

ALL TRUST TYPES	BALANCES
BAIL	2,827.00
CASH BOND	1,600.00
BAIL/BOND REFUND	-340.00
INTEREST ON RSTITUTN	17.80

The court is then required to set up the case to 'receive' the payment owed back to the court, so it doesn't get reissued inadvertently and/or applied to the wrong debt.

Depending on the situation, it may require a new trust type to be created. For example, if bail was refunded, you wouldn't want to post to bail again but create the receivable with the trust type "Trust Reimbursement". If restitution is still owed by the defendant, selecting the "Trust Reimbursement" receivable allows for the victim to 'pay back' separating what is truly due from the defendant. This trust type also does not accrue interest. Following this procedure requires additional steps to offset the negative once the payment comes in, but may be the best solution based on the situation.

When not creating a separate trust type, the court should increase the trust amount due on the receivable that shows the 'negative'. This one-step process makes it easy to re-receipt the check to the appropriate receivable. In this example Transwest Credit Union received \$5.62 too much. The court site **increased** the amount due by \$5.62

**Display Trust**

Case: 001400305 State Felony

Name: GALLEGOS, TAMMY J

Trust 12	
Recipient	TRANSWEST CREDIT UN
Due	16.86
Paid	11.24
Paid Out	16.86
Credit	0.00
Payout Available	-5.62
Balance	5.62

  

Trust 13	
Recipient	RESTITUTIONS WASHIN
Due	37.06
Paid	37.06
Paid Out	37.06
Credit	0.00
Payout Available	0.00
Balance	0.00

Exit

When the payment comes in, the payment can be easily accepted.

The screenshot shows a software window titled "Payments" with a user "julief". The menu bar includes "Filings", "Links", "History", "Toolbox", "Warnings", "Journal", "Cash Count!", and "Print Index!". The main form contains the following fields:

- Case Number: 001400305
- State: Felony (dropdown)
- Citation: 991912183
- Find: (button)
- Last Name: GALLEGOS
- First Name: TAMMY J
- Payor: GALLEGOS, TAMMY J (dropdown)
- LEA: SL SHERIFF / UNIF PD

The "Payment Options" section is divided into two columns:

	Balance Due	Recurring Payment
<input type="checkbox"/> Trust	\$ 5.62	0
<input type="checkbox"/> Unpaid Fees	\$ 0	
<input type="checkbox"/> Fine/Forfeiture	\$ 0	
<input type="checkbox"/> Miscellaneous	\$ 0	
<input type="checkbox"/> Time Pay	\$	

On the right side of the "Payment Options" section, there are additional checkboxes and fields:

- ☐ Cash Bond Bonds Open \$ 0
- ☐ Cash Bail Bail Open \$ 0
- ☐ Trust without a Case
- ☐ Mail/Drop Box Payment
- Amount to be Paid \$

If a new trust type was created (i.e. Trust Reimbursement), the accountant must increase the trust type that contains the negative amount in order to facilitate a transfer from that trust to offset the negative trust.

### Important points to remember:

- It is important that the court follow these instructions and not just deposit the payment on a separate deposit slip.
- The court must also make a docket note to document the issue and note when the individual/company was notified to repay the court.
- Adding a CASE WARNING also alerts the cashiers that a repayment is due and to contact the accountant, if necessary.
- If the case is to be sent to State Debt, yet the overpayment has not been satisfied, the court is to cover the shortage out of their budget, setting up the receivable in the name of the court.

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