



# FULL FARE PROCESS REFERENCE

CHAPTER: 2.00 - Pre-implementation
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SUBJECT: Pre-implementation Steps
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REFERENCE #: 2.01
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EFFECTIVE DATE: 07/01/05
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There are a number of steps that must be completed prior to implementation of Full FARE. Courts submitting backlog to FARE prior to implementing Full FARE will have already completed all these steps except having new bond cards printed.

## COURT PROFILE

Each court participating in FARE must complete and submit a Court Profile sheet for ACS at least ten (10) business days prior to their implementation date. The Court Profile form in Excel and Word, along with completion instructions, is available in the Document section of the FARE Web site.

**Please note** that the item on the Court Profile asking for volume of notices that can be handled pertains ONLY to backlog processing. Full FARE notices for pre-disposition and post-disposition processing are mailed on a specific schedule based on individual case events and are not related to the number of backlog notices mailed.

## BANK ACCOUNT FOR EFT PAYMENTS

All payments made by credit card on the Web or IVR will be electronically deposited by ACS via a merchant account and the Automated Clearing House (ACH) into the designated bank account of the court that is owed the debt. The merchant account will be established for the court by ACS at no charge to the court. The funds will then be electronically transferred to the court's designated bank account for receipt of EFT payments. Prior to designating an account for receipt of the EFT payments, some courts will need to discuss the choice with the City or County Treasurer. Courts opting to open a separate account for these payments should allow sufficient time for initiating the account in the court's implementation schedule.

At least ten (10) working days prior to implementation, the court must provide the Bank Name, Account Number, Routing Transit Number for the EFT payments and either a voided check from the account or a letter signed by a bank official giving this information and stating that the account can accept both debit and credit payments. The Bank Name, Account Number and Routing/Transit Number will need to be submitted on the Court Profile form. A copy of the voided check or letter may be faxed to the court's AOC contact for implementation, and the original mailed. Once the Merchant Account is established, the court must set up their PCs to access the account (see Appendix D).



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## ELECTRONIC SUBMISSION OF LETTERHEAD/SEAL

The court's logo and desired letterhead information should be submitted in .jpg or .gif format. Word is an acceptable alternate format. If a court cannot provide the data in the acceptable format, the AOC is able to convert WordPerfect to Word; please contact your designated AOC contact for implementation if you need assistance.

We recommend that judges' names not be included on the letterhead to avoid maintenance problems.

## CHARGE AND JUDGE TABLE DATA

The court must receive information on the charges (violations) that the court will be submitting for Full FARE cases. The data for this table is required and will be used not only to display the description of the charge on Public Access, but also to display the description of the charge during Full FARE pre-disposition processing on reminder notices and on the Web. The table data must be transmitted to JUSTIS prior to implementation; following implementation, updates will be sent real time. Although the data table in JUSTIS may contain additional data fields, the fields listed below are of particular importance for the FARE Program for the reasons shown.

DATA ELEMENT	IMPORTANCE FOR FARE
Court Number	Identifies court to which the record belongs
Charge (violation) Code	Must match the charges on a case that are transmitted from the CMS system to JUSTIS for ACS
Effective From and To Dates	Controls which record will be selected on a match. <b>Important:</b> there must be no overlapping date ranges for the same charge
Charge Description	Will be shown on notices and the Web for pre-disposition processing; JUSTIS will add this element to new case/charge transactions passed from CMS to ACS
Charge Case Type	Identifies the type of charge (criminal, criminal traffic, civil traffic, civil violation, etc.)



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Optionally, the court may also submit data for a Judge Table which will also the Judge's name for a case to be displayed in Public Access.

Technical specifications for both data tables are contained in the JUSTIS → CMS Data Design Information document is available in the Document section of the FARE Web site.

## DOCUMENTATION AND TRAINING

Because of the variety of ways different courts process cases and the variety of Court Management Systems (CMS), the Administrative Office of the Courts (AOC) will not be producing a detailed Full FARE Procedure Manual for each court, nor will the AOC be providing training for all court staff in each court coming into Full FARE. The data in this manual should provide suitable reference material for courts to develop their own documentation and training. In addition, there are a number of other resources available to courts, such as PowerPoint presentations giving an overview of the FARE program. Upon request by the court, the AOC FARE staff will provide review of court materials for accuracy in relation to FARE processing.

## BOND CARDS

Each court must make arrangements to have new bond cards printed prior to their Full FARE implementation date to assure that each bond amount that can be paid without court appearance includes the FARE General Services fee (see the Administrative Order for FARE). The court should make every effort to see that the new bond cards are distributed by law enforcement agencies as of the date of operation to ensure that the defendant sees the same amount due on the bond card as they will see on the Reminder Notice they receive and that will be shown on the Web for on-line pre-disposition payments.

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### RELATED REFERENCES:

- 1.01 Introduction to Full FARE Process Reference Manual
- 1.02 FARE Program Overview



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- 3.00 Pre-Disposition
- Appendix D Initial Setup for Establishing Online Merchant Account

## ADDITIONAL REFERENCES:

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