



Michigan Supreme Court
State Court Administrative Office
Trial Court Services Division
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
Phone: (517) 373-4835

DATE: October 21, 2009

TO: Circuit Court Administrators
County Clerks
Case Management System Providers

FROM: Amy Byrd

RE: Amendments to Caseload Reporting Form SCAO 31 and Instructions

Enclosed are revisions to Part 4, Section E of the Circuit Court Caseload collection instructions. These changes were made to clarify instructions distributed on May 15, 2009 for reporting of reopened PJ cases in Part 1 and redisposed PJ cases in Part 2. Specifically:

Page 48, Lines 31, 32, 33, 36, 37, and 38 –added reference to a reopened case.

There is no revision to the File Format because the combination of case-type code and activity codes for these already exist.

These changes take effect in 2010 and reporting of any reopened PJ cases to our office will start with the 2010 report submitted in January of 2011. If you have any questions about these changes, please contact me at 517-373-4864.

cc: Trial Court Services
Regional Offices

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

SECTION E: JUVENILE

Measurement begins on the date of case filing and is completed when disposition (as defined in Part 2, Section E) occurs. Filing means the date the petition was received by the court.

Line	CASE TYPE	PJ
29	Disposed 0-1 Day	
30	Disposed + 1 Day	
31	Disposed 0-14 Days	
32	Disposed 15-21 Days	
33	Disposed + 21 Days	
34	Pending 0-1 Day	
35	Pending + 1 Day	
36	Pending 0-14 Days	
37	Pending 15-21 Days	
38	Pending + 21 Days	

Line 29: Count the number of cases (filed ex parte) disposed within 1 day.

Line 30: Count the number of cases (filed ex parte) disposed after 1 day.

Line 31: Count the number of cases (not filed ex parte and reopened) disposed within 14 days.

Line 32: Count the number of cases (not filed ex parte and reopened) disposed from 14 to 21 days.

Line 33: Count the number of cases (not filed ex parte and reopened) disposed after 21 days.

Line 34: Count the number of pending cases (filed ex parte) with an age through 1 day.

Line 35: Count the number of pending cases (filed ex parte) with an age through 1 day.

Line 36: Count the number of pending cases (not filed ex parte and reopened) with an age through 14 days.

Line 37: Count the number of pending cases (not filed ex parte and reopened) with an age from 14 to 21 days.

Line 38: Count the number of pending cases (not filed ex parte and reopened) with an age over 21 days.