

Civil Fee Waivers

When an Application to Waive Fees is received, the Civil Fees screen must be accessed, the correct fee highlighted, and the Fee Waiver Requested box checked. This can be done from the filing screen or from the cashiering screen. This process will need to be followed if the case is efiled or filed across the counter.

The full amount of the civil fee is created as an account receivable.

The Civil Fee Documents screen opens and the document and image can be entered.

On the Cashiering screen select Enter.

Civil Fees

Case: 134000055 Divorce/Annulment

Title: JONES, JOY VS. JONES, BOB

Judgment Disposition:

Amount of Suit \$ 0 Fees paid to date \$ 0

Scroll to fee:

Fee Description	Fee Amount
CONTEMPT	0
COUNTER/PATERN-GRAND	155.00
DIVORCE COUNTER	115.00
DIVORCE MODIFICATION	100.00
DIVORCE PREV TS CASE	275.00
DIVORCE/CUST & SU PETN	310.00

☐ Government Fee (based on filing date)

☐ Zero Amount

☐ Proceed to Miscellaneous Copies

☐ Fee Waiver Requested

Amount Due: \$310.00

Buttons: All Fee Codes, Paid Fees, Note, Continue, Exit

NEW - There are now two entries on the Primary Menu

1. Fee Balance
2. Fee Waiver – Status

Fee waiver status's are: Denied, Government, Partial, Requested, Waived.

Exit Case Party Cashierin

Case Information

Case: 134000055 Divorce/Annulment

Citation:

Reference:

Change to Party: JONES, JOY PET

Critical Messages

Fee Balance \$310.00

Fee Waiver - Requested

Once a determination has been made regarding the fee waiver request, the information from the order must be entered on the Fee Waiver Screen.

NEW – Case/Fee Waiver screen. The Fee Waiver screen is available from Case/Fee Waiver, and the Toolbox option on the document screen, in-court screens, cashiering screen, and the account receivables screen.

Open the Fee Waiver screen to update the status of the fee waiver request. Select the appropriate status from the drop down list. Depending on the status selected, the data in the Waive Amount and New Balance fields will change.

- Requested – when the status is requested, the balance due is the full fee amount. The Balance may change when you update the status.
- Denied – the Waive Amount field will be blank and the full amount of the filing fee will appear in the Amount Due.
- Government – the filing fee amount will be populated in the Waive Amount field and 0.00 will display in the Balance Due field.
- Partial – when Partial is selected, an amount has to be entered in the Waive Amount field or the New Balance field. In this example, the judge has waived ½ of the filing fee (\$155). When \$155 is entered, the New Balance is populated when you tab out of the field.
- Waived – if the filing fee is waived in full, the amount of the fee will populate the Waived Amount field and the New Balance field will be blank. A fee with a waiver status of requested cannot be receipted.

Fee Waiver

Case: 134000055 Divorce/Annulment

Account: DIVORCE/CUST&SU PETN Waiver Status: Partial

Account Type: DIVORCE/CUST&SU PETN Party Name: JOY JONES

Original Amount Due: \$310.00

Adjusted: \$

Prior Waived: \$ New Balance: \$

Waive Amount: \$155.00

Amount Due: \$310.00

Amount Paid: \$0.00

Amount Credit: \$0.00

Balance: \$310.00

Update Account Exit

Once the status information is entered, select the Update Account button.

The fee balance and status entry on the Primary Menu will be updated when you open the case again.

Change to 1
JONES, JOY - PETN

Critical Messages

Fee Balance \$155.00
Fee Waiver - Partial

NEW - When the Fee Waiver box on the Civil Fees screen is selected, a case history (F10) entry is created. When the fee status is changed or modified, the case history is updated with the current status.

REVENUE DETAIL - TYPE: DIVORCE/CUST&SU PETN
Fee Waiver Status - Partial
Original Amount Due: 310.00
Amended Amount Due: 155.00

NEW - The Account Payoff screen (F12) will display a warning if any account on the case has a Waiver Requested status.

NEW - A report called Fee Waiver Status is available. This report displays any case where a filing fee account has not been created, any case that has a filing fee account with a balance due and any case with a filing fee which has been waived. Information/Reports/Accounting/Management/Fee Waiver Status.

The Partial Payment option previously on the Civil Fees screen is no longer be available. It was removed because its use results in incorrect disbursement of payments.

The recommended procedure to follow when a filing fee is not correct and requires additional funds is:

- 1. Set up the correct fee account (complaint no amount/\$360).**
- 2. Transfer the partial amount previously paid to this account.**
- 3. Adjust the "from" account amount due down by the amount of the transfer.**