

Credits vs Adjustments

| Scan all "proof of" documentation in the case file | | Scan all "proof of" documentation in the case file |
|---|--|---|
| A clerk will use a CREDIT in the following circumstances: | | A clerk will use an ADJUSTMENT in the following circumstances: |
| | | |
| Community Service ("proof of" and/or documentation must be provided before the credit can be issued) | | Defendant is deceased ("proof of" and/or documentation must be provided before the adjustment can be made) See Brent's Legal Opinion on Deceased Defendant's Fines, Fees, Costs and Restitution |
| Proof of Treatment Costs ("proof of" and/or documentation must be provided before the credit can be issued) | | Errors in setting up an accounts receivable(s) Fines or fees are incorrect |
| Uniform Fine Schedule credit (e.g., proof of insurance, proof of registration) | | Case ordered dismissed or closed |
| When a final payment has been made and the remaining interest/fine balance is under \$10.00. (When completing this action, please include a note that it is being waived "per the Accounting Manual") | | When a plea in abeyance agreement is violated and the PIA fee and/or trust receivable is no longer due. When sentenced, the fine and trust receivable must be entered again in the sentencing screen. See credits for money paid to PIA fee. |
| <u>An amount paid toward the PIA fee should be credited to the fine. See Brent's Legal Opinion</u> | | Account(s) being transferred to Adult Parole & Probation (AP&P) |
| | | GCO 10-01 - Jail imposed |
| | | Filing fees for a government entity |
| | | OSDC Civil Judgment Audit Reports |
| | | Defendant sent to prison |
| | | Court ordered waiving of filing fees |
| | | Judge orders balance no longer due post sentence |
| | | Account(s) being transferred to the Office of State Debt Collection (OSDC) |