



# FULL FARE PROCESS REFERENCE

CHAPTER: 6.00 – Reference Subjects
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SUBJECT: Backlog
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REFERENCE #: 6.09
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EFFECTIVE DATE: 07/01/05
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## PURPOSE

A backlog case is defined as a case with disposed charges that has not previously been submitted to FARE for day-forward FARE processing and in which the court financial or appearance obligations have not been satisfied. The purpose of bring backlog cases into Full FARE is to facilitate collections on a court's entire caseload, not just the cases brought into pre-disposition as day-forward cases.

## BACKLOG ENTRY OPTIONS

There are several options for entry of backlog cases. They are:

- Bring a case into post-disposition processing
  - If the case is past the Appearance Date and has not received any court notices for Failure to Appear or Pay, the case may be sent to JUSTIS with dispositions on all charges, the total financial obligations due either at a case/party or case/party/charge level, and a TTEAP Notice Indicator of '0'. These cases will begin processing at ACS at the beginning of the Post-Disposition Processing cycle.
  - If the case is past the Appearance Date and has received one court notice for Failure to Appear or Pay, the case should be sent to JUSTIS with dispositions on all charges, the total financial obligations due either at a case/party or case/party/charge level, and a TTEAP Notice Indicator of '1'. These cases will begin processing at ACS in the Post-Disposition Processing cycle at the point where they will receive the 2<sup>nd</sup> post-disposition notice.
- Where ACS will be doing Special Collections on a case and where the case/party has already received two notices from the court for Failure to Pay, a court may bring a case directly into delinquency processing by adding both the \$35 FARE Delinquency Fee and the FARE Special Collections percent, in that order, to the case/party obligations and then sending JUSTIS the case with dispositions on all charges, the total financial obligations due either at a case/party or case/party/charge level, a Special Collection Flag = Y, and a TTEAP Notice Indicator of '2'. These cases will begin processing at ACS by receiving the first



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LDC notice (Notice 2) and will be sent to TTEAP immediately if the case is TTEAP eligible.

- Where ACS will **not** be doing Special Collections on a case and where the case/party has already received two notices from the court for Failure to Pay, a court may bring a case directly into delinquency processing by adding the \$35 FARE Delinquency Fee and their own collection agency percent, in that order, to the case/party obligations and then sending JUSTIS the case with dispositions on all charges, the total financial obligations due either at a case/party or case/party/charge level, a Special Collections Flag = N, and a TTEAP Notice Indicator of '2'. These cases will begin processing at ACS by receiving a generic delinquency notice on court letterhead (Notice 40) and will be sent to TTEAP after 15 days if the case remains unpaid.
- Where ACS will be doing Special Collections on a case and where the case/party has already received two notices from the court for Failure to Pay, a court may bring a case directly into delinquency processing at the point of noticing for Credit Bureau Referral by adding the \$35 FARE Delinquency Fee and the FARE Special Collections percent, in that order, to the case/party obligations and then sending JUSTIS the case with dispositions on all charges, the total financial obligations due either at a case/party or case/party/charge level, a Special Collections Flag = N, and a TTEAP Notice Indicator of '3'. These cases will begin processing at ACS by receiving the second LDC notice (Notice 3) and will be sent to TTEAP immediately if the case is TTEAP eligible.

## CASE DATA FOR INITIAL SUBMISSION OF BACKLOG CASES

At the time a backlog case is sent to JUSTIS for FARE, the CMS is responsible for recording that the case has been sent to FARE; no confirmation transaction will be returned to the court. See the technical specifications for full data contents of the transactions for new cases; however, the general type of information to be submitted includes:

- 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



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- Address information for the defendant including a “bad address” indicator if the court is aware that the address on the citation is not a valid address for mailing to the defendant
- The first scheduled court appearance date for the case should be in the past and null values should be transmitted for the first scheduled court appearance Date
- All charges on the case including the class of offense, charge case type, disposition and disposition date for each charge and TTEAP Qualifier Flag. Financial obligation data including total case fees for the person, total amount(s) due, restitution amount, and special collection amount
- On backlog cases, CMS systems may submit with their party information the number of collection attempts made by the court to cut down on the number of post-disposition notices that would need to be sent prior to submitting the case to TTEAP if it would otherwise meet the TTEAP qualification requirements; see previous discussion of Backlog Entry Options.

## PROCESSING OF NEW BACKLOG CASES

Upon receiving a new backlog case data from a court (batch), JUSTIS will do the following:

- Log the appropriate transactions and updates to the statistical datamart for FARE that will be used for reporting and billing verification
- Add the case to Public Access so that it is accessible via the AOC’s Public Access web site, including display of the appropriate citation number(s) associated with the charges
- Perform basic edits on the data transmitted and if invalid data is received, transmit error transactions back to the courts. The court must correct the errors and transmit corrections. A new case will not be transmitted to ACS until all related data is correct.
- Roll obligation totals to a single case total where the court has sent obligations at the case/charge level(s) and reformat the information into the JUSTIS to ACS formats and forward the new case information (batch) to ACS for addition to the eTIMS FARE database so that the case either enters the ACS process as a Post-disposition case or a Delinquency case

When receiving a new backlog case from JUSTIS (batch), ACS will do the following:

- Add the case to the eTIMS FARE data base



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- If a new case is received with a bad-address indicator, ACS will immediately skip-  
trace to determine a good address for mailing. On receiving a new address as a  
result of the skip-trace, ACS will send an address update transaction through  
JUSTIS to the court
- Make case information available on the FARE Web site and FARE IVR line for all  
cases where post-disposition payments can be made. For cases in Post-  
Disposition processing, only the total amount for the case/party will be available  
and the user may make full or partial payments
- Send the next appropriate notice depending on whether the case has entered as  
a Post-Disposition or Delinquency case. At least one notice will be sent for all  
new backlog cases so that the defendant will have the Web address and IVR  
number
- When a “nixie” is returned for the notice sent, ACS will send an update  
transaction through JUSTIS with the address and a bad address indicator.

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## RELATED REFERENCES:

- 4.00 Post Disposition
- 5.00 Delinquency
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements
- Appendix G Priority of Payments

## ADDITIONAL REFERENCES:

- FARE Web site  
<http://www.supreme.state.az.us/fare>