



FARE COURT PROCEDURES

CHAPTER: 1.00 – Court Procedures for FARE

SECTION: ---

SUBJECT: Introduction to Court Procedures for FARE
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PROCEDURE #: 1.00

EFFECTIVE DATE: 12/15/03

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PURPOSE

This document contains:

- ❖ A general description of the **Fines/Fees and Restitution Enforcement Program (FARE)**
- ❖ Implementation phases of the Program
- ❖ Program features for each implementation phase, and
- ❖ Basic court procedures for each Program phase

These procedures have been developed to assure correct court case and records management procedures are followed and appropriate audit trail documentation is maintained. The procedures are not specific to any automated court management system (CMS) and should be supplemented by system-specific documentation for procedure implementation when interface with the automation system is required. Where there is an implementation option or difference that may occur from jurisdiction to jurisdiction or court to court, the procedure will be so noted.

ORGANIZATION

The procedures are organized by phase of implementation, with three distinct phases identified:

- ❖ Interim Backlog Procedures
- ❖ Transition Procedures from Interim Backlog to Full FARE processing
- ❖ Full FARE Procedures

Only the courts participating in Interim Backlog Processing will need the procedures for each of the above phases. Courts implementing all functions of Full FARE initially will only need to refer to those procedures.



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PROCEDURE DEVELOPMENT

Just as the FARE Program is being developed in phases, the sections of this manual will be developed in phases, in the order of the phases shown above. The most current version of published procedures will be available on the FARE Web site at the following address:

<http://www.supreme.state.az.us/fare/default.html>

RELATED PROCEDURES:

- 2.00 FARE Program Overview
- 3.00 Interim Backlog Procedures
- 4.00 Transition from Interim Backlog to Full FARE
- 5.00 Full FARE Procedures

ADDITIONAL REFERENCES:

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