

## Cases Filed Without Filing Fee Reconciliation Procedures

### Resources:

- [CORIS Fee Waiver](#) Procedure

### Procedures:

#### Responsibility Action

#### District Accountant/Designee

1. On the first day of the following month, print the cases filed without filing fee report. Generate the report by using a beginning date (1st) and an ending date (30th or 31st). The information on the report should be chronological within the month.
2. Examine the cases listed on the report and verify that a judge authorized the fee to be waived based on a fee waiver document. Document the review on the report.
3. Check the previous month's report for cases that were on the report but the waiver or the fee had not been entered yet. Verify that either money was received or the judge had waived the fee.
4. Report any cases without a fee that are not supported by a waiver to the Clerk of Court/designee after two months from the date of filing. If the plaintiff claims the fee was paid, request proof of payment (receipt, copy of cancelled check, etc.).
5. If no CORIS receipt corresponds to the proof of payment, contact AOC Audit for assistance.