

Programming Announcement

STATE COURT ADMINISTRATIVE OFFICE JUDICIAL INFORMATION SYSTEMS

27777 Franklin Rd. Suite 1300
Southfield, Michigan 48034
(248) 352-8990

Michigan Hall of Justice
Lansing, Michigan 48909
(517) 373-8777

1-888-339-1547 then option 2

Contact Person: Glen Hyatt

Announcement Date:	<u>October 22, 2004</u>
Release:	<u>December 2004</u>
Release #:	<u>2004-02</u>

Please see attached

All Systems

1. AFP Forms-

We are continuing the process of developing our forms in AFP to enhance the appearance and improve readability.

The following forms have been created in AFP and are included in this release:

Juvenile Forms:

JC05 - Order to Apprehend/Detain or to Place into Protective Custody
JC06 - Waiver or Request for Appointment of Attorney
JC09 - Record of Preliminary Hearing (Delinquency Proceedings)
JC13 - Record of Trial/Plea
JC15 - Motion and Authorization/Denial
JC23 - Waiver of Notice of Summons/Hearing
JC26 - Order of Disposition, Child Removed from Home (Child Protective Proceedings)
JC39 - Order for Assignment of Wages
JC58 - Order Canceling Wage Assignment
JC60 - Notice of Intent to Intercept State Income Tax
JC61 - Order to Intercept State Income Tax
JC62 - Order to Cancel State Income Tax Intercept
JC65 - Order Removing Alleged Abuser from Child's Home (Child Prot Proceedings)
JC74 - Order of Probation (Designated Case)
JC75 - Order Removing Child After Emergency Removal Hearing (Child Protective)

Probate Forms:

PCM214 - Initial Order Following Hearing on Petition for Admission
PC589 - Notice of Intent to Close Estate Administration and Terminate Personal Representative's Authority
PC599 - Memorandum of Administrative Closing
PC631 - Order Appointing Guardian of Incapacitated Individual
PC632 - Order Appointing Temporary Guardian of Incapacitated Individual
PC645 - Letters of Conservatorship
PC660 - Order Appointing Guardian for Individual with a Developmental Disability
PC662 - Letters of Guardianship of Individual with Developmental Disability

MC Forms:

MC28 - Notice to Prior Court of Proceedings Affecting Minor(s)
MC230 - Motion and Order to Show Cause
MC233 - Order for Fingerprints
MC258 - Report of Non Payment of Restitution
MC309 - Order for Adjournment

2. AFP Enhancements

The AFP forms now have the added functionality of printing and immediate reprinting as well as printing multiple copies. You will notice a new screen after you press <Enter> to print the order. The screen asks how many copies you would like to print. You can change the number of copies or leave it at the default. By pressing enter, the system will print the desired number of copies. At that time, you can review the order and press F12 to go back and fix any errors that you find and reprint or print additional copies. When you have completed the order and are ready to exit, press <F3> and the system will save the order in the non-AFP format in DOC/SUM.

Following is an example of the above mentioned screen:

```
JORDCOPIES                                     JORD57N
CASE #: 00926002
In the matter of TEST TEST

Number of copies 1

SKIP UNSELECTED LINES? Y(es) OR N(o) N

F3=Exit           F12 = Previous       ENTER=PRINT

MR b                                                    16/046
1902 - Session successfully started                      \\SCAO\1N54QLS on Ne05:
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Juvenile

1. Data Entry Changes-

A. Event Codes -

Many additions have been made to the Juvenile event table. Modifications have also been made to existing codes to reflect more accurate descriptions of those codes.

New Order Event Codes

As you already know, you must enter an event each time a hearing is held so that it can be counted on SCAO 40b Juvenile Activity Report. With the implementation of Caseload Part 4, it has become necessary for you to enter an event each time an order is entered as well. The following is a list of codes that have been added to the event table. You must begin entering these event codes immediately.

Event Codes	Event Description	Form #
BFA	Bond for Appearance	JC08
FIA	Order Terminating Parental Rights, Commitment to FIA	JC63
NHP	Notice of Hearing on Probation Violation	JC80
OAP	Order After Preliminary Hearing/Inquiry (Delinquency/PPO)	JC10
ODG	Order After Designation Hearing	JC68
ODH	Order of Adjudication (Delinquency Proceedings)	JC59
ODN	Order of Disposition, Child in Home	JC17
ODR	Order of Disposition, Child Removed From Home	JC26
OFA	Order Following Adjudication (Child Protective Proceedings)	n/a
OPP	Order Following Permanency Planning Hearing	JC64
OSP	Order of Disposition (Delinquency Proceedings)	JC14
OPT	Order of Disposition Following Post-Termination Review Hearing	JC76
PHN	Order After Preliminary Hearing/Inquiry, Child Not Removed	JC11
PHR	Order After Preliminary Hearing/Inquiry, Child Removed from Home	JC11a
POH	Publication of Hearing	JC32
RCH	Order Removing Child After Emergency Removal Hearing	JC75
SDR	Supplemental Order of Disposition Following Review Hearing	JC19/57

New Hearing Event Codes -

A new hearing code has been added to the event code table to comply with the requirements of Caseload Part 4, Report 2a. For cases where termination was requested in the original or amended petition, Report 2a will track whether or not the court completed the expedited permanency planning hearing within 28 days of adjudication. Begin entering EPH as an event whenever you hold an expedited permanency planning hearing. Continue to enter the code PPH when the initial or annual permanency planning hearing is held.

Event Codes	Event Description
EPH	Expedited Permanency Planning Hearing

B. Case Screen - Traffic Screen - Adoption Case Screen Modification-

The entry of a Judge on the CSE-Case Screen, TRF-Traffic Screen and ADC-Adoption Case screen is now mandatory on both ADD and MOD screens due to caseload part 4 needing to be reported by Judge. If you enter a screen that has a referee in the jurist field, the system will not allow you to make changes and save them without updating that field with a Judge's bar number. Referees can be added to events they are involved with.

C. SCAO 40b Activity Report

The juvenile activity report has been modified by SCAO. The revised version of the activity report is attached along with the codes that will count in each section of the report. It is important that these codes be entered on the Event Screen at the time the activity occurred to produce the correct counts for your Court. Some of these have significantly changed. We suggest that all users that enter data receive a copy of this and begin using the correct codes. Also note on NA cases, each hearing event on each child will be counted.

NOTE: Each hearing event on each child (suffix) on an NA case will be counted separately on the activity report.
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Approved, SCAO

QUARTERLY ACTIVITY REPORT FOR FAMILY DIVISION OF CIRCUIT COURT - JUVENILE			Quarter	Year
Complete quarterly and transmit no later than 30 days following the end of the reporting period.				
Preparer's name	Preparer's telephone no.	Court no. and designation		County

A. Activity in Delinquency Proceedings	Number		
	Criminal Statute and Ordinance	Status	Traffic and Ordinance
1. Preliminary Inquiries	INQ, TFC	INQ, TFC	INQ, TFC
2. Preliminary hearings	PRH	PRH	PRH
3. Pretrials	CPT, PT	CPT, PT	CPT, PT
4. Pre-Disposition Motion Hearings	MOH	MOH	MOH
5. Pleas of Admission/No Contest Hearings	FOH, ADH	FOH, ADH	FOH, ADH
Trials			
6. Bench	BT	BT	BT
7. Jury	FJT	FJT	FJT
8. Original Dispositional Hearings	DSP	DSP	DSP
9. Post-Disposition Motion Hearings	MOH, WKR	MOH, WKR	MOH, WKR
10. Dispositional Review Hearings	DRH	DRH	DRH
11. Supplemental Dispositional Hearings	SOD, PVH	SOD, PVH	SOD, PVH
Waiver Hearings			
12. Phase I	FPH	FPH	FPH
13. Phase II	SPH	SPH	SPH
14. Hearings to Extend Jurisdiction	PRA, RCR, RRH	PRA, RCR, RRH	PRA, RCR, RRH
15. Rehearings	REH	REH	REH
16. Show Cause Hearings	SHH	SHH	SHH
17. Other	*	*	*

* All other hearing types will be counted in "Other".

B. Activity in Child Protective Proceedings	Number
18. Preliminary Inquiries	INQ
19. Preliminary hearings	PRH
20. Pretrials	CPT, PT
21. Pre-Disposition Motion Hearings (OPEN Petitions)	MOH
22. Pleas of Admission/No Contest Hearings	FOH, ADH
Trials	
23. Bench	BT
24. Jury	FJT
25. Original Dispositional Hearings	DSP
26. Post-Disposition Motion Hearings	MOH
27. Dispositional Review Hearings	SRE, PPH, EPH, SOD
28. Progress Review Hearings	PRN, RMH
29. Termination of Parental Rights hearing	TRP
30. Post-Termination Review Hearings	PTR
31. Rehearings	REH
32. Show Cause Hearings	SHH
33. Other	*

* All other hearing types will be counted in "Other".

2. **Caseload Part 1 Modifications:**

A. Beginning Pending-

These numbers will now be printed on all four quarter caseload reports for informational purposes only. These numbers are only uploaded/entered on SCAO CRS website with the first quarter caseload report.

B. Part 1 - Section F, Line 7: Number of children who have had prior court jurisdiction under child protective proceedings-

Children who have had prior court jurisdiction under NA will now be counted only if a prior petition has an event with a legal status of TWC, TWS, TWA, PWC, PWS or PWA.

Adoption

1. Caseload Part 1 Modifications

Part 1, Section G, Line 2

Releases Executed has been modified to count only if the disposition code RLE - Release Executed is found on the Adoption Case Screen Disposition field. If your court uses the probate module to enter adoptions, the system will look for RLE as a disposition on the Probate Header Screen.

Case Screen - Traffic Screen - Adoption Case Screen Modification

The entry of a Judge on the CSE-Case Screen, TRF-Traffic Screen and ADC-Adoption Case screen is now mandatory on both ADD and MOD screens due to caseload part 4 needing to be reported by judge. If you enter a screen that has a referee in the jurist field, the system will not allow you to make changes and save them without updating that field with a Judge's bar number. Referees can be added to events they are involved with.

Probate

1. **Disposition Status Report**

This report has been updated to reflect the changes to Caseload parts 1 & 2. MI cases with a DFH-Demand for Hearing event with an event date on or after December 1, 2004 that have not been disposed will be printed on this report. Begin disposing these events now to prevent clean up later.

2. **Caseload Part 1 & 2 modifications**

SCAO has added counts for Demand for Hearings. If you do not currently enter DFH-Demand for Hearing events on your Schedule Screen, you should begin immediately. These events will also need to be disposed similarly to the way you dispose Petition/Application for Hospitalization events. If you have been using the DFH code, we will only be looking at those events that were filed on or after December 1, 2004 to prevent you from having to clean up countless cases that have been filed over the years. Following are the detailed explanations of the changes made to the caseload report:

A. Beginning Pending-

These numbers will now be printed on all four quarter caseload reports for informational purposes only. These numbers are only uploaded/entered on SCAO CRS website with the first quarter caseload report.

B. Part 1, Section D -

Has been modified as follows:

1. **Beginning Pending** - An event type of DFH entered on the SCH screen with an event date before January 1 and a disposition date either blank or after January 1 of the report year will be counted as beginning pending.
2. **Reopened MI cases** - An MI case will be counted in this section if a DFH has been filed within the reporting period.

Following is the report with field explanations as taken from the Probate Manual.

C. Part 2, Section D

Has been modified to include dispositions on DFH events. All DFH events dated 12/01/2004 and later on MI cases will have to be disposed with a disposition code of GTD - Granted or DEN - Denied. The DFH event has been added to the probate disposition status report for ease in finding the cases that need to be disposed.

<p>NOTE: Only DFH events with a filing date of December 1, 2004 or after will be tracked for Caseload.</p>
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Part 1: New Filings and Reopened Cases

Section D: Guardianship, Conservatorships, Admissions, Mental Commitments

LINE	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending							*A		*B	
2	New Petitions			*C				*D		*E	
3	Reopened Cases										
4	Guardianship/Conservatorships in System January 1										

~Line 1 - Beginning Pending~

Headers will be counted if it has not been disposed or has been disposed after the report begin date.

~Line 2 - New Filings~

Headers will be counted here if the open date falls within the reporting period.

~Line 3 - Reopened~

MI cases will be counted if a DFH - Demand for Hearing event date falls within the reporting period.

~Line 4 - Guardianship/Conservatorships in System January 1~

Total number of cases that under a guardianship/conservatorship as of January 1.

~*A~

An event type of OBJ or PJA with an event date before January 1st of the report year must be entered on the schedule screen to be counted.

~*B~

An event of AFH, PFH, OBH, PCT, PCO, CHM or DFH entered on the SCH screen with an event date before January 1 and a disposition date either blank or after January 1 of the report year to be counted.

~*C~

DD partial cases that have to be re-appointed every 5 years must be closed and reopened with at least one day between the close and the reopen for the system to count the case.

~*D~

An event type of PJA or OBJ with an event date on or after the report begin date and on or before the report end date must be entered on the schedule screen to be counted.

~*E~

An event type of AFH, PFH, CHM or OBH with an event date on or after the report begin date and on or before the report end date must be entered on the schedule screen to be counted.

3. Caseload Part 4:

The following data entry changes will need to be started immediately for reporting on the 4th quarter caseload report 2005.

OBJ Event Entry on the Schedule Screen

All contested matters that your court receives will have to be entered on the Schedule screen as OBJ-Objection with the date that the objection occurred.

OBJ Event Disposition Entry on the Schedule Screen

In preparation for caseload part 4, you will need to dispose of any OBJ-Objections that are active on your system. In the May, 2005 release, OBJ events will be added to the disposition status report and should help you identify those cases that need to be disposed. All open cases with objections will have to be disposed or they will show as pending on caseload part 4.