



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0128

John A. Hohman, Jr.
State Court Administrator

MEMORANDUM

DATE: November 20, 2014

TO: Circuit and District Court Judges
Court Administrators/Clerks
County Clerks
Authorized Users of the Caseload Reporting System
Case Management System Providers

FROM: John A. Hohman, Jr.

RE: 2014 Public Acts 123 and 124, Effective January 1, 2015
Felony Pleas Taken at the District Court

Effective January 1, 2015, 2014 Public Acts 123 and 124 amend various statutes with respect to probable cause conferences and preliminary examinations. The State Court Administrative Office (SCAO) previously issued a [memorandum on July 23, 2014](#), that summarized the changes to those various statutes. This memorandum outlines changes to district court caseload reporting, the procedures to be followed by both district and circuit courts in processing felony pleas accepted in the district court, and local administrative order (LAO) 6 governing district court judges accepting guilty pleas in felony cases.

Changes to District Court Caseload Reporting

As a result of the amendment to MCL 766.4(3), which requires a district judge to accept a guilty plea to a felony if a plea agreement is reached between the parties, we have modified the district court caseload reporting instructions. Starting with the 2015 caseload reports, district courts will count and report the number of felony pleas accepted. This information can be used to document the additional workload in district court. Also, SCAO will use this information to adjust the circuit court felony case age rates to reflect the tasks accomplished by district and circuit courts. Felony cases handled by the district court will be excluded from the circuit court felony case age rates because the circuit court did not handle the disposition of those matters. At this time, the only reporting changes are for district courts. Circuit court reporting is not affected.

In the District Court Caseload Report, Part 2, Method of Disposition, the new instructions state, “Of the dispositions reported in Line 4 as bound over to the circuit court, for how many cases did the district court judge accept a felony plea.” District courts will report three numbers – one for each case type (FY, FD, and FT). The updated district court caseload reporting forms and instructions and upload file specifications are attached. Any programming changes should be completed before January 1, 2015, to allow court staff to record these pleas and include them in the 2015 and subsequent caseload reports.

District courts using JIS will receive further instructions on how to code these pleas and report these numbers. Other district courts should contact their case management system providers for further instructions. If this timing presents a problem for your court, please contact SCAO as soon as possible.

Procedure for Felony Pleas Accepted by the District Court

If a felony plea agreement is reached between the parties, the following procedures must be followed by the district court:

- The defendant must first waive the preliminary examination.
- The district court clerk must enter the waiver and bindover into the case management system.
- The prosecuting attorney shall file the information, as required by MCR 6.112(C), with the clerk of the district court or with the district court judge as permitted by MCR 2.107(G).
- The district court judge must arraign the defendant on the information.
- Before taking the felony guilty plea, the circuit court sentencing judge must be assigned and known to the parties.¹ If the guilty plea is not accepted by the district court, the circuit court judge that was assigned shall remain the assigned judge for the remainder of the case in order to avoid “judge shopping.”
- The district court judge must take the felony plea in conformity with MCR 6.301 and 6.302.
- The defendant whose plea has been accepted should be provided with a circuit court sentencing date and instructions on reporting to MDOC for the presentence investigation.²
- The district court clerk must enter the new event code for felony pleas accepted by the district court and forward the file to the circuit court for processing.

¹ The district court is encouraged to work with the circuit court to develop a mechanism for assigning the circuit court sentencing judge prior to any possible plea.

² The district court is encouraged to work with the circuit court to develop a mechanism for determining the sentencing date in advance of the plea so that defendant leaves the courtroom knowing when sentencing is scheduled.

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After the bindover file is received, the following procedures must be followed by the circuit court:

- The circuit court clerk must open the case and assign it to the circuit court sentencing judge that was determined prior to entry of the felony guilty plea in district court.
- The district court bindover date is the circuit court filing date.
- The circuit court clerk must enter the bindover information on the circuit court's case management system and enter the felony plea disposition for the date on which it was accepted by the district court (which is the same date as the bindover date and the circuit court filing date).
- If a sentencing date was previously provided to the defendant, the circuit court clerk must enter the date for sentencing in the case management system. Otherwise, the circuit court clerk must schedule a date for sentencing and send appropriate notice to the parties.

Model LAO 6 and SCAO Memorandum on Reporting Requirements

Model Local Administrative Order 6: Circuit Court Arraignments in District Court is rescinded, effective immediately, and any local administrative orders on this subject are administratively closed. In addition, the May 23, 2003, SCAO memorandum, *District Judges Accepting Guilty Pleas in Felony Cases; Record of Filing in Circuit Court*, is rescinded.

For more information, see the attached Frequently Asked Questions.

If you have any additional questions, please contact Bobbi Morrow at MorrowB@courts.mi.gov or 517-373-2173 or Julia Norton at NortonJ@courts.mi.gov or 517-373-3756.

Frequently Asked Questions:

FELONY PLEAS TAKEN BY DISTRICT COURT

Q: Can a district court opt out of taking a felony guilty plea, if the parties reach agreement?

A: No, district court judges are required to take a guilty plea to a felony if a plea agreement is reached between the parties. MCL 766.4(3).

Q: Can a district court and circuit court enter into an agreement under which the district court refuses to accept a felony plea, if the parties reach a plea agreement?

A: No, courts cannot violate statute by agreement. Courts are discouraged from attempting to create ways to circumvent the statutes, and instead should find ways to embrace the express, plain, and unambiguous language of 2014 PA 123 and 124.

Q: If a defendant wishes to withdraw his or her plea prior to sentencing, which court should hear the motion to withdraw the plea?

A: Once the bindover is entered by the district court and any guilty plea accepted, the district court transfers jurisdiction of the case to the circuit court. All future events, including motions, sentencing, and postjudgment matters, should be conducted by the assigned circuit court judge.

Q: How can courts assign the circuit court sentencing judge prior to any possible plea at district court?

A: Some courts use a hotline system under which the district court will contact the circuit court before entry of the plea to identify the assigned circuit court sentencing judge. Other courts assign the district court judge and circuit court judge by blind draw at the same time. Courts also may assign each district court judge a circuit court judge counterpart. When a district court judge is assigned by blind draw, the district judge's counterpart in circuit court is automatically the designated circuit court judge for sentencing. For example, all cases assigned by blind draw to District Judge X will be assigned to Circuit Judge Y for sentencing.

Q: Should the district court accept a felony plea pursuant to *Cobbs* or *Killebrew*?

A: The district court should not accept any felony pleas that are contingent upon a sentencing agreement or *Cobbs* proposal unless there is an agreement between the circuit and district court judges on how this is to be done. Those cases should be bound over to circuit court and the assigned circuit court judge should consider any pleas pursuant to *Cobbs* or *Killebrew*.

Q: What happens if the district court refuses to accept the plea agreement or the defendant changes his or her mind and the plea is not entered?

A: To avoid judge shopping, the circuit court judge assigned to the case for purposes of circuit court sentencing should remain the assigned circuit court judge for all circuit court purposes. If the defendant changes his or her mind and decides to go to trial instead of entering a guilty plea, he or she should not have the option to draw another circuit court judge for trial.

Q: If the plea-taking process is challenged on appeal, which court should review the appeal?

A: The Court of Appeals.

An appeal by an accused who pled guilty shall be by leave of court. Mich. Const. Art. 1 section 20. The sentence imposed by circuit court following a conviction is a final judgment or final order under MCR 7.202(6)(b)(ii). Any appeal of that final order would be filed in the Court of Appeals as an appeal by leave.

Q: What is the appropriate record retention period for the recording of a felony plea in district court?

A: The retention period for untranscribed notes, tapes, recordings, and logs for felony cases is 15 years under General Schedule 16, section 16.032A1A. The retention period for transcribed notes, tapes, and recordings is one year after the transcript is filed with the court. General Schedule 16, section 16.032B.

Q: Where should the information be filed if the felony plea is taken at district court?

A: Once the defendant has waived the preliminary examination, the prosecuting attorney shall file the information, as required by MCR 6.112(C), with the clerk of the district court or with the district court judge as permitted by MCR 2.107(G). The district court will forward the information along with the remaining bindover and plea paperwork to the circuit court for entry into the circuit court case management system.

Q: Should the probable cause conference be conducted on the record?

A: The statute does not require the probable cause conference to be held on the record. In fact, because possible plea negotiations are to be discussed between the parties, we recommend that the probable cause conference **not** be conducted on the record.

DISTRICT COURT CASELOAD Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.				Year
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

PART 1: NEW FILINGS AND REOPENED CASES

SECTION A: CRIMINAL

Line	CASE TYPE	EX	FY	OM	SM
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION B: TRAFFIC

Line	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST
1	Beginning Pending								
2	New Filings								
3	Reopened								

SECTION C: NON-TRAFFIC CIVIL INFRACTION, PARKING

Line	CASE TYPE	OK	ON	SK	SN
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION D: CIVIL

Line	CASE TYPE	GC	GZ	LT	SC	SP
1	Beginning Pending					
2	New Filings					
3	Reopened					

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages. **Do not change case type codes when a felony criminal case is reduced to a misdemeanor.**

DISTRICT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION A: CRIMINAL

Line	CASE TYPE	EX	FY	OM	SM
1	Jury Verdict				
2	Bench Verdict				
3	Guilty Plea				
4	Bindover/ Transfer				
5	Dismissed by Party				
6	Dismissed by Court				
7	Inactive Status				
8	Case Type Change				

Item	CASE TYPE	FY
9	Felony Plea Accepted in District Court	

SECTION B: TRAFFIC

Line	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST
1	Jury Verdict								
2	Bench Verdict								
3	Guilty Plea/ Admission								
4	Bindover/ Transfer								
5	Dismissed by Party								
6	Dismissed by Court								
7	Default								
8	Inactive Status								
9	Case Type Change								

Item	CASE TYPE	FD	FT
10	Felony Plea Accepted in District Court		

General Reporting Instructions:

- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases should not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported to the State Court Administrative Office as a new filing under the new case type. **Do not change case type codes when a felony criminal case is reduced to a misdemeanor.**

Section A: Criminal - Method of Disposition

Report criminal cases as disposed when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type except you must count a felony reduced to a misdemeanor disposed under the felony case-type code. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.931(A)]

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict [MCR 6.610, 6.931(A)]

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea (includes no contest) [MCR 6.610(E), MCL 764.9g]

Count when a guilty plea is offered and accepted including guilty plea under MCL 769.4a (Spouse Abuse Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Bindover/Transfer (forms MC 200, MC 316) [MCR 5.939, 6.110(G), (H), 6.911, MCL 762.7, 766.14]

Count bindovers to circuit court. Count transfers to another court before adjudication including waivers of extradition. Do not count cases transferred for purposes of trial only.

Line 5: Nolle Prosequi (form MC 263) [MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d]

Count when the prosecutor or city attorney files a written motion with the court or makes a motion on the record to nolle prosequi the case and the motion is granted. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement.

Line 6: Dismissed by Court (form MC 262) [MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d]

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Do not count any dismissal on motion of the prosecutor or city attorney.

Line 7: Inactive Status (forms MC 200, MC 204, MC 206, DC 225, DC 226, MC 229) [MCR 6.125, 6.615(B), MCL 330.2028, 764.9e]

Count as inactive when a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when an order staying a case (interlocutory appeal) from an appellate court is entered.

Line 8: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Item 9: Felony Plea Accepted in District Court

Of the dispositions reported in Line 4 as bound over to the circuit court, for how many did the district court judge accept a plea.

Section B: Traffic - Method of Disposition

Report traffic cases as disposed when all counts/offenses against the defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.615]

Count when verdict is returned by jury (guilty or not guilty) .

Line 2: Bench Verdict or Informal, Formal, or De Novo Hearing [MCR 4.101(B), (E), 6.610, 6.616]

Count when verdict is returned by judge or magistrate (guilty or not guilty, responsible or not responsible). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial.

Line 3: Guilty Plea (includes no contest) and Admission/Waivers [MCR 4.101(B), 6.610(E), 6.615MCL 764.9g]

Count when a guilty plea is offered and accepted. Count when an admission of responsibility is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard. Include violations for which fine and costs have been waived in accordance with statute or ordinance (i.e. equipment violations, no child restraint, no registration).

Line 4: Bindover/Transfer (forms MC 200, MC 316) [MCR 6.110(G), (H), MCL 762.7]

Count bindovers to circuit court or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only.

Line 5: Dismissed by Party (form MC 263) [MCR 6.110(N), 6.427, 6.610, 6.615]

Count when the prosecutor, city attorney, or other plaintiff files a written motion with the court or makes a motion on the record to dismiss the case and the motion is granted. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Count when reducing a misdemeanor traffic to a civil infraction traffic.

Line 6: Dismissed by Court (form MC 262, CIA 02) [MCR 6.110(N), 6.427, 6.610, 6.615]

Count when dismissed by judge or magistrate after preliminary examination, during trial, or after trial and an order of dismissal is entered. Count when plaintiff, officer, or witness fails to appear at the hearing and an order of dismissal is entered. Do not count any dismissals on motion of the prosecutor, city attorney, or other plaintiff.

Line 7: Default (forms CIA 02, CIA 07) [MCR 4.101(B), (E)]

Count when default is entered due to non-appearance or no response by defendant.

Line 8: Inactive Status (forms MC 204, MC 206, DC 226, MC 229) [MCR 6.125, 6.615(B), 7.101, MCL 764.9e]

Count as inactive when either a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for military stay, or when a civil infraction case is stayed through an order issued by the trial court for bankruptcy.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Item 10: Felony Plea Accepted in District Court

Of the dispositions reported in Line 4 as bound over to the circuit court, for how many did the district court judge accept a plea.

File Formats for the Submission of Electronic Caseload Data

Caseload Reporting System – District Courts

1 Introduction

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload 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 the CRS to understand the data and store it properly.

1.1 Submission Mechanism

The CRS project has determined requirements for the technique to be used by the courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the submitted data using web-based data entry screens.

2 Electronic Data File Format

2.1 General Format

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field ("") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (District court) and the quarter, year, county, court code, as well as the part, section, bar number (Part 4 only), action, and case type combine to refer to a single field on a particular caseload report form. The bar number is required for Part 4; for Parts 1 and 2, the field for the bar number should appear as a value of 0. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 Record Format:

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","BAR NUMBER","ACTION","CASETYPE","VALUE"

2.2.1 Field Definitions

"TYPE"	= Data Type: "D" (district)
"QTR"	= Report Quarter "1", "2", "3", or "4" ("4" indicates full year data)
"YEAR"	= Report Year "2002", "2003", etc.
"COURT"	= Court Number as defined below
"COUNTY"	= County Name that, along with the court number, identifies a specific court jurisdiction
"PART"	= "1", "2", or "4"
"SECTION"	= "A", "B", "C", etc.
"BAR NUMBER"	= A 7 digit code as defined below
"ACTION"	= A 2 to 4 digit code as defined below

"CASETYPE" = A 2 digit code as defined below
 "VALUE" = Null value ("") or whole number value of 0 or greater

Examples:

"D","4","2003","D25","Wayne", "1","A","0","BP","FY","0"
 "D","4","2003","D25","Wayne", "2","A","0","JV","FY","0"
 "D","4","2003","D25","Wayne", "4","A","P000000","DP1","FY","1"

The first example is for district data ("D"), full year ("4"), year 2003, 25th District Court ("D25"), the county of Wayne, Part 1, Section A, 0 (since there is no Bar Number for Part 1), action Beginning Pending ("BP"), case type FY, with a value of zero.

The second example is for district data ("D"), full year ("4"), year 2003, 25th District Court ("D25"), the county of Wayne, Part 2, Section A, 0 (since there is no Bar Number for Part 2), action Jury Verdict ("JV"), case type FY, with a value of zero.

The third example is for district data ("D"), full year ("4"), year 2003, 25th District Court ("D25"), the county of Wayne, Part 4, Section A, Bar Number (as required for Part 4), action disposed within 14 days ("DP1"), case type FY, with a value of 1.

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the Part 1 data listed from Section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line.

2.2.2 Field Names, Attributes, and Length:

Field Name	Attributes	Max Length
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric, -	5
COUNTY	Alphabetic	25
PART	Numeric	1
SECTION	Alphabetic	1
BAR NUMBER	Alphabetic, Numeric	7
ACTION	Alphabetic	4
CASETYPE	Alphabetic	2
VALUE	Numeric	6

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will be appended to existing values in the database. If a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain unchanged. Similarly, missing values in subsequent submissions will not affect existing values in the database.

2.2.4 Court Codes and Counties

The following table lists court codes and their corresponding counties; jurisdictions are included to further define each court. The court code and county together create a unique identifier for each jurisdiction.

2.2.4.1 List of Unique Court Code and Location Name Combinations

Court Code	County	Jurisdiction
D01	Monroe	Monroe County
D02A	Lenawee	Lenawee County
D02B	Hillsdale	Hillsdale County
D03A	Branch	Branch County
D03B	St. Joseph	St. Joseph County
D04	Cass	Cass County
D05	Berrien	Berrien County
D07	Van Buren	Van Buren County
D08	Kalamazoo	Kalamazoo County
D10	Calhoun	Calhoun County and the City of Battle Creek
D12	Jackson	Jackson County
D14A	Washtenaw	Washtenaw County, except the City of Ann Arbor, and the Township of Ypsilanti
D14B	Washtenaw	Township of Ypsilanti
D15	Washtenaw	City of Ann Arbor
D16	Wayne	City of Livonia
D17	Wayne	Township of Redford
D18	Wayne	City of Westland
D19	Wayne	City of Dearborn
D20	Wayne	City of Dearborn Heights
D21	Wayne	City of Garden City
D22	Wayne	City of Inkster
D23	Wayne	City of Taylor
D24	Wayne	Cities of Allen Park and Melvindale
D25	Wayne	Cities of Ecorse, Lincoln Park, and River Rouge
D27	Wayne	Cities of Wyandotte and Riverview
D28	Wayne	City of Southgate
D29	Wayne	City of Wayne
D30	Wayne	City of Highland Park
D31	Wayne	City of Hamtramck
D32A	Wayne	City of Harper Woods
D33	Wayne	Cities of Trenton, Gibraltar, Woodhaven, Rockwood and Flat Rock and Townships of Brownstone and Grosse Ile
D34	Wayne	Cities of Romulus and Belleville, and the Townships of Sumpter, Van Buren and Huron
D35	Wayne	Cities of Northville and Plymouth and Townships of Northville, Plymouth, Canton
D36	Wayne	City of Detroit
D37	Macomb	Cities of Warren & Center Line
D38	Macomb	City of Eastpointe
D39	Macomb	Cities of Fraser & Roseville
D40	Macomb	City of Saint Clair Shores
D41A	Macomb	Cities of Utica and Sterling Heights, and Townships of Shelby and Macomb

D41B	Macomb	City of Mt. Clemens, and Townships of Clinton and Harrison
D42-1	Macomb	Cities of Memphis and Richmond, and Townships of Bruce, Washington, Armada, Ray, and Richmond
D42-2	Macomb	City of New Baltimore, and Townships of Lenox and Chesterfield
D43	Oakland	Cities of Ferndale, Madison Heights and Hazel Park
D44	Oakland	City of Royal Oak
D45	Oakland	Cities of Oak Park, Huntington Woods, and Pleasant Ridge, and the Township of Royal Oak
D45A	Oakland	City of Berkley
D46	Oakland	Cities of Southfield and Lathrop Village, and Township of Southfield
D47	Oakland	Cities of Farmington and Farmington Hills
D48	Oakland	Cities of Birmingham, Bloomfield Hills, Sylvan Lake, Keego Harbor, and Orchard Lake Village, and Townships of Bloomfield and West Bloomfield
D50	Oakland	City of Pontiac
D51	Oakland	Township of Waterford
D52-1	Oakland	Cities of Novi, South Lyon, Wixom, and Walled Lake, and Townships of Millford, Highland, Rose, White Lake, Commerce, Lyon, and Novi
D52-2	Oakland	Townships of Springfield, Independence, Holly, Groveland, and Brandon
D52-3	Oakland	Cities of Rochester, Auburn Hills, Rochester Hills, and Lake Angelus, and Townships of Oxford, Addison, Orion, Oakland
D52-4	Oakland	Cities of Troy and Clawson
D53	Livingston	Livingston County
D54A	Ingham	City of Lansing
D54B	Ingham	City of East Lansing
D55	Ingham	Ingham County, except the Cities of East Lansing and Lansing
D56A	Eaton	Eaton County
D56B	Barry	Barry County
D57	Allegan	Allegan County
D58	Ottawa	Ottawa County
D59	Kent	Cities of Grandville and Walker
D60	Muskegon	Muskegon County
D61	Kent	City of Grand Rapids
D62A	Kent	City of Wyoming
D62B	Kent	City of Kentwood
D63	Kent	Kent County, except Cities of Grand Rapids, Grandville, Kentwood, Walker, and Wyoming.
D64A	Ionia	Ionia County
D64B	Montcalm	Montcalm County
D65A	Clinton	Clinton County
D65B	Gratiot	Gratiot County
D66	Shiawassee	Shiawassee County
D67-1	Genesee	Cities of Flushing and Clio, Townships of Flushing, Flint, Montrose, Thetford, and Vienna
D67-2	Genesee	Cities of Davison and Burton, Townships of Davison, Forest, Richfield, and Atlas
D67-3	Genesee	City of Mt. Morris, and Townships of Mt. Morris and Genesee
D67-4	Genesee	Cities of Fenton, Grand Blanc, and Swartz Creek, and Townships of Fenton, Argentine, Grand Blanc, Mundy, Gaines, and Clayton
D68	Genesee	City of Flint
D70	Saginaw	Saginaw County
D71A	Lapeer	Lapeer County

D71B	Tuscola	Tuscola County
D72	St. Clair	St. Clair County
D73A	Sanilac	Sanilac County
D73B	Huron	Huron County
D74	Bay	Bay County
D75	Midland	Midland County
D76	Isabella	Isabella County
D77	Mecosta	Mecosta County
D77	Osceola	Osceola County
D78	Newaygo	Newaygo County
D78	Oceana	Oceana County
D79	Lake	Lake County
D79	Mason	Mason County
D80	Clare	Clare County
D80	Gladwin	Gladwin County
D81	Alcona	Alcona County
D81	Arenac	Arenac County
D81	Iosco	Iosco County
D81	Oscoda	Oscoda County
D82	Ogemaw	Ogemaw County
D82	Roscommon	Roscommon County
D84	Missaukee	Missaukee County
D84	Wexford	Wexford County
D85	Benzie	Benzie County
D85	Manistee	Manistee County
D86	Antrim	Antrim County
D86	Grand Traverse	Grand Traverse County
D86	Leelanau	Leelanau County
D87C	Crawford	Crawford County
D87B	Kalkaska	Kalkaska County
D87A	Otsego	Otsego County
D88	Alpena	Alpena County
D88	Montmorency	Montmorency County
D89	Cheboygan	Cheboygan County
D89	Presque Isle	Presque Isle County
D90	Charlevoix	Charlevoix County
D90	Emmet	Emmet County
D91	Chippewa	Chippewa County
D92	Luce	Luce County
D92	Mackinac	Mackinac County
D93	Alger	Alger County
D93	Schoolcraft	Schoolcraft County
D94	Delta	Delta County
D95A	Menominee	Menominee County
D95B	Dickinson	Dickinson County
D95B	Iron	Iron County
D96	Marquette	Marquette County
D97	Baraga	Baraga County
D97	Houghton	Houghton County
D97	Keweenaw	Keweenaw County
D98	Gogebic	Gogebic County

D98	Ontonagon	Ontonagon County
MGP	Wayne	City of Grosse Pointe
MGPF	Wayne	City of Grosse Pointe Farms
MGPP	Wayne	City of Grosse Pointe Park
MGPW	Wayne	Cities of Grosse Pointe Woods and Grosse Pointe Shores

2.3 District Court Specifications

2.3.1 Action Code Definitions

2.3.1.1 Part 1: New Filings and Reopened Cases

BP	= Beginning Pending
NF	= New Filings
RE	= Reopened

2.3.1.2 Part 2: Methods of Disposition

JV	= Jury Verdict
BV	= Bench Verdict
GP	= Guilty Plea
GPA	= Guilty Plea/Admission
BT	= Bindover/Transfer
NP	= Nolle Prosequi
DC	= Dismissed by Court
DE	= Default
IS	= Inactive Status
TC	= Case Type Change
VH	= Verdict at Hearing
AW	= Admission/Waivers
UDS	= Uncontested/Default/Settled
TR	= Transfer
DP	= Dismissed by Party
OD	= Other Disposition
FP	= Felony Plea Accepted in District Court

2.3.1.4 Part 4: Case Age

Section A and Section B (Felony and Misdemeanor Traffic)

DP1	= Disposed within 14 days
DP21	= Disposed from 15 to 28 days
DP22	= Disposed after 28 days
DP3	= Disposed within 63 days
DP23	= Disposed from 64 to 126 days
DP6	= Disposed after 126 days
DP19	= Disposed within 14 days and reduced to misdemeanor
DP24	= Disposed from 15 to 28 days and reduced to misdemeanor
DP25	= Disposed after 28 days and reduced to misdemeanor
PE1	= Pending through 14 days
PE21	= Pending from 15 to 28 days
PE22	= Pending after 28 days
PE3	= Pending through 63 days
PE23	= Pending from 64 to 126 days

PE6 = Pending over 126 days

Section B (Civil Infraction Traffic) and Section C

DP7 = Disposed within 35 days
DP26 = Disposed from 36 to 84 days
DP10 = Disposed after 84 days
PE7 = Pending through 35 days
PE26 = Pending from 36 to 84 days
PE10 = Pending over 84 days

Section D

DP11 = Disposed within 273 days
DP27 = Disposed from 274 to 455 days
DP14 = Disposed after 455 days
DP15 = Disposed within 126 days, no jury
DP16 = Disposed after 126 days, no jury
DP17 = Disposed within 154 days, jury
DP18 = Disposed after 154 days, jury
PE11 = Pending through 273 days
PE27 = Pending from 274 to 455 days
PE14 = Pending over 455 days
PE15 = Pending through 126 days, no jury
PE16 = Pending over 126 days, no jury
PE17 = Pending through 154 days, jury
PE18 = Pending over 154 days, jury

2.3.2 Case Type Code Definitions

All authorized case type codes are defined in the Case File Management Standards, Component 39. They have been reproduced in this manual.

2.3.3 Possible Combinations of Action Codes and Case Type Codes

The following are the possible combinations of action codes and case type codes by Part and Section.

2.3.3.1 Part 1: New Filings And Reopened Cases

Section A: Criminal - New Filings and Reopened Cases

BPEX	BPOM	NFEX	NFOM	REEX	REOM
BPFY	BPSM	NFFY	NFSM	REFY	RESM

Section B: Traffic (Misdemeanor and Civil) - New Filings and Reopened Cases

BPFD	BPOT	NFFD	NFOT	REFD	REOT
BPFT	BPSD	NFFT	NFSD	REFT	RESD
BPOD	BPSI	NFOD	NFSI	REOD	RESI
BPOI	BPST	NFOI	NFST	REOI	REST

Section C: Non-Traffic Civil Infraction, Parking - New Filings and Reopened Cases

BPOK	BPSK	NFOK	NFSK	REOK	RESK
BPON	BPSN	NFON	NFSN	REON	RESN

Section D: Civil - New Filings and Reopened Cases

BPGC	BPGZ	BPLT	BPSC	BPSP	NFGC	NFGZ
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NFLT	NFSP	REGZ	RESC
NFSC	REGC	RELT	RESP

2.3.3.2 Part 2: Method of Disposition

Section A: Criminal – Method of Disposition

JVEX	BVfy	GPOM	NPFY	DCOM	ISSM	FPFY
JVfy	BVOM	GPSM	NPOM	DCSM	TCEX	
JVOM	BVSM	BTEX	NPSM	ISEX	TCFY	
JVSM	GPEX	BTFY	DCEX	ISFY	TCOM	
BVEX	GPfy	NPEX	DCFY	ISOM	TCSM	

Section B: Traffic (Misdemeanor and Civil) - Method of Disposition

JVFD	BVOI	GPAOT	NPOI	DCOT	ISOI	TCOT
JVFT	BVOT	GPASD	NPOT	DCSD	ISOT	TCSD
JVOD	BVSD	GPASI	NPSD	DCSI	ISSD	TCSI
JVOT	BVSI	GPAST	NPSI	DCST	ISSI	TCST
JVSD	BVST	BTFD	NPST	DEOI	ISST	FPFD
JVST	GPAFD	BTFT	DCFD	DESI	TCFD	FPFT
BVFD	GPAFT	NPFD	DCFT	ISFD	TCFT	
BVFT	GPAOD	NPFT	DCOD	ISFT	TCOD	
BVOD	GPAOI	NPOD	DCOI	ISOD	TCOI	

Section C: Non-Traffic Civil Infraction, Parking - Method of Disposition

VHOK	AWOK	NPOK	DCOK	DEOK	ISOK	TCOK
VHON	AWON	NPON	DCON	DEON	ISON	TCON
VHSK	AWSK	NPSK	DCSK	DESK	ISSK	TCSK
VHSN	AWSN	NPSN	DCSN	DESN	ISSN	TCSN

Section D: Civil - Method of Disposition

JVGC	BVSC	TRGC	DPLT	DCSP	ODGZ	TCSC
JVGZ	BVSP	TRGZ	DPSC	ISGC	ODLT	TCSP
JVLT	UDSGC	TRLT	DPSP	ISGZ	ODSC	
JVSP	UDSGZ	TRSC	DCGC	ISLT	ODSP	
BVGC	UDSLT	TRSP	DCGZ	ISSC	TCGC	
BVGZ	UDSSC	DPGC	DCLT	ISSP	TCGZ	
BVLT	UDSSP	DPGZ	DCSC	ODGC	TCLT	

2.3.3.4 Part 4: Case Age

Section A: Criminal – Case Age

Section B: Felony and Misdemeanor Traffic – Case Age

DP1FD	DP22FT	DP3SD	DP23SD	DP6SD	DP25FY	PE21FY
DP1FT	DP22FY	DP3SM	DP23SM	DP6SM	DP25FT	PE21EX
DP1FY	DP22EX	DP3ST	DP23ST	DP6ST	DP25FD	PE22FD
DP1EX	DP3FD	DP23FD	DP6FD	DP19FY	PE1FD	PE22FT
DP21FD	DP3FT	DP23FT	DP6FT	DP19FT	PE1FT	PE22FY
DP21FT	DP3FY	DP23FY	DP6FY	DP19FD	PE1FY	PE22EX
DP21FY	DP3OD	DP23OD	DP6OD	DP24FY	PE1EX	PE3FD
DP21EX	DP3OM	DP23OM	DP6OM	DP24FT	PE21FD	PE3FT
DP22FD	DP3OT	DP23OT	DP6OT	DP24FD	PE21FT	PE3FY

PE3OD	PE3SM	PE23FY	PE23SD	PE6FT	PE6OT
PE3OM	PE3ST	PE23OD	PE23SM	PE6FY	PE6SD
PE3OT	PE23FD	PE23OM	PE23ST	PE6OD	PE6SM
PE3SD	PE23FT	PE23OT	PE6FD	PE6OM	PE6ST

Section B: Civil Infraction Traffic – Case Age

Section C: Non-Traffic Civil Infraction, Parking – Case Age

DP7OI	DP26OI	DP10OI	PE7OI	PE26OI	PE10OI
DP7OK	DP26OK	DP10OK	PE7OK	PE26OK	PE10OK
DP7ON	DP26ON	DP10ON	PE7ON	PE26ON	PE10ON
DP7SI	DP26SI	DP10SI	PE7SI	PE26SI	PE10SI
DP7SK	DP26SK	DP10SK	PE7SK	PE26SK	PE10SK
DP7SN	DP26SN	DP10SN	PE7SN	PE26SN	PE10SN

Section D: Civil – Case Age

DP11GC	DP14GZ	DP16SC	DP18SP	PE14GC	PE16LT	PE18LT
DP11GZ	DP15LT	DP16SP	PE11GC	PE14GZ	PE16SC	PE18SP
DP27GC	DP15SC	DP17LT	PE11GZ	PE15LT	PE16SP	
DP27GZ	DP15SP	DP17SP	PE27GC	PE15SC	PE17LT	
DP14GC	DP16LT	DP18LT	PE27GZ	PE15SP	PE17SP	