

# **STATE COURT ADMINISTRATIVE OFFICE**

## **COLLECTIONS DATA SYSTEM (CDS)**

### **UPLOAD FILE SPECIFICATION**

**VERSION: FINAL**

**SEPTEMBER 10, 2015**

## REVISION CHART

Version	Primary Author(s)	Description of Version	Date Completed
Draft	Barry L. Camp	Initial draft created for distribution and review comments.	08/22/2008
Preliminary	Barry L. Camp	Second draft incorporating initial review comments.	08/27/2008
Final	Barry L. Camp, Andrea Stoecker	First complete draft, which is placed under change control.	10/30/2008
(Updated)	Barry L. Camp	Revised to reflect organizational changes to 87 <sup>th</sup> District Court (D87), in effect as of 04/01/2009.	03/27/2009
(Updated)	Barry L. Camp	Revised to correct reporting needs of selected Courts (D53 and D59).	04/21/2009
(Updated)	Barry L. Camp	Revised to reflect change in affiliation of Grosse Pointe Shores Municipal Court, from Grosse Pointe Woods to Grosse Pointe Farms, in effect as of 01/01/2012.	12/13/2011
(Updated)	Barry L. Camp	Corrected to include missing Court changes to D25 and the former D26.	07/22/2014
Draft Revision	Barry L. Camp	Proposed changes to accommodate separate Reporting for D14A by physical location; organizational changes to D44 and D45; organizational changes to D67 and D68.	08/20/2015
Draft Revision	Barry L. Camp	Omitted proposed location D67-1 Flint Township as redundant.	08/31/2015
Final	Barry L. Camp	Restored D67-1 (previously indicated as Flint Township) with the location of "Central".	09/10/2015

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## 1. INTRODUCTION

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### 1.1 Purpose

This document describes the record layout for submitting data electronically to the Collections Data System (CDS). Data submitted electronically will be imported into a relational database management system (RDBMS), and that data will subsequently be available for generating reports. Courts with a case management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for CDS to understand the data and store it properly.

### 1.2 Definitions, Acronyms, and Abbreviations

Terms, Acronyms, and Abbreviations	Definition
ASCII	American Standard Code for Information Interchange, a ubiquitous data and text format used by computers globally
CDS	MCAP's Collections Data System (web application)
JIS	Judicial Information Systems
MCAP	Michigan Court Application Portal
RDBMS	Relational Database Management System
SCAO	State Court Administrative Office

## 2. ELECTRONIC DATA FILE FORMAT

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### 2.1 General Format

All data submitted electronically shall be in the form of a machine-readable plain text file encoded in standard ASCII format. The data in the file will be organized into individual records, with one line of text representing one record. Each line shall be terminated with a standard carriage return – line feed character sequence.

Each record will contain a series of values that represent elements of the record. Each value must be enclosed in quotation marks (") and separated from one another, delimited by a comma.

### 2.2 Submission of Files

CDS utilizes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet. The user attempting to submit the data file will sign on to the application using a web browser, typically Microsoft Internet Explorer.

The user will be prompted to select a drive, path, and filename to choose the appropriate file to be submitted, and the application will then transfer the file to a JIS-based server. The file will be processed and each valid record will be saved to the database. The user will then be able to view the submitted data using web-based data entry screens, or printable output reports.

The user will receive a summary screen with the number of records saved, and the number of errors. Individual line numbers will be listed for each error along with an error message.

### 2.3 Record Format

There are three distinct types of records which may be uploaded to CDS. Therefore, there are three different record formats, which are as follows:

#### **Receivables Aging (10 fields):**

"Record Type", "Report End Date", "Court Type", "Court Code", "Location", "", "Aging Period", "Category", "Amount", ""

#### **Example:**

"Aging", "06/30/2015", "C", "C06", "Pontiac", "", "1 to 180 Days", "Civil", "2056.55", ""

#### **Receivables By Cash Code (10 fields):**

"Record Type", "Report End Date", "Court Type", "Court Code", "Location", "", "Cash Code", "Category", "Amount", ""

#### **Example:**

"Cash Code", "06/30/2015", "F", "C06", "Pontiac", "", "JDN", "Delinquency", "845", ""

#### **Payment/Adjustment Distribution of Assessments (10 fields):**

"Record Type", "Report End Date", "Court Type", "Court Code", "Location", "Assessed Year", "Payment/Adjustment Year", "Category", "Amount", "Amount Type"

#### **Example:**

"Adjustment", "06/30/2015", "D", "D01", "Erie", "2012", "2014", "Parking", "100", "Payment"

### **2.3.1 Field Definitions**

The fields present above are defined as follows:

#### **Record Type**

Specifies one of the three types of records for which the remaining fields are comprised: a Receivables Aging record, a Receivables By Cash Code record, or a Payment/Adjustment Distribution of Assessments record. The acceptable values are:

- "AGING" for a Receivables Aging record,
- "CASH\_CODE" for a Receivables By Cash Code record, and
- "ADJUSTMENT" for a Payment/Adjustment Distribution of Assessments record.

#### **Report End Date**

A calendar date value in the format MM/DD/YYYY. The value should be the last date of the current Reporting Period; for example, 06/30/2015.

#### **Court Type**

Specifies one of three valid court types for the given CDS court:

- "C" for a circuit court,
- "F" for a family court, and
- "D" for a district court.

#### **Court Code**

A valid Collections Data System court code, as defined in Section 2.6, below.

#### **Location**

A valid CDS court location, as defined in Section 2.6, below.

#### **Aging Period**

A valid aging period for the type of the given CDS court, as defined in Section 2.8, below.

#### **Cash Code**

A valid cash code for the court as defined by the court user on the Manage Cash Codes screen.

#### **Assessed Year**

A valid four-digit calendar year in which assessments were made. This field will be empty for the Aging and Cash Code record types.

#### **Payment/Adjustment Year**

A valid four-digit calendar year in which the receivables were paid or adjusted. This field will be empty when reporting total assessments or total outstanding (i.e. the Amount Type is "Assessment" or "Outstanding").

### Category

A valid category for the type of the given CDS Court, as defined in Section 2.7, below.

### Amount

A monetary amount, expressed typically as a whole number of dollars and a 2-digit fractional decimal; for example, "516.32". Dollar signs, commas and non-numeric characters other than the decimal point should not be included in any amount value.

### Amount Type

Specifies one of the three types of amounts to be furnished in a Payment/Adjustment Distribution of Assessments record: a payment, an adjustment, total assessments, or total outstanding. This field will be empty for the Aging and Cash Code record types. The acceptable values are:

- "PAYMENT" for payments,
- "ADJUSTMENT" for adjustments,
- "ASSESSMENT" for total assessments, and
- "OUTSTANDING" for total outstanding.

### 2.3.2 Field Names, Attributes and Length

Field Name	Data Type	Max. Length
Record Type	Alphabetic	10
Report End Date	Date	10
Court Type	Alphabetic	1
Court Code	Alphanumeric	6
Location	Alphanumeric	40
Aging Period	Alphanumeric	40
Cash Code	Alphanumeric	12
Assessed Year	Numeric	4
Payment/Adjustment Year	Numeric	4
Category	Alphabetic	40
Amount	Numeric	15
Amount Type	Alphabetic	11

### 2.4 Security Rules

The security restrictions of submission of upload files follow the same restrictions inherent in manual data entry. A court user may only upload data on behalf of courts for which they are authorized.

## **2.5 Business Rules**

### **2.5.1 Verification**

To protect the integrity of the information in the Collections Data System, a verification process is in place. After uploading and confirming the data is correct, a user must verify the report. Once a report is verified, it may not be amended, and therefore additional upload operations on such a report are not permitted unless and until verification is retracted by an authorized SCAO employee.

### **2.5.2 Incomplete Records**

All records must have all fields as described, including null fields where indicated. Incomplete records will be flagged as being in error and will be excluded from further processing.

### **2.5.3 Missing Records/Partial Upload File**

It may be possible for a “partial” upload file, or a file having incomplete information, to be submitted. As long as the records that are included are valid, this is acceptable, and will not result in errors. However, for valid output reports to be generated, all required information must eventually be furnished. This may in turn necessitate additional information to be uploaded (or manually entered).

### **2.5.4 Pre-existing Information**

As long as a Report has not been verified, information may continue to be uploaded, with any previously existing records being replaced (overwritten). Overwritten values cannot be recovered.

### **2.5.5 Negative Amounts**

For Receivables Aging and by Cash Code, negative monetary amounts may only be uploaded on behalf of a court by an authorized SCAO employee; court users authorized to perform uploads may only do so with amounts greater than or equal to zero.

For Payments and Adjustments, court users may upload negative Adjustment amounts but will not be able to verify the report if the sum total of all amounts uploaded is a negative value.

## 2.6 Court Definitions

The following Collections Courts have been defined:

### 2.6.1 Circuit and Family Courts

Circuit and Family Courts			Circuit and Family Courts		
Court Name	Upload Code	Upload Description	Court Name	Upload Code	Upload Description
1st Circuit Court	C01	Hillsdale	25th Circuit Court	C25	Marquette
2nd Circuit Court	C02	St. Joseph	26th Circuit Court - Alpena	C26	Alpena
3rd Circuit Court	C03	Detroit	26th Circuit Court - Montmorency	C26	Atlanta
4th Circuit Court	C04	Jackson	27th Circuit Court - Newaygo	C27	White Cloud
5th Circuit Court	C05	Hastings	27th Circuit Court - Oceana	C27	Hart
6th Circuit Court	C06	Pontiac	28th Circuit Court - Missaukee	C28	Lake City
7th Circuit Court	C07	Flint	28th Circuit Court - Wexford	C28	Cadillac
8th Circuit Court - Ionia	C08	Ionia	29th Circuit Court - Clinton	C29	St. Johns
8th Circuit Court - Montcalm	C08	Stanton	29th Circuit Court - Gratiot	C29	Ithaca
9th Circuit Court	C09	Kalamazoo	30th Circuit Court	C30	Lansing
10th Circuit Court	C10	Saginaw	31st Circuit Court	C31	Port Huron
11th Circuit Court - Alger	C11	Munising	32nd Circuit Court - Gogebic	C32	Bessemer
11th Circuit Court - Luce	C11	Newberry	32nd Circuit Court - Ontonagon	C32	Ontonagon
11th Circuit Court - Mackinac	C11	St. Ignace	33rd Circuit Court	C33	Charlevoix
11th Circuit Court - Schoolcraft	C11	Manistique	34th Circuit Court - Ogemaw	C34	West Branch
12th Circuit Court - Baraga	C12	L'Anse	34th Circuit Court - Roscommon	C34	Roscommon
12th Circuit Court - Houghton	C12	Houghton	35th Circuit Court	C35	Corunna
12th Circuit Court - Keweenaw	C12	Eagle River	36th Circuit Court	C36	Paw Paw
13th Circuit Court - Antrim	C13	Bellaire	37th Circuit Court	C37	Battle Creek
13th Circuit Court - Grand Traverse	C13	Traverse City	38th Circuit Court	C38	Monroe
13th Circuit Court - Leelanau	C13	Suttons Bay	39th Circuit Court	C39	Adrian
14th Circuit Court	C14	Muskegon	40th Circuit Court	C40	Lapeer
15th Circuit Court	C15	Coldwater	41st Circuit Court - Dickinson	C41	Iron Mountain
16th Circuit Court	C16	Mt. Clemens	41st Circuit Court - Iron	C41	Crystal Falls
17th Circuit Court	C17	Grand Rapids	41st Circuit Court - Menominee	C41	Menominee
18th Circuit Court	C18	Bay City	42nd Circuit Court	C42	Midland
19th Circuit Court - Benzie	C19	Beulah	43rd Circuit Court	C43	Cassopolis
19th Circuit Court - Manistee	C19	Manistee	44th Circuit Court	C44	Howell
20th Circuit Court	C20	Grand Haven	45th Circuit Court	C45	Centreville
20th Circuit Court (Family Division)	C20	West Olive	46th Circuit Court - Crawford	C46	Grayling
21st Circuit Court	C21	Mt. Pleasant	46th Circuit Court - Kalkaska	C46	Kalkaska
22nd Circuit Court	C22	Ann Arbor	46th Circuit Court - Otsego	C46	Gaylord
23rd Circuit Court - Alcona	C23	Harrisville	47th Circuit Court	C47	Escanaba
23rd Circuit Court - Arenac	C23	Standish	48th Circuit Court	C48	Allegan
23rd Circuit Court - Iosco	C23	Tawas City	49th Circuit Court - Mecosta	C49	Big Rapids
23rd Circuit Court - Oscoda	C23	Mio	49th Circuit Court - Osceola	C49	Reed City
24th Circuit Court	C24	Sandusky	50th Circuit Court	C50	Sault Ste. Marie

Circuit and Family Courts			Circuit and Family Courts		
Court Name	Upload Code	Upload Description	Court Name	Upload Code	Upload Description
51st Circuit Court - Lake	C51	Baldwin	54th Circuit Court	C54	Caro
51st Circuit Court - Mason	C51	Ludington	55th Circuit Court - Clare	C55	Harrison
52nd Circuit Court	C52	Bad Axe	55th Circuit Court - Gladwin	C55	Gladwin
53rd Circuit Court - Cheboygan	C53	Cheboygan	56th Circuit Court	C56	Charlotte
53rd Circuit Court - Presque Isle	C53	Rogers City	57th Circuit Court	C57	Petoskey

## 2.6.2 District Courts

District Courts			District Courts		
Court Name	Upload Code	Upload Description	Court Name	Upload Code	Upload Description
1st District Court - Monroe	D01	Monroe	21st District Court	D21	Garden City
1st District Court - Erie	D01	Erie	22nd District Court	D22	Inkster
2A District Court	D02A	Adrian	23rd District Court	D23	Taylor
2B District Court	D02B	Hillsdale	24th District Court	D24	Allen Park
3A District Court	D03A	Coldwater	25th District Court	D25	Lincoln Park
3B District Court	D03B	Centreville	25th District Court	D25	Ecorse
4th District Court	D04	Cassopolis	27th District Court	D27	Wyandotte
5th District Court - St. Joseph <sup>1</sup>	D05	St. Joseph	28th District Court	D28	Southgate
5th District Court - Niles <sup>1</sup>			29th District Court	D29	Wayne
5th District Court - Three Oaks <sup>1</sup>			30th District Court	D30	Highland Park
7th District Court - Paw Paw	D07	Paw Paw	31st District Court	D31	Hamtramck
7th District Court - South Haven	D07	South Haven	32A District Court	D32A	Harper Woods
8th District Court - Crosstown	D08	Crosstown	33rd District Court	D33	Woodhaven
8th District Court - Portage	D08	Portage	34th District Court	D34	Romulus
8th District Court - Kalamazoo	D08	Kalamazoo	35th District Court	D35	Plymouth
10th District Court - Battle Creek <sup>2</sup>	D10	Battle Creek	36th District Court	D36	Detroit
10th District Court - Albion <sup>2</sup>			37th District Court	D37	Center Line
10th District Court - Marshall <sup>2</sup>			37th District Court	D37	Warren
12th District Court	D12	Jackson	38th District Court	D38	Eastpointe
14A District Court - Ann Arbor	D14A	Ann Arbor	39th District Court - Roseville	D39	Roseville
14A District Court - Chelsea	D14A	Chelsea	39th District Court - Fraser	D39	Fraser
14A District Court - Saline	D14A	Saline	40th District Court	D40	St. Clair Shores
14A District Court - Ypsilanti	D14A	Ypsilanti	41A District Court - Sterling Heights	D41A	Sterling Heights
14B District Court	D14B	Ypsilanti	41A District Court - Shelby Township	D41A	Shelby Township
15th District Court	D15	Ann Arbor	41B District Court	D41B	Clinton Twp.
16th District Court	D16	Livonia	42nd District Court - Division 1	D42-1	Romeo
17th District Court	D17	Redford	42nd District Court - Division 2	D42-2	New Baltimore
18th District Court	D18	Westland	43rd District Court - Hazel Park	D43	Hazel Park
19th District Court	D19	Dearborn	43rd District Court - Ferndale	D43	Ferndale
20th District Court	D20	Dearborn Heights	43rd District Court - Madison Heights	D43	Madison Heights

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Upload File Specification

District Courts			District Courts		
Court Name	Upload Code	Upload Description	Court Name	Upload Code	Upload Description
44th District Court	D44	Royal Oak	70th District Court - Division 1 <sup>6</sup>	D70	Saginaw
45th District Court	D45	Oak Park	70th District Court - Division 2 <sup>6</sup>		
46th District Court	D46	Southfield	71A District Court	D71A	Lapeer
47th District Court	D47	Farmington Hills	71B District Court	D71B	Caro
48th District Court	D48	Bloomfield Hills	72nd District Court - Port Huron	D72	Port Huron
50th District Court	D50	Pontiac	72nd District Court - Marine City	D72	Marine City
51st District Court	D51	Waterford	73A District Court	D73A	Sandusky
52nd District Court - Division 1	D52-1	Novi	73B District Court	D73B	Bad Axe
52nd District Court - Division 2	D52-2	Clarkston	74th District Court	D74	Bay City
52nd District Court - Division 3	D52-3	Rochester Hills	75th District Court	D75	Midland
52nd District Court - Division 4	D52-4	Troy	76th District Court	D76	Mt. Pleasant
53rd District Court - Brighton <sup>3</sup>	D53		77th District Court - Mecosta	D77	Big Rapids
53rd District Court - Howell <sup>3</sup>	D53	Howell	77th District Court - Osceola	D77	Reed City
54A District Court	D54A	Lansing	78th District Court - Newaygo	D78	White Cloud
54B District Court	D54B	East Lansing	78th District Court - Oceana	D78	Hart
55th District Court	D55	Mason	79th District Court - Lake	D79	Baldwin
56A District Court	D56A	Charlotte	79th District Court - Mason	D79	Ludington
56B District Court	D56B	Hastings	80th District Court - Clare	D80	Harrison
57th District Court	D57	Allegan	80th District Court - Gladwin	D80	Gladwin
58th District Court - Holland <sup>4</sup>	D58	Holland	81st District Court - Alcona	D81	Harrisville
58th District Court - Grand Haven <sup>4</sup>			81st District Court - Arenac	D81	Standish
58th District Court - Hudsonville <sup>4</sup>			81st District Court - Iosco	D81	Tawas City
59th District Court - Grandville	D59	Grandville	81st District Court - Oscoda	D81	Mio
59th District Court - Walker	D59	Walker	82nd District Court	D82	West Branch
60th District Court	D60	Muskegon	83rd District Court	D83	Roscommon
61st District Court	D61	Grand Rapids	84th District Court - Missaukee	D84	Lake City
62A District Court	D62A	Wyoming	84th District Court - Wexford	D84	Cadillac
62B District Court	D62B	Kentwood	85th District Court - Benzie	D85	Beulah
63rd District Court - Division 1	D63-1	Rockford	85th District Court - Manistee	D85	Manistee
63rd District Court - Division 2	D63-2	Grand Rapids	86th District Court - Antrim	D86	Bellaire
64A District Court	D64A	Ionia	86th District Court - Grand Traverse	D86	Traverse City
64B District Court - Stanton <sup>5</sup>	D64B	Stanton	86th District Court - Leelanau	D86	Suttons Bay
64B District Court - Greenville <sup>5</sup>			87A District Court	D87A	Kalkaska
65A District Court	D65A	St. Johns	87B District Court	D87B	Gaylord
65B District Court	D65B	Ithaca	87C District Court	D87C	Grayling
66th District Court	D66	Corunna	88th District Court - Alpena	D88	Alpena
67th District Court - Division 1	D67-1	Central	88th District Court - Montmorency	D88	Atlanta
67th District Court - Division 1	D67-1	Flushing	89th District Court - Cheboygan	D89	Cheboygan
67th District Court - Division 2	D67-2	Burton	89th District Court - Presque Isle	D89	Rogers City
67th District Court - Division 2	D67-2	Davison	90th District Court - Charlevoix	D90	Charlevoix
67th District Court - Division 3	D67-3	Mt. Morris	90th District Court - Emmet	D90	Petoskey
67th District Court - Division 4	D67-4	Grand Blanc	91st District Court	D91	Sault Ste. Marie
67th District Court - Division 4	D67-4	Fenton	92nd District Court - Luce	D92	Newberry
67th District Court - Division 5	D67-5	Flint	92nd District Court - Mackinac	D92	St. Ignace

District Courts			District Courts		
Court Name	Upload Code	Upload Description	Court Name	Upload Code	Upload Description
93rd District Court - Alger	D93	Munising	Grosse Pte. Municipal Court	MGP	Grosse Pointe
93rd District Court - Schoolcraft	D93	Manistique	Grosse Pte. Farms Municipal Court	MGPF	Grosse Pte. Farms
94th District Court	D94	Escanaba	Grosse Pte. Farms Municipal Court	MGPF	Grosse Pte. Shores
95A District Court	D95A	Menominee	Grosse Pte. Park Municipal Court	MGPP	Grosse Pte. Park
95B District Court - Dickinson	D95B	Iron Mountain	Grosse Pte. Woods Municipal Court	MGPW	Grosse Pte. Woods
95B District Court - Iron	D95B	Crystal Falls			
96th District Court - Ishpeming	D96	Ishpeming			
96th District Court - Marquette	D96	Marquette			
97th District Court - Baraga	D97	L'Anse			
97th District Court - Houghton	D97	Houghton			
97th District Court - Keweenaw	D97	Eagle River			
98th District Court - Bessemer	D98	Bessemer			
98th District Court - Ironwood	D98	Ironwood			
98th District Court - Ontonagon	D98	Ontonagon			

**Notes:**

- 1 – D05 courts will submit a combined report under D05 - St. Joseph.
- 2 – D10 courts will submit a combined report under D10 - Battle Creek.
- 3 – D53 courts will submit a combined report under D53 - Howell.
- 4 – D58 courts will submit a combined report under D58 - Holland.
- 5 – D64B courts will submit a combined report under D64B - Stanton.
- 6 – D70 courts will submit a combined report under D70 - Saginaw.

## 2.7 Category Definitions

The following reporting Categories have been established:

### Circuit Court

- Civil
- Criminal

### District Court

- Parking
- Civil Infractions
- Misdemeanor Traffic and Drunk Driving
- Misdemeanors

### Family Court

- Traffic/Ordinance
- Delinquency
- Abuse/Neglect
- Personal Protection

## 2.8 Aging Period Definitions

The following Aging Periods have been established for each given court type as indicated in the table below.

Field Value	Circuit	District	Family
1 to 30 Days		x	
31 to 60 Days		x	
61 to 90 Days		x	
91 to 180 Days		x	
181 to 270 Days		x	
271 to 365 Days		x	
1 to 180 Days	x		x
181 to 365 Days	x		x
366 to 545 Days	x	x	x
546 to 730 Days	x	x	x
731 to 910 Days	x	x	x
911 to 1095 Days	x	x	x
1096 to 1275 Days	x	x	x
1276 to 1460 Days	x	x	x
1461 to 1640 Days	x	x	x
1641 to 1825 Days	x	x	x
1826 to 2005 Days	x	x	x
2006 to 2190 Days	x	x	x
2191 to 2370 Days	x	x	x
2371 to 2555 Days	x	x	x
More Than 7 Years	x	x	x