



# FARE

## Interim Backlog

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# Implementation

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**Consolidated Collections**  
**FARE Program**



**FARE**

***Fundamentals***



# FARE Fundamentals

Who is helping the courts?

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## Affiliated Computer Services, State and Local Solutions, Inc. (ACS S&L)

- A private company contracted by the Arizona Supreme Court to aid in enforcement of court orders for Interim Backlog and Full FARE courts.



# FARE Fundamentals

## What are the benefits of FARE?

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- ACS Mails Notices to Defendants
- ACS Reports to Credit Bureau
- Payments can be accepted by IVR or Web
- ACS Conducts Address Skip-tracing
- ACS Does Outbound Calling
- Automatic TTEAP (Traffic Ticket Enforcement Assistance Program)
- At court's discretion; Automated TIP (Tax Intercept Program)



# FARE Fundamentals

## Data Warehouse

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- What is the Data Warehouse
  - Centralized Data Point for Court Information
    - AZTEC and some non-AZTEC Courts
- Functions of the Data Warehouse
  - Maintains Courts Data
    - Extracted court data is displayed in Public Access
    - FARE Qualified and Disqualified Reports updated daily using court data



# FARE Fundamentals

## The FARE Process

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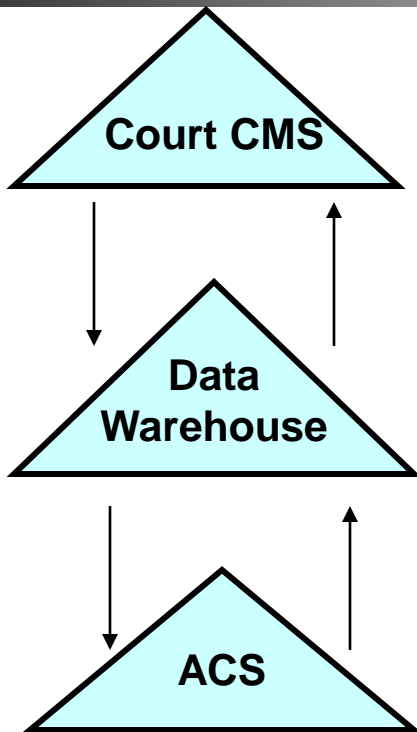
- Data Warehouse extracts AZTEC data, including payments, nightly
- Data Warehouse sends data to ACS
- ACS Maintains record of court data



# FARE Fundamentals

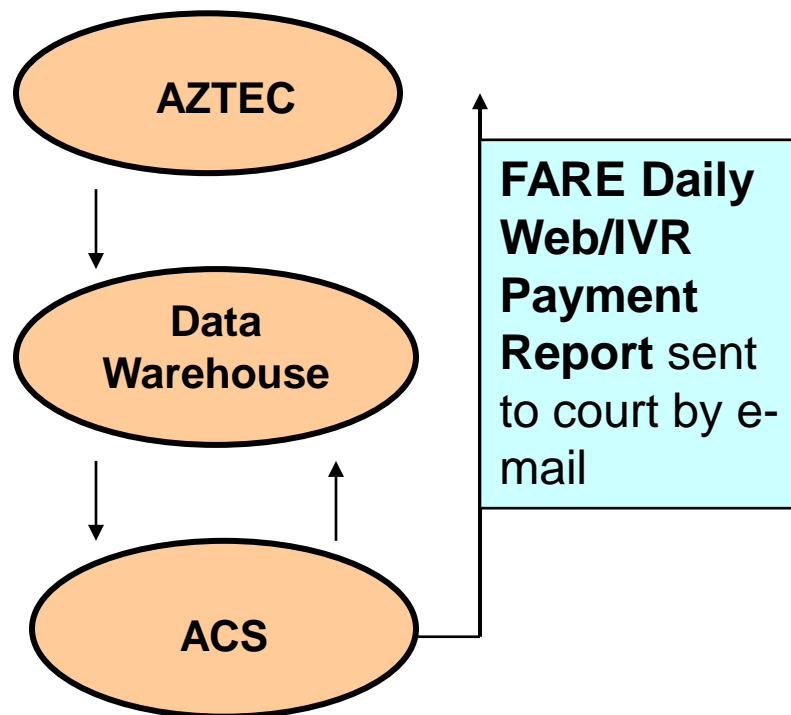
## Full FARE & Interim Backlog Models

### Full FARE Data Flow



- Pre & Post Disposition Cases
- \$7.00 fee per charge (Bond Card)
- \$35.00 FARE Delinquency Fee
- 19% FARE Special Collections Fee

### Interim Backlog Data Flow



- Post Disposition Delinquent Cases ONLY
- **NO** \$7.00 fee per charge
- \$35.00 FARE Delinquency Fee
- 19% FARE Special Collections Fee



# FARE Receivable Types

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## **K2 FUND: FARE DELINQUENCY FEE**

- \$35 Delinquency Fee
  - Added per case **NOT** per charge
- \$35 fee is added before 19% Special Collections Fee is calculated

## **K1: FUND: FARE SPECIAL COLLECTIONS FEE**

- 19% Special Collections Fee
- Calculated on the total balance per case/party, excluding trust monies



# FARE Event Codes

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## **9260: INFO: ASSIGNED TO FARE**

- Identifies Case as FARE ready, Added by AOC or Manually in the Case Docket screen

## **9262: FARE DELINQUENCY FEE**

- Code Associated with Receivable Type K2 (\$35 case Delinquency Fee)

## **9261: FARE FEE SPECIAL COLLECTIONS**

- Code Associated with Receivable Type K1 (19% Special Collections Fee)



# FARE Event Codes

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## **9293: NO SEND FARE**

- Stops case/party from initially being sent to FARE
- Must be associated with a party

## **9292: RECALL FARE**

- Permanent recall from FARE, stops all collection processes, including TTEAP and TIP
- Must be associated with a party

## **6036: LETTER RETURN/BAD ADD**

- Triggers ACS S&L to start skip tracing

**NOTE: Do not use 9299: INFO: FARE NOTICE RETURNED (Full FARE Code)**



# **FARE**

# *Implementation*

# *Process*



# FARE Implementation Process

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- Wednesday During Implementation Week (**courts must log off by 5PM**)
  - Clean-up Scripts and Receivables Totaling
  - Deletion of receivable types with \$0 from the "Sentencing: Financial Assessments Screen"
  - Deletion of ghost Receivable types from the "Sentencing: Financial Assessments Summary Screen"



# FARE Implementation Process

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- Thursday During Implementation Week (**courts must log off by 5PM**)
- FARE Interim Script
  - Adds:
    - Event Codes 9260, 9261, 9262 referencing deputy code 898
    - Receivable Types K1 & K2
  - Excludes cases with 9293, "NO SEND FARE"



# FARE Implementation Process

## Post Script K1 Calculation

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- The 19% (K1) additions or subtractions are automatically calculated from:
  - Sentencing Screen, including suspensions and waivers
  - Case Financial Docket
  - Receipts

# FARE Implementation Process

## Post Script K1 Calculation

**Register of Actions**

Search Criteria  
Case Number: M 0942 TR 0020040588 ST OF AZ VS FARE THISISNOT S  
Party:  View Major Events Only? (Y/N):   
View Payment History Only?  Event Category:   
Order By Most Recent?  Beginning Date: -- Ending Date: --

Case Information  
Filing Date: 01-02-2005 Type: LJ-CRIM TR-SERIOUS VIOLATION Case Status: FINES DUE  
Judge: JUDGE ME NOT Status Date: 02-02-2005

Date	Sq	Txt	P	No.	Ctr	Event	Description	Void	Receipt No.	Amount	R
06-03-2005	01		D	001		9260	INFO: ASSIGNED TO FARE				
06-03-2005	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE			35.00	
06-03-2005	03	Y	D	001		9261	FUND: FARE FEE SPEC COLL			-38.00	
06-03-2005	04	Y	D	001		9261	FUND: FARE FEE SPEC COLL			28.50	
06-03-2005	05	Y	D	001		9261	FUND: FARE FEE SPEC COLL			96.90	
06-03-2005	06	Y	D	001		9261	FUND: FARE FEE SPEC COLL			-9.50	

Annotations:

- Receipt (-) points to the -38.00 amount.
- CFD Assessment (+) points to the 28.50 amount.
- Sentencing Screen/s Assessment (+) points to the 96.90 amount.
- Suspension (-) points to the -9.50 amount.



# FARE Implementation Process

## Assign Cases Manually to FARE

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### Required Procedures:

- **Add event code 9260 "INFO: ASSIGN TO FARE" through Case Docket**
  - Must tie event to a party (D1, D2, P1 Etc.)
  - May want to refer to FARE Qualified report for selection of cases
- **Add the following receivable types through Sentencing Update screen:**
  - **K2** - \$35.00 FARE Delinquency Fee
  - **K1** - 19% FARE Special Collections Fee
  - **Add to the first charge, highest sequence w/financial obligation**

**NOTE: Cases downloaded to the Data Warehouse daily.**

# FARE Implementation Process

Always remember to enter today's date when assigning manually to FARE

**Sentencing Update: Financial Assessments**

Case Number: M 0942 TR 0020040588 ST OF AZ VS FARE THISISNOT SR  
 Party Type: D  
 Party Number: 1 FARE THISISNOT SR Person Number: 20394  
 Count: 2 Seq: 1 28-693A RECKLESS DRIVING Docket Date: 06-03-2005

\$0.00

Code	Obligation	Amount	C	#	S	Susp. Amount
2F	BASE FINE	\$250.00	N		Y	\$27.47
2S	2002 SURCHARGES 80PC	\$200.00	N		Y	\$21.98
K2	FARE DELINQUENCY FEE	\$35.00				
T3	TIME PMT \$20 JCEF	\$20.00	N			
2V	2002 PROBAT SURCHRG	\$5.00	N		Y	\$0.55
K1	FARE FEE SPEC COLL	\$96.90			Y	\$9.50

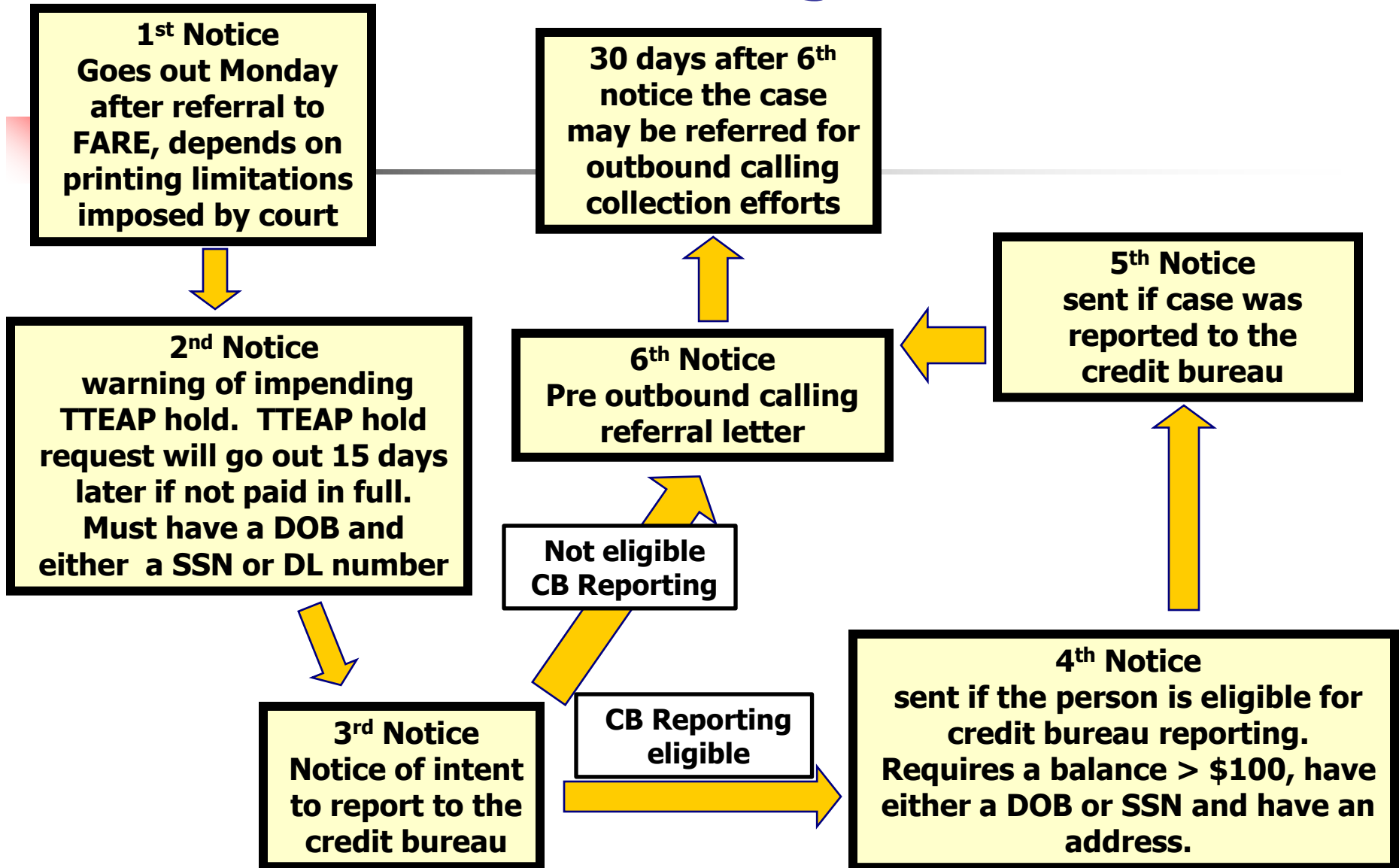
Original K1 Assessment Amount: \$77.90 Original K1 Assessment Date: 06-03-2005  
 Update 06/03/2005 By cweigand At 15:59



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**FARE**  
***Noticing***

# Noticing



Notices go out in 30 day increments depending on weekends and holidays

# FARE Noticing

## Example: Notice One



PEORIA MUNICIPAL COURT  
10100 North 83rd Avenue  
Peoria, AZ 85345

Court  
Logo/Letterhead

Para leer las instrucciones en español, favor de ver el reverso de este aviso.

<Name>  
<Address>  
<City, State, Zip>

<Notice Date>  
<CASE BAR CODE>  
Case Number: <Case Number>  
Notice Number: <Notice Number>  
Total Amount Due: <Total Amount Due>

Notice Number  
Case & Balance  
Information

### NOTICE OF DELINQUENT ACCOUNT

A recent audit of our files indicates that you have failed to comply with a past court judgment against you, and that you have an outstanding balance due to this court. Payment is required in full within 30 days of the date of this notice. Your prompt payment will avoid the possibility of further sanctions, which may include actions by a collection agency, the interception of your Arizona tax refunds or lottery winnings, and other sanctions authorized by law.

CASE NUMBER	AMOUNT DUE
<Case Number>	<Amount Due>

Accepted forms of payment are cashier's check or money order made payable to the Peoria Municipal Court. DO NOT SEND CASH. Please return your payment with the bottom portion of this form using the enclosed envelope. Payment can also be made using a credit card on the Internet at <http://www.azcourtpay.com> or by calling (800) 279-7191.

If you have any questions regarding this matter, please call the court at (623) 773-7400.

Please detach and return the bottom portion of this notice with your payment. 011 (01/10/05)

PLEASE WRITE THE CASE NUMBER ON CASHIER'S CHECK OR MONEY ORDER 011 (01/10/05)

You can also pay on the Web at <http://www.azcourtpay.com> or by phone at (800) 279-7191 using your credit card.

BAR CODE

Web/IVR  
payment  
Information

<Name>  
<Address>  
<C, S, Zip>

TOTAL AMOUNT DUE	AMOUNT PAID
<TOTAL DUE>	

Please note any change of address.

<PEORIA MUNICIPAL COURT>  
< 8401 WEST MONROE >  
< PEORIA, AZ 85345>

Notice Date: <Insert current date>  
Case Number: <Case Number>

The Peoria Municipal Court is open Monday through Friday 8:00 a.m. to 5:00 p.m. The Court DOES NOT accept personal checks.

Pay stub (update  
address on back)

# FARE Noticing

## Example: Spanish Notice

### AVISO DE CUENTA VENCIDA

Una auditoría reciente de nuestros archivos indica que usted no ha cumplido con un dictamen de la corte en su contra, y que usted tiene un saldo por pagar que le debe a esta corte. Se exige el pago en su totalidad dentro de 30 días a partir de la fecha de esta carta. Su pronto pago evitará la posibilidad de sanciones adicionales, las cuales pueden incluir procesos por una agencia de cobros, la interceptación del reintegro de su impuesto de Arizona o sus ganancias de lotería, y otras sanciones autorizadas por la ley.

Las formas de pago aceptadas son cheque de caja o una orden de pago pagaderos a Peoria Municipal Court. NO ENVIE DINERO EN EFECTIVO. Por favor devuelva su pagado con la inferior, usando el sobre adjunto. Los pagos también se pueden efectuar con tarjeta de crédito en el Internet al <http://www.azcourtpay.com> o llamando 1-800-279-7191.

Si tiene cualquier pregunta acerca de este asunto, por favor llame a la corte al (623) 773-7400.

The back of all notices are in Spanish!

# FARE Noticing

## Example: LCD Notices 2 through 6

Return Address = Collection Agency

**LDC COLLECTION SYSTEMS**

P.O. BOX 791  
Phoenix, AZ 85001-0791

<Notice Number>  
<Name>  
<Address>  
<Address>  
<C, S, Zip>

Notice Date: <Mail Date>  
Notice Number: <Notice Number>  
Case Number: <CASE NUMBER>  
Previously Paid: <PREVIOUSLY PAID>  
Balance Due: <AMOUNT DUE>

*Para leer las instrucciones en español, favor de ver el reverso de este aviso.*

**PREVENT COLLECTION ACTION MAKE PAYMENT IMMEDIATELY**

Peoria Municipal Court recently contacted you regarding the delinquent case listed above. Because you have failed to satisfy your obligation as required, the court has authorized LDC Collection Systems to take all appropriate actions to collect the fines and fees owed on this case.

**YOU MUST GIVE THIS MATTER YOUR PROMPT ATTENTION.** Mail a cashier's check or money order to the address listed below. DO NOT SEND CASH. Payment can also be made using a credit card on the Internet at <http://www.azcourtpay.com> or by calling (800) 279-7191.

If you fail to pay the amount due, LDC is prepared to take further collection actions including garnishment of your wages and referral of this obligation to a national credit bureau, which may affect your ability to obtain credit. The court also retains the right, and may have already exercised the right, to intercept your Arizona tax refunds or lottery winnings, and if applicable, suspend your driving privileges and prevent the re-registration of your vehicle(s) in Arizona.

If you have any other court ordered obligations on this case (such as screening, counseling, or community service, etc.) you must appear in court and provide proof of compliance.

Additional case information can be obtained at <http://www.supreme.state.az.us/publicaccess/> or by calling the court at (823) 773-7400.

This is an attempt to collect fines and fees owed to Peoria Municipal Court. Any information obtained by LDC Collections Systems will be used for that purpose. If you dispute the validity of this debt, you must contact Peoria Municipal Court within 15 days; otherwise LDC Collections will consider this matter valid.

Please detach and return the bottom portion of this notice with your payment. 021 (08/18/04)

PLEASE WRITE THE CASE NUMBER ON CASHIER'S CHECK OR MONEY ORDER 021 (08/18/04)  
MAKE PAYABLE TO: PEORIA MUNICIPAL COURT

You can also pay on the Web at <http://www.azcourtpay.com> or by phone at (800) 279-7191 using your credit card.

BAR CODE	
TOTAL AMOUNT DUE	AMOUNT PAID
<TOTAL DUE>	

<Name>  
<Address>  
<Address 2>  
<C, S, Zip>

(Please make any address corrections above)

Notice Date: <Mail Date>  
Case Number: <Case Number>

<PEORIA MUNICIPAL COURT>  
< 8401 WEST MONROE >  
< PEORIA, AZ 85345 >

The Peoria Municipal Court is open Monday through Friday 8:00 a.m. to 6:00 p.m. The Court DOES NOT accept personal checks.

Collections Letterhead

Notice Number Case & Balance Information

More aggressive

Reference to Public Access

Web/IVR payment Information

Pay stub (update address on back)



# FARE Financial Processing

## K1 Automatic Re-Calculation

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- Screens K1 (19% Special Collections Fee) will automatically re-calculate itself in:
  - Automatic Allocation
  - Cash Bond Forfeiture
  - Sentencing Disposition
  - Sentencing Update
  - Void Receipts
  - Dishonored Payments

# FARE Financial Processing

## K1 Automatic Re-Calculation

**Sentencing Update: Financial Assessments**

Case Number: M 0942 TR 0020021506 ST OF AZ VS JOHNSON  
 Party Type: D  
 Party Number: 1 JOHNSON MATTHEW A Person N  
 Count: 1 Seq: 1 28-2153A Docket  
 NO CURRENT VEHICLE REGISTRA

**AZTEC 1.241 08-02-04**

For all counts by party for Receivable Type: K1  
 Assessment: 131.29  
 Suspension: 0  
 Waiver: 0  
 Updated Assessment Total for this Count:  
 326.29  
 Is this correct?

Yes No

View Major Events Only? (Y/N): N

Original K1 Assessment Amount: \$129.39 Original K1 Assessment Date: 10-04-2004

This is a new record

Code	Obligation	A
2F	BASE FINE	
2S	2002 SURCHARGES 80PC	\$41.33
K2	FARE DELINQUENCY FEE	\$35.00
LC	LOCAL COST	\$32.00
T3	TIME PMT \$20 JCEF	\$20.00
2V	2002 PROBATE SURCHRG	\$5.00
K1	FARE FEE SPEC COLL	\$129.39
AF	AUTOMATION FUND	\$10.00

**\$1.90 = 19%  
of \$10.00**

Date	Sq	Txt	P	No.	Ctr	Event	Description	Void	Receipt No.	Amount	R
02-21-2003	10	Y	D	001		9941	FUND: LOCAL COST/FEES			32.00	
10-04-2004	01	Y	D	001		9260	INFO: ASSIGNED TO FARE				
10-04-2004	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE			35.00	
10-04-2004	03	Y	D	001		9261	FUND: FARE FEE SPEC COLL			129.39	
06-03-2005	01	Y	D	001		9575	FUND: COURT AUTOMATION FUND			10.00	
06-03-2005	02	Y	D	001		9261	FUND: FARE FEE SPEC COLL			1.90	

# FARE Financial Processing

## K1 Automatic Re-Calculation

**Sentencing Update: Financial Assessments**

Case Number: M 0942 TR 0020021506 ST OF AZ VS JOHNSON

Party Type: D

Party Number: 001 JOHNSON MATTHEW A Person Number:

Count: 2 Seq: 1 28-4135A Docket Date:  
NO MANDATORY INSURANCE

\$0.00

Code	Obligation	Amount	C	#	S	Susp.	Amount
2F	BASE FINE	\$255.00	N				
2S	2002 SURCHARGES 80PC	\$204.00	N				
LC	LOCAL COST	\$32.00			Y		\$32.00
2V	2002 PROBATE SURCHARGE	\$5.00	N				

**AZTEC 1.241 08-02-04**

For all counts by party for Receivable Type: K1

Assessment: 131.29  
Suspension: 6.08  
Waiver: 0  
Updated Assessment Total for this Count: 464.00  
Is this correct?

Yes No

View Major Events Only? (Y/N):

Ending Date:

Case Status: FRA SUSPENSION  
Status Date: 02-21-2003

This is a new record.

Obigation	Void	Receipt No.	Amount	R
10-04-2004 02 Y D 001 9262		FUND: FARE DELINQUENCY FEE	35.00	
10-04-2004 03 Y D 001 9261		FUND: FARE FEE SPEC COLL	129.39	
06-03-2005 01 Y D 001 9575		FUND: COURT AUTOMATION FUND	10.00	
06-03-2005 02 Y D 001 9261		FUND: FARE FEE SPEC COLL	1.90	
06-03-2005 03 Y D 001 9941		FUND: LOCAL COST/FEES	-32.00	
06-03-2005 04 Y D 001 9261		FUND: FARE FEE SPEC COLL	-6.08	

**\$6.08 is 19% of \$32.00**

# FARE Financial Processing

- Auto re-calculation does ***not*** occur for Case Financial Docket Adjustments, court ***must*** manually adjust K1 & K2

Remember to remove the "P"

The screenshot shows the 'Case Financial Docket' window with the following fields:

- Case Number: M 0942 CR 0009100037 STATE VS. JACK
- Event Date: 06-03-2005 Event Sequence: 01
- Event Code: 9261 FUND: FARE FEE SPEC COLL
- Schedule Calendar Event?  N Calendar Days:
- Issue Form?  Form:
- Action Code:  Act:
- Judge Code: ETM EGAR T MILLER
- Party: D 1 JACK LESLIE WAYNE
- Instrument:
- Bondsman:
- Underwriter:
- Adjustment?  Y Amount: \$100.00 Finance:
- Life?  Concurrent?  Years:  Mont:
- Result Code:
- Enter/Modify Descriptive Data (Y/N)?
- Save

An 'Event Description' window is open, showing:

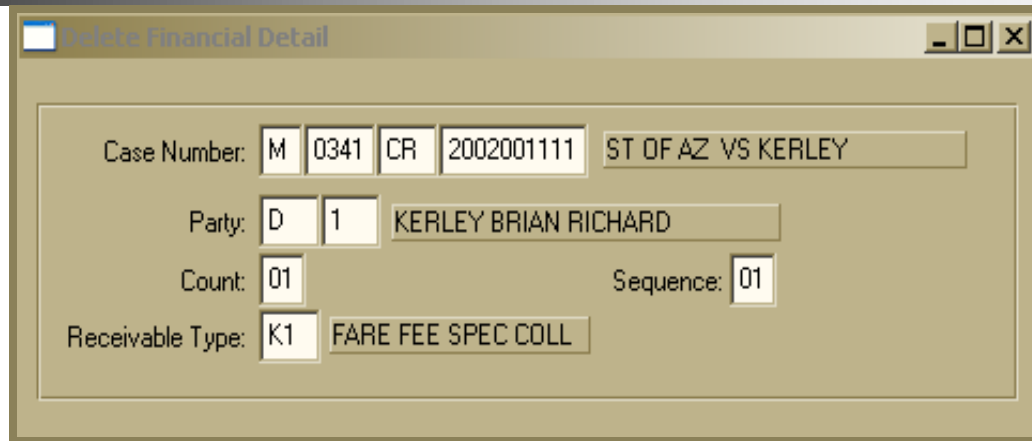
- Case Details: Case Number: M 0942 CR 0009100037 Event Date: 06-03-2005
- Event Seq: 01 Event Code: 9261 FUND: FARE FEE SPEC COLL
- Standard Description Code:
- Comments: ADJUSTMENT MADE TO K1 TO REFLECT 15% OF NEW ENDING BALANCE

Annotations include a red box pointing to the 'Action Code' field and a yellow box pointing to the 'Enter/Modify Descriptive Data' field. A blue arrow points from the 'Bondsman' field to the 'Comments' field.

Add descriptive text

# FARE Financial Processing

## Deleting Financial Assessments



The screenshot shows a window titled "Delete Financial Detail" with the following fields:

Case Number:	M	0341	CR	2002001111	ST OF AZ VS KERLEY
Party:	D	1	KERLEY BRIAN RICHARD		
Count:	01	Sequence:		01	
Receivable Type:	K1	FARE FEE SPEC COLL			

- Delete assessment through *Delete Financial Detail* screen
  - Main Menu>Utilities>Case Delete>Delete a Sentencing Record>Delete Financial Detail
- Delete the associated event from ROA
  - Main Menu>Utilities>Case Delete>Delete an Event



# FARE Financial Processing

## Special Collections Fee Calculations

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The FARE Special Collections Fee is assessed at 19% of the balance due after the \$35 (K2) fee is assessed

Example:

■	Balance Due Pre-FARE	\$65.00
■	FARE Delinquency Fee	<u>\$35.00</u>
■	<b>Sub-Total</b>	<b>\$100.00</b>
■	19% Collections fee	<u>\$19.00</u>
■	TOTAL BALANCE DUE	\$119.00



# FARE Financial Processing

## Special Collections Fee Calculations

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The fee is receipted as a \*super priority at 15.97% of total balance due

### **Example:**

Current Balance	<b>\$119.00</b>
Payment Amount	<b>\$119.00 (Paid in full)</b>

15.97% of \$119 Payment = \$ 19.00

- \$100.00 balance is applied to all other receivables

# Automatic Allocation

## Change Payment Allocation

Allocation change not allowed for K1!

Automatic Allocation

Accept Payment Allocation?  Amount Paid:

Amount Left to Allocate:  Total New Balance Due:

Case Number:  Contract:  Pay Event:  Balance Due:  Amt Being Paid:

STATE VS. JACK FUND: FARE FEE SPEC COLL

Payment Allocation

Case	Loc	Cat	Case Num.	Contract	Arr	Pay Event	Balance Due	Amt Being Paid
M	0942	CR	9100037					
M	0942	CR	9100037					
M	0942	CR	9100037					
M	0942	CR	9100037			9947	\$199.69	\$41.03
M	0942	CR	9100037			9975	\$350.31	
M	0942	CR	9100037			9941	\$100.00	

Message: Cannot change allocation amount for event code 9261

OK

Navigation: Main menu > Money management > Receipting > Receipts Journal > Automatic Allocation

# Receipting to FARE Cases

Automatic Allocation: **Special Payment Source Field**

- Determines:
- **Type of payment**
- **Payment Allocation**

Automatic Allocation

Party Name:	FARE THISISNOT SR	Date of Birth:	12-12-1968
Social Security:	111-22-2111	Person Number:	000020394
Total Balance:	\$487.90	Special Payment Source:	N
Allocate:		Amount Paid:	
		Total Amount:	
Non-Party Payor (Y/N)?:	N	Received of:	
		Receipt Date:	06-06-2005
Address 1:		Address 2:	
City:		State:	
		Zip:	-
Telephone:	( ) -		
Memo:			
Check Amount:		Check Number:	
Credit Card:		Authorization:	
Cash Amount:		Change:	
Deputy ID:	17	Register:	
		Receipt Number:	

**FIELD VISIBLE ON FARE CASES ONLY!**



# Receipting to FARE Cases

## Special Payment Source Field Options

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- **N = Normal (Default)**
  - Over-the-counter or mail in payments
  - Allocates to K1 & K2
- **W = WEB**
  - Payments made on the FARE website
  - Allocates to K1 & K2
- **I = IVR**
  - Payments made on the 'Interactive Voice Response' (phone)
  - Allocates to K1 & K2
- **D = DOR**
  - Department of Revenue (TIP) payments
  - Allocates to K2, DOES NOT ALLOCATE TO K1

# Receipting to FARE Cases

## Special Payment Source N = Normal

- 15.97% of payment applied to 9261 (K1)
- Event code 9262 (K2) paid in full
  - After time payment fee & restitution

**Automatic Allocation**

Party Name: FARE THISISNOT SR      Date of Birth: 12-12-1968  
 Social Security: 111-22-2111      Person Number: 000020394  
 Total Balance: \$487.90      Special Payment Source: **N**      Amount Paid: \$20.00  
 Allocate: \$20.00      Total Amount: \_\_\_\_\_

Non-Party Payor (Y/N)? N      Received of: \_\_\_\_\_      Receipt Date: 06-06-2005  
 Address 1: \_\_\_\_\_      Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_      State: \_\_\_\_\_      Zip: \_\_\_\_\_  
 Telephone: ( ) - \_\_\_\_\_

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**Accept Automatic Allocation**

Accept Payment Allocation?  Y      Amount Paid: \$20.00  
 Amount Left to Allocate: \$0.00      Total Balance Due: \$467.90

Case Number	Contract	Pay Event	Due	Amt Being Paid

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**Payment Allocation**

Base Loc	Sub Base Num	Contract	Amount	Event	Balance Due	Event Interest	Pd to Principal
M	0942 TR	20040588		9261	\$77.90		\$3.19
M	0942 TR	20040588		9262	\$35.00		\$16.81
M	0942 TR	20040588		9222	\$2.47		
M	0942 TR	20040588		9219	\$98.90		
M	0942 TR	20040588		9206	\$123.63		
M	0942 TR	20040588		9986	\$150.00		

**Allocates to FARE Fees**

# Receipting to FARE Cases

Special Payment Source **W=Web & I=IVR**

**Automatic Allocation**

Party Name: FARE THISISNOT SR      Date of Birth: 12-12-1968  
Social Security: 111-22-2111      Person Number: 000020394  
Total Balance: \$462.90      Special Payment Source: **W**      Amount Paid: \$50.00  
Allocate: \$50.00      Total Amount: \_\_\_\_\_

**Accept Automatic Allocation**

Accept Payment Allocation?       Amount Paid: \$50.00  
Amount Left to Allocate: \$0.00      Total New Balance Due: \$412.90

Case	Loc	Cat	Case Num.	Contract	Arrears	Event	Balance Due	Event	Interest	Pd to Principal
M	0942	TR	20040588			9261	\$72.91			\$7.99
M	0942	TR	20040588			9222	\$13.99			\$13.99
M	0942	TR	20040588			9222	\$2.47			\$0.31
M	0942	TR	20040588			9219	\$98.90			\$12.32
M	0942	TR	20040588			9206	\$123.63			\$15.39
M	0942	TR	20040588			9986	\$150.00			

**Allocates to FARE Fees  
(same as "Normal" payment)**

# Receipting to FARE Cases

Special Payment Source **D = DOR**

The 19% FARE Special Collections Fee is not applicable to DOR/TIP payments

- “D” prevents payment from allocating to K1
- “D” allocates to K2 (applicable)

Automatic Allocation

Party Name: FARE TIP  
Social Security: 888-22-8888  
Total Balance: \$502.18  
Allocate: \$400.00  
Special Payment Source: D

Non-Party Payor (Y/N)? N  
Received of: [ ]  
Address 1: [ ]  
City: [ ]  
Telephone: [ ] - [ ]  
Memo: [ ]  
Check Amount: [ ]  
Credit Card: [ ]  
Cash Amount: [ ]  
Deputy ID: 17  
Register: [ ]  
Receipt Nur: [ ]

Accept Automatic Allocation

Accept Payment Allocation?   
Amount Paid: \$400.00  
Amount Left to Allocate: \$0.00  
Total New Balance Due: \$102.18

Case Number	Contract	Pay Event	Balance Due	Am't Being Paid
[ ]	[ ]	[ ]	[ ]	[ ]

Payment Allocation

Case Loc	Cal	Case Num	Contract	Am'ts	Event	Balance Due	Event	Interest	Pd to Principal
M	0942	CR 20040035			9262	\$35.00			\$35.00
M	0942	CR 20040035			9273	\$2.00			\$2.00
M	0942	CR 20040035			9222	\$5.00			\$4.70
M	0942	CR 20040035			9219	\$160.00			\$150.36
M	0942	CR 20040035			9206	\$200.00			\$187.94

**K2 Allocation ONLY**

# Receipting to FARE Cases

## D = DOR Cont...K1 Adjustment

- Negative K1 adjustment generated by AZTEC
  - Recalculates 19% of new ending balance

Register of Actions

Search Criteria  
 Case Number: M 0942 CR 0020040035 ST OF AZ VS FARE TIP  
 Party:  View Major Events Only? (Y/N):   
 View Payment History Only?  Event Category:   
 Order By Most Recent?  Beginning Date: -- -- Ending Date: -- --

Case Information  
 Filing Date: 01-03-2005 Type: CRIM-CH29 OFF AGNST PUBLIC ORD Case Status: FINES DUE  
 Judge: Status Date: 06-06-2005

Date	Sq	Txt	P	No.	Ct	Event	Description	Void	Receipt No.	Amount	R
01-29-2005	05	T	D	001		3575	FUND: COURT AUTOMATION FUND			2.00	
01-25-2005	06	Y	D	001		9850	FUND: TIME PYMT \$20JCEF			20.00	
05-02-2005	01		D	001		9260	INFO: ASSIGNED TO FARE				
05-02-2005	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE			35.00	
05-02-2005	03	Y	D	001		9261	FUND: FARE FEE SPEC COLL			80.18	
06-03-2005	01	Y	D	001		9261	FUND: FARE FEE SPEC COLL			-76.00	

**Example:**  
**\$400.00 payment**  
**19% of \$400 =**  
**\$76.00**

Crt	Loc	Cat	Case No.	Party No.	Type	Receivable Description	Assmnt/Adj(+)	Payment(-)	Suspend/Adj(-)	
M	0942	CR	0020040035	D 001	2F	BASE FINE	\$200.00	\$187.94	\$0.00	\$12.06
M	0942	CR	0020040035	D 001	2S	2002 SURCHARGES 80PC	\$160.00	\$150.36	\$0.00	\$9.64
M	0942	CR	0020040035	D 001	2V	2002 PROBAT SURCHRG	\$5.00	\$4.70	\$0.00	\$0.30
M	0942	CR	0020040035	D 001	AF	AUTOMATION FUND	\$2.00	\$2.00	\$0.00	\$0.00
M	0942	CR	0020040035	D 001	K1	FARE FEE SPEC COLL	\$80.18	\$0.00	\$76.00	\$4.18
M	0942	CR	0020040035	D 001	K2	FARE DELINQUENCY FEE	\$35.00	\$35.00	\$0.00	\$0.00
M	0942	CR	0020040035	D 001	T3	TIME PMT \$20JCEF	\$20.00	\$20.00	\$0.00	\$0.00

# Receipting to FARE Cases

## D=DOR Cont...NEW Adjusted Receipt



WINSLOW MUNICIPAL COURT  
117 E. 2ND ST WINSLOW, AZ 86047

DATE: 06-03-2005  
TIME: 12:48:35 CHECK: 12121212 CASH: CREDIT: CHANGE:  
RECEIPT #: M 000014078 \$400.00 \$0.00 \$0.00 \$0.00  
RECEIVED OF: DEPARTMENT OF REVENUE MEMO: TIP PAYMENT  
BY CLERK: CHRISTI  
DATE/TIME RECEIPT CREATED 06-06-2005 1:30PM

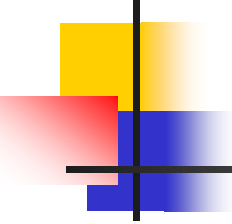
CASE NUMBER	EVENT/SERVICE	AMOUNT
M-0942 -CR-0020040035	9850 FUND: TIME PYMT \$20 JCEF	\$20.00
ST OF AZ VS FARE TIP		
PARTY: FARE TIP		
M-0942 -CR-0020040035	9262 FUND: FARE DELINQUENCY FEE	\$35.00
ST OF AZ VS FARE TIP		
PARTY: FARE TIP		
M-0942 -CR-0020040035	9575 FUND: COURT AUTOMATION FUND	\$2.00
ST OF AZ VS FARE TIP		
PARTY: FARE TIP		
M-0942 -CR-0020040035	9222 FUND: 2002 PROBATION SURCHARGE	\$4.70
ST OF AZ VS FARE TIP		
PARTY: FARE TIP		
M-0942 -CR-0020040035	9219 FUND: 2002 SURCHARGES (806)	\$150.36
ST OF AZ VS FARE TIP		
PARTY: FARE TIP		
M-0942 -CR-0020040035	9206 FUND: BASE FINE	\$187.94
ST OF AZ VS FARE TIP		
PARTY: FARE TIP		
TOTAL RECEIPT...		\$400.00
Adjustments...		\$76.00
TOTAL BAL DUE...		\$26.18

ADJUSTMENT \*  
BK. \*

- Receipts now show automatic K1 adjustment amount
- New ending balance (minus negative K1 adjustment)

Adjusted K1 Amount

New ending balance



---

***Cash Bond***

***Forfeiture***

# Cash Bond Forfeiture

## New "Paid from Warrant" Field



**Cash Bond Forfeitures**

Party Name:	FARE CASHBOND	Date of Birth:	07-07-1977
Social Security:	444-11-2222	Person Number:	000020396
Bond Received of:	FARE CASHBOND	Non-Defendant Securer:	N
Total Balance:	\$1,142.40	Case Number:	M 0942 CR 0020040036
Bond Posted Date:	06-03-2005	Paid from WARRANT (Y/N) ?	<input checked="" type="checkbox"/>
Amount Forfeited:		Total Amount:	
Posted:	\$1,142.40	Forfeited:	\$0.00
		Refund/Transfer:	\$0.00
Received of:		Receipt Date:	06-06-2005
Memo:			
Deputy ID:	17	Register:	
		Receipt Number:	

**FARE CASES ONLY**



# Cash Bond Forfeiture

## New "Paid from Warrant" Field

---

### Which amount does the defendant Pay?

- A case is sent to FARE after a warrant was issued:
  - Balance due is increased in AZTEC to include FARE fees, but...
  - Original Warrant does not reflect new balance due



# Cash Bond Forfeiture

## New "Paid from Warrant" Field

---

Court enters **"N"** into "paid from warrant" field, resulting in allocation of payments to K1 and K2

# Cash Bond Forfeiture

## COURT APPEARANCE REQUIRED

**Cash Bond Forfeitures**

Party Name: FARE CASHBOND      Date of Birth: 07-07-1977  
Social Security: 444-11-2222      Person Number: 000020396  
Bond Received of: FARE CASHBOND      Non-Defendant Securer: N  
Total Balance: \$1,142.40      Case Number: M 0942 CR 0020040036  
Bond Posted Date: 06-03-2005      Paid from WARRANT (Y/N)?

**Cash Bond Forfeiture Allocation**

Accept Payment Allocation?       Amount Forfeited: 1142.40  
Amount Left to Allocate: \$0.00      Total New Balance Due: 0.00

Case Number      Contract      Pay Event      Balance Due      Amount Paid

Case Loc	Cat	Case Num	Contract	Arrears	Event	Balance Due	Event	Interest	Pd to Principal
M	0942	CR	20040036		9261	\$182.40			\$182.40
M	0942	CR	20040036		9262	\$35.00			\$35.00
M	0942	CR	20040036		9222	\$5.00			\$5.00
M	0942	CR	20040036		9219	\$400.00			\$400.00
M	0942	CR	20040036		9206	\$500.00			\$500.00

**Bond allocates to FARE Fees**



# Cash Bond Forfeiture

## New "Paid from Warrant" Field

---

- Court **must** suspend K2 amount in sentencing update screen *prior* to forfeiting bond
- Court enters "Y" into "paid from warrant field", resulting in allocation to K2 only

# Cash Bond Forfeiture

## Sentencing Update Screen

- Suspend K2 \$35.00 FARE Delinquency Fee in Sentencing Update screen
- (Bond will allocate if not suspended)

**Sentencing Update: Financial Assessments**

Case Number: M 0942 CR 0020040037 ST OF AZ VS REQUIRED FURTHER  
 Party Type: D  
 Party Number: 1 REQUIRED FURTHER Person Number: 203  
 Count: 1 Seq: 1 13-2904 DISORDERLY CONDUCT Docket Date: 06-

\$0.00

Code	Obligation	Amount	C	#	S	Susp. Am
2F	BASE FINE	\$300.00	N			
2S	2002 SURCHARGES 80PC	\$240.00	N			
K2	FARE DELINQUENCY FEE	\$35.00		Y		\$35.00
T3	TIME PMT \$20 JCEF	\$20.00	N			
2V	2002 PROBAT SURCHRG	\$5.00	N			
K1	FARE FEE SPEC COLL	\$114.00				

Original K1 Assessment Amount: \$114.00 Original K1 Assessment Date: 06-06-2005  
 Update 06/06/2005 By cweigand At 15:05

AZTEC 1.241 08-02-04

For all counts by party for Receivable Type: K1

Assessment: 114.00  
 Suspension: 6.65  
 Waiver: 0  
 Updated Assessment Total for this Count: 672.35  
 Is this correct?

Yes



**Negative K1 adjustment (suspension of K2)**

**\$35.00 x 19% = \$6.65**

**New adj. appears in Receivables Retrieval Screen**

# Cash Bond Forfeiture

## Cash Bond Forfeiture Screen

**Cash Bond Forfeitures**

Party Name: REQUIRED FURTHER Date of Birth: 07-07-1977  
 Social Security: 222-11-3333 Person Number: 000020397  
 Bond Received of: REQUIRED FURTHER Non-Defendant Securer: N  
 Total Balance: \$672.35 Case Number: M 0942 CR 0020040037  
 Bond Posted Date: 06-06-2005 Paid from WARRANT (Y/N)? Y

**Cash Bond Forfeiture Allocation**

Accept Payment Allocation?  Amount Forfeited: \$0.00  
 Amount Left to Allocate: \$0.00 Total New Balance Due: \$672.35

Case Number	Contract	Pay Event	Balance Due	Amt B Paid

Payment Allocation

Case	Loc	Cat	Case Num.	Contract	Arrears	Event	Balance Due	Event	Interest	Pd to Principal
M	0942	CR	20040037			9850	\$20.00			\$20.00
M	0942	CR	20040037			9222	\$5.00			\$5.00
M	0942	CR	20040037			9219	\$240.00			\$240.00
M	0942	CR	20040037			9206	\$300.00			\$300.00

Amount:   
 Refund/Transfer: \$0.00  
 Date: 06-06-2005

**Screen does not allocate to K1! (K2 suspended)**

# Cash Bond Forfeiture

## ROA & Receivables Retrieval

**Register of Actions**

Search Criteria  
 Case Number: M 0942 CR 0020040037 ST OF AZ VS EQUARED FURTHER  
 Party: [ ] View Major Events Only? (Y/N): N  
 View Payment History Only? N Event Category: [ ]  
 Order By Most Recent? N Beginning Date: [ ] Ending Date: [ ]

Case Information  
 Filing Date: 01-03-2005 Type: CRIM-CH29 OFF AGNST PUBLIC ORD Case Status: FINES DUE  
 Judge: JUDGE ME NOT Status Date: 02-02-2005

Date	Sq	Txt	P	No.	Ctr	Event	Description	Void	Receipt No.	Amount	R
06-03-2005	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE			35.00	
06-03-2005	03	Y	D	001		9261	FUND: FARE FEE SPEC COLL			114.00	
06-06-2005	01	Y	D	001		5076	CASH BOND ORDERED - THIS CRT			565.00	
06-06-2005	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE			-35.00	
06-06-2005	03	Y	D	001		9261	FUND: FARE FEE SPEC COLL			-6.65	
06-06-2005	04	Y	D	001		9261	FUND: FARE FEE SPEC COLL			-107.35	

**K2 Suspension &  
Auto K1 Adj. (-)**  
 $\$35.00 \times 19\% = \$6.65$

**Automatic K1 Adj. (-)**  
**Cash Bond Forfeiture**

### Receivables Retrieval Screen

Crt	Loc	Cat	Case No.	Party	No.	Type	Receivable Description	Assmnt/Adj(+)	Payment(-)	Suspend/Adj(-)	Interest(+)	Ending Bal
M	0942	CR	0020040037	D	001	2F	BASE FINE	\$300.00	\$300.00	\$0.00		\$0.00
M	0942	CR	0020040037	D	001	2S	2002 SURCHARGES 80PC	\$240.00	\$240.00	\$0.00		\$0.00
M	0942	CR	0020040037	D	001	2V	2002 PROBAT SURCHRG	\$5.00	\$5.00	\$0.00		\$0.00
M	0942	CR	0020040037	D	001	B1	BOND - THIS CRT	\$565.00	\$565.00	\$0.00		\$0.00
M	0942	CR	0020040037	D	001	K1	FARE FEE SPEC COLL	\$114.00	\$0.00	\$114.00		\$0.00
M	0942	CR	0020040037	D	001	K2	FARE DELINQUENCY FEE	\$35.00	\$0.00	\$35.00		\$0.00
M	0942	CR	0020040037	D	001	T3	TIME PMT \$20JCEF	\$20.00	\$20.00	\$0.00		\$0.00

**Zero  
Balances**



# AZTEC

---

## *Fee Book &*

## *End-of-Month*

## *Reporting*



# FARE Fee Agency Codes Appear on Fee Book

---

## **ZFAR2: FARE FEE DELINQUENCY FEE**

- Works with Event Code 9262; Receivable Type K2
- Allocates \$35 Delinquency Fee

## **ZFAR1: FARE FEE SPECIAL COLLECTIONS**

- Works with Event Code 9261; Receivable Type K1
- Allocates 19% Spec Collections Fee

**Reportable on State Remittance Report**

# End of Month Reporting

## State Remittance Report



ARIZONA STATE TREASURER  
1700 West Washington, Phoenix, Arizona 85007-2812  
(602) 542-5815 FAX: (602) 542-7176

### STATE REMITTANCE REPORT

REPORT PERIOD \_\_\_\_\_ Prepared By: \_\_\_\_\_  
DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ Title: \_\_\_\_\_  
DEPOSITOR CODE # \_\_\_\_\_ Phone No.: \_\_\_\_\_

Depositor Name: \_\_\_\_\_

Address: \_\_\_\_\_

***negative amounts are not to be used on this form***

(contact this Office for guidance regarding the handling of negative entries)

DESCRIPTION	STATUTE (ARS #)	AMOUNT	DESCRIPTION	STATUTE (ARS #)	AMOUNT
<b>FINES &amp; FEES</b>			Dept of Law - Crim. Cases 41-2421E4		
Confidential Inter Fund	08-135; 12-284D; 12-284.03A8	_____	FARE General Services Fee	_____	_____
Juvenile Family Counseling	08-263C	_____	<b>FARE Delinquent Fee</b>	_____	_____
Victim's Rights-Juvenile	08-418; 41-191.08	_____	<b>FARE Special Collections Fee</b>	_____	_____
AHCCCS	11-292	_____	FARE Installment Fee	_____	_____
JCEF-Filing Fees	12-284.03A7; 22-281C1; 22-404 C1	_____	JCEF - Diversion Fee	12-113H	_____
JCEF- Time Payment	12-113G; 12-116B	_____	<b>OTHER REVENUES (describe and indicate ARS#)</b>		
JCEF- Probation Surcharge	12-114.01	_____	_____	_____	_____
DNA Penalty Assessment	12-116.01C	_____	_____	_____	_____
Judicial Collections (75%)	12-116.04	_____	_____	_____	_____
Domestic Violence	12-284.03A2	_____	<b>TAXES</b>		
Drug Prevention Res Contr	12-284.03A1; 41-2402H	_____	Prior Year Real Property	42-208	_____
Child Abuse	12-284.03A3	_____	Property-Mtn School Tax	15-992B	_____
Anti-Racketeering Fund	13-811B; 13-2314.01	_____	SRP in Lieu	48-243	_____
Drug & Gang Behavior Acct	13-811C; 41-2402	_____	SEP-Mtn School Tax	15-992B; 48-243	_____
Community Bankment	_____	_____	Other in Lieu	48-243	_____
Program Drug Fines	13-821; 12-299	_____	County Education District	15-991.01A	_____
Citizens Clean Election Fund	16-949D; 16-954 C	_____	Personal Property	42-208	_____
Guns & Fish - Wildlife	17-313A	_____	Other Miscellaneous	42-208	_____
A.Z. Lengthy Trial Fund	21-232	_____	State Water Banking	48-3715.03; 45-2425	_____
Alternative Dispute	22-281C2; 12-135;	_____	C.A.W.C.D.	48-3715	_____
Resolution Fund	12-284.03A5	_____	Groundwater Replenishment	48-3773.A3; 48-3772	_____
Mining Fees	27-208D	_____	<b>90/10 REVENUE</b>		
Child Passenger Restraint	28-907 C	_____	Mobile Home Relocation	33-1476.03 90%	_____
DPS - Civil Penalty	28-2533 C; 28-4.139	_____	Mobile Home/Ins & Cost	33-1476.03 10%	_____
DUI Abatement Fund	28-1304; 28-1382.3	_____	<b>TOTAL AMOUNT REMITTED:</b>		
Civil Penalties (General Fund)	28-737; 28-876; 28-24.16	_____	By Check	_____	_____
A.Z. Highway Fines (HURF)	28-5438.0; 28-2533 C	_____	By Cr Advise (Wire)	_____	_____
Victim Comp/Assistance	31-4.11R; 31-466B	_____	<b>TOTAL</b>		
Registrar of Contractors	33-1107; 1124; 1166	_____	_____	_____	_____
MSJEP Penalty Assessment	36-2219.01; 12-116.02F	_____	_____	_____	_____
JCEF Penalty Assessment	41-2401; 12-116.01	_____	_____	_____	_____
Arson Detection Reward Fund	41-2167D	_____	_____	_____	_____
FTG Penalty Assessment 7%	41-2421I; 12-116.01B	_____	_____	_____	_____
Prison Overcrowding Fund	41-1651	_____	_____	_____	_____

Report revised to include  
FARE agency codes

Note: 4 FARE Codes  
listed- only use:

- FARE Special Collections Fee
- FARE Delinquency Fee

**Do NOT use other  
Codes**

(used by full FARE Courts only)



**Case**

---

**Recall**

**Process**

# Case Recall Process

## Recall Basics

---

- Add event 9292, "INFO: RECALL FARE" to case (*Case Docket screen*)
- A Recall:
  - Permanently removes case(s) from FARE
  - ACS stops all collection efforts



# Case Recall Process

## Recall Basics

---

When should the court recall a case?

- Case sent to collections erroneously
- Judge orders recall
- TTEAP temporary release granted

# Case Recall Process

## Step 1: Case Docket

Enter 9292, "INFO: RECALL FARE" through *Case Docket*

The screenshot shows the 'Case Docket' window with the following fields and callouts:

- Date judge ordered recall:** Points to the 'Event Date' field containing '03-25-2004'.
- Recall event code:** Points to the 'Event Code' field containing '9292 INFO: RECALL FARE'.
- Associate with a party:** Points to the 'Party' field containing 'D 001 EXAMPLE RECALLSUSP'.
- Include descriptive text to explain reason for recall:** Points to the 'Enter/Modify Descriptive Data (Y/N)?' field containing 'Y'.

Other visible fields include: Case Number (A 0001 TR 0020030032), ST OF AZ VS EXAMPLE, Event Sequence (01), Schedule Calendar Event? (N), Calendar Days, Issue Form?, Form, Action Code, Action Date, Judge Code (JDY JUDGE JUDY), Deputy Code (067 CW), Instrument, Bond Type, Bondsman, Underwriter, and Result Code.



# Case Recall Process

## What about the FARE fees?

---

- Suspend remaining balances of K1 & K2

**Previous FARE fees receipted are not reimbursed**

**Only suspend remaining balance due amount of FARE fees (displayed in receivables retrieval screen)**

- FARE fees should not be collected after recall event code is applied



# Case Recall Process

## Step 3: Case Financial Docket

- Suspend remaining K2 balance in CFD screen

Date  
Judge  
orders  
recall

Delete the  
"P" Action  
Code

Attach  
adj. to a  
party

Make a  
negative  
adj. to K2

Case Financial Docket

Case Number: A 0001 TR 0020030032 ST OF AZ VS EXAMPLE

Event Date: 03-25-2004 Event Sequence: 03

Event Code: 9262 FUND: FARE DELINQUENCY FEE

Schedule Calendar Event?  N Calendar Days:

Issue Form?  Form:

Action Code:  Action Date:

Judge Code: JDY JUDGE JUDY Deputy: 067 CW

Party: D 1 EXAMPLE RECALLSUSP Quantity:

Instrument:  Bond Type:

Bondsman:

Underwriter:

Adjustment?  Y Amount: \$-21.39 Financial Action: 02

Life?  Concurrent?  Years:  Months:  Days:  Hours:

Result Code:

Enter/Modify Descriptive Data (Y/N)?  Y

Save

*K2 associated  
with 9262  
Event Code!*

Event Description

Case Details

Case Number: A 0001 TR 0020030032 Event Date: 03-25-2004

Event Seq: 03 Event Code: 9262 FUND: FARE DELINQUENCY FEE

Standard Description Code:

Comments

RECALL ORDERED PER JUDGE JUDY. DEFENDANT WILL BE PLACED A PAYMENT PLAN THROUGH THE COURT.

# Case Recall Process

## Step 3: Continued

- Suspend remaining K1 Balance in CFD Screen

The image shows two overlapping software windows: "Case Financial Docket" and "Event Description".

**Case Financial Docket** window fields:

- Case Number: A 0001 TR 0020030032 ST OF AZ VS EXAMPLE
- Event Date: 03-25-2004 Event Sequence: 02
- Event Code: 9261 FUND: FARE FEE SPEC COLL
- Schedule Calendar Event?  N Calendar Days:
- Issue Form?  Form:
- Action Code:  (circled in red)
- Action Date: -- --
- Judge Code: JDY JUDGE JUDY Deputy: 067 CW
- Party: D 1 EXAMPLE RECALLSUSP Quantity:
- Instrument:  Bond Type:
- Bondsman:
- Underwriter:
- Adjustment?  Y Amount: \$-22.11 Financial Action: 02
- Life:  Concurrent?  Years:  Months:  Days:  Hours:
- Result Code:
- Enter/Modify Descriptive Data (Y/N)?  Y
- Save

**Event Description** window fields:

- Case Details:
- Case Number: A 0001 TR 0020030032 Event Date: 03-25-2004
- Event Seq: 02 Event Code: 9261 FUND: FARE FEE SPEC COLL
- Standard Description Code:
- Comments:
- RECALL ORDERED PER JUDGE JUDY. DEFENDANT WILL BE PLACED A PAYMENT PLAN THROUGH THE COURT.

**Annotations:**

- Date Judge orders recall**: Points to the Event Date field.
- Delete "P" Action Code**: Points to the Action Code field.
- Attach adj. to a party**: Points to the Party field.
- Make negative adj. to K1**: Points to the Adjustment? field.
- Enter Description**: Points to the Event Description window.

A red arrow points from the "Event Description" window back to the "Case Financial Docket" window, and a red circular arrow icon is located near the bottom right of the "Case Financial Docket" window.

# Case Recall Process

## Step 4: Receivables Retrieval Verification

Receivables Retrieval

Name: EXAMPLE RECALLSUSP  
Person No.: 000000223

Crt	Loc	Cat	Case No.	Party No.	Type	Receivable Description	Assmnt/Adj(+)	Payment(-)	Suspend/Adj(-)	Interest(+)	Ending Balance
A	0001	TR	0020030032	D 001	2F	BASE FINE	\$50.00	\$0.00	\$0.00		\$50.00
A	0001	TR	0020030032	D 001	2S	2002 SURCHARGES 80 P	\$40.00	\$0.00	\$0.00		\$40.00
A	0001	TR	0020030032	D 001	2V	2002 PROBAT SURCHRG	\$5.00	\$0.00	\$0.00		\$5.00
A	0001	TR	0020030032	D 001	K1	FARE FEE SPEC COLL	\$28.50	\$6.39	\$22.11		\$0.00
A	0001	TR	0020030032	D 001	K2	FARE DELINQUENCY FEE	\$35.00	\$13.61	\$21.39		\$0.00
A	0001	TR	0020030032	D 001	T3	TIME PMT \$20 JCEF	\$20.00	\$20.00	\$0.00		\$0.00

**K1 and K2  
have zero  
balances!**

**Suspension  
amounts  
appear on  
ROA**

CALLSUS

View Major Events Only? (Y/N):  N

View Payment History Only?  N      Event Category:

Order By Most Recent?  N      Beginning Date:  - -      Ending Date:  - -

Case Information

Filing Date: 09-10-2003      Type: LJ-CIVIL TR-OTHER      Case Status: FINES DUE

Judge: JUDGE JUDY      Status Date: 05-07-2004

Date	Sq	Txt	P	No.	Ctr	Event	Description	Void	Receipt No.	Amount	R
02-25-2004	01	Y	D	001		9261	FUND: FARE FEE SPEC COLL		A000000061	-6.39	
02-25-2004	02	Y	D	001		9850	FUND: TIME PYMT \$20 JCEF		A000000061	-20.00	
02-25-2004	03	Y	D	001		9262	FUND: FARE DELINQUENCY FE		A000000061	-13.61	
03-25-2004	01		D	001		9292	INFO: RECALL FARE				
03-25-2004	02	Y	D	001		9261	FUND: FARE FEE SPEC COLL			-22.11	
03-25-2004	03	Y	D	001		9262	FUND: FARE DELINQUENCY FE			-21.39	

# Case Recall Process

Court enters recall event code 9292 on a case



Data Warehouse pulls the event code (nightly)



Balance set to zero & suspend flag set



Zero balance sent to ACS



ACS halts collection efforts

**This is a  
24 hour  
process**



# Case Recall Process

---

Do not recall a case if the court foresees a potential need for ACS collection efforts in the future

Use the recall event code **only** on cases that the court wishes to remove from collections **permanently**

- Excluding TTEAP temporary release recall

If the court recalls a case, please be aware that further collection efforts must be made by the court

# Case Recall Process

## Q & A

---

**Q** What happens if a case is recalled from FARE after the defendant has been reported to the credit bureau?

**A** *If the case has been reported to the credit bureau and is later recalled from FARE, it will appear on the defendant's credit report as \$0 amount due for 7 years. (Credit bureau reporting occurs 30 days after the third notice is sent).*

# Case Recall Process

## Q & A

---

Q

Should I enter the recall event on cases with a zero balance, i.e. paid in full, dismissed, fines suspended to zero, etc.?

A

***No, the data warehouse will send the zero balance to ACS. Any case with a zero balance halts all collection efforts.***

# Case Recall Procedures

## Q & A

---

**Q** What should I do if the court is notified that a defendant is deceased? (FARE cases only)

**A** ***Recall the case from FARE. To obtain verification of death, the court may call the Social Security Administration at 1-800-772-1213 (free of charge). Or visit <http://ssdi.rootsweb.com/> for a printable confirmation.***

# Traffic Ticket Enforcement Assistance Program



---

**TTEAP**

# TTEAP

## What is TTEAP?



---

**T**raffic **T**icket **E**nforcement **A**ssistance **P**rogram

- Vehicle registration holds
- Completely automated process
- Important part of FARE collection efforts
- Authorized per State Statute

**A.R.S. § 28-1631 through A.R.S. § 28-1636**

# TTEAP

## Statute Summary

---

### Per Statute:

- A hold may be placed on a vehicle registration renewal for a vehicle owned or co-owned by an individual.
- Hold is applicable if the defendant meets the following criteria (per statute):
  - Delinquent in paying court fines or penalties for civil or criminal traffic violation if two attempts to collect have been made or
- Full FARE Cases Only:
  - Fails to appear (FTA) in a criminal traffic case



**TTEAP**

**INITIATION**

**PROCESS**

# TTEAP Process

## Agencies Involved

---

- Four agencies contribute to the TTEAP process:
  - 1) The Court**
  - 2) Administrative Office of the Courts**
  - 3) Affiliated Computer Services (ACS)**
  - 4) Motor Vehicle Division (MVD)**

# TTEAP Process

## What is the Court's role?

---

- Ensure success of the program by maintaining data integrity



Avoid invalid TTEAP holds!

- Court not responsible for:
  - Placing registration holds (abstracts)
  - Docketing TTEAP events on the FARE cases

# TTEAP Process

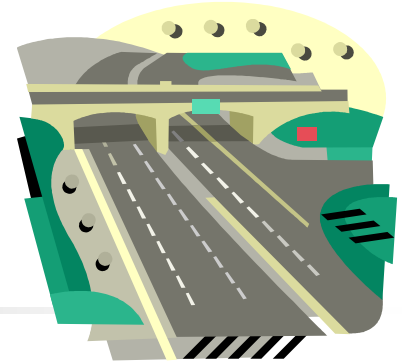
## AOC Process

---

- Data Warehouse:
  - Extracts selected case information from AZTEC and sends it to ACS
  - Sets a flag identifying cases as TTEAP eligible/ineligible

# TTEAP Process

## Eligibility Criteria



- FARE Cases are TTEAP eligible if the following criteria is met and determined by Data Warehouse:
  - ☑ **All** charges on case are **dispositioned** and **all** are TTEAP eligible
    - AZTEC TR1 – TR7 case type
    - Includes boating offenses
    - Excludes new vehicle registrations and business names
  - ☑ Event code 9292, "RECALL FARE" has not been added to the case

# TTEAP Process

## ACS Process

---

- ☑ Receive the TTEAP eligible flag from Data Warehouse
- ☑ Match the defendant to any existing collection cases both:
  - Within the same court, and
  - Throughout other FARE courts statewide
- ☑ Send two delinquency notices to the defendant
- ☑ ACS will request the TTEAP Registration hold from MVD if the balance has not been paid in full

**NOTE: All TTEAP eligible case balances include FARE fees!**

# TTEAP Process

## MVD Process

- MVD receives TTEAP hold request from ACS Daily:
  - Requests include:
    - Defendant/s personal information
      - First, Middle, and Last Name
      - Date of Birth
      - Driver's License Number (customer record number)
      - State
      - ACS Address Record
      - Social Security Number
- MVD matches information received from ACS



# TTEAP Process

## MVD Process - No Match Found

---

- If no match is found:
  - MVD will notify ACS**
    - ACS may re-send TTEAP requests if they acquire additional information

# TTEAP Process

## MVD Process - Match Found

---

- MVD places registration on hold
  - Applies to all registered vehicles
- MVD Informs ACS of match
- ACS updates their system of TTEAP hold placed on the defendants case
- MVD sends defendant notice of TTEAP hold



# TTEAP Process

## MVD Process – Match Found

---

- The MVD notice provides defendants with:
  - Notification requiring the defendant to satisfy all court financial obligation/s before the registration is released
  - How to obtain case number and court name information
  - How and where to pay fines due
  - How to renew vehicle registration after payment in full

# TTEAP Process

## MVD Process - Match Found

**Motor Vehicle Division**  
Motor Vehicle Division  
PO Box 2100  
Phoenix, AZ 85001-2100  
602.542.6100 www.azmvd.mva.gov

**TRAFFIC TICKET ENFORCEMENT ASSISTANCE PROGRAM**

Notice Date  
06/21/2004

DAVID SOLIS  
422 S MARY STREET  
GAINESVILLE TX 78640

**Defendant Name**

Dear Customer:

We have received notice from one or more Arizona courts that **DAVID SOLIS** is delinquent in paying fines or penalties for civil or criminal traffic violations in excess of \$200 or has failed to appear in a criminal traffic case. Pursuant to Arizona Revised Statutes 28-1652, you and any co-owners of the vehicles listed below are prohibited from renewing the registrations for these vehicles until all fines, penalties and/or appearances, as required by the courts, are completely satisfied. This may also affect any other vehicles that you wish to renew in the future.

**Payment Options**

Payment can be made in person at the court, or by credit card online at [www.azcourtpay.com](http://www.azcourtpay.com) or by calling 800-279-7191. When paying online you will need the court case number or the notice number (from the collection notice to the defendant). Case number information can be obtained at [www.soprime.state.az.us/publicaccess](http://www.soprime.state.az.us/publicaccess) or by calling 602-542-9494 (outside the Phoenix metro area 877-546-7404). When paying by phone you will need the notice number.

If paying online has satisfied all the court obligations, then you will receive a confirmation with a link to [www.servicestations.com](http://www.servicestations.com), so that you may complete any vehicle registrations that are due. If a court appearance is required, **DAVID SOLIS** must appear in court before you and any co-owners will be able to register these vehicles.

Also, if your driving privilege has been suspended, you will need to reinstate before you can operate any motor vehicle on the public roads of this state. If you have met all requirements to reinstate your driving privilege except for paying the fine, then you may be able to reinstate online at [www.servicestations.com](http://www.servicestations.com).

**Cannot pay at MVD**

Please Note: MVD can not accept payment for any delinquent fines or penalties owed to the courts. Payment must be made directly to the courts or as indicated above. Questions should be directed to the courts. Thank you.

**Vehicle Information**

Vehicles Currently Impacted By The Arizona Traffic Ticket Enforcement Program

Vehicle Identification Number	Year	Make	Plate	Expiration Date
0M3R02215F0B38010	1980	BUICK	1N2086	12/31/1996
2FMD6L64V80D1340	1987	FORD	332N3K	03/31/2004
3G1MF6E710020617	2001	CHEV	308P4C	12/15/2004

Any other motor vehicles owned or acquired in the future.

Referral to A.R.S.

Cannot pay at MVD



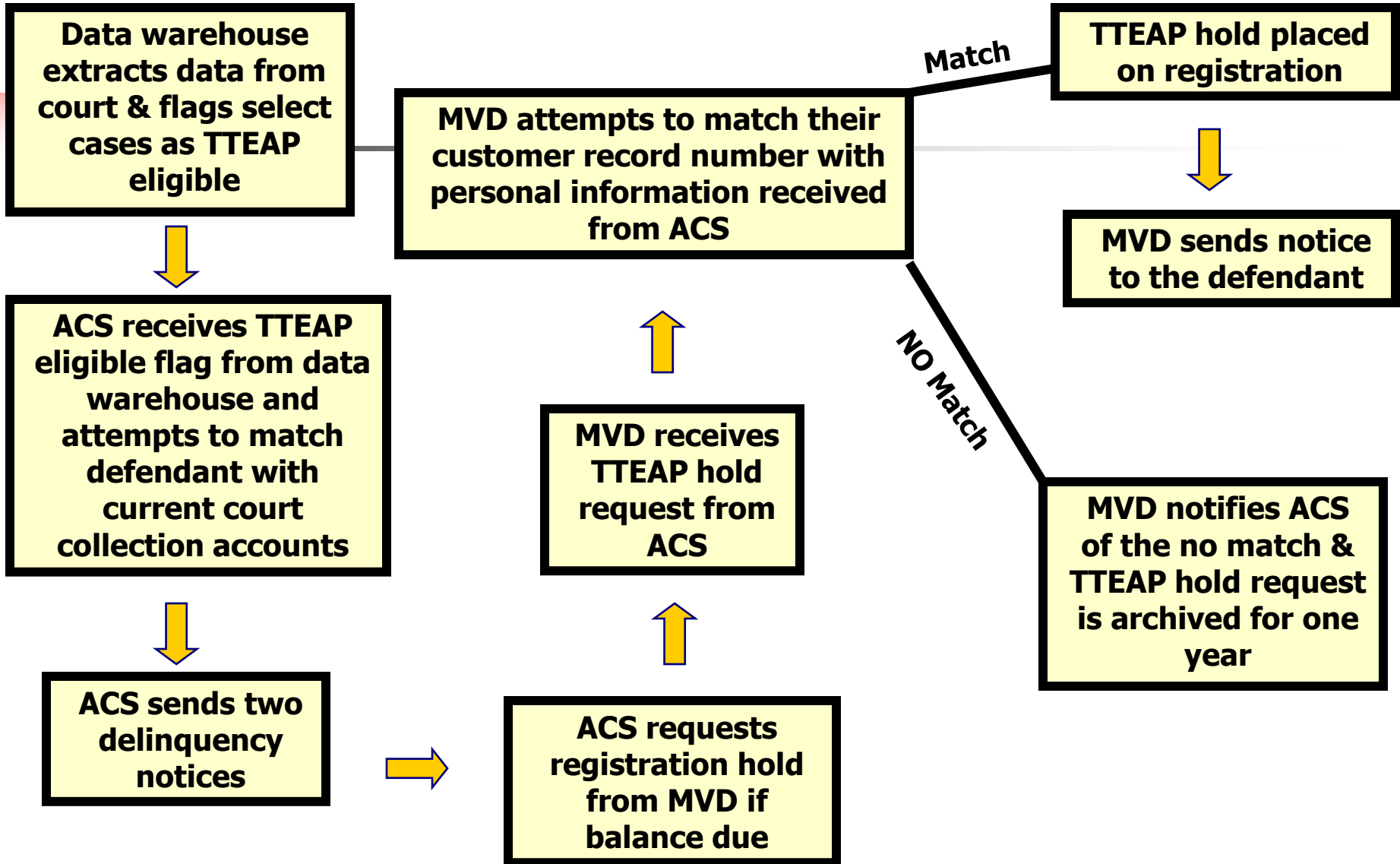
# TTEAP Process

## MVD Process – Second Notice

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- MVD sends a second notice of TTEAP balance(s) due with registration renewal notice
- Notice is sent to owners and co-owners

# TTEAP Process





# TTEAP Process

## Retrieving Court Name & Case Information

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- The MVD notice does not include the case number, court information, or total amount due
- The defendant is required to retrieve case number(s) and court information from:
  - Previous ACS delinquency notice (provides court information and ACS notice number to pay on-line or by phone) **OR**
  - Public Access **OR**
  - AOC Support Center

# TTEAP Process

## Public Access

<http://apps.supremecourt.az.gov/publicaccess/>

ARIZONA JUDICIAL BRANCH

Home > Case Search

### Public Access to Court Information - Case Search

The Arizona Judicial Branch is pleased to offer Public Access to Court Case Information, a valuable online service providing a resource for information about court cases from 153 out of 180 courts in Arizona. [Show unavailable courts.](#)

**Search by Name**

Last/Business Name  (required)

First Name

Date of Birth

Court

Limit search to Cases with Vehicle Registration hold

- OR -

**Search by Case Number**

Case Number  (example: TR - 1901011f)

Court

ARIZONA JUDICIAL BRANCH

Home > Case Search

### Public Access to Court Information - Case Search

[cc return for new search](#) 4 records found

Case Number	Name	Party Type	Birth Date	Address	Court
<a href="#">M-0741-3831704</a>	ADRIAN CARDENAS	DEPENDANT	12/1983	PHOENIX, AZ 85041	Phoenix Municipal
<a href="#">M-0741-3836484</a>	ADRIAN CARDENAS	DEPENDANT	12/1983	PHOENIX, AZ 85041	Phoenix Municipal
<a href="#">M-0741-3853544</a>	ADRIAN CARDENAS	DEPENDANT	12/1983	PHOENIX, AZ 85041	Phoenix Municipal
<a href="#">M-0741-3853544</a>	ADRIAN CARDENAS	DEPENDANT	12/1983	PHOENIX, AZ 85041	Phoenix Municipal

# TTEAP Process Public Access Cont...

ARIZONA JUDICIAL BRANCH

Home > Case Search

Public Access to Court Information - Case Search [Printer Friendly Version](#)

[<< return to search results](#) [new search >>](#)

**Case Information**

Case Number: M-0741-3831794  
Title: St of Az vs CARDENAS  
Court: Phoenix Municipal  
Judge: UNKNOWN  
Category: Traffic  
Filing Date: 06/10/2008  
Disposition Date: 06/21/2008

**ADRIAN CARDENAS DEFENDANT - D 1** Date of Birth: 12/1983

Citation	Count	Description	Disp. Date	Disposition
PMC116257	1	VIOLATION OF PROMISE TO APPEAR	06/22/2008	COMPL DISMISSED BY COURT
PPD13781418	2	DRIVING W/DL SUSP/REVOKED OR CANC	06/22/2008	PLEA GUILTY/RESP SENT IMPOSED
PPD13781418	3	FAIL TO PRODUCE EVIDENCE OF FIN. RESP.	10/23/2008	

Note: There is a vehicle registration hold for this party. Pay delinquent fines here: [Arizona Courts Online Payment](#)

**Court Contact Information**

Court Name: Phoenix Municipal  
Street Address: 300 W Washington Street  
Phoenix, AZ 85003-2103  
Mailing Address: PO Box 25650  
PHOENIX, AZ  
Telephone: 602-262-6421

Link to court information

Court contact information

TTEAP hold

# TTEAP Process

## Public Access Cont...

- AOC Support Center assists defendants or co-owners with case/s and court information look-up if the web is not accessible



**Defendants** may call:

- Phoenix Metropolitan Area: (602)452-3494
- Outside Phoenix Area: 1-877-546-7404

**PLEASE ATTEMPT TO ANSWER ALL PUBLIC CALLS TO THE BEST OF YOUR ABILITY BEFORE REFERRING THEM TO THE AOC SUPPORT CENTER!**

# TTEAP Process

## Q & A

---

**Q** Will the TTEAP hold have any affect on registration in other states (NRVC)?

**A** *There is no affect on NRVC or registration in other states.*

**Q** What happens if a defendant has a suspended license and TTEAP hold?

**A** *MVD should re-instate the driver's license. They are two separate matters.*

# TTEAP Process

## Q & A

---

Q

Will there be a MVD re-instatement fee associated specifically to a TTEAP hold in addition to late fees, driver's license renewal fees, etc.?

A

***No additional fees associated specifically to a TTEAP release will be required at MVD.***

# TTEAP Process

## Q & A

---

Q

Will TTEAP hold impact the sale of a car?

A

***It will not affect a car sale. When the title of the vehicle is signed over to someone else, the buyer has to register the vehicle under their name and they will not have a hold on their registration (considered new registration).***



***RELEASING***

---

**A**

***TEAP HOLD***



# TTEAP Release

## How?


---

- There are three ways a TTEAP hold can be released:
  - Automatically release holds after all financial obligations are met for all courts
  - Court releases their hold by recalling the case from FARE
  - Court temporarily waives hold to allow a co-owner (non- defendant) to register a vehicle

# TTEAP Release

## Payment in Full Made on Web/IVR

---

- 
- Payments made on the Web or IVR result in immediate release of the TTEAP hold

### WHY?

- Direct payments to ACS = immediate release capability
- “Real time” credit/debit card transaction

# TTEAP Release

## Payment in Full Made at Court



Payments made at the court result in a 24 hour waiting period before the TTEAP hold is released

### WHY?

- **Data Warehouse extracts FARE case information nightly (not real-time)**
- **ACS will be unaware of any payment in full until payment information is received from Data warehouse after business hours**



# TTEAP Release

## Court Release

---

- **The Court may voluntarily release a TTEAP hold by:**
  - Recalling the case from FARE by
  - Adding event code 9292 in AZTEC & suspending FARE fee balances
  - *Waiting 24 hours for process (Data Warehouse pulls information nightly)*
- **All cases associated to the TTEAP hold must be recalled before registration can be renewed**

# TTEAP Release

## Temporary Waiver

---

- Non-Defendant/co-owner(s) may petition the court to remove the TTEAP Hold
- Statute language states the petition may release a hold for a specific vehicle
  - MVD does not have the capability to release a TTEAP hold per vehicle
  - Court may hold an oral argument on the petition
  - The court shall permit the person to appear telephonically if they do not reside within the jurisdiction of the court



# TTEAP Release

## Temporary Waiver

---

- *Remember..*
  - If TTEAP hold is caused by multiple delinquent obligations within different courts:
    - Co-owner must petition *each* court
    - Each court rules on their court's petition independently
    - Petitioner must check Public Access to retrieve courts contributing to the hold

# TTEAP Release

## Temporary Waiver

- To remove a case from TTEAP the Court must:
  - Recall the case from FARE
  - Add Event Code 9292 to the ROA
    - Add text indicating temporary TTEAP release
  - Suspend remaining balance of K1 & K2 via CFD
  - Advise Non-Defendant/co-owner of 24 hour waiting period

**NOTE: Registration hold will not be lifted unless all courts contributing to the hold grant releases.**



# TTEAP Release

---

- To reinstate a TTEAP hold the Court *must*
  - Delete the 9292 recall FARE from ROA
  - Re-assess K1 and K2 through Case Financial Docket screen
    - Make sure to only add 19% to existing balance
  - Data Warehouse will recognize re-assessment through nightly data extraction
  - 24 hour Process



# *Web & IVR PROCESS*

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# Overview

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- Web/IVR Basics
- Defendant Notification
- Payment Process
- Daily Web & IVR Payment Reports
- Issuing AZTEC Receipts
- Reconciliation



# WEB & IVR

## Web/IVR Basics

---

- Maintained by ACS
- FARE cases only!
  - Balance due includes FARE fees
- Accessible 24 hrs/day, seven days a week
- Available in Spanish
- Payments made by credit card
  - Visa or Mastercard only
  - Minimum \$20.00 (Must pay in full if total balance is less than \$20.00)



# WEB & IVR

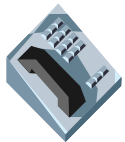
## Defendant Notification

---

- Defendants notified of web address & IVR phone number on FARE notices



Website: <http://www.azcourtpay.com>



IVR: 1-866-859-2527



# WEB & IVR

## Defendant Notification

---

- Website requires payee to provide one of the following:
  - Notice Number
  - Case Number
- IVR requires:
  - Notice Number (obtained from FARE notice)
- Payee selects case to apply payment to (web or IVR)
- May make full or partial payments
  - Payment in full is required to halt collection efforts

# WEB & IVR

## WWW.azcourtpay.com



Click link to view in Spanish

[Instrucciones de pago en español](#)

Payment Instructions

To pay court financial obligations online, please follow these directions:

1. Enter your notice, case or installment plan number in the box provided. If you do not have one of these numbers, please check the [Public Access to Court Case Information](#) web site to obtain a Case Number.
2. Click the **Continue** button to find your cases and begin the secure credit card payment process\* on our secure site.
3. Select the case or installment plan you wish to pay.
4. Follow the directions on the secured site to successfully process your payment. Payments can be made using Visa or MasterCard only.
5. Wait for a confirmation page. You may print the confirmation page for your records. A confirmation email will be sent to you upon request.

Links to Public Access & MVD!

Public Access to Court Information

SERVICERARIZONA ONLINE MOTOR VEHICLE SERVICES

Please enter **one** of the following:

Notice Number (Example: 01 03724 00134)

Case Number (Example: TR123456 or 123456)

Search options

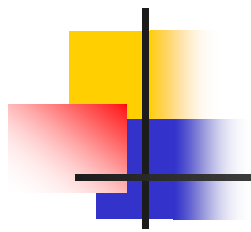


\*This site has a [Verisign Secure Site Certificate](#).



**Disclaimer:** This site only displays court financial obligations approved for online payment. You may have other outstanding obligations with the Arizona courts.

Disclaimer

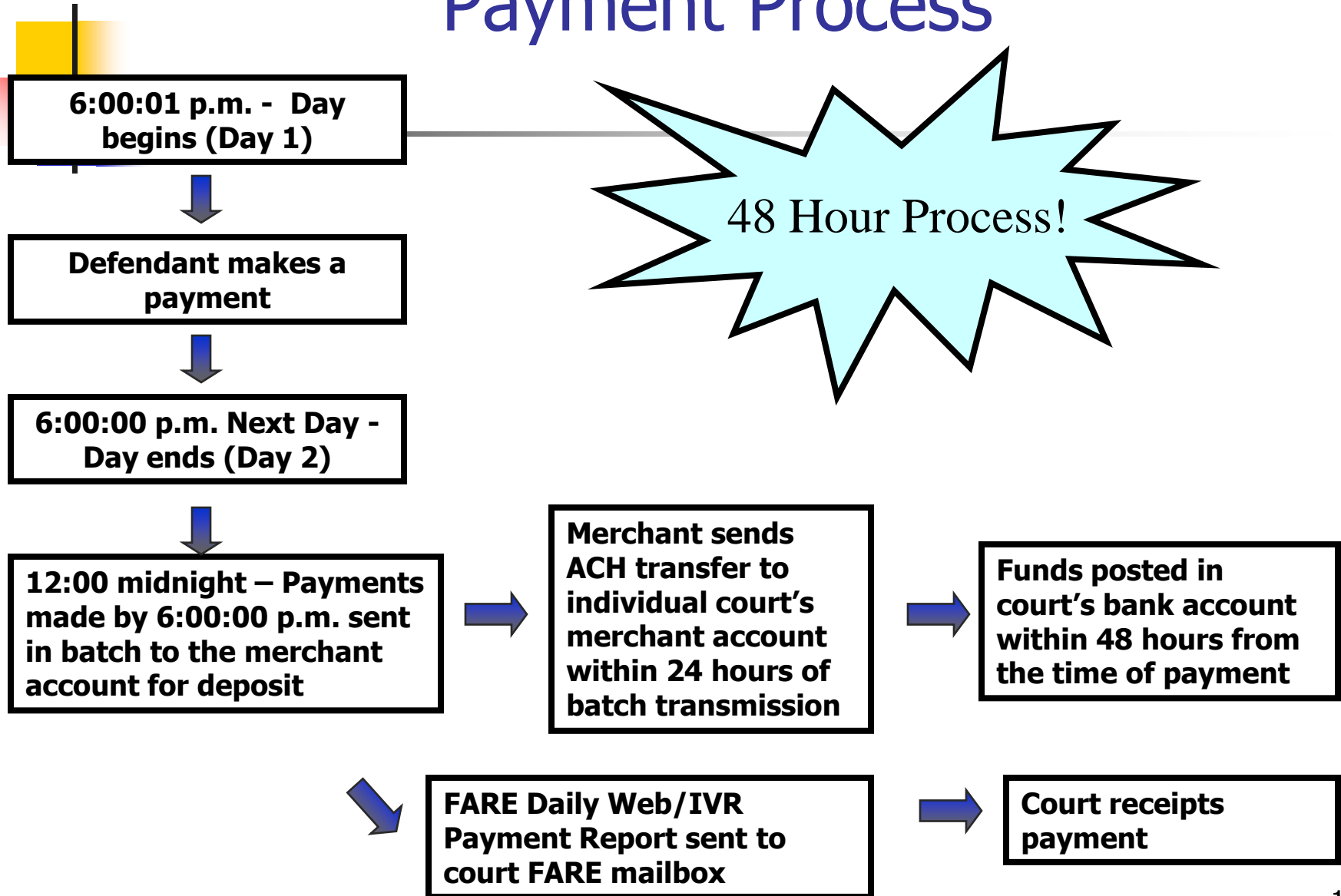


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# WEB & IVR

## What happens when a payment is made?

# WEB & IVR Payment Process





---

## WEB & IVR

How are Web/IVR payments reflected in AZTEC?

# WEB & IVR

## Daily Web & IVR Payment Reports

---

- ACS generates the FARE Daily Web & IVR Payment Report
  - Sent daily to the court by 6:00 a.m. (next morning)
  - Includes Saturday & Sunday
- Court receipts in AZTEC for the cases listed on the report



# WEB & IVR AZTEC Process Daily Web & IVR Reports

---

- Reports sent to a FARE mailbox folder
  - The Support Center will help you set-up the mailbox
- MAILBOX FOLDER NAME: FARE (court number)
  - **Example: Court Type and Location- M123**
  - **Mailbox: FARE123**
- Only pre-determined court personnel have access



# WEB & IVR

## Daily Web & IVR Reports

---

- Open **all** e-mail reports
- FARE Daily Web/IVR Payment Reports include Saturday & Sunday
- Potential of three reports on Monday
  - **Thursday** 6:00:01 p.m. to Friday 6:00:00 p.m.
  - **Friday** 6:00:01 p.m. to Saturday 6:00:00 p.m.
  - **Saturday** 6:00:01 p.m. to Sunday 6:00:00 p.m.
- **DO NOT** receipt weekend payments in batch with the same date

# WEB & IVR

## Daily Web & IVR Payment Reports

---

- ACS generates report:
  - Page One:
    - Detailed report displaying individual payments received over the course of one FARE day
  - Page Two:
    - Summary page (follows detailed report)

# WEB & IVR

## Daily Web & IVR Payment Reports

Page one: Detailed Report

PROGRAM: A3RPTWID-0945

CLIENT : A2 FARE-INTERIM

COURT : 0999 COURT NAME : Example City Court

MERCHANT NUMBER: 00000123456789

A C S STATE AND LOCAL SOLUTIONS  
FARE

DAILY WEB/IVR PAYMENT REPORT

**Date Report Generated**

RUNDATE: 11/18/2005

RUNTIME: 16:50:46

PAGE NO: 1

**PROCESS DATE: 11/17/2005**

Receipt Date

Receipt Amount

Case #	ITEM #	CASE NUMBER	DATE OF BIRTH	NAME	COUNT #	AMOUNT PAID	BEG BAL DUE	NEW BAL DUE	CREDIT CARD	PAID SOURCE	CONFIRM NUMBER	
	1	TR-200201404	12/06/1961	DOE, JOHN		\$250.00	\$500.00	\$250.00	VI	WEB	500000072	
	2	TR-20001433	12/22/1963	DOE, JANE		\$75.00	\$225.00	\$150.00	VI	WEB	500000073	
	3	TR-95000184	07/28/1966	PUBLIC, JOE		\$50.00	\$475.00	\$425.00	VI	WEB	500000067	
	4	TR-99001742	06/17/1962	DEPENDANT, BOB		\$575.00	\$575.00	\$0.00	VI	WEB	500000074	
	5	TR-2003000016	03/20/1975	TROUBLE, IMIN		\$50.00	\$150.00	\$100.00	MC	IVR	500000075	
						<b>TOTAL RECEIVED</b>	<b>\$1,000.00</b>					

DOB & Name

Total Web/IVR Payments

Payment Source

ACS Conf. #

# WEB & IVR

## Daily Web & IVR Payment Reports

### Page Two: Summary Report

PROGRAM: A3BFTWID-0945

A C S STATE AND LOCAL SOLUTIONS

RUNDATE: 10/15/2003

PAY-BY-WEB

RUNTIME: 11:21:02

CLIENT : AZ FARE-INTERIM

DAILY WEB/IVR PAYMENT REPORT

PAGE NO: 2

COURT : 0999 COURT NAME : Example Municipal Court

PROCESS DATE: 10/14/2003

MERCHANT NUMBER: 00000123456789

```

=====
CARD TYPE          DATE          RECORDS      PAID AMT     FEE AMT      DEPOSIT AMT
=====
VISA               10/14/2003   4            $950.00      $0.00        $950.00
MASTERCARD        10/14/2003   1            $50.00       $0.00        $50.00
=====
SUMMARY           TOTALS       5            $1,000.00    $0.00        $1,000.00
=====

```

**This page is only for your reference!**

# WEB & IVR

## Daily Web & IVR Payment Reports

### *"No Payments"*

Report will be sent even if no payments have been received.

PROGRAM: A3RPTWID-0341

A C S STATE AND LOCAL SOLUTIONS  
FARE

RUNDATE:11/18/2005

CLIENT : AZ FARE-INTERIM

DAILY WEB/IVR PAYMENT REPORT

RUNTIME: 12:00:00

COURT : 0341 COURT NAME : Example Court

PAGE NO : 1

PROCESS DATE:11/17/2005

NO PAYMENTS TODAY





# Web & IVR Payments Issuing AZTEC Receipts

---

- You must receipt Web/IVR payments in **Automatic Allocation ONLY!**
- Utilize the Special Payment Source field
  - **W: Web**
  - **I: IVR**

# WEB & IVR

## Receipt in Automatic Allocation

**Automatic Allocation**

<b>Paid Source</b>	
Party Name: DOE JOHN	Date of Birth: 12-06-1961
Social Security: 654-62-4654	Person Number: 000022357
Total Balance: \$549.78	Special Payment Source: W
Allocate: \$250.00	Amount Paid: \$250.00
	Total Amount: \$250.00
Non-Party Payor (Y/N)?: N	Received of: DOE JOHN
	Receipt Date: 11-17-2005
Address 1: 1515 ONE WAY STREET	Address 2:
City: PHOENIX	State: AZ
Phone: ( ) -	Zip: 85007-
Memo: 500000072 WEB	
Check Amount: \$0.00	Check Number:
Credit Card: \$250.00	Authorization: ACS
Cash Amount: \$0.00	Change: \$0.00
Deputy ID: 777	Register: 68
	Receipt Number: X 000000010

**Paid Source**

**Amount Paid (On Report)**

**BACKDATE!**

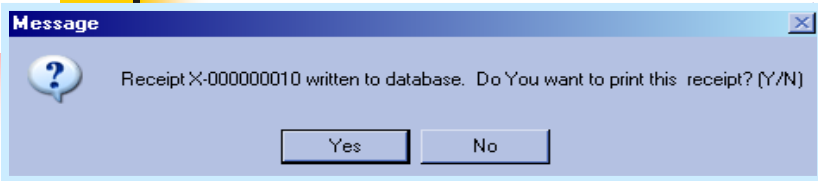
**Confirmation # and Payment Type**

**"ACS" in Auth. Field**

**Register 68**

**Receipt Prefix "X"**

# WEB & IVR Printing AZTEC Receipts



**Receipt Prefix X**

SHOW LOW CITY MAGISTRATE COURT  
200 E. WEST COOLEY, SHOW LOW, AZ 85901 (520) 532-4170

DATE: 11-17-2005  
TIME: 10:40:39 CHECK: CASH: CREDIT: CHANGE:  
RECEIPT #: X 000000010 \$0.00 \$0.00 \$250.00 \$0.00  
RECEIVED OF: DOE JOHN MEMO: 500000072 WEB  
BY CLERK: CHRISTI (AOC)  
DATE/TIME RECEIPT CREATED 11-21-2005 2:49PM

**Confirmation # and Payment Type in Memo Line**

Allocates to the FARE fees!



CASE NUMBER	EVENT/SERVICE	AMOUNT
M-0945 -TR- 0200201404 ST OF AS VS DOE JOHN PARTY: DOE JOHN	9261 FUND: FARE FEE SPEC COLL	\$39.93
M-0945 -TR- 0200201404 ST OF AS VS DOE JOHN PARTY: DOE JOHN	9262 FUND: FARE DELINQUENCY FEE	\$35.00
M-0945 -TR- 0200201404 ST OF AS VS DOE JOHN PARTY: DOE JOHN	9222 FUND: 2002 PROBATION SURCHARGE	\$1.93
M-0945 -TR- 0200201404 ST OF AS VS DOE JOHN PARTY: DOE JOHN	9219 FUND: 2002 SURCHARGES (80%)	\$76.95
M-0945 -TR- 0200201404 ST OF AS VS DOE JOHN PARTY: DOE JOHN	9206 FUND: BASE FINE	\$96.19
TOTAL RECEIPT...		\$250.00
TOTAL BAL DUE...		\$299.78

WEB/IVR PAYMENT **New Receipt Footer**

# WEB & IVR

## Receipt Detail View Screen

**Register of Actions**

Search Criteria

Case Number: M 0945 TR 0200201404 ST OF AZ VS DOE JOHN

Party:  View Major Events Only? (Y/N):

View Payment History Only?  Y Event Category:

Order By Most Recent?  Beginning Date:  Ending Date:

Case Information

Filing Date: 01-01-2005 Type: LJ-CRIM TR-SERIOUS VIOLATION Case Status: FINE/SNTENC DL

Judge:  Status Date: 03-03-2005

Date	Sq	Txt	P	No.	Ctr	Event	Description	Void	Receipt No.	Amount	R
03-03-2005	05	Y	D	001		9206	FUND: BASE FINE		M000031335	-15.38	
11-17-2005	01	Y	D	001		9261	FUND: FARE FEE SPEC COLL		X000000010		
11-17-2005	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE		X000000010		
11-17-2005	03	Y	D	001		9222	FUND: 2002 PROBATION SURCHARGE		X000000010		
11-17-2005	04	Y	D	001		9219	FUND: 2002 SURCHARGES (80%)		X000000010		
11-17-2005	05	Y	D	001		9206	FUND: BASE FINE		X000000010		

**Highlight receipt, press "Enter"**

**INSTANT DETAILED PAYMENT INFORMATION!**

**Receipt Detail View Screen**

Case Number: M 0945 TR 0200201404 ST OF AZ VS DOE JOHN

Party: D 001 DOE JOHN

Receipt: X 000000010 Date: 11-17-2005

Received From: DOE JOHN Deputy: 777 CHRISTI (AOC) Check Number:

Cash Amount: \$0.00 Check Amount: \$0.00 Credit Card Amount: \$250.00 Other Amount:

Total Amount: \$250.00

Memo: 500000072 WEB **Payment Type**

Date	Sq	Event	Description	Amount
11-17-2005	1	9261	FUND: FARE FEE SPEC COLI	-39.9
11-17-2005	2	9262	FUND: FARE DELINQUENCY	-35.0
11-17-2005	3	9222	FUND: 2002 PROBATION SU	-1.9
11-17-2005	4	9219	FUND: 2002 SURCHARGES (	-76.9
11-17-2005	5	9206	FUND: BASE FINE	-96.1

**Receipt Total**

Total Amount: \$250.00

# WEB & IVR Register of Actions

- Receipt prefix "X"
- Web/IVR payment indicator
- Distinct from other payments

**Register of Actions**

Search Criteria

Case Number: M 0945 TR 0200201404 ST OF AZ VS DOE JOHN

Party:  View Major Events Only? (Y/N):

View Payment History Only?  Event Category:

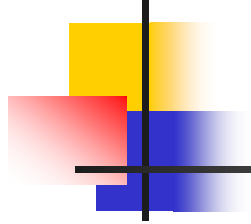
Order By Most Recent?  Beginning Date: .. Ending Date: ..

Case Information

Filing Date: 01-01-2005 Type: LJ-CRIM TR-SERIOUS VIOLATION Case Status: FINE/SNTENC DU

Judge:  Status Date: 03-03-2005

Date	Sq	Txt	P	No.	Ctr	Event	Description	Void	Receipt No.	Amount	R	Re...
03-03-2005	02	Y	D	001		9206	FUND: BASE FINE			250.00		
03-03-2005	03	Y	D	001		9219	FUND: 2002 SURCHARGES (80%)			200.00		
03-03-2005	04	Y	D	001		9222	FUND: 2002 PROBATION SURCHARGE			5.00		
03-03-2005	05	Y	D	001		9854	FUND: AUTOMATION FUND			2.00		
03-03-2005	06	Y	D	001		9850	FUND: TIME PYMT \$20 JCEF			20.00		
03-03-2005	01	Y	D	001		9850	FUND: TIME PYMT \$20 JCEF		M000031335	-20.00		
03-03-2005	02	Y	D	001		9854	FUND: AUTOMATION FUND		M000031335	-2.00		
03-03-2005	03	Y	D	001		9222	FUND: 2002 PROBATION SURCHARGE		M000031335	-0.31		
03-03-2005	04	Y	D	001		9219	FUND: 2002 SURCHARGES (80%)		M000031335	-12.31		
03-03-2005	05	Y	D	001		9206	FUND: BASE FINE		M000031335	-15.38		
07-01-2005	01		D	001		9260	INFO: ASSIGNED TO FARE					
07-01-2005	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE			35.00		
07-01-2005	03	Y	D	001		9261	FUND: FARE FEE SPEC COLL			-9.50		
07-01-2005	04	Y	D	001		9261	FUND: FARE FEE SPEC COLL			97.28		
11-17-2005	01	Y	D	001		9261	FUND: FARE FEE SPEC COLL		X000000010	-39.93		
11-17-2005	02	Y	D	001		9262	FUND: FARE DELINQUENCY FEE		X000000010	-35.00		
11-17-2005	03	Y	D	001		9222	FUND: 2002 PROBATION SURCHARGE		X000000010	-1.93		
11-17-2005	04	Y	D	001		9219	FUND: 2002 SURCHARGES (80%)		X000000010	-76.95		
11-17-2005	05	Y	D	001		9206	FUND: BASE FINE		X000000010	-96.19		



---

**FARE**

***Reconciliations***



# FARE Reconciliation

## What Needs to be Reconciled?

---

- Daily top 2/Monthly all 4
- **FARE Daily Web & IVR Payment Report**
  - Total Received in the FARE Mailbox
- **AZTEC Banking Report**
  - Total Credit Card Amount in Reg 68
- **Merchant Account**
  - Monetary Batch Total
- **Bank Statement**
  - Deposit Amount



# FARE Reconciliation

---

- Balance register “68” separately to reconcile with FARE Payment Report
  - Separate person should verify reconciliation (not clerk receipting)
  - End-of-day balancing procedure for non-Web & IVR payments will remain the same
- Generate report/s in AZTEC to reconcile totals with FARE Payment Report, merchant and bank accounts
  - Banking Report (Balance Register)
    - Daily
    - Monthly

# WEB & IVR Balance Register

- Match Balance Register to Payment Report

**Web/IVR Register**

**Enter Payment Date**

Balance Register

Period Beginning Date: 11-17-2005 Ending Date: 11-17-2005

Register: 68 Deputy: ALL

Beginning Cash Balance: \$0.00 Total Number of Receipts: 5

Cash Received:	\$0.00	Number of Cash Transactions:	0
Checks Received:	\$0.00	Number of Checks:	0
Credit Cards Received:	\$1,000.00	Number of Credit Card Transactions:	5
Other Received:		Number of Other Transactions:	0
Less Credits:	\$0.00		
Total Amount Received:	\$1,000.00		
Plus Beginning Cash:	\$0.00		
Register Balance:	\$1,000.00		
Deposit Balance:	\$1,000.00		

**Message**

PRINT BANKING REPORT? (Y/N)

Yes No

Main Menu > Money Management > Receipting > Receipts Journal > Balance Register

# WEB & IVR AZTEC Banking Report

Print Banking Report

Register:  Deputy:

Range  
 Receipt Date:  to   
 Receipt Number:  to

**Payment Date**

COURT MANAGEMENT SYSTEM  
BANKING REPORT

DATE: Nov 22, 2005  
PAGE: 1  
TIME: 11:06:45 AM

FOR PERIOD : 11-17-2005 TO 11-17-2005

Register: 68 Deputy: ALL

Receipt #	Receipt Total	Deposit Amount	Cash Amount	Change Amount	Check Amount	Check #	Credit Card	
							Amount	Other Amount
X 000000010	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00		\$250.00	
X 000000011	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00		\$75.00	
X 000000012	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00		\$50.00	
X 000000013	\$575.00	\$575.00	\$0.00	\$0.00	\$0.00		\$575.00	
X 000000014	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00		\$50.00	
-----								
	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00		\$1,000.00	\$0.00

Total Number of Receipts: 5


Total Number of Checks:

**Prefix X**

# WEB & IVR

## Example of Daily Reconciliation

- Reconcile DAILY:
  - FARE Daily Web/IVR Payment Report (Received daily via FARE mailbox)
  - AZTEC Banking Report (Printed at end of day via AZTEC)
- Difference should always be ZERO

Deposit Reconciliation Worksheet	
Web/IVR Payments	
	
Court: <u>Example Court</u>	
Payment Date: <u>11/17/05</u>	
A FARE Payment Report	\$ <u>1,000.00</u> ←
B AZTEC Banking Report Date: <u>11/17/05</u>	\$ <u>1,000.00</u> ←
<b>Difference (A minus B):</b>	<b>\$ <u>0.00</u></b>
C Merchant Account Date: <u>11/17/05</u>	\$ _____
<b>Difference (B minus C):</b>	\$ _____
D Bank Statement deposit entry Date: _____	\$ _____
<b>Difference (B minus D):</b>	\$ _____
Completed By: _____	(Print Name)
Completed By: _____	(Sign Name)
Date Completed: _____	
Approved By: _____	(Initial)

# WEB & IVR

## Example of Monthly Reconciliation

- FARE Daily Web/IVR Payment Report
- AZTEC Banking Report
- Merchant Account
- Courts Bank Statement
- Difference should always be ZERO
- Register 68

### Deposit Reconciliation Worksheet Web/IVR Payments



Court: **Example Court**  
Payment Date: **11/16/05 - 11/30/05**

A	FARE Payment Report Date: <b>11/16/05 - 11/30/05</b>	\$ <u>7,777.00</u>	←
B	AZTEC Banking Report Date: <b>11/16/05 - 11/30/05</b>	\$ <u>7,777.00</u>	←
	<b>Difference (A minus B):</b>	\$ <u>0.00</u>	
C	Monetary Batch report Date: <b>11/16/05 - 11/30/05</b>	\$ <u>7,777.00</u>	←
	<b>Difference (B minus C):</b>	\$ <u>0.00</u>	
D	Bank Statement deposit entry Date: <b>11/16/05 - 11/30/05</b>	\$ <u>7,777.00</u>	←
	<b>Difference (B minus D):</b>	\$ <u>0.00</u>	

Completed By: \_\_\_\_\_ (Print Name)  
Completed By: \_\_\_\_\_ (Sign Name)  
Date Completed: \_\_\_\_\_  
Approved By: \_\_\_\_\_ (Initial)



# WEB & IVR Payment Process

---

- Collected payments received by ACS will be transferred electronically into the court's bank account
  - Within 48 hours
- Occurs daily (except Sundays)
  - Report will be sent to Court, but no payment will be received as Banks are closed
- Transfers reflect payments received from one FARE day (except Sundays)



# WEB & IVR Payment Process

---

- Merchant Account Web/IVR Payments
  - Reflects money deposited into the court's bank account
  - Used for reconciliation
  - User ID and Password Required
- Set-up and log-in instructions e-mailed to the court
  - <http://www.emerchantview.com>

# WEB & IVR

## eMerchant View Homepage

https://www.emerchantview.com - Secured Application Logon Page - Microsoft Internet Explorer provided by AOC

[About](#) [Help](#) [Contact](#)

**MerchantView.com**

### Secured Application Logon Page

**User Acknowledgement**

This web site and all applications accessed from this web site are considered proprietary and are solely intended for authorized users only. Use of this site and all applications accessed from this site implies you have received proper authorization, have agreed to comply with all security policies, and are consenting to have all activity monitored.

**New To Our Site?**

If you are new to the FDR system or would like to change your password, fill in the new password fields.

OCS Id:

OCS Password:

X500 Id:

New Password:

Verify New Password:

**Legal Notice** Copyright 2005, First Data Merchant Services. All Rights Reserved.

Done Internet

Start Product Home Page - Mic... https://www.emerch... Document5 - Microsoft ... Inbox - Microsoft Outlook 10:41 AM Wednesday

ID's and Passwords emailed to Court



# WEB & IVR Merchant Account

---

- Displays individual transaction amounts by date
  - View deposits for each day
    - Always positive amounts
    - **NEVER** negative amounts (Contact FARE Production Support immediately!)
- To calculate the total monthly deposit amount:
  - Add "Daily Total" amounts
- Amounts appear after money is deposited
  - 48 hours after the payment

# WEB & IVR

## Monetary Batch Report Continued

Example Monthly Total

Merchant Services

ACS TEST

### Monetary Batch Summary

Wed, Dec 28 2005, 9:29:04 CST  
413199100150499

Summary Count	Date	Amount	Count	Reference#
1	10/27/2005	\$2.06	2	<a href="#">98030041648</a>
	10/27/2005	2.06	2	DAILY TOTAL
2	10/19/2005	17.40	12	<a href="#">98029241693</a>
	10/19/2005	17.40	12	DAILY TOTAL
3	10/18/2005	17.40	12	<a href="#">98029141604</a>
	10/18/2005	17.40	12	DAILY TOTAL
4	10/03/2005	17.40	12	<a href="#">98027641490</a>
	10/03/2005	17.40	12	DAILY TOTAL

Use Daily Total Amounts for Reconciliation (highlighted)

Positive, NEVER Negative!

Back Top Export Print Next

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Start | Internet | 8:29 AM | Wednesday

Inbox - Microsoft ... | FW: E Merchant Vi... | Adobe Reader - [... | Product Home Pag... | https://www.e... | MerchantView.doc...

Monthly Total Deposit:  
\$2.06 +  
\$17.40 +  
\$17.40 +  
\$17.40 +  
\$54.26



# WEB & IVR

## ACS Web & IVR Support

---

- Available:
  - Monday – Friday (Excluding holidays)
  - 8:30 a.m. - 5:00 p.m. (AZ time)
- Technical difficulties only
- Court specific questions referred back to court!
- Support contact information given on Web & IVR

# Crystal Enterprise



And

---

# FARE

# FARE Reports Using Crystal Enterprise

Crystal Enterprise - Logon - Microsoft Internet Explorer provided by AOC

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://ceserver/crystal/enterprise10/ePortfolio/en/logonform.csp?action=logoff>

Google G Go

### Log On to Crystal Enterprise

Existing User

System:

User Name:

Password:

Authentication:

This is your user name and password used to log on to your computer

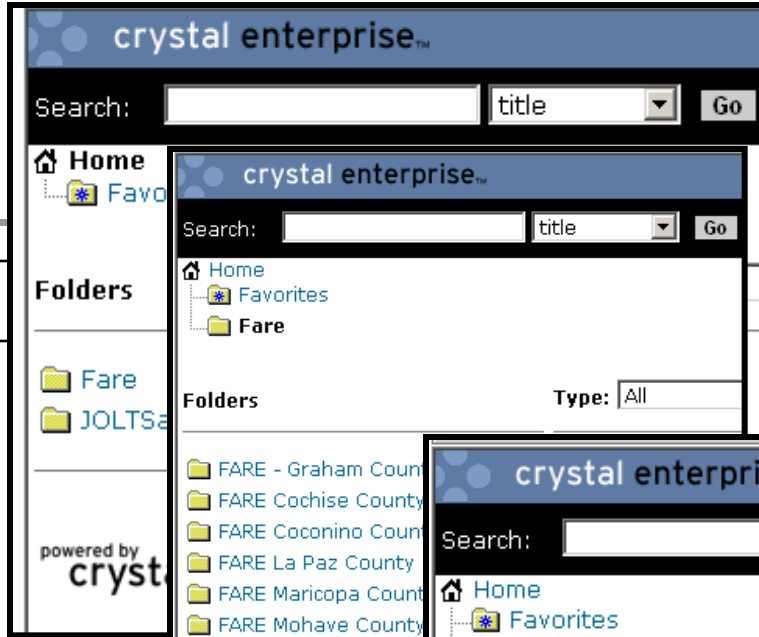
Pick Windows NT from drop down arrow

Type the ACAP webpage: <http://supreme22/acap>, click on Crystal Reports Access link

**\*\*Use your Windows NT User ID and password to access your court folder\*\***

# To Locate Your Court's Folder

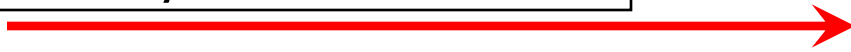
1. Double-click on FARE folder



2. Double-click on your county folder



3. Double-click on your court's folder

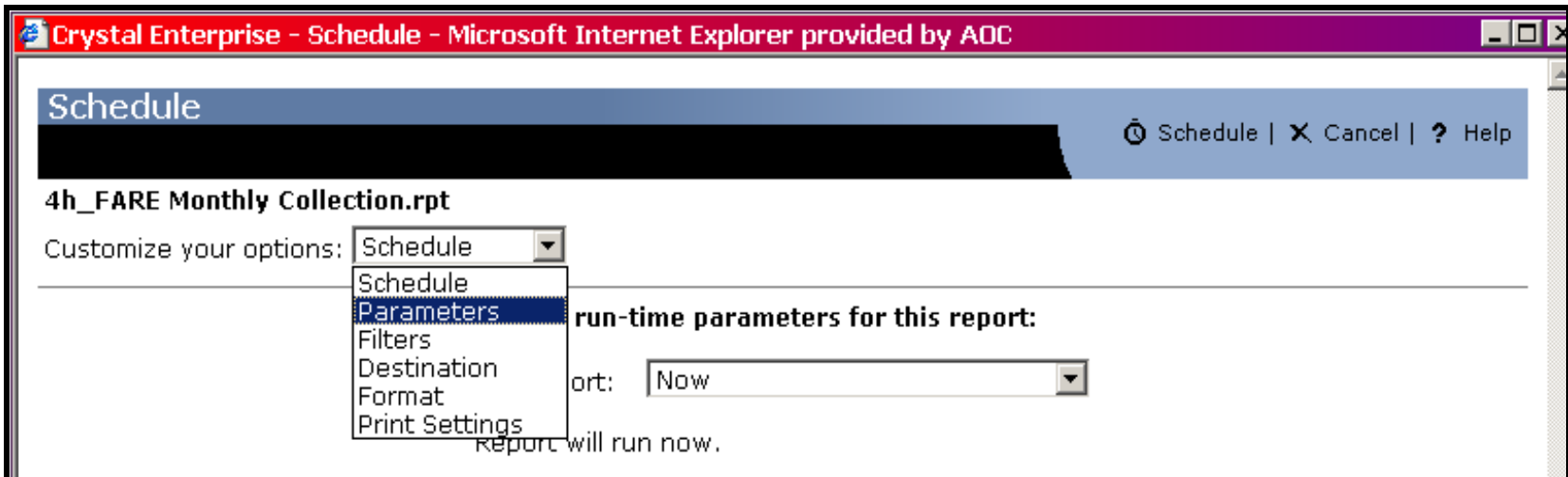
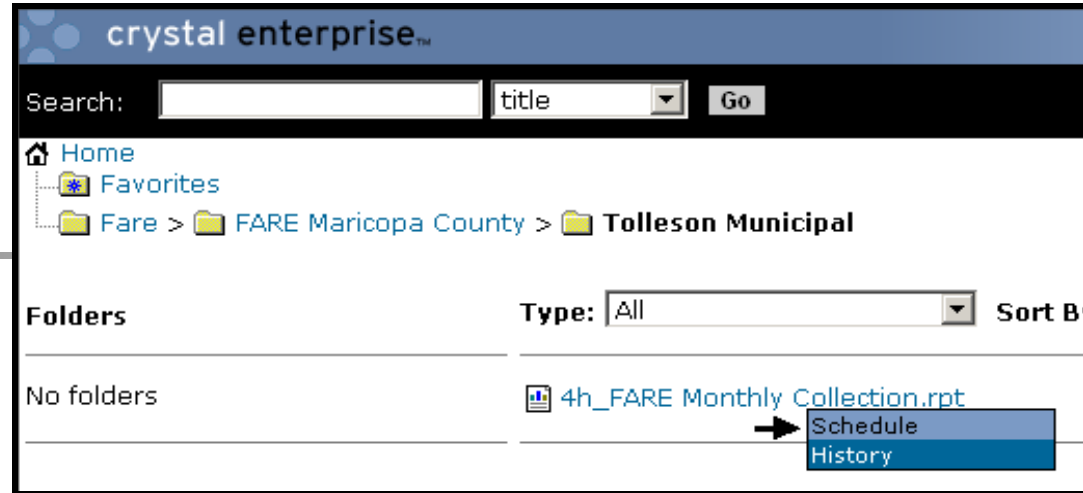


# To run a report with parameters

After locating your court's folder:

1. Single-click on the report
2. Single-click on **"Schedule"**

*\* Schedule screen will pop up*



3. Select Parameter from drop down menu

1. Verify Type and location: **Select Court name from drop down menu, then press the "Add" button to update current value**
  2. Enter Collection BEGIN date (format: Date(yyyy,mm,dd)): **Select BEGIN date using the Calendar button, then press the "Add" button to update current value**
  3. Enter Collection END date (format: Date(yyyy,mm,dd)): **Select END date using the Calendar button, then press the "Add" button to update current value**
- Note: before clicking on schedule make sure all current value are added*
4. Click on **"Schedule"** option located on top right hand side of Schedule screen \* *Once report has been scheduled, Scheduled Report history screen will appear*

Crystal Enterprise - Schedule - Microsoft Internet Explorer provided by ADC

Schedule

4h\_FARE Monthly Collection.rpt

Customize your options: Parameters

DY\_COURT4H Parameter: Verify Court TYPE & LOCATION?

New value: court4h\_ApacheJunction\_JP\_1107 Add

Current value: court4h\_ApacheJunction\_JP\_1107

Collection BEGIN date: Enter Collection BEGIN date ?

New value: Default Values: Add

Current value: No current value has been set.

Collection END date: Enter Collection END date ?

New value: Default Values: Add

Current value: No current value has been set.

Schedule | Cancel | Help

# Using the Scheduled Report History screen

1. To view status of scheduled report, click **“Refresh”** option located on the top right hand side of History screen.
2. To view successful scheduled report, Single-click on report instance

."/>

Crystal Enterprise - History - Microsoft Internet Explorer provided by AOC

History

Refresh | X Cancel | ? Help

4h\_FARE Monthly Collection.rpt

Delete | Pause | Resume | Clear All | Select All

▼ Instance Time:	Run By:	Parameters:	Format:	Status:	Selected:
3/6/2007 4:08:37 PM	ASOLTERO	court4h_ApacheJunction_JP_1107; Date (2007, 3, 1); Date (2007, 3, 31)	Crystal Report	Success	<input type="checkbox"/>

- Printable report will display on Crystal Report Viewer screen
- 3. To print report, Click on Printer icon from the Crystal Report Viewer screen



M	34498	6/15/2007	\$35.00
M	34512	6/15/2007	\$35.00
M	34514	6/15/2007	\$35.00
M	34552	6/19/2007	\$35.00
M	34651	6/25/2007	\$35.00
M	34737	6/29/2007	\$35.00
<b>9401 FUND: PRISON CONSTR OPER FUND</b>			
M	34512	6/15/2007	\$217.09
M	34737	6/29/2007	\$217.09
<b>9622 FUND: PROB SURCH 2006</b>			
M	34497	6/15/2007	\$0.15
M	34498	6/15/2007	\$0.05
M	34651	6/25/2007	\$12.85
<b>9850 FUND: TIME PYMT \$20 JCEF</b>			
M	34475	6/13/2007	\$20.00
M	34514	6/15/2007	\$20.00
M	34552	6/19/2007	\$20.00
<b>9943 FUND: BOND FORFEITED</b>			
M	34474	6/13/2007	\$200.00

**Example of report with receipt data**

**Displays total collected for each fund**

- \$434.18
- \$13.05
- \$60.00

**Displays grand total collected**

**Grand Total: \$3,680.04**

4/2007

MC 747 FARE Collection report for the month of: April 2007

Run date: 5/10/2007

Displays total collected for each fund & Grand Total

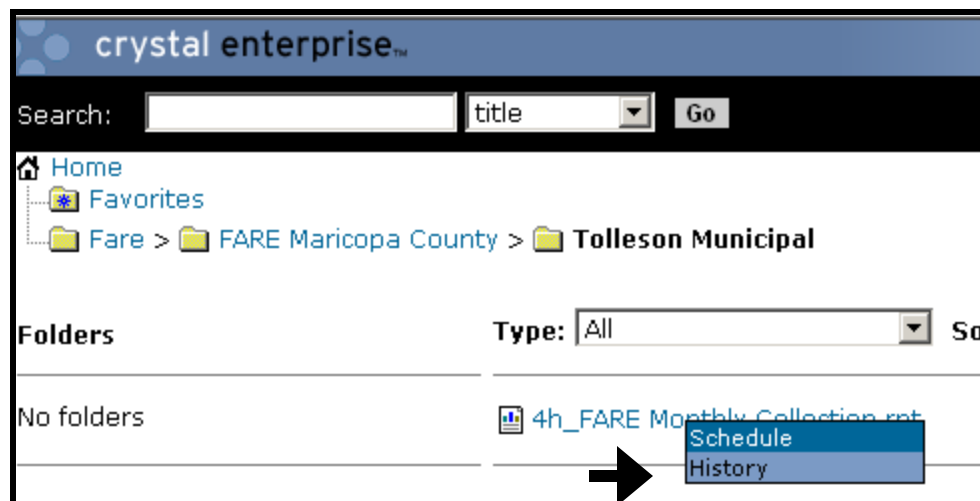
April 2007

5864	COLLECTIONS FEE	338.80
5901	PYMT: RESTITUTION	307.07
5942	PYMT: COPIES PER PAGE	12.00
5964	PYMT: RESEARCH/LOCATE DOC	17.00
9204	FUND: STATE DRUG ENFRMNT FUND	86.20
9206	FUND: BASE FINE 80%	26,600.45
9208	FUND: SUSPENDED LICENSE PLATE	738.72
9211	FUND: CHILD PSSNGR RSTRNT FUND	101.56
9219	FUND: 2002 SURCHARGES (80%)	22,329.05
9222	FUND: 2002 PROBATION SURCHARGE	839.64
9223	FUND: OVERWEIGHT	27.74
9224	FUND: HURF REGISTRATION	295.78
9261	FUND: FARE FEE SPEC COLL	16,148.30
9262	FUND: FARE DELINQUENCY FEE	6,369.49
9401	FUND: PRISON CONSTR OPER FUND	875.31
9500	FUND: XTRA DUI ASSMT	500.00
9534	FUND: BASE FINE/090199:PRESENT	8,496.31
9536	FUND: CHLD PSSNGR RSTRNT FUND	52.55
9543	FUND: 1999 SURCHARGES (77%)	6,114.32
9554	FUND: BASE FINE/ 021799:083199	603.62
9563	FUND: 1999 SURCHARGES (70%)	422.51
9568	FUND:DUI ABATEMENT EFF/12/1/98	250.00
9622	FUND: PROB SURCH 2006	4.87
9675	FUND: BASE FINE/090199:021600	2,275.46

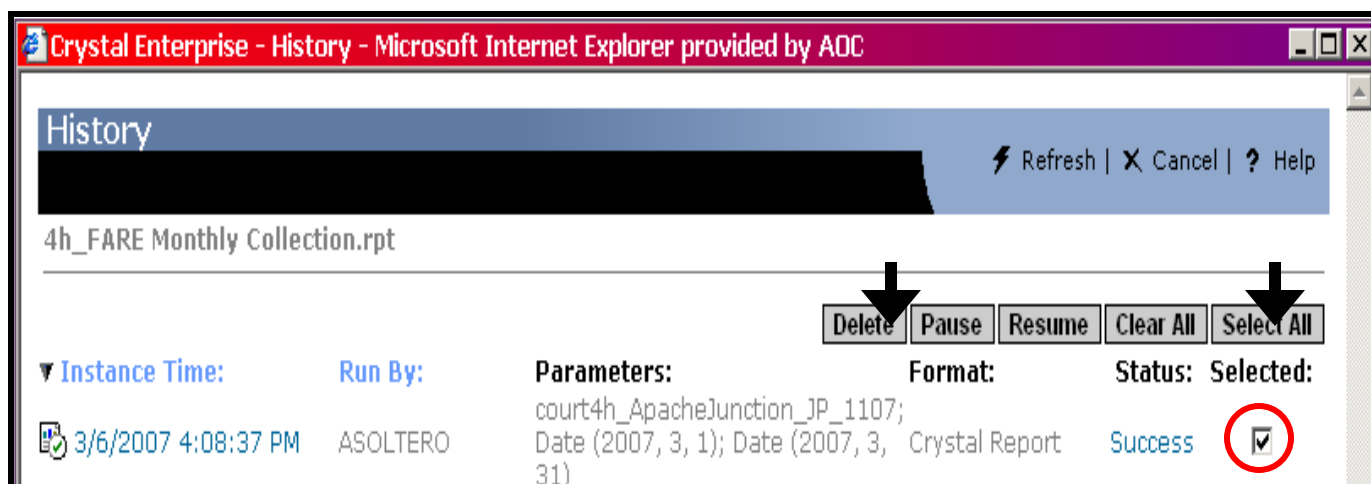
Example of report without receipt data

To delete the history for a report :

1. Single-click on report
2. Single-click on "History"
3. Click box to select report instance or Press the "Select All" button to select all report instances.



4. Press the "Delete" button



# *Surprise...Extra TIPS!!!*

How to Assess Money through the Sentencing Screen when a charge has been dismissed such as Attorney Reimbursement Fees, Local Fees

# Case Management → Criminal Defendant → Sentencing Update

Once you are in the Sentencing update screen, click on "options" then "Financial Assessment" or hit "F2"

**Answer following 3 questions with "NO":**

1. Search for prior charges?
2. Proof of correction?
3. Is the fine amount concurrent?

**ALWAYS** Change docket date to the date you are assessing the money

After entering the date the cursor should fall on the first receivable type which will then be highlighted

**AZTEC 1.241**  
Screens Edit Hot Keys Options View Reports Windows Help

Financial Assessment F2  
Driver Suspension F3  
Confinement F4  
Probation F5  
Diversion F6  
Sentence Notes F7  
Audit Trail F9

**Sentencing Update**  
Sentencing Information  
Case Number: [T] [0001] [TR] [0200700157] ST OF AZ VS SOLTERO ADRIAN  
Party Type: [D]  
Party Number: [001] SOLTERO ADRIAN Person Number: [2173]  
Count: [2] Seq: [1] 28-701A SPEED NOT R&P Docket Date: [12-22-2007]  
\$0.00

Code	Obligation	Amount	C	W	S	Susp. Amount
[2F]	BASE FINE	\$0.00	N			
2S	2002 SURCHARGES 80 P	\$0.00	N			
2V	2002 PROBAT SURCHRG	\$5.00	N			

This is a new record.

**Sentencing Update: Financial Assessments**

Case Number: T 0001 TR 0200700157 ST OF AZ VS SOLTERO ADRIAN

Party Type: D

Party Number: 001 SOLTERO ADRIAN Person Number: 2173

Count: 2 Seq: 1 28-701A Docket Date: 12-22-2007  
SPEED NOT R&P

\$0.00

Code	Obligation	Amount	C	S	Susp. Amount
LC	LOCAL COST	\$100.00	N		
2S	2002 SURCHARGES 80P	\$80.00	N		
2V	2002 PROBATE SURCHARGE	\$5.00	N		

**AZTEC 1.241**

?

You have manually changed the fine amount. Is the total 185.00 okay?

This is a new record.

Over ride the first receivable type with the one you are going to assess in this example it is LC for Local Cost

Answer "Yes"

# Sentencing Update: Financial Assessments



Case Number: T 0001 TR 0200700157 ST OF AZ VS SOLTERO ADRIAN  
Party Type: D  
Party Number: 001 SOLTERO ADRIAN Person Number: 2173  
Count: 2 Seq: 1 28-701A Docket Date: 12-22-2007  
SPEED NOT R&P

\$0.00

Code	Obligation	Amount	C	#	S	Susp. Amount
LC	LOCAL COST	\$100.00	N			
2S	2002 SURCHARGES 80 P		N			
2V	2002 PROBATION SURCHARGE	\$5.00	N			

This is a new record.

Tab over the dollar amount field of the second row and hit delete.

**Sentencing Update: Financial Assessments**

Case Number: T 0001 TR 0200700157 ST OF AZ VS SOLTERO ADRIAN

Party Type: D


Party Number: 001 SOLTERO ADRIAN Person Number: 2173

Count: 2 Seq: 1 28-701A SPEED NOT R&P Docket Date: 12-22-2007

\$0.00

Code	Obligation	Amount	C #	S	Susp. Amount
LC	LOCAL COST	\$100.00	N		
ZV	2002 SURCHARGES 80 P		N		
	2002 PROBATE SURCHARGE	\$5.00	N		

Message

 ERROR: Entry is required.

OK

This is a new record.

After you delete the dollar amount hit **Shift + Tab** to go back to the receivable type field and delete it. After deleting the receivable type it will not allow you to tab past that field without an entry.

### Sentencing Update: Financial Assessments

Case Number: T 0001 TR 0200700157 ST OF AZ VS SOLTERO ADRIAN

Party Type: D

Party Number: 001 SOLTERO ADRIAN Person Number: 2173

Count: 2 Seq: 1 28-701A Docket Date: 12-22-2007  
SPEED NOT R&P

\$0.00

Code	Obligation	Amount	C	#	S	Susp. Amount
LC	LOCAL COST	\$100.00	N			
2V	2002 PROBAT SURCHGE	\$5.00	N			

This is a new record.

Hit the arrow down key to delete the obligation and highlight the next receivable type down.

### ■ Sentencing Update: Financial Assessments

Case Number: T 0001 TR 0200700157 ST OF AZ VS SOLTERO ADRIAN

Party Type: D

Party Number: 001 SOLTERO ADRIAN Person Number: 2173

Count: 2 Seq: 1 28-701A SPEED NOT R&P Docket Date: 12-22-2007

\$0.00

Code	Obligation	Amount	C	#	S	Susp. Amount
LC	LOCAL COST	\$100.00	N			
2V	2002 PROBAT SURCHGE		N			

Tab over to the dollar amount field and delete it.

### ■ Sentencing Update: Financial Assessments

Case Number: T 0001 TR 0200700157 ST OF AZ VS SOLTERO ADRIAN

Party Type: D

Party Number: 001 SOLTERO ADRIAN Person Number: 2173

Count: 2 Seq: 1 28-701A SPEED NOT R&P Docket Date: 12-22-2007

\$0.00

Code	Obligation	Amount	C	#	S	Susp. Amount
LC	LOCAL COST	\$100.00	N			
	2002 PROBAT SURCHGE		N			

This is a new record.

**Shift + Tab** back to the receivable type and delete that.



Once you delete the last receivable type, arrow up and the obligation will be removed. "Control + T" to save.

### Sentencing Update: Financial Assessments

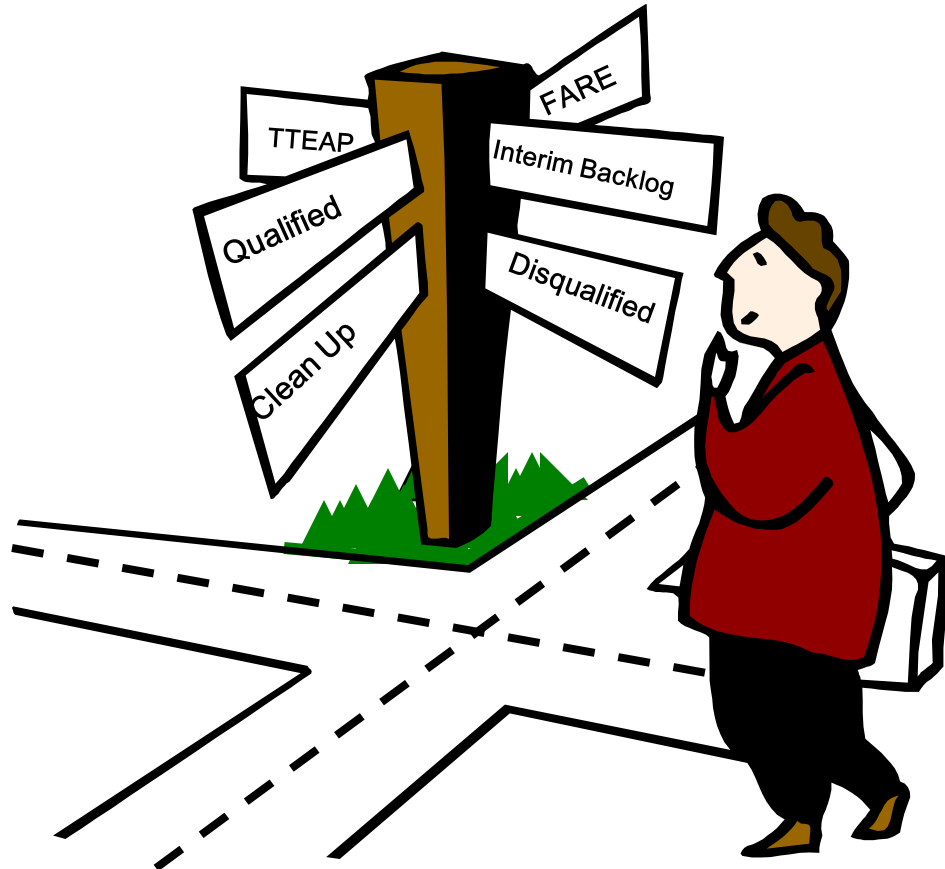
Case Number: T 0001 TR 0200700157 ST OF AZ VS SOLTERO ADRIAN  
Party Type: D  
Party Number: 001 SOLTERO ADRIAN Person Number: 2173  
Count: 2 Seq: 1 28-701A SPEED NOT R&P Docket Date: 12-22-2007

\$0.00

Code	Obligation	Amount	C	#	S	Susp. Amount
LC	LOCAL COST	\$100.00	N			
			N			
			N			

This is a new record.

# Q & A





**CONGRATULATIONS!**  
**YOU HAVE COMPLETED**  
**TRAINING!**