

TRANSFER TO STATE DEBT COLLECTION WINDOWS

CASES ELIGIBLE FOR DEBT COLLECTION

Cases Eligible for Debt Collection							
This many days overdue		This Judge Only		With a balance of		Only This Many	
☐ 30 days		All Judges		.00		25	
☒ 60 days		Account Types				Sorted By	
☐ 90 days		Fines/Fees		☐ Only cases on hold		Case	
Case	Name	Balance	Due Date	Last Pymt Date	Sentence Date	State Status	Local Status
Find		Detail		Select Case		Print	
						Exit	

This screen is accessed from the Primary Menu by selecting: Case/Debt Collection/Case Eligible for Debt Collection.

Cases eligible for debt collection may be found by using the various selections available.

This many days overdue: select 30, 60, or 90 days.

Date: If there is a due date, it uses that, otherwise it uses the sentence date. The 30/60/90 days is subtracted from today's date.

Judge: You may select a certain judge or all judges.

Account Types: Select from “Fines/Fees”, “Trusts” or “Fine/Fee/Trust.”

With a balance of: You can enter any amount you would like. If you enter “.00” it will find all cases with any amount due. Currently, the computer defaults to \$100.00, it will only show cases where the balance is at least this much. A request has been made to have this default to “0”, but in the meantime remember to change the amount.

Only cases on hold: If you want to only review the cases you have put on hold click on this box.

Only This Many: The lookup stops after finding this many cases. Default is set at 250, change this to whatever number of cases you would like to search for if this is too many.

Sorted By: The list you request can be sorted by case, date, or amount.

Find: Will find cases as per the perimeters you have requested.

Detail: Shows the payment details of the case. With mouse place pointer on the case you would like to see more detail on and click (this will highlight the line.) Then click on “Detail” button. If desired, you can just double click on mouse when highlighting a case and it will take you to the “detail screen” without clicking on the “Detail” button. See next page for more description of the Detail Screen..

Print: Prints the list you have on the screen.

Cases Eligible for Debt Collection							
This: many days overdue		This Judge Only		With a balance of		Only This Many	
☐ 30 days		All Judges		.00		25	
☒ 60 days		Account Types				Sorted By	
☐ 90 days		Fines/Fees		☐ Only cases on hold		Case	
Number of accounts found: 25							
Case	Name	Balance	Due Date	Last Pymt Date	Sentence Date	State Status	Local Status
821001435	TUFT, CRAIG	31.46		04/27/94			
872001283	JONES, BRIAN P				07/14/97		
882007550	SMITH, MARC D	25.00		05/18/95			
882014504	BROWN, ANTHONY BRUCI	130.00		02/25/97			
891002102	JONES, MARK	2,250.00	01/01/97		09/20/96		
892010438	JONES, FRED L				01/09/98		
901003665	FITZGERALD, MIKE	450.00	10/30/95				Local
902000835	JONES, RALPH E				01/12/98		
902008976	SMITH, ANDREW O	72.00		01/12/98	01/12/98		
911001101	ANDERSON, AARON T	44.00		08/08/95			

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DETAIL SCREEN

Send Case to Debt Collections						
Account Balance Detail						05/12/98 15:46
Case Number: 931000514		Case Type: State Felony				
Local Debt Collection Status:			State Debt Collection Status:			
Name	Acct Type	Due Date	Amt Due	Amt Paid	Amt Credit	Balance
MARTINEZ, ROBECCA						
	Fine Timepay	02/25/95	1,459.46	0.00	0.00	1,459.46
	Trust Timepay	02/25/95	2,500.00	0.00	0.00	2,500.00

Put on Hold

Payment Hist

Case History

Print

Send to State Debt Collections

Set for Local Debt Collections

Exit

This window will allow you to send the information to the State Debt Collections. It will zero the accounts receivable, end fine tracking, and create a civil judgment. It can also be used to show that a case is set for local debt collections, or to put the case on hold.

Put on Hold: This will show a status of “Hold” on the “Cases Eligible for Debt Collection” window. You will be able to select just the “hold” cases from that screen also. A couple of examples of using this function are:

The case looks like it should be sent to the State Debt Collections, but some further research should be done on a particular item.

The case needs to be sent to the judge for a decision, or order etc.

Payment Hist: To see details of the payments made on this case; amounts, and dates.

Account Payment Detail				
Account Payment Detail				05/12/98 15:55
Case Number: 882014504		Case Type: Traffic Citation		
Acct Number	Acct Type	Amount Due	Payor Name	
939047569	Fine	140.00	BROWN, ANTHONY BRUCE	
Transaction	Date	Tender Type	Amount	
970010027	02/25/97	Check	10.00	
Total Paid:			10.00	
Amount Owed:			130.00	

Print Exit

Case History: Goes directly to the Case History for this case.

Print: Prints the Account Balance Detail

Send to State Debt Collections: This sends the case to State Debt Collections. At the same time it will:
Zero out accounts receivable.

End fine tracking.

Enter a civil judgment for the criminal fine and/or restitution owed.

On Primary menu a message will appear in red "Case Sent to State Debt Collection."

Enter a note in case history of the transfer, the amount transferred and civil judgment/s created.

Other case events (calendar, tracking, warrants, etc.) will not be affected.

Set for Local Debt Collections: This will put a status of "Local" on the "Cases Eligible for Debt Collection" screen. If wanted, you could use this screen just to show what cases you are working with on a local basis.