MiCOURT DCS
Release Updates – April 28, 2025

Traffic/Criminal Code File updates will be applied to the District Court System (DCS) application and available for use beginning on **Monday, April 28, 2025**.

Please review and distribute this information to court staff.

The release version will read 2025/3 on the *District Selection and Operator Menu* screen.

If any issues arise after the update is applied or you have further questions, please submit any incidents or requests via the JIS Support Center at https://support.courts.michigan.gov/portal or call 888-339-1547 option 1.

Important Information

Traffic/Criminal – School Bus Stop Arm Camera-Based Violations – 2024 Public Act 161, 162, and 163 - Effective April 2, 2025

- This is a follow-up to the **Memorandum and FAQ** sent by State Court Administrator Thomas P. Boyd on March 31, 2025.

- JIS, in consultation with the State Court Administrative Office, has determined additional cash codes and charge codes are necessary due to requirements in the law.

    - Further information regarding the distribution of fines, court costs, plaintiff costs and other assessments can be found in the **District Court Fee and Assessments Table3_May2025rev1**.

- Courts will need to update their Cash Subsystem by adding new cash codes if this type of camera-based violation is filed in the court. Further instructions are found in the Cash section below within descriptive **Cash Subsystem – Court Action Needed** headers.

    - **We suggest adding any cash code outside of regular business hours, allowing the cash code file to realign properly.**

- JIS will be adding the codes to all courts in the Traffic/Criminal Code File. The codes will be in place by the date noted at the top of this update with an **Effective Begin Date 040225**. This is what will write to the ROA when the cash codes are assessed, paid, or adjusted.

    - **CAMB: SCHOOL BUS STOP-ARM CAMERA FINE**

    - **PCOV: PLAINTIFF COST ORDINANCE CIVIL INFRACTION**

    - **PCSV: PLAINTIFF COST STATUTE CIVIL INFRACTION**

- If the camera-based offense is filed, the court will require at least one, and possibly two, new charge codes to be added to the Statute File, which will use

the new cash codes: one for a local ordinance violation (Case Type OI) and one for a statute violation (Case Type SI). See **Traffic/Criminal Statute File – Court Action Needed** below.

- o **REMINDER:** Law enforcement has up to 30 days to mail a ticket to the defendant after receiving information regarding the offense. When entering the case on the *Traffic/Criminal Case Entry* screen, clerks will need to manually populate the **Court Date** field with a future date, accounting for this delay, to prevent the system from automatically setting the **Court Date**.

- If the camera-based offense is filed, additional 4-character codes will need to be created by the court to identify the originating school districts. This will provide a means to determine where funds should be distributed (which school district) by the county treasurer or the county treasurer's designee. See **Traffic/Criminal Code File – Court Action Needed – Add Code Identifying a School District** below.

Cash

Cash Subsystem – Court Action Needed – Add New Traffic/Criminal Cash Code CAMB

- Courts will need to set up a new cash code **CAMB** in the *Cash Subsystem* if school bus camera-based violations are filed with the court.

- JIS is adding the code **CAMB** to the Traffic/Criminal Code File when the update is installed.

   - o On the *Cash Subsystem* screen, select **3. Code Files Update,** then **Cash Codes,** to display a blank *Cash Codes Update* screen.

   - o *Cash Codes Update* screen fields are provided below. See **JIS Knowledge Base Article ID 156 - DCS/WebDCS – Add New Cash Code** for complete details on adding a cash code.

   - o **We suggest adding any cash code outside of regular business hours, allowing the cash code file to realign properly.**

      - Division   T
      - Cash Code   CAMB
      - Description on Receipt   SCHL BUS CAM
      - Group Code   F
      - Hot Key   DETERMINED BY COURT

- Screen Priority   DETERMINED BY COURT
- Default Amount   BLANK
- T/A Type   BLANK
- Account ID   DETERMINED BY COURT
- Percentage   100%
- Venue   BLANK
- Transmittal Line# State Form   BLANK
- Transmittal Line# Local Form   DETERMINED BY COURT – LEGISLATION STATES THE FUNDS COLLECTED FOR THIS FINE MUST BE PAID TO THE COUNTY TREASURER OR THE COUNTY TRESURER'S DESIGNEE

Cash Subsystem – Court Action Needed – Add New Traffic/Criminal Cash Code PCOV

- Courts will need to set up a new cash code **PCOV** in the *Cash Subsystem* if school bus camera-based violations are filed with the court.

- JIS is adding the code **PCOV** to the Traffic/Criminal Code File when the update is installed.

  o On the *Cash Subsystem* screen, select **3. Code Files Update,** then **Cash Codes,** to display a blank *Cash Codes Update* screen.

  o *Cash Codes Update* screen fields are provided below. See **JIS Knowledge Base Article ID 156 - DCS/WebDCS – Add New Cash Code** for complete details on adding a cash code.

  o **We suggest adding any cash code outside of regular business hours, allowing the cash code file to realign properly.**

    - Division   T
    - Cash Code   PCOV
    - Description on Receipt   PLTF COST OV
    - Group Code   C
    - Hot Key   DETERMINED BY COURT

• Screen Priority	DETERMINED BY COURT
• Default Amount	BLANK
• T/A Type	BLANK
• Account ID(s)	DETERMINED BY COURT
• Percentage	67% TO FUNDING UNIT
	33% TO VENUE
• Venue	DETERMINED BY COURT – IF X ENTERED, TRANSMITTAL LINE# LOCAL MUST BE BLANK
• Transmittal Line# State Form	BLANK
• Transmittal Line# Local Form	DETERMINED BY COURT – MUST BE BLANK IF VENUE IS SELECTED

Cash Subsystem – Court Action Needed – Add New Traffic/Criminal Cash Code PCSV

- Courts will need to set up a new cash code **PCSV** in the *Cash Subsystem* if school bus camera-based violations are filed with the court.

- JIS is adding the code **PCSV** to the Traffic/Criminal Code File when the update is installed.

  - On the *Cash Subsystem* screen, select **3. Code Files Update,** then **Cash Codes,** to display a blank *Cash Codes Update* screen.

  - *Cash Codes Update* screen fields are provided below. See **JIS Knowledge Base Article ID 156 - DCS/WebDCS – Add New Cash Code** for complete details on adding a cash code.

  - **We suggest adding any cash code outside of regular business hours, allowing the cash code file to realign properly.**

• Division	T
• Cash Code	PCSV
• Description on Receipt	PLTF COST SV
• Group Code	C
• Hot Key	DETERMINED BY COURT

• Screen Priority	DETERMINED BY COURT
• Default Amount	BLANK
• T/A Type	BLANK
• Account ID(s)	DETERMINED BY COURT
• Percentage	100% TO FUNDING UNIT
• Venue	DETERMINED BY COURT – IF X ENTERED, TRANSMITTAL LINE# LOCAL MUST BE BLANK
• Transmittal Line# State Form	BLANK
• Transmittal Line# Local Form	DETERMINED BY COURT – MUST BE BLANK IF VENUE IS SELECTED

Traffic/Criminal

Traffic/Criminal Statute File – Court Action Needed – Add New Charge Code for Ordinance Violation (Case Type OI)

- Courts will need to set up new charge codes if school bus camera-based violations are filed with the court.
  - On the *Traffic/Criminal Subsystem* screen, select **3. Code Files Update,** then **Statute File,** to display a blank *Statute File Inquiry & Update* screen.
  - Some fields have been omitted because they are not applicable for a civil infraction.

• Table	L
• Charge	DETERMINED BY COURT
• Fel/Mis/Civ	C
• Case Types	OI
• Ordin	DETERMINED BY COURT
• PACC#	BLANK
• SOS	2410

- 14-Day Notice   BLANK (set in SOS Code File)
- Short Description   SCHL BUS CAM
- Long Description   FAILED TO STOP FOR SCHOOL BUS ARM-ORD VIOL-CAMERA BASED

- Code   CAMB
  - Amount   100.00 - 500.00
- Code   PCOV
  - Amount   DETERMINED BY COURT
- Code   JSTC
  - Amount   40.00 (some courts may have this set as Default amount)

- Penalty Amt   DETERMINED BY COURT
- Penalty Days   DETERMINED BY COURT
- Begin Effective Date   040225

Traffic/Criminal Statute File – Court Action Needed – Add New Charge Code for Statute Violation (Case Type SI)

- On the *Traffic/Criminal Subsystem* screen, select **3. Code Files Update,** then **Statute File,** to display a blank *Statute File Inquiry & Update* screen.
  - Some fields have been omitted because they are not applicable for a civil infraction.
    - Table   L
    - Charge   DETERMINED BY COURT
    - Fel/Mis/Civ   C
    - Case Types   SI
    - Ordin   DETERMINED BY COURT
    - PACC#   BLANK
    - SOS   2410
    - 14-Day Notice   BLANK (set in SOS Code File)
    - Short Description   SCHL BUS CAM

- Long Description   FAILED TO STOP FOR SCHOOL BUS ARM-STATUTE VIOL-CAMERA BASED
- Code   CAMB
  - Amount   100.00 - 500.00
- Code   PCSV
  - Amount   DETERMINED BY COURT
- Code   JSTC
  - Amount   40.00 (some courts may have this set as Default amount)
- Penalty Amt   DETERMINED BY COURT
- Penalty Days   DETERMINED BY COURT
- Begin Effective Date   040225

Traffic/Criminal Code File – Court Action Needed – Add Code Identifying a School District

- A four-digit code identifier will be necessary to track school districts.
- The code should be entered on the Scheduling, Action, or Disposition screens after the case is entered.
- The school code along with the new fine code CAMB can be used for creating a Cash Report Generator. This will identify cases and the payment amount during the time frame chosen for a specific school district.
- The report can be used to supplement information found on the Local Transmittal, providing school district names and amounts collected by the courts and helping with disbursement of funds back to the school districts.
- Below is an example **Cash Report Generator**, which should meet the needs of most courts. Modify as needed.
- On the *Cash Subsystem* screen, select **5. Report Generator,** then **Enter Option = 1** on the **CASH REPORT GENERATOR MENU** to display a blank *CASH REPORT GENERATION SELECTION* screen.

Title: BUS CAMERA OFFENSE-CAMB COLLECTED-SCHOOL DISTRICTS
- P   Receipt #
- P   Receipt Date   040125 – 043025
- P   Amount

- P Cash Code   CAMB
- P Case No.
- P Name
- P Current Charge
- P Event Code   ENTER UP TO 4 SCHOOL DISTRICT CODES

Printing Order
- Case Number
- Current Charge
- Receipt Date
- Receipt #
- Cash Code
- Event Code
- Amount

Saving and Generating the Report
- Save Report ?   X
- Enter Report Name   SCHOOL BUS CAMERA
- Number of Spaces ?   1
- 14 x 11 Standard   X