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.**

Section A: Criminal - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Do not count investigative subpoenas or search warrants. Do not count complaints and warrants not yet issued by a judge or magistrate. The most serious offense defines the case type code to be assigned.

- A felony criminal case is counted as a new filing when a complaint is received for filing or when a case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
  - Count a high court misdemeanor as a felony.
  - A felony complaint may contain multiple charges against one defendant; do not count multiple charges contained in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
  - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
  - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
  - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

  Forms which may be used to open a criminal case are MC 200s (Felony Set, Summons), MC 200w (Felony Set, Warrant), MC 316v (Order for Change of Venue), and MC 316j (Order for Transfer of Jurisdiction)

- A misdemeanor criminal case is counted as a new filing when a complaint or citation is filed or a case is transferred to your court because of change of venue; do not include cases transferred for purposes of trial only.
  - A misdemeanor complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
  - If the charging document is the Uniform law Citation, each of the 3 parts is considered a separate complaint, and each complaint contains a single charge. Each charge shall be counted a separate case.
  - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
  - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

  Forms which may be used to open a criminal case are DC 225s (Complaint/Summons, Misdemeanor), DC 225w (Complaint/Warrant, Misdemeanor), UC 01a or UC 01b (Uniform Law Citation), MC 316v (Order for Change of Venue), and MC 316j (Order for Transfer of Jurisdiction)

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.227, 6.101 and 6.907 and MCL 764.1a, 764.1f, and 764.9c.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor criminal case is counted as a reopened case:
  - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication; report this based upon arraignment date, not warrant recall date.
  - when the case is remanded from an appellate court for further pre-judgment action or a new trial; report this based upon date of order, not date received.
  - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
  - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial; report this based upon date received.
  - when the prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.
  - when the defendant or juvenile has been arraigned after the case had been previously counted disposed under inactive status due to deportation.

Court rules and statutes associated with reopening a criminal case are MCR 2.610, 6.104, 6.125(E), 6.310, and 7.109(I), and MCL 330.2028.

Section B: Traffic - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A traffic case is counted as a new filing when a complaint or citation is received for filing or when case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only. The most serious offense defines the case type code to be assigned.
  - A civil infraction traffic offense shall be filed on a citation.
  - A felony traffic offense shall not be filed on a citation.
  - A complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
  - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
  - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint and each complaint contains a single charge. Each charge shall be counted as a separate case.
  - A felony traffic complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
  - If a misdemeanor traffic case is dismissed because it was reduced to a civil infraction, count the civil infraction as a new case (see page 10, Line 5).
  - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

  Forms which may be used to open a traffic case are UC 01a or UC 01b (Uniform Law Citation) for misdemeanor and civil infraction traffic, CLC 1 (Commercial Law Citation), MC 200s (Felony Set, Summons) and MC 200w (Felony Set, Warrant) for felony traffic, DC 225s (Complaint/Summons, Misdemeanor) and DC 225w (Complaint/Warrant, Misdemeanor) for misdemeanor traffic, and MC 316v (Order for Change of Venue) and MC 316j (Order for Transfer of Jurisdiction)

Court rules and statutes associated with opening a traffic case are MCR 2.222, 2.223, 2.226, 2.227, 4.101(A), and 6.615(A) and MCL 257.727, 257.728 and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor traffic case is counted as a reopened case:
  - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication.
  - when a new trial is ordered by an appellate court.
  - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
  - when an order staying the case is set aside.
  - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
  - when prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.

- A traffic civil infraction case is counted as a reopened case:
  - when an order staying the case is set aside.
  - when a default has been set aside.
  - when a request for admission of responsibility to be set aside is granted.
  - when appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a traffic case are MCR 2.610, 4.101(D), 4.101(H)(3), 6.615(B), and 7.109(I), and MCL 330.2028.

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

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A non-traffic civil infraction case or a parking case is counted as a new filing when a citation is received for filing.
  - A non-traffic civil infraction case shall be filed on a citation.
  - A single citation may not contain multiple offenses against one defendant; a three-part, multiple-count citation serves as three separate cases and shall be counted as such.
  - A parking ticket may be issued on a citation.

  Forms which must be used to open a non-traffic civil infraction case are UC 01a or UC 01b (Uniform Law Citation), UC 03 (Uniform Municipal Civil Infraction Citation), or CLC 1 (Commercial Law Citation).

Court rules and statutes associated with opening a non-traffic civil infraction or parking case are MCR 4.101(A) and MCL 257.727, 257.728, and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A non-traffic civil infraction case or a parking case is counted as a reopened case:
  - when a default has been set aside.
  - when an order staying the case is set aside.
  - when a request for admission of responsibility to be set aside is granted.
  - when an appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a non-traffic civil infraction and parking case are MCR 4.101(D) and 4.101(H)(3).

Section D: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is removed from the small claims division to the general civil division.
  - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:
MC 01 (Summons)
MC 35 (Complaint, Claim and Delivery)
MC 62 (Affidavit and Notice of Entry of Foreign Judgment)
DC 84 (Affidavit and Claim, Small Claims)
DC 86 (Demand and Order for Removal, Small Claims)
DC 90 (Petition Regarding Impoundment of Motor Vehicle)
DC 104 (Summons, Landlord-Tenant/Land Contract) and either:
DC 102a (Complaint, Non-Payment of Rent, Landlord-Tenant)
DC 102b (Complaint, Damage/Health Hazard to Property, Landlord-Tenant)
DC 102c (Complaint to Recover Possession of Property)
DC 102d (Complaint, Termination of Tenancy, Mobile Home Park - Mobile Home Owner (Just-Cause Termination)
DC 103 (Complaint for Possession After Land Contract Forfeiture)
MC 316j (Order for Transfer of Jurisdiction)
MC 316v (Order for Change of Venue)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), 4.201(B), 4.202(D), 4.302(A), (B), and 4.306.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
  - a judgment is set aside, a settlement agreement is set aside, a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
  - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
  - reinstated after dismissal.
  - a new trial is ordered after appeal to circuit court.
  - an appeal of an attorney magistrate's small claims decision is filed (do not change case type code).
  - a termination of bankruptcy is filed.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, and 7.109(I).

DISTRICT COURT CASE-TYPE CODES

SECTION A: CRIMINAL

EX - Extradition

FY - Felony non-traffic cases

OM - Ordinance misdemeanor non-traffic

SM - Statute misdemeanor non-traffic

SECTION B: TRAFFIC

FD - Felony drunk driving

FT - Felony traffic

OD - Ordinance drunk driving

OI - Ordinance civil infraction traffic

OT - Ordinance misdemeanor traffic

SD - Statute drunk driving

SI - Statute civil infraction traffic

ST - Statute misdemeanor traffic

SECTION C: NON TRAFFIC CIVIL INFRACTION AND PARKING

OK - Ordinance parking

ON - Ordinance civil infraction non-traffic

SK - Statute parking

SN - Statute civil infraction non-traffic

SECTION D: CIVIL

GC - General civil for monetary damages

GZ - All non-monetary civil claims except LT, SC, and SP

LT - Landlord/tenant summary proceedings

SC - Small claims

SP - Land contract summary proceedings

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.**

DISTRICT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING

Line	CASE TYPE	OK	ON	SK	SN
1	Verdict at Hearing				
2	Admission/ Waivers				
3	Dismissed by Party				
4	Dismissed by Court				
5	Default				
6	Inactive Status				
7	Case Type Change				

SECTION D: CIVIL

Line	CASE TYPE	GC	GZ	LT	SC	SP
1	Jury Verdict					
2	Bench Verdict					
3	Uncontested/ Default/Settled					
4	Transferred					
5	Dismissed by Party					
6	Dismissed by Court					
7	Inactive Status					
8	Other Disposition					
9	Case Type Charge					

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 200s, MC 200w, MC 316j, MC 316v) [MCR 3.939, 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 200w, MC 204, MC 206, DC 225w, 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, or when the court enters an order staying the case after judicial determination that the defendant was deported.

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 *[MCL 766.4]*

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.

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), 6.615, MCL 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 200s, MC 200w, MC 316j, MC 316v) [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(F), 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(F), 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 *[MCL 766.4]*
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.

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

Report non-traffic civil infraction and parking cases as disposed when all 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: Verdict at Informal, Formal, or De Novo Hearing *[MCR 4.101(B)]*

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

Line 2: Admission/Waiver *[MCR 4.101(B)]*

Count when an admission of responsibility is offered and accepted. Include violations for which fine and costs have been waived in accordance with law.

Line 3: Dismissed by Party *(form MC 263) [MCR 4.101]*

Count when an order is entered after the prosecutor, city attorney, or other plaintiff motions for a dismissal at any point in the proceedings or when a nolle prosequi is filed.

Line 4: Dismissed by Court *(form CIA 02) [MCR 4.101]*

Count when dismissed by judge or magistrate during trial or after hearing 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 5: Default *(forms CIA 02, CIA 07) [MCR 4.101(B),(E)]*

Count when default is entered due to non-appearance by defendant.

Line 6: Inactive Status

Count as inactive when a non-traffic civil infraction case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 7: 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.

Section D: Civil - Method of Disposition

Report civil cases as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. 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. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 2 claim went to jury trial and a verdict was entered; count disposed under jury verdict.

Line 1: Jury Verdict *[MCR 2.504(B), 2.600 et seq., 4.201(K), 4.202(J)]*

Count when decided by jury except when judge amends or overturns verdict.

Line 2: Bench Verdict *[MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq., 4.201(K), 4.202(J), 4.304(B)(2), 4.305]*

Count when decided by judicial officer. Count directed verdict after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition *[MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq., 4.201(F), 4.201(I), 4.202(H), 4.304(B)(1), 4.306(D)]*

Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

Line 4: Transferred *(form MC 316j, MC 316v, DC 86) [MCR 2.223, 2.226, 2.227, 4.306(B), 4.002, MCL 700.1303]*

Count when transferred to another court before adjudication (includes small claims removed to general civil; cases removed to federal or circuit court).

Line 5: Dismissed by Party *(form MC 09) [MCR 2.102((E), 2.502, 2.504(A), 4.304(B)(2), (3)]*

Count voluntary dismissals by plaintiff. Count stipulation by parties to remove case to binding arbitration.

Line 6: Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.403(M), 2.410(D)(3), 2.502, 2.504(B), (E), 4.304(B)(2), (3)]

Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M). Count when dismissed after plaintiff fails to appear.

Line 7: Inactive Status (form MC 300)

Count when a case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 8: Other Disposition

Count all other dispositions not otherwise provided for in the above. Count foreign judgments disposed at time of filing.

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.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

General Reporting Instructions: Case age measurement occurs at different stages of a case depending on case type. Refer to specific instructions to determine measurement criteria for each case type. **Disposition is based on the definitions in Part 2.**

Cases included in a pilot project may be subject to different caseload reporting instructions if those instructions are established in a Memorandum of Understanding between the court and the State Court Administrator.

Case data shall be reported individually by bar number (judge, magistrate, and generic). When cases are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. Cases that are assigned to a non-attorney magistrate or that are not assigned to either a judge or magistrate are to be reported under a "generic" bar number identifier "P999999." For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.

Cases that have been reported disposed under "Inactive Status" (as defined by that line in Part 2 of the caseload instructions) **are not adjudicated and shall not be reported on these case age reports under either the column for pending or for disposition.** Once a case that has been on "inactive status" qualifies for reporting as "reopened" based on the instructions in Part 1, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year; however, when calculating the age of the case, **subtract the time that particular case was out of the court's control on "inactive status."** Also, any other case that is reopened must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year with the age calculated **by subtracting the time from the original disposition of that particular case to the reopen date**.

"Inactive Status" defined: A case is on "inactive status" when it has been disposed as inactive based upon the guidelines in Part 2. Delays caused for any other reason are not subtracted from the time. As stated previously, the age of a case while on inactive status shall not be reported under columns for pending or for disposition.

Although case type codes are organized in groupings, cases associated with each case type code are to be reported separately throughout this entire report. For example, although FY and EX are combined, FY cases should be reported under its own column, EX cases should be reported under its own column, etc.

NOTE: The total number of disposed cases reported in Part 4 (**except for Lines 1a and 2a on pages 14 and 17**) must equal the total number of disposed cases reported in Part 2 less cases disposed by methods "Inactive Status" and "Case Type Change." The number of pending cases reported in Part 4 must equal the ending pending cases calculated from the data provided in Parts 1 and 2.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION A: FELONY CRIMINAL

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section A) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present and the case has not been made inactive as defined in Part 2, Section A, then the age of the case is calculated as zero.

Line	CASE TYPE	FY
1	Disposed 0-14 Days	
2	Disposed 15-28 Days	
3	Disposed +28 Days	
4	Disposed 0-63 Days	
5	Disposed 64-126 Days	
6	Disposed +126 Days	
7	Pending 0-14 Days	
8	Pending 15-28 Days	
9	Pending +28 Days	
10	Pending 0-63 Days	
11	Pending 64-126 Days	
12	Pending +126 Days	

Line 1: Count the number of cases where preliminary examination was held within 14 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived within 14 days of arraignment and bound over to circuit court. Include cases dismissed within 14 days of arraignment where no preliminary examination was held.

Line 2: Count the number of cases where preliminary examination was held from 15 to 28 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived from 15 to 28 days of arraignment and bound over to circuit court. Include cases dismissed from 15 to 28 days of arraignment where no preliminary examination was held.

Line 3: Count the number of cases where preliminary examination was held after 28 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived after 28 days of arraignment and bound over to circuit court. Include cases dismissed after 28 days of arraignment where no preliminary examination was held.

Line 4: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed within 63 days.

Line 5: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed from 64 to 126 days.

Line 6: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed after 126 days.

Line 7: Count the number of pending felony cases awaiting preliminary examination with an age through 14 days.

Line 8: Count the number of pending felony cases awaiting preliminary examination with an age from 15 to 28 days.

Line 9: Count the number of pending felony cases awaiting preliminary examination with an age over 28 days.

Line 10: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age through 63 days.

Line 11: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age of 64 to 126 days.

Line 12: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age over 126 days.

1a	Reduced 0-14 Days	
2a	Reduced 15-28 Days	
3a	Reduced +28 Days	

Line 1a: Count the number of cases where preliminary examination was held within 14 days of arraignment and the case was reduced to a misdemeanor.

Line 2a: Count the number of cases where preliminary examination was held from 15 to 28 days of arraignment and the case was reduced to a misdemeanor.

Line 3a: Count the number of cases where preliminary examination was held after 28 days of arraignment and the case was reduced to a misdemeanor.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION A: EXTRADITION/DETAINER

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section A) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present and the case has not been made inactive as defined in Part 2, Section A, then the age of the case is calculated as zero.

Line	CASE TYPE	EX
13	Disposed 0-14 Days	
14	Disposed 15-28 Days	
15	Disposed +28 Days	
16	Pending 0-14 Days	
17	Pending 15-28 Days	
18	Pending +28 Days	

Line 13: Count the number of cases where an extradition/detainer hearing was held or the hearing was waived within 14 days of arraignment.
Line 14: Count the number of cases where an extradition/detainer hearing was held or the hearing was waived from 15 to 28 days of arraignment.
Line 15: Count the number of cases where an extradition/detainer hearing was held or the hearing was waived after 28 days of arraignment.
Line 16: Count the number of pending cases awaiting extradition/detainer hearing with an age through 14 days.
Line 17: Count the number of pending cases awaiting extradition/detainer hearing with an age through 15 to 28 days.
Line 18: Count the number of pending cases awaiting extradition/detainer hearing with an age over 28 days.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION A: MISDEMEANOR CRIMINAL

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section A) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present, then appearance date means payment date (meaning, a payable citation has had a payment applied). If no payment date is present and the case has not been made inactive as defined in Part 2, Section A, then the age of the case is calculated as zero. There is no need to differentiate between complaint and warrant cases and cases initiated by citation.

Line	CASE TYPE	OM, SM
19	Disposed 0-63 Days	
20	Disposed 64-126 Days	
21	Disposed +126 Days	
22	Pending 0-63 Days	
23	Pending 64-126 Days	
24	Pending +126 Days	

Line 19: Count the number of cases that were disposed within 63 days.

Line 20: Count the number of cases that were disposed within 64 to 126 days.

Line 21: Count the number of cases that were disposed after 126 days.

Line 22: Count the number of pending cases with an age through 63 days.

Line 23: Count the number of pending cases with an age through 64 to 126 days.

Line 24: Count the number of pending cases with an age over 126 days.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION A: FELONY TRAFFIC

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section B) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present and the case has not been made inactive as defined in Part 2, Section B, then the age of the case is calculated as zero.

Line	CASE TYPE	FD, FT
1	Disposed 0-14 Days	
2	Disposed 15-28 Days	
3	Disposed +28 Days	
4	Disposed 0-63 Days	
5	Disposed 64-126 Days	
6	Disposed +126 Days	
7	Pending 0-14 Days	
8	Pending 15-28 Days	
9	Pending +28 Days	
10	Pending 0-63 Days	
11	Pending 64-126 Days	
12	Pending +126 Days	

Line 1: Count the number of cases where preliminary examination was held within 14 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived within 14 days of arraignment and bound over to circuit court. Include cases dismissed within 14 days of arraignment where no preliminary examination was held.

Line 2: Count the number of cases where preliminary examination was held from 15 to 28 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived from 15 to 28 days of arraignment and bound over to circuit court. Include cases dismissed from 15 to 28 days of arraignment where no preliminary examination was held.

Line 3: Count the number of cases where preliminary examination was held after 28 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived after 28 days of arraignment and bound over to circuit court. Include cases dismissed after 28 days of arraignment where no preliminary examination was held.

Line 4: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed within 63 days.

Line 5: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed from 64 to 126 days.

Line 6: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed after 126 days.

Line 7: Count the number of pending felony cases awaiting preliminary examination with an age through 14 days.

Line 8: Count the number of pending felony cases awaiting preliminary examination with an age from 15 to 28 days.

Line 9: Count the number of pending felony cases awaiting preliminary examination with an age over 28 days.

Line 10: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age through 63 days.

Line 11: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age of 64 to 126 days.

Line 12: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age over 126 days.

1a	Reduced 0-14 Days	
2a	Reduced 15-28 Days	
3a	Reduced +28 Days	

Line 1a: Count the number of cases where preliminary examination was held within 14 days of arraignment and the case was reduced to a misdemeanor.

Line 2a: Count the number of cases where preliminary examination was held from 15 to 28 days of arraignment and the case was reduced to a misdemeanor.

Line 3a: Count the number of cases where preliminary examination was held after 28 days of arraignment and the case was reduced to a misdemeanor.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION B: MISDEMEANOR TRAFFIC

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section B) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present, then appearance date means payment date (meaning, a payable citation has had a payment applied). If no payment date is present and the case has not been made inactive as defined in Part 2, Section B, then the age of the case is calculated as zero. There is no need to differentiate between complaint and warrant cases and cases initiated by citation.

Line	CASE TYPE	OD, OT SD, ST
13	Disposed 0-63 Days	
14	Disposed 64-126 Days	
15	Disposed +126 Days	
16	Pending 0-63 Days	
17	Pending 64-126 Days	
18	Pending +126 Days	

Line 13: Count the number of cases that were disposed within 63 days.

Line 14: Count the number of cases that were disposed within 64 to 126 days.

Line 15: Count the number of cases that were disposed after 126 days.

Line 16: Count the number of pending cases with an age through 63 days.

Line 17: Count the number of pending cases with an age through 64 to 126 days.

Line 18: Count the number of pending cases with an age over 126 days.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION B: CIVIL TRAFFIC

Measurement begins on the date the original citation is filed and is completed when disposition (as defined in Part 2, Section B) occurs.

Line	CASE TYPE	OI, SI
19	Disposed 0-35 Days	
20	Disposed 36-84 Days	
21	Disposed +84 Days	
22	Pending 0-35 Days	
23	Pending 36-84 Days	
24	Pending +84 Days	

Line 19: Count the number of cases disposed within 35 days.

Line 20: Count the number of cases disposed within 36 to 84 days.

Line 21: Count the number of cases disposed after 84 days.

Line 22: Count the number of pending cases with an age through 35 days.

Line 23: Count the number of pending cases with an age through 36 to 84 days.

Line 24: Count the number of pending cases with an age over 84 days.

SECTION C: NON-TRAFFIC CIVIL INFRACTION AND PARKING

Measurement begins on the date the original citation is filed and is completed when disposition (as defined in Part 2, Sections C) occurs.

Line	CASE TYPE	OK, ON SK, SN
1	Disposed 0-35 Days	
2	Disposed 36-84 Days	
3	Disposed +84 Days	
4	Pending 0-35 Days	
5	Pending 36-84 Days	
6	Pending +84 Days	

Line 1: Count the number of cases disposed within 35 days.

Line 2: Count the number of cases disposed within 36 to 84 days.

Line 3: Count the number of cases disposed after 84 days.

Line 4: Count the number of pending cases with an age through 35 days.

Line 5: Count the number of pending cases with an age through 36 to 84 days.

Line 6: Count the number of pending cases with an age over 84 days.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION D: CIVIL

Line	CASE TYPE	GC, GZ
1	Disposed 0-273 Days	
2	Disposed 274-455 Days	
3	Disposed +455 Days	
4	Pending 0-273 Days	
5	Pending 274-455 Days	
6	Pending +455 Days	

Measurement begins on the date of case filing and is completed when disposition (as defined in Part 2, Section D) occurs.

Line 1: Count the number of cases disposed within 273 days.

Line 2: Count the number of cases disposed from 274 to 455 days.

Line 3: Count the number of cases disposed after 455 days.

Line 4: Count the number of pending cases with an age through 273 days.

Line 5: Count the number of pending cases with an age through 274 to 455 days.

Line 6: Count the number of pending cases within an age over 455 days.

Line	CASE TYPE	LT, SC, SP
9	Disposed 0-126 Days	
10	Disposed +126 Days	
11	Disposed 0-154 Days Jury Demand	
12	Disposed +154 Days Jury Demand	
13	Pending 0-126 Days	
14	Pending +126 Days	
15	Pending 0-154 Days Jury Demand	
16	Pending +154 Days Jury Demand	

Measurement begins on the date of case filing and is completed when disposition (as defined in Part 2, Section D) occurs.

Line 9: Count the number of cases disposed (no jury demand) within 126 days.

Line 10: Count the number of cases disposed (no jury demand) after 126 days.

Line 11: Count the number of cases disposed (jury demand) within 154 days.

Line 12: Count the number of cases disposed (jury demand) after 154 days.

Line 13: Count the number of pending cases (no jury demand) with an age through 126 days.

Line 14: Count the number of pending cases (no jury demand) with an age over 126 days.

Line 15: Count the number of pending cases (jury demand) with an age through 154 days.

Line 16: Count the number of pending cases (jury demand) with an age over 154 days.