the LATEST disposition is within the date range specified. (Note: Cases disposed with DS Codes 41, 42, 43, 44, 46 and 47 appear on the report when the **final** disposition for the case is entered.) The report can be printed in either alphabetic or numeric order.

Specific jail information has been included in the report. The designations in the Jail Days column are as follows:

No asterisk . . . . . Jail Ordered
* . . . . . Jail Ordered and Committed
** . . . . . Jail Suspended
***. . . . . Optional Jail Ordered
**** . . . . . Optional Jail Ordered and Committed

This report will be listed in the output queue as **DISPOSED**.

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
FOR: 04/01/04 - 04/22/04 27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

AGENCY: MICHIGAN STATE POLICE DISPOSED CASES BY AGENCY - NUMERIC

CASE NO.	TYPE	NAME	X-REF NO.	PIN NO.	CHARGE	DISPO	DISPO DATE	COMM PAID	FINE & COSTS	JAIL DAYS	PROB MO.	OFFENSE DATE
02-1009	SD	KASTLEMAN/REBECCA/	99-11-2203		OUIL-OCC<16	GLTY BY JUR	4/15/04	C P	470.00	* 10	12	8/01/02
03-0090	SD	MINERT/MICHAEL/F	03S334127		OUIC	GLTY AS CHR	4/08/04	C P	650.00	* 90	18	2/02/02
03-0290	SM	DRAKE/DOYLE/D	03-90112	03-90112	CS POSS SC#	DISMISSED	4/22/04		0.00		12	2/01/03
03-0298	SM	FEHRENBACH/JEROME/J	03-11901		DOMESTIC VI	DISMISSED	4/01/04		0.00		18	2/01/03
03-0318	SM	GONZALES/REBECCA/MARIE	03-448-9	03-448-9	CS POSS MJ	DISMISSED	4/02/04		0.00			2/22/03
04-0201	ST	COATS/VERNON/A	04-11232	04-11232	DWLS	DSP GLTY PL	4/21/04		290.00		6	1/02/04
04-0215	SM	MASTERS/JULIA/MARY	04-2234	04-2234	DOMESTIC VI	DSP GLTY PL	4/06/04	C	295.00	* 90	18	1/11/04
04-0312	SN	PIERCE/VINCENT/ARTHUR			CCW-DSCLSE	DEFAULT JGM	4/21/04		54.00			2/01/04
04S451124	SI	LANDON/DAVID/G			SPEED 6-11	FOUND RESP.	4/01/04		125.00			3/01/04
04S77890	SI	PUGH/ANTHONY/PAUL			CARELESS DR	DEFAULT JGM	4/21/04		75.00			2/14/04
04S77922	SI	KITCHELL/THOMAS/J JR			SPEED-C ZON	DEFAULT JGM	4/21/04		216.00			2/02/04

NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Disposed List - Numeric

Tip: The Comm/Paid column may have one or both of the following:

- C - Indicates a defendant has been committed to a specific jail location; and/or
- P - Indicates a payment has been made on the case

Drunk/Drug New Cases

Pursuant to 1994 Public Act 359, all Probate, Circuit and District courts are required to collect information on each drug **count** and each drunk driving **case** that is filed with the court. These statistics must be submitted to SCAO. Based upon this information courts will receive funds from the Drug Case Information Management Fund and the Drunk Driving Management Assistance Fund.

A drunk driving case or drug count **will be** included in the report if:

- the complaint issuance date falls within the date range selected
- the offense code is marked in the Statute File as Drug Reportable or Drunk Driving Reportable

A drug count **will not be** included on this report if:

- a new count was added after the complaint issue date

This report will be listed in the output queue as **DDRPTN**.

Requesting this report will generate separate detail reports and totals of all new drug counts and drunk driving cases filed within the date range specified. The drunk driving categories are:

- **Motor Vehicle** OUIL Filing Detail List
- **Marine Safety** OUIL Filing Detail List
- **Snowmobile** OUIL Filing Detail List
- **Underage BAC** Filing Detail List
- **ORV** OUIL Filing Detail List

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
FOR: 01/01/04 - 04/22/04 27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

DRUNK DRIVING MOTOR VEHICLE OUIL FILING DETAIL - ALPHABETIC

CASE NO.	TYPE	NAME	OFFENSE DATE	COUNT	CHARGE	FILING DATE	ENTRY DATE
04-0212	OD	GIBBONS/TROY/ANDREW	1/12/04	1	OPER W/ INTX	1/13/04	4/20/04
04-0401	OD	LYONS/JASON/PAUL	1/12/04	1	OPER W/ INTX	2/12/04	4/22/04
04-0422	FD	OUELETTE/DONNA/	2/28/04	1	OUIC-INJURY	3/01/04	4/22/04
04-0414	SD	SINGH/STEPHEN/F	2/28/04	1	OUIL-OCC<16Y	3/01/04	4/22/04
04-0020	SD	WASHINGTON/ANITA/LYNETTE	1/01/04	1	OPER W/ INTX	1/04/04	4/21/04

TOTAL DRUNK DRIVING MOTOR VEHICLE OUIL FILINGS 5 CASES

Drunk Driving Motor Vehicle OUIL Filing Detail Report

The following drug report will also generate:

- **Drug** Filing Detail List

RUN DATE: 04/22/04
FOR: 01/01/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

DRUG FILING DETAIL - ALPHABETIC

CASE NO.	TYPE	NAME	OFFENSE DATE	COUNT	CHARGE	FILING DATE	ENTRY DATE
04-0320	SM	DALESSENDRO/RAYMOND/	2/10/04	1	CS POSS MJ	2/10/04	4/20/04
04-0109	SM	MORAN/BETHANY/	1/01/04	1	CS POSS #5+	1/04/04	4/22/04
04-0118	FY	RANDOLPH/HEATHER/	1/01/04	1	CS MINOR <50	1/05/04	4/22/04

TOTAL DRUG FILINGS 3 COUNTS

Drug Filing Detail Report

In addition, the following report will generated, which lists totals only:

- **Summary of Drunk Driving and Drug Cases**

RUN DATE: 04/22/04
FOR: 01/01/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

SUMMARY OF DRUNK DRIVING AND DRUG CASES

DRUG CASE INFORMATION MANAGEMENT FUND: 3 COUNTS

DRUNK DRIVING CASEFLOW ASSISTANCE FUND: 5 CASES

Summary of Drunk Driving and Drug Cases Report

The effective date for drug counts to be included on this report is September 1, 1994. The effective date for drunk driving cases is January 1, 1995. If any count on a case is drunk driving reportable, the case will be included on the report.

Expired Activity Report

The report can be generated to assist with case management. The report will be divided into four sections:

- civil infractions with default judgment dispositions
- civil infractions with disposition other than default judgment
- misdemeanors
- felonies

Cases will appear on the report if the following conditions are met:

- the case is post-judgment with a disposition code that is not dismissed or administrative closed
- the case status is Disposed or Probation
- a FAC/FCJ suspension has never been generated on the case
- the last scheduled date on the system is at least 30 days prior to the date the report is requested.

This report will be listed in the output queue as **EXPRACT**.

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 2
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

OPEN CASES WITH AN EXPIRED NEXT ACTIVITY DATE - NUMERIC

CASE NO.	TYPE	NAME	C/M/F	CURRENT CHARGE	DISPO CODE	DISPO DATE	BALANCE DUE	NEXT ACTION DATE	PROB
01-1404	SD	SIMMS/GEORGIA/	M	OUIL	14	11/14/03	0.00	7/30/01	
02-1009	SD	KASTLEMAN/REBECCA/	M	OUIL-OCC<16Y	04	04/15/04	0.00		X
03-0090	SD	MINERT/MICHAEL/F	M	OUIC	01	04/08/04	0.00	2/18/02	X
03-0207C	SD	HOWARD/JAMES/EDWARD II	M	OUIL	14	12/02/02	0.00	3/15/02	
03-0219	ST	BROWN/JAY/CARLTON	M	RECKLESS DRV	14	03/04/03	0.00	2/18/02	
03-0509B	OD	PORTER/JAMES/	M	OUIL	14	02/12/03	0.00	3/18/02	
03-0509C	ST	PORTER/JAMES/	M	DWLS	14	02/12/03	0.00	3/18/02	
03-0509D	SM	PORTER/JAMES/	M	CS POSS MJ	14	02/12/03	0.00	3/18/02	
03-0515	ST	MARSHALL/PAUL/	M	DWLS	14	03/04/03	0.00	3/05/03	
04-0201	ST	COATS/VERNON/A	M	DWLS	14	04/21/04	290.00		X
04-0211	SM	HOWELL/ROBERT/LEROY III	M	B&E COIN OPE	42	01/21/04	120.00		X
04-0320	SM	DALESSENDRO/RAYMOND/	M	CS POSS MJ	14	02/24/04	430.00	3/09/04	X
04-0401	OD	LYONS/JASON/PAUL	M	OPER W/ INTX	01	03/22/04	0.00	3/22/04	

TOTAL CASES: 14 915.00

Expired Activity Report (Misdemeanors)

To remove a case from this report:

- set a new date on the Scheduling Screen (SCH)
- issue a bench warrant
- close the case

FAC, Bench Warrant and Warrant List

This report will list all cases that:

- have ever had a FAC/FCJ/FCPV generated (even if not currently suspended)
  and/or
- are currently in warrant status

Closed cases will not appear on the report.

This report is listed in the output queue as **FACLIST**.

RUN DATE: 04/22/04 PAGE 1

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

FAC, BENCH WARRANT & WARRANT LIST - ALPHABETIC

CASE NO.	TYPE	NAME	JUDGE	CHARGE	WARRANT TYPE	WARRANT DATE	FAC DATE	DISPO	DISPO DATE
03-1012Y	OD	ANDERSON/STEWART/		OUIL	BW ISSUED	10/15/03	10/13/03		
02-1004	OT	APPLETON/ELIZABETH/		FL DSP LICEN			02/11/03		
03-0210A	SI	BAILEY/JAMES/		CARELESS DRV			02/10/03	DEFAULT JGMT	02/10/03
03-0210B	OI	BAILEY/JAMES/		TRAFFIC SGNL			02/10/03	DEFAULT JGMT	02/10/03
03-0221	OD	CARR/RANDY/	CROCKETT,GEORGE	OUIL			05/13/03	GLTY AS CHRG	04/12/04
				DWLS			05/13/03	DSP GLTY PL	04/22/04
02-1005	SI	CARTER/JULIE/ANN		CARELESS DRV			02/11/03	DEFAULT JGMT	02/11/03
04-0202	ST	COATS/VERNON/A		RECKLESS DRV			04/21/04		
02-1003	SM	DAVISON/STANLEY/		CS USE MJ			02/11/03	GLTY BY JURY	02/11/03
03-0631	OD	DELGADO/ERIC/PAUL		OWI			05/13/03		
02-1006	ST	EDGINGTON/CHRISTOPHER/M	CROCKETT,GEORGE	DWLS			02/11/03		
02-1007	SI	FARKER/JAMES/PAUL		SAFETY BELT	BW ISSUED	04/20/04	02/11/03	DEFAULT JGMT	02/11/03
02-1008	SI	GALBRAITH/EARL/JAMES		TRAFFIC SGNL			02/11/03	DEFAULT JGMT	02/11/03
04-0322	OM	GANNAWAY/JENNIFER/		MIP			04/21/04		
03-0207B	ST	HOWARD/JAMES/EDWARD II	SERVAAS,STEVEN	RECKLESS DRV			02/10/03		
03-0624	ST	JOHNSON/ERIC/		DWLS			04/21/04		
03-0444	ST	JONES/KAREN/	SERVAAS,STEVEN	RECKLESS DRV			05/13/03	DIRECT VERD	10/13/03
03-0501O	OI	JONES/KAREN/		CARELESS DRV			05/01/03	DEFAULT JGMT	05/01/03
03-0501S	OI	JONES/KAREN/		CARELESS DRV			05/01/03	DEFAULT JGMT	05/01/03
03-0009	FY	KASTLEMAN/REBECCA/	CROCKETT,GEORGE	DWLS			04/21/04	DSP GLTY PL	01/29/04
04S77922	SI	KITCHELL/THOMAS/J JR		SPEED-C ZONE			04/21/04	DEFAULT JGMT	04/21/04
03-0201	OD	KNIGHT/BRUCE/	CROCKETT,GEORGE	UBAC			05/13/03	DSP GLTY PL	04/22/04
02-1010	OI	LAWRENCE/MERILEE/		STOP SIGN			02/11/03	DEFAULT JGMT	02/11/03
03-0522	OD	MADISON/EDWARD/		OUIL			05/13/03		
03-0822	ST	MARCUM/CRAIG/		RECKLESS DRV			05/13/03		
03-1012X	OD	NICHOLS/RANDY/		OUIL			10/13/03		
02-1011	OD	OSTERLAND/RODNEY/	CROCKETT,GEORGE	OUIL			02/11/03		
				OWI			05/01/03		
02-1000	OT	PARKER/DIANE/	CROCKETT,GEORGE	DWLS	BW ISSUED	02/13/03	02/11/03		
04-0312	SN	PIERCE/VINCENT/ARTHUR		CCW-DSCLSE 1			04/21/04	DEFAULT JGMT	04/21/04
03-0210C	ST	RICHARDS/DENNIS/PAUL		TRAFFIC SGNL			02/10/03	LOCAL DIVERS	02/10/03
04-0318	SM	TAIT/GEORGE/ANTHONY		MIP			04/21/04		
03-9999	OD	THOMAS/KEITH/MARTIN JR	CROCKETT,GEORGE	OUIL			10/13/03		
04-0020	SD	WASHINGTON/ANITA/LYNETTE	CROCKETT,GEORGE	OWI			04/21/04	DS NOLO PLEA	04/19/04
				FRAUD CHG AD			04/21/04	DS NOLO PLEA	04/19/04
03-0220A	ST	WEBBER/RAYMOND/		CARELESS DRV			05/01/03	JDGMNT RNDRD	02/04/03
02-1001	OD	WILLIAMS/LAWRENCE/JAMES		OUIL	BW ISSUED	02/13/03	02/11/03		

FAC, Bench Warrant & Warrant List

To remove a case from this list:

- If in warrant status, enter a warrant return code (-) on the Scheduling Screen (SCH)
- Print a warrant recall form
- If warrant status is an error, remove warrant code using the Removal Screen (REM)
- If in FAC/FCJ/FCPV status, type an **S** (stop) or **E** (make eligible) in the FAC/FCJ/FAD field on the Scheduling Screen (SCH)
- Close the case

Non-Public Case List

This report will list all cases that are currently in non-public status.

This report will be listed in the output queue as **EXPNGD.**

RUN DATE: 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

NON-PUBLIC CASE LIST-NUMERIC

CASE NO.	TYPE	NAME	JUDGE	DOB	X-REF NO.	CHARGE	DISPO	DISPO DATE	STATUS
03-0290	SM	DRAKE/DOYLE/D	CROCKETT,GEORGE	6/05/67	03-90112	CS POSS SC#5	DISMISSED	4/22/04	CLSD
03-0298	SM	FEHRENBACH/JEROME/J	CROCKETT,GEORGE	9/13/60	03-11901	DOMESTIC VIO	DISMISSED	4/01/04	CLSD
03-0318	SM	GONZALES/REBECCA/MARIE	CROCKETT,GEORGE	5/19/71	03-448-9	CS POSS MJ	DISMISSED	4/02/04	CLSD
04-0211	SM	HOWELL/ROBERT/LEROY III	SERVAAS,STEVEN	1/11/86	04-3342	B&E COIN OPE	DSP YTA	1/21/04	PROB

Non-Public Case List

To remove a case from this list:

- Type an **N** in the *Non-Public?* field on the Disposition Screen (DSP)

Time Guidelines Report

This report no longer complies with the criteria for time guidelines and is being reprogrammed to conform with Caseload Reporting - Part Four. At this time we recommend using the Caseload and Case Age Reports for file management and statistics.

When reprogramming is completed, courts can use this report to assist with caseflow management. With the information provided in the report, you can:

- analyze and identify where case processing could be made more efficient by modifying scheduling practices to reduce delays
- identify computer entry errors
- compare quarters by measuring performance from one time period to another
- identify points of delay in the processing of cases

Probation Update Screens and Reports

6

Many features of the Probation Module are described in other chapters of this User Guide. This chapter will detail information about the Probation Scheduling Screen and Probation Reports.

To access the Probation Module, type a **4** in the *Option* field from the District Court System Menu.

```
JIS                    State Court Administrative Office

                            District Court System

      Select one of the following Subsystems:

                            1. Traffic/Criminal
                            2. Civil
                            3. Cash
                            4. Probation
                            5. SOS/LEIN

      Option: 4

F24-Previous Menu
```

To access Probation Module, Type a 4 and press ENTER.

District Court System Menu

The Probation Subsystem Menu contains four options. Options 1 - Probation Online and 2 - Reports will be described in this chapter. Information about Option 3 -Calendar can be found in Chapter 7 and information about Option 4 - Report Generator can be found in Chapter 11 of this User Guide.

```
JIS                    State Court Administrative Office   5/14/04  09:12:27

                              Probation Subsystem

      Select one of the following:

                         1. Probation Online
                         2. Reports
                         3. Calendar
                         4. Report Generator





      Option: _


F24-Previous Menu
```

Probation Subsystem Menu

From the Probation Subsystem Menu, type a **1** in the *Option* field and press **ENTER** to access the update and inquiry screens.

```
JIS                                                    5/14/04  08:57:42
                      Court  P R O B A T I O N
                        0


        Prob. Scheduling (PRB)            Soundex          (SDX)
        Partial Name     (NAM)            X-Reference      (XRF)
                                          Driver License   (DLN)
                                          Veh Plate Number (VPN)

        Calendar         (CAL)            ROA Online       (ROA)
        Central Name Inq (CNI)            ROA Print        (RAP)
        Combined Calendar(CCL)            Financial ROA    (FIN)

                                          Enter Judgment   (EJD)
                                          Modify Judgment  (MJD)
                                          Cancel Judgment  (CJD)


NXT ___ CASE __________ PTY ___ COUNT __ INQ ______________________ ST __
 F24-Previous Menu  Page/Roll-Additional Options
```

Probation Update and Inquiry Menu

Information about many of the options available from this menu can be found in other chapters in this User Guide. See chart below for more information.

Probation Update and Inquiry Menu Options	
Menu Option(s)	**Information found in...**
Prob. Scheduling (PRB)	Chapter 6 - Probation
Partial Name (NAM) Soundex (SDX) Driver License (DLN) Veh Plate Number (VPN) Central Name Inq (CNI) ROA Online (ROA) ROA Print (RAP) Financial ROA (FIN)	Chapter 2 - Inquiry Screens
Calendar (CAL) Combined Calendar (CCL)	Chapter 7 - Calendar
Enter Judgment (EJD) Modify Judgment (MJD) Cancel Judgment (CJD)	Chapter 3 - Case Entry & Update

Tip: The hop line in the Probation Module can be used to access all screens that are available in the Traffic/Criminal Module, and vice versa. The hop codes for both modules are the same.

Probation Scheduling Screen

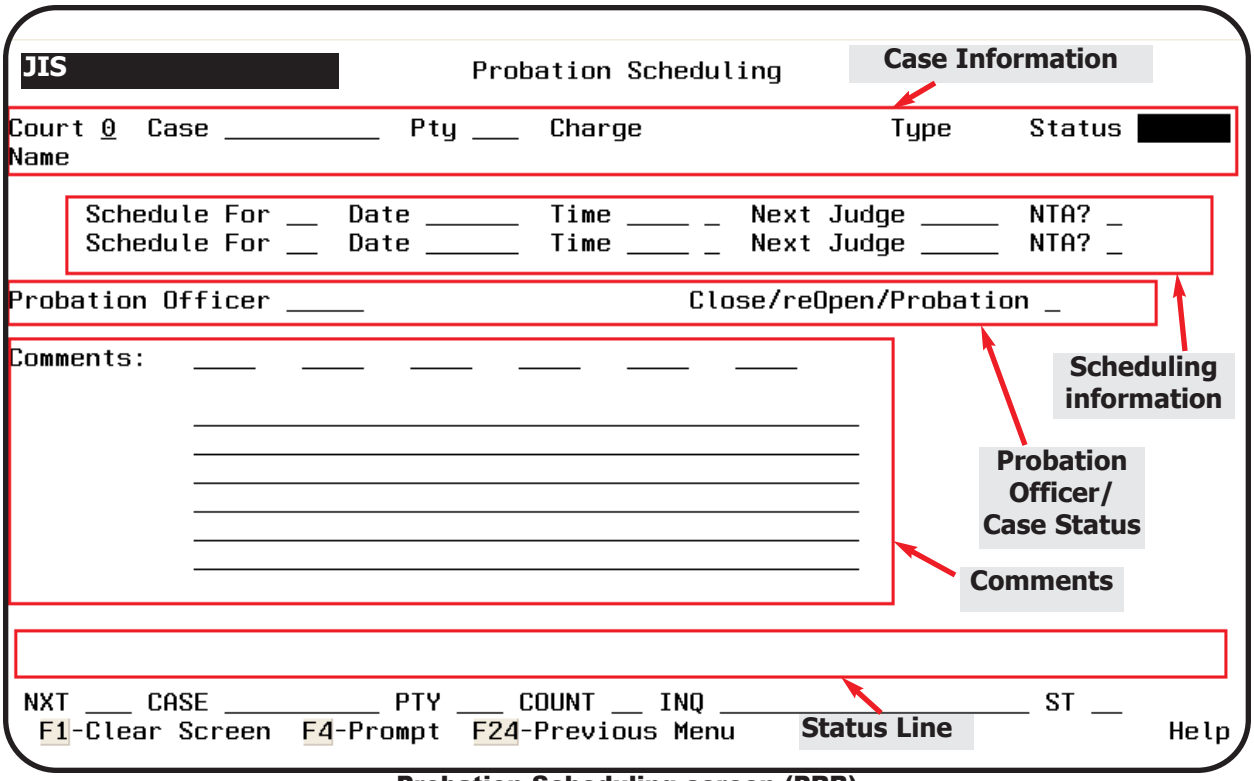
The Probation Scheduling screen is used to:

- Schedule events (court dates, oversight visits, etc.) for defendants on probation. Scheduled events will appear on judge and/or probation officer's calendar (docket).
- Generate batch cycle postcard Notices to Appear
- Assign a probation officer to a case
- Add comments to the Register of Actions
- Change case status to Closed, Reopened or Probation

For purposes of explanation in this User Guide, the screen will be broken down into these sections:

- Case Information
- Scheduling Information
- Probation Officer/Case Status
- Comments
- Status Line
- Prompt Windows

To access the Probation Scheduling screen, type **PRB** in the *NXT* field and the **case number** in the *CASE* field on the hop line.



Probation Scheduling screen (PRB)

See Appendix A for complete list of field descriptions used on this screen.

Case Information

This section of the screen displays the case information.

```
JIS                          Probation Scheduling

Court 0  Case 03-1113    Pty D01  Charge OUIL          Type SD  Status PROB
Name FOSTER/WALTER/MARK
```

Probation Scheduling screen - Case Information

Case information is displayed, including case number, party number, charge (only if you were count specific on the hop line), case type, case status and name. To access a different count for this case, type **PRB**, the **case number** and **count number** on the hop line.

Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

See Appendix A for complete list of field descriptions used on this screen.

Scheduling Information

This section is used to enter or update the following information:

- Schedule and adjourn scheduled events, including court dates, probation oversight visits, etc.
- Request a Postcard Notice to Appear.

```
Schedule For __  Date _______  Time ____ _  Next Judge ______  NTA? _
Schedule For __  Date _______  Time ____ _  Next Judge ______  NTA? _
```

Prompt windows are available from the *Schedule For* and *Next Judge* fields. More information about prompt windows can be found on page 6-10.

Probation Scheduling screen - Scheduling Information

Tip: When scheduling an event for a multi-count cases, all non-dismissed counts will appear on the calendar.

```
Schedule For 32  Date 052505  Time 0300 P  Next Judge 12345  NTA? B
Schedule For __  Date _______  Time ____ _  Next Judge ______  NTA? _
```

A chart of *Schedule For* codes can be found on the following page.

In the *Next Judge* field, enter the bar number or hotkey for the judge, magistrate or probation officer on whose calendar the scheduled event should appear.

Example of Probation Scheduling screen - Scheduling Information - Scheduling a court date and requesting a postcard Notice to Appear for both attorney and defendant

Tip: Scheduling a date will make the case eligible for a 14-Day Notice or Notice of Non-Compliance unless those notices were previously stopped, or unless a balance remains on the cash code DLRF (Driver License Reinstatement Fee).

You may request a postcard Notice to Appear, which will be printed in a batch cycle, by using the *NTA* field. Postcard NTA requests are displayed on the Report/Requests screen (RPT) and printing can requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).

There are three different options for printing postcard NTAs:

- **A** - Notice to Appear for attorney
- **D** - Notice to Appear for defendant
- **B** - Notice to Appear for both attorney and defendant

See Appendix A for complete list of field descriptions used on this screen.

```
Schedule For 99  Date 052505  Time 0300 P  Next Judge 12345  NTA? _
Schedule For __  Date ______  Time ____ _  Next Judge _____  NTA? _
```

Example of Probation Scheduling screen - Adjourning a court date

SCHEDULING CODES (AJ)			
01	Arraignment	20	Deferred Sentencing /Presentence Interview
02	Pre-Trial	21	Matter Under Advisement/Presentence Interview
03	Examination	22	Time Extended to Pay*
04	Trial	23	Time Extended
05	Hearing	24	Plea
06	Jury Trial	25	Adjourned
07	Review	26	Jury Selection
08	Sentencing	27	Preliminary Examination
09	Show Cause Hearing	28	Pre-Sentence Investigation
10	Payment Due*	29	Oversight Visit
11	Matter Under Advisement	30	Probation Reports Due
12	Deferred Sentencing	31	Discharge from Probation
13	Pre-Sentence Interview	32	Probation VIolation Hearing
14	Court Date	40	Settlement Conference
15	Due Date	41	Arraignment / Pre-Trial
16	Partial Payment Due*	42	Bond Forfeiture
17	Motion Hearing	43	Contempt Hearing
18	Informal Hearing	**99**	**Removed from Calendar**
19	Formal Hearing	***Codes 50 - 70 are reserved for local court usage.***	
* will update payment due date on the Civil Infraction Judgment (CIJ) and the Judgment of Sentence (JGS) forms			

See Appendix A for complete list of field descriptions used on this screen.

Probation Officer/Case Status

```
Probation Officer 2564                    Close/reOpen/Probation _
```

Probation officer can be assigned using this screen by typing probation officer number or hotkey in *Probation Officer* field. The probation officer also can be assigned from the Disposition screen (DSP).

Example of Probation Scheduling screen - Assigning probation officer

```
Probation Officer _____                   Close/reOpen/Probation P
```

Three choices for case status:
C - Close O - re-Open P - Probation

Example of Probation Scheduling screen - Changing case status

Tips: A case is placed in Probation status when a term of probation is entered on the Disposition (DSP) screen.

When you enter an **O** to reopen a case, the system will determine the correct status: PEND, DISP, PROB or WRNT.

Warning: Closing a case removes all future calendar dates. If a case is closed in error, dates will need to be re-entered when you change the status back to Open or Probation.

See Appendix A for complete list of field descriptions used on this screen.

Comments

```
Comments:  ____  ____  ____  ____  ____  ____

           TYPE NON-CONFIDENTIAL CASE COMMENTS HERE IF
           YOU WANT THEM TO APPEAR ON THE REGISTER OF
           ACTIONS (ROA) FOR THE CASE
```

Type up to six, four-letter codes in these fields. These codes are used to add comments or non-confidential notes to ROA and the codes can be used when requesting reports through Report Generator.

Probation Scheduling screen - Adding comments to Register of Actions

Tip: See Chapter 9 - Code Files for more information about creating four-letter codes.

Status Line

The status line is displayed at the bottom of the Probation Scheduling screen.

```
DSP GLTY PL  10/01/03        TOTAL FINE    1180.00        AMT DUE    1180.00
```

Probation Scheduling Screen - Status Line

The status line displays:

- **UNDISPOSED**, if the charge has not been disposed
- The method of disposition and the date if the charge has been disposed (In this example, there was a guilty disposition on 10/1/03)
- The total amount that has been assessed for that charge in the *Total Fine* field.
- The balance due for that charge in the *Amt Due* field.

See Appendix A for complete list of field descriptions used on this screen.

Prompt Windows

Prompt windows are pull-down windows that display choices that may be entered in that field. Prompt windows are available from any **bolded** field name on the Probation Scheduling screen. To display a prompt window, position your cursor in the field and press **F4-Prompt**.

Some prompt windows have options to add, change or delete the information in the prompt window/code file. For further instructions on these options, refer to Chapter 9 of this User Guide.

Prompt windows are available from the following fields on the Probation Scheduling screen:

- *Name*
- *Schedule For*
- *Next Judge*
- *Probation Officer*

Tip: If you position your cursor anywhere on the defendant's name and press **F4-Prompt**, you can update the defendant's address, phone number or SID.

See Appendix A for complete list of field descriptions used on this screen.

Probation Reports

To access the Probation Reports Menu, type a **2** in the *Option* field from the Probation Subsystem Menu and press **ENTER**.

```
JIS                    State Court Administrative Office    5/14/04   14:36:35

                              Probation Subsystem

      Select one of the following:

                         1. Probation Online
                         2. Reports
                         3. Calendar
                         4. Report Generator

      Option: 2

F24-Previous Menu
```

To access Reports Menu, type a 2 in the *Option* field and press ENTER.

Probation Subsystem Menu

```
JIS                    State Court Administrative Office    5/14/04   14:44:29

                              Probation Reports

                        Alpha      Numeric    Probation Ofc  Run/From - End/Thru
Discharge List            _          _          _____        _______    _______
Non-Pymt Rest List        _          _          _____        _______    _______
Probation List            _          _          _____
Review List               _          _          _____

F24-Previous Menu
```

Probation Reports Menu

Probation Reports	
Report	**Description**
Discharge List	A list of cases due to be discharged from probation within a selected date range.
Non-Payment of Restitution List	A list of cases that have not paid their assessed restitution amount and are scheduled to be discharged from probation within a specified time frame.
Probation List	A list of all cases in probation status.
Review List	A list of probation cases that have no future activity scheduled.

Probation Report Menu Field Options	
Field Name	**Description/Use**
Alpha/Numeric	Type an **X** in either the Alpha or Numeric column to determine the sorting sequence of the report.
Probation Officer	Enter the probation officer number if you want the report for a specific probation officer. Otherwise, the report will print a combined report for all probation officers. If you print a Discharge List, Probation List or Review List without requesting a specific probation officer, the report will print with the probation officer listed in a separate column, instead of the warrant column. Enter **ALL** if you want a separate report for each probation officer in your court.
Run/From - End/Thru	Allows a date range for the **Discharge** and **Non-Payment of Restitution** Reports.

Discharge List

This list contains cases/charges that are due to be discharged from probation within the time frame specified in the *Run/From - End/Thru* dates on the Probation Reports Menu. This report can be sorted in either alphabetic or numeric order. The approximate discharge (probation end) date is calculated automatically based on the sentencing date plus the term (in months) of probation. No calendar entry is created with the Probation End Date. Discharge hearings are scheduled on the Traffic/Criminal or Probation Scheduling screens (SCH or PRB).

When the Discharge List is requested, there are two reports that are generated: the Discharge List and the Discharge Exception List. Examples of both reports are shown below.

RUN DATE: 4/23/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

DISCHARGE LIST - ALPHABETIC

CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	PROBATION OFFICER	
03-0221	OD	CARR/RANDY/	1/12/02	OUIL	1276.95	776.95	4/12/04	GLTY AS CHRG	* 10	12	4/12/05	STREVEL	K
04-0201	ST	COATS/VERNON/A	1/02/04	DWLS	290.00	290.00	4/21/04	DSP GLTY PL		6	10/21/04	STREVEL	K
04-0320	SM	DALESSENDRO/RAYMOND/	2/10/04	CS POSS MJ	430.00	430.00	2/24/04	DSP GLTY PL	* 10	12	2/24/05	STREVEL	K
03-0631	OD	DELGADO/ERIC/PAUL	2/02/02	OWI	840.00	500.00	3/01/03	DSP GLTY PL	** 12	12	3/01/04	STREVEL	K
03-0207A	OD	HOWARD/JAMES/EDWARD	3/01/02	OUIL	669.00	0.00	2/07/03	DSP GLTY PL	** 14	12	2/07/04	DOOLEY	P
03-0207B	ST	HOWARD/JAMES/EDWARD	3/01/02	RECKLESS DRV	300.00	25.00	3/08/03	DSP GLTY PL	**** 45	12	3/08/04	DOOLEY	P
03-0207C	SD	HOWARD/JAMES/EDWARD	3/01/02	OUIL	0.00	0.00	12/02/03	DSP GLTY PL		6	6/02/04	DOOLEY	P
02-1009	SD	KASTLEMAN/REBECCA/	8/01/02	OUIL-OCC<16Y	470.00	0.00	4/15/04	GLTY BY JURY	* 10	12	4/15/05	STREVEL	K
03-0201	OD	KNIGHT/BRUCE/	2/01/02	UBAC	1168.00	618.00	4/22/04	DSP GLTY PL		3	7/22/04	STREVEL	K
03-3310	FY	LARGENT/MARVIN/CRAIG	3/01/03	+NSF <$50 3RD	725.00	725.00	4/01/03	DSP GLTY PL	* 20	12	4/01/04	HASSETT	P
04-0215	SM	MASTERS/JULIA/MARY	1/11/04	DOMESTIC VIO	295.00	295.00	4/06/04	DSP GLTY PL	* 90	18	10/06/05	STREVEL	K
03-0090	SD	MINERT/MICHAEL/F	2/02/02	OUIC	650.00	0.00	4/08/04	GLTY AS CHRG	* 90	18	10/08/05	STREVEL	K
03-0440	SM	NORTON/JESSE/PAUL	1/12/03	ARSON PER/PR	0.00	0.00	2/13/03	DSP GLTY PL		12	2/13/04	HASSETT	P
03-2410	SM	PIERCE/KYLE/STANLEY	2/23/03	ASSAULT OFFC	1080.00	1080.00	3/12/03	DSP GLTY PL	14	12	3/12/04	HASSETT	P
04-0020	SD	WASHINGTON/ANITA/LYN	1/01/04	+OWI	676.00	576.00	4/19/04	DS NOLO PLEA	* 90	6	10/19/04	STREVEL	K

TOTAL CASES: 15

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.
+ INDICATES A REDUCED CHARGE
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Probation Discharge List - Alphabetic

The Discharge Exception List is generated for cases that are in Probation status but do not have a Probation End Date. For example, a case that was placed in Probation status without indicating a term of probation would appear on the list.

RUN DATE: 4/23/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

DISCHARGE EXCEPTION LIST - ALPHABETIC

CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	PROBATION OFFICER	
04-0211	SM	HOWELL/ROBERT/LEROY	1/11/04	NON-PUBLIC		120.00		DSP YTA				STREVEL	K

TOTAL CASES: 1

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.
+ INDICATES A REDUCED CHARGE
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Probation Discharge Exception List - Alphabetic

See Page 6-12 for Field Options used when requesting report

Non-Payment Restitution List

This report contains cases that have a balance due in restitution, and are due to be discharged from probation within the time frame specified in the *Run/From - End/Thru* dates on the Probation Report Menu. This report can be sorted in either alphabetic or numeric order. This list can be used to prepare the "Report of Nonpayment of Restitution" form that is submitted to the Prosecuting Attorney 60 days prior to a probationer's discharge from probation.

An example of the Non-Payment Restitution List is shown below.

RUN DATE: 4/23/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

NON-PAYMENT OF RESTITUTION - ALPHABETIC

CASE NO.	TYPE	NAME	CHARGE	RESTITUTION DUE	60 DAYS < DISCHARGE	DISCHARGE DATE	WARRANT	PROBATION OFFICER	
03-0221	OD	CARR/RANDY/	OUIL	214.15	2/11/05	4/12/05		STREVEL	K
03-2410	SM	PIERCE/KYLE/STANLEY	ASSAULT OFFC	655.00	1/12/04	3/12/04	X	HASSETT	P

TOTAL CASES: 2

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.
+ INDICATES A REDUCED CHARGE

Probation Non-Payment of Restitution List - Alphabetic

Tip: If the *Run/From - End/Thru* dates are left blank when requesting the report, you will receive a report listing all cases in Probation status with restitution outstanding.

See Page 6-12 for Field Options used when requesting report

Probation List

This report lists all cases on the system that are in “Probation” status. It can be requested in either alphabetic or numeric order.

Examples are shown below of a Probation Case List which includes all cases for all probation officers, and a Probation Case List requested for a specific probation officer.

RUN DATE: 4/23/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

PROBATION CASE LIST - ALPHABETIC

CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	PROBATION OFFICER	
03-0221	OD	CARR/RANDY/	1/12/02	OUIL	1276.95	776.95	4/12/04	GLTY AS CHRG	* 10	12	4/12/05	STREVEL	K
				DWLS	210.00	210.00	4/22/04	DSP GLTY PL					
04-0201	ST	COATS/VERNON/A	1/02/04	DWLS	290.00	290.00	4/21/04	DSP GLTY PL		6	10/21/04	STREVEL	K
04-0320	SM	DALESSENDRO/RAYMOND/	2/10/04	CS POSS MJ	430.00	430.00	2/24/04	DSP GLTY PL	* 10	12	2/24/05	STREVEL	K
03-0631	OD	DELGADO/ERIC/PAUL	2/02/02	OWI	840.00	500.00	3/01/03	DSP GLTY PL	** 12	12	3/01/04	STREVEL	K
03-0207A	OD	HOWARD/JAMES/EDWARD	3/01/02	OUIL	669.00	0.00	2/07/03	DSP GLTY PL	** 14	12	2/07/04	DOOLEY	P
03-0207B	ST	HOWARD/JAMES/EDWARD	3/01/02	RECKLESS DRV	300.00	25.00	3/08/03	DSP GLTY PL	**** 45	12	3/08/04	DOOLEY	P
03-0207C	SD	HOWARD/JAMES/EDWARD	3/01/02	OUIL	0.00	0.00	12/02/03	DSP GLTY PL		6	6/02/04	DOOLEY	P
04-0211	SM	HOWELL/ROBERT/LEROY	1/11/04	NON-PUBLIC	120.00	120.00		DSP YTA		12		STREVEL	K
02-1009	SD	KASTLEMAN/REBECCA/	8/01/02	OUIL-OCC<16Y	470.00	0.00	4/15/04	GLTY BY JURY	* 10	12	4/15/05	STREVEL	K
03-0201	OD	KNIGHT/BRUCE/	2/01/02	UBAC	1168.00	618.00	4/22/04	DSP GLTY PL		3	7/22/04	STREVEL	K
03-3310	FY	LARGENT/MARVIN/CRAIG	3/01/03	+NSF <$50 3RD	725.00	725.00	4/01/03	DSP GLTY PL	* 20	12	4/01/04	HASSETT	P
04-0215	SM	MASTERS/JULIA/MARY	1/11/04	DOMESTIC VIO	295.00	295.00	4/06/04	DSP GLTY PL	* 90	18	10/06/05	STREVEL	K
03-0090	SD	MINERT/MICHAEL/F	2/02/02	OUIC	650.00	0.00	4/08/04	GLTY AS CHRG	* 90	18	10/08/05	STREVEL	K
03-0440	SM	NORTON/JESSE/PAUL	1/12/03	ARSON PER/PR	0.00	0.00	2/13/03	DSP GLTY PL		12	2/13/04	HASSETT	P
03-2410	SM	PIERCE/KYLE/STANLEY	2/23/03	ASSAULT OFFC	1080.00	1080.00	3/12/03	DSP GLTY PL	14	12	3/12/04	HASSETT	P
04-0020	SD	WASHINGTON/ANITA/LYN	1/01/04	+OWI	676.00	576.00	4/19/04	DS NOLO PLEA	* 90	6	10/19/04	STREVEL	K
				FRAUD CHG AD	45.00	45.00							

TOTAL CASES: 16
TOTAL COUNTS: 18

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.
+ INDICATES A REDUCED CHARGE
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Probation List - All probation officers

RUN DATE: 4/23/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

PROBATION CASE LIST - ALPHABETIC
PROBATION OFFICER 511 KAREN JEAN STREVEL

CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB MO.	DISCHARGE DATE	WARRANT
03-0221	OD	CARR/RANDY/	1/12/02	OUIL	1276.95	776.95	4/12/04	GLTY AS CHRG	* 10	12	4/12/05	
				DWLS	210.00	210.00	4/22/04	DSP GLTY PL				
04-0201	ST	COATS/VERNON/A	1/02/04	DWLS	290.00	290.00	4/21/04	DSP GLTY PL		6	10/21/04	
04-0320	SM	DALESSENDRO/RAYMOND/	2/10/04	CS POSS MJ	430.00	430.00	2/24/04	DSP GLTY PL	* 10	12	2/24/05	X
03-0631	OD	DELGADO/ERIC/PAUL	2/02/02	OWI	840.00	500.00	3/01/03	DSP GLTY PL	** 12	12	3/01/04	
04-0211	SM	HOWELL/ROBERT/LEROY	1/11/04	NON-PUBLIC	120.00	120.00		DSP YTA		12		
02-1009	SD	KASTLEMAN/REBECCA/	8/01/02	OUIL-OCC<16Y	470.00	0.00	4/15/04	GLTY BY JURY	* 10	12	4/15/05	
03-0201	OD	KNIGHT/BRUCE/	2/01/02	UBAC	1168.00	618.00	4/22/04	DSP GLTY PL		3	7/22/04	
04-0215	SM	MASTERS/JULIA/MARY	1/11/04	DOMESTIC VIO	295.00	295.00	4/06/04	DSP GLTY PL	* 90	18	10/06/05	X
03-0090	SD	MINERT/MICHAEL/F	2/02/02	OUIC	650.00	0.00	4/08/04	GLTY AS CHRG	* 90	18	10/08/05	
04-0020	SD	WASHINGTON/ANITA/LYN	1/01/04	+OWI	676.00	576.00	4/19/04	DS NOLO PLEA	* 90	6	10/19/04	
				FRAUD CHG AD	45.00	45.00						

TOTAL CASES: 10
TOTAL COUNTS: 12

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.
+ INDICATES A REDUCED CHARGE
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Probation List - Specific Probation Officer

Tip: When requesting the Probation List for a specific probation officer, the column for probation officer is replaced by a column which indicates if the case is currently in warrant status.

See Page 6-12 for Field Options used when requesting report

Review List

This list includes all cases with a status of “Probation” in which there is no future date scheduled on the system. The report can be requested in alphabetic or numeric order. This list will help determine which cases need to be closed or have activity scheduled.

RUN DATE: 5/20/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

PROBATION REVIEW LIST - ALPHABETIC

CASE NO.	TYPE	NAME	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	SENTENCE DATE	DISPO	JAIL DAYS	PROB NO.	DISCHARGE DATE	PROBATION OFFICER	
03-0221	OD	CARR/RANDY/	1/12/02	OUIL	1276.95	776.95	4/12/04	GLTY AS CHRG	* 10	12	4/12/05	STREVEL	K
				DWLS	210.00	210.00	4/22/04	DSP GLTY PL					
04-0201	ST	COATS/VERNON/A	1/02/04	DWLS	290.00	290.00	4/21/04	DSP GLTY PL		6	10/21/04	STREVEL	K
04-0320	SM	DALESSENDRO/RAYMOND/	2/10/04	CS POSS MJ	430.00	430.00	2/24/04	DSP GLTY PL	* 10	12	2/24/05	STREVEL	K
03-0631	OD	DELGADO/ERIC/PAUL	2/02/02	OWI	840.00	500.00	3/01/03	DSP GLTY PL	** 12	12	3/01/04	STREVEL	K
03-0207A	OD	HOWARD/JAMES/EDWARD	3/01/02	OUIL	669.00	0.00	2/07/03	DSP GLTY PL	** 14	12	2/07/04	DOOLEY	P
03-0207B	ST	HOWARD/JAMES/EDWARD	3/01/02	RECKLESS DRV	300.00	25.00	3/08/03	DSP GLTY PL	**** 45	12	3/08/04	DOOLEY	P
03-0207C	SD	HOWARD/JAMES/EDWARD	3/01/02	OUIL	0.00	0.00	12/02/03	DSP GLTY PL		6	6/02/04	DOOLEY	P
04-0211	SM	HOWELL/ROBERT/LEROY	1/11/04	NON-PUBLIC	120.00	120.00		DSP YTA		12		STREVEL	K
02-1009	SD	KASTLEMAN/REBECCA/	8/01/02	OUIL-OCC<16Y	470.00	0.00	4/15/04	GLTY BY JURY	* 10	12	4/15/05	STREVEL	K
03-0201	OD	KNIGHT/BRUCE/	2/01/02	UBAC	1168.00	618.00	4/22/04	DSP GLTY PL		3	7/22/04	STREVEL	K
03-3310	FY	LARGENT/MARVIN/CRAIG	3/01/03	+NSF <$50 3RD	725.00	725.00	4/01/03	DSP GLTY PL	* 20	12	4/01/04	HASSETT	P
04-0215	SM	MASTERS/JULIA/MARY	1/11/04	DOMESTIC VIO	295.00	295.00	4/06/04	DSP GLTY PL	* 90	18	10/06/05	STREVEL	K
03-0090	SD	MINERT/MICHAEL/F	2/02/02	OUIC	650.00	0.00	4/08/04	GLTY AS CHRG	* 90	18	10/08/05	STREVEL	K
03-0440	SM	NORTON/JESSE/PAUL	1/12/03	ARSON PER/PR	0.00	0.00	2/13/03	DSP GLTY PL		12	2/13/04	HASSETT	P
03-2410	SM	PIERCE/KYLE/STANLEY	2/23/03	ASSAULT OFFC	1080.00	1080.00	3/12/03	DSP GLTY PL	14	12	3/12/04	HASSETT	P
04-0020	SD	WASHINGTON/ANITA/LYN	1/01/04	+OWI	676.00	576.00	4/19/04	DS NOLO PLEA	* 90	6	10/19/04	STREVEL	K
				FRAUD CHG AD	45.00	45.00							

TOTAL CASES: 16

THIS REPORT MAY CONTAIN NON-PUBLIC INFORMATION.
+ INDICATES A REDUCED CHARGE
NO ASTERISK=JAIL ORDERED, *=JAIL COMMITTED, **=JAIL SUSPENDED, ***=OPTIONAL JAIL, ****=OPTIONAL JAIL COMMITTED

Probation Review List - Alphabetic

Tip: If you specify a probation officer when requesting the report, your report will have a column for *Warrant* instead of *Probation Officer*.

See Page 6-12 for Field Options used when requesting report

Calendar

7

The calendar program offers a variety of ways to view and print calendar (docket) entries. The features are available by individual judge, magistrate, probation officer, special assignment for an individual or department, or for cases that are unassigned.

Calendar Type	Features
Month at a Glance	• Court holidays - full or partial days • Judge/Magistrate availability - full or partial days • Highlights days with events already scheduled • Can be displayed and/or updated
Courtroom Calendar	• Case number, case type, name, attorney or officer, type of proceeding and charge listed by time for specified day • Non-case related matters, e.g. marriages, meetings • Can be displayed and/or printed
Calendar Summary	• Display and/or print a summary of each proceeding type scheduled for the day or date range specified
Party Calendar	• Prints an alphabetical case listing of people scheduled to appear in court for the day or date range specified
Central/Combined Calendar	• Display and/or print calendar for one date or date range for judge, including all cases set for all courts on the same AS400
Various Print Options	• Week at a Glance • Party Calendar by day or date range • Courtroom Calendar by day or date range • Print Traffic/Criminal cases only • Print Civil cases only • Print all cases by day or date range

Month at a Glance Calendar

This calendar is used to view days the judge or magistrate is available to schedule events, days that events are already scheduled and court holidays or days the court is closed.

To access the Month at a Glance calendar:

1) Type **CAL** in the *NXT* field on the hop line
2) Press **ENTER**.

The first screen that will be displayed will be the Month at a Glance calendar for *No Specific Judge*.

```
0 JIS                          Month at a Glance                    Bar#: _____
                               NO SPECIFIC JUDGE                 0 TO: 11 __ 03
                                 NOVEMBER 2003                        MM DD YY
          Sun     Mon     Tue     Wed     Thu     Fri     Sat
          ------  -------------------------------------------------------------
                                                          X  1
          X  2    _  3    _  4    _  5    _  6    _  7    X  8
          X  9    _ 10    X 11    _ 12    _ 13    _ 14    X 15
          X 16    _ 17    _ 18    _ 19    _ 20    _ 21    X 22
          X 23    _ 24    _ 25    _ 26    X 27    X 28    X 29
          X 30

 X=Court Closed All Day    /=Bar# Out All Day    *=Court/Bar# Out Partial Day

NXT ___ CASE 04-0123A__ PTY D01 COUNT _1  INQ C_____________________ ST __
 F1-Clear  F2-Bar#  F4-Prompt  F5-Detail  F6-Summary  F7-PrevBar  F8-NextBar
 F9-Print Week  F10-Print Options  F11-Block Hrs/Date  F13-OutQ  F24-Prev Menu
                                                          Page/Roll  Help
```

Court location number. Courts with more than one location can access calendars in each location by changing this number.

Enter bar number or hotkey here to access calendar for specific judge.

Month at a Glance calendar for No Specific Judge

To view a calendar for a specific judge:

1) Type the hotkey or bar number in the *Bar #* field
   (You may press **F4-Prompt** on the *Bar #* field to display the Attorney File)
2) Press **ENTER**.

OR

1) Press **F8-NextBar** to display calendar for judge, magistrate or probation officer with next higher bar #.

Tip: You can quickly move your cursor to the *Bar #* field by pressing **F2-Bar #**.

```
0 JIS                    Month at a Glance
                   JUDGE GEORGE W. CROCKETT III                Bar#: 12345
                         DECEMBER 2003                   GO TO: 12 __ 03
                                                                MM DD YY
        | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
        -------------------------------------------------
        |      | _ 1  | _ 2  | _ 3  | _ 4  | _ 5  | X 6  |
        | X 7  | _ 8  | _ 9  | _ 10 | _ 11 | _ 12 | X 13 |
        | X 14 | _ 15 | _ 16 | _ 17 | _ 18 | * 19 | X 20 |
        | X 21 | _ 22 | / 23 | X 24 | X 25 | / 26 | X 27 |
        | X 28 | _ 29 | _ 30 | X 31 |      |      |      |

 X=Court Closed All Day    /=Bar# Out All Day    *=Court/Bar# Out Partial Day

NXT ___ CASE 03-2297___ PTY D01 COUNT _1  INQ C_____________________ ST __
 F1-Clear  F2-Bar#  F4-Prompt  F5-Detail  F6-Summary  F7-PrevBar  F8-NextBar
 F9-Print Week  F10-Print Options  F11-Block Hrs/Date  F13-OutQ  F24-Prev Menu
                                                        Page/Roll  Help
```

The *GO TO* field will display the current month and year, but the dates can be changed by typing over them.

Month at a Glance calendar for Judge Crockett for December 2003

Tips: If you enter the month and year (without specific day) in the *GO TO:* field and press **ENTER**, the Month at a Glance calendar will be displayed for the bar number specified.

If you enter the month, day and year in the *GO TO:* field and press **ENTER**, the Courtroom Calendar will be displayed for the bar number specified.

Reading the Month at a Glance Calendar

A highlighted day indicates something is scheduled for that day. In the example above, events are scheduled for December 9, 15, 16, 18, 19 and 29.

Key	Description
X	The entire court is closed all day, e.g. court holidays.
/	The judge, magistrate or probation officer designated in the *Bar #* field is unavailable **all** day.
*	The entire court, or the judge, magistrate or probation officer designated in the *Bar #* field is unavailable for part of the day.

In the example above, either the entire court or Judge Crockett is not available part of the day on December 19; the court is closed on December 24, 25 and 31; Judge Crockett is out all day on December 23 and 26.

Using the Month at a Glance Calendar

When the Month at a Glance calendar is displayed, the cursor will be placed on the current date. You may tab or arrow to any day of the month to inquire on or print that day. When the inquiry is not the current month, the cursor will be placed on the first date that something is scheduled for that month.

Function Keys Used to Access Other Screens	
Function Key	**Description/Format**
F4 Prompt	With your cursor in the *Bar #* field, will display attorney file.
F5 Detail	With your cursor positioned on any day of the month, will display Courtroom Calendar for the bar number specified. If no events are scheduled for the date you request, the next date that has scheduled events will be displayed.
F6 Summary	Will display the Calendar Summary, which gives you total number of each type of event that is scheduled.
F7 PrevBar	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next lower bar number.
F8 NextBar	Will display the Month at a Glance calendar for the judge, magistrate or probation officer with the next higher bar number.
F9 Prt Week	With your cursor positioned on any day of the week, will print the Week at a Glance calendar for the bar number specified. If the cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.
F10 Prt Options	Will display the District Court Calendar screen, which lists print options.
F11 Block Hrs/Date	Will display the Days/Times Blocked Off screen. More information about this feature can be found on the following two pages.

Days/Times Blocked Off Screen

This screen is used to designate court holidays and other days the court is closed and to block off times for individual judges, magistrates and probation officers.

This screen can be accessed from using **F-11 Block Hrs/Date** from the Month at a Glance calendar.

```
0 JIS                    Days/Times Blocked Off        Position to Date: _______
                       FOR COURT & ALL BAR NUMBERS
                                                          Bar No. View: ______
 D=Del                 Block Off (OR) ---Partial Day---
Opt  Bar No.   Date    All Day        From Time To Time   Description        Clrk
 _             53104      X             ____ _   ____ _    MEMORIAL DAY       BKD
 _             60104      _              100 P    500 P    BUDGET MEETING     BKD
 _    12345    62804      X                               _ VACATION          BKD
 _             70504      X                               _ INDEPENDENCE DAY  BKD
 _             90604      X                               _ LABOR DAY         BKD
 _            111104      X                               _ VETERANS DAY      BKD
 _            112504      X             ____ _   ____ _    THANKSGIVING DAY   BKD
 _            112604      X                               _ THKSGVING HOLIDAY BKD
 _            122204      X                               _ INDEPENDENCE DAY  BKD
 _            122304      X                               _ CHRISTMAS HOLIDAY BKD
 _            122404      X             ____ _   ____ _    CHRISTMAS HOLIDAY  BKD
 _    12345   122904      X             ____ _   ____ _    VACATION           BKD
 _            123004      X             ____ _   ____ _    NEW YEARS HOLIDAY  BKD
 _            123104      X             ____ _   ____ _    NEW YEARS HOLIDAY  BKD
                                                                              ____
                                                                              ____
NX                          TY D01 COU
 F1-Clear  F2-Date  F4-Prompt  F7-Court Records  F24-Prev Menu  Page/Roll  Help
```

The entire court is closed from 1:00 pm to 5:00 pm for budget meeting.

Judge Crockett (P12345) is on vacation, but the court is open.

Press F2-Date to move cursor to the *Position To*: field at top of screen

Press F7 to toggle between two views:
1) Court and ALL bar numbers, and
2) Court and one specific bar number.

Days/Times Blocked Off screen

See following page for field descriptions used on this screen.

Field Descriptions for Days/Times Blocked Off Screen	
Field Name	**Description/Format**
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing the court location number.
Position to Date	If a date is entered into this field and **ENTER** is pressed, the first page that contains that date will be displayed. Valid for today's date or a future date.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a **D** to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer or any other special court calendars. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: **011904**)
All Day	Mark with an **X** when the entire day should be blocked off.
From Time to Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: **0100P 0500P**). Entry is not valid if there is an **X** in the *All Day* field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed. If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

Printing the Week at a Glance Calendar

The Week at a Glance calendar is requested from the Month at a Glance calendar.

The Week at a Glance calendar prints:

- Dates and times that events are scheduled from Monday through Friday, listing the case number, case type and type of proceeding.
- The total number of events scheduled (without detail) when events are scheduled on Saturdays and Sundays.
- Supplemental entries are designated with an asterisk (*) in the *Case #* column.
- Court holidays and blocked off days and times for the designated judge, magistrate or probation officer.

From the Month at a Glance calendar screen, position your cursor on any day of the week and press **F9-Print Week**. The week will print from Monday through Sunday.

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

COURTROOM CALENDAR FOR GEORGE W. CROCKETT III

TIME	MONDAY 12/15/03	TUESDAY 12/16/03	WEDNESDAY 12/17/03	THURSDAY 12/18/03	FRIDAY 12/19/03	SAT/SUN 20-21
08:30A			03-2297 SM JRY TRIAL			
09:00A	02-110802 OD PRETRIAL	02-0524A OI FORMAL HR 00-0006 OI FORMAL HR		00-0011 FY EXAM 02-0523E FY EXAM	03-1114A OT TRIAL	
09:30A	02-110802 OD PLEA	112702A OI FORMAL HR 00-2300 SI FORMAL HR			00-5801 ST TRIAL	
10:00A		03-0610B SI FORMAL HR 00-6006 OT FORMAL HR				
11:00A	00-4998 FT SHOWCAUSE					
12:00P		*MEETING				
01:00P					STAFF MEETING THRU 05:00PM	
01:30P				03-0125 LT HEARING 03-0130 LT HEARING		
02:00P	03-1113 SD PRETRIAL			03-0128 SC HEARING 03-0133A SC HEARING		
02:30P				03-0127 SC HEARING		
03:00P	00-9001 ST HEARING					

Week at a Glance calendar

Tip: If your cursor is on a Sunday, the week printed starts with the next day (Monday) through the following Sunday.

District Court Calendar

The District Court Calendar is used to:

- View Courtroom Calendar
- Print Courtroom Calendar
- Access Supplemental Calendar

There are three ways to access the District Court Calendar:

1) From the Traffic/Criminal Subsystem Menu, enter a **5-Calendar** and press **ENTER**. OR
2) From the Probation Subsystem Menu, enter a **3-Calendar** and press **ENTER**. OR
3) From the Month at a Glance Calendar, press **F10-Print.**

```
JIS                    District Court Calendar

     Date  ______ through ______

     Time  ____ _ through ____ _

     Judge _____ (Bar#, Hot Key, ALL, or leave blank for no specific judge)

     X Type of Calendar  (X=All, T=T/C, C=Civ, P=Party)
     X Include Supplemental Entries  (not valid for Party Calendar)
 ____________________________________________________________________________
                   Paper Size  _  X=8x11, B=14x11
                       Spaces  1  (up to 9)
                       Copies  1
               Print Sequence  A  A=Alpha, N=Numeric
                Print Summary  _  X=Calendar & Summary, O=Summary
              Flag Non-Public  _  X=Non-Public, N=Nothing, or
                                  leave blank to display charge
 Print CTN# instead of XREF#  _  (14x11 only)
               Court location  0

NXT ___ CASE __________ PTY ___ COUNT __  INQ ______________________ ST __
 Enter-View Calendar   F1-Clear Screen   F5-Supplemental Entries   F9-Print
 F13-OutQ   F24-Previous Menu   Help
```

District Court Calendar

The District Court Calendar screen is divided into two parts:

The top half of the screen is used to indicate the date(s), time(s), judge(s), and types of calendar you wish to view or print. Press **ENTER** if you want to view the calendar instead of or before printing it.

The bottom half of the screen is used to indicate print options.

See chart on next page for field descriptions for this screen.

Field Descriptions for District Court Calendar screen	
Field Name	**Description/Format**
Date	Enter the date range to view or print the calendar. You may access up to 90 days of calendars prior to the current date. If left blank, the system will automatically use the current date for viewing. If printing the calendar, date range cannot exceed 14 days.
Time	Enter the time range to view or print using the following format: **0800 A**. Use "A" for a.m. or "P" for p.m. Leave the time field blank if you want to see all cases for the entire day.
Judge	Enter the five-digit bar number or hotkey of the judge, magistrate, probation officer, special calendar or court clerk whose calendar you want to view or print. Leave field blank to get all cases that do not have a judge assigned. Enter the word **ALL** in the judge field to display or print all judges, magistrates and probation officer's calendars. When using **ALL**, the date range must not exceed 14 days.
Type of Calendar	**X** - will display or print traffic/criminal and civil cases. **T** - will display or print traffic/criminal cases only. **C** - will display or print civil cases only. **P** - will print the Party Calendar.
Include Supplemental Entries	This field defaults to **X** (include supplemental entries on the calendar). Remove the **X** to omit the entries. This option is not valid with the Party Calendar.
Paper Size	**X** - Print calendar on **8X11 paper**. **B** - Print calendar on **11X14 (*STD) paper** (or landscaped on a laser printer).
Spaces	Choose the number of blank spaces you want between cases when you print the calendar; valid choices are **1**-**9**. If this field is left blank, you will have no blank spaces between cases when the calendar is printed.
Copies	Indicate how many copies you want to print; valid choices are **1**-**9**.
Print Summary	**X** - Print the Courtroom Calendar and the Calendar Summary. **O** - Print the Calendar Summary only. Further details about the Calendar Summary can be found on page 7-15.
Flag Non-Public	These selections affect only cases that are in Non-Public status. **X** - Print the word "Non-Public" in the charge field **N** - Print nothing in the charge field. If field is left blank, the charge will be printed in the charge field.
Print CTN# instead of XREF#	**X** - Print CTN instead of X-Ref #. If field is left blank, X-Ref # will be printed. This option is only available when option **B** is selected for paper size.
Court location	Used in multiple-court settings. It may be changed to any location defined in the court's system file.

Courtroom Calendar

This calendar is used to view all Traffic/Criminal, Civil and supplemental events scheduled. Details such as case number, case type, name, attorney or officer name, type of proceeding, time scheduled and charge will be displayed.

The Courtroom Calendar displays and prints:

- All events scheduled for the specified date and bar number in time sequence
- Will print and display numerically under time scheduled for traffic/criminal cases
- Will print only alphabetically under time scheduled for traffic/criminal cases
- Will print and display numerically under time scheduled for civil cases
- 8 X 11 version will print Case #, Case Type, Party, Defendant Name, Attorney or Officer, Proceeding Type, Short Description of Charge
- 11 X 14 (*STD) version will print Case #, Case Type, X-Ref #, Party, Defendant Name, Attorney, Proceeding Type, Short Description of Charge, Department # and Officer Name for Officer #1 and Officer #2.

Accessing the Courtroom Calendar

You can access the Courtroom Calendar from either the Month at a Glance calendar or from the District Court Calendar.

- From the Month at a Glance calendar, position your cursor on that day and press **F5-Detail** or type the specific date in the *GO TO:* field and press **ENTER**.
- From the District Court Calendar, enter the date you want to view or print in the *Date* field and press **ENTER**.

```
                 COURTROOM CALENDAR FOR GEORGE W. CROCKETT III
                          TUESDAY - DECEMBER  9, 2003

SEQ  CASE#    TYP PTY NAME                  ATTY/OFF     PROCEEDING   CHARGE
                              AT  8:30 A.M.
 1 03-1113     SD D01 FOSTER/WALTER/MARK  FRANK GOTCHA SENTENCE      OUIL
                                                                     FAIL TO STOP
                                                                     DISOR DISTUR
 2 01-12126    OD D01 JACKSON/JULIA/                  SENTENCE      OUIL
                              AT  9:00 A.M.
 3 03-2296     SM D01 SAMPSON/LIONEL/MENA FRANK GOTCHA PRETRIAL     ASSAULT/BATR
                              AT  9:30 A.M.
 4 03-0801     FY D01 SMITH/DELBERT/HARVE             HEARING       ASSAULT WI F
                              AT 10:00 A.M.
 5 03-1010C    GC P01 DOSTER/LISA/                    MOTION
                  D01 MURPHY/SARAH/
                  D02 ROSE/CAROLYN/
                              AT 12:00 P.M.
        *         COUNTY BOARD LUNCHEON               MEETING


NXT ___ CASE _____37___ PTY D01 COUNT _1  INQ C_____________________ ST __
F5-Back F7-ROA From Line  F9-Print  F10-Sum  F13-OutQ  F24-Prev  Page/Roll Help
```

Courtroom Calendar for Judge Crockett on 8X11 paper

```
                          COURTROOM CALENDAR FOR GEORGE W. CROCKETT III                          PAGE  1
                                   TUESDAY - DECEMBER  9, 2003

CASE#     TYP XREF#        PTY NAME                  ATTORNEY      PROCEEDING   CHARGE       DEPT   OFFICER #1 DEPT   OFFICER #2
                             AT  8:30 A.M.
03-1113   SD 380287A       D01 FOSTER/WALTER/MARK                  SENTENCE     OUIL         1      FRANK GOTC 2      OFFICER DA
                                                                                FAIL TO STOP
                                                                                DISOR DISTUR
01-12126  OD               D01 JACKSON/JULIA/                      SENTENCE     OUIL

                             AT  9:00 A.M.
03-2296   SM 03-MSP-223    D01 SAMPSON/LIONEL/MENARD               PRETRIAL     ASSAULT/BATR 1      FRANK GOTC

                             AT  9:30 A.M.
03-0801   FY               D01 SMITH/DELBERT/HARVEY                HEARING      ASSAULT WI F

                             AT 10:00 A.M.
03-1010C  GC               P01 DOSTER/LISA/                        MOTION
                           D01 MURPHY/SARAH/
                           D02 ROSE/CAROLYN/

                             AT 12:00 P.M.
    *        COUNTY BOARD LUNCHEON                               MEETING

                             AT  2:00 P.M.
01-2125   OT 01-0029MSP    D01 EDMONDS/EDGAR/ERNEST I              PLEA         DWLS         1      TPR GARY H 1      TPR GARY H
                                                                                RECKLESS DRV
```

Courtroom Calendar for Judge Crockett on 11 X 14 (*STD) paper

Use your **Page Down** or your **Shift+Roll** keys to scroll through the calendar. Only days that have events scheduled will be displayed.

Supplemental Entries

Most entries to the calendar are made through the Scheduling screens. However, sometimes you need to add matters to the calendar that aren't associated with a case that is on the system (i.e. marriages, meetings). Non-case entries are added through the District Court Calendar Supplemental Entries screen.

To access the Supplemental Entries screen:

1) From the District Court Calendar screen, enter a bar number in the *Judge* field.
2) Press **F5-Supplemental Entries.**

(To access the District Court Calendar screen from the Month at a Glance calendar, press **F10-Print Options**.)

```
JIS                          District Court Calendar
                               Supplemental Entries
                         12345 GEORGE W. CROCKETT III
Del
'D'  Date    Time    Activity      Party(s)  or  Comment(s)

 _   120903  1200 P  MEETING       COUNTY BOARD LUNCHEON

 _   121603  1200 P  MEETING       COUNTY BOARD LUNCHEON

 _   121903  1100 A  WEDDING       BILL BROWN AND SUE SMITH

 _   122403  0800 A  COURT CLOSED  FOR CHRISTMAS HOLIDAY

 _   122503  0800 A  COURT CLOSED  FOR CHRISTMAS HOLIDAY

 _   123103  0800 A  COURT CLOSED  FOR CHRISTMAS HOLIDAY

 _   ------  ---- _  ____________

BGN ______
NXT ___ CASE 3.-2297___ PTY D01 COUNT _1  INQ C_____________________ ST __
 Enter-Update  F1-Clear Screen  F5-Page Back  F24-Previous Menu  Page/Roll  Help
```

Enter the date that you want to begin your search here.

Supplemental Calendar for Judge Crockett beginning December 9, 2003

Required fields are *Date*, *Time* and *Activity*. You may type additional information in *Party(s) or Comment(s)* field if desired. Press **ENTER** to update.

Tips: Unlike the other courtroom calendars, events scheduled through the Supplemental Entries screen are not restricted by the dates and times stored in the Holiday File.

To delete an entry from the Supplemental Entries calendar, type a **D** in the *Del* column in front of the event you want deleted.

Supplemental entries appear on the calendar with an asterisk (*) in the *Case #* column, the activity in the *Proceeding* column and the comments in the *Name* column.

```
                 COURTROOM CALENDAR FOR GEORGE W. CROCKETT III
                          TUESDAY - DECEMBER  9, 2003

SEQ  CASE#    TYP PTY NAME                ATTY/OFF     PROCEEDING   CHARGE
                              AT  8:30 A.M.
 1 03-1113     SD D01 FOSTER/WALTER/MARK  FRANK GOTCHA SENTENCE     OUIL
                                                                    FAIL TO STOP
                                                                    DISOR DISTUR
 2 01-12126    OD D01 JACKSON/JULIA/                   SENTENCE     OUIL
                              AT  9:00 A.M.
 3 03-2296     SM D01 SAMPSON/LIONEL/MENA FRANK GOTCHA PRETRIAL     ASSAULT/BATR
                              AT  9:30 A.M.
 4 03-0801     FY D01 SMITH/DELBERT/HARVE              HEARING      ASSAULT WI F
                              AT 10:00 A.M.
 5 03-1010C    GC P01 DOSTER/LISA/                     MOTION
                  D01 MURPHY/SARAH/
                  D02 ROSE/CAROLYN/
                              AT 12:00 P.M.
         *        COUNTY BOARD LUNCHEON                MEETING

N                                L COUNT _1  INQ C____________________ ST __
F5-Back F7-ROA From Line  F9-Print  F10-Sum  F13-OutQ  F24-Prev  Page/Roll Help
```

This non-case entry was made as a Supplemental Calendar entry

Courtroom Calendar for Judge Crockett, showing the meeting which was set for 12:00 p.m. through the Supplemental Entries screen

You can scroll forward and backward through the Supplemental Entries screens using your **Page/Roll** key.

Removing Calendar Entries

Matters that were placed on the calendar through the Traffic/Criminal Scheduling screen (SCH) or Probation Scheduling screen (PRB) must be removed through the Scheduling screens.

- Type a **99** in the *Scheduled For* field of the Scheduling screen.
- Type in the exact date, time and bar number of the original scheduled event entry in the *Date*, *Time* and *Next Judge* fields.
- Press **ENTER**.

WARNING: Deleting the scheduled date from the Action screen will not remove the event from the calendar.

Non-case entries that were placed on the calendar through the Supplemental Entries screen must be removed through the Supplemental Entries screen.

- Type a **D** in the *DEL* column in front of the entry to be deleted.
- Press **ENTER**.

Viewing a Register of Actions Directly from the Calendar

If you want to view the ROA for any case listed on the calendar:

- Position your cursor anywhere on the line for the case you want to view and press **F7-ROA From Line**.

OR

- Type **ROA** in the *NXT* field and the line number (SEQ#) or case number in the *CASE* field and press **ENTER**.

Either way, you will lose your hop line, but you can press **F3** or **F24** to return to the calendar.

Calendar Summary

You can view a summary of the types of events scheduled for the day you are viewing. This is a helpful tool to use when setting trials, pre-trials, etc.

You can access the Calendar Summary two ways:

1) From the Month at a Glance calendar, press **F6-Summary**
   OR
2) From the Courtroom Calendar, press **F10-Sum**.

```
                    CALENDAR SUMMARY FOR GEORGE W. CROCKETT III
                             MONDAY - DECEMBER 15, 2003
                        NUMBER    TYPE      DESCRIPTION
                           2     T/C       PRETRIAL
                           1     T/C       PLEA
                           1     T/C       SHOWCAUSE
                           1     T/C       HEARING

NXT ___ CASE 03-0133A__ PTY ___  GAR# __ NAME _____________________
 F5-Page Back    F6-Detail    F9-Print   F24-Previous Menu   Page/Roll   Help
```

Calendar Summary for Judge Crockett for December 15, 2003

Printing the Calendar Summary

To print the Calendar Summary:

1) Press **F9 - Print** from the Calendar Summary screen
   OR
2) Use one of the following options in the *Print Summary* field on the District Court Calendar screen:
   X - Print calendar and summary
   O - Print summary only

Party Calendar

This calendar will print an alphabetical list of everyone scheduled to appear on a specific date. Excluded from the list are Traffic/Criminal cases that have been given due dates (scheduled for AJ10, 15, 16, 22, 23 or 30).

15TH DISTRICT COURT
PARTY CALENDAR
THURSDAY - JUNE 10, 2004

PAGE 1

NAME	CASE NO.	TYPE	PROCEEDING	JUDGE	TIME
BROWN/LUTHER/	03-1017	GC	TRIAL	CROCKETT	9:30A
BUCKLEY/FRANCINE/	03-1127	SD	PLEA	SERVAAS	9:00A
COLLINS/WILLIAM/	04-0115	SI	FORMAL HRG	CROCKETT	11:00A
CUNNINGHAM/MARTHA/LOUISE	04-0209	SM	SENTENCE	CROCKETT	9:00A
FARMER/WILLIAM/	04-0429	GC	HEARING	CROCKETT	3:30P
FRANKLIN/MICHAEL/JOHN	04-0530	FY	EXAM	CROCKETT	1:00P
HOMER/STAN/	04-0429	GC	HEARING	CROCKETT	3:30P
JEFFERSON/THOMAS/ALVIN	04-0430	SM	PRETRIAL	CROCKETT	10:30A
JENKINS/LARRY/PAUL	03-2297	SM	REVIEW	CROCKETT	0:00
JONES/STEVEN/	03-1017	GC	TRIAL	CROCKETT	9:30A
MARNE/FRED/	04-0429	GC	HEARING	CROCKETT	3:30P
OLSON/MARY/	04-0407	OI	FORMAL HRG	SERVAAS	2:00P
SAMPSON/LIONEL/MENARD	03-2296	SM	PRETRIAL	NO JUDGE	9:00A
SMITH/MARNA/SUE	03-2293	SM	SENTENCE	SERVAAS	9:30A
SMITH/WILLIAM/	03-1017	GC	TRIAL	CROCKETT	9:30A

Party Calendar for June 10, 2004

You can print the Party Calendar one of two ways:

- From the District Court Calendar screen - Enter a **P** in the *Type of Calendar* field.

  Using this method you may request a specific date or range of dates. A separate calendar will print for each day when selecting a date range.

- By requesting Traffic/Criminal Daily Date Generated Notices

  Using this method the calendar will include proceedings scheduled for the next court business day. A range of dates is not available.

Central/Combined Calendar (CCL)

The Central/Combined Calendar has been developed to assist courts that share their AS400 with one or more courts. By entering the bar number of the jurist (judge or magistrate), you will be able to view or print calendar entries for one date or for a date range,
regardless of the court for which the event was scheduled.

The Central/Combined Calendar can be accessed by typing **CCL** on the hop line.

Displayed below is the first Central Calendar Request screen.

```
CENTRAL CALENDAR REQUEST

JURIST #  _____      OR COURTROOM # ____

P = PRINT or D = DISPLAY D
```

From this screen:

- Type the jurist (judge or magistrate) bar number.
- Indicate whether you wish to **Print (P)** or **Display (D)** the calendar.
- Press **ENTER**.

Note: The Courtroom # option is not available for District Court at this time.

The full Calendar Request screen is displayed on the next page.

```
                    CENTRAL CALENDAR REQUEST

              JURIST #  19081     OR COURTROOM # ____

              P = PRINT or D = DISPLAY D

              BEGIN DATE          101503

              END DATE            101503

              CIRCUIT COUNTIES    __     __     __     __

              DISTRICT COURTS     9992   ____   ____   ____

              PROBATE/JUV COURT   __     __     __     __

          SPACING BETWEEN CASES   1   (PRINT ONLY)

        PAGE BREAK BY DATE Y/N    Y   (PRINT ONLY)

F3 = EXIT
                                          PRESS ENTER TO CONTINUE
```

- The Begin/End date and the Court ID will be retrieved from the last Central Calendar request. You may change the information by typing over it.
- If you are entering a date range, it cannot exceed fourteen days.
- Press **ENTER**.

The example below shows a calendar that has District Court, Circuit Court and Probate/Juvenile Court cases scheduled for the same judge.

```
                                HON. CLAYTON E. PREISEL
Court Jud/Rm  Case#     Typ         Title                          Atty/Off

                       WEDNESDAY 10/15/03                    RUN DATE:  9/17/03
                              AT   9:00 a.m.
C03   A      97-888888-FH         D01 JONES,JAMES,J                O'SHEA
      SENTENCING     B&E BUILDING W/INTENT    A
                     BURGLARY W/EXPLOSIVES
                              AT  10:00 a.m.
9990         03-0801-SM           D01 JONES/EDGAR/                 OFC LENAHAN
      PLEA           A & B
                              AT  11:00 a.m.
P44   A      95030185-00-GA           FORREST,BERYL,MARIE,         BUTTERFIELD
      PETITION TO APPOINT GUARDIAN
                              AT   1:30 p.m.
C03   A      95-000010-DO         P01 JONES,JAMES,
      MOTION HRG                 D01 JONES,JERIMY,
                              AT   2:00 p.m.
9990         03-9123-OM           D01 SMILEY/FRANCINE/             FRIDAY, JOE
      PRETRIAL       CRULTY ANMLS
                              AT   4:30 p.m.
J44   A      00895019-00-DL           NON-PUBLIC                   AARDEMA
                                                                       More...
 F3 = EXIT
```

Central Calendar for Judge Preisel for October 15, 2003

This space is reserved for your notes.

Bond & Trust

8

In this chapter you will learn how to add, update, inquire about and delete bond and trust records.

The following screens are covered in this chapter:

Update screen:

- Bond/Rest/Trust/T-A Update (BND), aka the Bond Screen

Inquiry screens:

- Bond Alpha Inquiry (BDI)
- Restitution Alpha Inquiry (RSI)
- Trust Alpha Inquiry (TRI)
- All Alpha Inquiry (Bond, Trust, Restitution and T&A Inquiry (AAI)

For purposes of this chapter, the word *bond* shall mean bond, restitution, trust or any trust and agency record, unless otherwise specified.

Bond & Trust Update Screen (BND) aka Bond Screen

The Bond Screen is used to add, modify, close and delete bond, restitution, trust and trust & agency information. Bond and Trust & Agency cash codes entered through the cash receipt process automatically update this file. Access the screen by typing **BND** in the *Nxt* field and press **ENTER**.

Posting a Bond

A bond receipt created through the JIS Cash Module automatically creates a bond record. See Cash User Guide for more details. Receipts created from a different system can be added using the Bond screen. To add bonds, restitution or trust payments that were not receipted through the JIS Cash Module, the following fields are required:

- *Receipt number*
- *Receipt date*
- *Type (if left blank, it will default to 01-Bond)*
- *Post code - See chart below*
- *Division (T=Traffic, C=Civil, or M=Misc)*
- *Bond Amount*
- *Name*
- *Depositor (Name of the person posting the bond)*

Optional fields when adding a bond posting are:

- *Case number*
- *Party*
- *Count (valid only for Traffic/Criminal)*

Type	Post Code(s)
01 - Bond	BT01 Cash Bond BT02 10% Bond BT06 Interim Bond BT08 Security Deposit BT09 Combination Bond
02 - Restitution	MYRS
03 - Trust	MYTR
04-99 Trust & Agency	Defined by court

To create a bond record, type in the required fields and press **ENTER**. In addition to creating the record, the information will also appear in the Bond History of the Register of Actions.

When added via the Bond Screen, the “entry date” on bond reports is the current system date regardless of the receipt date entered; when added via Cash, it is the date you are opened for cash transactions. See more information about bond reports in the Cash User Guide.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN__        5/20/04
Court 2                                                                 11:03:05
Rcpt D489526  Date _21504  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I            Bond Amount ____250.00_
               Case 04-0520___  Party D01  Count _1
               Name FORD/KATHLEEN/MARIE_____________________
          Depositor ____________________________________________

                                Paydown Update/Delete
Del    Pay
'D'    Code   Date    Check

_      ____ _______ _______
_      ____ _______ _______
_      ____ _______ _______
_      ____ _______ _______
_      ____ _______ _______
_      ____ _______ _______
                Paydown Tot
_________________________
NXT ___ CASE 04-0520___ PTY D01 COUNT _1  INQ FORD/KATHLEEN/MARIE_ ST __
F1-Clear Screen  F24-Previous Menu  Help
```

Fill in the required fields and press ENTER.

For the Traffic/Criminal Division, if the case has been entered on the system, the *Name* and *Depositor* fields can be left blank. Those fields will be retrieved after ENTER is pressed. If the case has not been entered on the system, you must type in the *Name* and/or *Depositor*. You must have two slashes (//) in the name. If the *Name* is the same as the *Depositor*, just type in the *Name*, and when you press ENTER it will be copied to the *Depositor* field.

Example of posting a bond record.

When you are finished with the bond posting or want to verify your entry, press **ENTER** to retrieve the bond record you just added.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN __        5/20/04
Court 2                                                                  11:05:12
Rcpt D489526  Date _21504  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I            Bond Amount ___ 250.00
               Case 04-0520___  Party D01  Count _1
               Name FORD/KATHLEEN/MARIE
          Depositor FORD/KATHLEEN/MARIE

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date    Check No    Amount       Payee

 _     ____ ______ _________  __________  ______________________________
 _     ____ ______ _________  __________  ______________________________
 _     ____ ______ _________  __________  ______________________________
 _     ____ ______ _________  __________  ______________________________
 _     ____ ______ _________  __________  ______________________________
 _     ____ ______ _________  __________  ______________________________
             Paydown Total: __________  Bond Balance: ___ 250.00

NXT ___ CASE 04-0520___ PTY D01 COUNT _1  INQ FORD/KATHLEEN/MARIE_ ST __
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

The status of the bond is displayed at the top of the screen. The bond balance is displayed until the balance is zero.

```
 Court 2  Case 04-0520     Pty D01  Charge OWINTOXICATE  Type OD  Status PEND
Name FORD/KATHLEEN/MARIE


COUNT  1 C/M/F: M 1015                              PAAM#
OPERATING WHILE INTOXICATED
ARRAIGNMENT DATE:                PLEA:                    PLEA DATE:
FINDINGS:                 DISPOSITION DATE:
SENTENCING DATE:
    FINE       COST ST.COST     CON     MISC.     REST   TOT FINE    TOT DUE
    0.00       0.00    0.00    0.00     0.00      0.00       0.00       0.00
       JAIL SENTENCE:            PROBATION:
       IMMOB START DATE:         NUMBER OF DAYS:        VEH FORFEITURE:

BOND HISTORY:
 RCPT DT    NO.     ACTION     TYPE        CHECK            AMOUNT   STAT  CLRK
 2/15/04  D489526   5/20/04  CASH                          250.00   OPEN   BKD

  DATE                      ACTIONS, JUDGMENTS, CASE NOTES             INITIALS


NXT ROA CASE 04-0520___ PTY D01 COUNT 01 INQ FORD/KATHLEEN/MARIE_ ST __
 F1-Top F2-Bottom F9-Print                  F13-OutQ Page/Roll F3/F24-Prior
```

Bond History shows posting on Register of Actions.

Retrieving a Bond Record

There are two ways to retrieve a bond record that has been posted either through cash or the BND screen.

- Type **BND** in the *Nxt* field on the hop line and press **ENTER**
- Enter the receipt number and receipt date of the bond record
- Enter the *Type*: 01-Bond, 02-Restitution, 03-Trust, etc.
- Press **ENTER**

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN __        5/20/04
Court 2                                                                  11:13:08
Rcpt D489526  Date _21504  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I            Bond Amount ____ 250.00
               Case 04-0520___  Party D01  Count _1
               Name FORD/KATHLEEN/MARIE
          Depositor FORD/KATHLEEN/MARIE

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date    Check No    Amount       Payee

_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
             Paydown Total: ___________  Bond Balance: ____ 250.00

NXT ___ CASE 04-0520___ PTY D01 COUNT _1  INQ FORD/KATHLEEN/MARIE_ ST __
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

-OR-

- Type **BDI** (Bond Inquiry), **RSI** (Restitution Inquiry), **TRI** (Trust Inquiry), or **AAI** (All Inquiries) in the *NXT* field on the hop line and a name or partial name in the *Inq* field; press **ENTER** to get to the Bond Name Inquiry screen.

```
NXT BDI CASE ___________ PTY ___ COUNT 00 INQ  FORD_____________________ ST __
```

- Use **F7-Bond Inquiry From Line**

```
SUNNY SPRINGS                    BOND NAME INQUIRY

        Name                Case     Pty Code Type Rcpt/Dt   Rcpt#      Amount Status
FORD/JUSTINE/ROLLAND 98-0500     D01 BT02  01  05/01/98 D504022    1000.00 CLSD
FORD/KATHLEEN/MARIE  03-0239A    D01 BT01  01  08/01/03 D101446     500.00 OPEN
FORD/KATHLEEN/MARIE  04-0520     D01 BT01  01  02/15/04 D489526     250.00 OPEN
FORD/SUSAN/          98-08141    P01 BT01  01  08/13/98 D100118      50.00 CLSD
FOSTER/GRANT/        01-DRUG     D01 BT01  01  03/30/03 D511119     500.00 OPEN
FRALEY/CURTIS/       00-1801     D01 BT01  01  02/18/00 D100461     300.00 OPEN
FRANK/RI                             BT01  01  11/13/00 D154849     200.00 CLSD
FREY/JAI                             BT01  01  02/15/99 D522025      75.00 OPEN
GAEDKE/I                             BT01  01  11/09/00 D191543     650.00 OPEN
GALLOWA                              BT01  01  02/16/00 D332093    5000.00 OPEN
GARRISOI                             BT01  01  09/26/02 D101086     500.00 OPEN
GARRISOI                             BT01  01  04/27/04 D223122     500.00 OPEN
GARRISON/LISA/S      00-2115     D02 BT02  01  11/02/00 D216657     200.00 OPEN
GEORGE               98-5004     P01 BT01  01  02/05/99 D100232     500.00 OPEN
GESS/SUZANNE/S       00-6112     P01 BT01  01  11/01/00 D166428     100.00 OPEN
GIBBS/NEIL/DANIEL    98-08172    D01 BT01  01  08/18/98 D100148     500.00 CLSD
GIBBS/NEIL/DANIEL    98-08173    D01 BT01  01  08/18/98 D100149     500.00 CLSD

NXT BDI CASE 04-0520   PTY D01 COUNT 01 INQ  FORD                  ST __

 Page/Roll        F7-Bond Inquiry From Line     F24-Previous Menu  MORE CASES
```

Position your cursor anywhere on the line of the case you want to view and press F7.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN__        5/20/04
Court 2                                                                 11:16:23
Rcpt D489526  Date 21504  Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I            Bond Amount    250.00
               Case 04-0520    Party D01   Count 1
               Name FORD/KATHLEEN/MARIE
          Depositor FORD/KATHLEEN/MARIE

                              Paydown Update/Delete
Del   Pay
'D'   Code  Date    Check No    Amount       Payee

_     ____  ______  __________  ___________  ____________________________________
_     ____  ______  __________  ___________  ____________________________________
_     ____  ______  __________  ___________  ____________________________________
_     ____  ______  __________  ___________  ____________________________________
_     ____  ______  __________  ___________  ____________________________________
_     ____  ______  __________  ___________  ____________________________________
                Paydown Total: ___________  Bond Balance:    250.00

NXT ___ CASE 04-0520   PTY D01 COUNT 1  INQ FORD/KATHLEEN/MARIE  ST __
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

After pressing F7 you are taken to the BND screen for the name and bond you selected.

Modifying a Bond Posting

You must first retrieve a record on the BND screen before you can update, delete or modify it. The screen will display the posting information.

The following fields can be modified after pressing **F5-Mod Case Info**:

- *Case No.*
- *Party*
- *Count*
- *Name*
- *Depositor*

Type over the information you want to change; press **ENTER.** *Case Information Modified* will appear at the bottom of the screen.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN__        5/20/04
Court 2                                                                 12:40:42
Rcpt D489526  Date _21504  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I            Bond Amount ____250.00_
               Case 04-0520___  Party D01  Count _1
               Name FORD/KATHLEEN/MARIE_____________
          Depositor FORD/MARK/HERBERT_____

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date    Check No    Amount       Payee

_      ____ _______ __________  ____________ ____________________________________
_      ____ _______ __________  ____________ ____________________________________
_      ____ _______ __________  ____________ ____________________________________
_      ____ _______ __________  ____________ ____________________________________
_      ____ _______ __________  ____________ ____________________________________
_      ____ _______ __________  ____________ ____________________________________
                Paydown Total: ____________  Bond Balance: ____250.00_

NXT ___ CASE 04-0520___ PTY D01 COUNT _1  INQ FORD/KATHLEEN/MARIE_ ST __
F1-Clear Screen  F24-Previous Menu  Help
```

Depositor name was corrected by pressing F5-Mod Case Info, changing the name and pressing ENTER.

Bond Paydowns (Closings)

Bond paydowns are usually made in the Cash module. If the closure does not happen through Cash, you can use the BND screen. Restitution and trust payments are always paid down on the BND screen.

- Enter the code for the corresponding bond type in the *Pay Code* field (see chart below).
- Type in the check *Date*, *Check No*., and *Amount.*
- If the payee is the same as the depositor, you may leave that field blank and it will copy the depositor name to the payee field; otherwise, type in the payee name.
- Press **ENTER.** *Bond/Rest/Trust/T-A Updated* will appear at the bottom of the screen.

When a bond is closed on the BND Screen, the close date is the current system date, not necessarily the check/transaction date; when closed through Cash, it is the date the register is opened for cash transactions.

Type	Pay Code(s)
01 - Bond	BD03 Bond Refunded BD04 Bond Forfeited BD31 Bond Transferred to Circuit Court BD36 Bond Costs BD37 Bond Applied to Fine & Costs BD39 Bond Transferred to Another Court BD98 Bond Escheated
02 - Restitution	XXRP Restitution Paid
03 - Trust	XXTP Trust Paid
04-99 Trust & Agency	Defined by court. See Code Files Update, Trust & Agency, in the Cash User Guide.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  CLOSED      5/20/04
Court 2                                                    52004      12:58:11
Rcpt D489526  Date 21504  Type 1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div T            Bond Amount    250.00
               Case 04-0520    Party D01   Count 1
               Name FORD/KATHLEEN/MARIE
          Depositor FORD/MARK/HERBERT

                                Paydown Update/Delete
Del    Pay
'D'    Code  Date    Check No    Amount       Payee

_      BD03  031104  26535       250.00       FORD/MARK/HERBERT
_
_
_
_
_
_
                Paydown Total:    250.00

NXT ___  CASE 04-0520   PTY D01 COUNT 1  INQ FORD/KATHLEEN/MARIE  ST __
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

Status is CLOSED after a refund of the bond. Since the closure occurred on the BND screen, the close date is the date the screen was updated, not the date of the check.

The *Bond Balance* field no longer appears when the balance reaches zero. Notice in this example that Bond Amount now equals Paydown Total.

The example above shows the paydown of a bond. If the posting were restitution, the *Pay Code* would be **XXRP** (restitution paid); if it were a trust posting, the *Pay Code* would be **XXTP** (trust paid).

Only the payee field can be modified once the paydown has been entered. Corresponding changes are reflected on the Check Register and Bond/Rest/Trust/T-A Reports. See Cash User Guide for a detailed explanation of these reports.

Deleting a Bond

Bond records can be deleted by voiding the bond posting receipt or by pressing **F23 - Delete Record** on the BND screen. Either of these methods will create an audit trail on the Deleted Bonds Report which is created when Traffic/Criminal Daily Date Generated Notices are requested.

To delete a bond record on the BND screen:

- Retrieve the record
- Press **F23**. You will get a message:
  CONFIRMING - F23 to DELETE Entire RECORD.
  If you pressed **F23** in error, pressing **ENTER** will discontinue your attempt to delete the bond posting.
- Press **F23** again to confirm the delete and receive the message:
  T/A Record Has Been Deleted.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN__        5/20/04
Court 2                                                                 13:09:45
Rcpt D223122  Date _42704  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I            Bond Amount ____500.00_
               Case 04-0427B__  Party D01  Count _1
               Name GARRISON/GILBERT/GARRY III____________
          Depositor GARRISON/GILBERT/GARRY III____________

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date   Check No    Amount       Payee

_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
_      ____ ______ _________  ___________  ____________________________________
               Paydown Total: ___________  Bond Balance: ____500.00_
CONFIRMING - F23 to DELETE Entire RECORD

NXT ___ CASE 04-0427B__ PTY D01 COUNT _1  INQ GARRISON/GILBERT/GAR ST __
F1-Clear Screen  F23-Delete Record  F24-Previous Menu
```

Deleting a Bond Paydown

Bond paydowns can be deleted by voiding the bond paydown receipt through the Cash module or through the BND screen. To delete a paydown using the BND screen:

- Type a **D** in the *Del* field
- Press **ENTER**. A message will display:
  CONFIRMING PAYDOWN DELETE - Enter to Proceed.
- Press **ENTER** to delete the paydown. A new message will display:
  Payment Deleted.

Bond paydown deletes are maintained on the BND screen and noted on bond reports, such as the All Activity Report and Open Bond List.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  CLOSED      12/15/03
Court 2                                                    121503      13:53:05
Rcpt D156651  Date 100103  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div C          Bond Amount ____ 200.00
               Case 03-0612___  Party D01  Count __
               Name WILSON/DONNA/
          Depositor WILSON/DONNA/

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date   Check No    Amount       Payee

_      BD03 121203 51411      ___ 200.00   WILSON/DONNA/         PAYMENT DELETED
_      BD03 121503 51411      ___ 200.00   WILSON/DONNA/
_      ____ ______ _________  __________   ____________________________________
_      ____ ______ _________  __________   ____________________________________
_      ____ ______ _________  __________   ____________________________________
_      ____ ______ _________  __________   ____________________________________
             Paydown Total:  ___ 200.00

NXT ___ CASE __________ PTY ___ COUNT __  INQ ____________________ ST __
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

Warning! Deleting a bond paydown that closed a bond will change the status to Open. This has an impact on the Open and Closed Bond Lists. Bonds that were once closed will appear as though they were always open. See the JIS Cash User Guide for more details.

Bond Inquiries

Access to the bonds, restitution, trust, and trust & agency records can be specific to the type of record posted or include all types posted. All of the inquiries have a similar screen format. The only difference is in the column for *Type* and *Code.*

Bond Alpha Inquiry (BDI)

This inquiry displays all cases that have bond records attached to a defendant or civil party, and is sorted by last name. Only bond records (Type 01) are included in this inquiry.

- Type **BDI** in the *NXT* field on the hop line
- Type a name or partial name in the *Inq* field
- Press **ENTER**

```
SUNNY SPRINGS                    BOND NAME INQUIRY

        Name              Case     Pty Code Type Rcpt/Dt   Rcpt#     Amount Status
JACKSON/PHILIP/PAUL   03-0900-GC D01 BT01  01  12/12/03 D121403     300.00 OPEN
JENKINS/MARQUITTA/    98-0600    D01 BT01  01  08/02/98 D103291     500.00 OPEN
JOHNSON/BRIAN/        04-0001    P01 BT01  01  02/23/04 D101644     500.00 OPEN
JOHNSON/CLIFFORD/     03-1012A   D01 BT01  01  10/                  00 OPEN
JOHNSON/JAMES/        01-1000    D01 BT01  01  09/                  00 CLSD
JOHNSON/KENNTH/       04-0512    D01 BT01  01  04/                  00 CLSD
JOHNSON/KENNTH/       04-0512    D01 BT01  01  04/                  00 CLSD
JOHNSON/MARY/         03-1014A   P01 BT02  01  09/                  00 OPEN
JOHNSON/MARY/         03-1014A   P01 BT01  01  09/                  00 OPEN
JOHNSON/MARY/         03-1014A   P01 BT01  01  09/                  00 OPEN
JOHNSON/MIKE/         03-1014A   D01 BT01  01  09/                  00 OPEN
JOHNSON/PAUL/         02-1216E   D01 BT02  01  12/16/02 D101171     500.00 OPEN
JOHNSON/PAUL/         03-1014A   D01 BT01  01  10/01/03 D543210     200.00 OPEN
JOHNSON/PAUL/         03-1014A   D01 BT01  01  10/13/03 D765432     200.00 OPEN
JOHNSON/PETER/JAMES   99-0511    D01 BT01  01  01/19/99 D191919     500.00 CLSD
JOHNSON/RALPH/        02-2000    D01 BT01  01  03/15/02 D200029     500.00 OPEN
JOHNSON/RALPH/        02-2000    D01 BT01  01  09/25/02 D101051     500.00 OPEN

NXT BDI CASE ___________ PTY ___ COUNT 00 INQ  JACKSON____________ ST __
```

All codes are bond postings, i.e. BT01, BT02; all types are 01

The result of this inquiry shows the first bond record found where the last name started with JAC.

Restitution Alpha Inquiry (RSI)

This inquiry displays all cases that have restitution records attached to a defendant or civil party, and is sorted by last name. Only restitution records (Type 02) are included in this inquiry.

- Type **RSI** in the *NXT* field on the hop line
- Type a name or partial name in the *Inq* field
- Press **ENTER**

```
SUNNY SPRINGS          RESTITUTION NAME INQUIRY

        Name            Case     Pty Code Type Rcpt/Dt   Rcpt#      Amount Status
HANDLEY/RONALD/JAKE  01-0001     D01 MYRS  02  11/03/03 D101530       5.25 OPEN
HANDLEY/RONALD/JAKE  01-0001     D01 MYRS  02  04/08/04 C100003      80.00 OPEN
HANDLEY/RONALD/JAKE  01-0001     D01 MYRS  02  04/09/04 C100004      90.00 OPEN
HANKS/HENRY/         02-0914     D01 MYRS  02  10/14/02 D101088     516.24 OPEN
HANKS/HENRY/         02-0914     D01 MYRS  02                        14.50 OPEN
HOWELL/HAROLD/       02C92502A   D01 MYRS  02                        00.00 OPEN
II/ANNE/LOUISE       98-1000     D01 MYRS  02                        00.00 OPEN
JENKLE/ADAM/         03-0400F    P01 MYRS  02                        12.50 OPEN
JOENS                99-0000001  D01 MYRS  02                        00.00 OPEN
JOHNSON/JOHNSON/     01-8000     D01 MYRS  02                        00.00 OPEN
JOHNSON/MICHAEL/     99-0010     D01 MYRS  02                        00.00 OPEN
JONES                989         D01 MYRS  02                        32.09 OPEN
JONES/ADAM/          02-1127X    D01 MYRS  02  11/21/02 D101161     400.00 OPEN
JONES/GEORGE/        03-3000     P01 MYRS  02  02/28/03 D101236     350.00 OPEN
JONES/K/             02-0315Z    D01 MYRS  02  03/15/02 D200025     500.00 OPEN
JONES/KAREN/         01-0001     D01 MYRS  02  03/30/03 D511120     120.00 OPEN
JONES/KAREN/         03-0424C    D01 MYRS  02  04/11/03 D101274      50.00 OPEN

NXT RSI CASE ___________ PTY ___ COUNT 00 INQ GREEN_______________ ST __

 Page/Roll   F7-Restitution Inquiry From Line   F24-Previous Menu  MORE CASES
```

All RSI inquires have a Code of MYRS and a Type of 02

The result of this inquiry shows the first restitution record found where the last name started with GREEN.

Trust Alpha Inquiry (TRI)

This inquiry displays all cases that have trust records attached to a defendant or civil party, and is sorted by last name. Only trust records (Type 03) are included in this inquiry.

- Type **TRI** in the *NXT* field on the hop line
- Type a name or partial name in the *Inq* field
- Press **ENTER**

```
SUNNY SPRINGS                    TRUST NAME INQUIRY

        Name              Case     Pty Code Type Rcpt/Dt   Rcpt#      Amount Status
BISHOP/JOHN/EDWARD      03-9999    P01 MYTR  03  01/18/00 D100409     500.00 OPEN
BORUCKI/RICHARD/        03-5320    P01 MYTR  03  09/05/00 D100573     150.75 OPEN
BROWN/ENRIQUES/JAJAU    99-0031    D01 MYTR  03  11/01/00 D919191     500.00 CLSD
EVANS/PARKER/           03-4887-GC P01 MYTR  03                        00.00 OPEN
HANKS/HENRY/            02-0914    D01 MYTR  03                        00.00 OPEN
JOHNSON/ELMER/          01-0001    P01 MYTR  03                        50.00 OPEN
JOHNSON/ROBERT/         03-5633    D01 MYTR  03                        00.00 OPEN
JONES/GEORGE/           03-3000    P01 MYTR  03                        55.69 OPEN
JONES/ROBERT/           98-4344-GC D02 MYTR  03                        00.00 CLSD
KRAFT/KELLY/RAE         03-0110-GC D01 MYTR  03                        33.00 OPEN
MACKIN/ZODI/            03-4165    P01 MYTR  03                       250.00 CLSD
MCENTIRE/JOHN/E         03-400-LT  D01 MYTR  03  05/01/97 D301444     300.00 CLSD
PARKER/MAXWELL/         02-1107A   D01 MYTR  03  11/05/02 D101113     333.22 OPEN
ROBERTS/ELAINE/         03-0414A   D01 MYTR  03  04/14/03 D889446     200.00 OPEN
SCHMIDT/DANIEL/         98-1111    P01 MYTR  03  02/28/03 D101227      55.59 CLSD
SMITH/KAREN/            03-0401B   P01 MYTR  03  02/28/03 D101233     100.00 OPEN
SMITH/KAREN/            03-0414A   P01 MYTR  03  04/14/03 D889447     175.00 OPEN

NXT TRI CASE ___________ PTY ___ COUNT 00 INQ  B___________________ ST __

 Page/Roll        F7-Trust Inquiry From Line    F24-Previous Menu  MORE CASES
```

All TRI inquires have a Code of MYTR and a Type of 03

The result of this inquiry shows the first trust record found where the last name started with B.

All Alpha Inquiry (AAI)

This inquiry displays cases that have all types of trust records attached to a defendant or civil party, and is sorted by last name.

- Type **AAI** in the *NXT* field on the hop line
- Type a name or partial name in the *Name* field
- Press **ENTER**

```
SUNNY SPRINGS                    TOTAL ALPHA INQUIRY

        Name              Case     Pty Code Type Rcpt/Dt   Rcpt#      Amount Status
BISHOP/JOHN/EDWARD      03-9999    P01 MYTR  03  01/18/00 D100409     500.00 OPEN
BISHOP/JOSEPH/P         99-5500    D01 BT01  01  04/01/02 D234323     500.00 CLSD
BISHOP/T                           D01 MYRS  02  02/01/02 D100877     100.00 OPEN
BISMARK/                           D01 BT01  01  01/07/02 D109348     200.00 OPEN
BLAKLEY/                           D01 BT01  01  11/21/02 D101166     200.00 OPEN
BOND/JAM                           D01 BT01  01  02/16/01 D100812     100.00 OPEN
BOND/WIL                           D01 BT01  01  02/17/00 D100448     100.00 OPEN
BONFIRE/                           P01 BT01  01  02/28/03 D101242     100.00 OPEN
BORUCKI/                           P01 MYTR  03  09/05/00 D100573     150.75 OPEN
BOSCH/DA                           D01 MYRS  02  05/01/97 D301443     415.45 CLSD
BOWEN/LINDA/LOU         98-0456A   D01 MYRS  02  02/16/01 D100802     100.00 OPEN
BOWERS/MATTHEW/         99-0202    D01 BT02  01  01/30/99 D103001     100.00 OPEN
BOWLS/KEITH/            02-0904    P01 BT01  01  09/20/02 D101027     400.00 OPEN
BRADY/CHRISTOPHER/      00-1000    D01 BT01  01  06/14/98 D302030     600.00 OPEN
BRADY/CHRISTOPHER/      98-0300    D01 BT01  01  12/16/98 D402023     200.00 OPEN
BRADY/JAMES/            02-0050    D01 BT01  01  02/17/00 D100449     100.00 OPEN
BRANCH/RAYMOND/S JR     01-0226    D01 BT01  01  02/26/01 D100827     500.00 OPEN

NXT AAI CASE __________ PTY ___ COUNT 00 INQ  BISHOP_______________ ST __

 Page/Roll        F7-Inquiry From Line          F24-Previous Menu  MORE CASES
```

AAI Inquiries include all Trust and Agency Code Types

The result of this inquiry shows the first trust & agency record found where the last name starts with BISHOP.

```
SUNNY SPRINGS                    BOND NAME INQUIRY

        Name                Case     Pty Code Type Rcpt/Dt   Rcpt#     Amount Status
FORD/JUSTINE/ROLLAND 98-0500     D01 BT02  01  05/01/98 D504022    1000.00 CLSD
FORD/KATHLEEN/MARIE  03-0239A    D01 BT01  01  08/01/03 D101446     500.00 OPEN
FORD/KATHLEEN/MARIE  04-0520     D01 BT01  01  02/15/04 D489526     250.00 OPEN
FORD/SUSAN/          98-08141    P01 BT01  01  08/13/98 D100118      50.00 CLSD
FOSTER/GRANT/        01-DRUG     D01 BT01  01  03/30/03 D511119     500.00 OPEN
FRALEY/CURTI                                   02/18/00 D100461     300.00 OPEN
FRANK/RUTH/A                                   11/13/00 D154849     200.00 CLSD
FREY/JAMES/E                                   02/15/99 D522025      75.00 OPEN
GAEDKE/LORRE                                   11/09/00 D191543     650.00 OPEN
GALLOWAY/MAB                                   02/16/00 D332093    5000.00 OPEN
GARRISON/FRA                                   09/26/02 D101086     500.00 OPEN
GARRISON/GILBERT/GAR 04-0427B    D01 BT01  01  04/27/04 D223122     500.00 OPEN
GARRISON/LISA/S      00-2115     D02 BT02  01  11/02/00 D216657     200.00 OPEN
GEORGE               98-5004     P01 BT01  01  02/05/99 D100232     500.00 OPEN
GESS/SUZANNE/S       00-6112     P01 BT01  01  11/01/00 D166428     100.00 OPEN
GIBBS/NEIL/DANIEL    98-08172    D01 BT01  01  08/18/98 D100148     500.00 CLSD
GIBBS/NEIL/DANIEL    98-08173    D01 BT01  01  08/18/98 D100149     500.00 CLSD

NXT BDI CASE ___________ PTY ___ COUNT 00 INQ  FORD                 ST __

 Page/Roll        F7-Bond Inquiry From Line     F24-Previous Menu  MORE CASES
```

Using your mouse or your Up Arrow key, position your cursor anywhere on the line of the case you want to access and press F7.

Once you have done an inquiry, you may access more information about the record by placing your cursor anywhere on the line of the record and pressing **F7**. This will move you directly to the BND screen where further updating and inquiry can be made.

```
SUNNY SPRINGS          BOND/REST/TRUST/T&A INQUIRY/UPDATE  OPEN__        5/20/04
Court 2                                                                 13:38:02
Rcpt D489526  Date _21504  Type _1 (1=Bond 2=Rest 3=Trust 4-99=As Spec.)

          Post Code BT01  Div I            Bond Amount ____250.00
               Case 04-0520___  Party D01  Count _1
               Name FORD/KATHLEEN/MARIE
          Depositor FORD/MARK/HERBERT

                              Paydown Update/Delete
Del    Pay
'D'    Code  Date    Check No     Amount        Payee

_      ____  ______  __________   __________  ____________________________________
_      ____  ______  __________   __________  ____________________________________
_      ____  ______  __________   __________  ____________________________________
_      ____  ______  __________   __________  ____________________________________
_      ____  ______  __________   __________  ____________________________________
_
                Paydown Total: ____________   Bond Balance: ____250.00

NXT ___ CASE 04-0520___ PTY D01 COUNT _1  INQ FORD/KATHLEEN/MARIE_ ST __
F1-Clear Screen  F5-Mod Case Info  F23-Delete Record  F24-Previous Menu  Help
```

Now you are on the Bond Update screen and can make further inquiry, modify case information, pay down the bond, etc.

See the Cash User Guide for more detailed information about bonds and reports.

Bond Forfeiture Tickler

The Bond Forfeiture Tickler is generated when Date Generate Notices are produced.

The purpose of this report is to alert court staff that bond records are eligible for forfeiture.

Cases will appear on the report automatically 28 days after the generation of the Order Forfeiting Bond (OFB) form, and will be removed from the list when the bond is closed. You can add or delete cases from the report using the Bond Forfeiture Tickler Delete/Update Screen (BFT).

To access the Bond Forfeiture Tickler, type **BFT** on the hop line and press **ENTER**.

```
SUNNY SPRINGS        BOND FORFEITURE TICKLER DELETE/UPDATE        5/20/04
                                                                 14:07:55
 REQUIRED FOR TICKLER DELETE:

     Forfeit      Receipt        Receipt        Case
      Date        Number          Date          Number      Party   Count
     ______       _______        ______       ___________    ___     __

 ADDITIONAL INFORMATION REQUIRED FOR TICKLER ADD:
                                                          Appearance
     Defendant                 Charge          Purpose        Date
     ______________________    _____________   _____________  ______

     Bond Type         Bond Amount       Form Date
     _________________ _______________    ______

NXT BFT CASE ___________ PTY ___ COUNT __ INQ ______________________ ST __
F1-Clear  F2-Add Tickler  F23-Delete Tickler  F24-Previous Menu
```

Bond Forfeiture Tickler Delete/Update screen

See Appendix A for complete list of field descriptions used on this screen.

To remove a record from the Bond Forfeiture Tickler, you must fill in the following fields:

- *Forfeit Date*
- *Receipt Number*
- *Receipt Date*
- *Case Number*
- *Party*
- *Count*

To add a record to the Bond Forfeiture Tickler, you must **also** fill in the following fields:

- *Defendant*
- *Charge*
- *Purpose*
- *Appearance Date*
- *Bond Type*
- *Bond Amount*
- *Form Date*

Tip: A case will remain on the Bond Forfeiture Tickler until the bond is closed or the entry is deleted using the Bond Forfeiture Ticker screen (BFT).

An example of the Bond Forfeiture Tickler is shown below:

RUN DATE: 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

BOND FORFEITURE TICKLER

FORFEIT DATE	O.F.B. DATE	BOND TYPE	BOND AMT	RECEIPT NUMBER	RECEIPT DATE	CASE NO.	TYPE	NAME	CHARGE	NEXT ACTION DATE	NEXT ACTION DESC	PROB
02/01/04	01/04/04	CASH	200.00	D786767	11/01/03	03-0624	ST	JOHNSON/ERIC/	DWLS	11/24/03	PRE-TRIAL	
04/01/04	03/02/04	CASH	200.00	D189098	02/28/04	03-0624	ST	JOHNSON/ERIC/	OUIL	03/01/04	ARRAIGNMENT	
04/12/04	03/02/04	CASH	500.00	D254343	11/12/03	03-0801	SD	PEKALA/ROBERT/C	OUIL	12/01/03	TRIAL	
04/19/04	03/19/04	10%	500.00	D215432	02/02/04	03-0714	SM	HEATH/BRUCE/	NSF	03/18/04	PRE-TRIAL	

*Event scheduled after Order Forfeiting Bond generated.

Bond Forfeiture Tickler

Code Files

9

The Code Files store information that is used throughout the system. You can update or print each of the Code Files.

Code File Type	Features
Attorney File	Michigan attorney bar numbers with the street and email address, telephone/fax # and firm name. You may also add codes for other professionals such as magistrates, probation officers, etc.
Code File	Four character alpha-numeric codes including the following: Plea, Disposition, Scheduling, Warrant, Appeal, Bond, Misc., etc.
Holiday File	Court holidays and vacation start/end dates and times.
Officers File	Law enforcement agency and officer numbers.
Statute File	Local ordinance and statute offenses with fine/cost information.
Vehicle Make File	Vehicle make codes.

Updating Code Files

To inquire into or update a Code File:

1) From the Traffic/Criminal Subsystem Menu, Type a **3** in the Option field.
2) Press **ENTER**.

```
JIS                    State Court Administrative Office

                         Traffic/Criminal Subsystem

      Select one of the following:

                           1. Traffic/Criminal Online
                           2. Reports
                           3. Code Files Update
                           4. Code Files Print
                           5. Calendar
                           6. Abstract & FAC/FCJ/FCPV Menu
                           7. Report Generator
                           8. Batch Show Cause Processing


      Option: 3


F24-Previous Menu
```

The Code File Inquiry and Update screen will be displayed. You may choose which code file you want to update from this screen.

```
JIS                    State Court Administrative Office     2/17/04  07:48:19

                         Codes File Inquiry & Update

              Mark with an 'X' the file to Inquire or Update

                          _ Attorney File

                          _ Code File

                          _ Holiday File

                          _ Officers File

                          _ Statute File

                          _ Vehicle Make File


F24-Previous Menu
```

From this screen, you can choose which File to update.

Type an X in front of the File you want to Update and press ENTER.

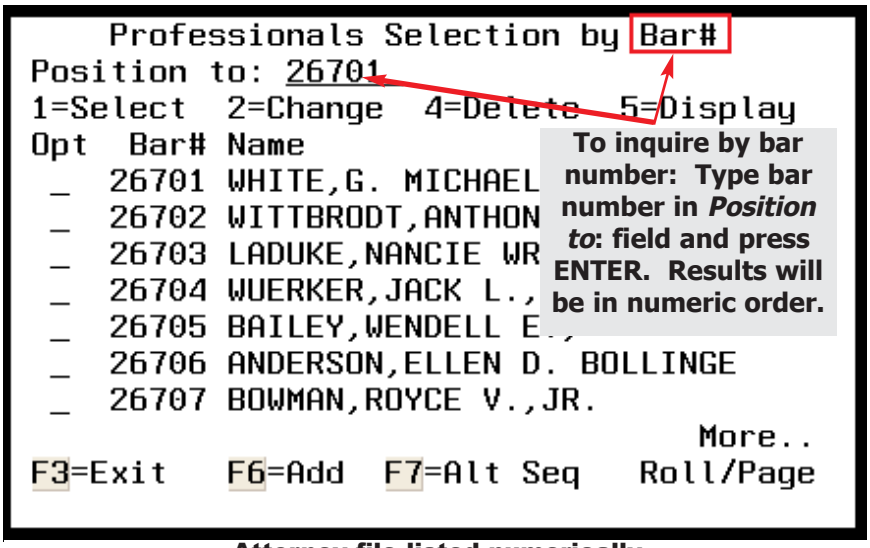
Attorney (Professional) File

This file stores information such as address, phone number, email address, fax number and name of firm for attorneys. You can also store information for other professionals, such as magistrates or probations officers.

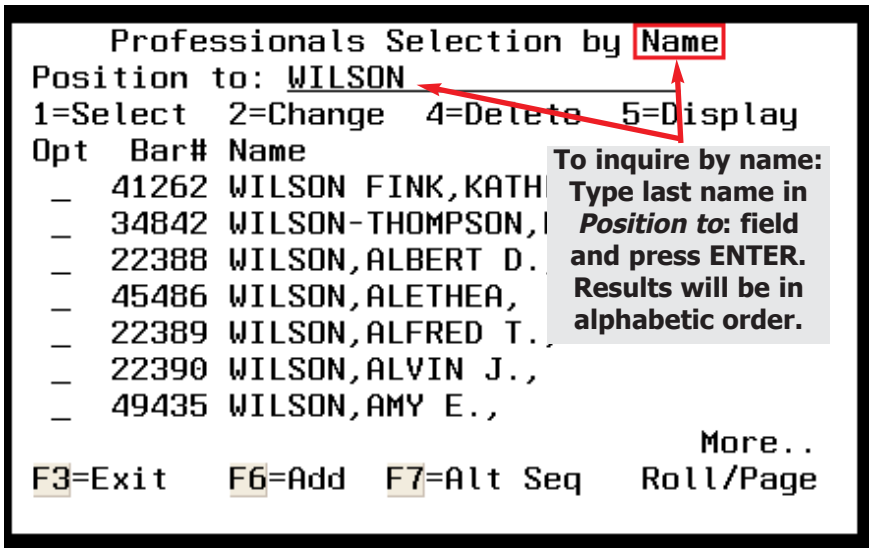
You can view, add, change or delete any record from the Attorney File.

To access the Attorney File, place an **X** in the *Attorney File* field on the Code File Inquiry and Update screen.

When the Attorney (Professional) File is first displayed, the records are listed in bar number order. You can display records in numeric order (by bar number) or alphabetic order (by last name). Press **F7-Alt Seq** to toggle between numeric and alphabetic listings.



Attorney file listed numerically



Attorney file listed alphabetically

Attorney File Options		
Option	**When to Use**	**Result**
1=Select	This option is available if **F4-Prompt** is used to access the Attorney File from the Case Entry screen (CAS), Scheduling screen (SCH) or Disposition screen (DSP).	Bar number will be inserted in the field you prompted from.
2=Change	Use to change any existing information, i.e. address, telephone number, etc.	Information will be changed on all existing cases. In addition, the date of the change and the user id of the person who made the change will be displayed.
4=Delete	You should NEVER delete a record from the attorney file unless you added one with an incorrect bar number and no cases were ever entered using that bar number.	The attorney file is shared by Circuit, Probate and District Court when they all use the same AS/400. Deleting a record will affect all cases in all courts on your AS/400 that have used that bar number.
5=Display	Display the name, address and phone number for the attorney.	This is display only. You cannot make any changes to the record using this option.

Adding a Record to the Attorney File

There may be times when you need to add a record to the Attorney File, especially in the case of an attorney who has a recent bar number.

To add a record:

1) Press **F6-Add** from the Professionals Selection screen.

```
    Professionals Selection by Bar#
Position to: _______
1=Select  2=Change  4=Delete  5=Display
Opt  Bar# Name
 _  36969 WOLFE,SHERRIE A.,
 _  36970 ZEMAN,THERESA A.,
 _  36971 STRATTON,KATHLEEN M.,
 _  36972 AMTSBUECHLER,LAURA S.,
 _  36973 BEICH,KATHY L.,
 _  36974 BRAN
 _  36975 CLIF                          More..
F3=Exit   F6=Add  F7=Alt Seq   Roll/Page
```

Press F6-Add from any Professional Selection screen to add a new record

You will see a screen with blank fields.

```
 ADD        Professional Details

Bar No.:    ______          Type: _
Last Name:  ____________
First & MI: ______________  Name Sfx: ___

Address:    ____________________________________
            ____________________________________
            _________________ __  _____
Firm: ____________________________________________________________
Telephone:  ___ ___ ____    Ext. ____
FAX:        ___ ___ ____
E-Mail:     ____________________________________________
Mail Code:  _____
Last Chgd:              Chg by:

HELP        F3=Exit       Enter=Update
```

To add a new record:

1) Type the information in the fields, using the field description chart found on the following page.
2) Press **ENTER**.

Field Descriptions for Attorney File	
Field Name	**Description**
Bar No.	The five-digit bar number of the attorney. The "P" is not allowed. When you create records for other professionals, it is recommended that you use less than four digits.
Type	**J** = Judge **M** = Magistrate **P** = Probation Officer **Blank** = Attorney
Last Name	The last name of the attorney or professional.
First & MI	The first name and middle initial: e.g. George W.
Name Sfx	The name suffix, e.g. Jr., Sr., III, IV, etc.
Address	The first two lines are for the street address. The third line is for city, state and zip.
Firm	The name of the firm. This is display only and will not print.
Telephone/Ext.	The telephone number (area code first) and extension, if any.
Fax	The fax number. This is display only and will not print.
E-Mail	The e-mail address. This is display only and will not print.
Mail Code	A five-character, court defined code for display only.
Last Chgd/Chg By	These fields are display only. The system will automatically update the date the last change was made to this record and the user id of the person who made the change. If the last update was made by the State Bar of Michigan, the word STATEBAR will appear in the *Chg by* field.

Attorney File Updates from State Bar

Updates from the State Bar are included with each JIS software release. JIS will compare the changed date given by the State Bar with the date in the *Last Chgd:* field. If the State Bar's change is dated prior to the *Last Chgd:* date, JIS will not change the attorney information. If the State Bar's change occurred after the *Last Chgd:* date, the information from the State Bar will be used to update the record.

Maintaining the Professional File

Many courts add probation officers, non-attorney magistrates and other professionals to the Attorney File for scheduling, calendar and report purposes.

Attorney records and Professional records are stored in the same file.

Follow the same steps outlined in the Attorney File instructions to maintain the Professional File.

In order to avoid problems using numbers for professionals that will be used at some point in time for attorneys, it is recommended that you use four-digit numbers for professionals.

Code File

This file stores all of the codes that are used on the system for updating the Case Entry (CAS) screen, Scheduling (SCH) screen, Disposition (DSP) screen and Probation Scheduling (PRB) screen.

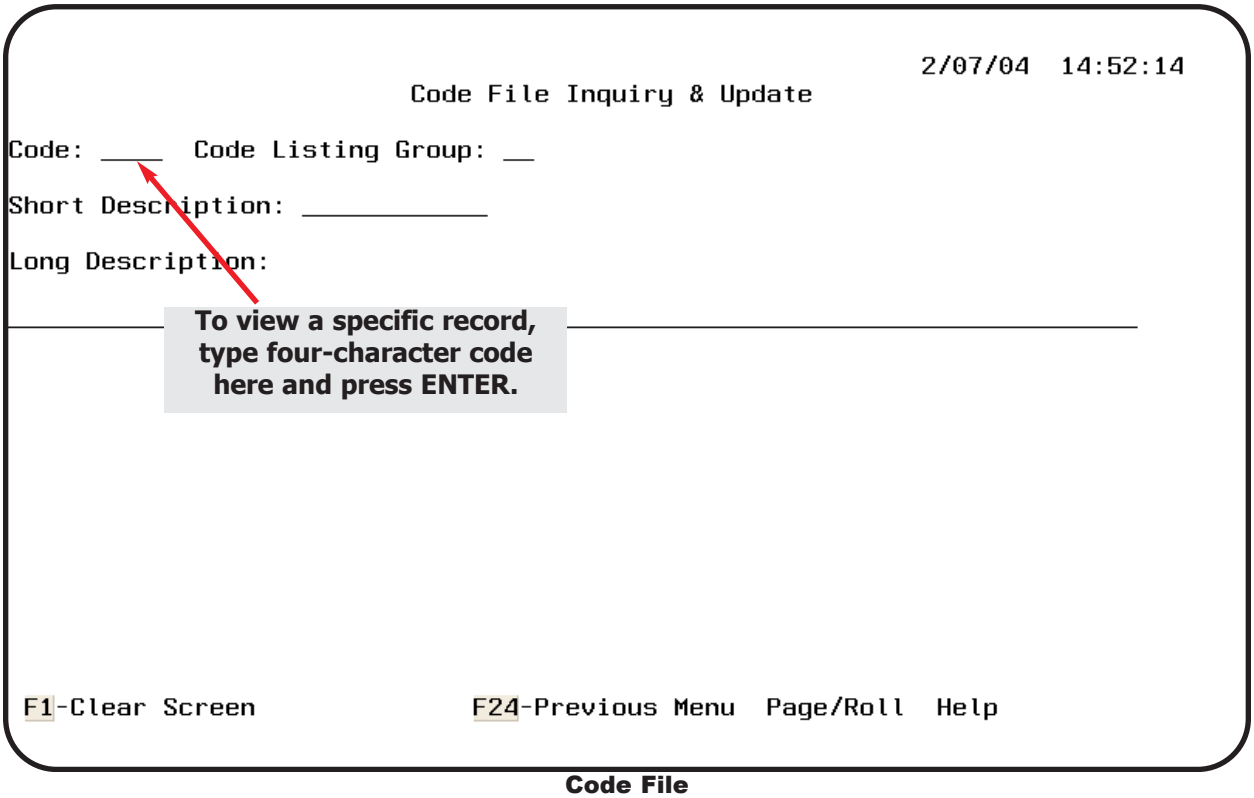
You have access to update or add some codes; there are other codes which are reserved for use by JIS.

To access the Code File, place an **X** in the *Code File* field on the Code File Inquiry and Update screen.

Viewing a Code in the Code File

When the Code File Record is first displayed, all fields will be blank. To access a specific record:

1) Type four character alpha-numeric code in the *Code* field
2) Press **ENTER**.



Code File

You may use the **Page/Roll** keys to move forward/backward through the file.

Modifying a Code in the Code File

Typically the only fields you would modify would be the short and long description fields. Any changes made in the Code File will change the information on all cases where that code has been used.

To modify a record:

1) Display the Code Record that you want to change
2) Type over the information you want to change
3) Press **ENTER**

Adding a New Code in the Code File

To add a new code:

1) Start with a blank Code File Inquiry and Update Screen
2) Enter the 4-character alpha-numeric code, code listing group, short and long description
3) Press **ENTER**

Field Descriptions, Code Listing Groups and Codes that have been Reserved for Use by JIS are listed on pages 9-10, 9-11 and 9-12.

An example of adding the code LTEX is displayed below.

```
                                                    2/07/04  15:00:48
                        Code File Inquiry & Update

Code: LTEX  Code Listing Group: BJ

Short Description: EXT LETTER

Long Description:

LETTER MAILED TO DEFENDANT RE: EXTENSION OF TIME TO PAY

CODE HAS BEEN ADDED

 F1-Clear Screen  F23-Delete  F24-Previous Menu  Page/Roll  Help
```

You will receive this message after code has been added

Adding a code to the Code File

Field Descriptions for Code File		
Field Name	**Description**	**Example**
Code	A four-character alpha-numeric code.	**AJ01** - Scheduled for Arraignment
Code Listing Group	A two-character, alphabetic code designating the Code Listing Group. A chart of all Code Listing Group Codes can be found on the following page.	If you are adding court specific informational codes, it is recommended that you use code group **BJ** - Miscellaneous Codes.
Short Description	Abbreviated description of the code.	Arraignment
Long Description	Long description of the code.	Scheduled for Arraignment

Code Listing Group Codes	
Code	**Type of Code**
AA	Individual Court Codes
AD	Scheduling Codes (AJ)
AG	Amount Type Codes
AJ	Appeal Codes
AM	Arraignment Codes
AP	Bond Action Codes (BD)
AS	Bond Type Codes (BT)
AV	Computer Generated Codes
AY	Dismissal Codes - OTHER Dispo.
BA	Disposition Codes (DS)
BD	Jail Codes
BG	Mandatory Court Codes
BJ	Miscellaneous Actions
BM	Motion Codes
BP	Order Codes
BS	Payment/Bond Reversal Reason
BV	Petition Codes
BY	Plea Codes (PL)
CA	Probation Codes/Conditions
CG	Proceeding Codes (PO)
CJ	Reason for Adjournment Codes
CM	Request for Adjournment Codes
CP	Driver License Codes
CS	Alcohol/Treatment Program Codes
CV	Waiver Codes
CW	Warrant Add Codes
CX	Warrant Delete Codes
CY	All Other Warrant Codes
DA	Notice Codes (postcard forms)

Tip: If you are adding court specific codes, use code group **AD** when adding Scheduling Codes AJ50 - AJ70, and **BJ** when adding Miscellaneous Actions.

The chart below lists all codes that have been reserved for JIS use. You may view the following codes, but you cannot modify or delete these codes.

Codes Reserved for JIS Use	
Codes	**Type of Codes**
AB00-AB99	Abstract Action Codes
AJ	Adjournment Codes *
AP	Appeal Codes
BD	Bond Action Codes
BT	Bond Type Codes
DS	Disposition Codes
DICS	7411 Dismissal
DISA	Spouse Abuse Dismissal
DIYT	YTA Dismissal
FAC0-FAC9	FAC Action Codes
FLDT	File Date
NC01-NC99	Notice and Forms Generated Codes
PL01-PL99	Plea Codes
PO	Proceeding Codes
WCRC	Warrant Recalled
WR	Warrant Codes
PE07	Motion for Bench Warrant - Failed to Appear
Z	Miscellaneous Codes
*** Codes AJ50-AJ70 are available for specific court-defined scheduling codes.**	

Z-Record

The Z-Record is stored in the Code File. It is used in the Traffic/Criminal Module to control the automatic time generated notices schedule and default court dates. In the Civil Module it is used to control the review date schedule. **The notices are generated based on the case *due date* or *court date* and not the *offense date* or *filing date*.** Each notice is produced independently from all other notices!

This record is usually set up at the time of implementation. It can be changed at any time if the user has the system authority and the court administration deems it necessary.

Warning! Please contact JIS before making any changes to your court's Z-Record.

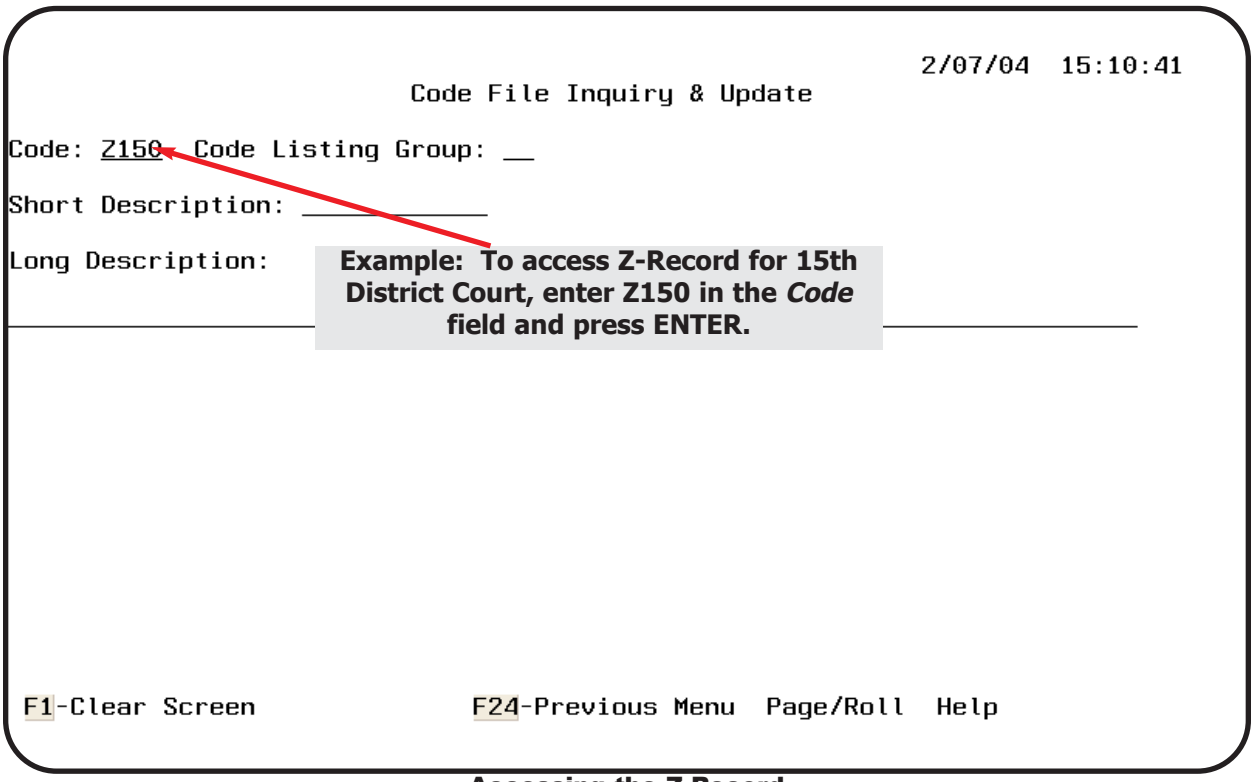
Accessing the Z-Record

To access the Z-Record:

1) Place an **X** in the *Code File* field on the Codes File Inquiry and Update Menu.
2) Press **ENTER**.

Then, from the Code File Inquiry and Update Screen:

1) Type **Z and the three digit court designation (i.e. Z150)** in the *Code* field.
2) Press **ENTER**.



Accessing the Z-Record

Displayed below is an example of the completed Z-Record for 15th District Court.

```
                                                        12/29/03  12:56:24
                          Notice Days Inquiry & Update

Code: Z150  Code Group: 99        Short Description:  NOTICE CODES

Notice      Calculation

 DFJ     7 days delinquent, a Default Judgment will be produced.
 ABS    14 days delinquent, a Default Abstract will be produced.
 FDC    35 days delinquent, a 14-day notice, Civil Inf. will be produced.
 FAC    50 days delinquent, a FAC/FCJ/FCPV will be produced.
 FDM    28 days delinquent, a 14-day notice, Misdem. will be produced.
 WAM     7 days delinquent, a Warrant Misdem. will be produced.
 WAN     7 days delinquent, a Warrant Notice will be produced.
 NNC     3 days delinquent, a Notice of Non-Compliance will be produced.
 FAD    13 days delinquent, a FAC for Drunk Driving will be produced.
 20%    57 days delinquent, a 20% late penalty will be assessed.

 DUE    10 days after Iss/Offns is the Due Date, 0 to force entry of a Due Date.
 RVC     2 days before 'RVC' date case is to appear on the Civil Review List.

Zero will stop any of the Traffic/Criminal Notices and 20% Late Penalty

 F1-Clear Screen              F24-Previous Menu  Page/Roll  Help
```

Example of "Z" Record

Tip: If you do not have a number of days entered for a particular type of notice, that notice will not be produced.

The following chart lists descriptions for the notice abbreviations used in the Z-Record.

Abbreviations Used for Notices in the Z-Record	
Abbreviation	**Type of Notice**
DFJ	Default Judgment
ABS	Default Abstract
FDC	14-Day Civil Infraction Notice
FAC	FAC/FCJ/FCPV
FDM	14-Day Misdemeanor Notice
WAM	Warrant Misdemeanor
WAN	Warrant Notice
NNC	Notice of Non-Compliance
FAD	FAC for Drunk Driving Cases
20%	20% Late Penalty Assessment
DUE	Due date for Civil Infractions or Misdemeanors based on the ticket offense date.
RVC	Civil Module Review List

Holiday File

This file is shared by the Traffic/Criminal, Probation, Civil and Cash modules, so updates are only required in one module. The Holiday File is used to designate court hours, weekend schedules, court holidays, and to block off time for individual judges, magistrates and probation officers.

Court holidays must be updated on a yearly basis. It is recommended that the Holiday File is updated prior to any scheduling of court cases into a new year.

To access the Holiday File, place an **X** in the *Holiday File* field on the Code File Inquiry and Update screen.

```
                                                    2/07/04  15:13:24
                    Court Schedule Inquiry & Update

This screen shows the computers handling of court hours and weekend court dates

The user may change the setting to allow/disallow entry of weekend court dates.

    Court Hours: 0800 A to 0500 P

    Weekend Scheduling N  Court proceedings are NOT scheduled on weekends.

Enter-Continue                          F24-Previous Menu   Help
```

Court hours are 7:00 am to 11:00 pm by default. Each court may change this setting and specify the hours they want the system to use for editing all forms and update screens for data errors.

Weekend scheduling will default to NO. To allow weekend scheduling, change the "N" to a "Y" and press ENTER.

Court Schedule Inquiry & Update screen (Holiday File)

Press **ENTER** from this screen to get the Days/Times Blocked Off screen, which is displayed on the following page.

Days/Times Blocked Off Screen

This screen is used to designate court holidays and to block off times for individual judges, magistrates and probation officers.

This screen can also be accessed from using **F-11 Block Hrs/Date** from the Month at a Glance calendar.

```
0 JIS                    Days/Times Blocked Off        Position to Date: _______
                       FOR COURT & ALL BAR NUMBERS
                                                          Bar No. View: ______
 D=Del                 Block Off (OR) ---Partial Day---
Opt  Bar No.  Date     All Day        From Time To Time   Description        Clrk
 _            53104      X              ____ _   ____ _    MEMORIAL DAY       BKD
 _            60104      _               100 P    500 P   BUDGET MEETING     BKD
 _    12345   62804      X                               _  VACATION          BKD
 _            70504      X                               _  INDEPENDENCE DAY  BKD
 _            90604      X                               _  LABOR DAY         BKD
 _           111104      X                               _  VETERANS DAY      BKD
 _           112504      X              ____ _   ____ _    THANKSGIVING DAY   BKD
 _           112604      X                               _  THKSGVING HOLIDAY BKD
 _           122204      X                               _  INDEPENDENCE DAY  BKD
 _           122304      X                               _  CHRISTMAS HOLIDAY BKD
 _           122404      X              ____ _   ____ _    CHRISTMAS HOLIDAY  BKD
 _    12345  122904      X              ____ _   ____ _    VACATION           BKD
 _           123004      X              ____ _   ____ _    NEW YEARS HOLIDAY  BKD
 _           123104      X              ____ _   ____ _    NEW YEARS HOLIDAY  BKD
                                                                          ____
                                                                          ____
NX                        TY D01 COU
 F1-Clear  F2-Date  F4-Prompt  F7-Court Records  F24-Prev Menu  Page/Roll  Help
```

The entire court is closed from 1:00 pm to 5:00 pm for budget meeting.

Judge Crockett (P12345) is on vacation, but the court is open.

Press F2-Date to move cursor to the *Position To*: field at top of screen

Press F7 to toggle between two views:
1) Court and ALL bar numbers, and
2) Court and one specific bar number.

Days/Times Blocked Off screen

See following page for field descriptions used on this screen.

Field Descriptions for Days/Times Blocked Off screen	
Field Name	**Description/Format**
Court Location	The number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access this screen in each location by changing the court location number.
Position to Date	If a date is entered into this field and **ENTER** is pressed, the first page that contains that date will be displayed.
Bar No. View	When this field is left blank, only the court holidays will be displayed. When this field contains a bar number, all days (full and partial) for that bar number will be displayed together with all court holidays.
Opt	Enter a **D** to delete an entry.
Bar No.	The bar number of the judge or magistrate, or the assigned number for the probation officer. The days and times blocked off apply to the entire court when no bar number is entered.
Date	Enter the date that the day or partial day needs to be blocked off. (Example: **011904**). Valid for today's date or a future date.
All Day	Mark with an **X** when the entire day should be blocked off.
From Time to Time	Enter the beginning and ending times, including A for AM or P for PM. (Example: **0100 P 0500 P**). Entry is not valid if there is an **X** in the *All Day* field.
Description	A brief description of the holiday or reason for blocking off the day or times. This description appears on the Week at a Glance calendar and the Holiday File when it is printed. If the description field is left blank when adding or changing a record, the description immediately above it will be copied to that line.
Clrk	The system adds the initials of the person who added or changed the record. The initials cannot be changed.

Officers File

This file should include officers for every law enforcement agency in the court's jurisdiction. When a new case is entered on the Case Entry screen (CAS), the officer badge number and agency number are filled in and will the appear on various reports, forms and notices such as the Register of Actions, Notice to Appear form and calendars.

To access the Officers File, place an **X** in the *Officers File* field on the Code File Inquiry and Update screen.

```
                                                    12/23/03  13:35:18
                          Officer Maintenance


Agency _______  Badge# _______

  Name ________________________________________

Venues __ __ __ __ __ __ __ __ __ __

____________________________________________________________________________

Enter-Inquiry  F1-Clear Screen  F2-Add  F3-Update  F4-Delete  F5-Review Venues
F24-Previous Menu  Help  Roll/Page
```

Officer Maintenance screen (Officers File)

Tip: For instructions on retiring or re-assigning an officer badge number, see Professional File Reassignment in the JIS Administrative User Guide.

Officers File Options		
Option	**When/How to Use**	**Result**
Inquiry	Type in the Agency and Badge numbers and press **ENTER**.	The officer information will appear on the screen. You may use the Page/Roll keys to move forward/backward through the file.
F2-Add	Type information in all applicable fields and press **F2-Add**. See chart below for Field Descriptions.	Record will be added.
F3-Update	First do an inquiry. When the officer information is on the screen, tab to the field(s) you wish to modify and type over the incorrect information. Press **F3-Update**.	Information will be changed on all existing cases where that same badge/agency number was used.
F4-Delete	You should NEVER delete a record from the Officer File unless it has not been used. To delete a record, first do an inquiry. When the officer information is on the screen, press **F4-Delete**. You must press **F4-Delete** again to confirm that you want the record deleted.	Deleting an officer record will remove that officer's name from all cases that the officer was assigned to on the system. See Administrative User Guide for information on Professional Reassignment of officer badge numbers.
F5-Review Venues	If you are adding or updating a record, press **F5-Review Venues** to display available venue numbers and names.	Will display the venue file, with venue numbers and names.

Field Descriptions for Officers File	
Field name	**Description/Format**
Agency	The Law Enforcement Agency number within the court's jurisdiction (usually part of or the entire agency ORI number)
Badge #	The badge or identification number of the officer
Name	The name of the officer as you would like it to appear on the ROA, e.g. JONES/RAY or JONES/OFFICER
Venues	The venues are municipalities for which an agency is authorized to issue tickets and complaints. Venues must be designated in the Venue File through the Cash Module. They are always in two digit format, i.e. 01, 02, 03, etc. Venue numbers should only be added to Header Records, not to individual officer records.

Creating Header Records

It is suggested that each department have a Header Record with just the Department Name, i.e. Wayne County Sheriff Department. This can be added by entering the following information:

- Enter the agency number in the *Agency* field.
- Enter the Department Name in the *Name* field.
- Enter all applicable venue numbers in the *Venue* field. If an agency is authorized to issue tickets and complaints for all venues, then leave the *Venue* fields blank.
- Leave the *Badge #* field blank.
- Press **F2-Add** to add the record.

```
                                                    2/07/04  15:24:51
                          Officer Maintenance

Agency 3_____   Badge# _______

  Name SOUTHFIELD POLICE DEPT._____________________

Venues _2 _3 _4 __ __ __ __ __ __ __

Enter-Inquiry  F1-Clear Screen  F2-Add  F3-Update  F4-Delete  F5-Review Venues
F24-Previous Menu  Help  Roll/Page
```

Leave Badge # field blank when creating a Header Record

Creating a Header Record

Statute File

This file contains all charge/offense codes for your court, both local ordinances and state statutes. This file also includes the following information:

- Fine/cost information for payable offenses
- Penalty amounts for charges if not paid within a certain time period
- Ordinance or PAAM number for each charge
- SOS code
- 14-Day Notice flag
- Whether offense is drug, drunk driving or crime victim reportable
- Begin and end effective dates for charge

You can view, add, change or delete any record from the Statute File.

To access the Statute File, place an **X** in the *Statute File* field on the Code File Inquiry and Update screen.

You can also access the Statute File by pressing **F4-Prompt** from the *Charge* or *Additional Charge* field of the Case Entry (CAS) screen or from the *Charge* field of the Disposition (DSP) screen.

The screens and options for viewing, modifying, adding or deleting charge codes are different depending on if you access the Statute File through the Code Files or from a prompt window. Information will be provided for each of the screens in the following section.

Viewing a Record in the Statute File (From Code Files)

When the Statute File is first displayed, all fields will be blank. To access a specific record:

1) Enter an **L** for Local Ordinance Table or **M** for State Statute Table in the *Table* field.
2) Enter the charge code in the *Charge* field.
3) Press **ENTER**.

```
                                                        12/30/03  11:07:46
                        Statute File Inquiry & Update

Table L  Charge 1810                  Fel/Mis/Civ C  Case Types OI  SI
Ordin. 5.14A                  PAAM#  257.626B                SOS  1810
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Description CARELESS DRV
Long  Description CARELESS DRIVING
                  Code    Amount    Default        Combined Ordin.
  Penal Fines     MYSF     120.00                 Fine & Costs Code
  Penal Costs     MYFE      60.00                       MYOR
               / JSTC                 40.00
               |  ____    _________
               |  ____    _________                  Penalty
               |  ____    _________                Amt    Days
  Other        /  ____    _________                 30      7
  Assessments \   ____    _________
               |  ____    _________                         Begin    End
               |  ____    _________          Effective Date: 100103   ______
               \  ____    _________          Last Chgd: 12/30/03 By: D1500BKD
Initial Assessment   220.00
Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt
F23- Delete        F24-Previous Menu                               Page/Roll
```

Statute File for Careless Driving (Code 1810 in the L table) viewed through the Code File

Viewing a Record in the Statute File (From Prompt Window)

When you press **F4-Prompt** from the *Charge* field on CAS or DSP screen, the first screen is a list of all charges that are currently in the Statute File. Charges that are expired are listed with an asterisk (*) in front of the charge; charges that are not yet effective are listed with a plus sign (+) in front of the charge. There are separate lists for the L Table and the M Table.

If you had a charge code listed in the *Charge* field when you pressed **F4-Prompt**, the list will begin in that table (L or M) with that charge code, and the records will be listed numerically. If you did not have a charge code listed in the *Charge* field when you pressed **F4-Prompt**, the list will start at the beginning of the L Table, and the records will be listed alphabetically by description. Use **F7-Alt Seq** to toggle between the two views.

You can display the list beginning at any point in the list by typing the charge code in the *Position to:* field (if list is displayed numerically) or by typing the beginning of the description in the *Position to:* field (if list is displayed alphabetically) and **L** (Local Ordinance) or **M** (State Statute) in the *Statute Type* field.

```
                    Statute Selection by Description
Position to: SPEED                    Statute Type: L
1=Select  2=Change  4=Delete  5=Display
   +-Future charge  *-Expired charge
Opt Charge                  Long Desc...
 _    L 2001-10              SPEEDING 1-10 OVER THE LIMIT
 _  * L 2001-10              SPEEDING 1-10 OVER THE LIMIT
 _  + L 2001-10              SPEEDING 1-10 OVER THE LIMIT
 _    L 20011-15             SPEEDING 11-15 OVER THE LIMIT
 _    L 20016-20             SPEEDING 16-20 OVER THE LIMIT
 _    L 20021-25             SPEEDING 21-25 OVER THE LIMIT
                                                          More..
F6-Add       F7-Alt Seq       F24-Exit                   Page/Roll
```

Statute File listed by Description

```
                   Statute Selection by Charge Number
Position to: 1800                     Statute Type: L
1=Select  2=Change  4=Delete  5=Display
   +-Future charge  *-Expired charge
Opt Charge                  Long Desc...
 _    L 1800                 RECKLESS DRIVING
 _  * L 1810                 CARELESS DRIVING
 _    L 1810                 CARELESS DRIVING
 _    L 1820                 DRAG RACING
 _    L 1825                 MALICIOUS DESTRUCTION (TURFING) <$200.0
 _    L 1830                 MALICIOUS DESTRUCTION (TURFING)
                                                          More..
F6-Add       F7-Alt Seq       F24-Exit                   Page/Roll
```

Statute file listed by Charge Number

Once the charge you want to display has been located in the list, type a **5** in the *Opt* field and press **ENTER**.

```
                    Statute Selection by Charge Number
Position to: 1800                    Statute Type: L
1=Select  2=Change  4=Delete  5=Display
   +-Future charge  *-Expired charge
Opt Charge                  Long Desc...
 _    L 1800                 RECKLESS DRIVING
 _  * L 1810                 CARELESS DRIVING
 5    L 1810                 CARELESS DRIVING
 _    L 1820                 DRAG RACING
 _    L 1825                 MALICIOUS DESTRUCTION (TURFING) <$200.0
 _    L 1830                 MALICIOUS DESTRUCTION (TURFING)
                                                          More..
F6-Add       F7-Alt Seq       F24-Exit                  Page/Roll
```

You will see:

```
                            Statute Detail              2/17/04  10:28:21
Table L  Charge 1810                  Fel/Mis/Civ C  Case Types OI  SI
Ordin. 54.39                  PAAM#  257.626B              SOS 1810
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh  B=Minor BAC  M=Marine  S=Snow O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Desc. CARELESS DRV
Long Desc.  CARELESS DRIVING
              Code   Amount    Default       Combined Ordin.
Penal Fines   MYSF   120.00                 Fine & Costs Code
Penal Costs   MYFE    60.00                       MYOR
            / JSTC  ________     40.00
            | ____  ________                   Penalty
            | __                             Amt    Days
Other       /                                 30      7
Assessments \
            |                                       BEGIN    END
            | __                        Effective Date: 100103   22904
            \ ____  ________            Last Chgd: 02/07/04 By: D1500BKD
Initial Assessment   220.00
                          F24-Exit
```

Notice that you cannot make any changes from this screen. This screen is for display purposes only.

Statute File for Careless Driving (Code 1810 in the L table) viewed through a Prompt Window

Modifying a Record in the Statute File (From Code Files)

WARNING: Modifying a record will affect the charge code every time it has been used on the system. You also have the ability to reuse charge codes, by using begin/end dates that do not overlap. More information about reusing charge codes can be found on pages 9-31 and 9-32. Typically, you would only modify a record if you were making minor typographical-type changes that would not affect the processing of a case.

To modify a record in the Statute File:

- Display the record you want to change.
- Type over the information you want to change.
- Press **F3-Update**.

```
                                                        2/07/04  15:41:10
                        Statute File Inquiry & Update

Table L  Charge 1810                  Fel/Mis/Civ C  Case Types OI  SI
Ordin. 54.39                  PAAM#  257.626B                SOS  1810
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Description CARELESS DRV
Long  Description CARELESS DRIVING
                  Code    Amount    Default        Combined Ordin.
  Penal Fines     MYSF     120.00                 Fine & Costs Code
  Penal Costs     MYFE      60.00                       MYOR
                / JSTC   _________     40.00
                |
                                                     Penalty
                                                   Amt     Days
  Other                                             30       7
  Assessmen
                                                     Begin    End
                | ____   _________          Effective Date: 100103   22904
                \ ____   _________          Last Chgd: 01/07/04 By: D1500BKD
Initial Assessment   220.00
Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt
F23- Delete        F24-Previous Menu                               Page/Roll
```

Type over information to be changed (in this example the Ordinance #) and press F3-Update to make changes to charge code

Modifying a code in the Statute File through the Code Files

The initials of the person who made the change and the date of the change will appear in the *Last Chgd:* field.

Modifying a Record in the Statute File (From Prompt Window)

WARNING: Modifying a record will affect the charge code every time it has been used on the system. You also have the ability to reuse charge codes, by using begin/end dates that do not overlap. More information about reusing charge codes can be found on pages 9-31and 9-32. Typically, you would only modify a record if you were making minor typographical-type changes that would not affect the processing of a case.

To modify a record in the Statute File:

- Type a **2** in the *Opt* field in front of the charge you want to make changes to.
- Press **ENTER**.

```
                    Statute Selection by Charge Number
Position to: 1800                    Statute Type: L
1=Select  2=Change  4=Delete  5=Display
   +-Future charge  *-Expired charge
Opt Charge                  Long Desc...
 _   L 1800                  RECKLESS DRIVING
 _ * L 1810                  CARELESS DRIVING
 2   L 1810                  CARELESS DRIVING
 _   L 1820                  DRAG RACING
 _   L 1825                  MALICIOUS DESTRUCTION (TURFING) <$200.0
 _   L 1830                  MALICIOUS DESTRUCTION (TURFING)
                                                              More..
F6-Add       F7-Alt Seq       F24-Exit                     Page/Roll
```

Then,

- Type over the information you want to change.
- Press **ENTER**.

```
                              Statute Detail              2/17/04  11:17:07
Table L  Charge 1810                  Fel/Mis/Civ C  Case Types OI  SI
Ordin. 54.39                  PAAM#  257.626B              SOS 1810
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh  B=Minor BAC  M=Marine  S=Snow O=DRV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Desc. CARELESS DRV
Long Desc.  CARELESS DRIVING WITHOUT AN ACCIDENT
               Code    Amount     Default       Combined Ordin.
Penal Fines    MYSF    120.00                 Fine & Costs Code
Penal Costs    MYFE     60.00                       MYOR
             / JSTC                 40.00
             |                                   Penalty
                                               Amt     Days
Other        |                                 30      7
Assessments  \
                                                BEGIN     END
             |                          Effective Date: 100103   22904
             \                          Last Chgd: 02/07/04 By: D1500BKD
Initial Assessment    220.00
 ENTER-Modify  F4-Prompt   F24-Exit
```

Type over the information you want to change (in this example wording was added to the long description) and press ENTER

Modifying a code in the Statute File through a Prompt Window

Adding a Record in the Statute File (From Code Files)

To add a record in the Statute File:

- Display a blank Statute File screen.
- Type information in all applicable fields. Refer to the chart on pages 9-33 and 9-34 for field descriptions.
- Press **F2-Add**.

```
                                                        2/07/04  15:51:04
                        Statute File Inquiry & Update

Table _  Charge ____________________  Fel/Mis/Civ _  Case Types __  __
Ordin. ______________________  PAAM# ______________________      SOS  ____
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Description ____________
Long  Description ____________________________________________________________
                 Code    Amount    Default        Combined Ordin.
  Penal Fines    ____   _________                Fine & Costs Code
  Penal Costs    ____   _________                      ____
                / ____   _________
                | ____   _________                  Penalty
                | ____   _________                Amt    Days
  Other         /                                 ___     __
  Assessments
                                                   Begin    End
                                        Effective Date: ______  ______
                \ ____   _________      Last Chgd: ________ By: __________

Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt
F23- Delete        F24-Previous Menu                               Page/Roll
```

To add a new record to the Statute File, type in all applicable fields and press F2-Add

Adding a Record to Statute File (through Code Files)

The initials of the person who added the charge and the date the charge was added will appear in the *Last Chgd:* field.

Tip: Begin and End dates for charges with the same charge code cannot overlap. See pages 9-31 and 9-32 for information on reusing charge codes.

Adding a Record in the Statute File (From Prompt Window)

To add a record in the Statute File:

- Press **F6-Add** from the list that is displayed when the prompt window is accessed.

```
                    Statute Selection by Charge Number
Position to: 1800                    Statute Type: L
1=Select  2=Change  4=Delete  5=Display
   +-Future charge  *-Expired charge
Opt Charge                  Long Desc...
 _    L 1800                 RECKLESS DRIVING
 _  * L 1810                 CARELESS DRIVING
 _    L 1810                 CARELESS DRIVING
 _    L 1820                 DRAG RACING
 _    L 1825                 MALICIOUS DESTRUCTION (TURFING) <$200.0
 _    L 1830                 MALICIOUS DESTRUCTION (TURFING)
                                                              More..
F6-Add       F7-Alt Seq       F24-Exit                     Page/Roll
```

Press F6-Add to display screen to add new charge

Then,

- Type information in all applicable fields. Refer to the chart on pages 9-33 and 9-34 for field descriptions.
- Press **ENTER**.

```
                              Statute Detail              2/07/04  15:57:15
Table _  Charge ____________________  Fel/Mis/Civ _  Case Types __  __
Ordin. ____________________  PAAM# ____________________    SOS ____
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh  B=Minor BAC  M=Marine  S=Snow O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Desc. ____________
Long Desc.  ____________________________________________________________
              Code   Amount    Default       Combined Ordin.
Penal Fines   ____  _________               Fine & Costs Code
Penal Costs   ____  _________                     ____
            / ____  _________
            | ____  _________                  Penalty
            |                                Amt    Days
Other       /                                ___    __
Assessments \
            |                                     BEGIN    END
            |                          Effective Date: ______  ______
            \ ____  _________          Last Chgd: ________ By: ___________

 ENTER-Add     F4-Prompt   F24-Exit
```

To add a new record through a prompt window, type in all applicable fields and press ENTER

Adding a Record to Statute File (through Prompt Window)

Tip: Begin and End dates for charges with the same charge code cannot overlap. See pages 9-31 and 9-32 for information on reusing charge codes.

Deleting a Record from the Statute File (From Code Files)

WARNING: You should **ONLY** delete a code from the Statute File if you are certain that it never has been used. If you want to limit use of the charge in the future, add an end date for the charge, **don't delete it**.

To delete a record in the Statute File:

- Display the charge you want to delete.
- Press **F23-Delete**.
- A message will be displayed asking you to confirm that you want to delete the record.
- Press **F23-Delete** again.

```
                                                        2/07/04  16:02:32
                        Statute File Inquiry & Update

Table L  Charge 1810                  Fel/Mis/Civ C  Case Types OI  SI
Ordin. 54.39                  PAAM#  257.626B                SOS  1810
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Description CARELESS DRV
Long  Description CARELESS DRIVING
                  Code    Amount    Default        Combined Ordin.
  Penal Fines     MYSF     120.00                 Fine & Costs Code
  Penal Costs     MYFE      60.00                       MYOR
                / JSTC
                |
                                                     Penalty
                                                   Amt     Days
  Other                                             30       7
  Assessments
                                                     Begin    End
                                      Effective Date: 100103   22904
                                      Last Chgd: 02/07/04 By: D1500BKD
PRESS F23 TO CONFIRM DELETE
Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt
F23- Delete        F24-Previous Menu                               Page/Roll
```

To delete a record, press F23-Delete. You will receive a message confirming that you want to delete record; press F23-Delete again.

Deleting a Record from the Statute File (through Code Files)

Deleting a Record from the Statute File (From Prompt Window)

WARNING: You should **ONLY** delete a code from the Statute File if you are certain that it never has been used. If you want to limit use of the charge in the future, add an end date for the charge, **don't delete it**.

To delete a record from the Statute File:

- Enter a **4** in the *Opt* field in front of the charge you want to delete.
- Press **ENTER**.

```
                    Statute Selection by Charge Number
Position to: 2740                    Statute Type: L
1=Select  2=Change  4=Delete  5=Display
   +-Future charge  *-Expired charge
Opt Charge                  Long Desc...
 _   L 2740                  UNAUTHORIZED OR IMPROPER USE OF LIGHTS
 4   L 2743                  NOISE VIOLATION - MISDEMEANOR
 _   L 2800                  FOLLOWED TOO CLOSELY
 _   L 2810                  PROHIBITED TURN
 _   L 2820                  IMPROPER TURN
 _   L 2830                  DROVE WRONG WAY ON ONE-WAY STREET
                                                            More..
F6-Add       F7-Alt Seq       F24-Exit                    Page/Roll
```

The charge you want to delete will be displayed. Press **ENTER** to delete record.

```
                              Statute Detail              2/17/04  11:26:51
Table L  Charge 2743                  Fel/Mis/Civ M  Case Types OM  SM
Ordin. 27.43                  PAAM#                      SOS ____
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh  B=Minor BAC  M=Marine  S=Snow O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Desc. NOISE-MISD.
Long Desc.  NOISE VIOLATION - MISDEMEANOR
               Code   Amount     Default       Combined Ordin.
Penal Fines    ____  _________                Fine & Costs Code
Penal Costs    ____  _________                      ____
             / ____  _________
             | ____  _________                  Penalty
             | ____  _________                Amt     Days
Other        /                                ___      __
Assessments  \
             | ____  _________                      BEGIN    END
             | ____  _________          Effective Date: 10100  ______
             \ ____  _________          Last Chgd: 01/06/04 By: D1500BKD
Initial Assessment      0.00
 ENTER-Delete                F24-Exit
```

Press ENTER to delete charge

Deleting a Record from Statute File (through Prompt Window)

Reusing Charge Codes in Statute File

You can reuse charge codes by designating begin and end dates for a charge. Begin/End dates cannot overlap. The system will always look at **date of offense** when deciding which charge to use.

To reuse a charge code, the first step is to add an expiration date to the current charge code.

1) Access statute record through Code Files.
2) Type date in *END (Effective Date)* field.
3) Press **ENTER** to update record.

```
                              Statute Detail                 2/07/04  16:14:04
Table L  Charge 2001-10                 Fel/Mis/Civ C  Case Types OI  SI
Ordin. 5.11                    PAAM#  257.628(1)              SOS 2000
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Vh  B=Minor BAC  M=Marine  S=Snow O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Desc. SPD 1-10 OVR
Long Desc.  SPEEDING 1-10 OVER THE LIMIT
              Code   Amount    Default       Combined Ordin.
Penal Fines   MYSF    20.00                 Fine & Costs Code
Penal Costs   MYFE    41.00                       MYOR
            / JSTC  _________    40.00
            |  ____  _________                  Penalty
            |  ____  _________                Amt    Days
Other       /  ____  _________                 30     7
Assessments \  ____  _________
            |  ____  _________                         BEGIN    END
            |  ____  _________          Effective Date: 100103   22904
            \  ____  _________          Last Chgd: 01/07/04 By: D1500BKD
Initial Assessment   101.00
 ENTER-Modify  F4-Prompt   F24-Exit
```

Add end date; press ENTER

Reusing Charge Codes - Step 1: Add end date to current charge

Tip: It is recommended that you do a print screen so that you can copy the information that will remain the same to the new charge code.

Next, add the information for the new charge code:

1) Bring up a blank Statute File screen through Code Files.
2) Type information in all applicable fields. Refer to the print screen you have for the expired charge, and the chart on pages 9-33 and 9-34 for field descriptions.
3) Be sure to use begin date that is after end date on current charge.
3) Press **F2-Add.**

```
                                                          2/17/04  11:28:44
                        Statute File Inquiry & Update

Table L  Charge 2001-10                Fel/Mis/Civ C  Case Types OI  SI
Ordin. 5.11                  PAAM#  257.628(1)                SOS  2000
Drug Reportable _ (Blank or X)  14-Day Notice _ (Blank or X)
Drunk Driving Reportable _ (V=Mtr Veh B=Minor BAC M=Marine S=Snowmobile O=ORV)
Crime Victim Reportable  _ (X=Specified  S=Serious  A=Accident)
Short Description SPD 1-10 OVR
Long  Description SPEEDING 1-10 OVER THE LIMIT
                  Code    Amount    Default        Combined Ordin.
  Penal Fines     MYSF     40.00                  Fine & Costs Cod
  Penal Costs     MYFE     46.00                        MYOR
                / JSTC                 40.00
                |
                |                                   Penalty
                |                                 Amt    Days
  Other       /                                    30      7
  Assessments \
                |                                        Begin    End
                |                        Effective Date:  30104
                \                        Last Chgd: 02/17/04 By: D1500BKD
Initial Assessment   126.00
Enter-Inquiry      F1-Clear Screen      F2-Add      F3-Update      F4-Prompt
F23- Delete        F24-Previous Menu                               Page/Roll
```

Type information for new charge, using begin date that is after end date on current charge; Press F2-Add.

Reusing Charge Codes - Step 2: Add new charge using same charge code

Important Reminders when Reusing Charge Codes:

- You cannot use Begin/End dates that overlap.
- The system will always look at **date of offense** when deciding which Charge Code to use.
- It is recommended that you access the Statute File through Code Files when updating codes or adding new codes.

Field Descriptions for Statute File	
Field Name	**Description**
Table	**L** = Local Ordinance Table OR **M** = State Statute Table
Charge	The charge/offense code number that is assigned by the court for a particular offense. The local ordinance charge is usually set up to resemble the SOS offense codes numbering sequence, but it can be any other number the court designates.
Fel/Mis/Civ	**F** = Felony **M** = Misdemeanor **C** = Civil Infraction
Case Types	One or two different case types can be used for each charge. For example, Careless Driving can be entered as either an OI or SI case type. Based on which case type is entered on the Case Entry screen, the appropriate fine/costs breakdown information will be assessed to the case. **F4-Prompt** is available on this field. Valid Case Types are: FY . . . . . .Felony FT . . . . . .Felony traffic FD . . . . . .Felony drunk driving SD, OD . . . . . .Misdemeanor drunk driving SM, OM . . . . . .Non-Traffic misdemeanor ST, OT . . . . . .Traffic misdemeanor SN, ON . . . . . .Non-Traffic civil infractions SI, OI . . . . . .Traffic civil infractions SK, PK . . . . . .Parking EX . . . . . .Extradition
Ordin.	The local ordinance number for the offense, if applicable.
PAAM#	The PAAM (Prosecuting Attorneys Association of Michigan) number for the charge, if applicable. *This number has a period after the first three digits, e.g. 257.6251-A.*
SOS	The four-digit Secretary of State code for the offense, if the offense is abstractable or suspendible.
Drug Reportable	If this offense is eligible for reimbursement from the Drug Case Information Management Fund (MCL 257.323d), enter an **X**. If it is not eligible, leave field blank.
14-Day Notice	Only enter an **X** in this field if the current charge should be eligible for a 14-Day Notice and does not have a 4-digit SOS code. If no 14-Day Notice is necessary, or if there is a 4-digit SOS code, leave this field blank.
Drunk Driving Reportable	If the offense is eligible for reimbursement from the Drunk Driving Caseflow Assistance Fund (MCL 257.625h), enter one of the following codes: **V** = Motor Vehicle **B** = Minor BAC **M** = Marine **S** = Snowmobile **O** = Off Road Vehicle (ORV)

Field Descriptions for Statute File (Continued)	
Field Name	**Description**
Crime Victim Reportable	If the offense is eligible for the Crime Victim fee, enter one of the following codes: **X** = Specified Misdemeanor **S** = Serious Misdemeanor **A** = Accident * **** NOTE: A specified misdemeanor becomes serious when an accident is involved.***
Short Description	A short description of the charge up to 12 characters. This short description will appear on many screens and reports throughout the system where there is a space limitation such as the Name Inquiry screen, Calendar, various forms, etc.
Long Description	A more complete description of the offense than the short description, up to 72 characters. This description appears on the Register of Actions.
Fine/Costs section	
Code	A four-letter code that has been assigned to represent a type of fine, costs or fee that is taken on a payable offense. This code must first be set up in the Cash Codes File before it can be entered in the Statute File. For all payable offenses, there should be an assessment for Penal Fines (MYSF) and Penal Costs (MYFE). See Combined Ordin Fine & Costs below. There is room for up to eight additional assessments for each record.
Amount	The assessment amount for each code. This field should **not** be filled in if a default amount has been established in the Cash Code File for the code.
Default	You do not fill in this field. If a default amount has been established for the code in the Cash Code File, that amount will be displayed here.
Combined Ordin Fine & Costs	If the charge code for a payable offense could be a local ordinance violation, enter *MYOR* in this field. Then when a local ordinance case type is designated on the Case Entry screen, the amount of money assessed for Penal Fine (MYSF) and Penal Costs (MYFE) will be combined and assessed as Ordinance Fine and Costs (MYOR).
Penalty	This is a one time, pre-disposition amount that is assessed if a court/due date is missed. It is typically the amount assessed at the time a default judgment is entered on a civil infraction. Enter the amount of the penalty in the *Amt* field and the number of days **after the missed court/due date** when penalty should be assessed in the *Days* field.
Effective Date	Enter the date the charge becomes effective in the begin date and/or the date the charge is no longer valid as the end date. **If you are reusing charge codes, the dates cannot overlap.** The system will always look at the date of offense when determining which charge to use. See pages 9-31 and 9-32 for more information on reusing charge codes.
Last Changed/By	The initials of the person who added or last changed the record and the date of the change. This is added by the system and cannot be changed.

Vehicle Make File

This file contains a listing of the most common vehicle makes that will be used on the Case Entry screen (CAS). This file contains a 3 or 4 letter code and a description for each make of vehicle.

To access the Vehicle Make File, place an **X** in the *Vehicle Make* field on the Code File Inquiry and Update screen.

When the Vehicle Make File is first displayed, the records are listed alphabetically by code. The records can also be displayed alphabetically by make. Use **F7-Alt Seq** to toggle between the two views.

```
              Vehicle Code by Description
Position to: ____
              2=Change  4=Delete
Opt Code Make
 _  ACUR ACURA
 _  AIRS AIRSTREAM
 _  ALFA ALFA ROMEO
 _  AMER AMC
 _  AUDI AUDI
 _  AUST AUSTIN
 _  AVTI AVANTI                                          +

F3/F24-Exit  F6-Add  F7-Alt Seq  Roll/Page
```

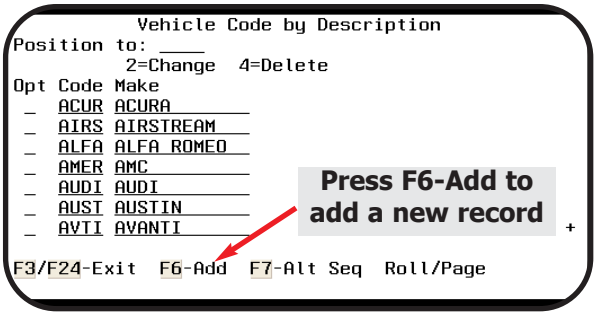
Vehicle Make File Options		
Option	**When to Use**	**Result**
2=Change	Use to view and/or change code or description for an existing record.	Information will be changed on all existing cases that use that code.
4=Delete	You should **NEVER** delete a record from the Vehicle Make File unless you added an incorrect code and no cases were ever entered using that code.	Deleting a vehicle make will remove that vehicle make from all cases that have used that code.

Adding a Record to the Vehicle Make File

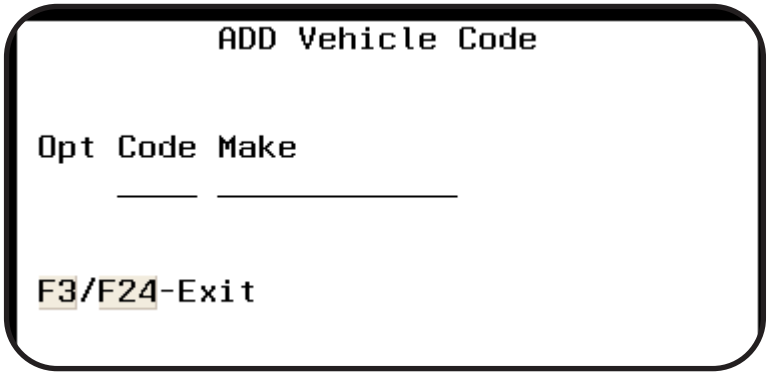
Although most of the common vehicle make types are already listed in the Vehicle Make File, there may be times when you need to add a record.

To add a record:

1) Press **F6-Add** from the Vehicle Make File screen.



You will see a screen with blank fields.



- Add the LEIN/NCIC three or four character code in *Code* field.
- Type make of vehicle in *Make* field.
- Press **ENTER**.

Printing Code Files

To print any Code File:

1) From the Traffic/Criminal Subsystem Menu, select option **4** .
2) Press **ENTER**.

```
JIS                    State Court Administrative Office

                         Traffic/Criminal Subsystem


      Select one of the following:

                           1. Traffic/Criminal Online
                           2. Reports
                           3. Code Files Update
                           4. Code Files Print
                           5. Calendar
                           6. Abstract & FAC/FCJ/FCPV Menu
                           7. Report Generator
                           8. Batch Show Cause Processing



      Option: 4



F24-Previous Menu
```

The Codes File Print screen will be displayed. See next page for descriptions of print options.

```
JIS                    State Court Administrative Office     1/15/04  11:40:54

                              Codes File Print

               Mark with an 'X' the file to Print

               _ Attorney File

               _ Code File

               _ Holiday File   (A=All, C=Court Only, P=Court and Bar No.)
                                 Include Prior Records? N    Bar No. _____
                                                                  (or ALL)
               _ Officers File

               _ Statute File   (L=Local Ordinance, M=State Statute,
                                 X=All, A=All Alphabetically)
                                 Include expired records? N

               _ Vehicle Make File


F24-Previous Menu   F4-Prompt Bar No.
```

Print Options for Code Files	
Code File	**Print Options/Descriptions**
Attorney File	**X** - print the Attorney File sorted in numeric order (by bar number).
Code File	**X** - print Traffic/Criminal Code Files.
Holiday File	**A** - print complete Holiday File, including Days/Times Blocked Off calendar for the court and all individuals. **C** - print only the Days/Times Blocked Off calendar for the court only. **P** - print the Days/Times Blocked Off calendar for the court and one bar number. You must put either a bar number, hotkey or the word **ALL** in the *Bar No.* field. If you enter **ALL**, a separate list for each bar number and the court will be printed. You may press **F4-Prompt** on the *Bar No.* field to access the Attorney File. *Include Prior Records?* - You have the option of including records for three months prior to the current date. This will default to **N** for no, but may be changed to **Y** for yes.
Officers File	**X** - print the Officer File sorted first by agency number and then by officer number within each agency. Other sorting options are available using Report Generator.
Statute File	**L** - print the Local Ordinance table in numeric order (by offense code). **M** - print the State Statute table in numeric order (by statute number). **X** - print separate reports for the Local Ordinance table and State Statute table in numeric order. **A** - print separate reports for the Local Ordinance table and the State Statute table in alphabetic order. *Include expired records?* - You have the option of including expired records. This will default to **N** for no, but may be changed to **Y** for yes.
Vehicle Make File	**X** - print list of vehicle makes in alphabetic order (by vehicle make code).

Tip: The Code File, Attorney File and Statute Files will print on 11”X14” paper (*STD). The Holiday File, Officers File and Vehicle Make File will print on 8.5”X11” paper (8X11).

Abstract/FAC Processing

10

The information in this chapter is for courts that process their abstracts and FAC/FCJ/FCPV records electronically. This means that the Daily Date Generated Notices program will create an Abstract and FAC file which is then transferred electronically to the JIS Southfield Office, who then sends the file to DOS to update driving records.

Electronic processing replaces the need for printed Abstracts and FAC/FCJ/FCPV suspensions and allows more flexibility in correcting errors. Courts are not required by statute to keep printed abstracts or suspensions on file. However, you may print a "hard copy" of an abstract or suspension to keep with the ticket or file if necessary.

To access the Abstract and FAC/FCJ/FCPV Menu, select option **6** from the Traffic/Criminal Subsystem Menu.

```
JIS                    State Court Administrative Office
                         Abstract & FAC/FCJ/FCPV Menu

                                        Date
    _  Create Media
    _  Update Abstract Record
    _  Display Printer Outq
    _  Clear Abstract Production  ______
    _  Clear FAC Production       ______

   Alp Num                            Date Range
    _   _  Abstract List          ______ - ______
        _  Audit Review List      ______ - ______
        _  Abstract Held List

    _   _  FAC List               ______ - ______
    _   _  FAC Clearance List     ______ - ______
        _  FAC Held List



F24-Previous Menu   Help
```

Abstract and FAC/FCJ/FCPV Menu

Create Media

When you create media, you will be creating a file which contains the abstracts and FAC/FCJ/FCPV suspensions that have been created. JIS will retrieve the file and forward it to Department of State (DOS). This process should be completed weekly, according to the schedule which has been set up for your court.

To create the electronic file containing Abstract and FAC records, type an **X** in the *Create Media* field on the Abstract & FAC/FCJ/FCPV Menu and press **ENTER**.

```
JIS                    State Court Administrative Office
                         Abstract & FAC/FCJ/FCPV Menu

                                          Date
   X  Create Media                                  To create
   _  Update Abstract Record                        media, Type
   _  Display Printer Outq                          an X and
   _  Clear Abstract Production   ______            press ENTER.
   _  Clear FAC Production        ______

  Alp Num                                  Date Range
   _   _  Abstract List           ______ - ______
       _  Audit Review List       ______ - ______
       _  Abstract Held List

   _   _  FAC List                ______ - ______
   _   _  FAC Clearance List      ______ - ______
       _  FAC Held List


F24-Previous Menu   Help
```

Abstract & FAC/FCJ/FCPV Menu

```
                    State Court Administrative Office

                   Create Tape for the Secretary of State


                                          R - 1/2" Reel
        Media Type:            E          C - 1/4" Cartridge
                                          8 - 8mm  Cassette
                                          E - Electronic Transfer File

        Device Name:           __________


        Abstract _
        FAC/FCJ  _


F24-End Job
```

To create electronic file to send to JIS, type an E in the Media Type field, and an X in *either* the *Abstract* or *FAC/FCJ* field. Press ENTER.

Create Media screen

Type an **E** in the Media Type field. **Abstract and FAC/FCJ records must be submitted separately.** Type an **X** to select either Abstract or FAC/FCJ and then press **ENTER** to begin the process of transferring your records.

There are options displayed on the screen to send abstract and/or FAC/FCJ/FCPV suspension data via reel tape, cartridge or cassette. Those options have been replaced by the *Electronic Send* option and are no longer used. The *Device Name* field was needed for these options, and that field is no longer used either.

When the abstract and/or FAC/FCJ transfer process is complete, a message will be displayed on the screen indicating the transfer has been completed, and the number of records included in the transfer will be displayed. Each of the transferred records will have an **X** in the *Produced* field, and the date the media was created in the *Production Date* field on the Abstract Update screen (ABS) and FAC/FCJ/FCPV Update screen (FAC).

```
                    State Court Administrative Office

                   Create Tape for the Secretary of State


                                          R - 1/2" Reel
          Media Type:            E        C - 1/4" Cartridge
                                          8 - 8mm  Cassette
                                          E - Electronic Transfer File

          Device Name:           __________

          Number of Abstracts:             213

          FAC/FCJ  _

Abstract Electronic Transfer Completed

 F24-End Job
```

Number of Records

Process Complete Message

Messages displayed for media successfully created

After this transfer process is complete, two separate reports will be produced. An example of the Abstracts Sent to SOS List is shown on page 10-15; the FAC/FCJ/FCPV Sent to SOS List is shown on page 10-20. These reports will be stored in the designated output queue until they are released for printing.

Update Abstract Records

You may access the Abstract Update screen two different ways:

1) Type an **X** in the *Update Abstract Option* from the Abstract & FAC Menu and press **ENTER**;

OR

2) Type **ABS** in the *NXT* field and the **case number** in the *Case* field on any hop line and press **ENTER**.

See chart below for information on locating and viewing abstracts using both of these methods.

```
Court  1500                Abstract Update for SOS         5/26/04  09:56:26
Sequence Driver Lic          Use   Name                                  Birth
_____  _____________  __  ___  ____________________________________  ______
Court CD ViolDate  Adjudicate  OffCd    Speed    Nature of Offense
 ____  ______  ______  _____  _____  ____________________________
Veh  SI/BF  Rev  Susp   Rest  Orig Chg Trial Judge  Court Finding  Ticket/Case
__   __    _   ____  _____  ____     _    ______  ____________  _______
 Code       Work Name and Location                 Work Hours    Days Allowed
1 _  ____________________________________________   ___________   ___________
2 _  ____________________________________________   ___________   ___________
CDL Sanct  Intrlck  Driving  Prb Com Alc Med Sch  Plate#  Veh Yr  Veh Make
 _          _       To/From:  _   _   _   _   _   _______  ____    ____
Driver Address                                    VIN ________________
____________________________________       ____________________  __  _________
Court Name and Address
_____________ _______________ _________________ __ _________
 Fine  _____      Jail  ____      Community Service  ___   Alcohol Program   _
 Veh Forf _  Veh Immobilization: Yes/No _  Start Date ______  #Days ____
 Sentence Judge   ______       Comment #1 ____________________________________
                    Abstract Date ______  ____________________________________

  Abstract Type  _   Production Date  ______   Produced   _
NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
Enter-Inq  F1-Clr  F3-Update  F4-Prompt  F7-Hold  F23-Delete  F24-Prev  Pg/Roll
```

Abstract Update screen

Working with Abstract File	
How Abstract Update Screen was Accessed	**Locating/Viewing Abstracts**
Abstract & FAC Menu	To view all abstracts created on a specific date, type the date in the *Abstract Date* field. Use Page Down key to view all abstracts created on that date.
Hop Line	If multiple abstracts have been created for a case, use Page Down key to view additional abstracts.

See Appendix A for complete list of field descriptions used on this screen.

Tip: If an abstract has been produced (sent to DOS), there will be a date in the *Production Date* field and an **X** in the *Produced* field.

Correcting an abstract

If an abstract has not been produced, correct the information and press **F3-Update**.

If an abstract has been produced, type **COR** in the *Use* field, correct the information and type a comment in the *Comment #1* field. Press **F3-Update**.

Deleting an abstract

If an abstract has not been produced, **F23-Delete** will display as an option at the bottom of the screen. You can press **F23-Delete** twice to delete an abstract.

If an abstract has been produced, type **DEL** in the *Use* field and a comment in the *Comment #1* field of the screen and press **F3-Update**.

Putting an abstract on hold

You can only place an abstract in Hold status if it has not been produced. An abstract in Hold status will not be sent to DOS. Press **F7-Hold** to put an abstract in Hold status. An **H** will appear in the *Produced* field when an abstract is in Hold status. To remove the abstract from Hold status, press **F3-Update**.

Types of Abstracts				
Type	**Type of Cases**	**When Produced**	**How to Produce**	**What it Does**
"A" Adjudication	Drug offenses	When sentencing variables are entered	Automatically produced	Adds information to driving record
	Alcohol dismissals	At time of dismissal	Request Audit Abstract on Disposition screen (DSP).	
	All other abstractable offenses	When disposition is entered	Automatically produced	
"S" Sentencing	Alcohol and repeat offender convictions	At time of sentencing	Request Audit Abstract on Disposition screen (DSP). For multi-count cases, an audit abstract should only be requested for one count.	Reports statistical information for DOS audit report
"B" Both Adjudication and Sentencing	Drunk driving and repeat offender convictions	When plea and sentencing occur at the same time	System will automatically produce abstract on a single count case when disposition and sentencing information is updated the same day. For a multi-count case, request Audit Abstract on Disposition screen (DSP) for the count that needs audit abstract.	Adds information to driving record and reports statistical information for DOS audit report

Abstract *Use* Codes	
Code	**Description**
AMD	Use to amend the original restricted license.
COR	Use to correct an abstract that has been posted to a driving record. You **must** also enter a comment to support the correction. "Corrected Abstract" followed by the comment will appear on the ROA.
DEL	Use to DELETE an abstract record from a person's driving record once it has been produced. It has been produced if an **X** appears in the *Produced* field on this screen. You **must** also enter a comment to support the deletion. "Abstract Removed" followed by the comment will appear on the ROA.
DLN	Used for an abstract for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically.
DUP	Use for an abstract that was reported by DOS as "POSSIBLE DUP ON DISK" when it was, in fact, a separate occurrence on the same date with the same offense code.
NOD	An abstract with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of an abstract not on disk. DOS will then create a header record for the individual.
OSN	An abstract for an out-of-state resident with an out-of-state license number or no license number. JIS inserts this code automatically.

Update FAC Records

To access the FAC/FCJ/FCPV Update screen, type **FAC** in the *NXT* field and the **case number** in the *CASE* field on any hop line and press **ENTER**. You cannot access the FAC/FCJ/FCPV Update screen from the FAC/FCJ/FCPV Update Menu.

```
JIS                        FAC/FCJ/FCPV Update          5/26/04  14:05:12
Case Number  __________   Party  ___   Count  __   Seq  ___

    DLN        ST Use Name                                  DOB     Court
_____________  __ ___ ______________________________________  ______   ____

Vio Date  Court Date  OffCd  Speed  Susp  Ticket/Case
 ______    ______     _____  _____   _    __________        W _   D _

Street                 Apt/Suite       City                 State  Zip
_____________________________________  ____________________  __    _________

Attempt     Offense
_________   ___________________________________________
___________ ___________ ___________ ___________ ___________
Ticket Number         Date Susp.  Date Cleared   Clerk/Administrator
____________________   ______      ______       ____________________________

 _ Override DLN Verification     Production Date  ______     Produced  _

NXT ___ CASE __________ PTY ___ COUNT __ INQ ____________________ ST __
Enter-Inquiry          F1-Clear        F3-Update            F4-Prompt
F7-Update/Hold         F8-Prt Form     F9-Prt 1 on 3 pages  F10-Prt 3 on 1 page
                       F23-Delete      F24-Previous Menu    PAGE/ROLL
```

FAC/FCJ/FCPV Update screen

Tips: If multiple suspensions have been created for a case, use **Page Down** key to view additional suspensions.

If a suspension has been produced (sent to DOS), there will be a date in the *Production Date* field and an **X** in the *Produced* field.

Deleting an FAC/FCJ/FCPV suspension

If a suspension has not been produced, **F23-Delete** will display as an option at the bottom of the screen. You must press **F23-Delete** twice to delete a suspension.

If a suspension has been produced, type **DEL** in the *Use* field and press **F3-Update**.

Putting a suspension on hold

You can only place a suspension in Hold status if it has not been produced. A suspension in Hold status will not be sent to DOS. Press **F7-Hold** to put a suspension in Hold status. An **H** will appear in the *Produced* field when a suspension is in Hold status. To remove the suspension from Hold status, press **F3-Update**.

See Appendix A for complete list of field descriptions used on this screen.

FAC/FCJ/FCPV *Use* Codes	
Code	**Description**
COR	Use to correct an FAC/FCJ/FCPV record that has been posted to a driving record. "FAC/FCJ/FCPV UPDATED ON FAC FILE " will appear on the ROA.
DEL	Use to delete an FAC/FCJ/FCPV record that was submitted in error once it has been produced. It has been produced if an **X** appears in the *Produced* field on this screen. "FAC/FCJ/FCPV UPDATED ON FAC FILE" will appear on the ROA.
DLN	Used for an FAC/FCJ/FCPV for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically.
DUP	Use for an FAC/FCJ/FCPV that was reported by DOS as “POSSIBLE DUP ON DISK”, when it was, in fact, a separate occurrence on the same date with the same offense code.
NOD	An FAC/FCJ/FCPV with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of a record not on disk. DOS will then create a header record for the individual.
OSN	An FAC/FCJ/FCPV for an out-of-state resident with an out-of-state license number or no license number. JIS inserts this code automatically.

Processing Immediate FAC/FCJ/FCPV Clearances

Courts have the ability to process immediate clearance requests directly to Department of State if **F12-Clearance/Update** appears at the bottom of your FAC/FCJ/FCPV Update screen. The response time from DOS for acknowledgement of the request is approximately the same length of time that it takes to run a driving record. If an immediate clearance is accepted by DOS, it will be posted immediately to a defendant's driving record. **F12-Clearance/Update** will appear on the Update screen if:

- the court has a direct connection to JIS
- the court is using **SOS** on the hop line to access SOS/LEIN
- the court is sending FAC's electronically
- the court has not restricted a particular terminal from using SOS
- the court has given FAC Update security (authority) to the clerk who is signed on to the terminal

If an immediate clearance request is accepted by DOS, the following actions will occur:

- The *Date Cleared* field on the FAC Update screen will be updated with the current date
- The driver's copy of the clearance will print automatically
- The following comments will appear on the ROA:
  "SOS CLEARANCE REQUESTED", with the date and time
  "FAC/FCJ/FCPV CLEARANCE PRINTED"
  "SOS CLEARANCE ACCEPTED", with the date and time
- An immediate confirmation from DOS will print on the assigned DOS printer.

Tip: An immediate clearance request will be rejected by DOS if the suspension has not yet been posted to the driving record.

If an immediate clearance request is rejected by DOS, the following actions will occur:

- The following comments will appear on the ROA:
  "SOS CLEARANCE REQUESTED", with the date and time
  "FAC/FCJ/FCPV CLEARANCE PRINTED"
  "SOS CLEARANCE REJECTED", with the date and time
- An immediate confirmation from DOS will print on the assigned DOS printer.

If the clearance request is rejected and you are unable to correct the problem and resubmit the request, you should print an immediate clearance using either **F9-Print 1 on 3 pages** or **F10-Print 3 on 1 page** and give one copy to the defendant and send a hard copy to DOS. See examples on following page.

CLEARANCE OF
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No.	Name	D.O.B.	Court
S360067027088	ANNETTE A SWIDER	02021972	000D

Viol Dte	Crt Dte	Off Cd	Speed	Susp	Court File No.	W	D
04012003	04222003	1810		J	03-0406A		

Street	City	State	Zip
21587 GRANDHAVEN	BOSTON	MI	48034

Nature of Offense
CARELESS DRIVING

Ticket No.

03-0406A

05/27/2004 WYLE E. COYOTE, COURT ADM
Date Susp. Ordered — Chief Clerk or Admin.

05/28/2004 WYLE E. COYOTE, COURT ADM
Date Cleared — Chief Clerk or Admin.

C O U R T C O P Y

DSI-62 Rev 11/93 — Authority Granted Under Act No. 300/1949, as amended

COURT ADDRESS: 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034

Example of F9-Prt 1 on 3 pages

CLEARANCE OF
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No.	Name	D.O.B.	Court
S360067027088	ANNETTE A SWIDER	02021972	000D

Viol Dte	Crt Dte	Off Cd	Speed	Susp	Court File No.	W	D
04012003	04222003	1810		J	03-0406A		

Street	City	State	Zip
21587 GRANDHAVEN	BOSTON	MI	48034

Nature of Offense
CARELESS DRIVING

Ticket No.

03-0406A

05/27/2004 WYLE E. COYOTE, COURT ADM
Date Susp. Ordered — Chief Clerk or Admin.

05/28/2004 WYLE E. COYOTE, COURT ADM
Date Cleared — Chief Clerk or Admin.

MAIL THIS FORM TO:
Michigan Dept. of State
District Court Records
Lansing, MI 48918-1560

DSI-62 Rev 11/93 — Authority Granted Under Act No. 300/1949, as amended

COURT ADDRESS: 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034

CLEARANCE OF
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No.	Name	D.O.B.	Court
S360067027088	ANNETTE A SWIDER	02021972	000D

Viol Dte	Crt Dte	Off Cd	Speed	Susp	Court File No.	W	D
04012003	04222003	1810		J	03-0406A		

Street	City	State	Zip
21587 GRANDHAVEN	BOSTON	MI	48034

Nature of Offense
CARELESS DRIVING

Ticket No.

03-0406A

05/27/2004 WYLE E. COYOTE, COURT ADM
Date Susp. Ordered — Chief Clerk or Admin.

05/28/2004 WYLE E. COYOTE, COURT ADM
Date Cleared — Chief Clerk or Admin.

DRIVER: Keep this copy in your possession whenever you drive during the next 60 days.

DSI-62 Rev 11/93 — Authority Granted Under Act No. 300/1949, as amended

COURT ADDRESS: 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034

CLEARANCE OF
FAILURE TO APPEAR IN COURT, COMPLY W/JUDGMENT OR CLEAR PARKING VIOLATIONS

License No.	Name	D.O.B.	Court
S360067027088	ANNETTE A SWIDER	02021972	000D

Viol Dte	Crt Dte	Off Cd	Speed	Susp	Court File No.	W	D
04012003	04222003	1810		J	03-0406A		

Street	City	State	Zip
21587 GRANDHAVEN	BOSTON	MI	48034

Nature of Offense
CARELESS DRIVING

Ticket No.

03-0406A

05/27/2004 WYLE E. COYOTE, COURT ADM
Date Susp. Ordered — Chief Clerk or Admin.

05/28/2004 WYLE E. COYOTE, COURT ADM
Date Cleared — Chief Clerk or Admin.

C O U R T C O P Y

DSI-62 Rev 11/93 — Authority Granted Under Act No. 300/1949, as amended

COURT ADDRESS: 27777 FRANKLIN ROAD-SUITE 1300 SOUTHFIELD-CURRENT MI 48034

Cut along dotted lines to separate copies

Example of F10-Print 3 on 1 page

Display Printer Outque

Type an **X** in the *Display Printer Outq* field of the Abstract & FAC/FCJ/FCPV Menu to view the output queue for the printer that has been assigned to your terminal.

```
JIS                    State Court Administrative Office
                         Abstract & FAC/FCJ/FCPV Menu

                                        Date
    _  Create Media
    _  Update Abstract Record
    X  Display Printer Outq
    _  Clear Abstract Production        _______
    _  Clear FAC Production             _______

   Alp Num                                Date Range
    _   _  Abstract List                _______ - _______
        _  Audit Review List            _______ - _______
        _  Abstract Held List

    _   _  FAC List                     _______ - _______
    _   _  FAC Clearance List           _______ - _______
        _  FAC Held List

F24-Previous Menu   Help
```

To view records in the printer output queue, type an X in *Display Printer Outq* field and press ENTER.

Abstract & FAC/FCJ/FCPV Menu

You can print, view, delete, etc. any of the reports that are listed in the output queue.

Press **F3-Exit** to return to the Abstract & FAC/FCJ/FCPV Menu.

For more information about working with the output queue, refer to Chapter 13 - Printing.

Clear Abstract/FAC Production

This program allows the ability to clear a previous processing date when it is necessary to reproduce an electronic send for either Abstracts, FAC/FCJ/FCPV suspensions, or both. Although it is very rare, you may need to clear production because of technical difficulties at JIS, DOS or the court.

To clear production for a particular date, type an **X** in either the *Clear Abstract Production* or *Clear FAC Production* field and the production date in the *Date* field and press **ENTER**.

A query program is available for courts to check if the abstract media or electronic send has been created for a given date or to check the last time an abstract media electronic send was created or cleared.

To run this query program, type **ABSCONTROL** from any IBM command line and press **ENTER**. The screen will display the following information:

- The date the media was created
- The type of process: **P** = Production **C** = Production Cleared **D** = Delete
- The number of abstract records
- The initials of the clerk who created the media

An example of the Abstract Control Record is shown below:

```
                                                Display Report
Query . . . :   OSMDCST/ABSCONTROL                                          Report width . . . . . :      72
Position to line  . . . . .  _____                                        Shift to column  . . . . . .  ____
Line   ....+....1....+....2....+....3....+....4....+....5....+....6....+....7..
       PROD DATE  TYPE OF PGM  NUMBER OF ABSTRACTS  CLERK INITIALS  DELETE DAYS
000039 09/04/03       P                  296          OPR             0
000040 09/04/03       P                    0          OPR             0
000041 09/04/03       P                   15          OPR             0
000042 02/17/98       C                1,061          DCS             0
000043 06/15/00       C                  273          DCS             0
****** ********  End of report  ********

                                                                                                   Bottom
F3=Exit      F12=Cancel      F19=Left      F20=Right      F21=Split      F22=Width 80
```

Abstract Control Record

Reports and Lists

Abstract and FAC/FCJ/FCPV Reports and Lists	
Report	**Description**
Abstract Sent to SOS List	This report is automatically generated when you create media. It lists all abstracts that were included in the file that was created and sent to DOS.
Abstract List	A list of all abstracts that have been generated. This report is automatically produced when Date Generated Notices are requested. You can also request it at any time for a specific date or a date range. If you leave the date field blank when you request the list, you will receive a list of all abstracts that have been created, but not yet electronically sent (produced).
Abstract Error List	A list of abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS. This report is automatically produced when the Abstract List is produced, if there are any errors to be reported.
Audit Review List	A list of all cases that qualify for an Audit Abstract.
Abstract Held List	A list of all abstracts that have been put on hold.
FAC/FCJ/FCPV Sent to SOS List	This report is automatically generated when you create media, and it lists all FAC/FCJ/FCPV suspensions that were included in the file that was created and sent to DOS.
FAC/FCJ/FCPV List	A list of all suspensions that have been generated. This report is automatically produced when Date Generated Notices are requested. You can also request it at any time for a specific date or a date range. If you leave the date field blank when you request the list, you will receive a list of all suspensions that have been created, but not yet electronically sent (produced).
FAC/FCJ Immediate Clearance List	A list of all FAC/FCJ/FCPV immediate clearances that have been requested. This report is automatically produced when Date Generated Notices are requested, but can be reprinted at any time. This report will indicate whether the request was accepted or rejected by DOS. This can be requested for a specific date or a date range.
FAC/FCJ/FCPV Held List	A list of all FAC/FCJ/FCPV suspensions that have been put on hold.

Abstracts Sent to SOS List

This report is automatically produced when you create media. See pages 10-2 through 10-4 for more information on Creating Media.

This report is listed in the output queue with a *File Name* of **SOSPRT**, and *User Data* of **ABSTAPELST**.

```
RUN DATE: 05/12/04   15:21                    15TH DISTRICT COURT                                                    PAGE     1
                                              27777 FRANKLIN ROAD SUITE 1300
                                              JIS                  MI  48034

                                              ABSTRACTS SENT TO SOS

                                                                          VIOLATION ADJUDICATE                          ABS
NUMBER  CASE NO.     DLN                NAME                                DOB      DATE       DATE    OFF  SPEED  JUDGE  SI VEH TYP

    2  03-2202A                DEL MARK LILLY                                       11/01/03  11/07/03  1800                    PA  A
    2  03-1104C                DLN ANDY WILLIAMS                                     8/10/03   4/07/04  9200                        A
         Fine:     0  Jail:       Comsrv:      Rehab:   OrgChg:9200  Trial:   Revoke:   Susp:0120  Rest:0060X  Judge2:
         Work Location#1:                                                  Hours:              Days:
    4  04-0099                 DLN LOUISE SMITH                                      4/09/03   4/09/04  1810                    PA  A
    1  04-0415                 DLN WILLIAM FARNUM                                    2/01/04   3/01/04  1025         20230          B
         Fine:   845  Jail:       Comsrv:      Rehab:N  OrgChg:1025  Trial:P  Revoke:   Susp:      Rest:       Judge2:20230
    2  04-0415A                DLN WILLIAM FARNUM                                    2/01/04   3/01/04  1025         20230          A
         Fine:     0  Jail:       Comsrv:      Rehab:   OrgChg:1025  Trial:P  Revoke:   Susp:      Rest:       Judge2:
    1  04-0409E   D400799013760    TOM DOOLEY                                  10/02/72  1/01/04   2/10/04  1025         20230      PA  B
         Fine:   845  Jail:       Comsrv:      Rehab:N  OrgChg:1025  Trial:P  Revoke:   Susp:      Rest:       Judge2:20230
    3  04-0129    F652603429435    MICHAEL JOHN FRANKLIN                        6/10/58  1/22/04   3/14/04  1025         12345      PU  B
       X Plate#:392PXL  Veh Yr/Make/VIN:2000/CHEV/490D9S898CLD928D7  Veh Forf:   Immobilization:N  Start Date:          #Days:
         Fine: 1640  Jail:       Comsrv:      Rehab:N  OrgChg:1025  Trial:P  Revoke:   Susp:      Rest:       Judge2:12345
    1  112702A    H400500900231    KELVIN HARDY                                 1/30/61 10/31/02   3/10/04  3260         12345      PA  A
       X Plate#:SMK832  Veh Yr/Make/VIN:2002/MERZ/23F45T67J90L0P9M8  Veh Forf:   Immobilization:N  Start Date:          #Days:
   58  00-5998    P859209801989DEL DIANE PALLETT                              12/12/49  1/13/00   7/31/01  3200                    PA  A
    7  03-20193   S530115051020DEL CHAD ALLEN SMITH                            1/06/74  3/20/03   7/21/03  1800         34389          A

                                              TOTAL # ABSTRACTS SENT TO SOS
```

Abstracts Sent to SOS List

Abstract List

The Abstract List includes all abstracts which have been generated on a specific date. The list is automatically produced when Date Generated Notices are requested. You can reprint a list at any time. The list can be printed in alphabetic or numeric order. You can specify a particular date or a date range when requesting the list. If the date range is omitted, you will receive a list of all abstracts which have been generated, but don't have an **X** in the *Produced* field yet.

This report is listed in the output queue with a *File Name* of **SOSPRT**, and *User Data* of **ABSPRT**.

```
RUN DATE: 04/22/04                                                                                                  PAGE     1
    FOR: 04/22/04 - 04/22/04                    15TH DISTRICT COURT
                                                27777 FRANKLIN ROAD SUITE 1300
                                                JIS                  MI  48034

                                                ABSTRACT LIST-NUMERIC

 SEQ                                                                                  VIOLATION ADJUDICATE                    ABS
NUMBER  CASE NO.     DLN                  NAME                                   DOB      DATE      DATE    OFF  SPEED  JUDGE  SI VEH TYP

   1  02-1003                   DLN STANLEY DAVISON                                        8/12/02   2/11/03  9200                    A
         Fine:     0  Jail:       Comsrv:       Rehab:    OrgChg:9200  Trial:   Revoke:   Susp:       Rest:       Judge2:
   2  03-0201    K584398885434    BRUCE KNIGHT                                   3/14/64  2/01/02   4/22/04  1010        12345      PU  B
         Fine: 1168  Jail:       Comsrv:  30  Rehab:N   OrgChg:1010  Trial:P  Revoke:   Susp:       Rest:       Judge2:12345
   3  03-0221                   DLN RANDY CARR                                             1/12/02   4/12/04  1000        12345      PU  B
         Fine: 1062  Jail:  10   Comsrv:   5  Rehab:N   OrgChg:1000  Trial:B  Revoke:   Susp:       Rest:       Judge2:12345
   4  03-0221                   DLN RANDY CARR                                             1/12/02   4/22/04  3200                    PU  A
   5  04-0020    W252067564772    ANITA LYNETTE WASHINGTON                      10/07/50  1/01/04   4/19/04  1200        12345      PA  B
         Fine:  496  Jail:  90   Comsrv:  14  Rehab:N   OrgChg:1025  Trial:P  Revoke:   Susp:       Rest:       Judge2:12345
   6  04-0401    L520373676128    JASON PAUL LYONS                               2/18/72  1/12/04   3/22/04  1025        12345      PA  A
         Fine:    0  Jail:       Comsrv:       Rehab:    OrgChg:1025  Trial:B  Revoke:   Susp:       Rest:       Judge2:
   7  04S234443  K620085585633    BELINDA MARIE KROUSE                           8/13/69  2/01/04   3/01/04  1810         1111      PA  A
   8  04S451124  L635135270947    DAVID G LANDON                                12/13/71  3/01/04   4/01/04  2000  06655  1111      PU  A
```

Abstract List - Numeric

Abstract Error List

This report lists all abstracts that have errors in the Name, DLN or DOB that may cause the abstract to be rejected by DOS. These cases did not pass the built-in Name/DOB/DLN edit on the Case Entry Screen. See Chapter 3 - Case Entry for more information on the edit.

The following error messages may be displayed on this report:

BLANK DIGITS IN DLN NO
LAST NAME: 1ST-CHARACTER INVALID
POSSIBLE DOB ERROR - CHK
UNEQUAL COMPUTED NUMBER

This report is automatically produced when the Abstract List is produced, if there are any errors to be reported.

This report will be listed in the output queue as **SOSERR**.

RUN DATE: 04/22/04
FOR: 04/22/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

LIST OF ABSTRACT ERRORS-NUMERIC

SEQ NUMBER	CASE NO.	NAME	DOB	DLN ENTERED	DLN COMPUTED	ERROR MESSAGE
2	03-0201	BRUCE KNIGHT	3/14/64	K584-398-885-434	K523-098-021-194	UNEQUAL COMPUTED NUMBER
8	04S451124	DAVID G LANDON	12/13/71	L635-135-270-947	L535-135-270-947	UNEQUAL COMPUTED NUMBER

Abstract Error List

Audit Review List

This report contains information for all cases that qualify for an Audit Abstract. You can request a specific date or a date range when requesting the report. **The date used for the report is the date of offense.**

Generating this report on a regular basis is an excellent way to determine if an Audit Abstract ("S" type abstract) has been requested on cases where adjudication and sentencing occur at different times. It would be especially helpful to run this report prior to the Department of State's annual Drunk Driving Audit Report, which is published each spring, so that corrections could be made prior to the publication of that report.

This report is listed in the output queue with a *File Name* of **H8x11**, and *User Data* of **ABSALCS**.

```
RUN DATE: 05/27/04                16TH DISTRICT COURT                          PAGE      1
     FOR: 01/01/04 - 04/30/04     27777 FRANKLIN ROAD-SUITE 1300
                                  SOUTHFIELD-CURRENT   MI  48034

                                  AUDIT REVIEW LIST

                 OFFENSE        CHARGE          DISPO          DISPO
 CASE NO.         DATE           CODE           DATE           CODE

 04-0331A         3/01/04      S3200             3/31/04       DS14
  Abstract Seq: 00001          Date:  5/05/04   Type:B     X  Production:  5/27/04
  Fine:  $200   Jail:          ComSrv:          Alc Pgm: N    Sent Judge: 12345
  Veh Forf:     Immobilization: N    Start Date:              #Days:

 04-0331B         3/01/04      S3200             3/31/04       DS49

 04-0331C         3/01/04      S3200             3/31/04       DS49

 04-0331D         3/01/04      S3200             3/31/04       DS08
  Abstract Seq: 00003          Date:  5/05/04   Type:A     X  Production:  5/27/04

 04-2212          2/26/04      1025              5/27/04       DS01
  Abstract Seq: 00002          Date:  5/27/04   Type:A     X  Production:  5/27/04
  Abstract Seq: 00003          Date:  5/27/04   Type:S     X  Production:  5/27/04
  Fine:  $820   Jail:   4      ComSrv:   6      Alc Pgm: Y    Sent Judge: 12345

 04-3882          2/10/04      1025              3/01/04       DS14
  Abstract Seq: 00001          Date:  5/27/04   Type:B     X  Production:  5/27/04
  Fine:  $852   Jail:   5      ComSrv:  10      Alc Pgm: Y    Sent Judge: 20230
  Veh Forf:     Immobilization: Y    Start Date:  5/01/04     #Days:   45
```

Audit Review List

Abstract Held List

This list will include all abstracts that have been placed in a Hold status. When an abstract is in Hold status, it will not be included in the file that is created when you create media. Abstracts cannot be put on Hold status if they have been produced (an **X** appears in the *Production* field).

To put an abstract on hold, press **F7-Hold** on the Abstract Update Screen (ABS). An abstract that is in Hold status will have an **H** in the *Produced* field. To remove an abstract from Hold status, press **F3-Update** on the Abstract Update Screen.

This report is listed in the output queue as **ABSHELD.**

RUN DATE: 05/27/04

16TH DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SOUTHFIELD-CURRENT MI 48034

PAGE 1

LIST OF ABSTRACTS HELD

CASE NO.	DLN	USE	NAME	DOB	VIOLATION DATE	ADJUDICATION DATE	OFFENSE CODE	SPEED	ABS TYP	PAPER PLATE	HELD DATE
03-0422X	A483928983748		ALLEN S APRIL	04/02/62	04/22/03	04/22/03	1800		A		05/27/04
03-0902	G392090029099		CHARLES M GREEN	05/01/44	08/01/03	09/17/03	1000		A		05/27/04
04-0331	S398020029389		MARY SUSAN SWANSON	04/04/60	03/01/04	03/31/04	3200		B		05/27/04

Abstract Held List

FAC/FCJ/FCPV Sent to SOS List

This report is automatically produced when you create media. See pages 10-2 through 10-4 for more information on Creating Media.

This report is listed in the output queue with a *File Name* of **FACRPT**, and *User Data* of **FACPRODTPE**.

RUN DATE: 05/27/04

16TH DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SOUTHFIELD-CURRENT MI 48034

PAGE: 1

FAC/FCJ/FCPV SENT TO SOS

DLN	NAME	CASE NO.	SUSP DATE	SUSP TYPE	USE	DOB	OFFENSE DATE	COURT DATE	CHARGE	SPEED
A536549777258	LOUIS STEVEN ANDERSON	03-0401A	05/27/04	J		04/01/80	04/01/03	04/30/03	1810	
B343368027917	JANICE A BEDWALD	03-0403A	05/27/04	J		12/01/36	04/01/03	04/22/03	1810	
B343368027917	JANICE B BEDWALD	03-0403B	05/27/04	J		12/01/36	04/01/03	04/22/03	1810	
C200758501435	SAMANTHA LEIGH COOK	03-0414CC3	05/27/04	J		06/10/68	01/01/03	01/22/03	9200	
D652765886780	SHARON WILSON DEARING	03C0422A	05/27/04	F		10/10/80	04/01/03	04/22/03	1800	
H326139027258	DELPHENE A HATCHER	03-0405A	05/27/04	J		04/01/63	04/01/03	04/22/03	1810	
M460676027265	PATRICIA A MILLAR	03-0422A	05/27/04	J		04/04/56	04/01/03	04/22/03	1810	
S360067027088	ANNETTE A SWIDER	03-0406A	05/27/04	J		02/02/72	04/01/03	04/22/03	1810	
S360085027412	BEVERLY A SETAR	03-0417A	05/27/04	J		06/01/72	04/01/03	06/30/03	1810	
S534585027162	MARTIN A SCANDELIO	00-3000	05/27/04	J		03/02/54	08/30/00	09/20/00	1000	
W452303760258	HENRY SCOTT WILLIAMS	03-0430A	05/27/04	J		04/01/80	04/01/03	04/22/03	1810	

TOTAL FACS SENT 11

FAC/FCJ/FCPV Sent to SOS List

FAC/FCJ/FCPV Case List

The FAC/FCJ/FCPV List includes all suspensions which have been generated on a specific date. The list is automatically produced when Date Generated Notices are requested. You can reprint a list at any time. The list can be printed in alphabetic or numeric order. You can specify a particular date or a date range when requesting the list. If the date range is omitted, you will receive a list of all suspensions which have been generated, but don't have an **X** in the *Produced* field yet.

This report is listed in the output queue with a *File Name* of **FACRPT**, and *User Data* of **FACNAMLST** if it was requested alphabetically, and **FACCASLST** if it was requested numerically.

RUN DATE: 04/22/04
FOR: 04/22/04 - 04/22/04

15TH DISTRICT COURT
27777 FRANKLIN ROAD SUITE 1300
JIS MI 48034

PAGE 1

FAC/FCJ/FCPV CASE LIST - NUMERIC

CASE NO.	NAME	USE	DLN	DOB	VIOLATION DATE	COURT DATE	COUNT	OFF	SPEED	TYPE	SUSP DATE
04-0218	ERIC PAUL DELGADO	DLN		06/17/59	01/12/04	03/09/04	01	1220		F	04/22/04
04S24815	CONRAD B ZELINSKI		Z452122080528	07/04/57	01/01/04	01/15/04	01	1810		J	04/22/04

FAC/FCJ/FCPV Case List - Numeric

FAC/FCJ/FCPV Immediate Clearance List

The FAC/FCJ/FCPV List includes all immediate clearances which were requested on a specific date. The list is automatically produced when Date Generated Notices are requested. You can reprint a list at any time. The list can be printed in alphabetic or numeric order. You can specify a particular date or a date range when requesting the list.

The column on the far right will display whether the request was accepted or rejected by DOS. If a record was rejected, try your request again after you have resolved the reason for the rejection, or produce a hard copy FAC clearance form and mail it to DOS. More information on producing immediate clearances can be found on pages 10-10 and 10-11 of this User Guide.

This report is listed in the output queue as **FACCLR**.

RUN DATE: 04/22/04 15TH DISTRICT COURT PAGE 1
27777 FRANKLIN ROAD SUITE 1300
JIS, MI 48034

FAC ELECTRONIC CLEARANCE LIST - NUMERIC

CASE NO.	NAME	DLN	DOB	CNT	REQUEST DATE	REQUEST TIME	W/D	SOS DATE	SOS TIME	RESPONSE
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A	ACCEPT
00S17317	ALAN JOSEPH DEMINGS	D648040441138	2/22/1969	1	4/22/04	1127A		4/22/04	1127A	ACCEPT
01S43992	SHANTAY COSNER	C636755001172	3/06/1980	1	4/22/04	249P	D	4/22/04	249P	ACCEPT
03S81511	CARLOS MIGUEL DOANTAE	D562108603313	4/23/1977	1	4/22/04	950A		4/22/04	950A	ACCEPT
03S96686	THERESE MARIA LINDSEY	L122792585726	9/19/1964	1	4/22/04	324P		4/22/04	325P	ACCEPT
04S01521	SENGE SANTIAGO	S450862646906	11/27/1957	1	4/22/04	952A	D	4/22/04	953A	ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	851A	ACCEPT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	851A		4/22/04	852A	REJECT
04S15203	ULONDA DANIELLE ATMAS	A359863139632	8/03/1969	1	4/22/04	928A		4/22/04	929A	REJECT

FAC Electronic Clearance List - Numeric

FAC/FCJ/FCPV Held List

This list will include all suspensions that have been placed in a Hold status. When a suspension is in Hold status, it will not be included in the file that is created when you create media. Suspensions cannot be put on Hold status if they have been produced (an **X** appears in the *Production* field).

To put a suspension on hold, press **F7-Update/Hold** on the FAC Update Screen (FAC). A suspension that is in Hold status will have an **H** in the *Produced* field. To remove a suspension from Hold status, press **F3-Update** on the FAC Update Screen.

This report is listed in the output queue with a *File Name* of **FACRPT**, and *User Data* of **FACHELDLST**

RUN DATE: 05/27/04

16TH DISTRICT COURT
27777 FRANKLIN ROAD-SUITE 1300
SOUTHFIELD-CURRENT MI 48034

PAGE 1

LIST OF FAC/FCJ/FCPVS HELD

CASE NO.	SUSP DATE	TYPE	HELD DATE	COUNT	SEQ	DLN	USE	NAME	DOB	VIOLATION DATE	COURT DATE	OFFENSE CODE	SPEED
04-0331A	05/27/04	J	05/27/04	01	1	J520585429557		MARK JOHN JONES	07/14/58	03/01/04	03/31/04	3200	

FAC/FCJ/FCPV Held List

This space is reserved for your notes.

Report Generator

11

This chapter will provide information on creating reports where you select the criteria.

The report generator program gives courts flexibility in obtaining database information that may not be contained in other system reports. Each court has the ability to create their own reports based on specific selection criteria.

There are four types of Report Generators, which are described below.

Report Generator Options	
Type of Generator	**Description**
Case Selection	Retrieve case information including defendant, charge and disposition information. This is the most commonly used report generator in the Traffic/Criminal Module.
Officer File Selection	Access information from the Officer File, including agency number, badge number and officer name.
Docket File Selection	Retrieve information for Traffic, Criminal and Probation cases that have been scheduled on the court's calendar (docket). Data selections include, but are not limited to, docket date, type of hearing and judge.
Purge File Selection	Retrieve information from cases which have been purged. If a purge has never been performed, there will not be any information in this file.

Tips: One basic principle to remember is that when a report is submitted, the entire database will be checked for information. It is always best to have some limiting factor(s) selected to narrow the search, so the report will complete sooner, i.e. use of date ranges, case types, case status, etc.

All cases listed on a report will be in numeric order unless the sorting feature has been used.

The best way to understand report generator is to practice using it!

To access the Report Generator, choose option **7** from the Traffic/Criminal Subsystem Menu or option **4** from the Probation Subsystem Menu. The example shown below is from the Traffic /Criminal Module.

```
JIS                    State Court Administrative Office

                         Traffic/Criminal Subsystem

      Select one of the following:

                           1. Traffic/Criminal Online
                           2. Reports
                           3. Code Files Update
                           4. Code Files Print
                           5. Calendar
                           6. Abstract & FAC/FCJ/FCPV Menu
                           7. Report Generator
                           8. Batch Show Cause Processing

      Option: 7

F24-Previous Menu
```

To access Report Generator, type a 7 in the *Option* field and press ENTER.

Traffic/Criminal Subsystem Menu

```
JIS                    State Court Administrative Office    5/12/04  09:00:24

                    REPORT GENERATOR MENU

                    1. Case Selection

                    2. Officer File Selection

                    3. Docket File Selection

                    4. Purge File Selection

                      Enter Option          1

                      Retrieve Reports ??   _

  F24-Previous Menu                                          Help
```

Enter option number for the type of report generator you want to use.

To retrieve a report that has already been created, type an X in the *Retrieve Reports ??* field.

To create a new report, leave field blank.

Report Generator Menu

For more information on retrieving reports, see next page.

Retrieving Reports

To retrieve a report generator which has already been created, type an **X** in the *Retrieve Reports ??* field on the Report Generator Menu. You must also enter an option number **1**, **2**, **3** or **4** in the *Enter Option* field.

```
JIS                                                        5/13/04  09:07:13
          REPORT GENERATOR SAVED REPORTS

Report    Enter Option: 1-Select    4-Delete
name                                Court ID and user initials

 _  CI - NP - BY CHARGE   D1500BKD    CASE     *STD  1 SPACES
 _  DICN                  D1500BKD    CASE     *STD
 _  DISPO-41              D1500BKD    CASE     *STD
 _  PROBATION/WARRANTED   D1500BKD    CASE     *STD
 _  TEST ALL FIELDS       D1500BKD    CASE     *STD
 _  TEST EVENT CODE       D1500BKD    CASE     *STD  1 SPACES
 _  9.14                  D1500BKD    CASE     *STD  1 SPACES
 _  IDENTIFY EXPIRED CDS  D1500DCS    CASE     *STD
 _  CURRENT CASES         D1500EJK    CASE     *STD
 _  CASE LIST             D1500KJS    CASE     *STD  1 SPACES
 _  CLOSED & WARRNT       D1500KJS    CASE     *STD
 _  NON-PUBLIC            D1500KJS    CASE     *STD  1 SPACES
 _  OMIT CLOSED           D1500KJS    CASE     *STD
 _  OPEN                  D1500KJS    CASE     *STD
 _  SORT BY STATUS        D1500KJS    CASE     *STD                      +

F24- Previous Menu                                   Help
```

Report Generator Saved Reports List

To select a report, type a **1** in front of the report and press **ENTER**.
To delete a report, type a **4** in front of the report and press **ENTER**.

Tip: Reports will be sorted alphabetically under each user's initials. The user initials are determined when a report is saved.

Report Generator Options

Case Selection

This is the most commonly used Traffic/Criminal Report Generator.

- There are two screens of field names, a total of 87 fields to choose from.
- Up to 35 fields of information can be **printed** on a report.
- A report will print seven fields of data on each line; the data will print on subsequent lines if more than seven fields are being printed.
- When printing an address, it will count as seven fields and always print on one full line.
- Defendant name, Victim/Desc, DLN and VIN all count as two fields.

The first screen contains mostly case information and is displayed below.

```
JIS                    REPORT GENERATION SELECTION        5/11/04  15:14:06
 Title ____________________________________________________________
 _ Case Number      __________          _ PIN Number     __________
 _ Name                                 _ Address
 _ Case Type        __  __  __  __      _ Victim/Desc
 _ Status           _  _  _  _          _ Offense Date   ______ - ______
 _ PO Judge         _____               _ Offense Time   ____ _ - ____ _
 _ Judge of Record  _____               _ Issue Date     ______ - ______
 _ Venue            __                  _ Birthdate      ______ - ______
 _ Phone Number     __________          _ Authorize Dt   ______ - ______
 _ Driver License   _____________       _ DLN State      __
 _ Attorney         _____               _ Entry Date     ______ - ______
 _ Prosecutor       _____               _ Vehicle Type   __   __   __   __
 _ Agency #1        _______             _ Agency #2      _______
 _ Officer #1       _______             _ Officer #2     _______
 _ Accident/Injury  _                   _ Plate# /Year   _______  __
 _ Zip Code         ______              _ Plate# State   __
 _ Original Charge  ____________________ _ Current Charge ____________________
 _ Original SOS     ___ ____ ____ ____  _ Current SOS    ___ ____ ____ ____
 _ Original Att/Cons/Sol   _            _ Current Att/Cons/Sol     _
 _ Total F & C _________ - __________   _ Balance Due __________ - __________
 _ Civ/Misd/Fel     _                   _ Filing Date    ______ - ______
 _ CCW # _______
  F24-Previous Menu            Page/Roll                  Help
```

1st screen of Case Selection report generator

See pages 11-9 through 11-13 for Report Generator Field Descriptions
See pages 11-14 through 11-18 for Report Generator Selection Options

Use your **Page/Roll** keys to access the second screen.

The second screen of the Case Selection Report Generator contains mostly disposition information.

```
JIS                    REPORT GENERATION SELECTION        5/11/04  15:14:55

 _ Disposition    ______ - ______          _ Close Date   ______ - ______
 _ Xreference     __________               _ Probation Officer  _____
 _ CTN/TCN        ____________             _ SID          _________
 _ Warrant Code   __  __  __  __           _ Next Action  ____ ____ ____ ____
 _ Warrant Date   ______ - ______          _ Next Date    ______ - ______
 _ Recall Date    ______ - ______          _ Next Judge   _____
 _ Arraignment    ______ - ______          _ Non-Public   _
 _ Sex _      _ Race _                     _ Deferred     _
 _ Disposed Date  ______ - ______          _ Sentence Date  ______ - ______
 _ Disposed Code  __  __  __  __           _ FAC Date       ______ - ______
 _ Plea Date      ______ - ______          _ Rehab          _  _  _  _
 _ Plea Code      __  __  __  __           _ Prob End Date  ______ - ______
 _ Suspension     _                        _ Probation Term      ____ - ____
 _ Suspension Days    ____ - ____          _ Jail Term           ___ - ____
 _ Restriction Days   ___  - ____          _ Optional Jail Term  ___ - ____
 _ Community Service  ___  - ____          _ Jail Location       __
 _ Service in Lieu    ___  - ____          _ Restitution  _______ - _______
 _ Event Date     ______ - ______          _ Event Code ____ ____ ____ ____
 _ Event Term     ___ _                    _ Event Clerk  ___
 _ Immob Start Date ______ - ______    _ Immob Days ____ - ____   _ Veh Forfeit _
 _ Paper Plate _  _ VIN ________________  _ Vehicle Make ____   _ Veh Year ____
  F24-Previous Menu            Page/Roll                  Help
```

2nd screen of Case Selection report generator

Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Case Type).

Fields *without* a blank after them may only be printed and sorted (e.g., Name).

You may print and select a range for fields with a "_____ - _____" after the field name.

See pages 11-9 through 11-13 for Report Generator Field Descriptions
See pages 11-14 through 11-18 for Report Generator Selection Options

Officer File Selection

This report generator can be used to access information stored in the Officer File.

```
JIS                                                  5/11/04  15:15:32

                          Officer File

     Title ____________________________________________________

                     _  Agency        _______

                     _  Badge Number

                     _  Name

 F24-Previous Menu                                        Help
```

Officer File report generator

Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Agency).

Fields *without* a blank after them may only be printed and sorted (e.g., Badge Number and Name).

See pages 11-9 through 11-13 for Report Generator Field Descriptions
See pages 11-14 through 11-18 for Report Generator Selection Options

Docket File Selection

This report generator can be used to access information for cases which have been scheduled on the court's docket (calendar). Traffic, Criminal and Probation cases are included. **Note: Non-case (supplemental) docket entries are not included in the Docket File, and therefore will not appear in a requested report.**

```
JIS                                                    5/11/04  15:16:03
                              Docket File

   Title ____________________________________________________

                    _  Case Number     ___________

                    _  Docket Date     ______  -  ______

                    _  Time            ____ _  -  ____  _

                    _  Name

                    _  Action          ____  ____  ____  ____

                    _  Judge           _____

                    _  Case Type       __  __  __  __

 F24-Previous Menu                                   Help
```

Docket File report generator

Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Case Number, Docket Date, etc.).

Fields *without* a blank after them may only be printed and sorted (e.g., Name).

You may print and select a range for fields with a "_____ - _____" after the field name.

See pages 11-9 through 11-13 for Report Generator Field Descriptions
See pages 11-14 through 11-18 for Report Generator Selection Options

Purge File Selection

This report generator can be used to access information found in your purged case file. If a purge has never been performed, there will not be any information in this file.

```
JIS                                                    5/11/04  15:16:47
                          Purge File Selection

        Title ____________________________________________________

_ Case Number        __________          _ Name
_ Purge Date        ______ - ______     _ Charge
_ Disposition Date  ______ - ______     _ Disposition Code    __  __  __  __
_ Birthdate         ______ - ______     _ Xreference#         __________
_ Offense Date      ______ - ______     _ F&C Suspended
_ Case Type         __  __  __  __      _ Jail Term           ___ - ____
_ Civ/Misd/Fel      _                   _ Jail Suspended
_ Driver License    _____________       _ Optional Jail Term  ___ - ____
_ DLN State         __                  _ Probation Term      ___ - ____
_ Total Fine        _________  _________ _ Non-Public          _

  F24-Previous Menu                                      Help
```

Purge File report generator

Tips: Fields *with* a blank after them may be selected, printed or sorted (e.g., Case Number, Xreference #).

Fields *without* a blank after them may only be printed and sorted (e.g., Name, Charge).

You may print and select a range for fields with a "_____ - _____" after the field name.

See pages 11-9 through 11-13 for Report Generator Field Descriptions
See pages 11-14 through 11-18 for Report Generator Selection Options

Report Generator Field Descriptions

Field Name	Gen type & location*	Description/Format
Accident/Injury	C1L	You can choose one of the following: **P** - Property Damage **I** = Personal Injury **D** = Death
Action	D	Up to four scheduling codes can be entered. A list of scheduling codes can be found in Appendix E.
Address	C1R	Address of the defendant. Printing of the address on a report will count as seven columns, and take one entire print line.
Agency	O	Agency number from the Officer File. You may select a specific agency by typing that number to the right of the *Agency* field.
Agency #1	C1L	Agency number for Officer #1.
Agency #2	C1R	Agency number for Officer #2.
Arraignment	C2L	Date or date range that an arraignment was held.
Attorney	C1L	Five-digit bar number of the attorney of record.
Authorize Date	C1R	Date that was entered in the *Authorize Complaint Date* field on the Case Entry Screen (CAS).
Badge Number	O	Badge Number from the Officer File.
Balance Due	C1R	Specific amount or range of amounts of balances still owed to the court entered in whole dollars. e.g. type **200** - **500** for $200.00 - $500.00.
Birthdate	C1R, PL	Defendant's date of birth. You can use a specific date or a date range.
Case Number	C1L, D, PL	Case number. A wildcard can be used in this field. Use an asterisk (*) in the field after the common denominator, i.e. **04-***
Case Type	C1L, D, PL	You can specify up to four case types. (**FY**, **FT**, **FD**, **SD**, **OD**, **SM**, **OM**, **ST**, **OT**, **SN**, **ON**, **SI** ,**OI**, **SK**, **OK**, **EX**)
CCW#	C1L	The pistol permit number on concealed weapons violations. A wildcard can be used in this field.
Charge	PR	Short description of the charge.
Civ/Misd/Fel	C1L, PL	You can choose one of the following: **C** - Civil Infraction **M** - Misdemeanor **F** - Felony
Close Date	C2R	The date, or date range, that a case was put in closed (C) status.
Community Service	C2L	Number of **days** of community service that a defendant has been sentenced to complete. A range of days can be specified.
CTN/TCN	C2L	Criminal Tracking Number/Transaction Control Number. A wildcard can be used in this field.
Current Att/Cons/Sol	C1R	You can choose one of the following for the current charge: **A** - Attempt **C** - Conspire **S** - Solicit
Current Charge	C1R	Current charge code. This would be different from the Original Charge field if there has been a reduction or amendment in the charge. You can use wildcard feature in this field. (See Original Charge)
Current SOS	C1R	Four-digit SOS code associated with the current charge. This would be different from the Original Charge field if there has been a reduction or amendment in the charge. You can request up to four codes. Not all charges have an SOS code associated with them. Use wildcard **AA** (all alcohol) in the first field to the right of *Original SOS* to access information on all alcohol-related cases.
Deferred	C2R	**1** - Dismissed 7411 **2** - Dismissed Spouse Abuse Act **3** - Dismissed YTA **4** - Sentence deferred under 771.1

*Gen Type: C = Case Selection O = Officer File D = Docket File P = Purge File
Location: 1 = 1st screen 2 = 2nd screen L = Left column R = Right column
Example: C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column

Report Generator Field Descriptions (Continued)		
Field Name	**Gen type & location***	**Description/Format**
Disposed Code	C2L	Two-digit disposition code. You can select up to four different codes. A list of disposition codes can be found in Appendix F.
Disposed Date	C2L	Date or date range that a **charge** was disposed.
Disposition	C2L	The **case** disposition date. If a case has more than one charge, this is the date which the last disposition was entered. This is the date used for caseload statistics. A specific date or date range can be selected.
Disposition Code	PR	Two-digit disposition code. You may select up to four different codes. A list of disposition codes can be found in Appendix F.
Disposition Date	PL	Date or date range that a **case** was disposed.
DLN State	C1R,PL	Two-letter state abbreviation for the state that issued the driver license. A list of state abbreviations can be found in Appendix M.
Docket Date	D	Date or range of dates that an event is scheduled on the calendar (docket).
Driver License	C1L, PL	Defendant's driver license number. A wildcard can be used in this field. This field will use two columns to print.
Entry Date	C1R	The system date the case was actually entered into the system. You can use a specific date or a date range. *Keep in mind that the **entry** date is not always the same as the **offense** date, **filing** date or **issue** date.*
Event Clerk	C2R	The two or three-character initials of the clerk who entered the code requested in the *Event Date* and/or *Event Code* fields.
Event Code	C2R	A four-character code for an action that occurred on the case. You can find the code used by looking at the Action screen (ACT). You must specify one, two, three or four codes to the right of the *Event Code* field. If multiple codes are selected (S) or printed (P), your report will reflect all cases that contain **any** of the specified codes. If you want a report that lists only cases in which **all** of the selected codes have been used, type an **A** in front of *Event Code*.
Event Date	C2L	Date or date range that a proceeding or action occurred on a case. When selecting a date range, it is recommended that the date range be small (e.g. 010104 - 013104) to facilitate processing.
Event Term	C2L	Numeric term associated with an event code, e.g. jail term, community service term, etc. Type a **D** in the space following the number to indicate *days*.
F&C Suspended	PR	Will indicate whether or not fines and costs were suspended.
FAC Date	C2R	Date or date range that a FAC/FCJ/FCPV suspension was generated.
Filing Date	C1R	Date that appears or was entered in the Filing Date field on the Case Entry screen (CAS). You can enter one specific date or a date range. *Keep in mind that the **filing** date is not always the same as the **offense** date, **issue** date or **entry** date.*
Immob Days	C2R	Number or range of days that a vehicle was ordered immobilized.
Immob Start Date	C2L	Date or date range that the vehicle immobilization was ordered to begin.
Issue Date	C1R	Date that appears or was entered in the Complaint /Iss Date field on the Case Entry screen (CAS). You can enter one specific date or a date range. *Keep in mind that the **issue** date is not always the same as the **offense** date, **filing** date or **entry** date.*
*Gen Type: C = Case Selection O = Officer File D = Docket File P = Purge File Location: 1 = 1st screen 2 = 2nd screen L = Left column R = Right column Example: C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column		

Report Generator Field Descriptions (Continued)		
Field Name	**Gen type & location***	**Description/Format**
Jail Location	C2R	Jail location code.
Jail Suspended	PR	Whether or not the jail term was suspended.
Jail Term	C2R, PR	The number of **days** of a jail sentence. A range of days can be specified.
Judge	D	Bar number of the judge for the next scheduled event.
Judge of Record	C1L	Bar number of the judge of record, if it was entered on the Case Entry Screen (CAS).
Name	C1L, D, PR	Defendant's name. When sorted, this field will be in alphabetical order by last name. This field will use two columns to print.
	O	Officer's name from the Officer File.
Next Action	C2R	A four-character scheduling (AJ) code that corresponds to the date(s) in the Next Date field. You can request up to four codes. A list of scheduling codes can be found in Appendix E.
Next Date	C2R	A date or date range signifying the last event scheduled for the case. If only one event is scheduled, that event will be the "Next Event" scheduled on the case.
Next Judge	C2R	The bar number of the judge that is associated with the *Next Action* field or the *Next Date* field. Type a **P** in the first position of the field, without any numbers, to print whatever judge is associated with the next action or next date.
Non-Public	C2R, PR	Enter an **X** to the right of Non-Public to select only cases that are in Non-Public status.
Offense Date	C1R, PL	Date of offense, i.e. **042204**. You can enter one specific date or a date range. *Keep in mind that the **offense** date is not always the same as the **filing** date, **issue** date or **entry** date.*
Offense Time	C1R	Time of the offense, i.e. **0800A**. You can enter a specific time or a time range. You must include **A** for am or **P** for pm.
Officer #1	C1L	Name of Officer #1.
Officer #2	C1R	Name of Officer #2.
Optional Jail Term	C2R, PR	Number of **days** of optional jail time. A range of days may be specified.
Original Att/Cons/Sol	C1L	You can choose one of the following for the original charge: **A** - Attempt **C** - Conspire **S** - Solicit
Original Charge	C1L	Original charge code entered for the case. You can use a wildcard in this field, e.g. **257*** would give you all cases where the original charge code begins with 257.
Original SOS	C1L	Original 4-digit SOS code associated with the charge. You can request up to four codes. Not all charges have an SOS code associated with them. You can use wildcard **AA** (all alcohol) in the first field to the right of Original SOS to access information on all alcohol related cases.
Paper Plate	C2L	Paper plate information for repeat offender cases. Type an **X** to the right of this field to request all cases that had a paper plate issued.
Phone Number	C1L	Defendant's telephone number.
PIN Number	C1R	Police Identification Number. A wildcard can be used in this field.
*Gen Type: C = Case Selection O = Officer File D = Docket File P = Purge File Location: 1 = 1st screen 2 = 2nd screen L = Left column R = Right column Example: C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column		

Report Generator Field Descriptions (Continued)		
Field Name	**Gen type & location***	**Description/Format**
Plate # State	C1R	Two-letter abbreviation for the state that issued the license plate. A list of state abbreviations can be found in Appendix M.
Plate # /Year	C1R	License plate number and year, e.g. **490LTR 04**.
Plea Code	C2L	Two-digit plea code. You can enter up to four plea codes. A list of plea codes can be found in Appendix F.
Plea Date	C2L	Date or date range that the LAST plea was entered on the system.
PO Judge	C1L	Bar number of the proceeding judge or magistrate.
Prob End Date	C2R	This date is automatically calculated from the date of sentencing plus the probation term. A specific date or date range can be selected.
Probation Officer	C2R	Bar number assigned to a probation officer.
Probation Term	C2R, PR	The number of **months** of the probation term. A range of months can be selected.
Prosecutor	C1L	Five-digit bar number of the prosecutor of record.
Purge Date	PL	Date or range of dates that a case was purged.
Race	C2L	The race of the defendant, if it has been entered on the Case Entry screen (CAS). **W** - White **B** - Black **I** - Indian **A** - Asian/Pacific Islander **U** - Unknown
Recall Date	C2L	Date or date range of a warrant recall.
Rehab	C2R	Up to four of the following codes can be entered: **1** - Alcohol Highway Safety Education Program **2** - Outpatient Treatment Program **3** - Residential Treatment Program **4** - Inpatient Treatment Program **5** - Mental Health Program
Restitution	C2R	The amount of restitution that the defendant was sentenced to pay. An amount range can be selected.
Restriction Days	C2L	The number of **days** of a restricted license. This is valid for “X” and “W” type suspension. A range of days can be specified.
Sentence Date	C2R	Date or date range that sentencing occurred and/or fine, costs, jail, probation or community service was assessed. The case must be disposed to have a sentencing date.
Service in Lieu	C2L	Number of **days** of community service in lieu of jail that a defendant was sentenced to complete. A range of days can be specified.
Sex	C2L	**M** - Male **F** - Female
SID	C2R	State Identification Number. A wildcard can be used in this field.
*Gen Type: C = Case Selection O = Officer File D = Docket File P = Purge File Location: 1 = 1st screen 2 = 2nd screen L = Left column R = Right column Example: C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column		

Report Generator Field Descriptions (Continued)		
Field Name	**Gen type & location***	**Description/Format**
Status	C1L	You can select up to four statuses: **O** = Pending **D** = Disposed **C** = Closed **P** = Probation **W** = Warranted
Suspension	C2L	Valid options for suspension information are: **Y** - Revoke license/CCW Permit indefinitely **S** - Suspend license/CCW Permit **R** - Revoke CCW Permit **W**- Suspend license with **concurrent** restrictions **X** - Suspend license **followed by** restrictions
Suspension Days	C2L	Number of days associated with the suspension field. A range of days can be selected.
Time	D	Time or range of times that an event appears on the calendar (docket).
Total F & C	C1L	This amount is taken from the statute file for a payable offense or from the amount ordered by the judge at sentencing for mandatory appearance offenses. The amount is entered as whole dollars, e.g., type **200** for $200.00. This is the total of all fine, costs and assessments. An amount range can be specified.
Total Fine	PL	Total amount or range of fine and costs assessed.
Veh Forfeit	C2R	Vehicle forfeiture. Type an **X** to the right of this field to request cases that have had vehicle forfeitures.
Veh Year	C2R	Vehicle model year if entered on the Case Entry screen (CAS).
Vehicle Make	C2R	Vehicle make if entered on the Case Entry screen (CAS).
Vehicle Type	C1R	Up to four, two-character codes for vehicle type. A listing of all valid vehicle types can be found in Appendix K of this User Guide. You can use wildcard **TR** for all truck types.
Venue	C1L	Venue number from the Case Entry screen (CAS).
Victim/Desc	C1R	Name of the victim or the description or location of the offense, if it was added on the Case Entry screen (CAS). This field will use two columns to print.
VIN	C2L	Vehicle identification number. A wildcard can be used in this field. This field will use two columns to print.
Warrant Code	C2L	Enter up to four, two-digit warrant codes. You can enter a **+** in the first field to the right of the *Warrant Code* field to select all open warrants; a **-** in the first field to select all closed warrants. Open warrant codes: 01, 02, 07, 08, 09, 10, 18, 19, 20, 21, 30 Closed warrant codes: 16, 17, 22, 23, 31
Warrant Date	C2L	The date or date range of the warrant action.
Xreference	C2L,PR	The cross-reference number that was entered on the Case Entry screen (CAS). You can use a wildcard in this field, i.e. **04-1***.
Zip Code	C1L	Defendant's zip code. You can use a wildcard in this field, i.e. **48***.
*Gen Type: C = Case Selection O = Officer File D = Docket File P = Purge File Location: 1 = 1st screen 2 = 2nd screen L = Left column R = Right column Example: C1R = Case Selection, 1st screen, Right column; PL = Purge File, Left column		

Report Generator Selection Options	
Option	**Function**
Sort	**Sort** the data. This function does not change the order the columns will print, but does affect how the data is sorted. **Examples** All reports: A **1** in front of the *Name* field will sort the data in alphabetical order by last name; **1** in front of *Case Type* field will sort the data by case type. Case Selection: A **1** in front of *Offense Date* field and a **2** in front of *Name* field will produce a report that is sorted alphabetically within each separate offense date. You may use options **1**-**9** to sort. Officer File: A **1** in front of *Department Number* and a **2** in front of *Name* will sort the report in alphabetic order within each department number. You may use options **1**-**3** to sort. Docket File: A **1** in front of *Docket Date* and a **2** in front of *Name* will sort the report in alphabetic order for each date (earliest through latest). You may use options **1**-**7** to sort. Purge File: A **1** in front of *Purge Date* field and a **2** in front of *Name* field will produce a report that is sorted alphabetically within each separate purge date. You may use options **1**-**9** to sort.
P	**Print** and **Select** a given field.
S	**Select** a field but do not print a column for that information. **Example:** An **S** in front of the *Status* field and a **W** after the *Status* field, will produce a report that includes all cases in warrant status, but there would not be a column printed with the word "Warrant" for each case.
X	Include cases on the report that have that data item. **Example:** An **X** in front of *CTN* field will produce a report only listing cases that have a CTN number added on the Case Entry screen (CAS).
O	Include cases on the report where the field is blank or zero. **Example:** An **O** in front of the Plea Code field will print cases that do NOT have a plea entered.
A	Include cases with this information **AND** that information. This selection can only be used in the *Event Code* field on the Case Selection Report Generator. **Example:** An **A** in front of the *Event Code* field, and then list two, three or four codes after the *Event Code* field. A report will be produced listing cases that include **all of the codes** listed.
For information about using the wildcard feature, see page 11-19.	

Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Accident/Injury (C)			Y	Y	Y	Y	Y	
Action (D)			Y	Y	Y			
Address (C)			Y/by City	Y		Y	Y	
Agency (O)			Y	Y	Y			
Agency #1 (C)			Y	Y	Y	Y	Y	
Agency #2 (C)			Y	Y	Y	Y	Y	
Arraignment (C)			Y	Y	Y	Y	Y	
Attorney (C)			Y	Y	Y	Y	Y	
Authorize Date (C)			Y	Y	Y	Y	Y	
Badge Number (O)			Y	Y				
Balance Due (C)			Y	Y	Y	Y	Y	
Birthdate (C, P)			Y	Y	Y	Y	Y	
Case Number (C, D, P)	Y	Y	Y	Y	Y			
Case Type (C, D, P)			Y	Y	Y			
CCW# (C)	Y	Y	Y	Y	Y	Y	Y	
Charge (P)			Y	Y				
Civ/Misd/Fel (C, P)			Y	Y	Y			
Close Date (C)			Y	Y	Y	Y	Y	
Community Service			Y	Y	Y	Y	Y	
CTN/TCN (C)	Y	Y	Y	Y	Y	Y	Y	
Current Att/Cons/Sol (C)			Y	Y	Y	Y	Y	
Current Charge (C)	Y	Y	Y	Y	Y			
Current SOS (C)	Y/AA	Y/AA	Y	Y	Y	Y	Y	
Deferred (C)			Y	Y	Y	Y	Y	

For descriptions of selection options and examples, see page 11-14.
For information about using the wildcard feature, see page 11-19.

Traffic/Criminal Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Disposed Code (C)			Y	Y	Y	Y	Y	
Disposed Date (C)			Y	Y	Y	Y	Y	
Disposition (C)			Y	Y	Y	Y	Y	
Disposition Code (P)			Y	Y	Y			
Disposition Date (P)			Y	Y	Y			
DLN State (C, P)			Y	Y	Y	Y	Y	
Docket Date (D)			Y	Y	Y			
Driver License (C, P)	Y	Y	Y	Y	Y	Y	Y	
Entry Date (C)			Y	Y	Y			
Event Clerk (C)			Y	Y	Y			
Event Code (C)			Y	Y	Y			Y
Event Date (C)			Y	Y	Y			
Event Term (C)			Y	Y	Y	Y	Y	
F&C Suspended (P)			Y	Y	Y	Y	Y	
FAC Date (C)			Y	Y	Y	Y	Y	
Filing Date (C)			Y	Y	Y			
Immob Days (C)			Y	Y	Y	Y	Y	
Immob Start Date (C)			Y	Y	Y	Y	Y	
Issue Date (C)			Y	Y	Y			
Jail Location (C)			Y	Y	Y	Y	Y	
Jail Suspended (P)			Y	Y	Y	Y	Y	
Jail Term (C, P)			Y	Y	Y	Y	Y	
Judge (D)			Y	Y	Y			
Judge of Record (C)			Y	Y	Y	Y	Y	
Name (C, D, P, O)			Y	Y				
For descriptions of selection options and examples, see page 11-14. For information about using the wildcard feature, see page 11-19.								

Traffic/Criminal Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Next Action (C)			Y	Y	Y	Y	Y	
Next Date (C)			Y	Y	Y	Y	Y	
Next Judge (C)			Y	Y	Y	Y	Y	
Non-Public (C, P)			Y	Y	Y	Y	Y	
Offense Date (C, P)			Y	Y	Y			
Offense Time (C)			Y	Y	Y	Y	Y	
Officer #1 (C)			Y	Y	Y	Y	Y	
Officer #2 (C)			Y	Y	Y	Y	Y	
Optional Jail Term (C, P)			Y	Y	Y	Y	Y	
Original Att/Cons/Sol (C)			Y	Y	Y	Y	Y	
Original Charge (C)	Y	Y	Y	Y	Y			
Original SOS (C)	Y/AA	Y/AA	Y	Y	Y	Y	Y	
Paper Plate (C)			Y	Y	Y	Y	Y	
Phone Number (C)			Y	Y	Y	Y	Y	
PIN Number (C)	Y	Y	Y	Y	Y	Y	Y	
Plate # State (C)			Y	Y	Y	Y	Y	
Plate # /Year (C)			Y	Y	Y	Y	Y	
Plea Code (C)			Y	Y	Y	Y	Y	
Plea Date (C)			Y	Y	Y	Y	Y	
PO Judge (C)			Y	Y	Y	Y	Y	
Prob End Date (C)			Y	Y	Y	Y	Y	
Probation Officer (C)			Y	Y	Y	Y	Y	
Probation Term (C, P)			Y	Y	Y	Y	Y	
Prosecutor (C)			Y	Y	Y	Y	Y	
Purge Date (P)			Y	Y	Y			
For descriptions of selection options and examples, see page 11-14. For information about using the wildcard feature, see page 11-19.								

Traffic/Criminal Report Generator Selection Options (Continued)								
Field Name & Generator Type: C - Case, O - Officer, D - Docket, P - Purge	Print/ Wild	Select/ Wild	Sort C - 1-9, O - 1-3, D - 1-7, P - 1-9	P	S	X	O	A
Race (C)			Y	Y	Y	Y	Y	
Recall Date (C)			Y	Y	Y	Y	Y	
Rehab (C)			Y	Y	Y	Y	Y	
Restitution (C)			Y	Y	Y	Y	Y	
Restriction Days (C)			Y	Y	Y	Y	Y	
Sentence Date (C)			Y	Y	Y	Y	Y	
Service in Lieu (C)			Y	Y	Y	Y	Y	
Sex (C)			Y	Y	Y	Y	Y	
SID (C)	Y	Y	Y	Y	Y	Y	Y	
Status (C)			Y	Y	Y			
Suspension (C)			Y	Y	Y	Y	Y	
Suspension Days (C)			Y	Y	Y	Y	Y	
Time (C)			Y	Y	Y			
Total F & C (C)			Y	Y	Y	Y	Y	
Total Fine (P)			Y	Y	Y	Y	Y	
Veh Forfeit (C)			Y	Y	Y	Y	Y	
Veh Year (C)			Y	Y	Y	Y	Y	
Vehicle Make (C)			Y	Y	Y	Y	Y	
Vehicle Type (C)	Y/TR	Y/TR	Y	Y	Y	Y	Y	
Venue (C)			Y	Y	Y	Y	Y	
Victim/Desc (C)			Y	Y		Y	Y	
VIN (C)	Y	Y	Y	Y	Y	Y	Y	
Warrant Code (C)	Y/±	Y/±	Y	Y	Y	Y	Y	
Warrant Date (C)			Y	Y	Y	Y	Y	
Xreference (C, P)	Y	Y	Y	Y	Y	Y	Y	
Zip Code (C)	Y	Y	Y	Y	Y	Y	Y	

For descriptions of selection options and examples, see page 11-14.
For information about using the wildcard feature, see page 11-19.

Using a Wildcard

The purpose of using a wildcard is to narrow down the selection of data for a report. For example, you could use the wildcard **04-*** in the *Case Number* field, your report would be limited to cases numbers that begin with 04-.

To use the wildcard feature, type an asterisk (*) at the point on a field where information would be different. There are also different wildcard options available in the *Current SOS*, *Original SOS*, *Vehicle Type* and *Warrant Code* fields. See chart below for more information.

Field Name	Wildcard	Example/Result
Case Number	*	04*
CCW#	*	3394*
CTN/TCN	*	3300*
Current Charge	*	750*
Current SOS	AA	All alcohol offenses
Driver License	*	D400*
Original Charge	*	257*
Original SOS	AA	All alcohol offenses
PIN	*	04-* or MSP*
SID	*	184*
Vehicle Type	TR	All truck type vehicles
VIN	*	8493GE*
Warrant Code	+ or -	+ all open warrant codes (01, 02, 07, 08, 09, 10, 18, 19, 20, 21, 30) - all closed warrant codes (16, 17, 22, 23, 31)
Xreference	*	04-* or MSP*
Zip Code	*	488*

Saving and Generating a Report

After completing the Case, Officer, Docket or Purge screen, press **ENTER**. The following screen will be displayed.

```
JIS                                                    5/11/04  15:22:43

                    Traffic/Criminal Report Generator

          _   Save Report ?   Enter Report Name     ____________________

                          _   Number of Spaces ?

                          _   8 x 11 Paper ?

                          _   Summary Only ?

  F24 Previous Menu                                              Help
```

Report Generator Save/Print screen

Save/Print Screen Options	
Field Name	**Description**
Save Report ?	Type an **X** if you want to save this report for future use. If you do not want to use this report again, leave the field blank.
Enter Report Name	Type the name of the report if you are saving the report. This will be the name stored on the Report Generator Saved Reports screen. It is usually abbreviated from the title given on the title line of the report.
Number of Spaces ?	Type the number of blank spaces you want between the cases. **1**-**9** are valid options.
8 x 11 paper ?	Type an **X** if you want the report to be formatted for 8x11 paper. If left blank, it will format for standard 14x11 paper (STD).
Summary Only ?	Leave this field blank if you want the report to print the detail you specified. If you only want to know how many cases meet the criteria you specified, type an **X** in this field for just the count of cases, not the detail. For example, a report that contains only the number of domestic abuse cases filed during a specific time period.

After completing this screen, press **ENTER** to submit the report.

Batch Show Cause Processing

12

Batch Show Cause Processing allows you to generate multiple Orders to Show Cause based on criteria you select.

To access the Batch Show Cause Processing screen, select option **8** from the Traffic/Criminal Subsystem Menu.

```
JIS                    State Court Administrative Office

                       Traffic/Criminal Subsystem

      Select one of the following:

                         1. Traffic/Criminal Online
                         2. Reports
                         3. Code Files Update
                         4. Code Files Print
                         5. Calendar
                         6. Abstract & FAC/FCJ/FCPV Menu
                         7. Report Generator
                         8. Batch Show Cause Processing

      Option: 8

F24-Previous Menu
```

To work with Batch Show Causes, type an 8 in the Option field and press ENTER.

Traffic/Criminal Subsystem Menu

```
 Select                    Show Cause Notice Screen
(X)
 _    Number of Cases Meeting Criteria (Count Only)
 _    Pre-list of Cases
 _    Labels (for customized notices)
 _    Notice Generation
 _    Clear Show Cause flag

 Selection Criteria   (X=Select; 1 thru 7=Select & Sort by)
(X,1->7)                From:                    Thru:
 _    Case Number       __________          -    __________
 _    Case Type         __ __ __ __ __ __
 _    Last Name Initial _                   -    _
 _    Offense Date      000000              -    000000
 _    Balance Due     $ __________          -  $ __________
 X    Next Action Date  000000              -    000000
 _    Agency            ______
 _    Judge             00000   ALL JUDGES____________________

(X)                     Civil / Criminal Contempt
 _    Civil Infr          X        _
 _    Misdemeanor         _        X
 _    Felony              _        X
F9-Prt                                          F13-OutQ F24-Prev Menu HELP
```

Show Cause Notice Screen

There are three sections to this screen: Select, Selection Criteria, Civil/Criminal Contempt. Each section is described on the following pages.

Tips: You must request at least one option in each of the three sections to generate batch Orders to Show Cause.

Cases that are in Probation status will not be included in Batch Order to Show Cause Processing.

Select Options

```
 Select                    Show Cause Notice Screen
(X)
 _    Number of Cases Meeting Criteria (Count Only)
 _    Pre-list of Cases
 _    Labels (for customized notices)
 _    Notice Generation
 _    Clear Show Cause flag
```

Batch Show Cause Select Options

Batch Show Cause Processing Select Options	
Option	**Description**
Number of Cases Meeting Criteria (Count Only)	This option will give you totals only. It is the summary number of cases meeting the criteria specified on this screen.
Pre-List of Cases	This option will give you a list of cases that would have an Order to Show Cause generated if you selected Notice Generation using the same criteria. In addition to this report, a print screen of the selection screen with your selected criteria will be printed. An example of the Pre-List is shown on page 12-7.
Labels (for customized Notices)	This option will produce labels. The case number, defendant's name and address will appear on the label.
Notice Generation	Use this option to generate the actual Orders to Show Cause. The service page of the Order to Show Cause will not be printed. The charge description and balance due will print on each notice. In addition to these orders, a print screen of the selection screen and Motion & Order to Show Cause screen, each showing the selection criteria requested, will be printed. More information about this option can be found on page 12-8.
Clear Show Cause Flag	If this option is selected, the Show Cause flag on the cases that meet the selected criteria will be cleared. This means that you can request batch Order to Show Cause notices on cases more than once.

Tip: You can only choose one option in the Select section, **except** if you are requesting labels and notices. You can request both Labels and Notice Generation at the same time.

Selection Criteria

```
 Selection Criteria   (X=Select; 1 thru 7=Select & Sort by)
(X,1->7)                From:                      Thru:
 _    Case Number       __________          -     __________
 _    Case Type         __ __ __ __ __ __
 _    Last Name Initial _                   -     _
 _    Offense Date      000000              -     000000
 _    Balance Due     $ _________           -   $ _________
 X    Next Action Date  010103              -     060104
 _    Agency            _______
 _    Judge             00000   ALL JUDGES
```

Batch Show Cause Selection Criteria

You may type either an **X** or **1**-**7** in front of an field. **X** will select the criteria, **1**-**7** will select and sort. Using **1**-**7** will determine the order the cases appear on a list, or the order the notices are printed.

Batch Show Cause Processing Selection Criteria	
Option	**Description/Format**
Case Number	You can use this option to select a range of case numbers. You must have a begin and end number. You may use the wildcard feature in this field, similar to the wildcard function available in Report Generator. For example, to run all cases that begin with 03, type **03*** - **04***.
Case Type	You can select between one and six case types. If no case types are selected, all case types will be included.
Last Name Initial	You can select a range of last name initials. For example, **A**-**D**.
Offense Date	You can use this option to select a specific date of offense, or a date range. To select a specific date, type the same date in both fields following *Offense Date*.
Balance Due	Use this field to select a balance due, or range of balances due.
Next Action Date	**This is a mandatory field. You must specify a date or date range for this field.** For a specific date, type the same date in both fields following *Next Action Date*.
Agency	Use this field if you want to select a specific police agency. Type the agency number in the field following *Agency*.
Judge	Use this option to select a specific judge. The program will look at Judge of Record, then Judge. To select a specific judge, type an **X** in front of the *Judge* field and the judge's bar number in the first field following *Judge*.

Civil/Criminal Contempt

```
(X)                        Civil / Criminal Contempt
 _    Civil Infr            X         _
 _    Misdemeanor           _         X
 _    Felony                _         X
```

Civil/Criminal Contempt Options

You must select what type of cases you want included in the Batch Order to Show Cause process. You can select Civil Infraction, Misdemeanor or Felony. You can select one, two or all three types of cases.

The fields which are marked for Civil/Criminal Contempt correspond to the fields that will be marked on the Order to Show Cause form. The options displayed can be changed if necessary.

Printing Summary, List, Labels, Notices

After making selections in each of the three sections, press **F9-Prt** to generate the Summary (Number of cases meeting criteria), Pre-List, Labels, Notices.

Number of Cases Meeting Criteria (Count Only)

This report is listed in the output queue as **TCRSCSUM**.

RUN DATE: 05/27/04 16TH JUDICIAL DISTRICT PAGE 1
27777 FRANKLIN ROAD-SUITE 1300
SOUTHFIELD-CURRENT MI 48034

TOTAL NUMBER OF SHOW CAUSE NOTICES MEETING SELECTION CRITERIA

JUDGE: NO SPECIFIC JUDGE			
TOTAL NUMBER OF CASES FOR JUDGE:	27	AMOUNT DUE:	$5,853.60
JUDGE: GEORGE W. CROCKETT III			
TOTAL NUMBER OF CASES FOR JUDGE:	12	AMOUNT DUE:	$2,597.00
JUDGE: STEVEN R. SERVAAS			
TOTAL NUMBER OF CASES FOR JUDGE:	1	AMOUNT DUE:	$1,002.00
JUDGE: ANDERS B. TINGSTAD JR.			
TOTAL NUMBER OF CASES FOR JUDGE:	1	AMOUNT DUE:	$54.00
TOTAL NUMBER OF CASES:	41	TOTAL AMOUNT DUE:	$9,506.60

Number of Cases Meeting Selection Criteria Report

Pre-List of Cases

This report is listed in the output queue as **TCRSCLST**.

RUN DATE: 05/27/04

16TH JUDICIAL DISTRICT
27777 FRANKLIN ROAD-SUITE 1300
SOUTHFIELD-CURRENT MI 48034

PAGE 1

JUDGE: NO SPECIFIC JUDGE

SHOW CAUSE NOTICES PRE-LIST

CASE NO.	TYPE	NAME	DEPT	OFFENSE DATE	CHARGE	FINE & COSTS	BALANCE DUE	NEXT ACTION DATE	NEXT ACTION	DISPO	DISPO DATE
00CT7518	OK	LAUNIERE/JAMES/		1/01/01	UN STP/SD/PK	71.00	36.00	06/30/03	HEARING	DEFAULT JGMT	4/19/01
03-0401A	OI	ANDERSON/LOUIS/STE		4/01/03	CARELESS DRV	12572.00	267.00	04/30/03	SCHED TO P	JDGMNT RNDRD	4/22/03
03-0403A	OI	BEDWALD/JANICE/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0403B	OI	BEDWALD/JANICE/B		4/01/03	CARELESS DRV	240.00	165.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0405A	OI	HATCHER/DELPHENE/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0406A	OI	SWIDER/ANNETTE/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0417A	OI	SETAR/BEVERLY/A		4/01/03	CARELESS DRV	273.00	273.00	06/30/03	FORMAL HRG	DEFAULT JGMT	9/04/03
03-0422A	OI	MILLAR/PATRICIA/A		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0430A	OI	WILLIAMS/HENRY/SCO		4/01/03	CARELESS DRV	273.00	273.00	04/22/03	DUE DATE	DEFAULT JGMT	9/04/03
03-0911A	OI	FARNUM/BRADLEY/ERI		9/10/03	S2000	138.00	138.00	10/01/03	DUE DATE	DEFAULT JGMT	10/29/03
03-0916A	OI	JONES/HAROLD/MARK		9/15/03	SPEED-CONSTR	139.20	139.20	10/06/03	DUE DATE	FOUND RESP.	9/16/03
03-0916B	ST	FARMER/MARY/LOU		6/10/03	DRAG RACING	294.00	294.00	07/01/03	DUE DATE	DSP GLTY PL	9/16/03

JUDGE: NO SPECIFIC JUDGE
TOTAL NUMBER OF CASES FOR JUDGE: 27 AMOUNT DUE: $5,853.60

+ INDICATES A REDUCED CHARGE

Pre-list of Cases

In addition to the Pre-List, a print screen of the selection screen with the criteria you selected will print. An example is shown below.

SELECTIONS ENTERED ON FIRST SCREEN:

Show Cause Notice Screen

```
Select
(X)
      Number of Cases Meeting Criteria (Count Only)
 X    Pre-list of Cases
      Labels (for customized notices)
      Notice Generation
      Clear Show Cause flags

 Selection Criteria    (X=Select; 1 thru 7=Select & Sort by)
(X,1->7)                 From:                    Thru:
      Case Number                          -
      Case Type
      Last Name Initial                    -
      Offense Date       000000            -    000000
 X    Balance Due      $ 000000100         -  $ 000200000
 X    Next Action Date   010103            -    043004
      Agency
      Judge              00000   ALL JUDGES

(X)                      Civil / Criminal Contempt
 X    Civil Infr           X
 X    Misdemeanor                   X
 X    Felony                        X
```

Example of Print screen of Selection Criteria

Tip: Each charge that meets the selected criteria will be listed separately on the report.

Notice Generation

If you have selected Notice Generation and you press **F9-Prt**, the following screen will appear.

```
JIS                    MOTION & ORDER TO SHOW CAUSE                MC230

Date signed  000000   Bar No.: 00000
Update show cause flag  X
Appearance Date:  000000    Time:  0000 _
AT:  _ the court address above      _ courtroom numbe
     _ other _____________________________________
I am interested in this matter as  ____________

     _ full amount of recognizance     _ failure to file disclosure
Order to show cause why:
     _ you should not be held in contempt of court
     _ a judgment should not be entered against you
     _ your case should not be dismissed
     _ other _____________________________________________________
For the following reasons:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Served: _ Personally   _ By Mail      ___ days before hearing

F1-Clear Screen  F7-Print only  F9-Print/Update  F13-OutQ  F24-Previous Menu
```

If you remove the X from the *Update show cause flag* field, you will be able to generate subsequent batch Orders to Show Cause forms for these cases. Leave the X here if you don't want subsequent Orders to generate.

Typing an *Appearance Date* and *Time* on this form will not add the case to the calendar.

Motion & Order to Show Cause screen

Tips: Notices will be generated by Judge of Record or Judge, regardless of what is entered in the *Bar No.* field on this screen. If no Judge of Record or Judge has been entered on the case, whatever bar number is entered on this screen will print on the notices.

An Order to Show Cause is generated for each count on a case which meets the selected criteria.

Print Options	
F7 - Print	Print form. Appearance Date and Time, and Reasons will not appear on ROA.
F9 - Print/ Update	Print form. Appearance Date and Time, and Reasons will appear on ROA.
Notes: With each print option, it will be noted on the ROA that the form was generated. *When the notices are produced, you will also receive print screens of the criteria you selected on the two Batch Show Cause screens for your reference.*	

Clear Show Cause Flag

This report will be produced when you select the *Clear Show Cause flag* option.

This report is listed in the output queue as **TCRSCCLR**.

```
RUN DATE: 06/04/04                    16TH JUDICIAL DISTRICT                                PAGE    1
                                      27777 FRANKLIN ROAD-SUITE 1300
                                      SOUTHFIELD-CURRENT   MI  48034

                        TOTAL NUMBER OF CASES WITH SHOW CAUSE FLAGS CLEARED

 JUDGE: NO SPECIFIC JUDGE
 TOTAL NUMBER OF CASES FOR JUDGE:    24          AMOUNT DUE:    $4,200.80

 JUDGE: C. CHARLES BOKOS
 TOTAL NUMBER OF CASES FOR JUDGE:     1          AMOUNT DUE:       $48.00

 JUDGE: GEORGE W. CROCKETT III
 TOTAL NUMBER OF CASES FOR JUDGE:    16          AMOUNT DUE:    $6,180.86

 JUDGE: BENJAMIN J. FRIEDMAN
 TOTAL NUMBER OF CASES FOR JUDGE:     1          AMOUNT DUE:       $50.00

 TOTAL NUMBER OF CASES:              42     TOTAL AMOUNT DUE:  $10,479.66
```

Clear Show Cause Flag Report

This space has been reserved for your notes.

Printing

13

In this chapter you learn how to work with the IBM AS/400 Output Queue, printing options, submitted jobs, and printer messages.

Accessing Print Options

There are three ways to access printing options:

- From the **District Selection and Operator Menu** (below)
- Using the Attention/Esc key on your keyboard
- Pressing **F13-Outq** from any form screen (*Option* **9** not included)

```
SUNNY SPRINGS        District Selection and Operator Menu          2003/2 DCS

        1. District Selection Menu

        Printer Writer/Output Queue: PRT14

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue

        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives

        __  Enter Option

F24-Sign Off System
```

Your default printer name is displayed here. You may redirect your output to any printer by typing over the default printer name and pressing ENTER.

Printing options 3-9 are discussed in this chapter.

District Selection & Operator Menu Options		
Option #	**Option Name**	**Description**
1	**District Selection Menu**	Use this option to proceed to the District Court System software menu.
2	**Printer Writer/Output Queue**	This field displays the user's default printer name. It may be changed to direct the output to any printer.
3	**Start Printer Writer**	Use this option when your printer has been turned off or there has been a power loss. After typing **3** and pressing **ENTER**, the 3 will disappear and the printer should be restarted.
4	**Work with Printer Writer**	If *Option* **3** does not restart the printer, use this option to retrieve a hidden printer message.
5	**Work with Output Queue**	Use this option to work with your print jobs, e.g. print, hold, delete or display a file.
6	**Display Messages**	Use this option to display your terminal and/or user messages on a daily basis. A message indicator will appear at the bottom of your screen if your terminal has a message.
7	**Work with Submitted Jobs**	Use to check on the status of a batch report requested from your terminal.
8	**Work with all Spooled Files**	Use to check on the status of other batch reports you requested.
9	**Report Archives**	Retrieve batch reports or notices that have been deleted. Reports remain in Archives until the next time that specific report/notice is produced in a batch report cycle.

As a user you can release print files to the printer, answer printer messages, display files before or instead of printing, put files on hold, send files to a different printer, and specify which pages of a file to print.

To work with print files, type a **5** in the *Enter Option* field and press **ENTER**.

Working with the Output Queue

Displayed below is an example of the Work with Output Queue screen.

```
                              Work with Output Queue

Queue:    PRT14          Library:    QUSRSYS        Status:    RLS/WTR

Type options, press Enter.
  1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
  8=Attributes         9=Work with printing status

Opt  File        User        User Data   Sts   Pages   Copies  Form Type   Pty
 _   CIVLABELS   KAREN       CIVLABELS   MSGW     10       1    LABELS       5
 _   CIVATYIDX   KAREN       CIVPDX      HLD       1       1    *STD         5
 _   DISPOSED    KAREN       D3001C      HLD       2       1    *STD         5
 _   M0060696    KAREN       CIVNTA      HLD       1       1    8X11         5
 _   M2190903    KAREN       TCRJGS      HLD       1       1    *STD         5
 _   SOSERR      BRENDA      ABSPRT      SAV       1       1    *STD         5



                                                                        Bottom
Parameters for options 1, 2, 3 or command
===> ____________________________________________________________________________
F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers
F24=More keys
```

Options Column (Opt*)	
Option #	**Description**
2	Change printers or select specific pages to print.
3	Put a print file on hold.
4	Delete a print file.
5	Display/view the print file on the screen.
6	Release a held print file to the printer.
7	Answer printer messages.

Note: Options 1, 8 and 9 will not be covered in this manual.

```
                              Work with Output Queue

Queue:    PRT14          Library:    QUSRSYS        Status:    RLS/WTR

Type options,
  1=Send    2=C                                     lag    6=Release    7=Messages
  8=Attributes          9=Work with printing status

Opt  File        User        User Data   Sts   Pages   Copies  Form Type   Pty
 _   CIVLABELS   KAREN       CIVLABELS   MSGW     10       1    LABELS       5
 _   CIVATYIDX   KAREN       CIVPDX      HLD       1       1    *STD         5
 _   DISPOSED    KAREN       D3001C      HLD       2       1    *STD         5
 _   M0060696    KAREN       CIVNTA      HLD       1       1    8X11         5
 _   M2190903    KAREN       TCRJGS      HLD       1       1    *STD         5
 _   SOSERR      BRENDA      ABSPRT      SAV       1       1    *STD         5

                                                                        Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers
F24=More keys
```

File, User, User Data and Form Type columns identify your print job.

The Sts column displays the printing status of the file.

Status Column (Sts)	
Status	**Description**
MSGW	No file will print until the message is answered (7-Messages) or the file is put on hold (3-Hold).
RDY	The file is ready to print after the current file is finished, or once your printer is made operational.
HLD	The file is on hold.
SAV	The file has printed once and is saved. You may delete it or reprint it.
PND	The status is pending while the form image and data are merging. This will only appear on AFP/HPT printers.
WTR	The file is in the process of printing.
***CHG**	The spooled file attributes have changed in some way.
Form Type	
***STD**	Formatted to print on 11 x 14 (green bar) paper or landscaped on a laser printer.
8x11	Formatted to print on 8.5 x 11 paper.
Various	Brief description of the form type, e.g. postcard notices, pre-printed forms, labels, mailers, etc.

You will not be using all of the available function keys listed at the bottom of the screen. The function keys used most often are noted in the chart below.

Function Keys	
F3-Exit	Returns you to a previous screen. Unlike the JIS software screens, in the output queue **F24** does **not** take you to the previous menu.
F5-Refresh	This function key is not displayed at the bottom of the first view of the *Work with Output Queue* screen. **F5** is used to update (refresh) the screen after you have printed, deleted, answered a message, etc. Use it every time you work with print files.
F9-Retrieve	Shows the last command(s) you typed on the command line, along with any parameters you included. By pressing this key once, you will retrieve the last command you entered. By pressing this key twice, you will receive the next to last command that you entered, and so on.
F11-View 2	Switches to a second view of the screen that displays the date and time of the creation of the spooled file.
F12-Cancel	Cancel the request and return to the previous menu or display.
F17-Top	Press this key (or **Shift+F5**) to quickly move to the top of the output queue.
F18-Bottom	Press this key (or **Shift+F6**) to quickly move to the bottom of the output queue.

Loading Paper (Most Dot Matrix Printers)

- Unload paper or form by pressing the **LOAD/UNLOAD** key.
- Remove the paper/form and place new paper/form in printer; press the **START/STOP** (green) button. Both the **Ready** and **Power** lights should be solid green.
- Set the forms thickness lever according to the forms used.

Adjusting Printer Settings (IBM 4226 and 4227 Dot Matrix Printers)

- If the form type is *STD (11x14) and you want to reduce the print to fit on 8x11 paper, press the **FONT** button until the word **DRAFT** with a *lock* symbol appears. All settings are stored first individually without a lock symbol, so continue to press **FONT** until it appears in a lock mode.
- Press the **PITCH** button until **17.1 CPI** with a *lock* symbol appears.
- Once the report is printed, change the FONT and PITCH back to the original settings (Courier 10 CPI with a lock symbol, for example).

Printing from the Output Queue - Laser Printer

1. Exit to the menu entitled "**District Selection and Operator Menu**". Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.

2. Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.

3. If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.

4. Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17** (**Shift+F5**) to get to the top of the list.

5. If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.

6. If the message is **"Load form type..."**, answer the load paper message by typing the letter **i** (ignore) on the Reply line; press **ENTER**.

7. Press **ENTER** or **F3** to return to the output queue.

8. Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.

9. Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

Printing from the Output Queue - Dot Matrix Printer

1. Exit to the menu entitled "**District Selection and Operator Menu**". Verify/change the Writer/Output Queue to the name of the queue containing the forms or reports you wish to print.

2. Type a **5** in the *Enter Option* field to Work with Output Queue; press **ENTER**.

3. If held, type a **6** (release) in front of the report/forms you want to print; press **ENTER**. You may release more than one file at a time.

4. Press **F5** to refresh the screen. This moves the released reports/forms to the top of the list. It may be necessary for you to press **F17** (**Shift+F5**) to get to the top of the list.

5. If **MSGW** appears in the **Sts** column, type a **7** in front of the first report to display the message; press **ENTER**.

6. If the message is **"Load form type..."**, load the correct form and type a **G** (go) and press **ENTER**. Press **ENTER** again to continue.

   There will be another message waiting. Typing a **7** (messages) in front of the report and press **ENTER**.

   If the message is **"Verify alignment..."**, verify that the form is lined up correctly and type an **i** (ignore) to continue printing; press **ENTER**. Press **ENTER** again to continue.

7. Press **F5** to refresh the screen. Go back to #3 above to print the remaining reports.

8. Once a report is printed it will be in a **SAV** (saved) status. You should then delete it from the output queue. To delete a report, type a **4** in front of the report(s) you want to delete; press **ENTER**. Press **ENTER** again to confirm the delete or **F12** to cancel the request.

Printing Specified Pages of a Report

1. Determine what pages you need to print. See Working with 5-Display on page 13-10.
2. Type a **2** (change) in front of the report you wish to print; press **ENTER**.
3. Press **F10** (additional parameters).
4. **Page Down** (or Shift/Roll). At the top of the screen you should see the following:

```
                    Change Spooled File Attributes (CHGSPLFA)

Type choices, press Enter.

Page range to print:
  Starting page  . . . . . . . .   1          Number, *SAME, *ENDPAGE
  Ending page  . . . . . . . . .   *END        Number, *SAME, *END
```

Change the starting and/or ending page number; press **ENTER**.

```
Page range to print:
  Starting page  . . . . . . . .   15
  Ending page  . . . . . . . . .   23
```

5. Release to the printer by typing a **6** in front of the report; press **ENTER**.
6. Press **F5** (refresh). Answer messages by typing a **7** (messages) in front of the file; press **ENTER**.

   Reply to messages: Use **G** if message is “Load form type...” and paper/form is loaded; use **i** if message is “Verify alignment...” and form is lined up correctly; press **ENTER**.

Moving Files from One Printer to Another

1. Type a **2** (change) in the *Opt* field in front of the file(s) you want to move.

2. On a command line type: **outq(prtxx)** substituting **prtxx** with your target printer name. In the example below, it is being changed to prt04.

```
                                Work with Output Queue

     Queue:    PRT14          Library:    QUSRSYS        Status:    RLS

     Type options, press Enter.
       1=Send    2=Change    3=Hold    4=Delete    5=Display    6=Release    7=Messages
       8=Attributes         9=Work with printing status

     Opt  File        User        User Data   Sts   Pages   Copies  Form Type   Pty
      _   CIVLABELS   KAREN       CIVLABELS   RDY      10       1    LABELS       5
      _   CIVATYIDX   KAREN       CIVPDX      HLD       1       1    *STD         5
      _   DISPOSED    KAREN       D3001C      HLD       2       1    *STD         5
      _   M0060696    KAREN       CIVNTA      HLD       1       1    8X11         5
      2   M2190903    KAREN       TCRJGS      HLD       1       1    *STD         5
      _   SOSERR      BRENDA      ABSPRT      SAV       1       1    *STD         5

                                                                            Bottom
     Parameters for options 1, 2, 3 or command
     ===> outq(prt04)
     F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers
     F24=More keys
```

3. Press **ENTER**.

```
 _   CIVATYIDX   KAREN       CIVPDX      HLD       1       1    *STD         5
 _   DISPOSED    KAREN       D3001C      HLD       2       1    *STD         5
 _   M0060696    KAREN       CIVNTA      HLD       1       1    8X11         5
 _   M2190903    KAREN       TCRJGS      *CHG      1       1    *STD         5
 _   SOSERR      BRENDA      ABSPRT      SAV       1       1    *STD         5

                                                                      Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit   F11=View 2   F12=Cancel   F20=Writers   F22=Printers
F24=More keys
```

The status changes from HLD to *CHG.

4. Release the file to the new output queue by typing a **6** (release) in the *Opt* field.

*Note: If you press **F5** (refresh) before entering a **6** to release, the file will be changed to your target printer. To work with the file at that point press **F3-Exit**, change your Printer Writer/Output Queue to your target printer name, press **ENTER**. Then choose Option **5** to Work with Output Queue and release the file from that output queue.*

Working with 5-Display

Use **5-Display** to view a spooled file. Here are a few great timesaving features:

```
                                        Display Spooled File
File  . . . . . :   CIVALPHIDX
Control . . . . .   B
Find  . . . . . .   ______________
*...+....1....+....2....+....3....+                                    ...+...
RUN DATE: 02/18/04
```

Type option in *Control* field and press ENTER.
Common options are:
B - go to the bottom (last page) of the report.
T - go to the top (first page) of the report.
P6 - go to page 6 (or the page you indicate).

```
                PARTY
 CASE NO.  TYPE  NO.          NAME                    OPPOSING PARTY          JUDGE
00-500      GC   D01 AAA OF MICHIGAN//            AGRAWAL/JOSEPH/WILLIAM      CROCKETT,GE
00A40-SC    SC   P01 ABERHAM/MINNIE/              LENAHAN/LINDA/              PROBATION,D
01A40-SC    GC   P01 ABERHAM/MINNIE/              LENAHAN/LINDA/              CROCKETT,GE
03-0007     SC   P01 ABRILE/ROBERT/               OSTERLAND/MAIRE/            CROCKETT,GE
00-1001GC   GC   P01 ACCOUNTANTS UNITED//         SILVERSTONE/JAMES/          CROCKETT,GE
00-1002GC   GC   P01 ACCOUNTANTS UNITED//         DR BRUCE SMOLLER//          SERVAAS,STE
98-1111     GC   D01 ACORN/WILLIAM/CHARLES        SCHMIDT/DANIEL/             CROCKETT,GE
02-1108A    GC   P01 ADAMS/CHRISTOPHER/JOSEPH II  PARKS/LAWRENCE/REGINALD     CROCKETT,GE
02-1108B    GC   P01 ADAMS/CHRISTOPHER/JOSEPH II  OMNI/GEORGE/                CROCKETT,GE
98-8102     GC   D01 ADAMS/HAROLD/JAMES           OSTERLAND/BEVERLY/          CROCKETT,G
```

```
                                        Display Spooled File
File  . . . . . :   CIVALPHIDX
Control . . . . .   _______
Find  . . . . . .   ROCK/ALLEN____________________
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+...
98-08132    GC   P01 ANDERSON/BETHANY/P           SOYA/JEREMY/L               CROCKETT,GE
98-08133    GC   P01 ANDERSON/BETHANY/P           ROCK/ALLEN/P                CROCKETT,GE
98-08134    GC   P01 ANDERSON/BETHANY/P           JAWORSKI/CHRISTINE/         CROCKETT,GE
98-08135    GC   P01 ANDERSON/BETHANY/P           LIEBETREU/JEAN/E            CROCKETT,GE
98-08136                                          USAN/MARIE                  CROCKETT,GE
98-08137                                          D/RONALD/P                  CROCKETT,GE
98-081378                                         ONALD/ALLEN JR              CROCKETT,GE
98-081379                                         BELINDA/                    CROCKETT,GE
98-081380                                         JANINE/                     CROCKETT,GE
98-081381                                         ARD/RICHARD                 CROCKETT,GE
98-081382                                         /BETHANY/                   CROCKETT,GE
98-081383   SC   P01 ANDERSON/BETHANY/P           PRATT/JEROME/               CROCKETT,GE
99-4432     GC   D01 ANDERSON/JAMES/              JONES/BETTY/                CROCKETT,GE
00-0901     GC   P01 ANDERSON/JEFFERSON/          EASTFORDS/MILFORD/          CROCKETT,GE
99-0001     GC   P01 ANDERSON/JEFFERSON/          EASTFORDS/MILFORD/          CROCKETT,GE
03-0912     GC   D02 ANDERSON/JULIA/              JOHNSON/PEARL/              CROCKETT,GE
03-0012B    GC   D01 ANDERSON/LOUISE/             POTTER FLOWERS//            CROCKETT,GE
                                                  99-2 DISTRICT COURT
                                                  27777 FRANKLIN ROAD-SUITE 1300

F3=Exit   F12=Cancel   F19=Left   F20=Right   F24=More keys
String found in position 50.
```

Search within spooled file. Type what you are looking for in the *Find* field and press F16. Press F16 again to find the next occurrence. Upper/lower case? Use the format that is in the report to find an exact match.

If not found, message will be "String not found".

```
Display Spooled File
                                                                    Page/Line   1/45
                                                                    Columns     1 - 130
...5....+....6....+....7....+....8....+....9....+
   SOYA/JEREMY/L                CROCKETT,GEO 08/12
   ROCK/ALLEN/P                 CROCKETT,GEO 08/12
   JAWORSKI/CHRISTINE/          CROCKETT,GEO 08/12
   LIEBETREU/JEAN/E             CROCKETT,GEO 08/12
   BROWN/SUSAN/MARIE            CROCKETT,GEO 08/12
   RICHMOND/RONALD/P            CROCKETT,GEO 08/12/98            11/02/99       TRC
   SMITH/DONALD/ALLEN JR        CROCKETT,GEO 08/12/98            08/12/98       SCF
   WATSON/BELINDA/              CROCKETT,GEO 08/12/98            11/02/99       HRC70
   BEECKE/JANINE/               CROCKETT,GEO 08/12/98            08/12/98       SCF
   ASA/LEONARD/RICHARD          CROCKETT,GEO 08/12/98            08/12/98       SCF
   YOACHUM/BETHANY/             CROCKETT,GEO 08/12/98            08/12/98       ALF
   PRATT/JEROME/                CROCKETT,GEO 08/12/98            08/12/98       ALF
   JONES/BETTY/                 CROCKETT,GEO 07/01/99 09/06/00   09/06/00       DSE20
   EASTFORDS/MILFORD/           CROCKETT,GEO 06/12/00            06/19/00       MOC
   EASTFORDS/MILFORD/           CROCKETT,GEO 01/04/99            12/04/01       ACFZZ
   JOHNSON/PEARL/               CROCKETT,GEO 10/01/03 01/22/04   01/22/04       JGE66
```

Upper right corner of screen indicates which page and line number you are viewing.

Function Keys	
Key	**Description**
F3-Exit	Return to previous screen.
F19-Left	Allows you to see the information to the left of the current display.
F20-Right	Allows you to see the information to the right of the current display.

If Printer Will Not Print!

1. At the **District Selection and Operator Menu** type a **5** to Display Output Queue. Check the *Sts* column to see if there is a message waiting.

2. Verify that the printer is ready (both lights solid green); check for error messages on printer.

3. At the **District Selection and Operator Menu** type a **3** and press **ENTER** to start the writer. Type a **5** to display output queue and try again.

4. Make sure the status in the upper right corner of the screen is not HLD. It should be **RLS/WTR**. If it is HLD, go to the command line at the bottom of the screen and type: **RLSOUTQ PRTxx** (where PRTxx is the name of the Writer/Output Queue); press **ENTER**.

5. If the printer is still not working, contact your **IS Department** or call **JIS Operations Department** at **1-800-572-1116** for additional help.

Working with Submitted Jobs

To check on the status of a batch report, e.g. Date Generated Notices, reports, labels, etc., go to the **District Selection and Operator Menu** of the terminal or PC where the job was requested. Select **7-Work with Submitted Jobs**; press **ENTER**.

```
SUNNY SPRINGS          District Selection and Operator Menu          2003/2 DCS

        1. District Selection Menu

        Printer Writer/Output Queue: PRT00

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue

        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives

        7   Enter Option

 F24-Sign Off System
```

The following screen will be displayed. No data entry is required on this screen.

```
                        Work with Submitted Jobs (WRKSBMJOB)

      Type choices, press Enter.

      Jobs submitted from  . . . . . .   *USER      *USER, *WRKSTN, *JOB
      Output . . . . . . . . . . . . .   *         *, *PRINT

                                                                    Bottom
      F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=How to use this display
      F24=More keys
```

Press **ENTER** to continue to the Work with Submitted Jobs screen.

```
                          Work with Submitted Jobs                    OSMSOUTH
                                                            02/19/04  13:59:40
Submitted from . . . . . . . . :   *USER

Type options, press Enter.
  2=Change   3=Hold   4=End   5=Work with   6=Release   7=Display message
  8=Work with spooled files


Opt  Job         User        Type     -----Status-----  Function
 _   CIVGEN      KAREN       BATCH    OUTQ
 _   CIVAPPEAL   KAREN       BATCH    OUTQ
 _   CIVATYINX   KAREN       BATCH    OUTQ
 _   DISPED      KAREN       BATCH    OUTQ
 _   CIVLBL      KAREN       BATCH    OUTQ
 _   CIVAPHINX   KAREN       BATCH    OUTQ
 _   CIVDGN      KAREN       BATCH    OUTQ
 _   TCRDGN      KAREN       BATCH    ACTIVE            PGM-TCRDGN
                                                                   More...
Parameters or command
===> ____________________________________________________________________
F3=Exit      F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display schedule data
F12=Cancel   F17=Top     F18=Bottom
```

Check the *Status* column to determine the status of the job/report.

Job Status	
Status	**Description**
OUTQ	The job is finished running and is waiting in an outqueue to be printed. You may select **8-Work with Spooled Files**. The file or report can then be released to the printer.
JOBQ	The job has <u>not started</u> running yet. Another job is ahead of this one. Most jobs run in order of request, not simultaneously.
ACTIVE	The report is running <u>now</u> but has not finished. Press **F5** to refresh your screen or wait for the message indicator to tell you that the job has finished.
MSGW	There is a problem with the job. Call your Data Processing Department or JIS for assistance.
EOJ	The job is just finishing.

Using the Attention/Escape Key - Operational Assistant

On a dummy terminal the Setup/Attn key is in the upper left-hand corner of the keyboard. On a PC, the Esc (escape) key is located in the same position and possesses the same functionality.

After pressing the Setup/Attn (Esc) key, the AS/400 Operational Assistant (TM) Menu will appear. This menu simplifies some tasks such as working with printer output, submitted jobs, terminal messages and changing your password. The biggest advantage is that you may press this key wherever you are on the system without backing out to the District Selection and Operator Menu.

Note: These options may not be available if the court is using Office Vision or if it has been intentionally disabled by your systems administrator or court administrator.

```
ASSIST              OS/400 Operational Assistant (TM) Menu
                                                          System:   OSMSOUTH
To select one of the following, type its number below and press Enter:

     1. Work with printer output
     2. Work with jobs
     3. Work with messages
     4. Send messages
     5. Change your password

    10. Manage your system, users, and devices
    11. Customize your system, users, and devices

    75. Information and problem handling

    80. Temporary sign-off



Type a menu option below
     __

F1=Help   F3=Exit   F9=Command line   F12=Cancel
```

Menu option 1 - Work with printer output

Using this print option from the AS/400 Operational Assistant Menu is similar to the Work with Output Queue on the District Selection and Operator Menu. When viewing the output from this screen, the name of the screen is Work with All Spooled Files.

An added benefit to using the Setup/Attn (Esc) key is that there is a column for *Device or Queue* and you can see all of the output queues/printers on one screen. However, you may only view items requested by your user profile.

```
                         Work with All Spooled Files

Type options, press Enter.
  1=Send   2=Change   3=Hold   4=Delete   5=Display   6=Release   7=Messages
  8=Attributes        9=Work with printing status


                              Device or                        Total     Cur
Opt  File        User         Queue       User Data   Sts    Pages    Page  Copy
 _   REOPEN_A    KAREN        PRT00       TCRCLD2     HLD        2              1
 _   DISPO_A     KAREN        PRT00       TCRCLD2     HLD        7              1
 _   CASELOAD    KAREN        PRT00       TCRCLDGRID  HLD        3              1
 _   EXPGAR      KAREN        KAREN       CIVGRT      HLD        1              1
 _   CVAUDIT     KAREN        KAREN       CIVAUD      HLD        1              1



                                                                            Bottom
Parameters for options 1, 2, 3 or command
===> ____________________________________________________________________________
F3=Exit   F10=View 4   F11=View 2   F12=Cancel   F22=Printers   F24=More keys
```

Menu option 1-Work with printer output - gives you the Work with All Spooled Files screen.

Press **F11** to see View 2.

```
                         Work with All Spooled Files

Type options, press Enter.
  1=Send   2=Change   3=Hold   4=Delete   5=Dis                    =Messages
  8=Attributes        9=Work with printing stat


                                            Creation  Creation
Opt  File        User         Form Type   Pty  Date      Time
 _   REOPEN_A    KAREN        8X11         5   02/19/04  14:03:28
 _   DISPO_A     KAREN        8X11         5   02/19/04  14:03:28
 _   CASELOAD    KAREN        8X11         5   02/19/04  14:03:28
 _   EXPGAR      KAREN        8X11         5   02/19/04  14:03:28
 _   CVAUDIT     KAREN        *STD         5   02/19/04  14:03:28



                                                                            Bottom
Parameters for options 1, 2, 3 or command
===> ____________________________________________________________________________
F3=Exit   F10=View 1   F11=View 3   F12=Cancel   F22=Printers   F24=More keys
```

View 2 shows creation date and time

Menu option 2 - Work with jobs

This is similar to the Work with Submitted Jobs on the District Selection and Operator Menu. Selecting this option allows you to check on the status of a batch job or report that was requested by the user signed on to PC or terminal.

Once the job is in **outq** status, type an **8** (Work with spooled files) in the *Opt* field and press **ENTER**. This will take you to the Work with Spooled Files screen where you may release your file to the printer, answer messages, delete files, etc.

```
                              Work with User Jobs                       OSMSOUTH
                                                              02/19/04  14:52:37
Type options, press Enter.
  2=Change   3=Hold   4=End   5=Work with   6=Release   7=Display message
  8=Work with spooled files   13=Disconnect


Opt  Job         User        Type     -----Status-----  Function
__   ACCTACTVTY  KAREN       BATCH    OUTQ
__   CIVAPHINX   KAREN       BATCH    OUTQ
__   CIVAPPEAL   KAREN       BATCH    OUTQ
__   CIVATYINX   KAREN       BATCH    OUTQ
__   CIVDGN      KAREN       BATCH    OUTQ
__   CIVDGN      KAREN       BATCH    OUTQ
__   CIVGEN      KAREN       BATCH    OUTQ
__   CIVGEN      KAREN       BATCH    OUTQ
__   CIVLBL      KAREN       BATCH    OUTQ
__   CSELOD      KAREN       BATCH    OUTQ
                                                                      More...
Parameters or command
===> _____________________________________________________________________
F3=Exit      F4=Prompt   F5=Refresh   F9=Retrieve   F11=Display schedule data
F12=Cancel   F17=Top     F18=Bottom   F21=Select assistance level
```

Work with User Jobs screen

Menu option 3 - Work with messages

Select **3** from the AS/400 Assistant Operational Menu to get the system messages for your terminal. This is the same as **6-Display Messages**, from the District Selection and Operator Menu.

System messages notify the user that a batch job has completed and, occasionally, may require a user response.

A message symbol at the bottom of the screen means a message is waiting. Unless the messages are deleted regularly, they will continue to accumulate and you will not be notified of new messages as they occur.

```
SUNNY SPRINGS          District Selection and Operator Menu          2003/2 DCS

        1. District Selection Menu


        Printer Writer/Output Queue: PRT00      

        3. Start Printer Writer
        4. Work with Printer Writer
        5. Work with Output Queue


        6. Display Messages
        7. Work with Submitted Jobs
        8. Work with All Spooled Files

        9. Reports Archives

        __  Enter Option


 F24-Sign Off System
MA    C                    MW                                          01/021
```

```
                                Display Messages
                                                          System:   OSMSOUTH
Queue . . . . . :   KAREN                   Program . . . . :   *DSPMSG
  Library . . . :     QUSRSYS                 Library . . . :
Severity  . . . :   00                      Delivery  . . . :   *NOTIFY

Type reply (if required), press Enter.
  Job 204456/KAREN/ACCTACTVTY completed normally on 02/19/04 at 14:03:25.
  Job 204458/KAREN/CSELOD completed normally on 02/19/04 at 14:03:28.
  Job 204459/KAREN/CIVDGN completed normally on 02/19/04 at 14:03:30.
```

First, verify that the job(s) completed normally.

Then, press F13 to remove all messages, or F11 to remove one at a time.

```
                                                                        Bottom
F3=Exit                F11=Remove a message                 F12=Cancel
F13=Remove all         F16=Remove all except unanswered     F24=More keys
```

Menu option 4 - Send messages

Select **4** from the AS/400 Operational Menu to send a message to another terminal.

```
                                Send a Message

 Type information below, then press F10 to send.

   Message needs reply  . . . . . .   Y            Y=Yes, N=No

   Interrupt user . . . . . . . . .   Y            Y=Yes, N=No

   Message text . . . . . . . . . .   Judge Smith needs the John Wilson file. Do
you have it on your desk?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________

   Send to  . . . . . . . . . . . .  D9992KJS   Name, F4 for list
                                     __________
                                     __________
                                     __________
                                     __________
                                                                        More...
 F1=Help   F3=Exit   F10=Send   F12=Cancel
```

Field Descriptions	
Message needs reply . . .	Defaults to **N**-No. If you change it to **Y**-Yes, the message will include a reply line.
Interrupt user . . .	Defaults to **N**-No. If you change it to **Y**-Yes, the message you send will appear on their screen (not just the message waiting symbol at the bottom of the screen!)
Message text . . .	Type your message here.
Send to . . .	Type the user profile(s) here. If you do not know the user's i.d., press **F4** for a list.

Press **F10** to send the message.

On the next page is an example of a message that requires a reply.

```
                              Display Messages
                                                        System:   OSMSOUTH
Queue . . . . . :   KARENLC                  Program . . . . :   *DSPMSG
  Library . . . :     QSYS                     Library . . . :
Severity  . . . :   00                       Delivery  . . . :   *NOTIFY

Type reply (if required), press Enter.
  From  . . . :   LINDA          02/19/04   15:31:48
  ===> KAREN: Judge Smith needs the John Wilson file. Do you have it on your
    desk?
    Reply . . .  ____________________________________________________________
```

Type your reply here and press ENTER.

```
                                                                      Bottom
F3=Exit              F11=Remove a message                 F12=Cancel
F13=Remove all       F16=Remove all except unanswered     F24=More keys
```

Type your reply and press **ENTER**. Press **F3** to exit this screen. If you do not need to respond to the message, press **F3** to return to the screen you were on when you were interrupted.

Menu option 5 - Change your password

Select **5** from the AS/400 Operational Assistant Menu to change your password.

```
                                Change Password

        Password last changed . . . . . . . . . . :  01/28/04

        Type choices, press Enter.

          Current password  . . . . . . . . . . . . .  [redacted]

          New password  . . . . . . . . . . . . . . .

          New password (to verify)  . . . . . . . .
```

Type in your current password. Then type your new password (twice, to verify); press ENTER.

The password fields will not be visibly displayed on the screen for security reasons.

```
        F3=Exit          F12=Cancel
```

The message: *Password Changed Successfully* should appear at the bottom of the screen if the password change was accepted. The new password will be valid the next time you sign on to the system.

Other IBM AS/400 functions exist that are designed for the system administrator and will not be covered in this manual. Your AS/400 Operational Assistant Menu may differ from the one shown earlier in this chapter. There are two more functions that may be helpful.

Menu option 75 - Information and problem handling

You may be asked to provide your work station display name on a troubleshooting call. You can use option **75** from the AS/400 Operational Assistant Menu, then select option **3-Display work station user**.

```
USERHELP              Information and Problem Handling
                                                          System:   OSMSOUTH
To select one of the following, type its number below and press Enter:

     1. How to use help
     2. Information Assistant options
     3. Display work station user

    10. Save information to help resolve a problem
    11. Technical support tasks

    80. Temporary sign-off





Type a menu option below
     __

F1=Help   F3=Exit   F9=Command line   F12=Cancel
```

```
                         Display Work Station User                    OSMSOUTH
                                                          /20/04  11:39:02
User . . . . . . . . . . . . . . . . .
  Text . . . . . . . . . . . . . . . .

Work station . . . . . . . . . . . . . . . . :   KARENLC
  Text . . . . . . . . . . . . . . . . . . . :     Device created for OSMSOUTH.


Number of interactive jobs in session  . . :   1
Interactive job currently active . . . . . :   A
  Interactive job A  . . . . . . . . . . . :     208916/KAREN/KARENLC
    Current group job  . . . . . . . . . . :       QEZGRP2
    Previous group job . . . . . . . . . . :       QEZGRP1
    Number of jobs in group  . . . . . . . :       2
  Interactive job B  . . . . . . . . . . . :     *NONE




Press Enter to continue.

F3=Exit   F12=Cancel
(C) COPYRIGHT IBM CORP. 1980, 2000.
```

This is your work station.

Menu option 80 - Temporary sign-off

Select **80** to temporarily sign off your work station. When you sign back on to the same work station, you will return to the screen you were on when you signed off.

W a r n i n g ! **Do not use this feature on Cash. Ever!**
Do not use this feature to sign off at the end of the day.

Appendices

A

These appendices are referenced throughout this User Guide. They include information about codes, fields, function keys, etc. You may find it helpful to print some or all of these Appendices to use as a guide when using the JIS Traffic/Criminal and Probation Module.

Appendices for Traffic/Criminal	
A	Master List of Field Descriptions
B	Function Keys
C	Hop Codes
D	Case Type Codes
E	Proceeding Codes (PO) Scheduling Codes (AJ)
F	Plea Codes (PL) Disposition Codes (DS) Other Disposition Codes
G	Bond Type Codes (BT) Bond Action Codes (BD) Bond Paydown Codes
H	Warrant Codes (WR) Appeal Codes (AP)
I	Group Listing Codes
J	LEIN Entry Codes
K	DOS Vehicle Type Codes
L	DOS Inquiry Key
M	State/Province/Country Abbreviations
N	Assessable Crime Victim Fee Offenses
O	Help Desk Fax Sheet
P	JIS Enhancement Request
Q	Request for JIS Training
R	Frequently Asked Questions

Master List of Field Descriptions		
Field Name	**Screen(s)**	**Description/Format**
# of Days	DSP ABS	The number of days of immobilization.
$Code	DSP	The cash code that represents an assessment. For example, MYOR (Ordinance Fines and Costs). See your *Cash Codes List* for a complete listing of your court's cash codes. Hotkeys can be used.
$ Due	ACT	The amount of money still due for the case.
20% Late Penalty	SCH	Twenty-percent late penalty assessed according to your court's Z-record. Use one of the following codes: **S** - to STOP a late penalty from being assessed. **E** - to make the case ELIGIBLE for a late penalty **I** - to indicate that a late penalty had been ISSUED PREVIOUSLY *Note: If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case.*
A/C/S OR ACS		**A** - Attempt **C** - Conspire **S** - Solicit
Abstract	CAS SCH	**S** - to STOP an abstract from being generated **E** - to make the case ELIGIBLE for an abstract **X** - to REQUEST an abstract the next time Date Generated Notices are requested **I** - to indicate that an abstract was ISSUED PREVIOUSLY On CAS screen, request is for count one; to request an abstract for other than Count 1, use the Scheduling screen (SCH). On SCH screen, if you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering **X** (Request Notice). *Note: An abstract does not usually need to be requested or made eligible. By entering the disposition code, an abstract will automatically be produced unless previously stopped.*
Abstract Date	ABS	The date the abstract was created through Date Generated Notices.
Abstract Type	ABS	A one-character code indicating the type of abstract. For non-alcohol related offenses, the Abstract Type should always be **A**. For alcohol and repeat offender related offenses, the choices are: **A** - Adjudication Abstract (at time of plea) **B** - Sentencing Abstract (assessment of money, jail, community service, or probation) **S** - Both (adjudication and sentencing occur at the same time)
Accident Type	CAS	If the offense involved an accident, enter the appropriate accident type: **P** - Property Damage **I** - Injury **D** - Death

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Action	SCH	A two-character code to describe the type of bond action occurring. A list of Bond Action Codes can be found in Appendix G. **Prompt** is valid on this field. *Note: Any posting (BD10) of monetary bond must be done through the Cash system or the Bond Update Screen (BND).*
Actions Date	RLF	The date that is used for any actions generated.
Activity	Supp Cal	Type a brief description of the scheduled activity.
Actn	ACT	A four-character code to describe the action. This field cannot be modified.
Added Count	DSP	The count field on the hop line must be blank to display this field. Enter the next consecutive count number in the first field and the valid offense code for the additional count in the second field. **Prompt** is valid on this field.
Additional Bond ( )	OFB	This field will either be marked with an **N** (no additional bonds) or a **Y** (additional bonds).
Additional Charges	CAS	If the case has more than one count, you can add charge codes for Counts 2-5 in these fields. Additional counts must be added through the DSP screen. **Prompt** is valid on this field.
Additional Restrictions	RLF	Type an **X** in front of any/all of the situations that apply. Options are: Interlock, To/From Alcohol Program, Community Service, Probation, Medical Treatment, To/From School.
Addr		The defendant's address. This is a display-only field.
Address	WAR PBW	There are two *Address* fields on the screen. You can type the Police Agency address, if needed. The defendant's address will be displayed. The defendant's address. This is a display-only field.
Adjctd Date	RLF	The adjudication date. If incorrect, you can change this date and the Suspnd/Restrd days will be recalculated. This will not change the case disposition date. *Note: When case is disposed with an DOS code of 9200, the date of sentencing will be retrieved in this field.*
Adjourned From	NTA	If desired, enter the date that is being adjourned. Typing a date in this field will **not** update the calendar or the case record.
Adjud Date	NOA	The adjudication date.
Adjudicate	ABS	The adjudication date. The adjudication (conviction) date must not be less than the arrest date or greater than the run date (current date). This must be the sentencing date for DOS codes 9200 and 1710.
AGAINST:	JBF	Type the name of the defendant or depositor who forfeited the bond amount.
AGC	PBW	Police agency. This is a display-only field.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Agency OR Agency #	CAS PRC RFL	Type the officer agency number. Numbers are stored in the Officer File and should appear on the ticket. **Prompt** is valid on this field. The name of the arresting agency will display, but can be modified if necessary.
Agency File #	PRC	The Police Incident Number will be displayed if entered previously on the CAS Screen. It can be modified or erased.
Agency Name and Address	SAE	Type the name and address of the agency performing the evaluation.
Agency Report Due...	SAE	The date the evaluation report is due to the court.
AKA	Bindover	Two fields indicate an alias name. The format is LAST/FIRST/MIDDLE or LAST/FIRST/MIDDLE JR.
Alcohol Content Level	SAE	Enter the alcohol content level, e.g. .15%.
Alcohol Program	ABS	Alcohol program, if ordered by the judge. **Y** (yes) or **N** (no) will appear on the abstract.
Alt Court Address	NTA	Type an **X** if the court location is different from the one listed at the top of the form (standard court location). Type the address of the alternate court location.
Alternate Court Address	CIN VIO	Type the alternate location for the hearing, if applicable.
Amd/#2 Eff Date	PRC	Type an **X** if there is an amended effective date for the conditions in Item #2 on this form. Then type the date the conditions are to become effective pursuant to MCL 765.6b.
Amd/Ord Exp Date	PRC	Type an **X** if there is an amended expiration date of the order. Then type the expiration date.
Amended	JGS	Type an **X** if it is an amended Judgment of Sentence.
Amount	SCH ACT BND	Type dollar amount of the action. A decimal point and zeros are not required if the amount is in whole dollars. *Note: You cannot add, change or delete an amount from the ACT screen. Any correction of monetary assessments must be done through the DSP screen or the Cash Module. Any amount added or deleted on the ACT screen will not update the database.* Type the amount of the check used to paydown the record.
Amount Deposited	JBF OFB	The amount of bond that was deposited and will be forfeited.
Amount of Bond	VIO	Type the amount of bond, if you are preparing a bench warrant.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Appeal	SCH	Used to describe the reason the case is being appealed. An entry of **1**-**7** on this field will cause the case to be listed on the Appealed Case List; however notices will not automatically be stopped. An entry of **8** will remove the case from the Appealed Case List. **Prompt** is valid on this field.
Appearance Date	BFT	The date of the last appearance.
Appearance Date and Time	SCS	If the show cause was scheduled on the SCH or PRB screen, the date and time will appear here. These fields can be modified. *Note: Adding or changing a date and time in the field will not update the calendar. To update the calendar, changes must be made on the SCH or PRB screen.*
Appointed	Bindover	**Y** (Yes) or **N** (No) will appear based on a previous entry if the attorney is appointed. This field may be modified.
Arrearage Amount/Date	NPR	The amount of the arrearage will be displayed as of the current date. These fields can be modified.
Arrest Date	PRC	The date of offense will be displayed, but can be modified if necessary.
Arrgn/Comm	SCH	A four-character code used to describe incarceration of a defendant at any time other than sentencing. *Entry of these codes are not necessary if your court prints the Pre-Trial Release/Custody form (MC240).* Valid codes are: **COMM** - Committed **COPR** - Pre-Sentence Commitment Filed **CORF** - Remanded to Jail **RFCS** - Removed from Custody A posted bond will remove a case from the custody status for the purposes of the Caseage Report. If a bond is not posted through Cash, use the code **RFCS** to remove a case from custody status.
As amended	CIJ	Type the charge code for the amended charge.
Assessment	DSP	The amount of the assessment. If the associated cash code has a default amount, do not enter anything in the *Assessment* field. If the associated cash code does not have a default amount, enter the dollar amount in the *Assessment* field. A decimal point and zeros are not required if the amount assessed is in whole dollars. Refer to your court's *Cash Codes List* to determine which codes have a default amount. You can add up to fourteen cash codes on this screen. *Note: When more than 14 assessments exist, the screen will display the following message: "Unable to display all assessments for this charge". The total fine and amount due is correct and reflects all assessments and payments, including the codes that may not be displayed.*
AT:	SCS	Type an **X** in front of appropriate choice for court location. You can type information after the courtroom number and other field to further describe the court location if needed.
Attached to...	WAR	This field is for police disposition of the warrant.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Attempt	FAC	The word *Attempted* will appear if the offense was attempted.
Attorney	SCH	Type the attorney's bar number. An **A** should be entered following the bar # if the attorney was court appointed, or leave it blank for a retained attorney. This field should only be used for assigning or changing the attorney of record. If you need to remove an attorney of record, use the Removal screen (REM). **Prompt** is valid on this field.
Atty	CAS ACT	The five-digit bar number of the attorney of record. **Prompt** is valid on this field on the CAS screen. *Note: An attorney of record **must** be entered through SCH or CAS screen, and can only be deleted through the Removal Screen (REM). Adding or removing the bar number from the ACT screen will not update the case record.*
	JGS	The amount of money that has been assessed for court appointed attorney fees.
	Bindover	The attorney of record bar number will appear. Another bar number may be typed in if needed.
Audit Abstract	DSP	Type an **X** in this field to request a Sentencing Abstract (Type "S") or a Dismissal Abstract on an alcohol-related or repeat offender case. An abstract will automatically be generated the next time Date Generated Notices are requested. Leave field blank if plea and sentencing occur at the same time. This procedure is only required for courts that send their abstracts to DOS electronically. Additional Audit Abstracts can be requested at any time after sentencing. See pages 3-51 through 3-53 for more information about processing alcohol-related or repeat offender cases.
Authorize Complaint Date	CAS & Warrant Request	The date of the authorization of the complaint by the prosecutor. The date cannot be earlier than the *Offense Date*.
Balance Due	JGS CIJ	If any payments have been made, the balance due will print on the form. If any changes are made to the assessments on JGS screen, press **ENTER** to recalculate *Balance Due*.
Balance of Judgment	JBF	The system will calculate this amount. It is the *Total Amount of Judgment* minus the *Less Deposit*.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Bar No	Forms	The bar number of the Judge of Record will appear. If there is no Judge of Record, the bar number of the Proceeding Judge or Next Judge will appear. You can modify or erase the number. At the bottom of PRC, you must enter the judge's bar number if the release is subject to conditions pursuant to MCL 765.6b. If a judge will sign the WAR or RFL, enter the bar number for that judge. If entered, the *Clerk* field must be blank.
	NTA	The bar number of the Next Judge on the case. If there is no Next Judge, the Judge of Record or Proceeding Judge will appear. This can be modified or erased.
	CAL	To view or print a specific Month at a Glance calendar, enter the hotkey or 5-digit bar number of the judge, magistrate, probation officer, etc.
BGN	ACT Supp Cal	Type the date which you want to begin looking for actions or entries, e.g. 072503.
Birth	ABS	The six character numeric field for date of birth (MMDDYY). **Prompt** is valid on this field to modify the birth century.
Bnd Type	PRC	The type of bond will be displayed if previously entered, or can be entered or modified here. Available bond types are: Cash/Surety, PR, 10%, Conditional (not conditional release), Real Property, Proof of Value Required.
Body Style	IMP	Type body style of vehicle to be impounded, i.e. 4-door.
Bond Amt OR Bond Amount	PBW	If a bond amount has been set on the SCH screen, that amount will appear. If not, enter the bond amount.
	PRC	The total amount of outstanding bonds or a bond set amount will display. This field can be modified.
	BND BFT	Type the amount of the Bond, Restitution, Trust or Trust & Agency record. A decimal point is not needed for whole dollar amounts.
Bond Balance	BND	The balance of the bond still outstanding.
Bond Denied	PRC	If the bond code **BD38** has been entered in the Bond Action field on the SCH screen, this field will be marked with an **X**. If not, type an **X** in this field if bond has been denied.
Bond Depositor	JBF	If there is a third party depositor on file, the name will display. Type the address of the depositor in the space provided.
Bond Forf Abs	SCH	Type an **X** for a Bond Forfeiture Abstract to be generated the next time Date Generated Notices are requested. You must be count specific on the hop line if there are multiple counts. The request for the Forfeiture Abstract will be noted on the ROA.
Bond Forfeiture Amount	CIJ	Amount of bond to be forfeited and applied to fine and costs.
Bond Type	BFT	The description of the type of bond that is being added to the tickler, e.g. cash, PR.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Case		Case number.
	Bindover	District Court case number. This is a display-only field.
Case Number	FAC	Type the case number in this field unless you have previously entered it on the hop line. Once a number is entered, you can scroll forward and backward through the FAC file with the **Page/Roll** keys.
	BFT	The case number. This field must be filled in to add or delete a case from the Bond Forfeiture Tickler. The case number must be in the system if adding a tickler record.
Case/Ticket Number	DHU	The case or ticket number.
Case Type	CAS DHU	Type a valid case type from the list found in Appendix D.
CCW	CAS	Type the concealed pistol license number provided on the citation. Valid only if offense date is on or after 7/1/01.
	JGS	If CCW permit suspension was noted on the DSP screen, the number of days of suspension will appear in the *Susp* ____ *days* field. If CCW permit revocation was noted on DSP screen, an **X** will appear in the *Revoke* field. If CCW permit # was entered on CAS screen, that number will appear in *Permit #* field. Type county name in the *County* field. These fields can all be modified if necessary.
CDL Sanct	ABS	Type a **Y** in this field if there are Commercial Driver License sanctions.
Change Case no.	TRN	Type an **X** to change the case number. You must also fill in the *New Case ID* field.
Charge		On most screens, the short description of the charge will be displayed.
	CAS	Type the offense code that is obtained from the local ordinance or state statute file. If the charge is a complaint for a violation of state law, the PAAM number indicated on the warrant may be used. Corrections to the charge are made on the Disposition Screen. **Prompt** is valid on this field. *NOTE: When entering a PAAM #, do not enter the period in the 4th position, i.e. 750.81A would be entered 75081A.*
	DHU	Type a brief description of the charge.
	Ticket Upload	The charge displayed in this field is retrieved in the order displayed below; however, a different number/code may be entered to be returned to the Case Entry screen (CAS). • SOS Code • PACC Code • MCL Code
	Warrant Request	The charge code will be displayed. It may be modified if necessary.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Charge Description	Ticket Upload	A short description of the charge.
Check No	BND	The check number used to paydown the record.
City		The name of the city. Do not use punctuation when entering this field.
Clerk	NTA RFL SUB WAR STS	For NTA, RFL & WAR, the clerk's name will display if a security record has been established for that user. If not, enter the name or initials of the clerk preparing the form. For SUB, the clerk's name will not be displayed, but can be added if needed. For RFL, SUB & WAR, if a judge will be signing the form, the judge's bar number should be typed in the *Bar No.* field and the *Clerk* field must be blank. The initials of the clerk who made the entry. If an entry has been deleted, there will be an date in the *Del Date* field and the initials of the clerk who deleted the entry will be displayed in the *Clerk* field.
Clerk/ Administrator	FAC	The name of the court administrator or clerk.
Clk	RPT	The initials of the clerk making the request. The initials are retrieved from the user profile and cannot be changed.
Close/ reOpen/Prob	DSP SCH PRB	Select a code to change the status of a case. **C** - Closed **O** - reOpen **P** - Probation. Closing the case removes any future proceedings from the calendar. However, once a case is closed, a new court date can be scheduled and will appear on the calendar. Reopening a case does not reschedule previously scheduled future proceedings. If you re-open a case, the program will determine the correct status: PEND, DISP, PROB or WRNT. If you enter a Probation Term on Part 2 of the Disposition Screen, the case status will automatically change to Probation.
Cnt	 ACT RPT JGS	Count number. This field is display-only and lists which count the action applies to. The specific count number. If the count field is left blank for adding a request for FLB, LBL, ROA, ROAF, NTAA, NTAB, NTAD, then the count is defaulted to 01. Count number. Up to three charges will be displayed. Charges with a diversion or dismissal disposition code, or undisposed charges will not automatically be displayed. You may add/change number in *Cnt* field in the top portion of the screen to produce judgment for any charge on a case. Type the charge number in the *Cnt* field and press **ENTER**. The charge description will be displayed in the top portion of the screen, and the assessments for that count will display in the payment portion of the screen.
Cnts	ACT	The number of counts for a case. This is a display-only field.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Code	DHU	A two-character disposition code. A list of disposition codes can be found in Appendix F.
	RPT	A two-character scheduling code. A list of scheduling codes can be found in Appendix E.
	ABS	The code (below) regarding restricted driving for up to two employers. **1** - Can drive to and from work only **2** - Can drive to, from and during work **3** - Can drive during work only *Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.*
	STS	A four-character code used to describe the action that occurred.
Color	IMP	Type color of vehicle to be impounded.
Comment(s)	ACT	Type additional information about the case. This information will appear on the Register of Actions (ROA). *Note: If you type a **C** in the Del field, information from the line above will be copied if a field is left blank. If you are entering several lines of text with the same date, you can type the date on the first line, and then type **C** in the Del field for each line after that (and leave the Date field blank). When you press **ENTER** the date will be copied from the first line to each line that you had typed **C**.*
	DEL	You must enter a reason for the deletion. This reason will print on the Delete Audit Report.
	TRN	If left blank the following comments will update to the Delete Audit Report: Transfer from Court ____ to ____ OR Change case ____ to ____ You can enter your own comment if you prefer.
	CIN NLP NTA PRB	Additional lines for entry of comments. Use the short lines to enter four digit codes. Use the long lines for typing additional comments. See information for specific forms in Chapter 4 of this User Guide to see if comments can be transferred to ROA.
Comment#1	ABS	Two lines for comments about the abstract. If you are submitting a **COR** or **DEL** type abstract, you must type comments in this field.
Committed	DSP	Type an **X** if the defendant was committed to jail or if credit was given for time served. Type an **O** if the defendant was committed on an optional jail term (pay or stay).
	JGS	Type an **X** if defendant is being committed to jail. This field will be marked with an **X** if the commitment was designated on the DSP screen.
Community Service	ABS	The number of days of community service.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Complainant Name	CIN	The complainant name and address can be entered, if necessary.
Complaint/ Iss Date	CAS	The date that the complaint was issued by authorized court personnel. This date cannot be earlier than the *Offense Date* or the *Authorize Complaint Date*. If a ticket was issued on a date other than the offense date, use this field to indicate the date the ticket was actually issued. This field can be modified after entry.
Condition/ Item#	PRC	Type conditions on the blank line, or press **F4-Prompt** for the list of *Other Conditions* that are standard for this form and make your selection from the list.
Conditional	CIJ JIS ORD PBW SCS	Enter an **X** in this field if you only want the paragraphs/items that apply to this case to print on the 8x11 form. If the **X** is removed, all paragraphs of the SCAO approved form will be printed. Enter an **X** to print only the first copy of the bench warrant. The *Court Memo Copy* will not print. An **X** will automatically be displayed in this box, and the first page of the Order to Show Cause will be printed. To print the second page (service page) of the Order to Show Cause, remove the **X**.
Conditions	Bindover	This field must have an **X** in it if bond conditions exist for the case.
Copies	Cal Prt	Include how many copies you want to print; valid choices are **1**-**9**.
Costs	JBF	Type in the amount of costs assessed, if applicable. This amount will be added to the *Full Face Amount* for the *Total Amount of Judgment*.
Count		The count to be accessed. For most screens, this field defaults to Count 01 if not otherwise specified.
Court	FAC	This field is located in the upper left portion of the screen. The number is determined when you sign on the system. Courts with more than one location can access data in each location by changing the court identification number. Example: Court **0**, **1**, **2**. The first three positions are a numeric city code established by DOS showing the court location. The fourth character is an alpha character denoting the type of court, e.g. D = District Court.
Court CD OR Court Code	ABS NOA	The first three positions are a numeric city code established by DOS showing the court location. The fourth character is an alpha character denoting the type of court, e.g. D = District Court.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Court Date	CAS	Enter the date that the defendant should appear or the due date for payable tickets. The date cannot be earlier than the offense date or an invalid court date, i.e., Saturday, Sunday or a court holiday. If the court has a standard, pre-printed number of days for a due date on payable tickets, and that time has been established in your court's Z-Record, this field can be left blank and the system will calculate the due date as long as the other required information has been entered in the Ticket Information Section, e.g. vehicle information. If the due date has been established in the Z-Record, the following message will appear immediately after *Ticket Information*: **Default Due Date is XX Days from Offense Date.**
	RPT	The date of a Notice to Appear for a previously scheduled event. If this field is left blank, the system will retrieve the first future scheduled court date for this case. If the event has not been previously scheduled on another screen, you can enter the information on this screen in order to produce the postcard Notice to Appear. However, this **WILL NOT** update the calendar and the event must also be scheduled on the SCH screen.
	FAC	The date which the defendant either failed to appear or pay fine and costs.
Court/Due Date	SCH	The Court/Due Date is used to calculate all date generated notices and penalties. This date will appear in the Court Date box on the FAC/FCJ/FCPV form. If you are requesting an FAC/FCJ/FCPV, the Court/Due Date must be at least: • 42 days prior to today for non-alcohol offenses. • 14 days prior to today for alcohol offenses. • 39 days prior to today for parking offenses. You can make changes to the date if necessary.
Court Finding	ABS NOA	A description of the case disposition, e.g. guilty as charged, judgment rendered, disposed on guilty plea, etc.
Court Location		The location number in the upper left hand corner is determined when you sign on to the system. Courts with more than one location can access calendars in each location by changing this court location number.
	Cal Prt	Used in multiple-setting courts. It may be changed to any location defined in the court's system file.
Court Name and Address	ABS	The court name and address, city, state and zip code.
Court Reporter	Bindover	Name of Court Reporter. Format is: LAST/FIRST/MIDDLE.
Court Time	RPT	The time of the scheduled event for a Notice to Appear. Enter the time and then indicate A (AM) or P (PM). Example: 0900 A. Military time is not used.
Courtroom	CIN NTA	Enter the courtroom number, if applicable.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Credit Days	JGS	The number of days of jail credit defendant was given. If this information was entered on the DSP screen, it will be displayed. It may be modified if necessary.
Crime	JGS	Long description of the charge will be displayed.
Crime/Victim	ORD	The amount of crime victim costs assessed. This can be modified.
Crm Vic	JGS	The amount of crime victim costs assessed. This can be modified.
CTN/TCN		Criminal Tracking Number/Transaction Control Number
D	FAC	When processing a clearance, type an **X** in this field if the clearance fee is dismissed by the prosecutor.
Date		The date of the offense, an action, event or proceeding, or a due date, e.g. 092403. *Note: On the SCH & DSP screen, if the Date field which follows the PO Code field is left blank when entering a proceeding code (PO code), the system will default to the current date.*
	Cal Prt	Enter the date range to view or print the calendar. You can access up to 90 days of calendars prior to the current date. If left blank, the system will automatically use the current date for viewing.
	BND	Top portion of screen: The date of the receipt you want to access Paydown Update/Delete section: The date of the check used to paydown the record.
Date Cleared	FAC	If using the immediate electronic clearance feature, the date **F12** was pressed. The date will be filled in automatically by JIS.
Date Generated Notices	SCH	Includes the following notices - DFJ Form (Default Judgment), Abstract (Abstract), FDN (14-Day Notice), NNC (Notice of Non-Compliance), FAC/FCJ/FAD (Suspension), WAM (Warrant - Misdemeanor), WAN (Warrant Notice), Late Penalty (1st late fee), 20% Late Penalty (after 57 days past due). Each notice is described separately in this chart. The following codes can be entered in the *Date Generated Notices* field: **S** - to STOP all notices from being generated **E** - to make the case ELIGIBLE for all notice **I** - to indicate that all notices have been ISSUED PREVIOUSLY *Note: If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case.*
Date Notified	WAR	Type the date the police agency was notified of the recall.
Date of Court Appearance/ Time	VIO	Date and time of next scheduled court date will be displayed. This can be modified if necessary. *Note: Adding or changing a date and time in the field will not update the calendar. To update the calendar, changes must be made on the Scheduling (SCH) or Probation Scheduling (PRB) screen.*

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Date of Probation	AMD DCG	The date the defendant was sentenced to probation will be displayed, but can be modified.
Date Signed	Forms	The current date will be displayed, but can be modified or erased.
Date Susp	FAC	The date the FAC/FCJ/FCPV was generated.
Date/Time	DSP	Type a specific date and time that a payment is due, if the *Pymt Schedule* field is not completed. Format is: **061004** **0800** **A**.
Days Allowed	ABS	Work days are entered in the following day or combination formats: **SU** **M** **TU** **W** **TH** **F** **SA** or **M-F** **MWF** **ALL** *Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.*
Days Community Service	DSP	Enter the number of days of community service. (This will be added with *Days Community Service in Lieu of Jail* for the DOS Drunk Driving Audit Report.)
Days Community Service in Lieu of Jail	DSP	Enter the number of days of community service imposed in lieu of jail. (This will be added with *Days Community Service* for the DOS Drunk Driving Audit Report.)
Days Jail	DSP	The number of jail days to which the defendant has been sentenced. If the defendant is actually committed to jail, the *Committed* field must be marked on this screen in order to accurately reflect the jail sentence on the DOS Drunk Driving Audit Report which is published yearly.
Days Jail Credit	DSP	The number of jail days the defendant has already served. This will be deducted from the full jail sentence on the Judgment of Sentence (JGS) form.
Days Restricted	DSP	Enter the number of days that the license is restricted. This field **MUST** be used if there is an **X** or **W** in the *Rev/Susp* field. *Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.*
Days Suspended/ CCW Revoked	DSP	Enter the number of days that the license or CCW permit is suspended. This field **MUST** be used if an **S**, **R**, **X** or **W** is in the *Rev/Susp* field. *Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.*
Deduct SOS?	JGS	Type an **X** if you want the system to deduct the Driver License Reinstatement Fee from the total judgment amount on the form.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Def Atty Bar #	JGS PBM	The defense attorney's bar # and name will be displayed if previously entered. You can enter a bar number here for printing of the form, or modify or erase the number currently displayed; however the attorney will not be added as attorney of record.
Default	CIJ	Type an **X** for formal or informal hearing. This selection will also create appropriate language regarding defaults on the form.
Defendant	NTA CIN Warrant Request & Bindover	The defendant's name and address will appear. By positioning your cursor anywhere on the defendant's name and pressing **F4-Prompt**, a window will appear that will allow you to add or change the address, SID number and telephone number. Name of the defendant. This is a display-only field.
Defendant poses...	ORD	Type an **X** if applicable.
Deferred	DSP	Use this field **at the time a charge is dismissed** under 7411, Spouse Abuse Act or YTA or **when a disposition is entered but the sentence is delayed** under 771.1. Use the appropriate numeric option: **1** - 7411 **2** - Spouse Abuse Act **3** - YTA **4** - 771.1 See pages 3-47 and 3-48 for more information on processing 7411, Spouse Abuse Act, YTA and 771.1 cases.
Def in Custody	Bindover	Enter a **Y** (Yes) or **N** (No) to indicate whether the defendant is in custody at the time of the bindover.
Del "D"	ACT RPT Supp Cal BND	Type a **D** to delete that line from the ACT screen and related information which prints on the ROA. ***You will not be updating the database.*** **ALWAYS** use the Scheduling screen (SCH), Disposition screen (DSP) or Removal Screen (REM) to correct actions which affect the case record. Type a **D** to delete the report request. An action will be written to the ROA, with the exception of deleting Label and ROA requests. Type a **D** to delete an entry from the Supplemental Calendar. Type a **D** to delete a paydown transaction.
Del Date	STS	The date an entry was deleted from the system. The clerk's initials who performed the delete will appear in the *Clerk* field.
Delete Case/Delete Count	DEL	Type an **X** to delete case or count displayed on screen.
Delivered to...	WAR	This field is for the police disposition of the warrant.
Depositor	BND	The name of the person who posts the bond is the depositor. Unless someone other than the defendant posted the bond, the defendant's name will appear in this field. When adding or modifying a name in this field, it must have two slashes and be formatted as follows: WILLIAMS/SAMUEL/THOMAS JR

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Description	DSP ACT	A short description of the cash code or action will be displayed. This is a display-only field and cannot be modified.
DFJ Form	SCH	Default Judgment. Enter one of the following codes: **S** - to STOP a default from being generated **E** - to make the case ELIGIBLE for a default **X** - to REQUEST a default during the next notice cycle **I** - to indicate that a default was ISSUED PREVIOUSLY *Note: The **E** (Eligible) option will not produce another default notice form if one had been previously generated. To get a subsequent default, you must enter **X** in this field.* *If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering **X** (Request Notice).*
DispCd	Bindover	Disposition code.
Dispo Date	JGS	The disposition date will appear, but can be modified.
Div	BND	Division number. **T** - Traffic/Criminal **C** - Civil **M** - Misc.
DLN		Driver license number. The two-character state abbreviation followed by the full license number. Example: MI P390294388928. When entering a new case on Case Entry screen (CAS), an edit will occur, similar to the edit performed by DOS, to verify that the defendant's name, date of birth and driver license number are correct. If one or more of these fields is incorrect, all three fields will be highlighted and the following error message will be displayed: **Possible error in Name/DOB/DLN**. Make any corrections that are needed. If you are sure that the DLN, Name and DOB are correct, press **ENTER** two times. The following message will appear: **Possible error in Name/DOB/DLN - F8 to accept Name/DOB/DLN**. If **F8** is pressed, the following message will be written to the ROA: *NAME/DLN/DOB OVERRIDE*.
DOB		The defendant's date of birth. On the CAS screen this field is edited so that juvenile misdemeanors are rejected and DOB cannot be the same as the offense date. **Prompt** is available to specify the century of birth, if necessary.
Driver Address	ABS	The driver's current street address, city, state and zip code.
Driver Lic.	ABS NOA	The driver license number. For a Michigan driver license, the first character must be alphabetic and the remaining 12 characters are numeric, i.e., A500239283983. The line following this field must be filled in with a two-character state code abbreviation if it is an out-of-state driver. It must be left blank for a Michigan driver license. Valid state codes are found in Appendix M.
Driving To/From	ABS	Type a **Y** if the driver is allowed to drive to and from one or more of the following: Prb (Probation) Com (Community Service) Alc (Alcohol Treatment) Med (Medical Appointment) Sch (School)
DS Code	DSP	A two-character Disposition Code used to describe the type of disposition that has occurred. A list of Disposition Codes can be found in Appendix F. **Prompt** is valid on this field.
Dt	Bindover	Disposition date.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Edit ORI	Tkt Upload	When **X** is typed in this field and **ENTER** is pressed, the court ORIs of the ticket records will be compared to the ORI of the court that the user is signed on to. If any tickets have different ORIs, the message "*DIF ORI*" will appear in the charge description, and those tickets will be ineligible for selection. The ticket's ORI# and description will appear on the top of the Ticket Selection Detail screen.
Eff Dt OR Effective Date		Enter the date the amendment/order becomes effective.
Entry Dt	STS	The date an entry was updated on the system.
Entry Tm	STS	The time an entry was made on a case
Evaluation Date	SAE	The date of the evaluation.
Exp Dt or Expiration Date		Enter the date the amendment/order will expire.
Eye(s)		Enter a code for eye color. See Appendix J for LEIN codes.
F&C Susp	DHU	Type an **X** in this box if all the fine and costs were suspended.
FAC/FCJ/ FAD	SCH	Suspension. Enter one of the following codes: **S** - to STOP a suspension from being generated **E** - to make the case ELIGIBLE for a suspension **X** - to REQUEST a suspension during the next notice cycle **I** - to indicate that a suspension was ISSUED PREVIOUSLY *Note: If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering **X** (Request Notice).*
Face Amount of Bond	OFB	The face value of the bond.
Face Value	JBF	If there is a bond on the system, the amount deposited will be displayed. If not, enter the face value amount of the bond.
FDN	SCH	Fourteen Day Notice. Enter one of the following codes: **S** - to STOP a notice from being generated **E** - to make the case ELIGIBLE for a notice **X** - to REQUEST a notice during the next notice cycle **I** - to indicate that a notice was ISSUED PREVIOUSLY *Note: If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering **X** (Request Notice).*
Fel/Mis/Civ	DHU	**F** - Felony **M** - Misdemeanor **C** - Civil Infraction
Filing Date	CAS	The date the ticket or case was filed with the court. If left blank, it will default to the current date for a ticket or the date in the *Complaint/Iss* field for a complaint and warrant. This field can be modified. It is used to identify New Cases Filed for caseload purposes.
Final Chrg	Bindover	Final charge code.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Fine	ABS	The total fine/costs on a case minus any restitution, attorney fees, or probation screen fees assessed.
Fine & Costs	JGS ORD CIJ DHU	The amount of fine and costs. If a local ordinance charge, this is a combined figure. If a state law violation, fine and costs are reflected as two separate amounts. These fields can be modified. The total amount of fines and costs that had been assessed.
Fines/Costs Suspended	DSP	Type an **X** in this box if all the fine and costs have been suspended. If all fine and costs have been suspended, the assessment fields on DSP screen should be deleted and a reason entered in the *Other Actions* field.
First Appearance	PRC	If an event was scheduled on the CAS, SCH or PRB screen, the date, time and purpose of the next appearance will be displayed. It can be modified, if necessary. Adding or updating a date or time on this screen **will not** update the calendar.
Flag Non-Public	Cal Prt	These selections affect only cases that are in Non-Public status. **X** - Print the word "Non-Public" in the charge field **N** - Print nothing in the charge field If the field is left blank, the charge will be printed in the charge field.
FOR:	JBF	The unit of government who receives the bond forfeiture money, e.g. City of Southfield.
Forfeit Date	BFT	The date that the bond will forfeited. This will be 28 days after the *Form Date*. This field must be filled in to add or delete a case from the Bond Forfeiture Tickler.
Forfeiture	DSP	Type an **X** if the vehicle is to be forfeited.
Form Date	BFT	The date the Order Forfeiting Bond was generated or signed by the judge. The case will appear on the Bond Forfeiture Tickler 28 days after this date.
For the following reasons:	SCS	Type the reasons for the Order to Show Cause, if needed.
Full Face Amount/ Value of Bond	JBF	If there is a bond on the system, the face value will display. If not, enter the face value amount of the bond.
GO TO	CAL	To view or print a specific day, enter the month, day and year, i.e., MMDDYY. It will default to the current month and year, but the dates can be changed by typing over them. To view the Month at a Glance calendar for another month, enter the month and year (without a day) of the calendar you wish to view.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Hair		Type a code for hair color. See Appendix J for LEIN codes
Has been fingerprinted	JGS	Type an **X** in this field if applicable.
Has not complied...	SCS	The date of non-compliance. Disposition date will be displayed, but can be modified if necessary.
HIV testing...	JGS	Type an **X** in this field if applicable.
HT		Type the height of the defendant, e.g. **6 02**.
I am interested...	SCS	Type the relationship of the person requesting the hearing, e.g. probation officer, court clerk.
Immobilize/ Forfeit	JGS	An **X** will appear in this field if the vehicle was ordered immobilized or forfeited on the JGS screen. This field can be modified if necessary.
Include Supplemental Entries	Cal Prt	This field defaults to **X** (include supplemental entries on the calendar). Remove the **X** to omit the entries. + This option is not valid with the Party Calendar.
Intrlck	ABS	Type a **Y** in this field if an Interlock Device has been ordered.
Issuance Date	RLF	The date the restricted license form is generated. This date will default to the current date, but can be changed.
Jail	DHU ABS JGS	Number of days of jail time. The number of days of a committed jail sentence up to 365. If defendant has been sentenced to report to jail, type time in the *Report at* field. If the defendant is being released from jail for a specific time and purpose, press **F4-Prompt** and a window will be displayed listing the options that apply. Type release times if release is for *Work*, *School*, *Medical*, or *Other* reasons. Type the purpose for release if release is for *Other* reasons.
Jail Begin Date	JGS	Type the date the defendant is to report to jail, i.e. 061004.
Jail Days	JGS	The number of days defendant was sentenced to jail. If this information was entered on the DSP screen, it will be displayed. It may be modified if necessary.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Jail Location	DSP	Type a two-digit jail code to indicate the location of incarceration. **Prompt** is valid on this field.
Jail Susp	DSP DHU	Type an **X** if the total jail term is to be/was suspended.
Jail Suspended	JGS	An **X** will appear if the *Jail Susp* field was marked on the DSP screen. It may be modified if necessary.
Judge	CAS	Type the bar number or hotkey of the magistrate/judge who signed the warrant or issued the complaint. **Prompt** is valid on this field.
	DSP	Enter the bar number of the judge/magistrate involved in a proceeding. Hotkeys can be used. This field should be used **every** time a judge or magistrate is involved in the proceeding that is being entered in the PO field and **must** be used on alcohol offenses. Magistrate bar numbers are only valid on alcohol charges if the disposition code **DS25** (Nolle Prosequi) has been entered. **Prompt** is valid on this field.
	SCH ACT	The bar number of the judge or magistrate involved in a proceeding or action. Hotkeys can be used on the SCH screen.
	RPT	The bar number of the judge or magistrate associated with the scheduled event.
	Cal Prt	Enter the five-digit bar number or hotkey of the judge, magistrate, probation officer, special calendar or court clerk whose calendar you want to view or print. If you leave this field blank, you will get all the cases in your court that do not have a judge assigned. You can also display or print all judges, magistrates and probation officers calendars by typing the word **ALL** in the judge field. When using **ALL**, the date range must not exceed 14 days.
	ABS NOA	The bar number for the Judge of Record.
	Bindover	Judge of record. This is a display-only field.
Judge of Record	CAS	The bar number or hotkey of the judge of record. In a one-judge court, this may not be necessary, however, in a multi-judge/magistrate court, it can be useful if one judge or magistrate holds an arraignment but is not the official "judge of record". In that instance, the actual judge of record will appear on the ROA and any forms that need to be signed. **Prompt** is valid on this field.
Judge/Atty Bar No	SUB	The bar number of the Judge of Record. If there is no Judge of Record, the Next Judge or Proceeding Judge bar number will appear. You can modify the number with an attorney bar # or erase. If this field is used, the *Clerk* field must be blank.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Judgment of Guilt	ORD	Enter a **1**, **2** or **3** if judgment of guilt is deferred under: **1** - Controlled Substance Act (7411) **2** - Spouse Abuse Act **3** - Youthful Trainee Status (YTA)
Judgment of the Court	CIJ	Type an **X** in front of appropriate fields. See form for exact wording. If defendant is responsible for amended charge, type the charge description in the *As amended* field.
Jump to Count	Bindover	On a case with more than two counts, information on the count specified will be displayed by entering the count number and pressing **ENTER**. Information on counts 1 and 2 will automatically appear.
Label	CAS	Request for label to be printed in batch cycle. **X** or **F** - Print a file label; You can request up to 9 file labels by typing **1**-**9** in this field. The file label will include the Defendant's name, the case number, case type and a short description of up to three charges. If there are more than three charges on the case, the word "MORE" will also print on the label. **A** - Print an address label for the defendant. Labels can be requested at any time during the day. Requests will display on Report/Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2).
Late Penalty	SCH	First Late Fee. Enter one of the following codes: **S** - to STOP a late penalty from being assessed **E** - to make the case ELIGIBLE for a late penalty to be assessed **I** - to indicate that a late penalty was ASSESSED PREVIOUSLY. *Note: If you are entering S (Stop) or I (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case.*
Less Deposit	JBF	Type the amount of deposit, if applicable. This amount will be subtracted from the *Total Amount of Judgment* to calculate the *Balance of Judgment*.
License plate number	IMP	License plate of vehicle to be impounded.
License Sanctions	JGS	If license is revoked, an **X** will appear in the *Rev* field. If the license is suspended or restricted, the number of days of suspension/restriction will appear in the *Susp* or *Restr* field.
Lic. Plate #	IMM	License plate of vehicle to be immobilized.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Make	IMM IMP	Make of vehicle to be impounded or immobilized.
Misc.	ACT CIJ	Further comments on an action, e.g. a date that a future event is scheduled, all counts notation, etc. Amount of money assessed for cash codes that are not designated as fines or costs.
MMDDYYYY	Prompt	This is used for the century date of birth in month, day, four-digit year. (03261974)
Model	IMP	Type model of vehicle to be impounded; i.e. **Taurus**
Motion & Affidavit	PBW VIO	Type an **X** in front of *Fail to Appear* or *Other Reasons*. You can also type reasons into *Reasons* field. Type reasons for probation violation.
Motion to show cause why:	SCS	Type an **X** in front of either field, if applicable.
Name	CAS DHU BND

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Nature of Offense	ABS	A 30-character offense code description. This is taken from the *Long Description* field on the Statute File.
New Case #	Warrant Request Ticket Upload	The default will be a portion of the CTN number. If not correct, enter the correct case number. This is the number assigned by the program. The default number is a prefix (current year), the ticket number, and a suffix (A, B or C for multi-charge tickets). For example, if the officer enters ticket number 123456 on a multi-charge ticket, the program will assign the *New Case #* as 03123456A, B or C. If the default year and/or suffix indicator are changed at the top of the screen, the case number can be re-set for all displayed records. The *New Case #* may be modified if necessary. Any number can be entered, however, the *New Case #* cannot already exist on the system or an error message will display upon return to the Case Entry screen (CAS).
New Case ID	TRN	Type the new or correct case number. You must also fill in the *Change Case No* field.
New Court Location	TRN	Type the court location identification number for the court to which the case is being transferred. You must also fill in the *Transfer Case* field.
Nature of Offense	ABS NOA	A 30-character offense code description. This is taken from the *Long Description* field on the Statute File.
New Case #	Warrant Request Ticket Upload	The default will be a portion of the CTN number. If not correct, enter the correct case number. This is the number assigned by the program. The default number is a prefix (current year), the ticket number, and a suffix (A, B or C for multi-charge tickets). For example, if the officer enters ticket number 123456 on a multi-charge ticket, the program will assign the *New Case #* as 03123456A, B or C. If the default year and/or suffix indicator are changed at the top of the screen, the case number can be re-set for all displayed records. The *New Case #* may be modified if necessary. Any number can be entered, however, the *New Case #* cannot already exist on the system or an error message will display upon return to the Case Entry screen (CAS).
New Case ID	TRN	Type the new or correct case number. You must also fill in the *Change Case No* field.
New Court Location	TRN	Type the court location identification number for the court to which the case is being transferred. You must also fill in the *Transfer Case* field.
Next Event	ACT	Scheduling code (AJ code) for next scheduled event. A list of scheduling codes can be found in Appendix E.
Next Judge	SCH PRB	The bar number or hotkey of the judge or magistrate on whose calendar this case should appear. **Prompt** is valid on this field.
Next Scheduled Dates	NTA	Up to four different dates, times and scheduling codes will be displayed. These fields can be modified or erased for the printing of the form. Adding or modifying dates in these fields **will not** update the calendar or the case record.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
NNC	SCH	Notice of Non-Compliance. Enter one of the following codes: **S** - to STOP a notice from being generated **E** - to make the case ELIGIBLE for a notice **X** - to REQUEST a notice during the next notice cycle **I** - to indicate that a notice was ISSUED PREVIOUSLY *Note: If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You MUST be count specific when entering **X** (Request Notice).*
Non-Public	DSP DHU	Type a **Y** to indicate if a case is designated non-public or an **N** to remove a case from non-public status. Type an **X** to indicate if a case is designated non-public. You can remove the **X** to remove the case from non-public status.
Not purchase...	ORD	Type an **X** if applicable.
NTA	CAS SCH PRB	If you want a postcard Notice to Appear generated during the next batch report cycle, enter: **A** - Notice to Appear for attorney **D** - Notice to Appear for defendant **B** - Notice to Appear for both attorney and defendant A comment will be written on the ROA that the request was made. If you do not mark this field at the time of scheduling, you can request a postcard Notice to Appear on the Report/Requests screen (RPT).
Num	STS	The sequence number for events occurring on the same PO date.
Nxt Judge	CAS	The bar number or hotkey of the judge or magistrate on whose calendar this case should appear. **Prompt** is valid on this field.
OFC	PBW	Name of Officer #1. This is a display-only field.
OffCd	ABS FAC	This is the four-digit DOS offense code, e.g. 1000, 2000, 2100, etc. The fifth digit will be blank or "A": An "A" in this position means the driver was convicted of an *attempted* offense.
Offense	FAC	A brief description of the charge. This is taken from the *Long Description* field on the Statute File.
Offense Code	NOA	This is the four-digit DOS offense code, e.g. 1000, 2000, 2100, etc. The fifth digit will be blank or "A": An "A" in this position means the driver was convicted of an *attempted* offense.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Offense Date		The offense date, i.e., 010203. **Note: This date cannot be changed on CAS screen after the case has been entered. If an error in this field is discovered after case entry, the entire case must be deleted and completely re-entered.**
Offns date	RLF	Date of offense. This is a display-only field.
Officer #/ 2nd Officer #	CAS	The officer badge number. Numbers are stored in the Officer File and should appear on the ticket. **Prompt** is valid on this field.
Ofn Date	ACT	Date of offense. This is a display-only field.
Opt	Prompt Warrant Request & Ticket Upload	**1** - Select the code **2** - Make a change to the existing code **4** - Delete a code from the file **5** - Display more information about the code **1** - Select a warrant **D** - Delete from list
Opt Jail	DHU	Number of days of optional jail time.
Optional Days Jail	DSP	The number of optional jail days to which the defendant has been sentenced. Use this field if the defendant is given the option of paying fine/costs or serving time in jail (pay or stay).
Order Amending Probation	AMD	Type the amendments to the original Order of Probation.
Order for Bench Warrant	VIO	Type an **X** if you are using the form to prepare a bench warrant. The Bench Warrant section of the second page of the form will be filled out. *Note: You cannot check both Order for Summons and Order for Bench Warrant fields. You can leave them both blank.*
Order for Summons	VIO	Type an **X** if you are using the form to prepare a summons. The Summons section of the second page of the form will be filled out. *Note: You cannot check both Order for Summons and Order for Bench Warrant fields. You can leave them both blank.*
Order Regarding:	PRC	Type an **X** in one of the following fields: *Pretrial Release*, *Custody* or *Amended.*
Order to show cause why:	SCS	Type an **X** in front of appropriate field. You can type reasons in the *For the following reasons* field if needed.
Orig Chg	ABS NOA	The four-digit DOS code that the driver was originally charged with.
Orig Chrg	Bindover	Original charge code.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Other	CIJ	Five lines of comments are allowed. When a payment due date is entered through Cash or on the DSP, SCH or PRB screen, the first item in this field will be: Payment Due (date). This comment can be modified or erased.
	JGS	Under the assessment portion of the screen, type any other amounts assessed. On the long lines at the bottom of the second page of the JGS screen, type other conditions of sentencing or commitment are not contained on screen.
	IMM	Type any additional order that is not specifically stated on the form.
	ORD	Under the assessment portion of the screen, type any other amounts assessed. Type the specific orders of probation. There are eight blank lines on the first screen. If your printer is a non-AFP printer, use your **Page/Roll** keys to access second screen. There are an additional 17 blank lines for additional orders on the second screen. If this second screen is used, the Order of Probation will print on two pages.
	AMD ORD PRC	LEIN Information: Type other distinguishing marks.
Other Actions	DSP	Comments typed on the long lines will appear on Register of Actions (ROA). You must type comments here if you are reducing monetary assessments. Four-character codes typed on the short lines will print the text associated with that code on ROA. Your court may have court-specific codes to use in these fields. See Chapter 9 - Code Files for more information on creating these codes.
Other Disp	DSP	An entry in this field is used to further explain a dismissal code. A list of *Other Disposition Codes* can be found in Appendix F. **Prompt** is valid on this field.
Override DLN Verification	FAC	Type an **X** if you want to override the Driver License Verification, e.g. if you know the number is correct but it won't pass the built-in edit.
Paper Plate	CAS	Type an **X** in this field if a paper license plate was issued to the defendant. You must also fill in *VIN*, *Vehicle Year* and *Vehicle Make* fields if a paper plate was issued.
Paper Size	Cal Prt	**X** - Print calendar on **8X11 paper**. **B** - Print calendar on **11X14 (*STD) paper** (or landscaped on a laser printer).
Party		Defendant Number. This field defaults to D01.
Party(s) or Comment(s)	Supp Cal	Enter additional information about the event, such as names of the people in the wedding party, location of the meeting, etc.
Pay Code	BND	Enter the paydown code that has been established in the Cash Module. A list of paydown codes can be found at Appendix G.
Paydown Total	BND	The total of the paydowns to date for this record.
Payee	BND	Type the name of the person who is receiving the check. If you are refunding a bond to the depositor, you can leave this field blank.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Payment Due or days jail	JGS	The date payment is due or the number of days of jail if payment is not received (optional jail), along with the jail start date. This information will be retrieved from the DSP screen, but can be modified here if needed.
People of	Forms	The venue will appear but can be modified.
Person Notified	WAR	Type the name of the person at the law enforcement agency that was notified of the recall, along with the date and time of notification.
Personal Service	CIN	Type an **X** if personal service has occurred.
Petition	AMD DCG	Type the petition language.
Petitioner	PBW	Type the name and position (if desired) of the person requesting the petition, i.e. Sue Smith, Court Clerk. That information will print below the Signature line in the Motion & Affidavit.
Phone		The phone number, area code first and then the seven digit phone number. When entering information in this field, use numbers only.
PIN	CAS	Police Identification Number, up to 10 characters. This number will print on various forms and is also used for the PIN Inquiry.
Place	PRC	This will default to "At Court Address Above" but can be modified.
Place of Storage	IMP	Type the name and address of the location where the vehicle will be stored.
Plaintiff	Forms	The venue will appear, but can be modified.
Plate #	ABS NOA	The vehicle license plate number. On ABS screen, this field is updated only if a paper plate is issued or vehicle immobilization ordered.
Plate Number/ Year/State	CAS	The license plate number of the vehicle involved in the offense, the plate expiration year and two-character state abbreviation. If a paper plate was issued and there was no license plate number, enter two slashes // in the first two positions of this field.
Plea	DSP SCH	A two-character Plea Code used to describe the type of plea. A list of Plea Codes can be found in Appendix F. **Prompt** is valid on this field. *If a plea was previously entered and has not changed, leave this field blank.*
Plea/Status	DCG	Type an **X** in front of one of the five listed options if the plea or status is set aside or terminated.
PO Code	DSP SCH	The two-character Proceeding Code used to describe an event or proceeding that has occurred. **You must fill in this field when adding information on these screens. Prompt** is valid on this field. See Appendix E for list of codes.
PO Date	STS	Proceeding date.
Police Agency	RFL WAR	Type the police agency name. The address can also be added if necessary.
Police Incident No.	JGS	If the Police Identification Number has been entered on the CAS screen, it will be displayed here. It can be modified if necessary.
Police Report No.	PBW SUB VIO	If the Police Identification Number has been entered on the CAS screen, it will be displayed here. It can be modified if necessary.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Position to	Prompt	Type the data you want to start your search with. Check the window heading to determine if the sorting sequence is alphabetic or numeric. Press **F7-Alt Seq** to toggle between the two different sorting types.
Position to CTN	Warrant Request	Use this field to locate a CTN number. Enter the full or partial CTN number (with no dashes) and press **ENTER** to find that number.
Post Code	BND	Valid Posting codes for the four types are: • Type 01 - **BT01** (Cash), **BT02** (10% Deposit), **BT06** (Interim), **BT08** (Security Deposit), **BT09** (Cash/Surety) • Type 02 - **MYRS** • Type 03 - **MYTR** • Type 04-99 - Defined by court
Posted Amt	Bindover	The amount of bond that has been posted. This field may be modified if necessary.
Post By	Bindover	Name of the bond depositor. This field may be modified if necessary.
Print CTN # instead of XREF#	Cal Prt	**X** - Print CTN instead of X-Ref #. If field is left blank, X-Ref # will be printed. This option is only available when option **B** is selected for paper size.
Print Page 1 only	SUB	Remove the **X** to print second page (service page) of form.
Print Part 1 only	AMD ORD	Remove the **X** to print LEIN Copy of the form.
Print Summary	Cal Prt	**X** - Print the Courtroom Calendar and the Calendar Summary **O** - Print the Calendar Summary only Further information about the Calendar Summary can be found in Chapter 7 - Calendar of this User Guide.
Probation	DHU	The number of months of probation.
Probation is revoked	JGS	Type an **X** in this field if applicable.
Probation Term	JGS	The number of months of probation.
Probation Officer		The probation officer number. Hotkeys can be used on the DSP & PRB screens. On the AMD, DCG, NPR, ORD & VIO screens, the name will be displayed, but can be added or modified if necessary.
Produced	ABS FAC	An **X** will be displayed in this field if the record shown has been transferred electronically. An **H** will be displayed if the record has been put on hold.
Production Date	ABS FAC	The date the abstract record was transferred electronically.
Programs	DSP	Type up to three codes to indicate the probation program, treatment program or conditions of probation. Some of the more common codes are: **CJWP** - County Jail Work Program, Work Release **DCWP** - District Court Work Program **FOCS** - Order for Community Service filed **PBCS** - Community Service in Lieu of Fine and Costs **PBJT** - Community Service in Lieu of Jail Term There are additional codes listed in the on-screen Help text. Additional codes can be added or defined by individual courts. See Chapter 9 for more information on creating codes.
Proof of Value Required	PRC	Type an **X** if Proof of Value and Interest in Real Property is required for release or bond.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Prosc	ACT	The prosecutor's five-digit bar number. *Note: A prosecutor bar number must be entered through SCH or CAS screen, and can only be deleted through the Removal Screen (REM). Adding or removing the bar number from the ACT screen will not update the case record.*
Prosecuting Official Bar No	NLP	The bar number of the prosecutor. If the bar number was entered on the CAS or SCH screen, it will appear here. It can be modified if necessary.
Prosecutor	CAS & Warrant Request SCH	The bar number of the prosecutor who authorized the charge(s). **Prompt** is valid on this field on the CAS screen. Enter the prosecutor's bar number or hotkey. This field should only be used for assigning or changing the prosecutor of record. If you need to remove a prosecutor of record, use the Removal screen (REM). **Prompt** is valid on this field.
Pty		The party designation, e.g. D01.
Purge Date	DHU	The date a case was purged from the system.
Purpose	CIN PRC BFT	A short description of the scheduled event. The type of hearing that was scheduled last, e.g. Trial.
Pymt Schedule	DSP	If the defendant has been given time to make payment, enter the payment schedule in days, weeks or months e.g. **021 D**, **004 W**, **002 M**. Entering a future date will make the case eligible for a 14-day notice or a notice of non-compliance unless: • The notices were previously stopped OR • There is a balance due for cash code DLRF (Driver License Reinstatement Fee)
Race		**W** - White **B** - Black **I** - Indian **A** - Asian **U** - Unknown
Rcpt		Receipt number.
Reason	WAR	Type the reason for the warrant recall, if needed.
Reasons	PBW	Type the reasons for bench warrant.
Reasons for arrearage	NPR	Type the reasons the defendant is in arrears.
Receipt Number/Date	OFB BFT	The receipt number and date of the bond that will be forfeited. When accessing this screen and there has been a bond posted through Cash or a bond record added through the Bond screen, the bond information will be displayed. If there is more than one bond and the bond you wish to forfeit is not displayed, type in the receipt number/date of that bond and press **ENTER**. If the bond you wish to forfeit is not on the system, enter the receipt number/date and the monetary information for the bond that you want to forfeit in 28 days and print the form. The bond receipt number and date. This field must be filled in to add or delete a case from the Bond Forfeiture Tickler.
Reduce/Amd/ Chg	DSP	The count field on the hop line must specify a count to display this field - even if there is only one count on the case! Type an **R** to reduce, **A** to amend or **C** to change a charge in the first field and the valid offense code for the new charge in the second field. **Prompt** is valid on this field.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Rehab?	DSP JGS	A one-digit code to represent the Alcohol Rehab Program. The Alcohol Code will appear on the Judgment of Sentence (JGS) and Register of Actions (ROA). Valid rehab codes are: **1** - Alcohol Highway Safety Education Program **2** - Outpatient Treatment Program **3** - Residential Treatment Program **4** - Inpatient Treatment Program **5** - Mental Health Services As of January 1, 1992, if **1**-**5** is entered in this field, a **Y** will appear in the *Alcohol Program* field on the Audit Abstract. If no entry is made, an **N** will appear on the Audit Abstract. **Prompt** is valid on this field on the DSP screen.
Release	JGS	If the defendant is being released from jail for a specific time and purpose, press **F4-Prompt** and a window will be displayed listing the options that apply. Type release times if release is for *Work*, *School*, *Medical*, or *Other* reasons. Type the purpose for release if release is for *Other* reasons.
Remaining Jail Days	JGS	The number of days defendant was sentenced to jail minus the number of days of jail credit. If this information was entered on the DSP screen, it will be displayed. It may be modified if necessary.
Request License/ Amend (AMD) Abstract?	RLF	Type an **X** to request an Amended Abstract (AMD). Also type an **X** in the *Restricted License Type, Amended Action* field.
Rest	JGS ABS	The amount of restitution assessed. This can be modified. The number of days of restriction in the first four positions. The fifth position will contain a **blank** or an **X** depending on the type of restrictions. **Blank** - Suspension with concurrent restrictions (W on DSP screen) **X** - Suspension followed by restrictions
Restitution	ORD	The amount of restitution assessed. This can be modified.
Restrd Days	RLF	The number of days the license has been restricted. This is a display-only field.
Restricted License Type	RLF	Type an **X** in either the *Original* or *Amended Action* field. If you mark *Amended Action*, you must also type an **X** in the *Request Lic/Amend (AMD) Abstract?* field.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Rev	ABS	If the driver license is revoked, this field will be marked with a **Y** (yes). DOS will determine the correct revocation length based on the driving record.
Rev/Susp	DSP	Valid codes for this field are listed below. **Prompt** is valid on this field. **R** - Revoke CCW Permit **S** - Suspend license/CCW Permit ***W*** - Suspend license with current restrictions **X** - Suspend license followed by restrictions **Y** - Revoke license/CCW Permit indefinitely *Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.*
Review Date	DSP	Enter the probation review or termination date, if desired. An entry in this field will prevent any late notices form generating until this date has expired. Entering a future date will make the case eligible for a 14-Day Notice or a Notice of Non-Compliance unless: • The notices were previously stopped OR • There is a balance due for cash code DLRF (Driver License Reinstatement Fee)
ROA	CAS DSP SCH	Request for ROA to be printed in batch cycle. Requests will display on Report /Requests screen (RPT) and printing can be requested from the Traffic/Criminal Daily Reports Screen (Traffic/Criminal Subsystem Menu - Option 2). **X** - Will print all counts on 8X11 paper **F** - Will print up to two counts on SCAO forms (DC250, DC251) **A** - Will print separate Register of Actions for each count on SCAO forms (DC250, DC251) **You can select ROA from the Reports Menu at any time during the day to print the batch requests.**
Rpt	RPT	The three or four character report code. See Appendix I for list of codes.
Rstr	RLF	The dates the license will be restricted. This is a display-only field.
Same Incident	CAS	DOS is able to determine same incident violations; however, you can type an **X** to mark a ticket as a same incident violation. (DOS no longer requires that this field be filled in.) You can also mark this field with an **A** to alert DOS than an offense should NOT be considered a same incident violation and points should be assessed. An **A** in this field will convert to an **11** in the *SI/BF* field on the abstract.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Schedule for	SCH PRB	Enter a two-character code to describe the type of event being scheduled. A date, time and next judge must also be filled in. The case will then be placed on the calendar for the bar number that is used in the *Next Judge* field. Entering a future date will make the case eligible for a 14-day notice or a notice of non-compliance unless: • The notices were previously stopped OR • There is a balance due for cash code DLRF (Driver License Reinstatement Fee) To remove an entry from the calendar, use scheduling code **99** with the same date, time and next judge as the previously scheduled date. A list of Scheduling Codes can be found in Appendix E. Scheduling codes **AJ50** - **AJ70** have been reserved for local court usage. See Chapter 9 for information about creating codes. **Prompt** is valid on this field.
Scheduled Date/Time	CIN	The date and time of the scheduled appearance will be displayed if previously entered on the SCH screen. These fields can be modified or erased for the printing of the form. Adding or modifying dates in these fields **will not** update the calendar or the case record.
Sentence Judge	ABS	The sentencing judge's bar number will appear on "S" and "B" type abstracts, even if it is the same judge as adjudication for audited cases.
Seq.	FAC	The sequence number for keeping track of how many FAC's have been generated for a particular case number, e.g. 1, 2, 3, etc. By paging down, you will see the different FAC sequence numbers for each case, if any.
Sequence	ABS	Each abstract is assigned a sequence number in the overnight batch process and that number is displayed on the ROA, the Abstract List and the Abstract Error List.
Served	SCS	Type an **X** to indicate if the defendant was served personally or by mail. Type the number of days prior to the hearing that service must be accomplished.
Service	CIJ	Type an **X** to indicate if the defendant was served personally or by mail.
Set Amount	Bindover	Amount of bond set. This field may be modified if necessary.
Set Aside Disp	DSP SCH	You must be count specific on the hop line to set aside a disposition. Type an **X** to set aside a **previously valid** disposition, or when a case is remanded on a bindover from circuit court. **Do not use this field to correct errors. Use the Removal Screen (REM) to correct errors.** See Chapter 3 of this User Guide for further information.
Set For	CAS	The two-character scheduling code e.g. **01** = Arraignment, etc. A complete list of scheduling codes can be found in Appendix E. **Prompt** is valid on this field.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Sex		**M** - Male or **F** - Female
SI/BF	ABS	**SI - (Same Incident)** Type **01** in this field for the lesser point value when multiple abstracts are submitted to DOS for tickets that were issued at the same time. Type **11** in this field to indicate that violations occurring on the same day are **NOT** same incident violations and points should be assessed on all violations. **BF - (Bond Forfeiture)** Type **04** in this field if the abstract is for bond forfeiture. Also, **DUP** must be typed in the *Use* field for any bond forfeiture. For subsequent bond forfeitures on the same case, a comment is recommended. If none of the above, the field should be left blank.
SID	CAS	State Identification Number, if applicable.
Soc Sec #		The social security number can be entered, if available.
SOS Assessed	JGS	The amount of driver license reinstatement fees assessed. This can be modified.
SOS Due	JGS	The amount of driver license reinstatement fees currently due.
SOS-Inquiry	CAS	Type an **X** to request for an "overnight" driving record from DOS. An unedited driving record will be produced by DOS at 8:15 a.m. (according to your AS/400's clock) on the following day.
Spaces	Cal Prt	Choose the number of blank spaces you want between cases when you print the calendar; valid choices are **1**-**9**. If this field is left blank, you will have no blank spaces between cases when the calendar is printed.
Specify	JGS	Enter a specific rehab program.
Speed	ABS FAC NOA	For speeding offense codes 2000 and 2100, the first three positions are vehicle speed at the time of ticket issuance, the last two positions are the posted legal speed limit, e.g. 50 mph in a 40 mph zone = 05040. For speeding offense code 2200, the first three positions are vehicle speed at the time of the ticket issuance, the last two positions are the former energy speed limit. This field is only valid for energy speed offenses prior to April 1, 1997. For all other offenses, the *Speed* field must be blank.
Speed Charged/ Allowed/ Energy Speeds	CAS DSP ACT	For a speeding offense, this field must be entered on CAS and DSP screens. This is a display-only field on ACT screen. The three portions of this field are: • the speed that the defendant was charged with • the speed that was allowed in that zone • the former energy speed, if an energy speed violation* **Note: The Energy Speed section of the speed field can only be used if the offense date is prior to April 1, 1997.*

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
ST	FAC	The two character abbreviation for a state. A list of state abbreviations can be found in Appendix M.
Start Date	DSP ABS	If the vehicle was ordered immobilized, the start date for immobilization.
State		The two character abbreviation for a state. A list of state abbreviations can be found in Appendix M.
State Costs OR ST Costs	CIJ ORD JGS	The amount of money assessed for the Justice System Fund.
Status		**PEND** - Pending **DISP** - Disposed **WARR** - Warranted **PROB** - Probation **CLSD** - Closed
Statute Type	Prompt	**L** - Local Ordinance table (local ordinances, DOS codes) **M** - State Statue table (state statute misdemeanors, felonies)
Street, Apt/Suite	FAC	The defendant's full address. Do not use punctuation or imbedded double spaces.
Street/ Apartment	CAS	Defendant's street address and apartment number. Any change to the address can be made by typing over the existing information in the address fields and pressing **ENTER**. The former address will be noted on the ROA.
Supervision	ORD	The amount of probation oversight fees assessed. This can be modified.
Supplemental Actions		The short lines are used for four-character codes to add information to the ROA. Court specific four-character codes can be added at the time of implementation or at any time thereafter. The following character prefixes are not allowed: AJ, AP, BD, BT, DS, PL01-PL99, PO and WR. The long lines are used for comments to describe some action that has taken place on the case. All supplemental actions appear on the ROA. See Chapter 9 of this User Guide for more information on creating codes.
Surety/Payer	OFB	The name and address of the person who posted the bond, if it is different from the defendant. The name will display if it was entered when the bond was posted.
Susp	ABS FAC RLF	The number of days the license is suspended, up to 2 years (0730 days). The type of suspension will be noted as follows: **F** - FAC (failure to appear in court) **J** - FCJ (failure to comply with judgment) **P** - FCPV (failure to comply with parking violations & state civil infractions) The dates the license will be suspended. This is a display-only field.
Suspnd Days	RLF	The number of days the license has been suspended. The is a display-only field.
Term	DSP ACT ORD	Enter the number of months of probation. An entry in this field will change the status of the case to PROB for Probation. The length of jail, probation or license restriction term. The number will be followed by a **D** for days or an **M** for months. The probation term will be displayed.
Term of Probation	AMD DCG	The term of probation will appear, but can be modified.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Threat to Safety (NCIC)	PRC	Type an **X** if you are entering a Conditional Release bond. You must complete the LEIN fields at the bottom of the screen, including the bar number of the judge or magistrate who set the bond in *Bar #* field.
Ticket OR Ticket #	Ticket Upload	The ticket number the officer enters at the scene.
Ticket Number	FAC	Ticket number. If this is an FCPV suspension, the additional five ticket numbers will appear on the five short lines above this field.
Ticket/Case	ABS FAC	The ticket number or case number.
Time		Enter the time and then indicate **A** (AM) or **P** (PM). Example: **0900 A**. Military time is not used. This is a display-only field on ACT screen.
	Cal Prt	Enter the time range to view or print. Use the following format: **0930 A**. Leave the time field blank if you want to see all cases for the entire day.
Time Notified	WAR	The time the policy agency was notified of the warrant recall, i.e. **0300 P**.
To:	SUB	The defendant's name will appear. If you are issuing the subpoena for someone other than the defendant, type the name and address of that person here.
Total	CIJ JGS ORD	The total of all monies assessed. If any assessment field is modified on JGS or ORD, press **ENTER** to recalculate the *Total*.
Total Amount of Judgment	JBF	The system will calculate this amount. It is the *Full Face Amount* plus the *Costs*.
Total Due	ORD	The amount of installment payment, how often payments are due and the date the first installment payment is due.
Transfer Case	TRN	Type an **X** to transfer a case to another court within the same jurisdiction. You must also fill in the *New Court Location* field.
Trial	ABS NOA	The following disposition codes are used in conjunction with convictions that require an audit abstract: **B** - Bench trial (DS01, 02, 03) **J** - Jury Trial (DS04) **P** - Plea, case pled without trial (DS14, 15, 23) **A** - Acquitted (DS05, 06) **M** - Merit Dismissal (DS08, 16, 18) **N** - Nolle Prosequi (DS25, 26)
Type		When this field follows the *Charge* field, the Case Type will be displayed. A complete list of Case Type codes can be found in Appendix D.
	SCH	Field in the Bond Information section. A two digit code to indicate the type of bond. A list of Bond Type Codes can be found in Appendix G. **Prompt** is valid on this field.
	BND	The type of record: **01** - Bond **02** - Restitution **03** - Trust **04** thru **99** - Trust and Agency
	Bindover	Two-digit code to indicate the type of bond. Available options are: **01** - Cash **02** - 10% **03** - Surety **04** - Personal **06** - Interim **08** - Security Deposit (also used as Combination Bond for Oakland County) **09** - Combination
Type of Bond	JBF	If there is a bond on the system, the type of bond will display. If not, enter the type of bond.
	OFB	The type of bond, e.g. Cash, 10%, etc.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Type of Calendar	Cal Prt	**X** - will display or print traffic/criminal and civil cases **T** - will display or print traffic/criminal cases only **C** - will display or print civil cases only **P** - will print Party Calendar
Use	ABS FAC	This three-character special handling code is used for exception processing. Leave blank if not an exception. The following exceptions can be handled on tape. Any other exceptions will need to be reported manually to the District Court Records Section of DOS. The overnight batch process will automatically assign the DLN and OSN handling codes. **ABS Codes:** **AMD** - Use to amend the original restricted license. **COR** - Use to correct an abstract that has been posted to a driving record. You **must** also enter a comment to support the correction. "Corrected Abstract" followed by the comment will appear on the ROA. **DEL** - Use to DELETE an abstract record from a person's driving record once it has been produced . It has been produced if an **X** appears in the *Produced* field on this screen. You **must** also enter a comment to support the deletion. "Abstract Removed" followed by the comment will appear on the ROA. **DLN** - Used for an abstract for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically. **DUP** - Use for an abstract that was reported by DOS as "POSSIBLE DUP ON DISK" when it was, in fact, a separate occurrence on the same date to the same offense code. **NOD** - An abstract with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of an abstract not on disk. DOS will then create a header record for the individual. **OSN** - An abstract for an out-of-state resident with an out-of-state license number or no license number. JIS inserts this code automatically. **FAC Codes:** **COR** - Use to correct an FAC/FCJ/FCPV record that has been posted to a driving record. "FAC/FCJ/FCPV UPDATED ON FAC FILE" will appear on the ROA. **DEL** - Use to delete an FAC/FCJ/FCPV record that was submitted in error once it has been produced. It has been produced if an **X** appears in the *Produced* field on this screen. "FAC/FCJ/FCPV UPDATED ON FAC FILE" will appear on the ROA. **DLN** - Used for a Michigan resident not having a driver license number or a driver with a Michigan address who has an out-of-state license. JIS inserts this code automatically. **DUP** - Use for an FAC/FCJ/FCPV that was reported by DOS as "POSSIBLE DUP ON DISK" when it was, in fact, a separate occurrence on the same date with the same offense code. **NOD** - An FAC/FCJ/FCPV with a valid license number that was submitted previously to DOS, but was in error due to not having the record on file, i.e. a removal of an abstract not on disk. DOS will then create a header record for the individual. **OSN** - An FAC/FCJ/FCPV for an out-of-state resident with an out-of-state license number or no license. JIS inserts this code automatically.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Veh	ABS	A valid DOS vehicle type. See Appendix K for complete list of codes.
Veh Forfeit	ABS	If the judge ordered the vehicle to be forfeited, **Y** will appear on the abstract.
Veh Immob.	ABS	Vehicle immobilization, if ordered by the judge. **Y** (yes) or **N** (no) will appear on the abstract.
Veh Make	ABS NOA	The 4-character code for vehicle make, e.g. **CHRY** = Chrysler. On ABS screen, this field is updated only if a paper plate is issued or vehicle immobilization ordered.
Veh Yr	ABS NOA	The 4-digit year of the vehicle plate. On ABS screen, this field is updated only if a paper plate is issued or vehicle immobilization ordered.
Vehicle Description	IMP	The vehicle year, make, license plate # and VIN will be displayed if the information was entered on the CAS screen. You can modify those fields for the printing of the form, if necessary. You can also add the following information: Model: **Taurus** Body Style: **2-door** Color: **Blue**
Vehicle Make	CAS	Four-character NCIC vehicle make codes. **Prompt** is valid on this field.
Vehicle Type	CAS	The two-character vehicle type designated by DOS. See Appendix K for complete list. **Prompt** is valid on this field.
Vehicle Year	CAS	Four-digit vehicle year.
Venue	CAS

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
W	FAC	When processing a clearance, enter an **X** in this field if the clearance fee is waived.
WAM	SCH	Warrant - Misdemeanor. Enter one of the following codes: **S** - to STOP a warrant from being generated **E** - to make the case ELIGIBLE for a warrant **X** - to REQUEST a warrant during the next notice cycle **I** - to indicate that an warrant was ISSUED PREVIOUSLY *Note: If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You **MUST** be count specific when entering **X** (Request Notice).*
WAN	SCH	Warrant Notice. Enter one of the following codes: **S** - to STOP a notice from being generated **E** - to make the case ELIGIBLE for a notice **X** - to REQUEST a notice during the next notice cycle **I** - to indicate that a notice was ISSUED PREVIOUSLY *Note: If you are entering **S** (Stop) or **I** (Previously issued) on a multi-count case and are not count specific on the hop line, the action will apply to all counts for the case. You **MUST** be count specific when entering **X** (Request Notice).*
Warrant	SCH PBW	Type a two-character code to describe the type of warrant action. See list of Warrant Codes in Appendix H. **Prompt** is valid on this field. *Note: Pre-adjudication warrant status is a method of disposition for caseload purposes.* The two-character code to describe the warrant action. It will always default to **10 - Bench Warrant Issued**, but can be changed to any **+ Warrant Code**. The description of the code that is used will be transferred to the ROA, and can be used for Report Generator.
Warrant Issue Date	CAS	The date that a warrant was issued. The date cannot be earlier than the *Offense Date*. An entry in this field at case initiation places the case in warrant status.
Warrant No	WAR	Type the number of the warrant being recalled.

Master List of Field Descriptions (Continued)		
Field Name	**Screen(s)**	**Description/Format**
Weekends	DSP	Type an **X** if the jail commitment is to be served on weekends only.
Work Hours	ABS	Type information for up to two employers in the following format: **0900A/0600P** (9:00 am - 6:00 pm)
Work Name and Location	ABS	Type information for up to two employers with no special punctuation or imbedded double spaces. Valid characters are A-Z and 1-9, e.g. Freds Auto Repair Royal Oak.
Work Restrictions	RLF	Type a **1**, **2** or **3** as appropriate on line A and/or B. Type up to 44 characters that best describe the employer name and location in the Company Description field. No extra spaces between words will be accepted by DOS. Type hours of allowed driving for employer in the Hours field. The format for hours is **0800A/0500P**. Type days of allowed driving for employer in the Days field. Use the following abbreviations: **M**, **T**, **W**, **Th**, **F**, **Sa**, **Sun**, **M-F**, **Sa-Su**, **All**, etc. Updating information in the Work Restrictions fields will transfer the information to the ROA and will update the Restriction portion of the case record. *Note: As of 10/1/99, DOS will determine the length of suspension and the restriction on all offenses except drug and insurance-related charges. Courts can still determine the length of suspension and restriction on drug and insurance-related offenses, but not the specific restriction days, times and locations.*
WT		Approximate weight of the defendant.
X-Ref X-Reference		If added on the CAS screen, this field is entered to cross reference the case number to another number such as the ticket number, or vice versa. It can also be used to keep track of multiple defendants. This number will be used for the X-Ref Inquiry and will appear on the ROA and most forms, reports and notices.
Year OR Yr	IMM IMP	Year of vehicle to be impounded or immobilized.
Zip		The five digit zip code. This field accommodates six characters for out of country codes.

Function Keys - Traffic/Criminal/Probation		
Key	**Name**	**Description**
F1	Clear Screen or Clr	Clear the screen without updating. Move cursor to the hop line.
	Help	Additional on-screen help is available.
	Top	Display the top of the Register of Actions.
F2	Add	Add record.
	Add Tickler	Add information to Bond Forfeiture Tickler.
	Bar #	Moves cursor to *Bar #* field at top of screen.
	Bindover	Send this bindover to Circuit Court.
	Bottom	Display the bottom of the Register of Actions.
	Date	Moves cursor to *Position to Date* field at top of screen.
	Extended Help	Additional on-screen help is available.
	Page Back	Return to the previous screen.
F3	Exit	Return to previous screen.
	Prior	Return to previous screen.
	Update	Update an existing record.
F4	Delete	Delete the record.
	Detail	Display more information for the warrant when the cursor is positioned in the *OPT* field.
	Prompt	Display additional information or options. This is available on any screen where the field name is in bold. OR When displayed at bottom of inquiry screen (SDX, NAM, XRF, PIN, DLN, VPN) it is valid for *Name*, *DLN* or *VPN* fields. Based on cursor placement, it will narrow the cases to an exact match and calculate a balance due.
	Prompt Bar No.	Prompt on the *Bar Number* field for Holiday File.
	Prompt Conditions/ Terms	Display window which lists Other Condition Item Numbers.
	Tkt Dtl	Display more information for the ticket when the cursor is positioned in the *OPT* field.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	**Name**	**Description**
F5	Cashcode Balances	Show balances by cash codes.
	Detail	With your cursor positioned in any day of the month, press **F5** to display the Courtroom Calendar for the Bar # specified. If no cases are scheduled for that day, the next date for which events are scheduled will be displayed.
	Mod Case Info	Modify case, party or count information.
	Name list-match on DOB	Display list of cases meeting name and date of birth criteria.
	Page Back	Return to the Month at a Glance calendar or the District Court Calendar.
	Refresh	Refresh screen to show updated information.
	Retrieve	Retrieve information from last message.
	Review Venues	Display venue for an officer or an agency.
	Sel Bch#	Display a listing of all the randomly assigned batch numbers of the group of tickets on a particular diskette from the law enforcement agency. A specific batch may be selected for displaying on the ticket selection screen - or all tickets in all batches may be displayed.
	Supplemental Entries	Add supplemental non-case entries to the court calendar such as marriages, meeting, etc.
	Verify Balance	Verify the balance of the assessments on the screen before pressing **ENTER**. Modifications can be made prior to pressing **ENTER**.
	War	Display a window to request or retrieve warrant data from the Prosecutor's Office by entering or selecting CTN numbers.
	Work w/Output	Work with printed reports or change Outq.
F6	Add	Add a new record.
	Detail	Display the Courtroom Calendar for the same day.
	History all	Display complete history for all cases meeting the name and date of birth criteria.
	Same Pty	Copy selected case information for a defendant having more than one citation on a same incident stop. After displaying the Case Action screen (CAS) for the case with the information you want to copy, type **CAS** and the **new case number** on the hop line. Press **ENTER**, then **F6-Same Pty**. The case information from the original case will be retrieved and filled in.
	Summary	Displays a summary of totals and types of events scheduled for that date.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	**Name**	**Description**
F7	All Records	Toggle between (1) records for one bar number plus court holidays and (2) records for all professionals plus all court holidays.
	Alt Seq	Alternate sorting sequence (usually between alpha and numeric). On STS screen, will alternate between sorting by *PO Date* and *Entry Date*.
	Bindover	Go to "Bindover Data to Circuit" screen.
	Bond Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.
	Court Records	Toggle between (1) records for all professionals plus all court holidays and (2) records for one bar number plus court holidays.
	Hold	Place an abstract on hold.
	Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.
	Prev Bar	View a calendar for a judge, magistrate or probation officer with the next lower bar number and a calendar entry.
	Print or Print Only	Print form. Note will be made on ROA that form was generated, but comments will not transfer to ROA and case status will not be updated.
	Prt form/Upd	Print the form on pre-printed Abstract/Restricted License/NOA form (DSI-22F) and update the ROA.
	Restitution Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.
	ROA From Line	View ROA by positioning the cursor on the line for the case you want to view and pressing **F7**.
	TKT	Display a window of uploaded tickets for selection.
	Trust Inquiry From Line	Will display Bond/Rest/Trust/T&A Inquiry/Update screen for case which cursor is positioned on.
	Update/Hold	Update abstract information and place on hold.
F8	NextBar	View a calendar for a judge, magistrate or probation officer with the next higher bar number and a calendar entry.
	Prt Form	Print FAC/FCJ/FCPV on a standard clearance form.
	Select Auth Pend	This will only display if there is a ticket which displays *ATH PND* in the charge description on the current screen. If there is indeed an authorization for the offense code, press **F8** with your cursor positioned in the *OPT* field to upload that information to your Case Entry Screen.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	**Name**	**Description**
F9	Print	Print the document or print the balance(s) as displayed in the prompt window.
	Print Def History	Print entire defendant history.
	Print ROA	Print the Financial ROA.
	Print/Update OR Print/Update/ Status	Print the document and transfer comments to ROA and/or update case status.
	Prt 1 on 3 pages	Print 3 copies of FAC/FCJ/FCPV on individual sheets of 8X11 paper.
	Prt 8x11/Upd	Print form on 8x11 paper and update the ROA.
	Prt Week	With cursor positioned on any day of the week, press **F9** to print the Week at Glance calendar for the bar number specified. The week will print from Monday-Sunday.
	Upload Tkts to Wdw	This will only display if tickets have been uploaded to AS/400 but have not yet been moved to the ticket window selection file currently being displayed. Press **F9** and the conversion will immediately take place.
F10	Print Options	Go to the District Court Calendar screen for various print options.
	Print/Update	Print form and update comments to ROA. Case status will not be changed.
	Prt 3 on 1 page	Print 3 copies of FAC/FCJ/FCPV on one sheet of 8X11 paper.
	Same FL DT	Retrieve the filing date from the previous case, similar to **F6-Same Pty**. This is useful when the filing date is not the current date.
	Sum	View a summary of event types scheduled for that day.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	**Name**	**Description**
F11	Alternate View or Alt View	Toggle between inquiry views.
	Block Hrs/Date	View and update court holidays and times when a judge, magistrate or probation officer is unavailable. See Chapter 7 of this User Guide for more information about this feature.
	View 1 or View 2	View additional information for jobs on Outq.
	Scan	This is an imaging feature which is available in some courts. For more information about this feature, contact JIS.
F12	Cancel	Return to main menu.
	Cancel Ext Help	Return to Help screen.
	Clearance/Update	Transmit immediate clearance request to SOS.
	Upd	Add the information entered on the screen to the ROA without printing the form.
F13	View on-screen help text.	View on-screen help text.
	OutQ	Change printer or work with Outq.
F15	Dlt	Delete restriction record information.
F17	Top	Go to top of list of jobs on Outq.
F18	Bottom	Go to bottom of list of jobs on Outq.

Function Keys - Traffic/Criminal/Probation (Continued)		
Key	**Name**	**Description**
F20	Writers	Go to Work with all Writers screen.
F22	Printers	Go to Work with all Printers screen.
F23	Delete	Delete a record. Delete an abstract record before it is electronically transferred to DOS.
	Delete Record	Delete an entire record (Posting and all paydown entries).
	Delete Tickler	Delete a tickler record.
F24	Cancel	Cancel this transaction without sending the information to Circuit Court.
	End Job	Exit screen without updating.
	Exit	Return to previous screen.
	More keys	View additional function keys.
	Prev, Previous Menu or Prior	Return to a previous menu or screen without updating.
	Sign Off System	Sign off JIS system.
	Enter	Inquire into or modify information.
	Enter - Continue	View next screen.
	Enter - Inquiry	View requested record.
	Enter - Name List	Return to name list.
	Enter=Update	Update record with corrected information.
	Enter-View Calendar	View alphabetic calendar.
	Enter - w/out select # - New Name list	Display name list.
	Enter-w/select # - History	Display case history.
	Help	On-screen help text is available. For terminals: Press **Help** key on bottom of keyboard. Use **Page/Roll** key to scroll through pages. For PCs: Press **Alt+F1** on most PCs (or check your keyboard mapping for location of **Help** key). Use **Page Up/ Page Down** keys to scroll through pages.
	Page/Roll	Scroll through the file, see additional menu options or view additional screens. For Ticket Upload, will scroll through the list of tickets to transfer to the Case Entry Screen.
	Pageup/ Down= More Names	Scroll through additional names.

HOP CODES

ENTRY SCREENS			
ABS	Abstract Update	EWR	Enter Warrant
ACT	Action	FAC	FAC Update
CAS	Case Entry	MJD	Modify Judgment
CJD	Cancel Judgment	PRB	Probation Scheduling
DEL	Delete	REM	Removal
DHU	Defendant History Update	SCH	Scheduling
DSP	DISPOSITION	TRN	Transfer
EJD	Enter Judgment		

INQUIRY SCREENS			
CAL	Calendar *	NAM	Name Inquiry
CCL	Combined Calendar	RPT	Report Requests *
CNI	Central Name Inquiry	SDX	Partial Name/Soundex Inquiry
DHI	Defendant History Inquiry	VPN	Vehicle Plate # Inquiry
DLN	Driver License	XRF	X-Reference
FIN	Financial ROA		

**Limited Updating Ability from this screen*

FORMS			
ACQ	Order of Acquittal/Dismissal	ORD	Order of Probation
AMD	Amended Order of Probation	PBM	Plea by Mail
CIJ	Civil Infraction Judgment	PBW	Petition & Bench Warrant
CIN	Civil Infraction Notice to Appear	PRC	Order for Pre-Trial Release/Custody/Bond
DCG	Discharge Order	RAP	Register of Actions Print
IMM	Order for Vehicle Immobilization	RFL	Removal from LEIN
IMP	Order for Vehicle Impoundment	RLF	Restricted License
JBF	Judgment after Bond Forfeiture	ROA	Register of Actions
JGS	Judgment of Sentence	ROF	Order for Return of Fingerprints
NLP	Order of Nolle Prosequi	SAC	Order on Application to Set Aside Conviction
NOA	Notice of Adjudication	SAE	Order for Substance Abuse Evaluation
NPR	Non-Payment of Restitution	SCS	Order to Show Cause
NTA	Notice to Appear	SUB	Subpoena
OFB	Order Forfeiting Bond	WAR	Warrant Recall
OFP	Order for Fingerprints	YTA	Assignment to Youthful Trainee Status

CASE TYPE CODES			
FELONY			
FY	Felony	FT	Felony Traffic
		FD	Felony Drunk Driving
MISDEMEANOR			
SM	Statute Non-Traffic Misdemeanor	ST	Statute Misdemeanor Traffic
OM	Ordinance Non-Traffic Misdemeanor	OT	Ordinance Misdemeanor Traffic
EX	Extradition	SD	Statute Drunk Driving
		OD	Ordinance Drunk Driving
CIVIL INFRACTION & PARKING			
SN	Statute Civil Infraction Non-Traffic	SI	Statute Civil Infraction Traffic
CN	Ordinance Civil Infraction Non-Traffic	OI	Ordinance Civil Infraction Traffic
		SK	Statute Parking
		OK	Ordinance Parking

PROCEEDING CODES (PO)			
AP	Arraignment/Pre-trial Held	MN	Monetary Transaction
AR	Arraignment Held	MO	Hearing on Motion Held
AW	Arraignment Waived	MS	Miscellaneous Action
BW	Arraignment on Bench Warrant Held	PE	Pre-Examination Hearing Held
CC	Hearing Held for Contempt of Court	PL	Plea Hearing Held
CH	Competency Hearing Held	PP	Partial Payment Made
EV	Evidentiary Hearing Held	PT	Pre-trial Held
EX	Examination Held	PV	Probation Violation Hearing Held
FH	Formal Hearing Held	RH	Review Hearing Held
HD	Proceeding Heard	RM	Remanded from Circuit Court to District Court
HE	Proceeding Held	SC	Order to Show Cause Hearing Held
IH	Informal Hearing Held	SH	Sentence Hearing Held
JS	Jury Selection Held	TR	Trial Held
JT	Jury Trial Held	VB	Violation Bureau Action

SCHEDULING CODES (AJ)			
01	Arraignment	20	Deferred Sentencing /Presentence Interview
02	Pre-Trial	21	Matter Under Advisement/Presentence Interview
03	Examination	22	Time Extended to Pay*
04	Trial	23	Time Extended
05	Hearing	24	Plea
06	Jury Trial	25	Adjourned
07	Review	26	Jury Selection
08	Sentencing	27	Preliminary Examination
09	Show Cause Hearing	28	Pre-Sentence Investigation
10	Payment Due*	29	Oversight Visit
11	Matter Under Advisement	30	Probation Reports Due
12	Deferred Sentencing	31	Discharge from Probation
13	Pre-Sentence Interview	32	Probation VIolation Hearing
14	Court Date	40	Settlement Conference
15	Due Date	41	Arraignment / Pre-Trial
16	Partial Payment Due*	42	Bond Forfeiture
17	Motion Hearing	43	Contempt Hearing
18	Informal Hearing	**99**	**Removed from Calendar**
19	Formal Hearing	***Codes 50 - 70 are reserved for local court usage.***	
* will update payment due date on the Civil Infraction Judgment (CIJ) and the Judgment of Sentence (JGS) forms			

PLEA CODES (PL)			
01	Plead Guilty	08	Exam Waived
02	Plead Not Guilty	09	Admit Responsibility
03	Stood Mute	10	Admit Responsibility with Explanation
04	Not Guilty Entered by Court	11	Denied Responsibility
05	Plead Nolo Contendere	12	Examination Ordered by Court
06	Stood Mute and Plea of Not Guilty Entered by Court	13	Examination Demanded by Prosecutor
07	Examination Demanded	**99**	**Plea *Removed***

DISPOSITION CODES (DS)			
SS	Supplemental Sentencing	24	Found Not Responsible
01	Found Guilty as Charged	25	Order of Nolle Prosequi Entered
02	Found Guilty - Added Offense	26	Dismissed by Party
03	Found Guilty - Included Offense	40	Found Responsible at Hearing
04	Found Guilty by Jury	41	Disposed by Plea under 7411
05	Found Not Guilty by Judge	42	Disposed by Plea under YTA
06	Found Not Guilty by Jury	43	Disposed by Plea under Spouse Abuse Act
07	Dismissed - No Progress	44	Verdict under 7411
08	Dismissed	46	Verdict under Spouse Abuse Act
09	Exam Conducted: Defendant Bound Over	47	Local Diversion
10	Exam Waived: Defendant Bound Over	48	Transferred
14	Disposed on a Guilty Plea	49	Directed Verdict
15	Disposed on a Plea of Nolo Contendere	50	Extradition Hearing Held
16	Exam Conducted: Charges Dismissed	51	Defendant Referred for Competency Evaluation
19	Default Judgment	52	Found Incompetent to Stand Trial
21	Administratively Closed	53	Order to Stay Proceedings
22	Other Disposition	98	Conviction Set Aside Pursuant to MCL780.621
23	Judgment Rendered		

OTHER DISPOSITION CODES Valid only with Dismissal Disposition Codes			
DIAC	Dismissed - Plead to Another Charge	DIJP	Dismissed - Jail Prior to Sentence
DIAP	Dismissed Has Completed Audit Program	DIJS	Dismissed Best Interest of Justice
DICA	Dismissed on Motion of City Attorney	DIJU	Dismissed Juvenile
DICH	Dismissed Proof of Purchase of Child Restraint Shown	DINC	Dismissed No Probable Cause
DICN	Complaining Witness Not Available	DINM	Administrative Dismissal - Non/Michigan Reg'd Vehicle
DICO	Dismissed on Motion of Complainant	DIPS	Dismissed on Motion of Prosecuting Attorney
DICR	Administrative Dismissal - Court	DIPC	Case Dismissed Upon Payment of Costs
DICS	Dismissed, First Offense Controlled Substance	DIPD	Administrative Dismissal - Police Department
DICT	Dismissed by Order of Court	DIPJ	Dismissed With Prejudice
DICW	Dismissal of Complaint and Warrant	DIPW	Dismissed, No Prosecuting Witness
DIDD	Dismissed Defendant Deceased	DIRE	Dismissed Upon Payment of Restitution
DIDE	Dismissed on Motion of Defendant	DIST	Administrative Dismissal - Streets & Traffic
DIDF	Deferred Dismissal		

BOND TYPE CODES					
+	BT01	Cash		BT07	Insurance Card
+	BT02	10% Deposit	+	BT08	Security Deposit
	BT03	Surety	+	BT09	Combination Bond
	BT04	Personal		BT10	Conditional
	BT05	Driver License		BT11	Real Property
+	BT06	Interim			

+ indicates code to add a bond record
All codes will be recorded in the Bond History section of the Register of Actions (ROA). Information for blank codes will be replaced by any subsequent + code bond type posted through Cash.

BOND ACTION CODES					
-	BD03	Bond Refunded		BD33	Insurance Card Returned
-	BD04	Bond Forfeited		BD34	Security Deposit Posted by Complainant
	BD05	Bond Canceled		BD35	Security Deposit Returned to Complainant
	BD06	Bond Continued		BD36	Bond Costs
	BD07	Bond Changed	-	BD37	Bond Applied to Fine and Costs
+	BD08	Bond Reinstated		BD38	Bond Denied
+	BD10	Bond Posted	-	BD39	Bond Transferred to Another Court
	BD20	Bond Not Posted	-	BD98	Bond Escheated
	BD28	Bond Set		BD99	Will remove the following actions from the Bond History section of the ROA: • all bonds **set** (BD28), or a • non-monetary bond **posted** through Scheduling screen (SCH)
	BD29	No Bond Ordered			
	BD30	Bond Lowered			
-	BD31	Bond Transferred to Circuit Court			
	BD32	License Returned			

All codes will be recorded in the Bond History section of Register of Actions
- indicates bond paydown action code

BOND PAYDOWN CODES	
Type of Bond	**Paydown Code(s)**
01 - Bond	BD03 Bond Refunded BD04 Bond Forfeited BD31 Bond Transferred to Circuit Court BD36 Bond Costs BD37 Bond Applied to Fine & Costs BD39 Bond Transferred to Another Court BD98 Bond Escheated
02 - Restitution	XXRP Restitution Paid
03 - Trust	XXTP Trust Paid
04-99 Trust & Agency	Defined by court. See Code Files Update, Trust & Agency, in the Cash User Guide.

WARRANT CODES (WR)		
+	WR01	Defendant Failed to Appear on or Before Due Date
+	WR02	Defendant Failed to Appear in Court on Due Date
	WR03	City Atty Misdemeanor Auth. Complaint & Warrant Filed
+	WR07	Bench Warrant Issued - Failed to Appear
+	WR08	Bench Warrant Issued - Fail to Execute Sentence
+	WR09	Bench Warrant Issued - Violation of Probation
+	WR10	Bench Warrant Issued
	WR11	Recommendation of Warrant
-	WR16	Warrant Returned
-	WR17	Set Aside Bench Warrant
+	WR18	Warrant Signed & Issued
+	WR19	Bench Warrant Issued - Failed to Pay
+	WR20	Warrant Sent to Police Agency
+	WR21	Warrant Issued
-	WR22	Bench Warrant Returned
-	WR23	Warrant Recall Filed
	WR24	Search Warrant Return Filed
	WR25	Search Warrant Issued
+	WR30	Warrant Entered into LEIN
-	WR31	Warrant Canceled from LEIN
+ Adds case to Warrant status and includes on FAC/Warrant List. *- Removes case from Warrant status and removes from FAC/Warrant List.*		

APPEAL CODES (AP)	
1	Appeal to Circuit Court Filed
2	Appeal from Magistrate to District Court
3	Action Taken by Magistrate Superceded by Order of District Judge
4	Appeal to Appellate Court Filed
5	Appealed Sentence
6	Appeal Denied
7	Appeal from Informal Hearing to Formal Hearing Filed
8	**Remove from Appeal Status or Appeal List**
Codes 1-7 add a case to Appeal List *Code 8 removes a case from Appeal List*	

CODE LISTING GROUP CODES			
Code	**Type of Code**	**Code**	**Type of Code**
AA	Individual Court Codes	BS	Payment/Bond Reversal Reason
AD	Scheduling Codes (AJ)	BV	Petition Codes
AG	Amount Type Codes	BY	Plea Codes (PL)
AJ	Appeal Codes	CA	Probation Codes/Conditions
AM	Arraignment Codes	CG	Proceeding Codes (PO)
AP	Bond Action Codes (BD)	CJ	Reason for Adjournment Codes
AS	Bond Type Codes (BT)	CM	Request for Adjournment Codes
AV	Computer Generated Codes	CP	Driver License Codes
AY	Dismissal Codes - OTHER Dispo.	CS	Alcohol/Treatment Program Codes
BA	Disposition Codes (DS)	CV	Waiver Codes
BD	Jail Codes	CW	Warrant Add Codes
BG	Mandatory Court Codes	CX	Warrant Delete Codes
BJ	Miscellaneous Actions	CY	All Other Warrant Codes
BM	Motion Codes	DA	Notice Codes (postcard forms)
BP	Order Codes		

REPORT CODES (RPT)	
Code	**Type of Report/Request**
ABS	Abstract
DFJ	Default Judgment Form
DLN	Driving record from Department of State
FAC	FAC/FCJ/FCPV Suspension
FDN	14-Day Notice
FLB	File Label
LBL	Address Label
NNC	Notice of Non-Compliance
NTAD	Notice to Appear - Defendant
NTAA	Notice to Appear - Attorney
NTAB	Notice to Appear - Defendant & Attorney
ROA	Register of Actions on 8x11 paper
ROAF	Register of Actions Form
WAM	Warrant Misdemeanor
WAN	Warrant Notice

LEIN ENTRY CODES	
Race	
A	Asian or Pacific Islander
B	Black
I	American Indian or Alaska Native
U	Unknown
W	White
Hair	
BLK	Black
BLN	Blonde/Strawberry
BLU	Blue
BRO	Brown
GRN	Green
GRY	Gray
ONG	Orange
PLE	Purple
PNK	Pink
RED	Red/Auburn
SDY	Sandy
WHI	White
XXX	Unknown, Bald/Balding
Eye	
BLK	Black
BLU	Blue
BRO	Brown
GRN	Green
HAZ	Hazel
MAR	Maroon
MUL	Multicolor
PNK	Pink
XXX	Unknown

DOS VEHICLE TYPE CODES			
Cycle - 2 or 3 Wheel	CY	Passenger Auto	PA
Low Speed Electric Vehicle	LS	Pickup Truck	PU
Moped	MO	Van / Motor Home	VA
Go Carts	GC	Snowmobile	SM
Off-Road Vehicle, including 3 and 4-wheel, all-terrain vehicles	OR	Watercraft	WC
Small Truck, all trucks under 10,000 pounds and not listed above	ST	Medium Duty Truck, more than 10,0000 pounds but not more than 26,000 pounds	MD
GROUP A VEHICLES (any vehicle towing another vehicle or trailer, with the towed vehicle having a gross vehicle weight rating over 10,000 pounds)			AA
Pulling two trailers	AT	Tank type body or trailer; used to transport gas or liquid	AN
Tank body or tank trailer, hauling hazardous material	AX	Towing two trailers (not tank type) hauling hazardous materials	AZ
Tank body or tank trailer, towing two trailers	AY		
Tank body or tank trailer, towing two trailers hauling hazardous materials	AL	Transporting hazardous materials	AH
GROUP B VEHICLES (A single vehicle, including buses, 26,000 pounds or more)			BB
Carrying passengers	BP	Tank body type	BN
Hauling hazardous materials	BH	Tank body hauling hazardous materials	BX
GROUP C VEHICLES HAULING HAZARDOUS MATERIALS. (A single vehicle under 26,001 pounds and is used for either of the following: 1. Carries 16 or more passengers, including the driver; 2. Transports hazardous materials for waste requiring the display of a placard.)			CH
Transporting passengers	CP	Tank body hauling hazardous materials	CX

DOS Inquiry Key
(use with "SYS" in Access Type; SOS# in Key)

To Look Up	SOS #	Key Information	Example
Complete Driving Record → *36 = edited record* → *42 = unedited record*	**36;1;** **36;2;** **42;1;** **42;2;**	Driver License number Complete name and date of birth Driver License number Complete name and **date** of birth	36;1;J500123456789. 36;2;JOHN ROY JONES;05051955. 42;1;J500123456789. 42;2;JOHN ROY JONES;05051955.
Full Name & Date of Birth	**49;2;**	Partial Name **and:** **M** = When Middle Name unknown **B** = Birthdate is unknown **P** = Middle name & DOB unk. **I** = Birthdate is unknown	 49;2;JOHN JONES;05051955;M. 49;2;JOHN R JONES;B. 49;2;JOHN JONES;P. 49;2;JONH R JONES;I.
Repeat Offender Info	**35;1;** **35;2;**	Driver License Number Full Name and Date of Birth	35;1;P500132443789. 35;2;JOHN ROY SMITH;10101950.
Prior Convictions	**PRIOR;**	PRIOR Susp/Rest Violations	PRIOR;J5001234546789.
Complete History Since Date Specified	**38;1;**	DLN and beginning search date	38;1;J500123456789;010190.
License Information	**39;1;** **39;2;**	Driver License number Complete name and date of birth	39;1;J500123456789. 39;2;JOHN ROY JONES;05051955.
Current Address	**40;1;** **40;2;**	Driver License number Complete name and date of birth	40;1;J500123456789. 40;2;JOHN ROY JONES;05051955.
History of All Convictions	**43;1;** **43;2;**	Driver License number Complete name and date of birth	43;1;J500123456789. 43;2;JOHN ROY JONES;05051955.
History of all Open FACs	**44;1;** **44;2;**	Driver License number Complete name and date of birth	44;1;J500123456789. 44;2;JOHN ROY JONES;05051955.
Vehicle Title Status	**51;1;**	Vehicle I.D. Number (VIN #)	51;1;1G8ZG5595PZ319234.
Plate Registration Record	**13;**	License Plate Number	13;459AKE.
Complete Plate Reg. Info	**14;**	License Plate Number	14;459AKE.
Vehicle Alpha File Info	**15;** **15;**	Name (Last, First, Middle initial) OR Name and Street Address Alpha Search by page number	15;JONES JOHN R. 15;JONES JOHN R;123 MAPLE. 15;*123456. (123456 = SOS page #)
Watercraft Registration	**21;**	Registration Number	21;0001AA.
Status Check	**27;1;** **27;2;**	Driver License Number Complete name and date of birth	27;1;J500123456789. 27;2;JOHN ROY JONES;05051955.
Boating Record	**28;1;** **28;2;**	Driver License Number Complete name and date of birth	28;1;J500123456789. 28;2;JOHN ROY JONES;05051955.
Snowmobile Registration	**25;**	Registration Number	25;A000001.
Complete Financial Responsibility Record	**73;1;**	Driver License Number	73;1;J500123456789.
Status of Lien on a Title or Registration	**54;1;** **11;**	Vehicle Identification (VIN) number Vehicle Place Number	54;1;1G8ZG5595PZ319234.
Handicap Stickers Handicap Permit	**78;** **79;**	Handicap Sticker Number Handicapper Permit	78;123456. 79;SMITH JOHN R.

STATE/PROVINCE/COUNTRY ABBREVIATIONS			
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist. of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		
US TERRITORIES			
American Samoa	AS	Puerto Rico	PR
Guam	GU	Virgin Islands	VI
N. Mariana Island	CM		
CANADIAN PROVINCES			
Alberta	AB	Nova Scotia	NS
British Columbia	BC	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick	NB	Quebec	PQ
Newfoundland	NF	Saskatchewan	SK
Northwest Territory	NT	Yukon Territory	YT
OTHER COUNTRIES			FR
MILITARY ZIP CODES			
340	AA	090XX - 098XX	AE
		962SS - 966XX	AP

Assessable Crime Victim Fee Offenses
Violations of State Law or Substantially Corresponding Local Ordinance
Revised October 1, 2003

Serious Misdemeanors [MCL 780.811]

Violations Charged as a Felony or Serious Misdemeanor, but subsequently reduced to or pled to as a misdemeanor, are defined as a SERIOUS Misdemeanor and are assessed a Crime Victim Fee. [MCL 780.811(a)(xv)]

PACC Code	Offense Description
257.617A	Failure to stop at scene of Personal Injury Accident
(MCL) 257.625	(Various PACC Codes) If the violation involves an accident resulting in damage to another individual's property or physical injury or death to another individual.
(MCL) 436.1701	(Various PACC Codes) If the violations results in physical injury or death to another individual.
750.115-A	Breaking & Entering - Illegal Entry (without owners permission)
750.115-B	Breaking & Entering - Enter Public Place where strictly denied
750.136B5	Child Abuse - 4th Degree
750.145A	Children - Accosting for immoral purposes
750.234	Weapons - Firearms - Discharge While Aimed, without Malice & Injury
750.235	Weapons - Firearms - Discharge While Aimed, w/o Malice but with Injury
750.335A	Indecent Exposure
750.411H	Stalking
750.81	Assault or Assault and Battery
750.81A	Aggravated Assault
750.812	Domestic Violence
750.813	Domestic Violence Second Offense
750.81A2	Aggravated Assault - Domestic Violence

Specified Misdemeanors [MCL 780.901]

	257.602	**NEW** Police Officer – Refusal to Obey Traffic Order
*	257.6251-A	Operating While Intoxicated **(New description)**
*	257.6253-A	Operating Impaired
*	257.6256B	Operating While Intoxicated/Impaired/With the Presence of a Controlled Substance - 2nd Offense Notice
	257.626	Reckless Driving
	257.9041B	Operating License Sus /Rev/Denied-Allowing suspended person to operate
	257.9041C	Operating License Sus/Rev/Denied OR Allow suspended person to operate -2nd or Offense
	257.9047	Commercial Motor Vehicles - Operating with Suspended/Revoked Vehicle Group Designation
	259.185	Aircraft OUIL/Per Se
	259.1851	Aircraft Operation Under the Influence
	259.1852	Aircraft Blood Alcohol Content 0.04% or more
	259.1853	Aircraft Operation Within 8 Hours of Drinking/Drugs
	259.1857	Aircraft OUIL - 2nd Offense Notice

*** If the violation involves an accident resulting in damage to another individual's property or physical injury or death to an individual, the offense is classified as a "Serious" Misdemeanor instead of a "Specified" Misdemeanor.**

Assessable Crime Victim Fee Offenses (Continued)

Effective 10/1/03

Specified Misdemeanors - Continued

*	324.801761	Marine Safety OUIL/Per Se
*	324.801763	Marine Safety OWI
*	324.801771B	Marine Safety OUIL/Per Se - 2nd Offense Notice
*	324.80177C-A	Marine Safety OUIL/Per Se - 3rd Offense Notice -Misd
*	324.801781B	Marine Safety OWI - 2nd Offense Notice
*	324.801781C	Marine Safety OWI - 3rd Offense Notice
	324.81134	ORV OUIL/Per Se
	324.811341	ORV OUIL
	324.811342	ORV Blood Alcohol Content 0.10% or More
	324.811345	ORV OUIL - 2nd Offense Notice
	324.811351	ORV Impaired
	324.811353	ORV Impaired - 2nd Offense Notice
	324.821271	Snowmobile OUIL/Per Se
	324.821273	Snowmobile OWI
	324.821281B	Snowmobile OUIL/Per Se - 2nd Offense Notice
	324.824281C-A	Snowmobile OUIL/Per Se - 3rd Offense Notice-Misd
	324.821291B	Snowmobile OWI - 2nd Offense Notice
	324.821291C	Snowmobile OWI - 3rd Offense Notice
	333.17766A1	Controlled Substances - Steroids - Use
	333.17766A2	Controlled Substances - Steroids - Possession
	333.74032C-A	Controlled Substances - Possession (Schedule 5 & LSD, etc.)
	333.74032C-B	Controlled Substances - Possession (Substance added to Sch. 5 by rule)
	333.74032D	Controlled Substances - Possession of Marijuana
	333.74032F	Prescription Forms - Possession
	333.74042A	Controlled Substances - Use (Narcotic or Cocaine)
	333.74042B	Controlled Substances - Use (Non-Narcotic)
	333.74042C	Controlled Substances - Use (Schedule 5 or LSD, etc.)
	333.74042D	Controlled Substances - Use of Marijuana
	333.7407A-C	Controlled Substances - Inducing a Person to Violate -Misdemeanor
	333.7407A1-C	Controlled Substances - Attempt Misdemeanor
	333.74102	Controlled Substances - Distribution without remuneration (Marijuana)
	333.7453	Controlled Substances - Sale of Paraphernalia
	333.7455	Controlled Substances - Sale of Paraphernalia to Minor
*	436.17011-A	Alcohol - Selling/Furnishing to Minor
*	436.17011-B	Alcohol - Selling/Furnishing to Minor - 2nd Offense Notice
*	436.17011-C	Alcohol - Failure to post sign describing violations/penalties
	462.353	Operating a Locomotive OUIL/UBAL
	462.3534	Operating a Locomotive OUIL/UBAL - 2nd Off Notice
	462.3551	Operating a Locomotive Impaired
	462.3553	Operating a Locomotive Impaired - 2nd Off Notice
	750.1742	Embezzlement - Agent or Trustee - Less than $200
	750.1743A	Embezzlement - Agent or Trustee - $200-$1000
	750.1743B	Embezzlement - Agent or Trustee - Less than $200 - 2nd or subsequent offenses
	750.2182	False Pretenses - Less than $200
	750.2183A	False Pretenses - $200-$1000
	750.2183B	False Pretenses - Less than $200 - 2nd or subsequent offenses
	750.3564A	Larceny - $200-$1000
	750.3564B	Larceny - Less than $200 - 2nd or subsequent offenses
	750.3565	Larceny - Less than $200

*** If the violation involves an accident resulting in damage to another individual's property or physical injury or death to an individual, the offense is classified as a "Serious" Misdemeanor instead of a "Specified" Misdemeanor.**

Assessable Crime Victim Fee Offenses (Continued)

Effective 10/1/03

Specified Misdem eanors - continued

750.359	Larceny From a Vacant Building
750.362A4A	Failure to Return Rented Property - $200-$1000
750.362A4B	Failure to Return Rented Property - Less than $200 - 2nd or subsequent offenses
750.362A5	Failure to Return Rented Property - Less than $200
750.3624A	Larceny by Conversion - $200 or more but less than $1000
750.3624B	Larceny by Conversion - Less than $200 - 2nd or subsequent offense
750.3625	Larceny by Conversion - Less than $200
750.377A1C1	Malicious Destruction of Pers onal Property - $200-$1000
750.377A1C2	Malicious Destruction of Personal Property - Less than $200 - 2nd or subsequent offe
750.377A1D	Malicious Destruction of Personal Property - Less than $200
750.3804A	Malicious Destruction of Building - $200-$1000
750.3804B	Malicious Destruction of Building - Less than $200 - 2nd or subsequent offenses
750.3805	Malicious Destruction of Building - Less than $200
750.5354A	Stolen Property - Receiving and Concealing - $200-$1000
750.5354B	Stolen Property - Receiving and Concealing - Less than $200 - 2nd or subsequent offenses
750.5355	Stolen Property - Receiving and Concealing - Less than $200
750.540E1A	Telephone Call - Malicious Use to Threaten
750.540E1B	Telephone Call - False Message of Death or Injury
750.540E1C	Telephone Call - Refusing to Disengage
750.540E1D	Telephone Call - Obscene
750.540E1E	Telephone Call - Calling and Hanging Up
750.540E1F	Telephone Call - Unsolicited Commercial Calls
750.540E1G	Telephone Call - Repeatedly Interrupting Service

Repealed PAAC Codes

The following violations should no longer be in use:

257.62510B	Operating While Impaired - 2nd Offense Notice
257.62510C	Operating While Impaired - 3rd Offense Notice
257.6256D-A	Operating While Intoxicated - 3rd Offense Noti ce Misdemeanor
750.362-B	Larceny by Conversion - $100 or Less

Offenses Not Eligible for Crime Victim Fee

The following offenses appeared on a previous list of Specified Misdemeanors but are NOT eligible fo assessment of the Crime Victim Fee. Please c orrect offense code tables to reflect this change.

257.6252-A	Operating - Allowing Intoxicated Person To Operate Motor Vehicle
257.6257A1	Operating While Intoxicated - Occupant Less than 16
257.6257B1	Operating-Minor with any BAC -Occupant Less than 16
324.801762	Marine Safety - Allowing intoxicated person to operate a vessel
324.811343	ORV - Allowing Intoxicated Person to Operate
324.821272	Snowmobile - Allowing intoxicated person to operate

Help Desk Fax Sheet

Fax copies are sometimes hard to read. Please print legibly or type the information.

Court _____

Name _____

Phone (_____) _____Ext._____

Fax # _____

Problem Description:

_____

_____

_____

_____

_____

Research Conducted:

_____

_____

_____

_____

_____

Attachments:

ROA
Financial ROA
Other _____

Fax to JIS: (248) 352-8715

JIS Enhancement Request Form

Enhancement Classification

__ Traffic/Criminal
__ Civil
__ Bond/Trust/Cash
__ Probation
__ Other

Name:_____
Court Administrator

Court: _____

Phone: ( ) _____ - _____ Ext. ____

Date: _____

Enhancement/Change: _____

_____

_____

_____

_____

_____

_____

_____

Reason for Enhancement/Change: _____

_____

_____

_____

_____

_____

_____

_____

_____

Fax to JIS: (248) 352-8715

Request for JIS Training

Requested by: _____ Court: _____
Court Administrator

Contact Person: _____

Phone: ( ) _____ - _____ Ext. ____

Please describe a general overview of training needs: _____

_____

Training Dates & Location:	
Technical Services Representative:	

Tentative Schedule

Time	Employees to be Trained/Topics to be Covered	Estimated Time (Hrs)

Shaded Area to be completed by JIS

Fax to JIS: (248) 352-8715

Frequently Asked Questions

1. **I disposed the wrong case by mistake. How do I make the correction?**

   Go to the Removal screen (REM) and remove the disposition code and other sentencing variables that were entered in error. Remember to re-enter all the sentencing variables if/when you re-enter the disposition.

2. **Why didn't I get an abstract on my case?**

   The case must have a disposition code. The guilty or responsible disposition code creates the abstract. If the abstract was "Stopped" on the Case Entry screen (CAS) or Scheduling screen (SCH), no abstract will generate. If a default has occurred, a default abstract will not generate until the appropriate number of days have elapsed since the disposition. (Courts set their own notice dates in the Z -Record). No abstract will generate if the charge is non-abstractable. Check your DOS Offense Code listing to see if the offense requires an abstract.

3. **An abstract generated in error. How do I correct it?**

   If the abstract has been sent to DOS (there will be an **X** in the *Produced* field), type **DEL** in the *Use* field. Type a comment why the abstract should be deleted from the driving record and press **F3-Update**.

   If the abstract has not yet been sent to DOS (the *Produced* field will be blank), press **F23-Delete**. No further action is required.

4. **Someone deleted my daily reports from the output queue. How do I get them back?**

   Go to the Archives option from the District Selection and Operator Menu. Locate the report(s) you need and type an **R** in front of it/them. Then go to your output queue and release/print as normal. Note: Only the most current report is stored in Archives. When the report is reproduced, it will replace the archived report.

5. **How and where do I amend or reduce a charge?**

   On the hop line, type **DSP** (for Disposition screen), the case number and the count number, even if it is a one count case. Type **R**, **A** or **C** in the *Reduce/Amd/Chg* field and type in the new offense code to the right of that field. Fill in other information on screen as needed. Press **ENTER**.

Frequently Asked Questions (Continued)

6. **I entered the wrong offense date on a case. How can I fix it?**

   You can't. The case must be deleted and re-entered from the beginning.

7. **My Crime Victim's Right Report has an * on several cases. Why?**

   This report will * a case if:

   1) there is no disposition on the case;
   2) the charge is Attempted (A), Conspiracy (C) or Solicit (S);
   3) the crime victim fee is not assessable by statute
   4) the *Crime Victim* field is not updated correctly in your statute file;
   5) there was more than one MYCV assessment on the case; or
   6) the accident type that would make the charge eligible for this assessment was not updated on the Case Entry screen (CAS)

8. **How do I get a dismissal abstract on an alcohol offense?**

   Type an **X** in the *Audit Abstract* field on page 1 of the Disposition screen (DSP) or the *Abstract* field of the Scheduling screen (SCH).

9. **I am trying to enter a case and the DLN, Name and DOB fields are highlighting on the Case Entry screen (CAS). I know the number is correct. What do I do?**

   All three fields must be checked for accuracy. Running a driving record to verify the information may be necessary. If you are sure all the information is correct, press **ENTER** three times. Then press **F8** to override the edit and enter the case information.

10. **How should cases be counted for caseload on multi-count tickets?**

    Each offense should be counted as a separate case. Affix an A, B or C to the end of the ticket number, or, if preferred, some other unique identifier.

11. **How many days after my 14-day notice generates will I get an FAC/FCJ?**

    This will vary by court. The notice schedule can be found in the Z-Record for your court, which is stored in the Code Files. The number of days on this schedule dictates when the notices will generated. The systems calculates dates based on the last DUE DATE, not the last notice date. So, if an offense occurs on January 1 and the due date is January 10, and you have 28 days for the 14-day notice, the 14-day notice will generate 28 days after January 10, which is February 8.

Judicial Information Systems
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