



#### Attention Courts:

Beginning April 11, 2023, the Michigan State Police (MSP) will be setting aside certain convictions without application. In preparation, we are encouraging courts to request access to the CJIC Reporter application through the MiCJIN portal. This will give courts the ability to view their daily reports of convictions that have been automatically set aside, as well as submit reinstatements and rescind records. The application also allows courts to run open case reports specific to their ORI rather than requesting copies from the MSP.

#### To obtain access to the CJIC Reporter application:

- Agencies with existing MiCJIN Portal access may request the CJIC Reporter application by completing and submitting the RI-092A MiCJIN Administrator/Application Request form.
  - To access the conviction set aside reports, check the CJIC Reporter CSA box.
  - If you are wanting access to run open case reports, you must also check the CJIC Reporter CHR box in either the Direct LEIN or Indirect LEIN Access portion, whichever applies to your agency.
- If you are unsure if your agency has access to the MiCJIN Portal, please contact the MiCJIN Service Center at [MICJINMAIL@michigan.gov](mailto:MICJINMAIL@michigan.gov) or call 517-241-0828 to inquire.
- Agencies without access will also need to complete the RI-093 MiCJIN User Agreement. All forms are available on the MiCJIN website at [MiCJIN Services \(michigan.gov\)](https://michigan.gov/micjin).
- Completed forms can be emailed to the MiCJIN Service Center at [MICJINMAIL@michigan.gov](mailto:MICJINMAIL@michigan.gov). Please contact the MiCJIN Service Center with questions by email or by phone at 517-241-0828.

Users who have access to the MiCJIN portal can view stats of the estimated number of convictions eligible to be set aside automatically by going to the CJIC Reporter Communities page and following these steps:

- Choose Communities on the left side of the MiCJIN home page.
- Select CJIC Reporter.
- Scroll down and select Set Aside CJIC Reporter.
- Scroll down and select the down arrow next to ASA Estimates for Courts.
- Click download.
- Each Court ORI is listed with stats.

Please email [MSP-CRD-CSAAUTOMATIC@MICHIGAN.GOV](mailto:MSP-CRD-CSAAUTOMATIC@MICHIGAN.GOV) with questions.