

# **STATE COURT ADMINISTRATIVE OFFICE**

## **DRUG AND DRUNK DRIVING CASE REIMBURSEMENT SYSTEM USER GUIDE AND SPECIFICATION**

**VERSION: FINAL**

**DECEMBER 27, 2007**

## CONTENTS

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1	Introduction.....	1
2	Software Application Screens.....	1
2.1	Main Menu.....	1
2.1.1	Purpose.....	1
2.1.2	Usage.....	1
2.1.3	Screen Element Descriptions and Usage .....	1
2.2	Instructions.....	2
2.2.1	Purpose.....	2
2.2.2	Usage.....	3
2.2.3	Screen Element Descriptions and Usage .....	3
2.3	Case Counts .....	3
2.3.1	Purpose.....	3
2.3.2	Usage.....	3
2.3.3	Screen Element Descriptions and Usage .....	4
2.4	Amendments .....	7
2.4.1	Purpose.....	7
2.4.2	Usage.....	7
2.4.3	Screen Element Descriptions and Usage .....	8
2.5	Funds.....	12
2.5.1	Purpose.....	12
2.5.2	Usage.....	12
2.5.3	Screen Element Descriptions and Usage .....	13
2.6	Missing Courts .....	17
2.6.1	Purpose.....	17
2.6.2	Usage.....	17
2.6.3	Screen Element Descriptions and Usage .....	17
2.7	Reports .....	19
2.7.1	Purpose.....	19
2.7.2	Usage.....	19
2.7.3	Screen Element Descriptions and Usage .....	19
2.8	Mail Codes .....	21
2.8.1	Purpose.....	21
2.8.2	Usage.....	21
2.8.3	Screen Element Descriptions and Usage .....	22
2.9	Select Mail Code.....	23
2.9.1	Purpose.....	23
2.9.2	Usage.....	23
2.9.3	Screen Element Descriptions and Usage .....	24
3	Reports .....	25
3.1	Comparison .....	25
3.1.1	Purpose.....	27
3.1.2	Usage.....	27

3.1.3	Report Element Descriptions and Usage .....	27
3.2	Payment.....	28
3.2.1	Purpose.....	29
3.2.2	Usage.....	29
3.2.3	Report Element Descriptions and Usage .....	29
3.3	Case Count History .....	30
3.3.1	Purpose.....	31
3.3.2	Usage.....	31
3.3.3	Report Element Descriptions and Usage .....	31
3.4	Five-Year Reimbursement History .....	32
3.4.1	Purpose.....	32
3.4.2	Usage.....	32
3.4.3	Report Element Descriptions and Usage .....	33

# 1 Introduction

This User Guide and Specification was created for the State Court Administrative Office (SCAO)'s Drug and Drunk Driving Case Reimbursement System. It is intended to document for end users and application programmers the screen functionality of the Drug and Drunk Driving Case Reimbursement System. This document lists each screen and describes the intent, navigation mechanisms, what each data field represents, and how each field is to be used.

## 2 Software Application Screens

### 2.1 Main Menu



Figure 1: Main Menu Screen

#### 2.1.1 Purpose

This screen displays links to all of the available screens in the system, based on user role.

#### 2.1.2 Usage

All Drug and Drunk Driving Case Reimbursement System users will have access to this screen; however, the available links are displayed or hidden depending on role. All links are available to administrative users. For regional users, the following links are displayed: Case Counts (read only), Amendments (read only), Missing Courts, and Reports. Court users only have the Case Counts and Amendments (read only) links.

Click on the appropriate link to display the desired screen. Displayed links and dropdown menu items are the same.

#### 2.1.3 Screen Element Descriptions and Usage

Name	Description	Usage
Case Counts link	Link to the Case Counts screen. "Enter or view" will only be "View" for regional users.	Click to display Case Counts screen.
Instructions link	Link to the Instructions screen.	Click to display the Instructions screen.

Name	Description	Usage
Amendments link	Link to the Amendments screen. “Enter or view” will only be “View” for regional or court users.	Click to display Amendments screen.
Funds link	Link to the Funds screen. Hidden for regional and court users.	Click to display Funds screen.
Missing Courts link	Link to the Missing Courts screen. Hidden for court users.	Click to display Missing Courts Report screen.
Reports link	Link to the Reports screen. Hidden for court users.	Click to display Reports screen.
Mail Codes link	Link to the Mail Codes screen. Hidden for regional and court users.	Click to display Update Mail Codes screen.

## 2.2 Instructions

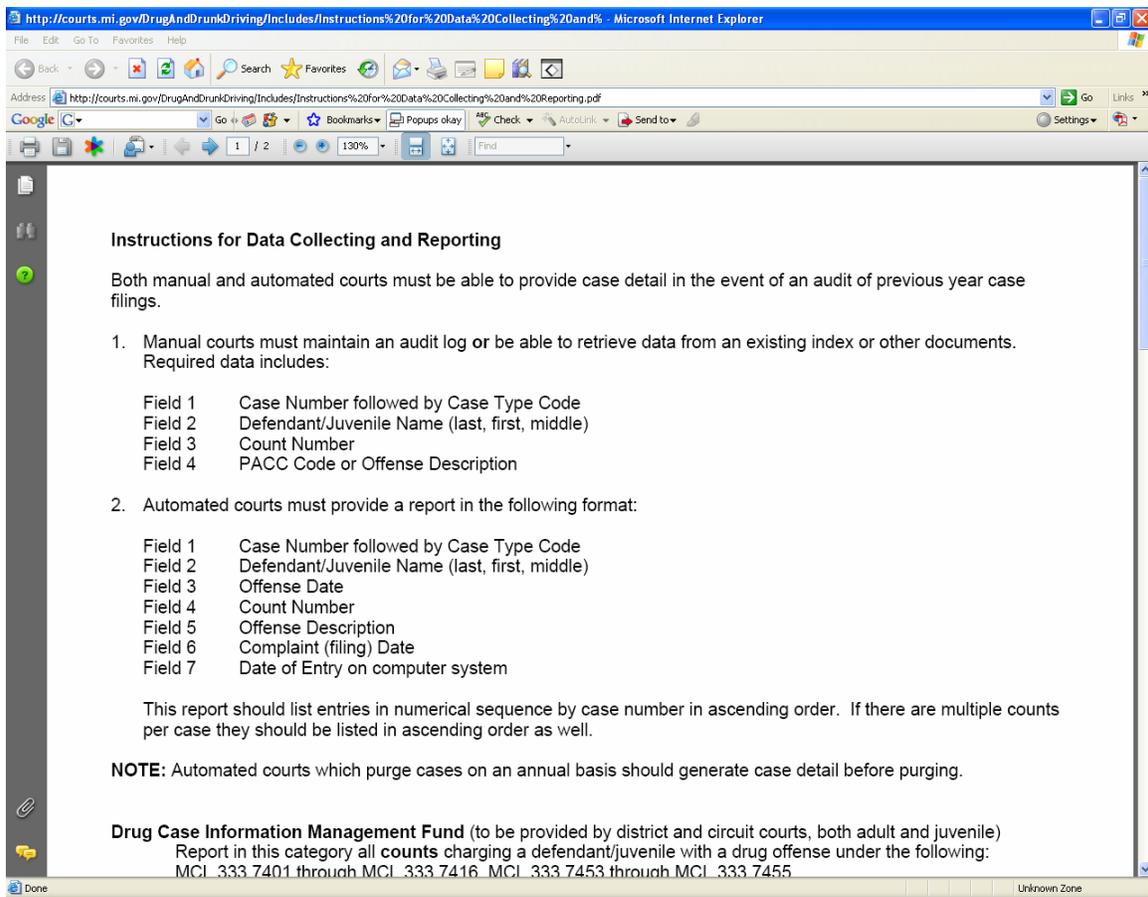


Figure 2: Instructions Screen

### 2.2.1 Purpose

This screen displays the instructions for reporting drug case counts and drunk driving cases.

## 2.2.2 Usage

All Drug and Drunk Driving Case Reimbursement System users will have access to this screen.

The screen is a .pdf viewer and you may print or view the instructions from the viewer.

## 2.2.3 Screen Element Descriptions and Usage

Name	Description	Usage
.pdf viewer	A .pdf viewer displaying the instructions for reporting drug case counts and drunk driving cases.	Use as you normally would.

## 2.3 Case Counts

Figure 3: Case Counts Screen

### 2.3.1 Purpose

The Case Counts screen is the most heavily-used data entry screen. Users may enter or modify case counts for the current open reporting period. They may view case counts and reimbursement amounts for closed reporting periods.

### 2.3.2 Usage

All users have at least read-only access to this screen. Regional users only have read access to the courts in their regions. Court users have access to the courts for which they have been approved, but will only have write access for the open reporting period. Otherwise, they have read-only access. Administrative users have read-only access for all courts, and have write access for the open case year (until funds are reimbursed).

Data may only be modified when the reporting period is open and funds have not yet been reimbursed. Court users may only enter or modify case counts for the current case year when the reporting period is open. Administrative users may enter or modify case counts for the current case year until the funds have been reimbursed. Drunk driving cases may not be entered for Circuit courts. Drug case counts may not be entered for Municipal courts.

Reimbursement amounts will be displayed after administrative users have calculated and verified the amounts. Data is unavailable for case years prior to 2002. Data from the 2002 case year will not include case counts, because the reimbursements from that year were calculated from a combination of case counts and dollar-value adjustments.

To enter or view data, select the court from the Court dropdown list, enter a case year into the Year textbox and click the Select button. If a record exists for that court and year, it is displayed. If the record is editable, the textbox(es) and buttons will be enabled. Enter the cases and/or counts and click the Save button. To cancel changes, click the Cancel button. A notification e-mail is sent to the user upon successful data entry.

### 2.3.3 Screen Element Descriptions and Usage

Name	Description	Usage
Main Menu link	Link to Main Menu screen.	Clicking the link will display the Main Menu screen. Any unsaved data will be lost.
View Instructions link	Link to display case count instructions.	Clicking the View Instructions link will expand a set of instructions outlining which cases qualify for reimbursement, and the link text will change to "Close Instructions." Clicking the Close Instructions link will collapse the instructions.
Validation summary	Summary of validation errors. Hidden unless validation errors exist.	Clicking the Select or the Save button will validate control values. If the Select button is clicked without a court or a valid year, the validation summary will display with the appropriate error(s). If the Save button is clicked and any of the court, year, or case count values is invalid, the validation summary will display the appropriate error(s). The validation summary will be hidden once the errors are corrected and the Select or Save button is clicked, or if the Cancel button is clicked.
Reporting Period label	Informational text about the reporting period. Hidden when period is open or funds reimbursed.	Read only. Only visible if reporting period is closed and funds have not been reimbursed.

Name	Description	Usage
Court dropdown list	List of courts. Populated based on user: all courts will be listed for administrative users, regional users will have the courts in their regions, and court users will have the courts for which they have been given access.	Required. The list of courts is the same as those used for the Caseload Reporting System (CRS). If the dropdown list only contains one court, that court will be selected by default; otherwise, pick a court from the dropdown list.
Year textbox	Textbox for case year.	Required. The year will default to the most recent case year, but may be changed. Enter a valid year in the textbox. Value must be a four-digit number greater than 2001 and may not contain any other characters.
Select button	Button to select a court and case year combination.	Must click this button in order to view or modify case count data. Both the court and year must be selected in order to view or enter data. To select a court, pick it from the dropdown, make sure a valid year is in the Year textbox, and click the Select button. If a record exists for that court and year, the Case Count textboxes will display values. If a record does not yet exist for that court and year, the textboxes will be empty. If the case year is currently open for data entry, the textboxes and the Save and Cancel buttons will be enabled; otherwise, they will be disabled.
Drug Case Counts textbox	Textbox for drug case counts. Hidden for Municipal courts. Enabled for court users during open reporting period and for administrative users before funds have been reimbursed, but court and year must be selected; otherwise disabled. Data from 2002 is not shown, as reimbursements were calculated from a combination of case counts and dollar-value adjustments. Some historical data is also not shown for certain courts due to court structure changes.	Required. Enter or modify the number of drug case counts eligible for reimbursement. Value must be a non-negative whole number; may contain a formatting comma.
Reimbursed label (drug cases)	Label for drug case reimbursement. Hidden for Municipal courts. Some historical data is not show for certain courts due to court structure changes.	Read only. Only visible after funds have been reimbursed.

Name	Description	Usage
Drunk Driving Cases textbox	Textbox for drunk driving cases. Hidden for Circuit courts. Enabled for court users during open reporting period and for administrative users before funds have been reimbursed, but user must pick a court, enter a valid year, and click the Select button to enable; otherwise disabled. Data from 2002 is not shown, as reimbursements were calculated from a combination of case counts and dollar-value adjustments. Some historical data is also not show for certain courts due to court structure changes.	Required. Enter or modify the number of drunk driving cases eligible for reimbursement. Value must be a non-negative whole number, but may contain a formatting comma.
Reimbursed label (drunk driving cases)	Label for drunk driving case reimbursement. Hidden for Circuit courts. Some historical data is not shown for certain courts due to court structure changes.	Read only. Only visible after funds have been reimbursed.
Data Unavailable label	Informational text about the availability of data. Hidden unless data is unavailable.	Read only. Only visible if the year is 2002 or if historical data is unavailable due to court structure changes.
Record Saved Successfully label	Informational text about successful save of record. Hidden until record saved. Hidden again on next post to the server.	Read only. This label is displayed after modifications are successfully saved to the database. It is hidden again on a subsequent post to the server.
Save button	Button to save modifications to database. Enabled for court users during open reporting period and for administrative users before funds have been reimbursed; otherwise disabled.	Click this button to save modifications to the database. If validation errors exist, the validation summary will be displayed. If the modifications are successfully saved, a message to this effect will be displayed and a confirmation e-mail sent to the user.
Cancel button	Button to cancel record changes. Enabled for court users during open reporting period and for administrative users before funds have been reimbursed; otherwise disabled.	Click this button to cancel out of changes. If a valid court/year combination was selected, the record is reloaded from the database; otherwise, the screen is reloaded as if it is the initial page load. If the validation summary was displayed before clicking the Cancel button, it will be hidden.

## 2.4 Amendments

Edit	Case Type	Amendment Type	Date	Amount Deducted	Effective Year	Comments
<input type="button" value="Edit"/>	Drunk Driving	Audit	10/02/2001	2	2002	This is a test comment.
<input type="button" value="Edit"/>	Drunk Driving	Court	10/02/2002	1	2003	This is another test comment.
<input type="button" value="Edit"/>	Drug	Court	10/02/2003	3	2004	More testing.

Figure 4: Amendments Screen

### 2.4.1 Purpose

The Amendments screen provides the mechanism for adjusting case counts after funds have been reimbursed.

### 2.4.2 Usage

All users have at least read-only access to this screen. Regional users only have read access to the courts in their regions. Court users only have read access to the courts for which they have been approved. Administrative users have read-only access for all courts, and have write access for case years where funds have not yet been reimbursed.

Amendments may only be entered or modified when funds have not been reimbursed for the effective year. Circuit court amendments may only be for the drug case type. Municipal court amendments may only be for drunk driving case type.

The effective year will default to the next appropriate effective year, but may be changed if necessary. The appropriate effective year will be the earliest case year that has not yet been reimbursed.

To edit or view amendments, select a court from the Court dropdown list and click the Select button. If any amendments exist for the court, they will be displayed in the grid. If any of the amendments are editable, the corresponding Edit button will be enabled. To add an amendment, select the Drug or Drunk Driving from the Case Type dropdown list, select Court or Audit from the Amendment Type dropdown list, enter the amendment date in the Date textbox, enter the number of cases or counts to be deducted in the Amount Deducted textbox, enter a case year (or leave the default year) in the Effective Year textbox, enter amendment comments (if any) in the Comments textbox, and click the Add button. The amendment will be added to the grid. To edit an amendment, click the corresponding Edit button. The columns will be opened up for editing, and the Edit button column will become Save and Cancel buttons. Edit the amendment as necessary and click the Save button to save the changes or the Cancel button to cancel the changes.

Amendment amounts will automatically be subtracted from the drug case counts or drunk driving cases entered for the effective year when calculating reimbursements. If this difference results in a negative value, the effective year of the amendment will automatically be advanced to the next case year.

### 2.4.3 Screen Element Descriptions and Usage

Name	Description	Usage
Main Menu link	Link to Main Menu screen.	Clicking the link will display the Main Menu screen. Any unsaved data will be lost.
Validation summary	Summary of validation errors. Hidden unless validation errors exist.	Clicking the Select or the Add button will validate control values. If the Select button is clicked without a court, the validation summary will display with the appropriate error. If the Add button is clicked and any of the values (other than Comments) are missing or invalid, the validation summary will display the appropriate error(s). The validation summary will be hidden once the errors are corrected and the Select or Add button is clicked. If editing one of the grid items and any of the values (other than Comments) are missing or invalid when the Save button is clicked, the validation summary will display the appropriate error(s). It will be hidden once the errors are corrected and the Save button is clicked, or if the Cancel button is clicked.
Court dropdown list	List of courts. Populated based on user: all courts will be listed for administrative users, regional users will have the courts in their regions, and court users will have the courts for which they have been given access.	Required. The list of courts is the same that is used for the Caseload Reporting System (CRS). If the dropdown list only contains one court, that court will be selected by default; otherwise, pick a court from the dropdown list.

Name	Description	Usage
Select button	Button to select a court.	Must click this button to view or modify amendment data. A court must be selected in order to view or enter data. To select a court, pick it from the dropdown and click the Select button. The controls to add a new amendment will be enabled for administrative users. If record(s) exist for that court, they will be displayed in the grid. If no record(s) exist for that court, the grid will be empty.
Case Type dropdown list	List of case types. Hidden for regional and court users. Disabled until a court is selected. Municipal courts will only have the Drunk Driving case type available. Circuit courts will only have the Drug case type available.	Required. If selected court is a Municipal court, Drunk Driving will automatically be selected. If selected court is a Circuit court, Drug will automatically be selected. Otherwise, select the case type.
Amendment Type dropdown list	List of amendment types. Hidden for regional and court users. Disabled until a court is selected.	Required. Select the amendment type.
Date textbox	Textbox for amendment date. Hidden for regional and court users. Disabled until a court is selected.	Required. Enter the date of the amendment. Value must be a valid, American-style date, but input will be accepted in a variety of formats.
Amount Deducted textbox	Textbox for amendment amount. Hidden for regional and court users. Disabled until a court is selected.	Required. Enter the number of drug case counts or drunk driving cases to be deducted. Do not enter a negative sign. Value must be a non-negative whole number, but may contain a formatting comma.
Effective Year textbox	Textbox for effective case year for amendment. Hidden for regional and court users. Disabled until a court is selected.	Required. Defaults to the first case year that has not yet been reimbursed, but may be changed. If an attempt is made to enter an amendment for a year that has already been reimbursed, an error message will be displayed to the user and the record will not be saved. Value must be a four-digit number greater than 2001 and many not contain any other characters. Value must be for a case year that has not yet been reimbursed.
Comments textbox	Textbox for amendment comments. Hidden for regional and court users. Disabled until a court is selected.	Optional. Enter any comments about the amendment, if desired.

Name	Description	Usage
Add button	Button to add the amendment to the database. Hidden for regional and court users. Disabled until a court is selected.	Case type, amendment type, date, amount deducted, and effective year must have values before using this button. Click this button to add the amendment to the database. If saved successfully, the amendment will be displayed in the amendments grid and the controls to add an amendment will be cleared or set back to default values, as described above.
Grid	Grid of amendments for the selected court. Hidden until a court is selected.	Select a court to populate the grid. If the court has no amendment records, only the header row will be displayed.
Edit button column	Button to edit an amendment. Enabled only for administrative users for effective years that have not yet been reimbursed. Disabled for regional and court users.	Click the button to open up the grid row for editing. Amendments with effective years that have already been reimbursed may not be modified. Once clicked, the Edit button will be replaced by Save and Cancel buttons, and the amendment record values will be displayed in editable controls. Once modifications have been made to these controls, click the Save button to save the changes to the database. The modified record will be displayed, and the Save and Cancel buttons will revert to an Edit button. To back out of modifications, click the Cancel button. The record will be reloaded from the database and the Save and Cancel buttons will revert to an Edit button.
Case Type column	Amendment case type. Read only until corresponding Edit button is clicked. Municipal courts will only have the Drunk Driving case type available. Circuit courts will only have Drug case type available.	Required. Once the Edit button is clicked, the text will become a dropdown list for District courts only, as Municipal and Circuit courts will only have one case type. Select a different case type if needed. Make any other needed changes and press the Save button to save the modifications to the database, or press the Cancel button to revert back to the original amendment.
Amendment Type column	Amendment type. Read only until corresponding Edit button is clicked.	Required. Once the Edit button is clicked, the text will become a dropdown list. Select a different amendment type if needed. Make any other needed changes and press the Save button to save the modifications to the database, or press the Cancel button to revert back to the original amendment.

Name	Description	Usage
Date column	Amendment date. Read only until corresponding Edit button is clicked.	Required. Once the Edit button is clicked, the text will become a textbox. Enter a different amendment date if needed. Make any other needed changes and press the Save button to save the modifications to the database, or press the Cancel button to revert back to the original amendment. Value must be a valid, American-style date, but input will be accepted in a variety of formats.
Amount Deducted column	Amendment amount. Read only until corresponding Edit button is clicked.	Required. Once the Edit button is clicked, the text will become a textbox. Enter a different number of drug case counts or drunk driving cases to be deducted if needed. Do not enter a negative sign. Make any other needed changes and press the Save button to save the modifications to the database, or press the Cancel button to revert back to the original amendment. Value must be a non-negative whole number, but may contain a formatting comma.
Effective Year column	Effective case year for amendment. Read only until corresponding Edit button is clicked.	Required. Once the Edit button is clicked, the text will become a textbox. Enter a different effective year if needed. If an attempt is made to enter a year that has already been reimbursed, an error message will be displayed to the user and the record will not be saved. Make any other needed changes and press the Save button to save the modifications to the database, or press the Cancel button to revert back to the original amendment. Value must be a four-digit number greater than 2001 and may not contain any other characters. Value must be for a case year that has not yet been reimbursed.
Comments column	Amendment comments. Read only until corresponding Edit button is clicked.	Optional. Once the Edit button is clicked, the text will become a textbox. Modify the comment if needed. Make any other needed changes and press the Save button to save the modifications to the database, or press the Cancel button to revert back to the original amendment.

## 2.5 Funds

Michigan Court Application Portal

Drug and Drunk Driving Case Reimbursement System

Welcome, Nicolle Dawn Carrion

Logout

Applications Manage Data Reports Utilities

### Enter Funds or Calculate Reimbursements

Main Menu > Enter Funds or Calculate Reimbursements

Year    Reimbursed

Drug Case Information Management Fund		Drunk Driving Caseflow Assistance Fund	
Fund Amount	<input type="text" value="\$213,998.85"/>	Fund Amount	<input type="text" value="\$2,106,401.34"/>
Reported Case Counts	90,267	Reported Cases	58,982
Amendments	0	Amendments	0
Net Case Counts	90,267	Net Cases	58,982
Cost per Case Count	\$2.37073182890757	Cost per Case	\$35.7126130005764

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#).

Figure 5: Funds Screen

### 2.5.1 Purpose

The Funds screen is only available to administrative users, who may enter or modify fund amounts and calculate reimbursements, provided that funds have not been reimbursed for the reporting period. Data from closed reporting periods may be viewed on this screen.

### 2.5.2 Usage

Only administrative users may access this screen, and they have read-only access to all but the Reimbursed checkbox when the checkbox is checked.

Data may be modified and reimbursements calculated only if funds have not already been reimbursed. The Reimbursed checkbox will prevent unintentional modifications to case counts, amendments to be applied to the case year, and fund totals, as well as preventing recalculation of reimbursements. Administrative users may uncheck the Reimbursed checkbox in order to recalculate reimbursements, modify fund amounts, or change case counts or amendments for the case year.

If reimbursements have been calculated at least once, an estimated number of case counts and cost per case count will be displayed. This estimate does not take into account any subsequently-entered amendments that must be advanced to the next case year. The actual number of case counts and cost per case are displayed after calculating or recalculating reimbursements. The Reconcile button will calculate and store reimbursements and display the total case counts and cost per case count, but the

reimbursements will not be displayed on the Case Counts screen until the Reimbursed checkbox is checked. If, while calculating, the number of drug case counts or drunk driving cases less amendments for a court is negative, the effective year of the amendment will be advanced to the following year. When reimbursements are calculated, there will almost always be a discrepancy of a few cents between the sum of the reimbursements and the fund amount. This discrepancy, whether positive or negative, will automatically be applied to the 28<sup>th</sup> Circuit Court (Wexford) for drug cases and to the 84<sup>th</sup> District Court (Wexford) for drunk driving cases. The discrepancy will not need to be applied manually. Reimbursements will not be calculated if there are any missing reports.

To enter or view fund amounts, enter a case year into the Year textbox and click the Select button. If a record exists, it will be displayed. Enter the fund amounts, with or without dollar signs and commas, into the Fund Amount textboxes and click the Save button to save the changes to the database or the Cancel button to cancel changes. To calculate and store reimbursements, click the Reconcile button. This process may take a few seconds. Once funds have been reimbursed, check the Reimbursed checkbox. A check will be performed to verify that reimbursement totals match the fund amounts. This process may take a few seconds. Once the Reimbursed checkbox is checked, no modifications may be made for the case year and the reimbursement amounts will be displayed on the Case Counts screen.

### 2.5.3 Screen Element Descriptions and Usage

Name	Description	Usage
Main menu link	Link to Main Menu screen.	Clicking the link will display the Main Menu screen. Any unsaved data will be lost.
Validation summary	Summary of validation errors. Hidden unless validation errors exist.	Clicking the Select or the Save button will validate control values. If the Select button is clicked without a valid year, the validation summary will display with the appropriate error. If the Save button is clicked and any of the year or fund amount values are invalid, the validation summary will display the appropriate error(s). The validation summary will be hidden once the errors are corrected and the Select or Save button is clicked, or if the Cancel button is clicked.
Year textbox	Textbox for case year.	Required. The year will default to the most recent case year, but may be changed. Enter a valid year in the textbox. Value must be a four-digit number greater than 2001 and may not contain any other characters.

Name	Description	Usage
Select button	Button to select case year.	Must click this button in order to view or modify fund data. The year must be entered in order to view or enter data. The year will default to the most recent case year, and the screen will be populated based on this year. To select a different year, enter a valid year in the Year textbox, and click the Select button. If a record exists for that year, the Fund Amount textboxes will display values. If a record does not yet exist for that year, the textboxes will be empty. If funds have not been reimbursed for the year, the textboxes and the Reconcile button will be enabled; otherwise, they will be disabled.
Reimbursed checkbox	Checkbox to indicate whether or not funds have been reimbursed. Disabled until fund amounts are entered and reimbursements are calculated for the case year.	Once funds have been calculated, verified, and reimbursed, check this checkbox and click the Save button in order to display the reimbursement amounts on the Case Counts screen and prevent unintentional modifications to case count, amendment, and fund data for the year. In the event that further modifications to case counts, amendments, or fund amounts are needed, uncheck the checkbox to re-enable the data entry fields. Make sure to recalculate reimbursements if further modifications are made. If the fund does not balance with reimbursements or if the case counts multiplied by the case cost does not equal reimbursements, box cannot be checked and user will receive a message to recalculate reimbursements.
Fund Amount textbox (DCIM)	Textbox for Drug Case Information Management fund amount. Disabled when Reimbursed checkbox is checked.	Required. Enter or modify the amount of the Drug Case Information Management fund. Value must be numeric with no more than two decimal places, but may contain a dollar sign and formatting commas.
Reported Case Counts label (DCIM)	Label for drug case count total. Visible only after reimbursements are calculated.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).
Amendments label (DCIM)	Label for drug case count amendment total. Visible only after reimbursements are calculated.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).

Name	Description	Usage
Net Case Counts label (DCIM)	Label for net drug case counts. Visible only after reimbursements are calculated.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).
Cost per Case Count label (DCIM)	Label for cost per drug case count. Visible only after reimbursements are calculated. Data from 2002 is not shown, as reimbursements were calculated from a combination of case counts and dollar-value adjustments.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).
Fund Amount textbox (DDCA)	Textbox for Drunk Driving Caseflow Assistance fund amount. Disabled when Reimbursed checkbox is checked.	Required. Enter or modify the amount of the Drunk Driving Caseflow Assistance fund. Value must be numeric with no more than two decimal places, but may contain a dollar sign and formatting commas.
Reported Cases label (DDCA)	Label for drunk driving case total. Visible only after reimbursements are calculated.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).
Amendments label (DDCA)	Label for drunk driving case amendment total. Visible only after reimbursements are calculated.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).
Net Cases label (DDCA)	Label for net drunk driving cases. Visible only after reimbursements are calculated.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).
Cost per Case label (DDCA)	Label for cost per drunk driving case count. Visible only after reimbursements are calculated. Data from 2002 is not shown, as reimbursements were calculated from a combination of case counts and dollar-value adjustments.	Read only. Displays a value if the fund for the selected year has been calculated (determined by whether or not any case count records for the year have reimbursement values).
Record Saved Successfully label	Informational text about successful save of record. Hidden until record saved or reimbursements calculated. Hidden again on subsequent post to the server.	Read only. This label is displayed after modifications are successfully saved to the database. On subsequent post to the server, this label will be hidden again. Once reimbursements have been calculated, this label is displayed with text to that effect.
Data Unavailable Label	Informational text about the availability of data. Hidden unless data is unavailable.	Read only. Only visible if the year is 2002.

Name	Description	Usage
Save button	Button to save record to database. Disabled when Reimbursements checkbox is checked.	Click this button to save modifications to the database. If validation errors exist, the validation summary will be displayed. If the modifications are successfully saved, a message to this effect will be displayed.
Cancel button	Button to cancel changes to record. Disabled when Reimbursements checkbox is checked.	Click this button to cancel out of changes. If an existing year was selected, the record is reloaded from the database; otherwise, the screen is reloaded as if it is the initial page load. If the validation summary was displayed before clicking the Cancel button, it will be hidden.
Reconcile button	Button to calculate and store reimbursements. Disabled until fund amounts are entered for the case year. Disabled when Reimbursements checkbox is checked.	Click this button to calculate and store reimbursements. Reimbursements will not be calculated if any courts are missing. Once reimbursements have been calculated, a message label will be displayed, as well as the number of drug case counts, drunk driving cases, amendments, cost per drug case count, and cost per drunk driving case. The reimbursement amounts stored in the case counts table, however, will not be displayed until the Reimbursed checkbox is checked.

## 2.6 Missing Courts



Figure 6: Missing Courts Screen

### 2.6.1 Purpose

The Missing Courts Report screen generates a list of the courts that have not yet entered case count data for the current reporting period, and it provides a mechanism to send a reminder e-mail to the court users for the missing courts.

### 2.6.2 Usage

Administrative and regional users have access to this screen. Administrative users see a list of all missing courts, while regional users see only the missing courts in their regions. Both administrative and regional users may send reminder e-mails to the selected courts.

Contact information for the court user(s) for the missing courts will be displayed. All missing courts with user contact information will be selected by default; however, users may deselect the court users to which they will not send a reminder e-mail.

To send reminder e-mails, verify that only those users that should receive an e-mail are checked and click the Send E-mail button. Verification of sent e-mail will be displayed, listing those users who received e-mails as well as any problems encountered in sending e-mail.

### 2.6.3 Screen Element Descriptions and Usage

Name	Description	Usage
Main Menu link	Link to Main Menu screen.	Clicking the link will display the Main Menu screen.
Run Reports link	Link to Reports screen.	Clicking the link will display the Reports screen.

Name	Description	Usage
Grid	Grid of missing courts and user contact information. Populated based on user: administrative users have all missing courts, regional users have missing courts from their regions.	If the current case year (and region for regional users) has no missing courts, the grid will not be displayed.
E-mail checkbox column	Checkbox to indicate which users should be sent reminder e-mails. All checkboxes are initially checked, but may be unchecked for the court contacts that don't need a reminder e-mail.	Initially, all checkboxes are checked where an e-mail address is present, but if it is undesirable to send a reminder e-mail to certain courts or users, uncheck the appropriate boxes before clicking the Send E-mail button.
Court column	Missing court and county.	Read only. Populated with the court code and county of a missing court.
User's name column	User name.	Read only. Populated with the full name of the user for a missing court.
Phone Number column	User phone number.	Read only. Populated with the phone number of the user for a missing court.
E-Mail column	User e-mail.	Read only. Populated with the e-mail address of the user for a missing court.
Send E-mail button	Button to send e-mail to the checked users. Disabled after e-mails are sent (to prevent duplicate e-mails).	Click this button to send reminder e-mails to the selected users. Once sent, the E-mails Sent label will be displayed.
E-mails Sent label	Informational text indicating which users received e-mail and any problems in sending e-mail. Visible only after e-mails sent.	Once reminder e-mails are sent, this label will be displayed and the Send E-mail button will be disabled. This label lists the e-mails that were sent as well as the e-mails that could not be sent due to missing information.

## 2.7 Reports

**Figure 7: Reports Screen**

### 2.7.1 Purpose

The Reports screen allows viewing of the application's Crystal Reports. Users select the desired report, enter the required parameters, and run the report.

### 2.7.2 Usage

Both administrative and regional users have access to this screen. Court users do not have access to this screen.

Parameter fields will be displayed or hidden depending on the selected report. The region parameter will default appropriately for regional users.

To run a report, select the report from the Report dropdown list and click the Select button. The parameter fields for the report will be displayed. Select or enter the parameter values as needed and click the Run Report button. The report will be displayed in a report viewer window.

### 2.7.3 Screen Element Descriptions and Usage

Name	Description	Usage
Main menu link	Link to Main Menu screen.	Clicking the link will display the Main Menu screen.

Name	Description	Usage
Validation summary	Summary of validation errors. Hidden unless validation errors exist.	Clicking the Run Report button will validate control values. If the Run Report button is clicked and any of the parameter values are invalid, the validation summary will display the appropriate error(s).
Report dropdown list	List of reports.	Required. Select a report from the dropdown list.
Select button	Button to select a report.	Once a report is selected from the dropdown list, click this button. The controls for parameter values will be displayed or hidden depending on the selected report and the Run Report button will be enabled.
From Year label	Label for starting case year. Hidden for Reimbursement History report. "From Year" label is for Case Count History report. "Case Year" label is for Comparison and Payment reports.	No additional functionality.
From Year textbox	Textbox for starting case year. Hidden for Reimbursement History report.	Required for Case Count History, Comparison, and Payment reports. The year will default to the most recent case year for Comparison and Payment reports, but may be changed. For Case Count History report, the year will default to 2002, the earliest year for which we have data, but may be changed. Enter a valid year in the textbox when visible and the default value needs to be changed.
To Year label	Label for ending case year. Hidden for all but Case Count History report.	No additional functionality.
To Year textbox	Textbox for ending case year. Required for Case Count History report. Hidden for all other reports.	The year will default to the most recent case year, but may be changed. Enter a valid year in the textbox when visible and the default value needs to be changed.
Region label	Label for region. Hidden for Payment and Reimbursement History reports.	No additional functionality.
Region dropdown list	List of regions. Hidden for Payment and Reimbursement History reports. For regional users, defaults to their regions; for administrative users, defaults to All Regions	Required for Comparison and Case Count History reports. For regional users, the region will default to their regions but may be changed. For administrative users, the region will default to all regions but may be changed. Select a region when visible and the default value needs to be changed.
Case Type label	Label for case type. Hidden for Comparison report.	No additional functionality.

Name	Description	Usage
Case Type dropdown list	List of case types. Hidden for Comparison report.	Required for Payment, Case Count History, and Reimbursement History reports, but Case Count History may be run for all fund types. Select the case type from the dropdown list. May be left blank for Case Count History report, indicating that the report should include all case types.
Run Report button	Button to run report. Disabled until a report is selected.	Click this button to run the report and display it in a report viewer. If any parameters are missing or invalid, an error summary will display.

## 2.8 Mail Codes



Figure 8: Mail Codes Screen

### 2.8.1 Purpose

The Mail Codes screen is only available to administrative users, who may update mail codes for the courts. These mail codes are used to determine which address Finance will use to mail reimbursement checks or transfer funds electronically to the courts.

### 2.8.2 Usage

Only administrative users have access to this screen, and access is never limited to read-only.

The screen will list the federal ID number, current mail code (if any), and the address for the current mail code (if any) for each court. If the mail code is inactive or missing, it will be highlighted.

To update the mail code, click the corresponding Select button. The Select Mail Code screen will display, listing all active mail codes for the court's federal ID number. Selecting a mail code from the Select Mail Code screen will return the user to this screen, with the new mail code displayed. If the change is acceptable, click the Save button at the bottom of the screen. To cancel changes, click the Cancel button at the bottom of the screen.

### 2.8.3 Screen Element Descriptions and Usage

Name	Description	Usage
Main Menu link	Link to Main Menu screen.	Clicking the link will display the Main Menu screen. Any unsaved data will be lost.
Grid	Grid of mail codes.	Always populated with all applicable courts, whether they have an assigned mail code or not. Inactive or missing mail codes will be highlighted.
Court column	Court code.	Read only. Populated with the court code.
Jurisdiction column	MCLA text defining court jurisdiction.	Read only. Populated with the MCLA text describing court jurisdiction (very long text, such as a lengthy list of cities, will be truncated).
Federal ID column	Federal ID for court.	Read only. Populated with the federal ID number of the court.
Mail Code column	Mail code for court.	Read only. Populated with the mail code, if any, assigned to this court for this application.
Address column	Address for mail code.	Read only. Populated with the address fields from Finance's vendor table, based on the federal ID number and mail code.
Select New Code button column	Button to select a new mail code for court.	Click this button to display the Select Mail Code screen, listing all mail codes for this court's federal ID number.
Save button	Button to save changes to all mail codes.	Click this button to save modifications to the database. If the modifications are successfully saved, a message to this effect will be displayed. Note that selecting a new mail code on the Select Mail Code screen does not save the changes to the database; this button must be clicked in order to save the changes.
Cancel button	Button to cancel changes to all mail codes.	Click this button to cancel out of changes. The screen will be reloaded from the database.
Records Saved Successfully label	Informational text about successful save of records. Hidden until records saved. Hidden again on subsequent post to the server	This label is displayed after modifications are successfully saved to the database. On subsequent post to the server, this label will be hidden again.

## 2.9 Select Mail Code

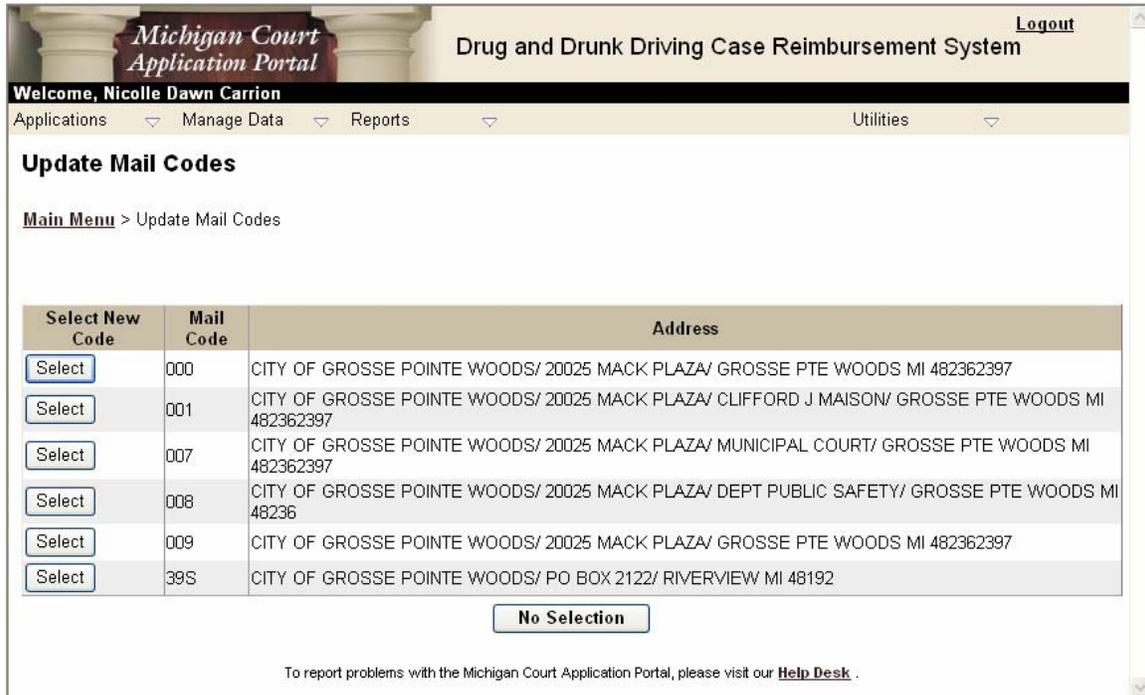


Figure 9: Select Mail Code Screen

### 2.9.1 Purpose

The Select Mail Code screen is only available to administrative users, who may select a new mail code for a court. This screen may only be accessed from the Update Mail Codes screen. It is actually a view on the Update Mail Codes screen instead of a separate screen.

### 2.9.2 Usage

Only administrative users have access to this screen, and it may only be accessed from the Mail Codes screen.

This screen lists the mail codes and addresses for the federal ID of the court from the Mail Codes screen.

To select a new mail code, click the Select button. This will return the user to the Mail Codes screen with the new mail code displayed. The changes will be saved on the Mail Codes screen. To return to the Mail Codes screen without selecting a new mail code, click the No Selection button at the bottom of the screen.

### 2.9.3 Screen Element Descriptions and Usage

Name	Description	Usage
Main Menu link	Link to Main Menu screen.	Clicking the link will display the Main Menu screen. Any unsaved data on the Mail Codes screen will be lost.
Grid	Grid of all active mail codes for a court. Populated only for the court organization from the Mail Codes screen.	Populated with the mail codes and addresses for the federal ID number of the court from the Mail Codes screen.
Select New Code button column	Button to apply the mail code to the court and return to the Mail Codes screen.	Click the Select button to apply this mail code to the court and return to the Mail Codes screen. Note that this does not save the new mail code to the database; the Save button on the Mail Codes screen must be clicked to save the changes.
Mail Code column	Mail code.	Read only. Populated with mail codes for the federal ID number of the court from the Mail Codes screen.
Address column	Address for this mail code.	Read only. Populated with address information for the mail code.
No Selection button	Button to return to the Mail Codes screen without selecting a new mail code.	Returns to the Mail Codes screen without changing the mail code.

## **3 Reports**

### ***3.1 Comparison***

CRS TO DRUNK DRIVING REIMBURSEMENT SYSTEM CASE COMPARISON For Case Year 2006						
REGION 1						
<u>COURT</u>	<u>JURISDICTION</u>	<u>CASE COUNT</u>	<u>CRS CASE COUNT</u>	<u>DIFFERENCE</u>	<u>PERCENT VARIANCE</u>	
D01 Monroe	Monroe County	849	813	36	4%	
D14A Washrenaw	Washrenaw County, except the City of Ann Arbor, and the Township of Ypsilanti	786	720	66	9%	
D14B Washrenaw	Township of Ypsilanti	164	155	9	6%	
D15 Washrenaw	City of Ann Arbor	274	274	0	0%	
D16 Wayne	City of Livonia	277	283	-6	-2%	
D17 Wayne	Township of Redford	183	172	11	6%	
D18 Wayne	City of Westland	926	920	6	1%	
D19 Wayne	City of Dearborn	481	474	7	1%	
D20 Wayne	City of Dearborn Heights	224	224	0	0%	
D21 Wayne	City of Garden City	129	128	1	1%	
D22 Wayne	City of Inkster	187	881	-694	-79%	
D23 Wayne	City of Taylor	398	393	5	1%	
D24 Wayne	Cities of Allen Park and Melvindale	223	223	0	0%	
D25 Wayne	City of Lincoln Park	274	274	0	0%	
D26-1 Wayne	City of River Rouge	29	29	0	0%	
D26-2 Wayne	City of Ecorse		27			
D27 Wayne	Cities of Wyandotte and Riverview.	266	240	26	11%	
D28 Wayne	City of Southgate	122	262	-140	-53%	
D29 Wayne	City of Wayne	239	228	11	5%	
D30 Wayne	City of Highland Park	26	26	0	0%	
D31 Wayne	City of Hamtramck	44	44	0	0%	
D32A Wayne	City of Harper Woods	49	49	0	0%	
D33 Wayne	Cities of Trenton, Gibraltar, Woodhaven, Rockwood, and Flat Rock, and Townships of Brownstown, and Grosse Ile	605	618	-13	-2%	
D34 Wayne	Cities of Romulus and Belleville, and the Townships of Sumpter, Van Buren and Huron	511	481	30	6%	
D35 Wayne	Cities of Northville and Plymouth and the Townships of Northville, Plymouth and Canton	787	775	12	2%	
D36 Wayne	City of Detroit	2122	2067	55	3%	
D37 Macomb	Cities of Center Line and Warren	710	599	111	19%	
D38 Macomb	Eastpointe City	63	58	5	9%	
D39 Macomb	Cities of Roseville and Fraser	420	231	189	82%	
D40 Macomb	City of Saint Clair Shores	200	197	3	2%	
D41A Macomb	Cities of Utica and Sterling Heights, and Townships of Shelby and Macomb	1012	1051	-39	-4%	
D41B Macomb	City of Mount Clemens and Townships of Clinton and Harrison	781	721	60	8%	
D42-1 Macomb	Cities of Memphis and Richmond, and Townships of Bruce, Washington, Armada, Ray, and Richmond	221	202	19	9%	
D42-2 Macomb	City of New Baltimore, and the townships of Lenox and Chesterfield	540	485	55	11%	
D43 Oakland	Cities of Madison Heights, Ferndale, and Hazel Park	461	430	31	7%	
D44 Oakland	City of Royal Oak	397	361	36	10%	
D45A Oakland	City of Berkley	179	178	1	1%	
D45B Oakland	Cities of Huntington Woods, Oak Park, and Pleasant Ridge, and Township of Royal Oak	481	472	9	2%	

Figure 10: Comparison Report

### 3.1.1 Purpose

The Comparison report lists drunk driving case counts entered by the trial courts next to the applicable case counts from the Caseload Reporting System (CRS), the difference between the two, and the percent variance this difference represents. This report is used to identify major errors in the trial courts' reports.

### 3.1.2 Usage

The fund year parameter is required and must be greater than 2001, as data is unavailable before 2002. The region parameter may be for a specific region or for all regions. Because Circuit courts do not report drunk driving cases, this report only includes District and Municipal courts. Case counts and Caseload Reporting System (CRS) values must have been entered for this report to have meaningful data.

### 3.1.3 Report Element Descriptions and Usage

Name	Description	Usage
Case Year parameter	The case year to include in the report	Required and greater than 2001
Region parameter	The specific region or all regions to include in the report	Specific region (1, 2, 3, 4) or all regions
Court field	Court and county	No additional information
Jurisdiction field	MCLA text defining court jurisdiction	No additional information
Case Count field	Drunk driving cases for the court and year	No additional information
CRS Case Count field	Applicable case counts from the Caseload Reporting System (CRS)	New filings of FD, OD, or SD cases during the case year
Difference field	The difference between cases and CRS cases	Cases – CRS cases
Percent Variance field	Percent variance of the difference between cases and CRS cases	$(\text{Cases} - \text{CRS cases}) / \text{CRS cases} \times 100$

### 3.2 Payment

2006 Drug Case Information Management Fund				
1st Circuit Court County Of Hillsdale Courthouse Hillsdale, MI 49242				
MAIL CODE	007			
FEDERAL ID#	38-6004854			
INDEX CODE	80711	COURT		
OBJECT CODE	8008.04	TOTAL		\$239.87
2nd Circuit Court County Of Berrien 811 Port St Saint Joseph, MI 49085				
MAIL CODE	007			
FEDERAL ID#	38-6000191			
INDEX CODE	80711	COURT		
OBJECT CODE	8008.04	TOTAL		\$4.80
3rd Circuit Court County Of Wayne 600 Randolph Accounts Receivable Detroit, MI 48226				
MAIL CODE	E00			
FEDERAL ID#	38-6004895			
INDEX CODE	80711	COURT		
OBJECT CODE	8008.04	TOTAL		\$21,552.06
4th Circuit Court County Of Jackson 312 Jackson St Jackson, MI 49201				
MAIL CODE	010			
FEDERAL ID#	38-6004845			
INDEX CODE	80711	COURT		
OBJECT CODE	8008.04	TOTAL		\$1,240.11
5th Circuit Court County Of Barry 220 W State St Hastings, MI 49058				
MAIL CODE	010			
FEDERAL ID#	38-6004836			
INDEX CODE	80711	COURT		
OBJECT CODE	8008.04	TOTAL		\$230.27
6th Circuit Court County Of Oakland 1200 N Telegraph Pontiac, MI 48341				
MAIL CODE	017			
FEDERAL ID#	38-6004876			
INDEX CODE	80711	COURT		
OBJECT CODE	8008.04	TOTAL		\$4,811.73
12/27/07		Page 1 of 42		\$ 28,078.84

Figure 11: Payment Report

### 3.2.1 Purpose

The Payment report lists the court, court address, mail code, federal ID, index code, object code, and reimbursement amount. This report is sent to Finance for disbursement of funds.

### 3.2.2 Usage

The fund year parameter is required and must be greater than 2001, as data is unavailable before 2002. The case type parameter must be either Drug or Drunk Driving. For Drug case fund type, only Circuit and District courts will be included. For Drunk Driving case fund type, only District and Municipal courts will be included. Reimbursements must have been calculated for the fund year in order for this report to have any meaningful data.

### 3.2.3 Report Element Descriptions and Usage

Name	Description	Usage
Case Year parameter	The case year to include in the report	Required and greater than 2001
Case Type parameter	The case type to include in the report	Required (Drug or Drunk Driving)
Court Name field	Court name	No additional information
Vendor Name field	Vendor name for court	Suppressed if blank
Street Address field	Vendor street address	Suppressed if blank
First Address Line field	Vendor first address line	Suppressed if blank or the court name
Second Address Line field	Vendor second address line	Suppressed if blank or the court name
Third Address Line field	Vendor third address line	Suppressed if blank or the court name
City, State, and ZIP Code field	Vendor city, state, and ZIP code	Suppressed if blank
Mail Code field	Mail code to use for reimbursement	No additional information
Federal ID field	Court federal ID	No additional information
Index Code field	Index code used by Finance for reimbursement	80711 for drug cases; 80701 for drunk driving cases
Object Code field	Object code used by Finance for reimbursement	8008.04 for drug cases; 8008.03 for drunk driving cases
Court Total field	Number of cases or case counts	No additional information
Reimbursement field	Case reimbursement	No additional information
Print date	The date the report was printed	No additional information
Page N of M	The page number of the report	No additional information
Running total	The running total of reimbursements	No additional information
Report Total	The total of all reimbursements	No additional information

### 3.3 Case Count History

Drug and Drunk Driving Case Yearly Comparison				
Region 1				
CASE YEAR		DRUG CASE COUNTS	DRUNK DRIVING CASES	
C03	Wayne	2004	8071	
		2005	7621	
		2006	8985	
C06	Oakland	2004	2273	
		2005	2058	
		2006	2054	
C07	Genesee	2004	902	
		2005	934	
		2006	919	
C16	Macomb	2004	3008	
		2005	3994	
		2006	4178	
C22	Washtenaw	2004	927	
		2005	886	
		2006	883	
C31	St. Clair	2004	447	
		2005	428	
		2006	456	
C38	Monroe	2004	467	
		2005	412	
		2006	472	
D01	Monroe	2004	947	742
		2005	963	810
		2006	886	849
D14A	Washtenaw	2004	390	814
		2005	329	750
		2006	418	786
D14B	Washtenaw	2004	179	230
		2005	182	170
		2006	140	164
D15	Washtenaw	2004	112	263
		2005	149	242
		2006	100	274
D16	Wayne	2004	388	332
		2005	400	352

Figure 12: Case Count History Report

### 3.3.1 Purpose

The Case Count History report lists the court and the case counts by year for the specified range of years.

### 3.3.2 Usage

The starting fund year parameter is required and must be greater than 2001, as data is unavailable before 2002. The ending fund year parameter is required and must be equal to or greater than the starting fund year. The case type parameter is optional. Leaving it blank will include both Drug and Drunk Driving case types. The region parameter may be a specific region or all regions. For Drug case type, only Circuit and District courts will be included. For Drunk Driving case type, only District and Municipal courts will be included. For all case types, Circuit, District, and Municipal courts will be included.

### 3.3.3 Report Element Descriptions and Usage

Name	Description	Usage
Starting case year parameter	The first case year to include in the report	Required and greater than 2001
Ending case year parameter	The last case year to include in the report	Required and greater than or equal to starting case year
Case type parameter	The case type(s) to include in the report	Specific case type (Drug or Drunk Driving) or all case types
Region parameter	The specific region or all regions to include in the report	Specific region (1, 2, 3, 4) or all regions
Court field	Court code	For Drug case fund type, only Circuit and District courts will be included. For Drunk Driving case type, only District and Municipal courts will be included. For all fund types, Circuit, District, and Municipal courts will be included.
County field	County name	No additional information
Case Year field	Case year	No additional information
Drug Case Counts field	Drug case counts for the court and case year	No additional information
Drunk Driving Cases field	Drunk driving cases for the court and case year	No additional information

### 3.4 Five-Year Reimbursement History

Drug Case Information Management Fund Annual Reimbursement					
Court	Caseload Year				
	2002	2003	2004	2005	2006
1st Circuit Court (Hillsdale County)	\$188.28	\$234.70	\$232.84	\$298.19	\$239.87
2nd Circuit Court (Berrien County)	\$1,327.09	\$1,173.51	\$1,886.43	\$2,242.29	\$4.80
3rd Circuit Court (Wayne County)	\$20,405.37	\$18,778.56	\$19,175.56	\$17,893.68	\$21,552.06
4th Circuit Court (Jackson County)	\$946.98	\$1,187.74	\$1,149.91	\$1,242.06	\$1,240.11
5th Circuit Court (Barry County)	\$1,093.43	\$711.22	\$850.99	\$1,035.44	\$230.27
6th Circuit Court (Oakland County)	\$4,596.29	\$5,362.60	\$5,400.33	\$4,827.37	\$4,811.73
7th Circuit Court (Genesee County)	\$2,674.59	\$2,411.04	\$2,143.03	\$2,192.98	\$2,175.59
8th Circuit Court (Ionia County)	\$156.80	\$97.20	\$308.86	\$279.41	\$208.68
8th Circuit Court (Montcalm County)	\$163.33	\$106.88	\$218.58	\$223.05	\$1,223.32
9th Circuit Court (Kalamazoo County)	\$1,860.56	\$1,819.21	\$2,542.17	\$2,913.80	\$2,897.59
10th Circuit Court (Saginaw County)	\$1,352.04	\$1,408.21	\$1,332.86	\$1,779.74	\$1,895.86
11th Circuit Court (Alger County)	\$34.03	\$49.79	\$47.51	\$16.44	\$26.39
11th Circuit Court (Luce County)	\$18.15	\$14.22	\$14.26	\$56.35	\$26.39
11th Circuit Court (Mackinac County)	\$93.01	\$66.38	\$201.95	\$154.96	\$266.25
11th Circuit Court (Schoolcraft County)	\$13.61	\$11.85	\$54.64	\$103.31	\$26.39
12th Circuit Court (Baraga County)	\$2.27	\$0.00	\$19.01	\$0.00	\$28.78
12th Circuit Court (Houghton County)	\$4.54	\$7.11	\$14.26	\$2.35	\$7.20
12th Circuit Court (Keweenaw County)	\$0.00	\$0.00	\$0.00	\$2.35	\$28.78
13th Circuit Court (Antrim County)	\$63.52	\$33.19	\$52.27	\$51.65	\$31.18
13th Circuit Court (Grand Traverse County)	\$233.66	\$433.85	\$439.54	\$474.29	\$510.92
13th Circuit Court (Leelanau County)	\$27.22	\$52.16	\$49.89	\$42.26	\$31.18
14th Circuit Court (Muskegon County)	\$1,315.74	\$1,389.25	\$1,492.04	\$1,507.38	\$1,472.78
15th Circuit Court (Branch County)	\$172.41	\$464.66	\$185.32	\$328.72	\$275.85
16th Circuit Court (Macomb County)	\$7,831.32	\$6,773.19	\$7,146.59	\$9,377.69	\$10,021.65
17th Circuit Court (Kent County)	\$2,139.22	\$4,063.43	\$4,207.65	\$5,221.82	\$5,984.68
18th Circuit Court (Bay County)	\$966.39	\$576.09	\$731.76	\$857.00	\$762.78
19th Circuit Court (Benzie County)	\$46.37	\$37.93	\$49.90	\$58.70	\$46.57
19th Circuit Court (County of Manistee)	\$136.11	\$120.91	\$123.55	\$211.32	\$263.85
20th Circuit Court (Ottawa County)	\$832.55	\$1,334.72	\$917.08	\$704.38	\$767.57
21st Circuit Court (Isabella County)	\$474.13	\$704.11	\$964.60	\$662.12	\$722.00
22nd Circuit Court (Washtenaw County)	\$1,823.89	\$2,029.34	\$2,202.42	\$2,080.28	\$2,211.57
23rd Circuit Court (Alcona County)	\$49.91	\$30.82	\$90.29	\$117.40	\$55.17
23rd Circuit Court (Arenac)	\$70.33	\$49.78	\$90.29	\$110.36	\$55.17
23rd Circuit Court (Iosco County)	\$183.75	\$120.90	\$218.58	\$79.83	\$55.17
23rd Circuit Court (Oscoda County)	\$34.03	\$33.19	\$19.01	\$56.35	\$55.17
24th Circuit Court (Sanilac County)	\$206.44	\$201.51	\$220.96	\$213.67	\$218.28
25th Circuit Court (Marquette County)	\$190.55	\$132.76	\$349.25	\$239.49	\$187.10
26th Circuit Court (Alpena County)	\$301.71	\$225.22	\$228.08	\$199.58	\$81.55
26th Circuit Court (Montmorency County)	\$79.39	\$78.24	\$66.52	\$79.83	\$81.55
27th Circuit Court (Newaygo County)	\$331.21	\$363.24	\$335.00	\$286.45	\$304.63
27th Circuit Court (Oceana County)	\$122.50	\$125.85	\$121.17	\$75.14	\$139.12
28th Circuit Court (Missaukee County)	\$61.25	\$45.04	\$49.89	\$96.27	\$67.16
28th Circuit Court (Wexford County)	\$196.13	\$234.71	\$337.27	\$441.43	\$67.31
29th Circuit Court (Clinton County)	\$146.19	\$208.62	\$273.23	\$223.05	\$333.42
29th Circuit Court (Griiot County)	\$136.11	\$148.98	\$173.44	\$190.18	\$309.43
30th Circuit Court (Ingham County)	\$1,356.58	\$1,268.34	\$1,893.56	\$1,540.25	\$1,384.03

Figure 13: Five-Year Reimbursement History Report

#### 3.4.1 Purpose

The Five-Year Reimbursement History report lists the courts and reimbursement amounts for the past five years. This report is exported to .pdf and displayed on the Supreme Court website.

#### 3.4.2 Usage

The case type parameter is required. There are no case year parameters, as the report always includes the last five reimbursed case years. For a case year to be included, funds must have been reimbursed. The total of reimbursements is displayed at the end of each column and matches the fund total for the year. The most recent year used for the report will be the most recent fund year that has been reimbursed. Data for the four years preceding this one will also be included. For Drug case type, only Circuit and District courts will be included. For Drunk Driving case type, only District and Municipal courts will be included.

### 3.4.3 Report Element Descriptions and Usage

Name	Description	Usage
Case type parameter	Case type	Required (Drug or Drunk Driving)
Court field	Court and jurisdiction	For Drug case type, only Circuit and District courts will be included. For Drunk Driving case type, only District and Municipal courts will be included.
First year reimbursement field	First year reimbursement for court	Four years before the most recent fund year that has been reimbursed
Second year reimbursement field	Second year reimbursement for court	Three years before the most recent fund year that has been reimbursed
Third year reimbursement field	Third year reimbursement for court	Two years before the most recent fund year that has been reimbursed
Fourth year reimbursement field	Fourth year reimbursement for court	One year before the most recent fund year that has been reimbursed
Fifth year reimbursement field	Fifth year reimbursement for court	The most recent fund year that has been reimbursed
First year total field	Total of all reimbursements for the first year	Must equal the first year fund amount
Second year total field	Total of all reimbursements for the second year	Must equal the second year fund amount
Third year total field	Total of all reimbursements for the third year	Must equal the third year fund amount
Fourth year total field	Total of all reimbursements for the fourth year	Must equal the fourth year fund amount
Fifth year total field	Total of all reimbursements for the fifth year	Must equal the fifth year fund amount