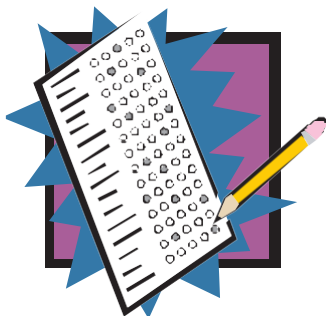# Reports for Michigan Indigent Defense Commission Compliance Data for DCS/WebDCS

The Michigan Indigent Defense Commission (MIDC) requires local funding units to provide data related to the implementation of minimum standards. This data provision is a requirement of the MIDC grant that funds each system's compliance plan. These data allow the MIDC to track progress towards complete implementation of the compliance plan. Additionally, these data allow the MIDC to evaluate the effectiveness of the minimum standards on indigent defense. Of the total data requirements, a few components are most accurately collected by courts.

MIDC, with State Court Administrative Office approval, have had JIS add a series of codes to the DCS case management system to assist JIS users with the collection of quarterly compliance data. The recommended codes are provided below. Depending on the code, it may be entered when there is no arraignment, at the time of arraignment, or post-arraignment. The use of the codes will allow for generating reports using the data in JIS. Utilizing the standard report generators will reduce the need for manual counting. These reports will provide numbers for the data points local funding units are required to supply, which are detailed below.

If you are not familiar with creating custom reports using Traffic/Criminal Case Selection Report Generator, please refer to Chapter 11 in the 2007 Traffic/Criminal/Probation User Guide.

Recommended Codes

Many of the codes listed below were updated in your application on December 20, 2021, if they did not exist previously. Effective with this revision, **COPL**, **COWV**, **AINV**, and **AEXP** are no longer required to be tracked and submitted to the MIDC by courts. Three new codes, **EARN**, **CODN** and **DIAR**, will be added to the DCS application sometime in 2023 by JIS. In the meantime, your court may also add these three new codes to track relevant data or create your own codes.

Pre-Arraignment Codes

- **EARN** (refers to cases that are resolved prior to arraignment)[1] *[NEW]*

Arraignment Codes

- **CORT** (refers to arraignments in which defendant is represented by retained counsel)
- **COAP** (refers to arraignments in which defendant is represented by appointed counsel)

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[1] Note: Cases formerly tracked as COPL (pleas by mail/at the counter) are now integrated into the same category as any other cases resolved before arraignment, which can include any of the following: pleas by mail, pleas taken at the counter, pleas entered through an online system, pleas taken with the help of the arraignment attorney before an arraignment occurs, or any other form of pre-arraignment pleas. This tracking will look different in every court, but we suggest that any cases resolved prior to arraignment now be given the code EARN.

- **COPP** (refers to arraignments in which defendant invokes the right of self-representation)
- **COAB** (refers to arraignments in which no counsel is present)
- **DIAR** (refers to dispositions entered at time of arraignment) *[NEW]*

Post-Arraignment Codes

- **COPD** (refers to any case in which defendant is represented by appointed counsel following arraignment)
- **CODN** (refers to cases where appointed counsel is requested but denied following arraignment) *[NEW]*

Data Points Provided by Report Generators

Arraignment Data to Evaluate Standard 4, Counsel at First Appearance:

- Total number of arraignments
- Number of arraignments represented by retained attorneys
- Number of arraignments represented by appointed counsel
- Number of arraignments conducted In Pro-Per
- Number of arraignments where counsel was absent
- Number of arraignments that received a disposition at arraignment

Criminal Case Filings:

- Number of cases resolved prior to arraignment
- Number of cases with counsel appointed post-arraignment
- Number of cases in which appointed counsel was requested but denied

Report Generators for MIDC Compliance

Section I: Counsel at First Appearance

Complete the following steps:

1. Find the total number of arraignments by running a report within the reporting period with the codes **POAR** (Arraignment Held) and **POAP** (Arraignment/Pre-Trial Held).

   The DCS report screen will look like:

```
MAYBERRY                    REPORT GENERATION SELECTION        12/14/22  14:11:01

_ Disposition    _____ - _____       _ Close Date    _____ - _____
_ Xreference     _____             _ Probation Officer _____
_ CTN _____  _ TCN _____    _ SID           _____
_ Warrant Code   __  __  __  __          _ Next Action ____ ____ ____ ____
_ Warrant Date   _____ - _____       _ Next Date    _____ - _____
_ Recall Date    _____ - _____       _ Next Judge   _____
_ Arraignment    _____ - _____       _ Non-Public _     _ Delayed
_ Sex _    _ Race _                       _ Deferred __ __ __ __
_ Disposed Date  _____ - _____       _ Sentence Date _____ - _____
_ Disposed Code  __  __  __  __          _ FAC Date      _____ - _____
_ Plea Date      _____ - _____       _ Rehab        __ __ __ __
_ Plea Code      __  __  __  __          _ Prob End Date _____ - _____
_ Suspension     _                       _ Probation Term     _____ - _____
_ Suspension Days    _____ - _____       _ Jail Term         ___ - _____
_ Restriction Days   ___ - _____         _ Optional Jail Term ___ - _____
_ Community Service  ___ - _____         _ Jail Location     __
_ Service in Lieu    ___ - _____         _ Restitution    _____ - _____
S Event Date     100122 - 123122         S Event Code POAR POAP ____ ____
_ Event Term     ___ _                   _ Event Clerk ___
_ Immob Start Date _____ - _____   _ Immob Days _____ - _____ _ Veh Forfeit _
_ Paper Plate _  _ VIN _____  _ Vehicle Make _____  _ Veh Year ____
 F24-Previous Menu          Page/Roll              Help
```

Case Selection Report Generator - Screen 2

On the Report Generator Save/Print screen, place an **X** in front of *Save and Run Report* and then name the report. Also place an **X** in front of *Summary Only*.

```
MAYBERRY                                          12/14/22   14:16:45


                    Traffic/Criminal Report Generator


           X    Save and Run Report          Report Name   NAME REPORT
           _    Save Report Without Running


                         1    Number of Spaces

                         _    8 x 11 Paper
                         X    14 x 11 Standard
                         _    11 x 8 Landscape


                         X    Summary Only












     F24 Previous Menu                                        Help
```

Report Generator Save/Print Screen

2. Using the *Event Date* and *Event Code* fields, run a report for all arraignments within the reporting period in which the defendant was represented by retained counsel. Use the *Event Code* **CORT**.

The DCS report screen will look like:

```
VIKING ISLAND          REPORT GENERATION SELECTION      11/17/21   10:46:45

 _ Disposition    _____ - _____       _ Close Date    _____ - _____
 _ Xreference     _____          _ Probation Officer  _____
 _ CTN _____    _ TCN _____    _ SID         _____
 _ Warrant Code   __ __ __ __           _ Next Action ____ ____ ____ ____
 _ Warrant Date   _____ - _____       _ Next Date    _____ - _____
 _ Recall Date    _____ - _____       _ Next Judge   _____
 _ Arraignment    _____ - _____       _ Non-Public  _      _ Delayed
 _ Sex _     _ Race _                    _ Deferred __ __ __ __
 _ Disposed Date  _____ - _____       _ Sentence Date  _____ - _____
 _ Disposed Code  __ __ __ __           _ FAC Date       _____ - _____
 _ Plea Date      _____ - _____       _ Rehab        __ __ __ __
 _ Plea Code      __ __ __ __           _ Prob End Date  _____ - _____
 _ Suspension     _                      _ Probation Term    ____ - ____
 _ Suspension Days  ____ - ____          _ Jail Term        ___ - ___
 _ Restriction Days ___ - ____           _ Optional Jail Term ___ - ___
 _ Community Service ___ - ____          _ Jail Location     __
 _ Service in Lieu   ___ - ____          _ Restitution   _____ - _____
 P Event Date     010122 - 033122        P Event Code CORT ____ ____ ____
 _ Event Term     ___ _                  _ Event Clerk  ____
 _ Immob Start Date _____ - _____      _ Immob Days  ____ - ____  _ Veh Forfeit _
 _ Paper Plate _  _ VIN _____      _ Vehicle Make ____  _ Veh Year ____
  F24-Previous Menu        Page/Roll              Help
```

Case Selection Report Generator - Screen 2

On the Report Generator Save/Print screen, place an 'X' in front of "Save and Run Report" and then name the report. Also place an 'X' in front of "Summary Only."

```
VIKING ISLAND                                        11/17/21  10:54:42


                    Traffic/Criminal Report Generator


          X    Save and Run Report          Report Name   NAME REPORT
          _    Save Report Without Running


                      1    Number of Spaces

                      _    8 x 11 Paper
                      X    14 x 11 Standard
                      _    11 x 8 Landscape

                      X    Summary Only







     F24 Previous Menu                                        Help
```

Report Generator Save/Print Screen

3. Repeat the same steps as in step 2 for all cases with court appointed counsel, using the same *Event Dates* and the *Event Code* **COAP**.

4. Repeat the same steps as in step 2 for all cases in which defendants invoked their right to self- representation, using the same *Event Dates* and *Event Code* **COPP**.

5. Repeat the same steps as in step 2 for all cases with no counsel present, using the same *Event Dates* and *Event Code* **COAB.**

6. You will need to complete two steps to identify the number of dispositions at arraignment. First, repeat the same steps as in step 2 for all cases where disposition was entered at time of arraignment. Instead of the **P** (Print) option, use the **A** (And) option with the same *Event Dates*, and *Event Codes* **POAR** and **DIAR**. Hold onto this number. Then, repeat the same steps as in step 2 for all cases where the disposition was entered at time of arraignment/pretrial. Instead of the **P** (Print) option, use the **A** (And) option with the same *Event Dates* and *Event Codes* **POAP** and **DIAR**. Add this number to the first number you calculated in Step 6 to get the total dispositions at arraignment.

7. Repeat the same steps as in step 2 to answer the final question about resolutions before arraignment, using the same *Event Dates* and the *Event Code* **EARN**.

Section II: Appointments

To track appointed counsel following arraignment, systems can create and insert the following code for every case that has appointed counsel:

- **COPD** (refers to any case that is handled at any point following arraignment by a court appointed attorney)

   NOTE: If a defendant is represented by a court appointed attorney and then substitutes retained counsel, do not delete the COPD code as it is an indication a court appointed attorney handled the case at some point following arraignment.

Using the recommended **COPD** code above, complete the following steps:

1. Refer to report in Section I, Step 1 for all new arraignment totals.

2. Next, run a report for all appointments post-arraignment **(COPD)** within the reporting period. The date range will be added in the *Event Date* field. The **COPD** code will be added in the *Event Code* field. This provides the total number of appointed cases. See the example on the 2nd screen of the Case Selection report generator below.

   The DCS report screen will look like:

Case Selection Report Generator - Screen 2

As a reminder, this set of questions pertains only to **counsel at stages following arraignment**. As a result, defendants' records may include only a code from arraignment or may include a code for both arraignment and a subsequent appointment. For example, defendant John Doe may have retained counsel at arraignment, meaning he is assigned the code **CORT**. During the course of the

case, Mr. Doe loses his job and asks for counsel to be appointed. Since Mr. Doe will be represented by appointed counsel for the remaining stages of his case, **COPD** is added to his JIS record. Mr. Doe's JIS record would therefore include both **CORT** and **COPD** codes.

Section III: Denials

To complete this table, systems can create and insert the following code for every case where counsel was denied:

- **CODN** (refers to cases where appointed counsel is requested but denied)

Using the recommended codes above, complete the following step:

1. Using the *Event Date* and *Event Code* fields, run a report for all instances within the reporting period in which the defendant was denied appointed counsel. Use the *Event Code* **CODN**.

   The DCS report screen will look like:

```
MAYBERRY                    REPORT GENERATION SELECTION          12/16/22   09:18:27

_ Disposition    _____ - _____        _ Close Date   _____ - _____
_ Xreference     _____              _ Probation Officer  _____
_ CTN _____    _ TCN _____   _ SID          _____
_ Warrant Code   __  __  __  __           _ Next Action ____ ____ ____ ____
_ Warrant Date   _____ - _____        _ Next Date    _____ - _____
_ Recall Date    _____ - _____        _ Next Judge   _____
_ Arraignment    _____ - _____        _ Non-Public  _      _ Delayed
_ Sex _    _ Race _                        _ Deferred __ __ __ __
_ Disposed Date  _____ - _____        _ Sentence Date  _____ - _____
_ Disposed Code  __  __  __  __           _ FAC Date       _____ - _____
_ Plea Date      _____ - _____        _ Rehab          _  _  _  _
_ Plea Code      __  __  __  __           _ Prob End Date  _____ - _____
_ Suspension     _                        _ Probation Term   _____ - _____
_ Suspension Days    _____ - _____        _ Jail Term        ____ - ____
_ Restriction Days   ___ - ____           _ Optional Jail Term  ___ - ____
_ Community Service  ___ - ____           _ Jail Location    __
_ Service in Lieu    ___ - ____           _ Restitution    _____ - _____
P Event Date    100122 - 123122           P Event Code CODN ____  ____ ____
_ Event Term      ___ _                   _ Event Clerk   ___
_ Immob Start Date _____ - _____      _ Immob Days _____ - _____  _ Veh Forfeit _
_ Paper Plate _  _ VIN _____    _ Vehicle Make ____  _ Veh Year ____
 F24-Previous Menu          Page/Roll                      Help
```

Case Selection Report Generator - Screen 1

To find the total number of records returned, on the Report Generator Save/Print screen place an **X** in front of *Save and Run Report* and then name the report. Also place an **X** in front of *Summary Only*. This provides the total number of denials in the specified date range.