



# FULL FARE PROCESS REFERENCE

CHAPTER: 3.00 - Pre-Disposition
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SUBJECT: Pre-Disposition New Case Data
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REFERENCE #: 3.03
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EFFECTIVE DATE: 07/01/05
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## REQUIRED NEW CASE DATA

Each CMS will extract data for new qualified cases daily to send to JUSTIS in batch mode. At the time a new case is sent to ACS, the CMS is responsible for recording that the case has been sent to ACS for the FARE Program; no confirmation transaction will be returned to the court. The technical specifications for full data contents of the transactions for new cases are on the FARE Web Site. In addition, Chapter 6, Reference 6.01, Data Elements for FARE, describes FARE data and indicates those data items pertinent to pre-disposition processing only. The following provides additional discussion of data elements with particular meaning for pre-disposition processing:

- **Appearance Date**  
The first scheduled court appearance date will be used to determine whether Reminder Notice(s) are sent for citation(s) on the case and to determine the length of time a pre-disposition case will remain available for payment on the Web or IVR.
  - A reminder notice will be sent as long as the case is received five or more days prior to the appearance date; a case received without an appearance date will not receive a reminder notice. To ensure the notices reflect the same appearance date information as the citation forms, all citations on a case need to have the same scheduled appearance date;
  - If the appearance date is rescheduled, the court should send the new appearance date and if no prior reminder notice was sent because there was insufficient time for mailing (less than five days), and there are five or more days until the new appearance date, then the reminder notice will be mailed;
  - Pre-disposition cases eligible for payment without court appearance will remain accessible for payment by Web or IVR until 5:00 p.m. Arizona time on the appearance date.
- **Appear 'ON' or 'BY' Indicator**  
The CMS should specify if the Mandatory Appearance is "On" or "By" the first scheduled court appearance date. This will determine the type of Reminder Notice mailed to the defendant and the wording on some of the notices. An example of when an "On" Appearance Date would be used is when there is a victim in the case.
- **Mandatory Appearance Indicator**  
The CMS must have the ability to determine when the mandatory appearance indicator should be sent as 'Y' (mandatory appearance required) for the following circumstances:



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- Criminal charges where appearance is required;
- Charges for a juvenile if juvenile appearance is required;
- Instances where an appearance may be required on a charge which would not normally require an appearance; CMS systems must have the ability to determine the appropriate appearance status based on the statutory, rule or judicial requirements for appearance in each court. For example, a red light violation can normally be satisfied without a court appearance; however, in most courts the defendant must appear on the charge if there was an accident involving serious injury or death as a result of the violation or if the violation was in combination with other specific charges, such as DUI.

If the CMS system sends a charge with both a Mandatory Appearance Indicator and an amount that can be paid, the Mandatory Appearance Indicator will take precedence.

CMS systems should send a Mandatory Appearance Indicator of 'N' if a charge has been paid in full or if a charge has been adjudicated, there is no warrant outstanding, and there is an amount that the court wants the defendant to be able to pay on the Web or IVR.

- Citation/charge information  
All charges on an ATTC must be submitted under one case number. More than one citation can be included in a case. Each citation on a case will receive a separate reminder notice. If citations and/or charges are added to the case subsequent to initial transmission to FARE and there is still time to mail a Reminder Notice prior to the Appearance Date, the defendant will receive an updated Reminder Notice.
- Long form complaint  
If the CMS system includes comparable numbering for long form complaints, this data may be submitted in place of the citation type and number.
- Address information  
If the court is aware that the address on the complaint is a 'bad' address for mailing to the defendant, the court should send a bad address indicator with the address. Examples of 'bad' addresses could be a jail or shelter address, or the same address for the defendant on a prior case when that address was previously determined to be 'bad' for mailing. When ACS receives the bad address indicator, they will immediately skip-trace the address to determine if there is another address available



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for the defendant. If no other address is available, no reminder notice will be mailed.

- Case Fee  
If the court has a case fee that must be paid if one or more charges are paid prior to court appearance, that fee must be sent as a separate amount and not be incorporated into the amount to be paid for one of the charges on the case. If multiple court fees imposed, they must be rolled to one total case/party fee.
- Rejected transactions  
CMS systems must be able to process error transactions returned to them from JUSTIS arising from processing data transmitted for new pre-disposition cases.

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## RELATED REFERENCES:

- 3.01 Pre-disposition Purpose and Processing Overview
- 3.04 Pre-disposition Reminder Notices
- 6.01 Data Elements for FARE
- 6.02 Data Update Requirements
- 6.06 Pay-by-Web
- 6.07 Pay-by-Phone

## ADDITIONAL REFERENCES:

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