



FARE COURT PROCEDURES

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| CHAPTER: | 3.00 – Interim Backlog Procedures |
| SECTION: | 3.04 – Operations |

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| SUBJECT: | Adding New Cases | |
| PROCEDURE #: | 3.04-J | EFFECTIVE DATE: 12/15/03 |
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PURPOSE

To add new cases to FARE for delinquency processing and special collections activities after the initial data transfer to JUSTIS (for non-AZTEC courts) or initial data selection by JUSTIS through the qualified/disqualified reports (for AZTEC courts).

QUALIFIED CASES

The following types of cases will be processed during Interim Backlog:

- ❖ Additional backlog cases after the initial data submission to ACS in which the court financial or appearance obligations have not been satisfied
- ❖ New delinquent cases in which the court financial or appearance obligations have not been satisfied

Each court will extract data for qualified cases daily to send to JUSTIS. At the time a case is sent to FARE, the court is responsible for recording that event as no confirmation transaction will be returned to the court when a case has been sent to FARE.

All cases should meet the basic criteria for Interim Backlog processing, as outlined in *Procedure #3.02: Court Procedures for Implementation, Step 2*.

DATA REQUIREMENTS

Each case should contain the following type of information for proper processing:

- ❖ Case number and filing date of the case
- ❖ Person information for the defendant, including available identifiers such as date of birth, and Social Security Number; alias information may be submitted, if available
- ❖ Party information for the defendant, including Driver License Number, if available
- ❖ Address information for the defendant
- ❖ Bad address indicator if the court is aware that the address on the citation is not a valid address for mailing to the defendant or if a notice has been returned to the court so ACS can then perform skip-tracing
- ❖ Total amount due with the FARE Delinquency Fee and Special Collections Fee included



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The total obligation due for each party submitted for a case must include the FARE Delinquency Fee and Special Collections Fee prior to submission to FARE. When payment is made to a case, these fees must also be allocated, reported and disbursed as described in the applicable FARE Administrative Order.

The courts will evaluate the case data in their database to be sure that they have identified all cases that should be sent to FARE and that the data to be sent to FARE is as accurate and complete as possible.

COURT PROCEDURES

Perform these steps to submit a new case for FARE:

1. Verify that the case meet the basic criteria for Interim Backlog processing, including:
 - a. Assuring disposition and sentencing have been entered for all charges on the case.
 - b. Adjusting any instances of negative receivable and case balances where needed.
 - c. Clearing any credit bureau holds placed on the defendant as a result of that case.
2. Add the FARE Delinquency Fee of \$35 to the total case balance.
3. Using the new balance from Step 2, calculate the 19% Special Collections Fee and add this amount to the new ending balance.
4. Record an entry in the case docket that the case/party information has been sent to FARE.
5. Follow your court's standard procedure for sending data to FARE.

Upon receiving new or additional cases for FARE, ACS will immediately begin the noticing process and place the case into Special Collections status.



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RELATED PROCEDURES:

- Additional sections of 3.00 Interim Backlog Procedures
- 3.04-J Recalling Cases

ADDITIONAL REFERENCES:

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