



FULL FARE PROCESS REFERENCE

CHAPTER: 5.00 – Delinquency

SUBJECT: Delinquency Processing

REFERENCE #: 5.01

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PURPOSE

Delinquency processing begins based upon the time elapsed since the mailing of the second post-disposition notice. The second post-disposition notice gives the person 15 calendar days to pay their financial obligations in full. ACS will allow an additional 14 calendar days for payments mailed to the court to be posted before checking the case status. If the person has not paid their financial obligations on a case in full on the 30th day after mailing of the post-disposition notice and the case/party is not on an IPP or in suspend status, ACS will begin delinquency processing for the case/party.

DELINQUENCY PROCESSING

Delinquency Processing will include:

- Adding a one-time Delinquency Fee to the Case/Party after the second delinquency notice has been mailed and the defendant fails to meet the court obligations within 30 days; the fee will be added based on the steps shown below. The amount of the fee is on the fee schedule in the FARE Administrative Order
- The case/party will be designated for Special Collections if ACS is doing Special Collections for the court or case
- If appropriate for the charges in the case, the total balance due will be added to the TTEAP-eligible balance due for the party and if the balance for the person exceeds \$10, ACS will place a hold on the case

In order for the total balance due to be accurate in each step of Delinquency Processing, the following must occur in the sequence shown:

- ACS determines the Case/Party qualifies for Delinquency Processing and sends a transaction to JUSTIS for Delinquency Processing for the Case/Party.
- JUSTIS adds the amount of the Delinquency Fee and forwards the transaction to the CMS
- The CMS:
 - Adds the Delinquency Fee to the total case fees for the case/party
 - After the Delinquency Fee addition, and where ACS is designated to do Special Collections on the case, the CMS calculates the amount of the



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- Special Collections fee using the percent being used for Special Collections and adds the Special Collections fee to the total balance due
- Identifies the Delinquency Fee and the Special Collections fee amounts uniquely in their CMS so that these fees will be disbursed correctly on payment
 - If ACS will be doing collections on the case, sends an Event transaction to ACS with the Special Collections Flag = "Y". The CMS for courts using ACS for all Special Collections should automatically do this for all cases
 - Send one or more updated obligation transaction(s) for the Case/Party to ACS
- Upon receiving an updated obligation following the delinquency processing transaction, ACS updates the balances due and determines and implements additional delinquency actions appropriate for the Case/Party.
 - A case may be brought into the FARE system at the point of Delinquency processing from a CMS's backlog caseload. Please refer to section 6.09 Backlog Processing for a more detailed explanation.

RELATED PROCEDURES:

- 4.00 Post Disposition
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements
- 6.08 Traffic Ticket Enforcement Assistance Program (TTEAP)
- 6.09 Backlog Processing
- 6.10 Special Collections
- Appendix G Priority of Payments

ADDITIONAL REFERENCES:

- Administrative Orders 2003-126 and 2005-29
<http://www.supreme.state.az.us/orders/admorder/Orders03/2003-126.pdf>
<http://www.supreme.state.az.us/orders/admorder/orders05/2005-29.pdf>
- FARE Web site
<http://www.supreme.state.az.us/fare>



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