



FULL FARE PROCESS REFERENCE

CHAPTER: 3.00 - Pre-Disposition

SUBJECT: Pre-Disposition Purpose and Processing Overview
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REFERENCE #: 3.01

EFFECTIVE DATE: 07/01/05

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PURPOSE

The purpose of pre-disposition processing is to mail a reminder notice to defendants prior to their appearance date to encourage and facilitate payment by Web or IVR of obligations that can be satisfied without court appearance and/or to remind the defendant of the required date for appearance.

PRE-DISPOSITION PROCESSING OVERVIEW

Full FARE pre-disposition processing begins when all of the following is true:

- A case is transmitted to FARE for the first time, and
- The first scheduled appearance date for the case is in the future, and
- Not all of the charges on the case have disposition codes and disposition dates.

During pre-disposition processing, the following **will** occur:

- Person matching is done to associate all cases for the same defendant
- A reminder notice for each separate citation will be sent to the defendants if:
 - The first scheduled appearance date is five or more days in the future, and
 - The defendant's address is not sent with a "bad address" indicatorThe court will receive a notice event transaction for each notice mailed
- Cases where amounts can be paid without court appearance are eligible for payment on the Web or IVR until 5:00 p.m. Arizona time on the appearance date; if the violation date is on or after the official court Full FARE implementation date, the payment amount on each charge will include the FARE General Services Fee
- The case will be added to the JUSTIS Data Warehouse

During pre-disposition processing, the following **may** occur:

- The court may send updated data for defendants (personal information or address)
- The court may add or delete citations and charges on cases
- The court may change appearance dates, mandatory appearance indicators, and the appearance "on" or "by" indicators
- The court may send process control flags to suspend further collection action, remove a case from the Web or IVR, recall a case, or seal a case
- Payments may be taken at the court or by Web/IVR



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- The court may send disposition codes, disposition dates and sentencing information for charges on the case
- A TTEAP hold may be placed for Failure to Appear on a criminal traffic violation

At 6:00 p.m. Arizona time on the appearance date, a case goes into "limbo" with no further FARE action until dispositions are received for each charge on the case, exclusive of charges added for Failure to Appear (FTA), Failure to Pay (FTP), or Failure to Comply (FTC). At the time all charge dispositions are received, the case will pass to FARE post-disposition processing.

RELATED REFERENCES:

- 3.02 Pre-disposition Qualified Cases and Fees
- 3.03 Pre-disposition New Case Data
- 3.04 Pre-disposition Reminder Notices
- 6.01 Data Elements for FARE
- 6.02 Date Update Requirements
- 6.03 Person Matching
- 6.04 Skip Tracing
- 6.05 Process Control Flags
- 6.06 Pay-by-Web
- 6.07 Pay-by-Phone
- 6.08 Traffic Ticket Enforcement Assistance Program (TTEAP)
- Appendix A Notice Formats
- Appendix B Web Site Layouts
- Appendix C IVR Script

ADDITIONAL REFERENCES:

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



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- Administrative Code 2009-29
<http://www.supreme.state.az.us/orders/admorder/Orders09/2009-29.pdf>