



FARE COURT PROCEDURES

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

SUBJECT: Recalling Cases				
PROCEDURE #:	3.04-K	EFFECTIVE DATE: 12/15/03	PAGE #:	1 of 1

PURPOSE

To permanently recall a case from FARE and stop all noticing and collection activities for the case, including TTEAP and TIP, the latter if ACS is doing TIP for the court. Once a case is recalled from FARE, the court will not be able to resubmit the case for FARE until the court is transitioned to Full FARE.

COURT PROCEDURES

Perform these steps to recall a case from FARE:

1. Record an entry in the case docket that the case/party information has been recalled from FARE.
2. Follow your court's standard procedure for sending case updates to FARE.

Upon receiving the transaction, ACS will immediately stop all noticing and collection efforts for the case and, if applicable, remove the case/party from TIP and clear the TTEAP transaction with MVD.

RELATED PROCEDURES:

None.

ADDITIONAL REFERENCES:

None.