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POST-DISPOSITION NOTICES

Post-Disposition processing begins with noticing persons who have failed to meet their court obligations for appearance or payment of financial obligations. This is true for cases that have been through Pre-Disposition processing and now have charge dispositions on applicable charges as well as Backlog cases that have just been initially submitted for post-disposition processing.

The following statements apply to Post-Disposition Notices:

- No notice will be sent if the full amount due has been paid and/or appearance requirements have been satisfied prior to the scheduled time for mailing the notice
- The return address on the envelope will be for ACS so that undeliverable mail will be returned to ACS for skip-tracing. Returned Post-Disposition notices will not be remailed after skip-tracing. On receiving a new address as a result of skip-tracing, ACS will send the new address to the court via JUSTIS. When a "nixie" is returned for a Post-Disposition Notice, ACS will send an update transaction through JUSTIS with the address and a bad address indicator.
- Post-Disposition Notices will be sent on court letterhead and therefore must be shown on the court docket (Register of Actions) for the case
- Each notice will have a unique 12 digit Notice Number that can be used to access the Web site or IVR for payment; the Notice Number will be structured such that the first two (2) digits represent the Notice Type, the next five (5) digits represent the Julian Date of the Notice and the last five (5) digits represent the sequential number of the notice within Notice Type and Julian Date
- Each notice will have the Notice Type and the version date of that type both within the body of the notice and on the stub (if present) for ease of reference when talking to the defendant. Courts will have samples of each version of each Notice Type as documentation for their personnel
- A return window envelope will be included with notices on which a payment can be mailed. The notice stubs for payment are formatted such that the court's mailing address for payment will show through the window
- The stub for payment will include a bar-coded Case Number. The bar code will be standard Code 39
- The reverse side of the notice will contain the majority of text information in Spanish

Up to two delinquency notices will be sent as part of a Post Disposition processing notice stream; there are five Post-Disposition notice streams. In all instances except for Failure to



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Appear/ Failure to Pay Streams on a criminal matter, persons are given 25 days to respond to the first notice in a notice stream before the second notice is sent and 15 days to respond to the second notice. Since ACS does not mail on weekends or holidays, the number of days above could be extended a few days if the day limit is passed on a weekend. In the case of Failure to Appear on a criminal matter, the person will receive only one notice; if the person subsequently appears and fails to pay, they will then receive the Failure to Pay notice as their second notice. When a person Fails to Pay without a previous Failure to Appear notice, they will receive only one Failure to Pay notice from ACS. In this case, the court is responsible for issuing an OSC for Failure to Pay prior to issuing the Failure to Pay warrant, and this OSC issuance must be reported to JUSTIS/ACS as a "1" in the TTEAP Notice Indicator so that ACS' Failure to Pay Notice will serve as the second notice to qualify the payment amount for TTEAP.

Upon receiving transactions with Charge Disposition and/or Sentencing data and the associated financial obligation transactions, JUSTIS will evaluate the status of the case to determine whether the case has been through Pre-Disposition processing or has been submitted as a backlog case, the Case/Party TTEAP Notice Indicator, the number of ACS Notices sent, the charge case types, and the collective Case/Charge disposition status for a case and determine the appropriate post-disposition notice stream, or change to the notice stream if any, and correct position in the notice stream, for a case/party and send the appropriate Notice Stream Indicator to ACS to indicate the notice that should be sent. The chart below indicates the criteria for selection of the correct Notice Stream and samples of the notices are contained in Appendix A.



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NOTICE TYPE(S)	NOTICE STREAM	DESCRIPTION	JUSTIS CRITERIA
<p>NOTE: When a Disposition Code 70 is received for any charge on a case, JUSTIS will send ACS an "Indefinite Suspend" to stop noticing and collection contacts and will remove the "Indefinite Suspend" when the Disposition Code 70 is overlaid with another Disposition Code; they will also send a Notice Stream of zero when there is a Disposition Code 70.</p> <p>NOTE: The checks for the criteria below should be done in the order shown.</p>			
10 Notice of Default	1	Civil Default Stream Notice 1	1) At least one charge(s) with TR1 or TR5 Charge Case Type with current Disposition Code of 54, 55 or 58, and 2) No criminal charges with money due as a result of sentencing on that charge, and 3) No other charge(s) with current Disposition Code 56 and either 4) Non-Backlog case with ACS post-disposition notice count = 0, or 4) Backlog case with Case/Party TTEAP Notice Indicator = 0
11 Final Notice of Default	1 Automatic at ACS 25 days from first notice for Non-Backlog not responding to Notice Type 10	Civil Default Stream Notice 2	1) At least one charge(s) with TR1 or TR5 Charge Case Type with current Disposition Code of 54, 55 or 58, and 2) No criminal charges with money due as a result of sentencing on that charge, and 3) No other charge(s) with current Disposition Code 56 and either 4) Non-backlog case with ACS post-disposition notice count > 0, or 4) Backlog case with Case/Party TTEAP Notice Indicator > 0



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NOTICE TYPE(S)	NOTICE STREAM	DESCRIPTION	JUSTIS CRITERIA
12 Criminal Notice of Arrest Warrant	2	Criminal Stream Notice 1	1) Charge(s) with Charge Case Type other than TR1, TR5, NC1 or NC2 with current Disposition Code 56 that do not have a sentencing date or total due, and 2) No other charge(s) with TR1, TR5, NC1 or NC2 Charge Case Type and current Disposition Code of 54, 55 or 58 and 3) No money is due on the case (Non-backlog case or backlog case with any value in Case/Party TTEAP indicator; will be only notice sent while in FTA status)
13 Notice of Failure to Pay	2	Criminal Stream Notice 2	1) Charge(s) with Charge Case Type other than TR1, TR5, NC1 or NC2 with current Disposition Code 56 that have a sentencing date and total due, and 2) No other charge(s) with TR1, TR5, NC1 or NC2 Charge Case Type and current Disposition Code of 54, 55 or 58 and 3) Case/Party TTEAP Notice Indicator > 0 (Will be 2 nd notice for those receiving notice 22; will be only notice for backlog FTP or non-backlog going directly to FTP without FTA)
14 Notice of Arrest Warrant	3	FTA Blend Stream Notice 1	1) Charge(s) with Charge Case Type other than TR1, TR5, NC1 or NC2 with current Disposition Code 56 that do not have a sentencing date or total due, and 2) Charge(s) with TR1, TR5, NC1 or NC2 Charge Case Type and current Disposition Code of 54, 55 or 58, and either 3) Non-Backlog case with ACS post-disposition notice count = 0, or 3) Backlog case with Case/Party TTEAP Notice Indicator = 0



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NOTICE TYPE(S)	NOTICE STREAM	DESCRIPTION	JUSTIS CRITERIA
15 Final Notice of Default Judgment	3 Automatic at ACS 25 days from first notice for Non-Backlog not responding to Notice Type 14	FTA Blend Stream Notice 2	1) Charge(s) with Charge Case Type other than TR1, TR5, NC1 or NC2 with current Disposition Code 56 that do not have a sentencing date or total due, and 2) Charge(s) with TR1, TR5, NC1, or NC2 Charge Case Type and current Disposition Code of 54, 55 or 58, and either 3) Non-backlog case with ACS post-disposition notice count > 0, or 3) Backlog case with Case/Party TTEAP Notice Indicator > 0
16 Notice of Failure to Pay	4	FTP Blend Stream Notice 1	1) Charge(s) with Charge Case Type other than TR1, TR5, NC1 or NC2 with current Disposition Code 56 that have a sentencing date and total due, and 2) Charge(s) with TR1, TR5, NC1 or NC2 Charge Case Type and current Disposition Code of 54, 55 or 58, and either 3) Non-Backlog case with ACS post-disposition notice count = 0, or 3) Backlog case with Case/Party TTEAP Notice Indicator = 0
17 Final Notice of Failure to Pay	4 Automatic at ACS 25 days from first notice for Non-Backlog not responding to Notice Type 16	FTP Blend Stream Notice 2	1) Charge(s) with Charge Case Type other than TR1, TR5, NC1 or NC2 with current Disposition Code 56 that have a sentencing date and total due, and 2) Charge(s) with TR1, TR5, NC1 or NC2 Charge Case Type and current Disposition Code of 54, 55 or 58, and either 3) Non-backlog case with ACS post-disposition notice count > 0, or 3) Backlog case with Case/Party TTEAP Notice Indicator > 0



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NOTICE TYPE(S)	NOTICE STREAM	DESCRIPTION	JUSTIS CRITERIA
18 Notice of Delinquent Account	5	Delinquent Account Stream Notice 1	1) Any case with a financial obligation that does not meet any of the above criteria and either 2) Non-backlog case with ACS post-disposition notice count = 0, or 2) Backlog case with a Case/Party TTEAP Notice Indicator = 0
19 Final Notice of Delinquent Account	5 Automatic at ACS 25 days from first notice for Non-Backlog not responding to Notice Type 18	Delinquent Account Stream Notice 2	1) Any case with a financial obligation that does not meet any of the above criteria and either 2) Non-backlog case with ACS post-disposition notice count > 0, or 2) Backlog case with Case/Party TTEAP Notice Indicator >0

RELATED REFERENCES:

- 3.01 Pre-Disposition Purpose and Processing Overview
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements
- 6.06 Pay-by-Web
- 6.07 Pay-by-Phone
- Appendix A Notice Formats

ADDITIONAL REFERENCES:

- FARE Web site



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