



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
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517-373-0128

Thomas P. Boyd  
State Court Administrator

### MEMORANDUM

DATE: December 16, 2020

TO: Chief Judges  
cc: Court Administrators  
Probate Registers  
County Clerks  
Authorized Users of the Caseload Reporting System  
Case Management System Providers

FROM: Thomas P. Boyd

RE: Reporting 2020 Trial Court Caseload Data to SCAO

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The attached file outlines the steps each trial court must take in January of 2021 to submit and verify 2020 caseload data through the Caseload Reporting System (CRS).

SCAO recognizes that in 2020 there were likely many instances where individual cases were not disposed within the time guidelines. To prevent misuse or misunderstanding of the 2020 case age rates, SCAO will not publish these rates for an individual court or judge. We will continue to consult with the Trial Court Performance Measures Committee and the judicial associations on how to publish, use, and footnote these rates in light of emergency measures taken by courts.

Authorized users of CRS should strive to submit and verify their 2020 caseload data by January 31, 2021. Any court that cannot meet this deadline should contact their regional office to request an extension.

CRS contains new features, including those that are described [here](#). I encourage all authorized users of CRS to familiarize themselves with these features, which were designed to make reporting faster and easier.

If you have any questions, contact Kimberly Tody, Data Projects Coordinator, at 517-373-5538 or [todyk@courts.mi.gov](mailto:todyk@courts.mi.gov).

Attachment

## Attachment

Items in italics are features of the Caseload Reporting System.

### A. **Parts of Caseload Reporting**

The Caseload Reporting System (CRS) is organized into three parts: Part 1 includes beginning pending, new filings, and reopened cases; Part 2 includes dispositions; and Part 4 includes case age at disposition and pending case age.

### B. **Important Dates**

Courts shall submit and verify the completeness and accuracy of their 2020 caseload data by January 31, 2021.

During 2020, courts may have entered or uploaded data into CRS for the purpose of generating an output report. This information will be purged by December 15, 2020, and CRS will be unavailable from this date until January 1, 2021.

### C. **Submit Caseload Data**

On or after January 1, 2021, authorized users should login to the Michigan Court Application Portal (MCAP) and select the CRS application.

Manually enter<sup>1</sup> and/or electronically upload caseload data for the full year for Parts 1, 2, and 4. Uploaded files will be added to existing data in CRS; it is not possible to overwrite existing data with an upload file. If you upload data files, select the *Confirm File Upload* screen to view and correct any errors before completing the upload process. After data is uploaded to CRS, SCAO will send an e-mail message to the chief judge, court administrator, and authorized users for the court.

Courts must enter a valid number in every field. This can be completed manually in each data field or automatically by selecting "Apply zeros to all blank records" on the *Data Entry* screen for each Part, Section, and Judge.

Run the *Missing Caseload* report on CRS. This report will show: (1) the part and section for which data are missing in Parts 1 and 2; (2) the name and State Bar membership number (P number) of any judge or attorney magistrate that is missing from Part 4; and (3) the section in Part 4 for which partial data was reported for any judge or attorney magistrate.

Enter any missing data for the sections identified on the *Missing Caseload* report. Judges from another court assigned to case(s) in your court may not appear on the *Missing*

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<sup>1</sup> During manual data entry, if the data just entered does not appear on the screen, change the Internet settings for your Internet Explorer web browser as follows: (1) From the menu bar, select Tools, then Internet Options. (2) Under the General tab, click the Settings button. (3) Under 'Check for newer versions of stored pages,' check 'every visit to the page.' If you do not use the Internet Explorer web browser, you may need to request assistance from your information technology support personnel.

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*Caseload* report for Part 4; however, their caseload data must be reported in Parts 1, 2, and 4 to ensure complete information and to prevent errors in the *Data Check* reports.

### **D. Review and Correct Parts 1 and 2 Data**

Circuit courts must run the *New Filings* data check for NA, DL, and adoption case types. If the court reported zero new filings for DL, NA, or adoption case types, the row will be highlighted. If, after review, you find your court did not have any NA, DL, or adoption new filings, please contact the State Court Administrative Office at 517-373-5538 for assistance when verifying the court's caseload data.

Run a full-year court caseload detail report from your court's case management system and a full-year *Court Caseload Detail* output report through the *View Reports* menu on CRS. Compare your case management report and the *Court Caseload Detail* report to identify any inconsistencies. Make necessary corrections on the *Caseload Data Entry* screens. Once the corrections have been made, generate the full-year *Court Caseload Detail* output report for Parts 1 and 2 and the full-year court caseload detail report from your case management system and compare the two reports. They should now match.

If the *Court Caseload Detail* output report contains ending pending numbers less than zero, they must be corrected. These will appear as negative numbers in the last row of the report. CRS will not permit you to verify the caseload data if any ending pending numbers are less than zero. After making corrections on the *Caseload Data Entry* screens for Parts 1 and 2, generate the *Court Caseload Detail* output report again to ensure there are no negative ending pending numbers.

### **E. Review and Correct Part 4 Data**

Generate the *Ending Pending* and *Dispositions* data check reports on the *Data Check* screen. The number of dispositions reported in Part 4 should match the number of dispositions, excluding inactive status and case type change, reported in Part 2. Additionally, the number of pending cases reported in Part 4 should match the ending pending caseload from Parts 1 and 2. These two data check reports will show when the dispositions and pending caseload reported in Part 4 do not match the dispositions and pending caseload reported in Parts 1 and 2.

These reports contain only certain case types.<sup>2</sup> If the difference on these reports is greater than or equal to two cases and the percent difference is equal to or greater than two percent,

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<sup>2</sup> The *Ending Pending* and *Dispositions* data checks include all probate and district court case types. These data checks include the following circuit court case types: Appeals: AA, AE, AP, AR, AV; Administrative Review, Superintending Control, and Extraordinary Writs: AH, AL, AS, AW; Criminal: AX, FC, FH, FJ; Civil Damage Suits: ND, NF, NH, NI, NM, NO, NP, NS, NZ; Other Civil Matters: CB, CC, CD, CE, CF, CH, CK, CL, CP, CR, CZ, PC, PD, PR, PS, PZ; Domestic Relations: DC, DM, DO, DP, DS, DZ, UD, UE; Proceedings under the Juvenile Code: PJ; Proceedings under the Adoption Code: AB, AC, AD, AF, AG, AM, AN, AO, AY; Miscellaneous Proceedings: EM, ID, NB, NC, PH, PP, PW, VF; Ancillary: CA, CY, DD, GA, GL, GM, LG, PO filed in circuit court; and Court of Claims: MA, MB, MD, MH, MK, MM, MP, MT, MZ. The data check excludes the following circuit court case types: Proceedings under the Juvenile Code: DJ, DL, NA, TL; and Miscellaneous Proceedings:

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the row will be highlighted. Additionally, if the calculated ending pending number is less than zero, the row will be highlighted. All highlighted rows must be corrected. Corrections may need to be made to Parts 1, 2, and/or 4. Once corrections are made on the *Caseload Data Entry* screens, generate the *Ending Pending* and *Dispositions* data check reports on the *Data Check* screen to ensure there are no highlighted rows.

### **F. Verify Caseload Data**

Once 2020 caseload data in all three parts and in all sections for the entire court have been reviewed and corrected, one person must verify it. In courts in which more than one person is responsible for reporting separate sections of caseload data, the chief judge should delegate the responsibility for verifying to one person. This is particularly important for circuit courts in which caseload data from appeals, civil, criminal, and family division are submitted by various users from both circuit and probate court.

Submit one *Caseload Data Verification* form for the entire court's caseload data through CRS. If your court is missing data or the data check indicates a problem, you may not be able to verify. If this occurs and you are not able to correct the problem, contact your regional administrator. When verification is submitted, SCAO will send an e-mail to the chief judge, probate register, court administrator, and authorized users for the court.