

Miscellaneous Payments

Resources:

- See [CJA Rule 4-202.08](#)
- See also 11/29/2010 and 8/27/18 [Legal Opinions](#) – Subsection: “Fees”

Policy:

1. Use the miscellaneous payment option to record (revenue only) collected
 - a. that cannot be applied to a specific case, or
 - b. which is the result of a case, but is due from someone who is not a party to the case, or
 - c. when a single payer requests copies for multiple cases.
2. Receipts shall contain the payer's name and address/phone. If the individual does not want to provide this information, the cashier shall enter 'refused'.
3. Fax/Email Fees: The Court shall charge a flat rate fee of \$5 per request. The first 10 pages are included in the \$5.00 fee. Beginning with page 11 the fee is an additional \$.50 per page no matter the number of emails required. The fee shall be collected in advance (if ordered by telephone, a credit card payment may be accepted).
4. Copies are made of court records only. The term "copies" includes the original production. Fees for copies are based on the number of record sources to be copied or the means by which copies are delivered and are as follows:
 - a. Copies .25 per sheet
 - b. Microfiche \$1.00 per card
 - c. audio tapes \$10 per tape
 - d. Video tape \$15 per tape
 - e. Electronic Storage medium \$15.00
5. All Court case management systems have a mechanism for receipting/distributing reimbursements for telephone charges and copy fees (personal use [See Section 17 Employee Reimbursements](#)).
6. If the miscellaneous payment is for something other than copies, telephone, or fax reimbursement, provide a copy of the receipt to the Accounting Clerk to attach to the Revenue Distribution Report, along with a memo to AOC Finance Department with directions on how the funds should be distributed (unit and object code).

Procedures:

Responsibility Action

Appellate Courts

Cashier

1. Create a receipt selecting the appropriate revenue code, e.g. photocopy, telephone. Include the following:
 - a. name and address of payer
 - b. explanation note
2. Give the original copy of the receipt to the payer.
3. Retain a copy of the receipt as supporting documentation for the Daily Cashier Totals Report.

District Court

Clerk

1. Create a receipt using the miscellaneous payment option for each miscellaneous revenue payment. If the payment is the result of a known case, such as juror or witness contempt of court, enter the case number on the cashier screen before selecting Miscellaneous Payment. Include the following:
 - a. name of payer
 - b. address or telephone number of payer
2. Give the original copy of the receipt to the payer.

Juvenile Court

Clerk

1. Initiate a receipt without entering a case number. Include the following:
 - a. Case Number: Blank
 - b. Amount Received: Amount
 - c. Type of check: \$
 - d. Paid By: Enter code
 - e. Note: Description of Payment or other information.
2. Enter receipt type. Common pay-codes are listed below (for other codes, see Juvenile Court Miscellaneous Receipt Types):
 - a. CRT: Court Costs
 - b. COP: Copy Fees
 - c. CCP: Certified or Exemplified Copy Fees
 - d. TAP: Tape Fees
 - e. SER: Special Searches
 - f. PHN: Phone/Fax Reimbursement
 - g. OVS: Over/Short
 - h. MSC: Miscellaneous Fees

3. Complete the receipt by completing the "Received From", "Payer", and "Reference" fields.
4. Print the receipts. Give the original copy of the receipt to the payer. Retain the duplicate receipt copy.