

<b>DISTRICT COURT CASELOAD</b> 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 a 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.
  - 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 200 (Felony Complaint and Warrant) and MC 316 (Order for Change of Venue)*

- 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 as a separate case.
  - A misdemeanor offense with a penalty over 93 days shall not be filed on a Uniform Law Citation.
  - 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 225 (Misdemeanor Complaint and Warrant), UC 01a or UC 01b (Uniform Law Citation), and MC 316 (Order for Change of Venue)*

*Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.226, 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.

*Court rules and statutes associated with reopening a criminal case are MCR 2.610, 6.104, 6.125(E), 6.310, 7.101(M), and 7.102(C) 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 misdemeanor offense with a penalty over 93 days shall not 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, CVC 1 (Commercial Vehicle Law Citation), MC 200 (Felony Complaint and Warrant) for felony traffic, DC 225 (Misdemeanor Complaint and Warrant) for misdemeanor traffic, and MC 316 (Order for Change of Venue)*

*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(C), 4.101(G)(3), 6.615(B), 7.101(M), and 7.102(C) 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 CVC 1 (Commercial Vehicle 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(C) and 4.101(G)(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 and Complaint)*

*MC 35 (Complaint, Claim and Delivery)*

*MC 62 (Application and Notice of Entry of Foreign Judgment)*

*DC 85 (Affidavit and Claim, Small Claims)*

*DC 86 (Demand and Order for Removal, Small Claims)*

*DCZ 90 (Petition Contesting 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, Health Hazard, Injury to Premises, Landlord-Tenant)*

*DC 102c (Complaint, Termination of Tenancy, Landlord-Tenant)*

*DC 102d (Complaint, Termination of Tenancy, Mobile Home, Landlord-Tenant)*

*DC 103 (Complaint for Possession After Land Contract Forfeiture)*

*MC 316 (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, 7.101(M), and 7.102(C).*

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