

Payments for Other Courts

Resources:

- For specific CORIS instruction, District [DCJUST Document](#)
- [Section 02-03.00 Mail Payments](#)

Policy:

District/ Juvenile

1. Payments in the form of a check received by mail, are to be returned to the individual or forwarded to the appropriate court **as per local policy**.
2. When cash is received through the mail which is intended for another court, the court shall receipt the cash payment to Trust Without a Case. A trust check should be issued and mailed to the appropriate court.
3. A money order should be treated like a check if it is made payable to the court where the case is filed. If it is made payable to the receiving court, treat it as cash.

Juvenile/CARE

4. A **credit card payment can** be applied to any juvenile court site.
5. Over the counter cash/check payments intended for another location within the same district court site can be receipted.

Procedures:

Responsibility Action

District Cashier

Cash/Check –

- a. Receipt into Trust Without a Case
- b. Deposit the payment in the trust account and issue a trust check to the other court.

Mailed Check –

- a. Forward the check to the appropriate court or return to the payer according to local policy. Record on the mail log the action taken.

**Juvenile Court
Cashier**

Cash/check payments for other locations within a district.

- a. Prior to receipting the payment, cashiers are to change the home district office in the CARE profile screen to the site the youth appears to pay the fine.
- b. Once payment has been receipted, cashiers are to change the home district office back to what it previously was.

Note: Payments for other locations outside the district can only be receipted if made by credit card through the "auto cc" button.