



# FARE COURT PROCEDURES

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

SUBJECT: Payments at Court		
PROCEDURE #:	3.04-E	EFFECTIVE DATE: 12/15/03
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Once the balance due for a case/party has been submitted to FARE for collection activities, the balance will change when payments are made at the court.

Payments at Court:

❖ Full Payment

A full payment will reduce the case/party balance to zero. Payment for the \$35 FARE Delinquency Fee and the 19% FARE Special Collections Fee is made in full. When ACS receives new case balance of \$0.00, they will cease all collection actions on this case.

❖ Partial Payment

The Special Collection Fee is 19% of the case/party balance; however, 15.97% of each partial payment will be for Special Collection Fee. (Example: If a partial payment is made of \$100, \$84.03 will be to satisfy case obligations other than the Special Collection Fee owed. 19% of \$84.03 is \$15.97). Collection actions by ACS will continue.

❖ Tax or Lottery Interception

The 19% Special Collections Fee is not paid when there is a tax or lottery interception through the Debt Setoff Program (TIP). When the court receives a tax or lottery interception payment for a person, the interception may pay all or part of the balance due on multiple cases, exclusive of the Special Collections Fee. If a person has an outstanding balance on multiple cases, the court will determine which case(s) will receive the interception monies.

If a case receiving interception monies has been sent to FARE and the interception pays the entire case balance except for the Special Collections Fee, the court should remove the entire Special Collections Fee and then receipt the interception monies, indicating that the payment was the result of an interception so that the update amount reported to ACS will clearly show that no Special Collection Fees were owed on the payment. When ACS receives new case balance of \$0.00, they will cease all collection actions on this case.



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If a case receiving interception monies has been sent to FARE and the interception pay only a portion of the entire case balance except for the Special Collections Fee, the court should remove the entire Special Collections Fee, receipt the interception monies, indicating that the payment was the result of an interception so that the update amount reported to ACS will clearly show that no Special Collection Fees were owed on the payment, and then recalculate the 19% Special Collections Fee on the remaining balance. If a court's CMS performs each of the steps above to arrive at the same end result, the steps do not need to be done through manual adjustments. Collection actions by ACS will continue.

The \$35 FARE Delinquency Fee should remain on the applicable cases; it should not be removed from any case to which interception monies are applied.

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## RELATED PROCEDURES:

- Additional sections of 3.00 Interim Backlog Procedures

## ADDITIONAL REFERENCES:

- Administrative Order 2003-79  
<http://www.supreme.state.az.us/orders/admorder/Orders03/2003-79.pdf>
- ARS §§ 12-116.03 Collection Agencies  
<http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/12/00116-03.htm&Title=12&DocType=ARS>