Refunds

Policy:

1. As quoted from the June 20, 2016 legal opinion: "Courts should only refund filing fees if the court made the mistake that caused the erroneous filing and fees should not be refunded if the filer made the mistake."
2. Once a fine payment has been receipted it shall not be returned to the payor. ***Exception to policy:*** Only if the payor has determined the cash/check/card was receipted in error (e.g. defendant decided to attend traffic school) and the business day has not closed, could the transaction be voided and monies returned to the payor.
3. Refunds for overpayments under $10 shall be released if requested by the payer.
4. Transcript/tape refunds or other miscellaneous receipts may be refunded when appropriate.
5. Refund of fine/bail previously receipted and reported as revenue to the state, shall be refunded only if ordered by the judge. A refund of fine shall be issued only by trust check according to policy.
6. Revenue refunds that require a transfer from the AOC Finance Department, require a copy of the judicial order at the time of the request.
7. Prior to initiating a refund (of an amount paid by check) ensure the payment has been deposited for at least 21 calendar days before proceeding.
8. Credit card ***refunds*** are not governed by the 45 calendar day hold (trust check requirement) **as it is going back to the payer**. For full and partial refunds of payments made by credit card, refer to Section 03-04.01 Void or Refund Credit Card Payments.

Procedure:

Responsibility Action

Appellate/District/Juvenile Court
Accountant/Designee

1. When necessary to return funds prior to the close of the business day the following should be observed:
    i.   A supervisor/designee, should witness the reversal and the cash/check returned to the payor before approving the transaction.
    ii. If a receipt had been issued, it should be collected from the payor.

      iii. A credit card should be 'voided' before the transaction reversed in CARE/CORIS.

2. The court may reverse a payment and re-enter if the payment was improperly posted <u>within 10 days</u> of receipt.
3. The CORIS transfer feature shall be used to transfer money from revenue into trust so a check can be issued.
4. Only when the physical transfer of money can not be done in the deposit shall the court request a transfer from the AOC Finance Department.
5. When monies need to be refunded in excess of $500 that affect the District's current expense budget the court shall request the monies be refunded through a GAX FINET document.