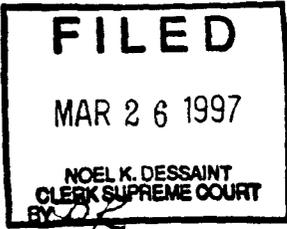


IN THE SUPREME COURT OF THE STATE OF ARIZONA



In The Matter Of: )
COUNSELING, TREATMENT & EDUCATION )
PAYMENTS PURSUANT TO A.R.S. §§ 8-235 )
AND 8-232.01 )

Administrative Order
No. 97- 16

A.R.S. § 8-235(D) allows a court to order a parent or guardian to pay the cost of any counseling, treatment, or education program ordered pursuant to A.R.S. § 8-235(D). Further, A.R.S. § 8-232.01 allows a court to order a juvenile, parent and/or guardian to pay the costs of counseling, education, or treatment.

Now therefore, pursuant to the authority granted the Supreme Court in the Arizona Constitution Article VI, Section 3, and A.R.S. §§ 8-235 and 232.01,

IT IS ORDERED that the following procedures are adopted for the collection, accounting and reporting of monies collected from juveniles, parents or guardians pursuant to A.R.S. §§ 8-235 and 8-232.01.

1. DUTIES OF THE COURT

A. The court order shall reference the appropriate statute, whenever ordering a parent or guardian to pay the cost of any counseling, treatment, or education program ordered pursuant to A.R.S. §§ 8-235(D) or 8-232.01.

B. If the court orders payment of the cost of any counseling, treatment or education program pursuant to A.R.S. §§ 8-235(D) or 8-232.01, the court shall order the juvenile, parent, or guardian to make payments to the Clerk of the Court in the county of the ordering juvenile court, or shall order the juvenile, parent, or guardian to make full payment directly to the service provider. The order shall state the specified amount, the beginning and ending date, and the payment schedule, if applicable.

C. Each juvenile court, in cooperation with the clerk of the court, shall establish an accounting process for the monies received pursuant to A.R.S. §§ 8-235 and 8-232.01, including tracking court orders requiring juvenile, parental or guardian payments; receipt of monies, deposit of monies; forwarding payment to the Supreme Court; reporting to the Supreme Court; as described herein; and a system to provide for timely efforts to collect delinquent amounts. All

accounting processes shall conform with standard accounting procedures and minimum accounting standards for Arizona Court as prescribed in Administrative Order 93-52.

D. Provider billing invoices for treatment services for which an assessment is ordered will be kept on file at the juvenile court.

**2. REPORTING PROCEDURE**

By the 15th of every month, each juvenile court and/or clerk of the court shall forward to the Supreme Court, Administrative Office of the Courts, Finance Office, ATTENTION: Juvenile Probation Service Fund "(JPSF)", a report, together with the attached check transmittal form detailing by case number or JOLTS file number, the payments which have been processed for the proceeding month, including name of party assessed or payor, case number or JOLTS file number, and amount paid. One check payable to the Supreme Court, in an amount equal to the payments which have been processed for the proceeding month, shall be forwarded each month with the check transmittal form.

**3. DUTIES OF ADMINISTRATIVE OFFICE OF THE COURTS FINANCE OFFICE**

A. The Finance Office will process the monthly forms and checks received from the courts in accordance with the accepted and approved minimum standard accounting procedures.

B. All funds received will be deposited into the Supreme Court JPSF account and may be allocated to the county courts to be used in accordance with A.R.S. § 230.02.

C. The Finance Office will forward a copy of the monthly forms from the counties to the Juvenile Justice Services Division, Administrative Office of the Courts by the 30th of each month.

IT IS FURTHER ORDERED this Administrative Order is effective ten (10) business days from the date this order is signed.

Dated this 26th day of March, 1997.

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THOMAS A. ZLACKET  
Chief Justice

**Arizona Supreme Court  
Administrative Office of the Courts**

**CHECK TRANSMITTAL FORM**

Date: \_\_\_\_\_

County: \_\_\_\_\_

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

Check # \_\_\_\_\_

Check Amount \$ \_\_\_\_\_

I certify that the attached list represents payments collected pursuant to a court order under the authority of A.R.S. §§8-235 or 8-232.01, and AO #97 \_\_\_\_\_. The attached list represents the names of the juvenile and the case numbers or JOLTS file numbers of the juveniles for whom payment has been made, the name of party assessed or payor, and the amount paid.

\_\_\_\_\_  
Authorized Court Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ No treatment payments have been collected this month pursuant to A.R.S. §§8-235 or 8-232.01.

\_\_\_\_\_  
Authorized Court Signature

\_\_\_\_\_  
Date

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**\*FOR AOC USE ONLY\***

\_\_\_\_\_ Check received

\_\_\_\_\_  
AOC Finance Office

\_\_\_\_\_  
Date

**Mail to:**

Administrative Office of the Courts  
Finance Office  
Attn: Juvenile Probation Service Fund  
1501 West Washington, Suite 410  
Phoenix, Arizona 85007