



FARE COURT PROCEDURES

CHAPTER:	3.00 - Interim Backlog Procedures
SECTION:	3.04 - Operations

SUBJECT: Periodic Data Updates		
PROCEDURE #:	3.04-A	EFFECTIVE DATE: 12/15/03
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Following implementation, the court must maintain case/party data for FARE cases on a timely basis so that the periodic updates through JUSTIS to ACS will contain the most current information. New cases may be sent to FARE at any time using the procedures for fee assessment and data transmission described in the implementation section.

Once a case has been sent to FARE, it is important that case/party data updates are sent for the following information:

- ❖ Change in balance due. A change in balance due on a FARE case may result from one of the following:
 - Full or partial payments made at the court
 - Full or partial payments made via the Web site or IVR line
 - Bond forfeitures (resulting from bond payment at law enforcement or the court)
 - Waiver or suspension of amounts assessed
 - Community service in lieu of payment

- ❖ Changes in personal information for the person owing the court obligation. These changes may include:
 - Name change
 - Date of Birth addition or correction
 - Driver License Number addition or correction
 - Social Security Number addition or correction
 - Address change

- ❖ Changes in FARE status. These changes may include:
 - Recalling a case from collections
 - Installment payment plans through the court or through ACS

Court procedures specific to the types of changes above are included in other procedures within this Section.



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RELATED PROCEDURES:

- Additional sections of 3.00 Interim Backlog Procedures
- 3.04-J Adding New Cases
- 3.04-L Installment Payment Plans Through ACS

ADDITIONAL REFERENCES:

- Administrative Order 2003-79
<http://www.supreme.state.az.us/orders/admorder/Orders03/2003-79.pdf>