

File Formats for the Submission of Electronic Caseload Data

Caseload Reporting System – Probate 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 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 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 (Probate 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: "P" (probate)
"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
 "CASE TYPE" = A 2 digit code as defined below
 "VALUE" = Null value ("") or whole number value of 0 or greater

Examples:

"P","4","2003","P82","Wayne","1","A","0","BP","DA","0"
 "P","4","2003","P82","Wayne","2","A","0","GR","DA","1"
 "P","4","2003","P82","Wayne","4","A","P000000","DP1","DA","1"

The first example is for probate data ("P"), full year ("4"), year 2003, Wayne County Probate ("P82"), Part 1, Section A, 0 (since there is no Bar Number for Part 1), action Beginning Pending ("BP"), case type DA, with a value of zero.

The second example is for probate data ("P"), full year ("4"), year 2003, Wayne County Probate ("P82"), Part 2, Section A, 0 (since there is no Bar Number for Part 2), action Petition Granted ("GR"), case type DA, with a value of 1.

The third example is for probate data ("P"), full year ("4"), year 2003, Wayne County Probate ("P82"), Part 4, Section A, Bar Number (as required for Part 4), contested matter resolved within 182 days ("DP1"), case type DA, 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 the 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 probate court codes and their counties which together create a unique identifier for each jurisdiction. Data must be submitted for the jurisdiction, as listed below.

2.2.4.1 List of Unique Court Code and Location Name Combinations

Code	County	Jurisdiction	Code	County	Jurisdiction
P01	Alcona	Alcona County	P50	Macomb	Macomb County
P03	Allegan	Allegan County	P51	Manistee	Manistee County
P04	Alpena	Alpena County	P52	Marquette	Marquette County
P05	Antrim	Antrim County	P53	Mason	Mason County
P06	Arenac	Arenac County	P55	Menominee	Menominee County
P07	Baraga	Baraga County	P56	Midland	Midland County
P08	Barry	Barry County	P57	Missaukee	Missaukee County
P09	Bay	Bay County	P58	Monroe	Monroe County
P10	Benzie	Benzie County	P59	Montcalm	Montcalm County
P11	Berrien	Berrien County	P60	Montmorency	Montmorency County
P12	Branch	Branch County	P61	Muskegon	Muskegon County
P13	Calhoun	Calhoun County	P62	Newaygo	Newaygo County
P14	Cass	Cass County	P63	Oakland	Oakland County
P16	Cheboygan	Cheboygan County	P64	Oceana	Oceana County
P17	Chippewa	Chippewa County	P65	Ogemaw	Ogemaw County
P19	Clinton	Clinton County	P66	Ontonagon	Ontonagon County
P20	Crawford	Crawford County	P68	Oscoda	Oscoda County
P21	Delta	Delta County	P69	Otsego	Otsego County
P22	Dickinson	Dickinson County	P70	Ottawa	Ottawa County
P23	Eaton	Eaton County	P71	Presque Isle	Presque Isle County
P25	Genesee	Genesee County	P72	Roscommon	Roscommon County
P27	Gogebic	Gogebic County	P73	Saginaw	Saginaw County
P28	Grand Traverse	Grand Traverse County	P74	St. Clair	St. Clair County
P29	Gratiot	Gratiot County	P75	St. Joseph	St. Joseph County
P30	Hillsdale	Hillsdale County	P76	Sanilac	Sanilac County
P31	Houghton	Houghton County	P78	Shiawassee	Shiawassee County
P32	Huron	Huron County	P79	Tuscola	Tuscola County
P33	Ingham	Ingham County	P80	Van Buren	Van Buren County
P34	Ionia	Ionia County	P81	Washtenaw	Washtenaw County
P35	Iosco	Iosco County	P82	Wayne	Wayne County
P36	Iron	Iron County	P83	Wexford	Wexford County
P37	Isabella	Isabella County	PD05	Alger	Alger County
P38	Jackson	Jackson County	PD05	Schoolcraft	Schoolcraft County
P39	Kalamazoo	Kalamazoo County	PD06	Luce	Luce County
P40	Kalkaska	Kalkaska County	PD06	Mackinac	Mackinac County
P41	Kent	Kent County	PD07	Charlevoix	Charlevoix County
P42	Keweenaw	Keweenaw County	PD07	Emmet	Emmet County
P43	Lake	Lake County	PD17	Clare	Clare County
P44	Lapeer	Lapeer County	PD17	Gladwin	Gladwin County
P45	Leelanau	Leelanau County	PD18	Mecosta	Mecosta County
P46	Lenawee	Lenawee County	PD18	Osceola	Osceola County
P47	Livingston	Livingston County			

2.3 Probate Court Specifications

2.3.1 Action Code Definitions

2.3.1.1 Part 1: New Filings, Reopened Cases, and Other Matters

- BP = Beginning Pending
- NF = New Filings
- RE = Reopened
- OP = Number of open estates, testamentary trusts, inter vivos trust, guardianship, and conservatorship cases as of January 1 of each year [This field is submitted only once each year, in the first quarter report]
- WS = number of wills filed for safekeeping
- PSO = Petition for Second Order
- PCO = Petition for Continuing Order
- AP = Applications
- PAO = Petition for Assisted Outpatient Treatment

2.3.1.2 Part 2: Record or Method of Disposition/Record of Closed Cases

- GR = Petition was Granted
- DE = Petition was Denied
- TR = Petition was Transferred
- WD = Petition was Withdrawn or Dismissed
- TC = Case Type Code on the Petition was Changed
- ODT = Order Determining Testacy when associated with DE
- ODH = Order Determining Heirs when associated with DH
- OD = Other Disposition when associated with CZ
- AC = Case was Administratively Closed
- CC = Case was Closed other than Administratively
- OS = The individual who was the subject of the case is no longer in the system
- JV = Jury Verdict
- BV = Bench Verdict
- UDS = Uncontested, Default, Settled
- TR = Transferred
- DP = Dismissed by Party
- DC = Dismissed by Court
- IS = Inactive Status
- DF = Deferred
- SOG = Second Order Granted
- SOD = Second Order Denied
- COG = Continuing Order Granted
- COD = Continuing Order Denied
- AOG = Petition for AOT Granted
- AOD = Petition for AOT Denied

2.3.1.4 Part 4: Case Age

Section A

- DP1 = Disposed within 182 days
- DP21 = Disposed from 183 to 364 days
- DP4 = Disposed after 364 days

PE1 = Pending through 182 days
 PE21 = Pending from 183 to 364 days
 PE4 = Pending over 364 days

Section C

DP5 = Disposed within 364 days
 DP22 = Disposed from 365 to 728 days
 DP8 = Disposed after 728 days
 DP9 = Disposed within 35 days
 DP10 = Disposed after 35 days
 PE5 = Pending through 364 days
 PE22 = Pending from 365 to 728 days
 PE8 = Pending over 728 days
 PE9 = Pending through 35 days
 PE10 = Pending over 35 days

Section D

DP11 = Disposed within 182 days
 DP23 = Disposed from 183 to 364 days
 DP14 = Disposed after 364 days
 DP15 = Disposed within 14 days, no demand
 DP16 = Disposed from 15 to 28 days, no demand
 DP17 = Disposed after 28 days, no demand
 DP18 = Disposed within 14 days, demand
 DP19 = Disposed from 15 to 28 days, demand
 DP20 = Disposed after 28 days, demand
 PE11 = Pending through 182 days
 PE23 = Pending from 183 to 364 days
 PE14 = Pending over 364 days
 PE15 = Pending through 14 days, no demand
 PE16 = Pending from 15 to 28 days, no demand
 PE17 = Pending after 28 days, no demand
 PE18 = Pending through 14 days, demand
 PE19 = Pending from 15 to 28 days, demand
 PE20 = Pending over 28 days, demand

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, Reopened Cases, And Other Matters

Section A: Estates, Trusts - New Filings, Reopened Cases, and Other Matters

BPDA	BPPE	NFDA	NFPE	NFTV	REPE	OPTT
BPDE	BPTT	NFDE	NFTR	REDA	OPDA	OPTV
BPDH	BPTV	NFDH	NFTT	REDE	OPDE	

Section B: Wills - New Filings, Reopened Cases, and Other Matters
WSWS

Section C: Civil, Other Matters - New Filings, Reopened Cases, and Other Matters

BPCZ BPML NFBR NFCZ NFML RECZ

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments – New Filings, Reopened Cases, and Other Matters

BPCA BPGL BPMI NFDD NFJA REMI OPGA PSOMI
BPCY BPGM BPPO NFGA NFLG OPCA OPGL PCOMI
BPDD BPJA NFCA NFGL NFMI OPCY OPGM APMI
BPGA BPLG NFCY NFGM NFPO OPDD OPLG PAOMI

2.3.3.2 Part 2: Record Or Method Of Disposition And Record Of Closed Cases

Section A: Estates, Trusts - Record or Method of Disposition and Record of Closed Cases

GRDA ODTDE DEPE TRTT WDPE ACDA CCDE
GRDE ODHDH DETT TRTV WDTT ACDE CCTT
GRPE DEDA DETV WDDA WDTV ACTT CCTV
GRTT DEDE TRDA WDDE TCDA ACTV SADA
GRTV DEDH TRDE WDDH TCDE CCDA

Section C: Civil, Other Matters - Record or Method of Disposition and Record of Closed Cases

JVCZ UDSCZ DPCZ ISCZ GRML TRML
BVCZ TRCZ DCCZ ODCZ DEML WDML

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments – Record or Method of Disposition and Record of Closed Cases

GRCA GRPO DELG TRGM WDGA TCCA TCPO OSCY
GRCY SOGMI DEMI TRJA WDGL TCCY ACCA OSDD
GRDD DECA DEPO TRLG WDGM TCDD ACCY OSGA
GRGA DECY SODMI TRMI WDJA TCGA ACDD OSGL
GRGL DEDD TRCA TRPO WDLG TCGL ACGA OSGM
GRGM DEGA TRCY COGMI WDMI TCGM ACGL OSLG
GRJA DEGL TRDD WDCA WDPO TCJA ACGM AOGMI
GRLG DEGM TRGA WDCY CODMI TCLG ACLG AODM
GRMI DEJA TRGL WDDD DFMI TCMI OSCA

2.3.3.4 Part 4: Case Age

Section A: Estates, Trusts – Case Age

DP1DA DP1TV DP21TT DP4DH PE1DE PE21DA PE21TV PE4TT
DP1DE DP21DA DP21TV DP4TT PE1DH PE21DE PE4DA PE4TV
DP1DH DP21DE DP4DA DP4TV PE1TT PD21DH PE4DE
DP1TT DP21DH DP4DE PE1DA PE1TV PE21TT PD4DH

Section C: Civil, Other Matters – Case Age

DP5CZ DP8CZ DP10ML PE22CZ PE9ML
DP22CZ DP9ML PE5CZ PE8CZ PE10ML

Section D: Guardianships, Conservatorships, Admissions, Mental Health Commitments – Case Age

DP11CA DP11DD DP11GL DP11LG DP23CA DP23DD DP23GL DP23LG
DP11CY DP11GA DP11GM DP11PO DP23CY DP23GA DP23GM DP23PO

DP14CA	DP14PO	DP18MI	PE11CY	PE23CA	PE23PO	PE14LG	PE17JA
DP14CY	DP15MI	DP18JA	PE11DD	PE23CY	PE14CA	PE14PO	PE18MI
DP14DD	DP15JA	DP19MI	PE11GA	PE23DD	PE14CY	PE15MI	PE18JA
DP14GA	DP16MI	DP19JA	PE11GL	PE23GA	PE14DD	PE15JA	PE19MI
DP14GL	DP16JA	DP20MI	PE11GM	PE23GL	PE14GA	PE16MI	PE19JA
DP14GM	DP17MI	DP20JA	PE11LG	PE23GM	PE14GL	PE16JA	PE20MI
DP14LG	DP17JA	PE11CA	PE11PO	PE23LG	PE14GM	PE17MI	PE20JA