

COLLECT

(Interfaced with JIS District Case Management System)

User Reference Manual

September 2024

Version 24.06



DMC

TECHNOLOGY GROUP, INC.

7657 King's Pointe Road
Toledo, OH 43617
419-535-2900
419-535-2901 fax

www.dmctechgroup.com



Table of Contents

DISTRICT COLLECT SYSTEM	8
DISTRICT COLLECT SYSTEM MAIN MENU	9
MAINTENANCE: 1. COLLECTIONS / PAYMENT PLAN.....	11
Option 1=SCH (JIS Traffic/Criminal Schedule Screen)	16
Option 2=Payment Plan Maintenance	18
F6=Add Case.....	23
F7=Payment Schedule.....	24
Payment Coupon – Example	27
F10=Remove Cases	28
F13=Addr Hist.....	29
F14=Chg Duration	30
F14=Chg End Date.....	31
Option 3=Case Notes (Single Case Update)	32
Option 3=Case Notes (Multiple Case Update)	34
F5=View Cases.....	37
Option 3=Case Notes Entry	38
F10=Print (Case Notes Example Report)	40
F11=PDF (Case Notes Example .pdf)	41
Option 4=DSP (JIS Disposition Screen).....	42
Option 5=Request Tax Garnishment	44
Option 6=Print Notification Letter.....	46
Report Example	51
Option 7=Display ROA	52
Option 8=Wage Assignment / Employer Data.....	53
Employer Data Maintenance / Selection	56
Option 8=Wage Assignment Change, Reissue, Summary.....	57
Wage Assignment Form Example Part 1	58
Wage Assignment Form Example Part 1 – Page 2	59
Wage Assignment Form Example Part 2	60
Wage Assignment Form Example Part 2 – Page 2	61
Summary for Employer Form Example	62
Option 9=Print Wage Cancellation.....	63
Form Example – Part 1	66
Form Example – Part 2	67
Option A=Address History	68
Option C=3 rd Party Review for Collections – manual send.....	69
Option D=Demographic Info	70
Option E=Event / Payment Inquiry.....	71
F10=Print - Example	72
Option H=Pay Plan History.....	73
F10=Print - Example	74
Option I=Payment Inquiry	75
Standard Mode	75
Current Mode.....	77
F5 = Display Case IDs	79



F9 = All Payments.....	80
F10 = Print (Report Example based on Mode)	81
Option L=Modification Log (DNT Enabled)	82
Option M=Send Phone Message (DNT Enabled)	83
Option 1 – Notification Message Selection.....	85
Option N=SSN Entry	87
Option P=Print Remit Prisoner Funds.....	88
Form Example Page 1	90
Form Example Page 2	91
Option R=Reset Statement Number	92
Option O=Print Satisfaction of Financial Obligation	93
Form Example	95
Option S=Stop Code/Start	96
Option T=Contact Info / Enroll (DNT Enabled).....	98
F4=Prompt on Phone Number	100
Enrollment Authorization Form (Example).....	101
Send Authorization Text Message	102
Option W=Wage Asn Payment.....	105
F10=Print Report (Example)	106
Option X=Excuse Payment.....	107
Modify/Extend Due Date	109
Option Y=DNT History Inquiry (DNT Enabled).....	110
F8=Prisoner Satisfaction of Obligation.....	111
Option 1 – View Remit Info	113
Option 6 – Print Satisfaction.....	114
F9=Wage Assignment Cancellation – Closed Cases.....	116
F11=Payment Plan History Payment Inquiry	117
Option 1 – Select for Inquiry.....	118
F8=Add'l Info	119
MAINTENANCE: 2. CASE ADDRESS SYNCHRONIZATION	120
Option 1=Select for Group.....	122
Option 1=Select for Synchronization	125
Option 5=Case Inquiry.....	126
F10 = Differences Report - Example.....	127
MAINTENANCE: 3. NAME SYNCHRONIZATION	128
STATEMENTS: 4. STANDARD STATEMENT PRINT	129
F4=Prompt	132
F7=Override Selection Criteria	133
Statement Sample Form.....	134
Notification Letter Sample Form	135
Trial Report Example.....	136
Exception Report Example	137
Job Halts Execution – Name Sync Mismatch.....	138
Report Example	139
STATEMENTS: 5. WARRANT STATEMENT PRINT.....	140



STATEMENTS: 6. COLLECTION AGENCY EXTRACT 141

STATEMENTS: 7. STATEMENT REPRINT 142

MENUS: 8. REPORTING 151

- Reports: 1. Balance Due..... 152
 - Report Example 154
- Reports: 2. Show Cause Hearing 155
 - Report Example 157
 - Direct Scheduling into the JIS system 158
- Reports: 3. Payment Plan Partial Payment..... 163
 - Report Example 164
- Reports: 4. Payment Plan Expiration 165
 - Report Example 166
- Reports: 5. Money Collected 167
 - Report Example based on Payments 170
 - Report Example based on Statements 171
- Reports: 6. Money Collected by Event..... 172
 - F7=Override Event Code 174
 - Report Example 175
- Reports: 7. Statements Sent..... 176
 - Report Example 1=Detail 178
- Reports: 8. Event Sent Report..... 179
 - Report Example by Event 181
- Reports: 9. Never Received a Statement..... 182
 - Example Report 184
- Reports: 10. Wage Assignment 185
 - Report Example 187
- Reports: 11. Address Stop..... 188
 - Report Example – All Cases 190
 - Report Example - Only New Addresses 191
- Reports: 12. Stop Code 192
 - Report Example 194
- Reports: 13. Incomplete Address..... 195
 - Report Example 196
- Reports: 14. Remit Prisoner Funds..... 197
 - Report Example 198
- Reports: 15. Payment Plan Past Due 199
 - Report Example 200
- Reports: 16. Payment Plan Extended 201
 - Report Example 202

MENUS: 9. DATABASE / MISCELLANEOUS 203

- Misc Maintenance: 1. Statement Mailer / Notification Letter Text..... 204
 - 1 thru 100 (Standard Statement) or..... 206
 - 901 thru 999 (Warrant Statement)..... 206
 - 101 thru 800 (Notification Letter) or..... 207
 - 801 thru 900 (Warrant Letter)..... 207
- Misc Maintenance: 2. Name Synchronization 210



Misc Maintenance: 3. Track Returned Statements..... 211
 Manual Action 212
 Misc Maintenance: 4. Prison / Jail Code Maintenance 213
 Misc Maintenance: 5. Employer Maintenance..... 215
 F6=Add and Option 2 = Maintain Employer..... 216
 Option 5 = View Wage Assignment(s)..... 217
 Letters: 8. Pay Plan Letter Generation 218
 Letters: 8. Pay Plan Letter Generation 219
 Letter Example..... 219
 Clean-Up: 10. Re-Organize COLLECT Database Files 221
 Save: 20. Backup COLLECT System to Tape 223

MENUS: 10. TAX GARNISHMENT PROCESSING..... 224

Test File: TF. Create Test File (Required if submitting data file) 225
 Test File: TF. Create Test File (Report) 226
 Net Server Menu: NS. NETS Menu to Configure “Share” to Data File 227
 Clean Up: DS. Delete Spooled Files for Tax Garnishments 228
 Forms: 1. Request and Writ of Tax Garnishment 229
 Option 2=Change..... 231
 Option 5=Display 232
 F7=Print All & Create DOT Files 233
 Forms: 2142 Transmittal for Magnetic Writs of Garnishment..... 234
 Forms: 1. Writ of Tax Garnishment – Example (Part 1) 235
 Forms: 1. Writ of Tax Garnishment – Example (Part 2) 236
 F10=Report - Tax Garnishment List Report Sort Prompt..... 237
 Tax Garnishment List Report - Detail 238
 Tax Garnishment List Report - Summary 239
 Forms: 1i. Instructions for Defendant 240
 Instructions for Defendant form - Example 241
 Forms: 2. Proof of Service 242
 Option 5=Display 243
 Option 6=Print or F6=Print All 244
 F6=Print All 245
 Forms: 2. Proof of Service – Example 246
 Create PDF: 3. Create PDF Files from Form Output..... 247
 Inquiry - Form: 4. Tax Garnishment Filing History - Release..... 248
 Option 5. Display..... 249
 Option 6. Print Release 250
 Garnishment Release – Example Part 1 251
 Garnishment Release – Example Part 2 252
 Option D. Disclosure entry/view 253
 Option G. Reprint Tax Garn 254
 F6=Print Report - Example..... 255
 Inquiry - Form: 5. Tax Garnishment Filing Archive - Release..... 256
 Option 5. Display..... 257
 Option 6. Print Release 258
 Inquiry - Form: Garnishment Release - Example 259
 F6=Print Report 260



F6=Print Report - Example.....	261
Yearly Reset: 6. Tax Garnishment File Reset – Archive	262
Yearly Reset: 7. Tax Garnishment Regenerate from Archive.....	263
Yearly Reset: 8. Potential Tax Garnishment Cases Report.....	265
Report Example	267
Direct Selection with Results.....	268
Direct Selection Option 1=Select for TxR	270
Direct Selection Option 5=Disclosure History	272
MENUS: 11. COLLECTION AGENCY NEW CASE PROCESSING.....	275
Extract: 1. New Case Extraction	276
Report Example	277
Status/Print: 2. New Case.....	278
6=Print Notice	280
Update: 3. Add Aged Cases to Collection Agency File	281
Report Example	282
Maintenance: 7. Collection Agency Review File	283
Report Example	285
Maintenance: 8. Collection Agency File	286
Report Example	288
Maintenance: 10. Send Review File to 3 rd Party Collection Agency	289
Maintenance: 11. Send File to 3 rd Party Collection Agency.....	290
MENUS: 12. DEFENDANT NOTIFICATION & TRACKING (IF ENABLED)	291
Maintenance: 1. Defendant Phone Number / Enrollment	292
Option 2=Edit - Enrollment Information	293
Send Authorization Text Message	295
Option 5=Modification Log	298
Notify: 3. Defendants On-Demand.....	299
Option 1=Select	301
Confirm: 6. Manually Run Delivery Confirmation Process.....	303
History: 8. Notification Inquiry	304
Option 1=Select	305
F7=All Notifications	308
Reporting: 10. Notification Sent Report.....	309
Sample Report.....	310
Reporting: 11. Notification Delivery Status Report	311
Sample Report.....	312
Reporting: 12. Notice Sent to Payment Date Report.....	313
Sample Report.....	314
SYSTEM: 80. CUSTOMIZATION.....	315
Changing the System Customization Password.	315
Customization: 1. System Tailoring Customization	320
Payment Plan Customization.....	325
Reporting Customization	329
State Form Customization	338
Miscellaneous Customization	346



Customization: 2. Standard Statement Logic Tailoring 347

Customization: 3. Warrant Statement Logic Tailoring 358

Customization: 4. Collection Agency Extract Logic Tailoring..... 359

Customization: 5. Collection Agency New Case Processing..... 360

Customization: 6. Tax Garnishment..... 361

 1. Tax Garn, Proof, Release, and Regenerate 362

 2. Default Plaintiff and Attorney..... 367

 3. Court Address..... 368

 4. Signature and Placement..... 369

 5. Garnishee Address 374

 6. Form 2142 Contact Information..... 375

Customization: 7. Defendant Notification & Tracking Menu (If Enabled) 376

 Maintenance: 1. Notification Message..... 377

 Maintenance: 2. Pay Plan Notification Nightly Batch Process 386

 Maintenance: 3. Notification Authorization Form 388

 Notification: 6. Manually Run Pay Plan Nightly Batch Process 391

 Customization: 20. System Features..... 392

 Customization: 21. System Values..... 394

 Customization: 22. System Default Parameters 395

System: 10. Initial Setup Menu 397

 Maintenance: 1. Software Security Id..... 398

 Maintenance: 2. Postcard Court Address 399

 Maintenance: 3. Notification Letter Heading..... 400

 Maintenance: 4. Wage Assignment Court Heading 401

 Maintenance: 5. Coupon Book “Make Payments To” 402

 Maintenance: 6. Multiple Court Processing 403

 Maintenance: 7. Multiple Court Prefix Entry 404

 Maintenance: 8. Next Action Codes to Ignore 405

 Maintenance: 9. Payment Schedule Customization 406

 Maintenance: 10. Cash Codes to Ignore 408

 Maintenance: 11. Prisoner Funds Remit to Address 409

 Maintenance: 12. Prisoner Funds MDOC Address..... 410

 Maintenance: 30. All of the Above..... 411

Maintenance: 20. SSN..... 412

 Option 2=Change 413

 Option 4=Delete 414

Maintenance: 21. Stop Code 415

Maintenance: 22. Payment Plan Excuse Due Dates – Mass Update 416

APPENDIX..... 418

 “Q” Codes Generated by COLLECT - JIS Register of Action 418



District COLLECT System

About This Manual:

This manual is designed to outline and explain all the features for the COLLECT software. It is not a “carved in stone” run manual. It is each court’s responsibility to use their selected features to enhance the overall collection effort.

Multiple Court Mode:

*** NOTE*** Most courts will NOT use this feature. This feature will be used only by courts that run multiple JIS court locations on one iSeries or IBM Power i computer.

When in this mode the case number, on all displayed screens, will be prefixed with a two-character prefix representing the court id. This two-character prefix is predefined for each court in the customization section of the software (see the Customization section of this manual for instructions in setting up the two-character codes).

Defendant Notification & Tracking (DNT):

New in Version 18.00 is the ability to notify defendants via Text Message or Phone Message of upcoming payment plan due dates, overdue/late payments and/or on-demand messaging. This functionality is very similar to the DMC Defendant Hearing Notification application, except this application processes payment notifications where the DMC application processes hearing notifications. The notification function utilizes a 3rd Party Service to physically send the text or phone message. Due to the use of this service, there will be a small one-time setup fee and an annual subscription fee. Please contact DMC to discuss the setup and subscription fee and how to enable this feature.

Automatic Software update feature:

New in Version 21.00 is the Auto-Update feature. The COLLECT system will check for new software updates sent to your court in electronic format from DMC. These updates will be automatically ☺ applied when the first user of the day launches the system. Messages on the bottom of the Main Menu screen will inform the users of the update status. The initial user to enter the system may experience a few second delay if an update is getting applied.

District COLLECT System Main Menu

```

D6000DMC                COLLECT System Main Menu                9/04/24  14:37:28
Select one of the following:

Maintenance:             1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

Statements:              4. Standard Statement Print
                        5. Warrant Statement Print
                        6. Collection Agency Extract
                        7. Statement Reprint

Menus:                   8. Reporting
                        9. Database / Miscellaneous
                       10. Tax Garnishment Processing
                       11. Collection Agency New Case Processing
                       12. Defendant Notification & Tracking

System:                  80. Customization
Quit:                    90. Signoff
Type selection, press Enter.  ==>  __

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
Enjoy using COLLECT! You are running the latest version available from DMC.
    
```

Auto-Update message checking for any new updates to be applied.

Option 12 will only appear if the feature is enabled.

The Collect menu will be displayed to the user when the command **COL** is keyed in on a command line. If JIS has created a special menu for your use, DMC can work with JIS to add an option for the Collect menu.

Screen input edits are as follows:

- The only valid options are listed on the menu, anything else will generate an edit error.
- Menu option 80. Customization allows the user to customize the COLLECT system for use in their court. **You will want to select this option to customize the system prior to initial execution. Also, to verify existing settings and/or set new parameters after every release upgrade.**

****NOTE**** – Menu option 80. Customization is defined at the end of the document.



District COLLECT System Main Menu

Screen function keys are as follows:

- | | |
|-------------------|---|
| F3=Exit | Exit the COLLECT System Main Menu and return to the previous screen. |
| F6=Messages | Display any messages sent to the current user or display station. |
| F7=Spooled Files | Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled file listing. |
| F8=Submitted Jobs | Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |

Maintenance: 1. Collections / Payment Plan

D6000DMC Collections Maintenance 9/04/24 14:40:59
 Mode: ALL

Position to name . . . _____ or case . . . _____
 Type MAINTENANCE options, press Enter.
 1=SCH 2=Pay Plan 3=Case Notes 4=DSP 6=Notify Letter 7=ROA More...
 C=3rd Pty Review D=Demographic N=SSN R=Reset Lvl S=Stop/Start X=Excuse
 (= 3rd Party Collection Agency)

Opt	Name	DOB	Case ID	Bal Due	Stat	S
-	SENTIUK/BRIANNA/MICHELLE	2/16/02	16D474335	174.00	DISP	M
	105 SSN 0	MONTHLY \$1 due on 1 starting 7/01/24				
-	SERGEANT/JEREMIAH/CRISTIAN	11/21/94	20X3785181	150.00	DISP	
-	999 SSN					
-	SEYMOUR-MISZE/DONEVYN/LEE	8/05/99	17E102582B	45.00	WRNT	
	SSN AdH Nts 0					
-	SEYMOUR-MISZE/DONEVYN/LEE	8/05/99	17E102582C	240.00	DISP	C
	434 SSN AdH 0	MONTHLY \$10 due on 4 starting 11/04/22				
-	SEYMOUR-MISZE/DONEVYN/LEE	8/05/99	171895920T	45.00	WRNT	
	SSN AdH 0					
-	SHABAZZ/MUHMAD/	10/30/68	9551033CT	60.00	WRNT	
	SSN 2					

More...

F3=Exit F5=All F6=No Pay Plan F7=Pay Plan F8=Prison Sats F9=Wage Canc
 F10=Address Sync F11=PP History F12=Cancel F20=Legend F23=More Options

Dashboard area of the screen.

F23 = More Options will display all available options to the user.

This screen will be displayed to the user when menu option 1 is selected from the main menu. This option allows the user to maintain payment plans and case notes, request tax garnishment, print notification letters, view the register of actions, print wage assignments, print wage cancellations, inquire on payment plan payments, inquire on payment plan history, print remit prisoner funds, print satisfaction of obligations, and stop or start a case from the statement process from a work-list of individuals with a JIS case status of "OPEN". When an individual case gets closed, it will no longer appear on the Collections Maintenance worklist.

The cases in the worklist will display in alphabetical order with the ability to position to cases by name or case id. To position the worklist to a specific name or partial name, simply type in the name in the "position to name" field and press Enter. The worklist will start with the next name that starts with or matches the criteria entered. To position the worklist to a specific case id, simply type in the case id in the "position to case" field and press Enter. The worklist will start with the name on the case id entered.

By using the function keys, the user may subset the cases in the worklist. The three-subset modes are: ALL, PAY PLAN, and NO PAY PLAN. The mode of the program determines what cases are displayed on the screen worklist. The current mode of the program is displayed in the upper right corner beneath the date and time.



Maintenance: 1. Collections / Payment Plan

The “dashboard” area of the screen will have any number of indicators displayed based on the entries and/or events that occur on each case.

- 999 - (any number from 0 to 999) This is the number of days elapsed since last payment. If no payment is found it is the elapsed days since disposition date, or if on a Payment Plan, the number of elapsed days since pay plan start date or Re-amortization date. If multiple cases are on a payment plan, they will all reflect the same number.
- **ADH** - Any case that has Address History.
- **DNT** – Any case that is enrolled in the “Defendant Notification &Tracking” system. This feature is a separate add-on and must be enabled by DMC Technology, Inc.
- **Emp** - Any case that has Employer Data saved.
- **Inf** – Any case that has Demographic Information saved.
- **NSF** – The court received a Non-Sufficient Funds check from the Defendant. NSF will appear on all cases no matter which case logged the NSF check.
- **Nts** – Any case that has Case Notes entered.
- **PPH** – Any case that has Payment Plan History.
- **1** - The Progressive Statement Level Number, either for Pay Plan or Non-Pay Plan cases. A number of **_0_** indicates this person has made a recent payment and has been reset to start the progressive statement notification process over again.
- **PPF** – Any case with a Remit Prisoner Funds issued against it
- **Rst** – Any case with Open Restitution.
- **SSN** – Any Name/DOB that has a Social Security Number entered into the system.
- **TxR** – Any case selected to be Reviewed for Tax Garnishment.
- **TxF** – Any case where the actual Tax Garnishment has been printed
- **WgA** – Any case with an active Wage Assignment issued against it.
- **3PR** – 3rd Party Review for Collections

This “dashboard” is a quick visual way to see information about the case on the surface without having to do extensive research.

Screen input edits are as follows:

There are now 4 separate panels to display all the available options. Each panel can be displayed in a round-robin fashion with F23=More Options key. The Notification options will only be displayed if that feature is enabled.

Maintenance options:

Type MAINTENANCE options, press Enter.
 1=SCH 2=Pay Plan 3=Case Notes 4=DSP 6=Notify Letter 7=ROA More...
 C=3rd Pty Review D=Demographic N=SSN R=Reset Lvl S=Stop/Start X=Excuse

Forms options:

Type FORMS options, press Enter.
 5=Tax Garnishment 8=Wage Assignment/Employer Data 9=Wage Cancellation
 0=Satisfaction of Obligation P=Remit Prisoner Funds More...



Maintenance: 1. Collections / Payment Plan

Inquiry options:

Type INQUIRY options, press Enter. A=Address History E=Event/Payment H=Pay Plan History I=Pay Plan Payment W=Wage Asn Payment	More...
--	---------

Notification options (DNT if enabled):

Type NOTIFICATION options, press Enter. L=Modification Log M=Send Phone Message T=Contact Info/Enroll Y=DNT History Inquiry	More...
---	---------

- All other entries in the Option column will generate an edit error. You may enter more than one option on the worklist. The options are described in more detail on the following pages.



Maintenance: 1. Collections / Payment Plan

Additional informational highlights on the screen:

D6000DMC Collections Maintenance 9/0 Mode: A

Position to name . . . or case . . .

Type MAINTENANCE options, press Enter.

1=SCH 2=Pay Plan 3=Case Notes 4=DSP 6=Notify Letter 7=More...
 C=3rd Pty Review D=Demographic N=SSN R=Reset Lvl S=Stop/S... K=Excuse
 (X = 3rd Party Collection Agency) NP SA PSA

Opt	Name	DOB	Case ID	Due	Stat
█	SHELTON/SHARLENA/IDRISRENAE	8/05/95	19205329SM	.00	PROB 3
█	999 SSN AdH PPH 0				
█	SHENEMAN/JESSICA/RAE	2/13/73	17186744SM	509.00	DISP
█	999 SSN AdH Nts PPH Rst				
█	SHEPARD/JONATHAN/HOWARD	1/18/69	918550CT	45.00	DISP
█	999 3				
█	SHEPARD/LORA/	6/15/63	19D482164	654.00	DISP
█	999 SSN 5				
█	SHEPARD/LORA/L	6/15/63	19D454261	174.00	DISP
█	999 SSN 5				
█	SHEPARD/LORA/L	/15/63	19D482059	354.00	DISP
█	999 SSN 5				

F3=Exit F5=All F6=No Pay Plan F7=Plan F8=Prison Sats F9=Wage Canc
 F10=Address Sync F11=PP History F12=More Options
 Worklist positioned to SHELTON.

Highlighted Case ID indicates:
 GREEN – Non-Public
 TURQUOIS – Set Aside
 YELLOW – Partial Set Aside

Highlighted Name indicates this case has been sent to a 3rd Party Collection

Screen function keys are as follows:

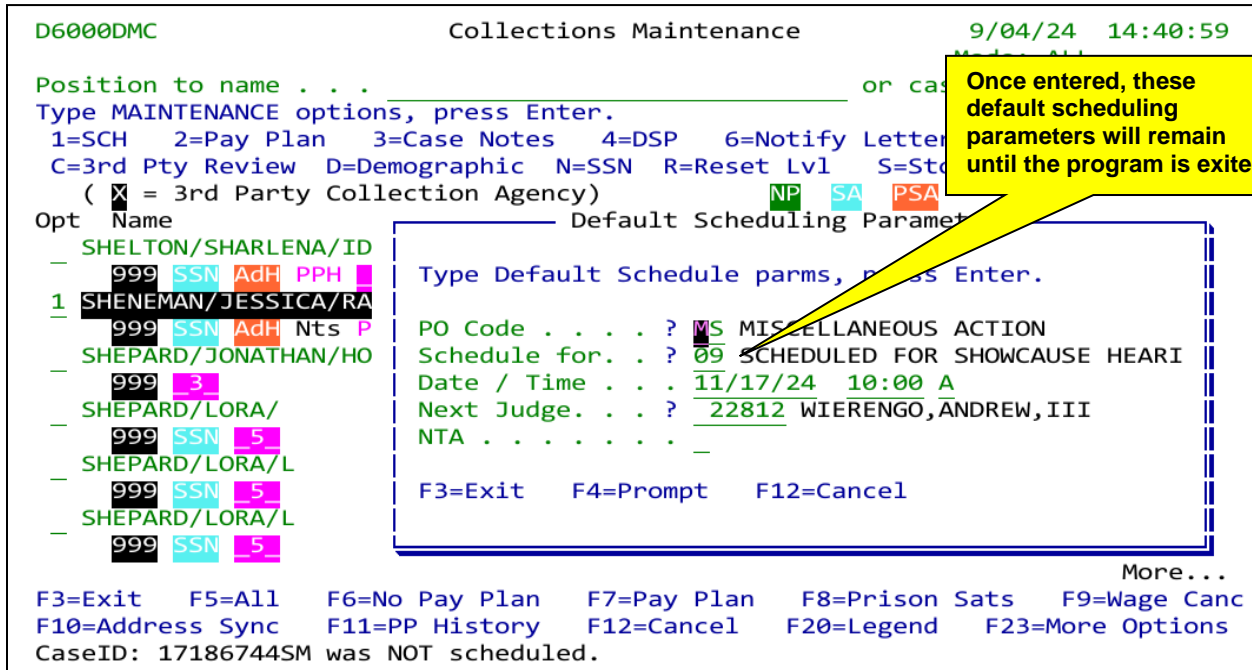
- | | |
|-------------------------|--|
| F3=Exit | Return to previous display (COLLECT System Main Menu). |
| F5=Show All | Displays all Payment Plan and Non-Payment Plan cases. |
| F6=No Payment Plan | Displays only Non-Payment Plan cases. |
| F7=Payment Plan | Displays only Payment Plan cases. |
| F8=Prison Satisfactions | Shows all closed cases that have an active remit prisoner funds and allows the user to terminate those. |
| F9=Wage Cancellations | Shows all closed cases that have an active wage assignment and allows the user to cancel those. |
| F10=Case Addr Sync | This key is a short cut to the Case Address Synchronization program (option 2 from the COLLECT System Main Menu). |
| F11=Pay Plan History | Will allow the user to inquire on all payment plans that were satisfied/terminated starting with this release. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Maintenance: 1. Collections / Payment Plan

- F20=Legend Displays the legend window.
- F23=More Options Toggles the available options.

Maintenance: 1. Collections / Payment Plan Option 1=SCH (JIS Traffic/Criminal Schedule Screen)



D6000DMC Collections Maintenance 9/04/24 14:40:59

Position to name . . . or cas
Type MAINTENANCE options, press Enter.
1=SCH 2=Pay Plan 3=Case Notes 4=DSP 6=Notify Letter
C=3rd Pty Review D=Demographic N=SSN R=Reset Lvl S=Sto
(= 3rd Party Collection Agency) NP SA PSA

Opt Name Default Scheduling Paramet
- SHELTON/SHARLENA/ID
999 SSN AdH PPH
1 SHENEMAN/JESSICA/RA
999 SSN AdH Nts P
- SHEPARD/JONATHAN/HO
999 3
- SHEPARD/LORA/
999 SSN 5
- SHEPARD/LORA/L
999 SSN 5
- SHEPARD/LORA/L
999 SSN 5

Type Default Schedule parms, press Enter.
PO Code ? MS MISCELLANEOUS ACTION
Schedule for. . ? 09 SCHEDULED FOR SHOWCAUSE HEARI
Date / Time . . . 11/17/24 10:00 A
Next Judge. . . ? 22812 WIERENGO,ANDREW,III
NTA -

F3=Exit F4=Prompt F12=Cancel

More . . .
F3=Exit F5=All F6=No Pay Plan F7=Pay Plan F8=Prison Sats F9=Wage Canc
F10=Address Sync F11=PP History F12=Cancel F20=Legend F23=More Options
CaseID: 17186744SM was NOT scheduled.

The Default Scheduling Parameters screen allows the user to enter a set of scheduling parameters that will be remembered and inserted on to the JIS scheduling screen for every defendant selected. This will minimize repetitive data entry and allow for quicker scheduling. Once the parameters are filled in and edited, the user will be presented with the JIS scheduling screen already filled in with the values from this screen.

Screen input edits are as follows:

- PO Code must be a valid code defined in the JIS system.
- Schedule for must be a valid “AJ” code defined in the JIS system.
- Date/Time must be a valid future date and valid time within court hours.
- Next Judge must be a valid Bar # defined in the JIS system.
- NTA must be blank, A (Attorney), D (Defendant), or B (both).

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits the Default Scheduling Parameters screen and returns the user to the Collections Main Menu. |
| F4=Prompt | Allows the user to select valid values from a list. Prompt capable fields are denoted with a blue “?”. |
| F12=Cancel | Exits the Default Scheduling Parameters screen and returns the user to the Collections Maintenance screen. |



Maintenance: 1. Collections / Payment Plan Option 1=SCH (JIS Traffic/Criminal Schedule Screen)

DMC COURT DEVELOPMNT		Traffic / Criminal Scheduling		Status WRNT	
Type all required scheduling information and press ENTER. Schedule fields were defaulted, but can be changed. Press Enter to update. F24 to exit-NO update.					
Court 0	Venue 1	Case 99093822SM	Pty D01	Charge	Type SM
Name DAUGHERTY/JACQUELYN/	Jdg/Rcrd 53470	P0 Code MS	Date		
PO Judge	Prosecutor	Attorney	Plea	ROA	
Schedule For 9	Date 100119	Time 1000 A	Next Judge 53470	NTA A	
Schedule For	Date	Time	Next Judge	NTA	
Bond Information: Type Action Date Amount					
PT Assessment Date	Release From Jail Date	Bon			
Close/reOpen/Probation Warrant Appeal Arrgn/Comm					
Supplemental Actions:					
Date Generated Notices:					
DFJ Form	Abstract	FDN	NNC	FAC/FCJ/FAD	Court/Due Date 91297
WAM	WAN	Late Penalty	20% Late Penalty		
UNDISPOSED	TOTAL FINE	75.00	AMT DUE	75.00	
F1-Clear Screen	F4-Prompt	F24-Previous Menu		Help	

All of the required fields are defaulted from the previous screen. Then can optionally be changed here depending on case requirements.

This is the JIS Traffic/Criminal Scheduling entry program, but slightly modified to accept parameters. All edits and required fields are identical to the original JIS SCH program. All fields that were defaulted, can be changed from this screen as if the user was entering directly from the JIS SCH screen.

Screen input edits are as follows:

- o All original JIS screen edits are in place.

Screen function keys are as follows:

- F1-Clear Screen Removes all information entered on the screen and allow for re-entry.
- F4-Prompt Allows the user to select valid values from a list. Prompt capable fields are denoted with white colored field headings. They appear black on the screen shot shown.
- F24-Previous Menu Exits the JIS SCH screen and returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

D6000DMC	Payment Plan Verification	5/27/12	12:59:53	
Type options, press Enter.				
4=Remove from Group 5=Case Inquiry				
Opt	Name	Date of Birth	Case	Amount Due
█	SAIN/MELINDA/J	6/30/1970	01D191895	53.00
	Offense: 8/28/2001 SAFETY BELT, FAILURE TO WEAR			
-	SAIN/MELINDA/J	6/30/1970	01D216779A	113.00
	Offense: 8/30/2001 LANE USE, DROVE WRONG WAY ON A ONE-WAY STREET			
-	SAIN/MELINDA/J	6/30/1970	01D216779B	83.00
	Offense: 8/30/2001 LEFT TURN IN FRONT OF MOVING TRAFFIC/FAIL TO YIELD			
Bottom				
F3=Exit F12=Cancel				
Type options or press ENTER to continue.				

The Payment Plan Verification screen is an intermediary screen when selecting multiple cases for the entry of a payment plan. If only one case is selected, this screen will be bypassed, and the user will go directly to the Payment Plan Maintenance screen (see next page). If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to indicate different defendants were selected. At this point, the user can remove the case from the list using option '4=Remove from group' and press Enter to proceed, or the user can F12=Cancel the process and start over. Using option '4' will not delete the case. It will only remove it from the selected group. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove from Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed to enter the payment plan.

Screen function keys are as follows:

F3=Exit Exits Payment Plan Verification and returns the user to the Collections Maintenance screen.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

```

D6000DMC                Payment Plan Maintenance                7/31/18  09:30:33
Type choice, press Enter.
Name . . . . . : SAIN/MELINDA/J
Current Address . . : 1230 SPRING ST
                   : MUSKEGON, MI 49442
Date of Birth . . . : 6/30/70
Payment Frequency. . . █ ( M=Monthly - Specific day of the month)
                        (BM=BiMonthly - Specific day every other month)
                        (SM=SemiMonthly - Specific days twice a month)
                        ( W=Weekly - Specific day every week)
                        (BW=BiWeekly - Specific day every other week)
                        (SW=SemiWeekly - Specific days twice a week)
                        ( X=DayRange - Every XXX days)
Maximum Duration . . . 5 0 (1-10 Years, 0-11 Months)
Specific End Date. . . _____ (MM/DD/YY - Enter to override Max Duration)

F3=Exit  F8=Address Sync  F12=Cancel  F13=Address History
WARNING: Different address detected on selected cases, press F8 to correct.
    
```

If a Specific End Date is entered, it will override the Maximum Duration.

Highlighted address indicates not all selected cases have the same address.

The Payment Plan Maintenance screen will enable the user to select the type of payment plan for the individual. This screen will only appear when entering a new payment plan for an individual. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use F8=Address Sync to correct address discrepancies. The system will choose the most current address from the selected cases.

Screen input edits are as follows:

- Payment frequency is required and must be one of the listed selections on the screen. Any other value will generate an edit error.
- Maximum Duration years and months is required if no Specific End Date has been entered and must be a within the range of 0 years 1 month thru 10 years 0 months. Any other value will generate an edit error.
- Specific End Date is optional and if entered will override the Maximum Duration. This parameter will allow the user to specify an exact date to end the Payment Plan. The End Date of the payment plan cannot exceed 10 years, just like Maximum Duration.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.
F8=Address Sync	Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.
F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History	Displays all previous addresses on file, if available.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

If an SSN has already been stored for this person, it becomes visible here for verification. If it is incorrect or not entered, use

```

D6000DMC          MONTHLY Payment Plan Maintenance          7/18 09:32:57
Type information, Name: SAIN/MELINDA/J  DOB: 6/30/70
press Enter.  Address: 1230 SPRING ST
                   MUSKEGON, MI 49442
SSN on File
                   ###-##-6555
Personal information:
| Date of Agreement . . . 7/31/18 (MM/DD/YY) P- Balance Due: 249.00
| First Payment Due . . . 7/31/18 (MM/DD/YY) Max Duration: 5y-0m
| Amount . . . . . .00 ($ Expected first payment, if unique.)
| Payments Due on the . . . day of the month. 31=Last day every month.
| Payment Start Date . . . 7/31/18 (MM/DD/YY)
| Payment Amount . . . .00 ($ Expected every payment.)
| Payment Verification . . F (F=Full amount, P=Partial amount)
| Case ROA Update . . . . A (A=All (Name-DOB), 0=Other selected)
Selected cases for payment plan:
Case ID      Amount Due  Status  Case ID      Amount Due  Status
01D191895    53.00    WRNT    01D216779A    113.00    WRNT
01D216779B    83.00    WRNT

F3=Exit      F5=Calc Paymt  F6=Add Cases  F7=Pay Sched  F8=Addr Sync
F9=SCH per Case  F10=Rmv Cases  F12=Cancel    F13=Addr Hist  F14=Chg Dur
F16=Delete PP   F18=Add SSN    F20=Re-Amort  F22=PP Inquiry

WARNING: Different address detected on selected cases, press F8 to correct.
    
```

Highlighted address indicates not all selected cases have the same address.

The second screen of Payment Plan Maintenance will enable the user to enter a date of agreement, first payment due date, first payment amount, which day(s) the payments are due, payment start date, the payment amount, the type of payment verification, and how to update the ROA. When changing an existing payment plan after the first payment due date has elapsed, the only fields that are open for entry are payment verification and case ROA update. If any of the payment plan information needs to be changed after the first payment due date has elapsed, only the payment amount, payment verification, and case ROA update can be changed. If the payment amount is changed, the system will re-amortize the current balance due over the life of the payment plan. If the address is highlighted, the system has detected different addresses for the cases selected. The user can use F8=Address Sync to correct address discrepancies.

Screen input edits are as follows:

- Date of Agreement is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- First Payment Due is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Amount (first payment) is not required and if entered must be a non-zero number. Any other value will generate an edit error. If the parameter is left blank, it will be automatically defaulted to the standard payment amount.





Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

- Payments Due..... is required.
 Monthly, BiMonthly, SemiMonthly, and Day Range require non-zero numbers to be entered.
 Weekly, BiWeekly, and SemiWeekly require a value of M,T,W,R,F to be entered.
- Payment start date is a required field and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Payment amount is a required field and must be a non-zero number. Any other value will generate an edit error.
- Payment Verification is a required field and must be a "F"=Full Amount or "P"=Partial Amount. Any other value will generate an edit error.

An "F" will require that the individual pay the full amount agreed to on each scheduled payment date in order to not receive a statement. A "P" will allow the individual to make a payment less the amount agreed in order to not receive a statement.

- Case ROA Update is a required field and must be an "A"=All or "O"=Only selected. Any other value will generate an edit error.

An "A" will update the ROA for all the individual's cases. An "O" will only update the ROA for the cases selected for the payment plan.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Maintenance and returns the user to the COLLECT System Main Menu.
F6=Add Case	Will allow the user to add additional cases to the payment plan. This action will force the system to re-amortize active payment plans with the current parameters.
F7=Payment Schedule	Displays the payment plan schedule screen.
F8=Address Sync	Takes the user to the Address Sync program (positioned to the name on the pay plan) to maintain the addresses.
F9=SCH per Case	Jump directly into the JIS system SCH screen for every case on the Payment Plan. Use this feature to easily modify JIS settings that impact the Payment Plan.
F10=Remove Cases	Will allow the user to remove selected cases from the payment plan. This action will force the system to re-amortize active payment plans with the current parameters.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

F12=Cancel	Returns the user to the Collections Maintenance screen.
F13=Address History F14=Chg Duration F14=Chg End Date	Displays all previous addresses on file, if available. Depending on what option was chosen, this function key will allow the user to change the current duration of the payment plan or the End Date of the Payment Plan. Valid values for Duration are 0 years 1 month thru 10 years 0 months. The valid value for End Date is any valid future date. This action will force the system to re-amortize active payment plans with the current parameters.
F16=Delete	Deletes the payment plan from the COLLECT system. F16 will need to be pressed twice for confirmation of the delete. This <u>DOES NOT</u> delete the case, only the payment plan information. All payment plan information will be logged in the payment plan history files for future reference.
F18=Add SSN	This will display the SSN entry window to allow the user to store the person's SSN in the system. The SSN will be stored by Name/DOB and will remain in the system forever unless it is selected and deleted. When future cases are entered on repeat offenders, the SSN dashboard indicator will come on. Some courts will enter SSN for the person during the Pay Plan interview just in case a Wage Assignment or Tax Garn will be issues in the future.
F20=Re-Amortize	The re-amortize feature will take the current balance due and regenerate the pay plan with existing parameters from the current date. This process will essentially start the payment plan over and restart the statement process.
F22=P-P Inquiry	Displays the Pay Plan Inquiry screen. This will allow access to the information without exiting the Pay Plan program and selection I=Payment Inquiry from the main COLLECT maintenance program. This function is not available in "add" mode.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F6=Add Case

```

D6000DMC          MONTHLY Payment Plan Maintenance          7/31/18  09:32:57
Type information,  Name: SAIN/MELINDA/J  DOB:  6/30/70
press Enter.     Address: 1230 SPRING ST
                                     MUSKEGON, MI 49442
                                     SSN on File
                                     ###-##-6555
Personal information:
| Date of Agreement . . . 7/31/18
| First Payment Due . . . 7/31/18
|   Amount . . . . .00
| Payments Due on the . . . day of th
|   Payment Start Date . . . 7/31/18
|   Payment Amount . . . .00
| Payment Verification . . . E
| Case ROA Update . . . . A
Total P-P Amt: 196.00
Add Cases to Pay Plan
Type 1=Select, press Enter.
Opt Case ID      Amount Due  Stat
█ 01D191895      53.00    WRNT

Selected cases for payment plan:
Case ID      Amount Due  Status
01D216779A      113.00    WRNT

F3=Exit      F5=Calc Paymt  F6=Ad
F9=SCH per Case  F10=Rmv Cases  F12=C
F16=Delete PP   F18=Add SSN    F20=R
WARNING: Different address detected on
    
```

The Add Cases to Pay Plan window screen allows the user to add additional cases to the payment plan for the name/date of birth. This screen shows all the cases for the payment plan name/date of birth combination that are currently not on the payment plan, are open, and have an amount due.

To add one or more cases to the current pay plan, just type 1=select in the option field for all cases to be added and press enter.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan and returns the user to the Collections Main Menu.
- F12=Cancel Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F7=Payment Schedule

D6000DMC		Payment Schedule		7/31/18	15:57:39
View information, press Enter.					
Name: SAIN/MELINDA/J		Date of Agreement:		7/31/18	
1230 SPRING ST		First Payment Due:		8/01/18	
MUSKEGON, MI 49442		Amount . . . :		40.00	
DOB: 6/30/70		MONTHLY Payment Plan			
Total Pay Plan Amount: 249.00		Payment Amount:		25.00	
Cases on		Pay		Payment	Balance
Pay Plan		#	Payment Due Date	Amount	Due
01D191895		1	Wednesday - August 1, 2018	40.00	209.00
01D216779A		2	Monday - September 3, 2018	25.00	184.00
01D216779B		3	Monday - October 1, 2018	25.00	159.00
		4	Thursday - November 1, 2018	25.00	134.00
		5*	Monday - December 3, 2018	25.00	109.00
		6	Tuesday - January 1, 2019	25.00	84.00
		7	Friday - February 1, 2019	25.00	59.00
		8	Friday - March 1, 2019	25.00	34.00
		9	Monday - April 1, 2019	25.00	9.00
		10	Wednesday - May 1, 2019	9.00	.00
					Bottom
F3=Exit F10=Print Schedule/Coupons F11=PDF F12=Cancel (*,! Date adjusted)					

The Payment Schedule screen displays the breakdown of when payments are due, how much is due, and when the total fine will be paid off. This screen also shows all the cases that are currently on a payment plan for the individual selected.

Screen function keys are as follows:

- F3=Exit
Exits Payment Schedule and returns the user to the Collections Maintenance screen.
- F10=Print Sched/Coupons
Prints the Payment Schedule and/or Payment Coupons on active payment plans. When the print is complete it returns the user to the Collections Maintenance screen.
- F11=PDF
Generates a .pdf document on the IFS of the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: **DxxxxPDF** where xxxx = your 4-character JIS court ID. The .pdf file will appear in the /PaySched folder.
- F12=Cancel
Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan
Option 2=Maintain Payment Plan
F7=Payment Schedule
F10=Print – Payment Schedule Example

The QR Code is optional and allows for easier payments over the web with a smart phone.



PAYMENT SCHEDULE

AGREEMENT & ORDER FOR INSTALLMENT PAYMENTS
 (EXCLUSIVE OF SOBRIETY COURT CONTRACTS)
 PAYMENTS SHOULD BE MADE PAYABLE TO: 60TH DISTRICT COURT
 MAIL PAYMENTS TO: 60TH DISTRICT COURT
 990 TERRACE STREET
 MUSKEGON MI 49442

Pay Online!



www.GovPayNOW.com
 (Monroe Location Code 1483)

INQUIRIES: 231-724-6334
 CREDIT CARD PAYMENTS: 877-698-6727

Page headings are customizable. This is defined in the Customization Section of the software.

GABRIEL/RIGOBERTO/
 916 S NEWAYGO RD
 CASNOVIA, MI 49318

Defendant Date of Birth: 6/08/85
 Total Pay Plan Amount: 264.00
 Date of Agreement: 8/30/13
 First Payment Due: 8/30/13
 Amount: 50.00
 MONTHLY Payment Plan
 Payment Amount: 25.00



Defendant agrees to the terms of this payment schedule; understands that failure to pay will void this agreement, resulting in additional penalties which can include a Bench Warrant for their arrest.

Attention Text is customizable. It is defined in the Customization Section of the software.

CASE ID	PAY#	DUE DATE	PAY AMT	BALANCE
07094023SM	1	Friday - August 30, 2013	50.00	214.00
	2	Monday - September 30, 2013	25.00	189.00
	3	Thursday - October 31, 2013	25.00	164.00
	4*	Friday - November 29, 2013	25.00	139.00
	5	Tuesday - December 31, 2013	25.00	114.00
	6	Friday - January 31, 2014	25.00	89.00
	7	Friday - February 28, 2014	25.00	64.00
	8	Monday - March 31, 2014	25.00	39.00
	9	Wednesday - April 30, 2014	25.00	14.00
	10*	Friday - May 30, 2014	14.00	.00

X

Defendant

Date

Approved by

* After PAY# denotes adjustment due to weekend or holiday.





Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance

```

D6000DMC          MONTHLY Payment Plan Maintenance          7/31/18  16:11:38
Type information.   Name: SAIN/MELINDA/J  DOB: 6/30/70
press Enter.      Address: 1230 SPRING ST          SSN on File
                  Pay Plan Activation
Per
| D   Press Enter again to ACTIVATE the Payment Plan, or F12=Cancel.
| F
| P   If activating Payment Plan,
| P   Print Payment Schedule . . . . . Y (Y'es, 'N'o, 'P'DF)
| C   Print Payment Coupons . . . . . N (Y'es, 'N'o, 'P'DF)
| Sel Coupon Date Range . . . . . 8/01/18 5/01/19
Date Printed      User          Date Range
F3=Exit          F12=Cancel
    
```

555
49.00
49.00
ue.)

ottom

F3=Exit F5=Calc Paymt F6=Add Cases F7=Pay Sched F8=Addr Sync
F9=SCH per Case F10=Rmv Cases F12=Cancel F13=Addr Hist F14=Chg Dur
F16=Delete PP F18=Add SSN F20=Re-Amort F22=PP Inquiry

WARNING: Different address detected on selected cases, press F8 to correct.

Entries will be logged in this section of the screen every time coupons are printed for this pay plan.

These values were defaulted from the customization and can be overridden on this screen.

The Payment Plan Activation screen will appear to the user when all necessary information is entered on the payment plan maintenance screen and the user presses Enter. This screen allows the user to activate the payment plan. It also allows the user to print a payment schedule and/or payment coupons. This screen will only appear when the user is entering a new payment plan or re-amortizing an existing payment plan. If the user decides to print to a .pdf file, the system will generate a .pdf document on the IFS of the IBM Power i System. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: **DxxxxPDF** where xxxx = your 4-character JIS court ID. The .pdf file will appear in the /PaySched folder.

Screen input edits are as follows:

- Print Payment Schedule is required and must be a "Y"es, "N"o, or "P"DF. Any other value will generate an edit error.
- Print Payment Coupon is required and must be a "Y"es or "N"o, or "P"DF. Any other value will generate an edit error.
- Coupon Date Range is required when printing payment coupons and restricted to valid dates within the pay plan. Coupon date ranges will be kept for history purposes and displayed on the bottom section of the window to be used as reference point when the entire coupon book is not printed.

Screen function keys are as follows:

- F3=Exit Returns the user to the Collections Maintenance screen.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Payment Coupon – Example

<p>WAHMHOFF/JERRY/J 627 W BRIDGE ST PLAINWELL, MI 49080 DOB: 9/09/75</p>		<p>Payment Number: 1 Payment Amount: \$50.00 Due Date: Tuesday - May 1, 2007</p>
<p>Make Payment To: 99th District Court 999 Elm Street Your City, MI 99999-9999 Coupon Payment 999-999-9999</p>	<p>Payment Information: Case ID: 03031066B+ Balance Due After Payment: \$208.00</p>	<p>The plus indicates there are more cases listed on this payment plan then just the one shown.</p>
<p> CUT HERE</p>		
<p>WAHMHOFF/JERRY/J 627 W BRIDGE ST PLAINWELL, MI 49080 DOB: 9/09/75</p>		<p>Payment Number: Payment Amount: \$40.00 Due Date: Wednesday - May 16, 2007</p>
<p>Make Payment To: 99th District Court 999 Elm Street Your City, MI 99999-9999 Coupon Payment 999-999-9999</p>	<p>Payment Information: Case ID: 03031066B+ Balance Due After Payment: \$168.00</p>	
<p> CUT HERE</p>		
<p>WAHMHOFF/JERRY/J 627 W BRIDGE ST PLAINWELL, MI 49080 DOB: 9/09/75</p>		<p>Payment Number: 3 Payment Amount: \$40.00 Due Date: Friday - June 1, 2007</p>
<p>Make Payment To: 99th District Court 999 Elm Street Your City, MI 99999-9999 Coupon Payment 999-999-9999</p>	<p>Payment Information: Case ID: 03031066B+ Balance Due After Payment: \$128.00</p>	
<p> CUT HERE</p>		
<p>WAHMHOFF/JERRY/J 627 W BRIDGE ST PLAINWELL, MI 49080 DOB: 9/09/75</p>		<p>Payment Number: 4* Payment Amount: \$40.00 Due Date: Monday - June 18, 2007</p>
<p>Make Payment To: 99th District Court 999 Elm Street Your City, MI 99999-9999 Coupon Payment 999-999-9999</p>	<p>Payment Information: Case ID: 03031066B+ Balance Due After Payment: \$88.00</p>	<p>The asterisk indicates the date of this payment has been adjusted due to a weekend or holiday.</p>
<p>* After payment number denotes adjustment due to weekend or holiday.</p>		



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F10=Remove Cases

```

D6000DMC          MONTHLY Payment Plan Maintenance          7/31/18  16:11:38
Type information,  Name: SAIN/MELINDA/J  DOB:  6/30/70
press Enter.    Address: 1230 SPRING ST
                                     MUSKEGON, MI 49442
                                     SSN on File
                                     ###-##-6555
Personal information:
| Date of Agreement . . . 7/31/18
| First Payment Due . . . 8/01/18
|   Amount . . . . . 40.00
| Payments Due on the . . 1 day of th
|   Payment Start Date . . 9/03/18
|   Payment Amount . . . 25.00
| Payment Verification . . F
| Case ROA Update . . . . A
Total P-P Amt: 249.00
Remove Cases from Pay Plan
Type 4=Remove, press Enter.
Opt Case ID      Amount Due  Stat
█ 01D191895      53.00    WRNT
- 01D216779A     113.00   WRNT
- 01D216779B     83.00    WRNT

Selected cases for payment plan:
Case ID      Amount Due  Status
01D191895    53.00    WRNT
01D216779B    83.00    WRNT

F3=Exit      F5=Calc Paymt  F6=Ad
F9=SCH per Case  F10=Rmv Cases  F12=C
F16=Delete PP   F18=Add SSN    F20=R
WARNING: Different address detected on
    
```

The Remove Cases from Pay Plan window screen allows the user to remove cases from the payment plan for the name/date of birth. This screen shows all the cases for the payment plan name/date of birth combination that are currently on the payment plan.

To remove one or more cases from the current pay plan, just type 4=Remove in the option field for all cases to be removed and press enter.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan Maintenance and returns the user to the Collections Main Menu.
- F12=Cancel Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F14=Chg Duration

The Maximum Duration has a 10-year limit.

```

D6000DMC          MONTHLY Payment Plan Maintenance          7/31/18 16:
Type information,  Name: SAIN/MELINDA/J  DOB:  6/30/70
press Enter.    Address: 123 ELM STREET
                                     MUSKEGON, MI 49442
                                     SSN on F
                                     ###-##-####

Personal information:
| Date of Agreement . . . 7/31/18 (MM/DD/YY)
| First Payment Due . . . 8/01/18 (MM/DD/YY)
| Amount . . . . . 40.00 ($ Expecte
| Payments Due on the . . . 1 day of the month. 3
| Payment Start Date . . . 9/03/18 (MM/DD/YY)
| Payment Amount . . . . 25.00 ($ Expecte
| Payment Verification . . . F (F=Full am
| Case ROA Update . . . . A (A=All (Name-DOB), 0=Only selected)

Selected cases for payment plan:
Case ID      Amount Due  Status  Case ID      Amount Due  Status
01D191895    53.00  WRNT    01D216779A   113.00  WRNT
01D216779B    83.00  WRNT

Chg Duration
Max Duration 5 0 (y-m)
(From Date of Agreement)
F3=Exit  F12=Cancel

Bottom
F3=Exit      F5=Calc Paymt  F6=Add Cases  F7=Pay Sched  F8=Addr Sync
F9=SCH per Case  F10=Rmv Cases  F12=Cancel  F13=Addr Hist  F14=Chg Dur
F16=Delete PP   F18=Add SSN    F20=Re-Amort  F22=PP Inquiry
    
```

The Change Duration window screen allows the user to modify the duration of the pay plan. This function is valid on new and existing payment plans. If the Duration is changed on a currently active payment plan, the system will automatically force a re-amortization.

To change the duration, the user must enter a valid duration ranging from 0 years 1 month thru 10 years 0 months and press enter.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan and returns the user to the Collections Main Menu.
- F12=Cancel Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 2=Payment Plan Maintenance F14=Chg End Date

The Plan End Date has a 10-year limit.

```

D6000DMC          MONTHLY Payment Plan Maintenance      7/31/18  16:2
Type information,  Name: SAIN/MELINDA/J  DOB:  6/30/70
press Enter.    Address: 123 ELM STREET
                                     MUSKEGON, MI  49442
                                     SSN on File
                                     ###-##-655
Personal information:
| Date of Agreement . . . 7/31/18 (MM/DD/YY)
| First Payment Due . . . 08/01/18 (MM/DD/YY)
| Amount . . . . . 40 ($ Expecte
| Payments Due on the . . . 01 day of the month. 3
| Payment Start Date . . . 09/03/18 (MM/DD/YY)
| Payment Amount . . . . 25 ($ Expecte
| Payment Verification . . F (F=Full am
| Case ROA Update . . . . A (A=All (Name-DOB), 0=Only selected)
Selected cases for payment plan:
Case ID      Amount Due  Status  Case ID      Amount Due  Status
01D191895    53.00    WRNT    01D216779A    113.00    WRNT
01D216779B    83.00    WRNT

Chg End Date
Plan End Date  8/08/19
F3=Exit  F12=Cancel

Bottom
F3=Exit      F5=Calc Paymt  F6=Add Cases  F7=Pay Sched  F8=Addr Sync
F9=SCH per Case  F10=Rmv Cases  F12=Cancel    F13=Addr Hist  F14=End Date
F16=Delete PP   F18=Add SSN   F20=Re-Amort  F22=PP Inquiry
    
```

The Change End Date window screen allows the user to modify the end date of the pay plan. This function is valid on new and existing payment plans. If the End Date is changed on a currently active payment plan, the system will automatically force a re-amortization.

To change the end date, the user must enter a valid future date from the current date and press enter. Any date over 10 years will generate an edit error.

Screen function keys are as follows:

- F3=Exit
Exits Payment Plan and returns the user to the Collections Main Menu.
- F12=Cancel
Returns the user to the Payment Plan Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Single Case Update)

```

D6000DMC                               Case Notes                               7/31/18  08:49:06
Case ID . . . : 14163831SM   D01 Name . . . : DALGA/DAKOTA/LLOYD
                               Address. . . : 123 ELM STREET
                               GROSSE POINTE WD, MI  49441
Type options, press Enter.   Charge . . . : ASSAULT/BATR
4=Delete   7=Move to ROA-Today   9=Move to ROA-Actual

Opt  Date      Time  By  Notes...  ( ■ = Written to ROA)
■  2/09/16  11:18:20  TED  PP VOIDED; PV WRNTS WERE ISSUED 2/8/16 INCLUDING FTP;
                               STILL DUE FOR 1/29/16; NO PYMT MADE AT ALL; ISSUE FTP
                               WRNT 14163831SM
_  12/29/15  11:50:35  VKR  PP PAY PROB FIRST 50/50 15170411SM, 15172365SM THEN
                               RTC FOR NEW PP 14163831SM
_  12/28/15  15:22:44  TED  FYI - WHEN DEF RPTS TO COLL; YOU WILL HAVE TO BE MIN
                               $112 MO SPLIT 50/50 TO 15170411SM F&C & 15172365SM
                               RESTITUTION; SO 15170411SM WILL BE PAID
                               THEN ALL PYMTS TO 15172365SM 50/50 F&C
                               UNTIL THIS CASE IS PAID;
_  12/28/15  15:01:09  TED  RELEASED FROM JAIL PER 12/28/15 JAIL REP
                               RCOL FOR VALID PYMT PLAN

F3=Exit   F5=View Cases   F6=Add Notes   F10=Print   F11=PDF   F12=Cancel
    
```

Notes appearing in RED have also been written to the ROA.

The Case Notes screen will enable the user to add notes pertaining to the selected case(s). The notes are displayed in descending date and time order, this way the most recent case note will be at the top of the list. The notes that were also written to the register of actions will appear in Red.

If a case note that was also written to the register of actions is deleted, the case note will ONLY be deleted in the Collection system. IT WILL REMAIN IN THE REGISTER OF ACTIONS. You must delete the case note from the register of actions through the normal JIS process.

Screen input edits are as follows:

- The only valid options are 4=Delete, 7=Move to ROA-Today, and 9=Move to ROA-Actual. All other entries in the Option column will generate an edit error.
- Option 7=Move to ROA-Today, will allow the user to move a case note, originally not written to the ROA, to the ROA using the current date as the date of event.
- Option 9=Move to ROA-Actual, will allow the user to move a case note, originally not written to the ROA, to the ROA using the entered date as the date of event.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Single Case Update)

Screen function keys are as follows:

F3=Exit	Exits Case Notes and returns the user to the Collections Maintenance screen.
F5=View Cases	Allows the user to view all cases selected for notes update. If in single case update mode, the same case displayed on the top of the screen will appear in the window. If the program is in multiple case update mode, all cases selected for notes update will be listed in the window. This feature is described in more detail in the multiple case notes update section of the manual.
F6=Add Notes	Sends the user to the Case Notes Entry screen (described in further detail below).
F10=Print	Generates a printout of all the case's case notes to the user's spooled file.
F11=PDF	Generates a .pdf document on the IFS of the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /CaseNotes folder.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Multiple Case Update)

Opt	Name	Date of Birth	Case	Amount Due
█	SMITH/SHAUNTESA/JANA	12/11/1990	08103466SM	180.00
	Offense: 7/30/2008 RETAIL FRAUD 3RD DEGREE			
—	SMITH/SHAUNTESA/JANA	12/11/1990	08104560SM	360.00
	Offense: 9/08/2008 RETAIL FRAUD 3RD DEGREE			

Bottom

F3=Exit F12=Cancel
Type options or press ENTER to continue.

The Case Notes Verification screen is an intermediary screen when selecting multiple cases for the entry of a case note. If only one case is selected, this screen will be bypassed, and the user will go directly to the case maintenance screen. If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group' and press Enter to proceed, or the user can press F12=Cancel the process and start over. Using option '4' will not delete the case. It will only remove it from the selected group. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

Screen input edits are as follows:

- The only valid options are 4=Remove for Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed to enter case notes.

Screen function keys are as follows:

F3=Exit	Exits Case Notes and returns the user to the Collections Maintenance screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Multiple Case Update)

```

D6000DMC                               Case Notes                               7/31/18  08:54:53

Case ID . . . : 16D456997   D01 Name . . . : BEACHAM/HOWARD/JUNIOR JR
                          Address. : 654 APPLE
                                  MUSKEGON, MI 49442
                          MULTIPLE CASE Update - First Case Shown

Press F6=Add Notes or F3=Exit

  Date      Time    By  Notes...  ( [red] = Written to ROA)
  10/31/16  9:24:47 TDB TDB CLIENT CAME IN AND WAS WORRIED THAT HE WOULD HAVE
                          A WARRANT BECAUSE HE MISSED PAYMENT. CLIENT SHARED
                          THAT HE WOULD BE MAKING A PARTIAL PAYMENT TODAY.
  8/08/16   7:26:59 TED IN JAIL PER 8/8/16 JAIL RPTS; 2 WKENDS ON PV SENT; PP
                          IS DUE FOR $31 FOR 7/18/16 PYMT; DEF SHOULD PAY CURR
                          UPON RELEASE
  5/20/16  15:04:43 VKR DEF RCOL TODAY; WILL TRY TO PAY $23 TO BE CURR BY
                          JUNE 1
  4/05/16  12:25:58 VKR REV PP TO CORRECT DOUBLE DUE DATE PAY **PROB FIRST**
                          16174793SM THEN PAY 15173186ST, 16D456997,
                          16E911054A,AND B
  3/23/16  11:46:24 VKR REV PP TO ADD NEW TKTS  **PAY PROB CASE FIRST**

More...
F3=Exit  F5=View Cases  F6=Add Notes  F10=Print  F11=PDF  F12=Cancel
    
```

The Case Notes screen will enable the user to add notes pertaining to the selected case(s). The notes are displayed in descending date and time order, this way the most recent case note will be at the top of the list. The notes that were also written to the register of actions will appear in Red.

Special note:

When only one case is selected, on the collections maintenance screen, the user will have the ability to delete case notes with an option 4=Delete, and send a case note to the ROA that was not originally sent to the ROA with an option 7=Move to ROA – Today or option 9=Move to ROA - Actual (not shown in the example above).

If a case note that was also written to the register of actions is deleted, the case note will ONLY be deleted in the Collection system. IT WILL REMAIN IN THE REGISTER OF ACTIONS. You must delete the case note from the register of actions through the normal JIS process.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Multiple Case Update)

Screen input edits are as follows:

- The only valid options are 4=Delete (when in single case mode), 7=Move to ROA-Today, and 9=Move to ROA-Actual. All other entries in the Option column will generate an edit error.

Option 7=Move to ROA-Today, will allow the user to move a case note, originally not written to the ROA, to the ROA using the current date as the date of event. Option 8=Move to ROA-Actual, will allow the user to move a case note, originally not written to the ROA, to the ROA using the entered date as the date of event.

Screen function keys are as follows:

F3=Exit	Exits Case Notes and returns the user to the Collections Maintenance screen.
F5=View Cases	Allows the user to view all cases selected for notes update.
F10=Print	Generates a printout of all the case's case notes to the user's spooled file.
F11=PDF	Generates a .pdf document on the IFS of the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /CaseNotes folder.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes (Multiple Case Update) F5=View Cases

<p>View Cases Press Enter. Case ID 16D456997 16E911054A</p> <p>Bottom F12=Cancel</p>	<p>Case Notes 7/31/18 08:54:53</p> <p>456997 D01 Name . . : BEACHAM/HOWARD/JUNIOR JR Address. : 654 APPLE MUSKEGON, MI 49442</p> <p>MULTIPLE CASE Update - First Case Shown</p> <p>s or F3=Exit</p> <p>e By Notes... (■ = Written to ROA)</p> <p>:47 TDB TDB CLIENT CAME IN AND WAS WORRIED THAT HE WOULD HAVE A WARRANT BECAUSE HE MISSED PAYMENT. CLIENT SHARED THAT HE WOULD BE MAKING A PARTIAL PAYMENT TODAY.</p> <p>:59 TED IN JAIL PER 8/8/16 JAIL RPTS; 2 WKENDS ON PV SENT; PP IS DUE FOR \$31 FOR 7/18/16 PYMT; DEF SHOULD PAY CURR UPON RELEASE</p> <p>:43 VKR DEF RCOL TODAY; WILL TRY TO PAY \$23 TO BE CURR BY JUNE 1</p> <p>:58 VKR REV PP TO CORRECT DOUBLE DUE DATE PAY **PROB FIRST** 16174793SM THEN PAY 15173186ST, 16D456997, 16E911054A, AND B</p> <p>:24 VKR REV PP TO ADD NEW TKTS **PAY PROB CASE FIRST**</p> <p>Cases F6=Add Notes F10=Print F11=PDF F12=Cancel More...</p>
--	---

The View Cases window will display along the left side of the screen. It will list all currently selected cases for notes update to the user for verification.

Screen function keys are as follows:

F12=Cancel	This key will remove the View Cases window and return the user to the Case Notes maintenance screen.
------------	--



Maintenance: 1. Collections / Payment Plan Option 3=Case Notes Entry

- F5=View Cases Allows the user to view all cases selected for notes update. If in single case update mode, the same case displayed on the top of the screen will appear in the window. If the program is in multiple case update mode, all cases selected for notes update will be listed in the window.
- F8=Add Case ID(s) to Notes This function key will automatically type all selected case ID(s) into the note directly after the last word entered. Multiple cases will be separated by a comma.
- F12=Cancel Returns the user to the Case Notes screen.



**Maintenance: 1. Collections / Payment Plan
 Option 3=Case Notes
 F10=Print (Case Notes Example Report)**

Page	1	0800 - KALAMAZOO	4/26/07	11:31:36
		Case Notes		
Case ID . . .	: 0212753OM	D01 Name . . .	: ALEXANDER/JAMES/CURTIS	
		Address . . .	: 1079 BRIDGE	
			KALAMAZOO, MI 49007	
		Charge . . .	: FIGHTING	
Date	Time	By	Notes...	ROA
4/26/07	10:36:26	DMC	Defendant has agreed to pay fine by Friday.	
2/22/07	13:52:00	JAY	LTR FROM DEF STATING HE DOESN'T KNOW ANYTHING ABOUT THESE FINES AND THAT HE ONLY KNOW ABOUT CASE A031745FC (FRIEND OF THE COURT). DEF WAS SENT ORDER TO REMIT PRISONER FUNDS FROM DISTRICT COURT AND HAS COPY. DEF DOES OWES THESE FINES.	Y
11/28/06	10:25:30	JAY	ORDER TO REMIT PRISONER FUNDS SENT	Y
** End of Report **				





**Maintenance: 1. Collections / Payment Plan
Option 3=Case Notes
F11=PDF (Case Notes Example .pdf)**

Page	1	6000 - DMC COURT DEVELOPMNT	7/31/18	9:05:46
Case Notes				
Case ID . . .	15173186ST	D01 Name . . .	BEACHAM/HOWARD/JUNIOR JR	
		Address . . .	654 APPLE MUSKEGON, MI 49442	
		Charge . . .	DWLS	
Date	Time	By	Notes...	ROA
10/31/16	9:24:47	TDB	TDB CLIENT CAME IN AND WAS WORRIED THAT HE WOULD HAVE A WARRANT BECAUSE HE MISSED PAYMENT. CLIENT SHARED THAT HE WOULD BE MAKING A PARTIAL PAYMENT TODAY.	Y
8/08/16	7:26:59	TED	IN JAIL PER 8/8/16 JAIL RPTS; 2 WKENDS ON PV SENT; PP IS DUE FOR \$31 FOR 7/18/16 PYMT; DEF SHOULD PAY CURR UPON RELEASE	Y
5/20/16	15:04:43	VKR	DEF RCOL TODAY; WILL TRY TO PAY \$23 TO BE CURR BY JUNE 1	Y
4/05/16	12:25:58	VKR	REV PP TO CORRECT DOUBLE DUE DATE PAY **PROB FIRST** 16174793SM THEN PAY 15173186ST, 16D456997, 16E911054A, AND B	Y
3/23/16	11:46:24	VKR	REV PP TO ADD NEW TKTS **PAY PROB CASE FIRST** **16174793SM88 THEN PAY 15173186ST, 16D456997, 16E911054A, 16E911054B	Y
2/18/16	10:45:16	VKR	PP **PAY PROB CASE FIRST** 16174793SM THEN 15173186ST	Y
1/27/16	7:41:37	TED	IN JAIL PER 1/27/16 JAIL RPTS; ON NEW CHRGE; PP IS CURR & NXT DUE 2/18	Y
1/04/16	15:42:14	VKR	DEF RCOL TODAY. PAYING \$18 TO BE CURR FOR DEC	Y
12/17/15	15:41:20	TED	DEF RCOL; WAS \$20 TO PAY WILL MAKE OF BAL BY END OF MO OR RTN TO COLL	Y
11/19/15	16:36:00	VKR	PP DATED 11/19/15 ENTERED INTO COLLECT	Y
11/19/15	14:12:16	VKR	PP 15173186ST; PAY \$38 MO BEG 12/18/15 AND EACH 18TH MO UNTIL PIF 5/18/16 - TOTAL \$225	Y
** End of Report **				



Maintenance: 1. Collections / Payment Plan Option 4=DSP (JIS Disposition Screen)

```

D6000DMC                      Collections Maintenance                      2/05/24 15:09:57
                                Mode: ALL
Position to name . . . . . or case . . . . .
Type MAINTENANCE options, press Enter.
1=SCH  2=Pay Plan  3=Case Notes  4=DSP  6=Notify Letter  7=ROA  More...
C=3rd Pty Coll  D=Demographic  N=SSN  R=Reset Lvl  S=Stop/Start  X=Excuse
( X = 3rd Party Collection Agency)
Opt  Name                               DOB   Case ID           Bal Due Stat S
--  ---                               ---   ---              ---   --- ---
_   SHELBY/SELENE/                       5/15/54 914225SM          45.00 WRNT
    999 AdH 2
4   SHELBY/SELENE/                       5/15/54 9211743SM         160.00 WRNT
    999 AdH 2
_   SHELDER/JERRY/                          12D445621          126.00 DISP D
    999 3
_   SHELTON/SHARLENA/IDRISRENAE          8/05/95 19205329SM         400.00 PROB 3
    999 SSN AdH PPH 0
_   SHENEMAN/JESSICA/RAE                 2/13/73 17186744SM         5,709.00 DISP
    999 SSN AdH Nts PPH Rst
_   SHEPARD/JONATHAN/HOWARD              1/18/69 918550CT           45.00 DISP
    999 3
                                More...
F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

To quickly “jump into” the JIS Disposition screen from within COLLECT, type option 4=DSP on the desired case and press enter. The JIS Disposition screen will be displayed.

```

DMC TOLEDO Traffic / Criminal Disposition -- Part 1 Status WRNT
Court 0 Venue 1 Case 9211743SM Pty D01 Charge Type SM
Name SHELBY/SELENE/ Jdg/Rcrd PO Code Date
Prosecutor Attorney
PL DS Defer Dism PO Judge Audit/Dism Abs ROA
Added count A/C/S Speed Chg/Alw/Egy / /
Other Actions
Monetary Sentence Information
$Code Description Assessment $Code Description Assessment
MYSC STATE COST 5.00
MYFE STATUTE COST 15.00
MYSF STATUTE FINE 50.00
PBOF PBTN OVRSIGT 90.00
Fine & Costs Suspended Pymt Schedule or Date/Time
Close/reOpen/Probation Non-Public Delayed Set Aside Disp
DSP GLTY PL 3/10/92 TOTAL FINE 160.00 AMT DUE 160.00
NXT CASE 9211743SM PTY D01 COUNT INQ ST
F1-Clr F4-Prompt F5-Verify Balance F24-Prev Page/Roll Help
    
```

This screen functions the same as it does when the user is navigating thru the JIS system. You will not be able to use the ‘NXT’ function. Anything entered on the “hop” line will be ignored, and the user will be returned to the previous screen.



Maintenance: 1. Collections / Payment Plan Option 4=DSP (JIS Disposition Screen)

Screen function keys are as follows:

F1-Clr	Clears all entries on the screen.
F4-Prompt	Allow prompting for values on select fields.
F5-Verify Balance	Recalculates and displays the total fine and amount due on a particular count for you to verify before pressing Enter. The updated balance will be displayed on the status line at the bottom of the first screen.
F24-Prev	Will return the user to the Collections Maintenance screen. These function keys conform to the JIS standard and not COLLECT standard.
Page/Roll	Takes you to Part 2 for additional sentencing variable options such as jail, community service, immobilization, probation and license sanctions. If on Part 2, it will take you back to Part 1 of the Disposition screen.



Maintenance: 1. Collections / Payment Plan Option 5=Request Tax Garnishment

Request for Tax Garnishment

Type information, press Enter.

<p>Plaintiff PEOPLE OF THE STATE OF MICHIGAN C/O 60TH DISTRICT COURT 990 TERRACE STREET MUSKEGON, MI 49442 Plaintiff's Attorney 50996 STATEN, MARJORIE A., 1 AUTO CLUB DR DEARBORN, MI 48126 (313) 336-1049</p>	<p>Case ID: 15172514SM WRNT Amount Due: 570.00</p> <p>Defendant FALLS/MICHAEL/ALLEN 384 IONA MUSKEGON, MI 49442</p> <p>SSN: █## - ## 1188</p>
--	---

F3=Exit F5=Case Id's F8=Skip Case F12=Cancel

SSN retrieved for FALLS/MICHAEL/ALLEN.
 Case Venue: 01 Prosecutor Venue: 00.
 All edits have passed successfully.
 Press Enter to place FALLS/MICHAEL/ALLEN
 in the Tax Garnishment Review file.

If the SSN is on file in the COLLECT system, it will be automatically retrieved and placed in this field. It can also be added or updated from this field.

The Request for Tax Garnishment screen will allow the user to view and select a case for tax garnishment. If any of the required information for the Tax Garnishment form is missing, this screen will let the user enter what needs to be corrected before the case can be selected. If all the information is available, the user can press Enter and the case will be marked for tax garnishment and added to the tax garnishment review file where it will remain until it is either printed or deleted.

This process only places the case in "Tax Garnishment Review" status. To further process the case and generate the state form, the user will go to the main COLLECT menu option 9. Tax Garnishment Processing, then select option 1. Writ of Tax Garnishment. That procedure is documented in the Tax Garnishment Processing section of the manual.

Screen function keys are as follows:

- | | |
|--------------|---|
| F3=Exit | Exits Request for Tax Garnishment and returns the user to the Collections Main Menu. |
| F4=Prompt | Allows the user (if available) to select the Plaintiff's Attorney from the defined list in JIS. |
| F5=Case ID's | Allows the user to see if multiple cases were selected for the same defendant, even though each case will have a separate Tax Garnishment record. |



Maintenance: 1. Collections / Payment Plan Option 5=Request Tax Garnishment

- | | |
|--------------|---|
| F8=Skip Case | When multiple cases were selected, and the user decides not to add this case to the Tax Garn Review file, this key will skip over the current record and proceed with the next. |
| F12=Cancel | Returns the user to the Collections Maintenance screen. |



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter

Opt	Name	Date of Birth	Case	Amount Due
-	ALEXANDER/TRENESE/DANTE	3/16/1975	03D259200C	180.00
	Offense: 4/03/2003 SPEED, 1-10 MPH OVER			
-	ALEXANDER/TRENESE/DANTE	3/16/1975	03D261537	54.00
	Offense: 3/10/2003 PARKING, PROHIBITED PARKING			
-	ALEXANDER/TRENESE/DANTE	3/16/1975	03D264535A	201.00
	Offense: 9/25/2003 INSURANCE, NO PROOF OF INSURANCE			

Bottom

F3=Exit F12=Cancel
Type options or press ENTER to continue.

The Notification Letter Verification screen is an intermediary screen when selecting multiple cases for the notification letter. If only one case is selected, this screen will be bypassed, and the user will go directly to the text/letter selection screen. If the name or date of birth does not match the first case in the list, the case will be highlighted in pink to show the difference. At this point, the user can remove the case from the list using option '4=Remove from group'. Using option '4' will not delete the case. It will only remove it from the selected group. The user will not be able to print a notification letter for the selected cases if a name/date of birth combination does not match. The user will need to reselect the correct cases or make the appropriate changes in JIS and then return to this function and try again. If more information is required for a case, the user can view more detail by selecting '5=Case Inquiry'.

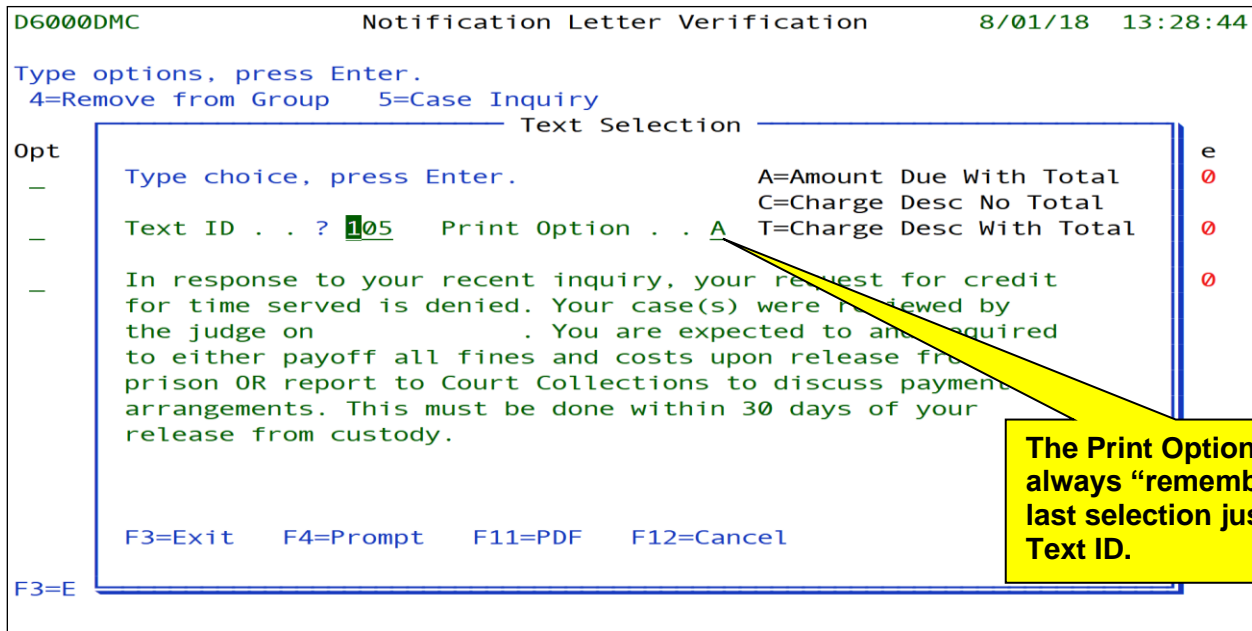
Screen input edits are as follows:

- The only valid options are 4=Remove for Group and 5=Case Inquiry. All other entries in the Option column will generate an edit error.
- The spelling of the name and date of birth **must match exactly** on all selected cases, otherwise the system will not allow the user to proceed in printing the notification letter.

Screen function keys are as follows:

F3=Exit	Exits Notification Letter Verification and returns the user to the Collections Maintenance screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter



```

D6000DMC          Notification Letter Verification          8/01/18  13:28:44
Type options, press Enter.
4=Remove from Group   5=Case Inquiry
Text Selection
Opt
  Type choice, press Enter.
  Text ID . . ? 105   Print Option . . A
  In response to your recent inquiry, your request for credit
  for time served is denied. Your case(s) were reviewed by
  the judge on . . . . . You are expected to and required
  to either payoff all fines and costs upon release from
  prison OR report to Court Collections to discuss payment
  arrangements. This must be done within 30 days of your
  release from custody.
  F3=Exit   F4=Prompt   F11=PDF   F12=Cancel
  F3=E
  
```

The Notification Letter print logic will include all open cases selected with an option 6=Print Notification. If multiple cases are selected for a name/date of birth combination, the application will calculate the total balance due for the selected cases. The user is only required to select one case for the individual.

The Text Selection screen will allow the user to select the text to print on the Notification Letter. It will default to the text that was used the last time a notification letter was printed. When the user wants a different text to print on the Notification Letter, they may key in the appropriate message id and press Enter or press F4=Prompt and they can choose from a list of available letters. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will print the letter and update the register of actions.

The message ids correspond to the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

There are three available print options to choose. Amount Due with Totals, Charge Descriptions with no Totals, and Charge Descriptions with Totals. This will allow the users more flexibility when designing and printing letters.

Screen input edits are as follows:

- A valid Text ID must be entered. Anything else will generate an edit error.
- A valid Print Option must be entered. Anything else will generate an edit error



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter

Screen function keys are as follows:

F3=Exit	Exits Text Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	Displays a window with all the available notification letters (shown in detail below).
F11=PDF	Use this key instead of the Enter key to generate a .pdf document on the IFS of the IBM Power i System. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /NotifLetter folder.
F12=Cancel	Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter F4=Prompt

```

D0800DMC                Notification Letter Verification        4/26/07  10:37:41
                        Statement Text Selection
Type  Type options, press Enter.
4=R   1=Select
      Opt ID Statement Text (First 7 Lines)
      - 101 Our records show that payment on your ticket or file is
          LETTER delinquent. Please pay immediately to avoid further
          collection activity.
          Payments may be made by check, certified check, money order
          or credit card payable to:  8TH DISTRICT COURT
      -
      - 102 Court records indicate that your outstanding balance has
          LETTER not been paid. To avoid a warrant for your arrest, please
          pay immediately.
          Payments may be made by check, certified check, money order
          or credit card payable to:  8TH DISTRICT COURT
      Bottom
      F3=Exit  F12=Cancel
F3=E
Type
    
```

The Statement Text Selection screen will appear when the user presses F4=Prompt on the Text Selection screen. This screen will display all the available notification letters currently defined on the system. The user can select the notification letter text they would like to print by putting a one in the option column and pressing Enter. The letter Id selected will then be returned to the Text Selection screen for the user.

The letter ids correspond to the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit Exits Statement Text Selection and returns the user to the Text Selection screen.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter

```

D6000DMC          Notification Letter Verification          8/30/13  11:48:38
Type options, press Enter.
4=Remove from Group  5=Case Inquiry
Text Selection
Opt
  Type choice, press Enter.
  Text ID . . ? 101  Print Option . . A
  You were recently or in full or report to Court. As of this d
  following cases are you must report in p setting up a valid r
  Failure to do so may
  Type notes, press Enter.
  F3=Exit  F4=Prompt
  F3=Exit  F12=Cancel
  F3=E
Type options or press ENTER to continue.
    
```

The Add ROA Notes screen will appear when the user presses Enter on the Text Selection screen. This screen will allow the user to type in notes to be written to the ROA. If no notes are necessary, leave the screen blank and press Enter. If ROA notes are desired, type in the notes necessary and press Enter. The notes will then be written to the ROA. The system will “remember” the last ROA note entered (no matter what user entered the note) and redisplay the same note for all subsequent letters generated. This will assist when groups of the same type of letters are being generated.

The processing of the Add ROA Notes screen can be tailored to be displayed or not be displayed in the System Customization.

Screen function keys are as follows:

- F3=Exit Exits Add ROA Notes and returns the user to the COLLECT Main Menu.
- F12=Cancel Exits Add ROA Notes and returns the user to the Statement Text Selection screen.



Maintenance: 1. Collections / Payment Plan Option 6=Print Notification Letter Report Example



60th DISTRICT COURT COLLECTIONS
990 Terrace Street
HALL OF JUSTICE
MUSKEGON, MI 49442-3377
(231) 724-6334
www.co.muskegon.mi.us/60thdistrict

Pay Online!



www.GovPayNOW.com
(Use Area Location Code 1483)

8/30/13

KARA MARIE GALARNEAU
1591 RIBLET RD
MUSKEGON, MI 49445

The QR Code is optional and allows for easier payments over the web with a smart phone.

Dear KARA MARIE GALARNEAU:

You were recently ordered to report to pay fines and costs in full or report to Court Collections of the 60th District Court. As of this date, you have not done so. The following cases are outstanding and must be paid in full OR you must report in person to Court Collections to discuss setting up a valid repayment agreement. Failure to do so may result in warrants for your arrest.

Overdue case(s) and amount due is listed below.

10D404931		11D376190B	198.00
12D433379A	135.00	12D433379B	175.00

YOUR TOTAL BALANCE DUE IS: \$508.00

Payments can be made via www.co.muskegon.mi.us/60thdistrict; in person at D.C. Records Office from 8:30 to 4:30 daily; or by credit card 1-877-698-6727. If unable to pay in full; REPORT TO COURT COLLECTIONS DEPT. Collections Dept temporary location 131 E Apple Ave, Room 302. Have financial information available. Make payments at Hall of Justice; 2nd floor Records.

Thank you
Chief Collections Officer





Maintenance: 1. Collections / Payment Plan Option 7=Display ROA

```

Court 0 Case 0312438SM Pty D01 Charge DESTR < $200 Type SM Status WRNT
Name ABBOTT/VINCE/ARMAND

STATE OF MICHIGAN | REGISTER OF ACTIONS | CASE NO: 0312438SM D01 SM
8TH JUDICIAL DISTRICT | X-REFERENCE #: 0313982
ORI390045J | STATUS: WRNT
PIN: 0313982

JUDGE OF RECORD:
JUDGE: BRIDENSTINE, PAUL J. P-46410

STATE OF MICHIGAN v
CTN: 390300945801
ABBOTT/VINCE/ARMAND TCN:
468 JASON CT SID: 1353853E
PORTAGE MI 49024 ENTRY DATE: 01/06/04
OFFENSE DATE: 12/07/03
VEHICLE TYPE: VPN:
DOB: 10/31/1966 SEX: M RACE: B DLN: MI A130847071838 CDL:
VEH YR: VEH MAKE: VIN: PAPER PLATE:

NXT ROA CASE 0312438SM PTY D01 COUNT 00 INQ _____ ST __
F1-Top F2-Bottom F9-Print F13-OutQ Page/Roll F3/F24-Prior
    
```

The JIS register of actions screen will allow the user to look at the register of actions for the case selected. This screen looks the same as it does when the user is navigating thru the JIS system. You will not be able to use the 'NXT' function. Anything entered on the "hop" line will be ignored, and the user will be returned to the previous screen.

Special Note:

The "hop" line can be non-displayed by setting a flag in the Customization section of the COLLECT system. See the Customization section of this manual for further details.

Screen function keys are as follows:

- F3/F24-Prior Will return the user to the Collections Maintenance screen. These function keys conform to the JIS standard and not COLLECT standard.





Maintenance: 1. Collections / Payment Plan Option 8=Wage Assignment / Employer Data

The Wage Assignment Action field determines if the Wage Assignment is created or Employer information is stored for later use.

The blue "?" denotes this is a prompt capable field. Place the cursor on the field and press F4 to select from a list.

If the SSN is on file in the COLLECT system, it will be automatically retrieved and placed in this field. It can also be added or updated from this field. A message will be displayed when the SSN is retrieved.

```

D6      Print Wage Assignment
Po      Type information, press Enter.
Case . . : 15E200798      JoR. ?
Name . . : ALFREJD/ALICIA/SUE

Type of Wage Assignment. . . Voluntary on Probation (Y)
                          or Y Order Issued MCL769.1k (Y)

Social Security Number . . . ### - ## - 0831
Phone Number . . . . .
Amount . . . . . .00 per
Employer Name . . . . . ?
Address 1 . . . . .
Address 2 . . . . .
City/ST/Zip . . . . . ?

Case ROA Update . . . . . A ('A'll, 'O'nly, 'S'elect) Name/DOB
Print Address Cover Page . . N ('Y'es, 'N'o)
Wage Assignment Action . . . ('A'ctive Wage Assignment)
                          ('E'mployer Data Save)

F3=Exit  F4=Prompt  F7=R0A  F10=Emp Maint  F12=Cancel
F3      re...
F1      e Canc
        tions
    
```

The Print Wage Assignment Employer Data screen will enable the user to enter the necessary information to appear on the wage assignment form to be sent to an employer for the selected case.

The Judge of Record (JoR) on the top part of the screen will be defaulted from the case selected. If for some reason this is not the judge ordering the wage assignment, it can be changed or blanked out. This is the judge that will print on the Wage Assignment. If it is changed or removed, it will NOT modify the case in any way, it is just used in printing the Wage Assignment. It will always default back to the JoR on the case each time this screen is displayed.

The Type of Wage Assignment must be selected and will always default to Order Issued under MCL 769.1k. If this is a voluntary probation wage assignment, back tab to the field and select "Y"=Yes in the Voluntary on Probation field and blank out the other. The form will print according to the type selected.

The Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.

The Print Address Cover Page will print an additional sheet of paper with the Employer's name and address in the correct spot to be tri-folded with the wage assignment and mailed with a window envelope. The user can select either 'Y'es or 'N'o for this feature.





Maintenance: 1. Collections / Payment Plan

Option 8=Wage Assignment / Employer Data

The Wage Assignment Action field allows the user to create the actual Wage Assignment (Value = "A") or to gather the defendant's Employer Data (Value = "E") which could be used at a later date to create the Wage Assignment. When Employer Data is saved, a blue **Emp** will be displayed on the main screen dashboard indicator area.

When all information is entered for an Active Wage Assignment, and the user presses Enter, the Amount per Check, Employer Name & Address fields are edited for valid entries and if valid, a wage assignment form is generated. An entry will also be made in the register of actions with the sent date and employer name.

Screen input edits are as follows:

- Judge of Record (JoR) is not required, but if entered must be a valid Judge Bar Number. F4=Prompt is available to search for the Judge Bar Number. Place the cursor on the field and press F4.
- Type of Wage Assignment is required and either the "Voluntary on Probation" or "Order Issued MCL 769.1k" must be selected.
- Social Security Number is a required entry. If the SSN is on file in the COLLECT system, it will be automatically retrieved and displayed in this field. If not, the user must enter the correct SSN for this Name/DOB in order to proceed.
- Amount is required and must be a non-zero number. Any other value will generate an edit error.
- Per _____ is required and will allow the user to customize the wage assignment to the individual's payment cycle. Any non-blank entry will be accepted and printed. Some examples of entry in this field includes check, week, or month.
- Employer Name is a required field. A blank employer name will generate an edit error. F4=Prompt is available to search for the Employer. Place the cursor on the field and press F4. NOTE – All new Employers will automatically be added to the Employer Database when added on this screen. The Employer database is court user maintained via F10 key or in the Customization Section.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.
- The Case ROA Update field will accept values of 'A'll, 'O'nly, or 'S'elect. Any other value will generate an edit error.



Maintenance: 1. Collections / Payment Plan Option 8=Wage Assignment / Employer Data

- Print Address Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- The Wage Assignment Action field is required and must be an “A”ctive Wage Assignment or “E”mployer Data Save.

Screen function keys are as follows:

F3=Exit	Exits Print Wage Assignment and returns the user to the Collections Maintenance screen.
F4=Prompt	Displays a list of all the valid state abbreviations from which the user can select the one they would like. It will then be placed in the State field on the print wage assignment screen.
F7=ROA	Displays the JIS ROA screen for the current case.
F10=Emp Maint	Displays the Employer Maintenance screen to allow the user to maintain the list of employers in the event a correction needs to be made.
F12=Cancel	Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 8=Wage Assignment / Employer Data Employer Data Maintenance / Selection

```

D6000DMC                      Collections Maintenance                      6/05/14  16:24:08
Position to name . . . _____ or case . . . _____
Type FORMS options, press Enter.
5=T _____ Wage Assignment Employer Maintenance _____
0=S _____ EMPLOYER DATA MAINTENANCE _____
Case: 13D454097B      Name: SMITH/ERIC/PAUL
Opt
8 S Type option, press Enter.
  S   1=Select  2=Change  4=Delete
  S   Opt Employer                      Added Date      Amt per
  S   █ SPEEDWAY GAS STATION             6/06/14          50.00 week
  S
  S
  S
  S
  S
  S
  S   F3=Exit  F6=Add  F12=Cancel
F3=E
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

The Employer Data Maintenance and Selection screen will appear when Employer data is saved in the system. This screen allows the user to select stored Employer Data and easily create a wage assignment (1=Select). The user can also change or delete the store information with options 2=Change or 4=Delete.

Screen function keys are as follows:

- F3=Exit Exits Print Wage Assignment and returns the user to the Collect Main Menu screen.
- F6=Add Allows the user to add more Employers to the list for the possibility of the defendant having multiple jobs.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 8=Wage Assignment Change, Reissue, Summary

```

D6000DMC                Collections Maintenance                4/20/17  16:09:12
Position to name . . .   _____   or case . . .   _____
T      _____   Wage Assignment Selection
0      Case: 9540809ST      Name: ACKLEY/WILLIAM/EVEAN JR
Type option, press Enter.
2=Change  6=Reissue  8=Print Summary for Employer
Opt Employer      Sent Date      Amt per
█ TOM'S TIRE      6/02/16      85.00 month
- WALMART        4/20/17      25.00 check
F3=Exit  F6=Add  F12=Cancel
F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
Worklist positioned to ACKLEY.
    
```

Multiple active Wage Assignments will display here to allow for Change, Reissue, or Printing of the Summary Sheet.

The Wage Assignment Reprint Selection screen will appear when the user places option 8=Wage Assignment/Employer Data next to a defendant already on Wage Assignment. If a modification to the Wage Assignment is needed, 2=Change will allow for editing. If Reissue of the Wage Assignment is needed, option 6=Reissue will be used to generate the form. All current values will be updated on the form. If a summary sheet is needed, option 8=Print Summary for Employer will generate the form. This is used for multiple cases for the same defendant being sent to the employer to eliminate confusion as to how much to withhold. The Wage Assignment will be reprinted with the original issue date.

Screen function keys are as follows:

- F3=Exit Exits Wage Assignment Reprint Selection and returns the user to the Collect Main Menu screen.
- F6=Add Allows the user to add multiple active Wage Assignments if the defendant has multiple jobs.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan

Option 8=Print Wage Assignment

Wage Assignment Form Example Part 1

STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	WAGE ASSIGNMENT (PART 1)	CASE NO. and JUDGE 99093253CT <i>Hon. ANDREW WIERENGO III</i>
Court address 60th District Court 990 Terrace Street HALL OF JUSTICE Muskegon, MI 49442-3377		Court telephone no. (231) 724-6334
In the matter of <u>SEALS/DANIEL/DWAYNE</u> <small>Name of employee</small>	<u>###-##-4655</u> <small>Last four digits of social security no. or employee ID no.</small>	<u>02/29/1976</u> <small>Date of birth</small>
<u>2137 MAFFETTS</u> <small>Address</small>	<u>MUSKEGON HEIGHTS MI 49444</u> <small>City State Zip</small>	<u>654-654-5455</u> <small>Telephone no.</small>

1. The defendant is on probation and missed two or more regularly scheduled restitution payments and has signed the voluntary agreement below:

I agree to the assignment of my wages to pay my financial obligations to the court. I understand that the court may collect my financial obligations until paid in full.

Date _____ Signature of defendant _____

OR

2. This order is issued under MCL 769.1k.

IT IS ORDERED:

3. DAN'S TAVERNA 122 MAIN STREEN
Employer's name Employer's address
ANYTOWN, MI 49999

shall withhold from the earnings due to the person named above the amount of \$ 50.00 per check, effective one week after service upon the employer of a copy of this order. The employer shall indicate the case number on the withholding and shall forward the withholding to the court at the above address.

4. The employer shall not use this assignment as a basis, in whole or in part, for the discharge of the employee or for any other disciplinary action against the employee.

5. Your compliance with this order is required by law.

6. This order shall remain in full force and effect until further order of the court or until the total of \$ 15.00 has been withheld, whichever comes first. Most recent balance

Judge signature and date 22812 02/15/2021

Note: Wage assignment is a transfer of the right to receive wages, ordinarily effected by means of a contract. As such, wage assignments are not within the scope of the federal wage garnishment law. For purposes of this order, however, wages have been defined based on the federal wage garnishment law. Wages are defined as earnings and compensation paid for personal services whether called wages, salary, commission, bonus, or otherwise, and can include periodic payments under a pension or retirement program. (Title III, Section 302, PL 90-321) When required, withholdings shall be calculated using the calculation sheet from SCAO-Approved form MC 14 (Garnishee Disclosure).

Approved, SCAO Form MC 289, Rev. 9/20 MCL 769.1K, MCL 771.3(2)(f), MCL 780.768(18), MCL 780.794(18), MCL 780.826(15) Page 1 of 1	Distribute form to: Court, Part 2 Employee, Part 2 Employer, Part 1
--	--

The Judge of Record name will print under the Case ID.

The "amount per" field will print here exactly as entered on the screen. Care should be taken to avoid misspellings.

The Judge of Record Bar Number will print under the signature line.



Maintenance: 1. Collections / Payment Plan

Option 8=Print Wage Assignment

Wage Assignment Form Example Part 1 – Page 2

Wage Assignment (9/20)
Page 2 of 2

Case No. 99093253CT

CERTIFICATE OF MAILING

I served a copy of this wage assignment on the employee and employer by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

02/15/2021
Date

Signature



Maintenance: 1. Collections / Payment Plan

Option 8=Print Wage Assignment

Wage Assignment Form Example Part 2

STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	WAGE ASSIGNMENT (PART 2)	CASE NO. and JUDGE 99093253CT <i>Hon. ANDREW WIERENGO III</i>
Court address 60th District Court 990 Terrace Street HALL OF JUSTICE Muskegon, MI 49442-3377		Court telephone no. (231) 724-6334
In the matter of <u>SEALS/DANIEL/DWAYNE</u> Name of employee		<u>[REDACTED]</u> Last four digits of social security no. or employee ID no. Date of birth
<u>2137 MAFFETTTS</u> Address	<u>MUSKEGON HEIGHTS MI 49444</u> City State Zip	<u>654-654-5455</u> Telephone no.
<input type="checkbox"/> 1. The defendant is on probation and missed two or more regularly scheduled restitution payments and has signed the voluntary agreement below: I agree to the assignment of my wages to pay my financial obligations to the court. I understand that the court may collect my financial obligations until paid in full. Date _____ Signature of defendant _____		
OR <input checked="" type="checkbox"/> 2. This order is issued under MCL 769.1k.		
IT IS ORDERED:		
3. <u>DAN'S TAVERNA</u> Employer's name		<u>122 MAIN STREEN</u> Employer's address
<u>ANYTOWN, MI 49999</u>		
shall withhold from the earnings due to the person named above the amount of \$ <u>50.00</u> per <u>check</u> , effective one week after service upon the employer of a copy of this order. The employer shall indicate the case number on the withholding and shall forward the withholding to the court at <input checked="" type="checkbox"/> the above address.		
<input type="checkbox"/> _____		
4. The employer shall not use this assignment as a basis, in whole or in part, for the discharge of the employee or for any other disciplinary action against the employee. 5. Your compliance with this order is required by law. 6. This order shall remain in full force and effect until further order of the court or until the total of \$ <u>15.00</u> has been withheld, whichever comes first. Most recent balance		
_____ Judge signature and date		_____ 02/15/2021
Note: Wage assignment is a transfer of the right to receive wages, ordinarily effected by means of a contract. As such, wage assignments are not within the scope of the federal wage garnishment law. For purposes of this order, however, wages have been defined based on the federal wage garnishment law. Wages are defined as earnings or compensation paid for personal services whether called wages, salary, commission, bonus, or otherwise, and can include periodic payments under a pension or retirement program. (Title III, Section 302, PL 90-321) When required, withholdings shall be determined using the calculation sheet from SCAO-Approved form MC 14 (Garnishee Disclosure).		
Approved, SCAO Form MC 289, Rev. 9/20 MCL 769.1K, MCL 771.3(2)(f), MCL 780.766(18), MCL 780.794(18), MCL 780.826(15) Page 1 of 2		Distribute form to: Court, Part 2 Employee, Part 2 Employer, Part 1





Maintenance: 1. Collections / Payment Plan

Option 8=Print Wage Assignment

Wage Assignment Form Example Part 2 – Page 2

Wage Assignment (9/20)
Page 2 of 2

Case No. 99093253CT

CERTIFICATE OF MAILING

I served a copy of this wage assignment on the employee and employer by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.


02/15/2021
Date

Signature

Maintenance: 1. Collections / Payment Plan

Print Summary for Employer

Summary for Employer Form Example



WAGE ASSIGNMENT SUMMARY

60th District Court
990 Terrace Street
HALL OF JUSTICE
Muskegon, MI 49442-3377
(231) 724-6334

This heading uses the same customization values as the Wage Assignment form.

09/14/17


Employer:

SAM'S CLUB
2323 HARBOR VIEW
DETROIT, MI 23422

In the matter of:

VENNE/DILLON/ROBERT
1060 KAMPENGA AVE
MUSKEGON, MI 49442

(Defendant)



- 4 Court Ordered Wage Assignments are included with this summary.
- All checks should be made payable to the Court listed above.
- If you have any questions, please contact the Court at the number listed above.
- All checks must include the defendant name and at least one of the listed case numbers.

Case No.	Assigned Amount	Per	Total to be Withheld
14D470110	50.00	check	330.00
16177203SM	50.00	check	180.00
16179690SM	50.00	check	1,017.08
16179741SM	50.00	check	250.00
T O T A L	200.00	check	1,777.08

Please withhold \$200.00 per check until the total of \$1,777.08 has been withheld or further orders from the court, whichever comes first.

These are "fold" lines as to where to fold to fit a window envelope.



Maintenance: 1. Collections / Payment Plan Option 9=Print Wage Cancellation

```

D6000DMC                Collections Maintenance                5/27/09  13:59:45

Position to name . . . _____ or case . . . _____
Type options, press Enter.
5=T _____ Wage Asmt Cncl Select _____
0=S _____

Opt
  _ V _____ Case: 9546131CT      Name: WABINDATO/DAWN/MARIE      Stat S
  _ V _____ Type option, press Enter.      DISP
      1=Select
  _ V _____ Opt Employer                Sent Date      Amt per Chk      WRNT
      █ K MART                5/27/09        25.00
  _ V _____  _ WAL MART                5/22/09        45.00      WRNT
  _ V _____                                     WRNT
  _ V _____                                     DISP
  _ V _____                                     WRNT
  9 W _____ F3=Exit  F12=Cancel      Bottom      WRNT
                                     More...
F3=E _____ age Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

The Wage Assignment Cancellation Selection screen will display when the selected case has more than one wage assignment associated with it. Otherwise, the user will be taken directly to the Print Wage Cancellation screen (described below). The Wage Assignment Cancellation Selection screen will enable the user to select which wage assignment needs to be cancelled. After the user has selected the wage assignment to be cancelled and pressed Enter, the Print Wage Cancellation screen will display.

Screen input edits are as follows:

- The only valid option is 1=Select. All other entries in the Option column will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Wage Assignment Cancellation Selection and returns the user to the Collections Main Menu.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 9=Print Wage Cancellation

```

D6000DMC                Collections Maintenance                2/06/23  11:40:45
-----
Wage Cancellation
Po
Ty | Type information, press Enter.
1 | Case . . . . . : 20E935665
C | Name . . . . . : SHANNON/KIONTA/MONIQUE

Op | Document Date . . . . . 2/06/23
  | Social Security Number . . ### - ## - 9847
  | Phone Number . . . . .
  | Employer Name . . . . . ? CHALLENGE MANUFACTURING
  |   Address 1 . . . . . 3200 FRUITRIDGE AVE NW
  |   Address 2 . . . . .
  |   City/ST/Zip . . . WALKER MI 49544

  | Case ROA Update . . . . . A ('A'll, 'O'nly, 'S'elect) Name/DOB
  | Print Form . . . . . Y ('Y'es, 'N'o)
  |   Payments being made . . -or- Debt is satisfied . . .
  |   -or- Other . . . . . No longer employed
  | Print Address Cover Page . N ('Y'es, 'N'o)
  | F3=Exit  F4=Prompt  F7=ROA  F12=Cancel
F3 | SSN retrieved for SHANNON/KIONTA/MONIQUE.
F1 | -----
    
```

The "Other" reason will remember your last entry and default to it every time to minimize typing.

The Print Wage Cancellation screen will enable the user to print the Order Canceling Assignment of Wages form to be sent to the appropriate employer. The screen will be filled in with the information from the wage assignment being canceled. If a wage assignment cannot be found for the case selected the screen will display with only the document date entered. The user must then fill in the amount owed and the employer name and address before proceeding. The user can modify the document date and employer address. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the employer’s name and address showing. The employer name cannot be changed. After the date and address are verified and corrected, if necessary, and the user presses Enter, the Order Canceling Assignment of Wages letter will be sent to the user’s spool file.

Screen input edits are as follows:

- Document Date is required and must be a valid date in MM/DD/YY format. Any other value will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.





Maintenance: 1. Collections / Payment Plan Option 9=Print Wage Cancellation

- Case ROA Update field allows the user to specifically determine any additional cases ROA to be updated. It will default to the value the Wage Assignment was created with. A value of 'A'll will update every open case (Name/DOB) with Wage Assignment information from the current case. A value of 'O'nly will just update the current case ROA. A value of 'S'elect will display another screen populated with all open cases by Name/DOB for the user to select which additional case ROAs to update.
- Print Form is a required field and must be a "Y"es or "N"o on the field with the appropriate reason for cancellation. For unique reasons, use the "Other" field and simply type your reason. The system will remember the last "Other" reason you used and always default to it to minimize typing. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- Payments being made is a selection that must be made to indicate the reason for the cancellation. This parameter is required when printing the form and any non-blank entry will place an "X" in the appropriate box on the form.
- Print Address Cover Page is a required field and must be a "Y"es or "N"o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits this feature and returns the user to the Collections Main Menu.
F12=Cancel	Returns the user to the Wage Assignment Cancellation Selection screen (if multiple wage assignments). Otherwise, it will return the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option 9=Print Order Canceling Assignment of Wages Form Example – Part 1

STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	ORDER CANCELING ASSIGNMENT OF WAGES (PART 1)	CASE NO. and JUDGE 18196890SM <i>Hon. HAROLD F. CLOSZ III</i>
Court address 60th District Court 990 Terrace Street HALL OF JUSTICE Muskegon, MI 49442-3377		Court telephone no. (231) 724-6334
In the matter of <u>FRANKLIN</u> <small>Name of employee</small>		<u>###-##-5555</u> <u> </u> /1999 <small>Last four digits of social security no. or employee ID no. Date of birth</small>
<u>250</u> <small>Address</small>	<u>MUSKEGON HEIGHTS</u> <small>City</small>	<u>MI 49444</u> <u>231-555-0006</u> <small>State Zip Telephone no.</small>
1. On <u>11/10/2022</u> this court entered an order directing <u>FAMILY DOLLAR</u> <small>Date Name of employer</small> to withhold \$ <u>50.00</u> per <u>check</u> from the earnings owed the person named above.		
THE COURT FINDS:		
2. Assignment of wages is unnecessary because <input type="checkbox"/> voluntary payments are being made. <input type="checkbox"/> the debt has been satisfied. <input checked="" type="checkbox"/> other: <u>No longer employed</u>		
IT IS ORDERED:		
3. The assignment of wages of the person named above is canceled.		
_____ Judge signature and date		02/02/2023 28260
CERTIFICATE OF MAILING		
I served a copy of this order on the employee and employer by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.		
_____ Date		_____ Signature
Approved, SCAO Form MC 391, Rev. 6/22 MCL 769.1k, MCL 771.3(2)(f) Page 1 of 1		Distribute form to: Court, Part 2 Employee, Part 2 Employer, Part 1

Maintenance: 1. Collections / Payment Plan Option A=Address History

D6000DMC
Collec
Address History

Position to name . . . _____
 Type FORMS options, press Enter.
 5=Tax Garnishment 8=Wage Assig
 0=Satisfaction of Obligation P

Opt Name (= Collect Agency)

- ADKINS/JAMIE/RYAN
- 50 SSN AdH Nts PPH Rst
- ADKINS/JOSEPH/ALAN
- 999
- ADKINS/KATHY/ANN
- 999
- AELLEN/MACK/
- AFA HOUSING LLC//
- 999 AdH Nts PPH
- AFA HOUSING LLC//
- 999 AdH Nts PPH

F3=Exit F5=All F6=No Pay Plan
 F10=Address Sync F11=PP History

View info, press Enter. Case: 12144292SM
 Current ADKINS/JAMIE/RYAN
 Address: 2701 HUIZENGA
 APT# 74
 MUSKEGON MI 49444

Previous Address(es)	Changed Date
480 GLEN OAKS DR #3C MUSKEGON MI 49442	9/24/12

Bottom

“AdH” listed in the dashboard indicates there are multiple address changes on file. Option “A” will easily view the history.

The Address History inquiry screen is designed to allow the user to easily view all previous addresses on file for a particular case. All of the information displayed on this screen is harvested directly from the ROA. All cases with “AdH” indicator in the dashboard area inform the user of multiple address changes are on file for this case.

Screen function keys are as follows:

F12=Cancel	Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen.
------------	--



Maintenance: 1. Collections / Payment Plan Option C=3rd Party Review for Collections – manual send

```

D6000DMC                Collections Maintenance                9/04/24 14:40:59
                                                                Mode: ALL
Position to name . . . . . or case . . . . .
Type MAINTENANCE options, press Enter.
 1=SCH  2=Pay Plan  3=Case Notes  4=DSP  6=Notify Letter  7=ROA  More...
C=3rd Pty Review  D=Demographic  N=SSN  R=Reset Lvl  S=Stop/Start  X=Excuse
( X = 3rd Party Collection Agency)
Opt  Name                DOB      Case ID      Bal Due Stat S
--  -
 999 SSN AdH PPH 0
-  SHELTON/SHARLENA/IDRISRENAE  8/05/95  19205329SM  400.00 PROB 3
-  SHENEMAN/JESSICA/RAE  2/13/73  17186744SM  5,709.00 DISP
 999 SSN AdH Nts PPH Rst
-  SHEPARD/JONATHAN/HOWARD  1/18/69  918550CT  45.00 DISP
 999 3
-  SHEPARD/LORA/  6/15/63  19D482164  654.00 DISP
 999 SSN 3PR 5
-  SHEPARD/LORA/L  6/15/63  19D454261  174.00 DISP
 999 SSN 5
-  SHEPARD/LORA/L  6/15/63  19D482059  354.00 DISP
 999 SSN 5
                                                                More...
F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
Case 19D482164 for SHEPARD/LORA/ added to 3rd Party Review File.
    
```

For those courts using a Third-Party Collection Agency, this option will allow for manual selection and further review of a defendant before sending the record(s) to the 3rd Party Collection Agency. No ROA update will occur until the record is physically sent to the 3rd Party Collection Agency. No screen will be displayed when the “C” option is executed, only a message on the bottom of the screen will be displayed as well as the name the “3PR” dashboard light to indicate Third Party Collections Review. The processing of the 3PR records is outlined in the 3rd Party Collections section of the manual.



Maintenance: 1. Collections / Payment Plan Option D=Demographic Info

```

D6000DMC                Defendant Demographic Information          7/22/19  16:43:09
Type information, press Enter.
Name . . . . . : ADKINS/JAMIE/RYAN
Date of Birth. . : 08/10/89   Phone on file. . : 683-555-8337
Defendant Additional Phone/eMail Information:
Type...  CELL           Phone... 517 555 1212   Provider... ATT
(2)
eMail..  jradkins@aol.com
Defendant Additional Contact Information:
Name...  █             Ph...           Relation...
(2)
(3)
Review Date Reason...
Source of Income.....
Company Resident Agent Information:
Name.....
Address.....
(2)
City/St/Zip..           Status..
Projected Jail/Prison Out Date... Inst...
Comments...
(2)
F3=Exit  F12=Cancel  F16=Delete
    
```

The Demographic Information screen is a place for the user to store miscellaneous information without it getting lost in the Notes screen. This information is stored and retrieved by Name/DOB and will remain on the system until manually deleted. The user can use these fields however they see fit. As of now, the information does not go anywhere or is it used for any other feature. The indicator **Inf** will be displayed in the dashboard when this information is entered.

Screen input edits are as follows:

- eMail address is edited for proper format.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits the Demographic Information screen and returns the user to the Collections Maintenance screen. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |
| F16=Delete | This key will permanently delete the Demographic Information record from the system. The user will then be returned to the Collections Maintenance screen. |



Maintenance: 1. Collections / Payment Plan Option E=Event / Payment Inquiry

The previously "invisible" COLLECT progressive statement number has now surfaced and is displayed on the screen. It will also show whether it was found in the Pay Plan (PP) or Non Pay Plan (NPP) file.

```

DG000DMC
Position to name . . .
Type MAINTENANCE option
2=Payment Plan 3=Cas
C=3rd Pty Coll D=Dem
( X = 3rd Party Coll
Opt Name
_ AGNEW/DONNA/SUE
  999 SSN Nts PPH
E AGNEW/LARRY/EUGENE
  363 SSN Nts 0
_ AGNEW/LENETIA/RENEE
  SSN PPH
_ AGNEW/PERCY/TERRELL
  630 SSN AdH Nts PP
_ AGUILAR-PEDROZA/JUAN
_ AGUILAR-QUIROZ/CHRIS
  936 0
F3=Exit F5=All F6=N
F10=Address Sync F11=
    
```

```

Event / Payment Inquiry
View info, press Enter. Case ID: 15173757SM
Current AGNEW/LARRY/EUGENE #: 0 PP
Address: 1144 E LARCH
        MUSKEGON MI 49442

COLLECT Event / Payment History
        No payments made 12/04/15 thru 05/19/16
-----
05/20/16 THIS CASE ADDED TO PAYMENT PLAN
        Included Case ID(s) on Payment Plan:
        15173757SM
        Payment of 10.00 on 05/20/16 Case: 15173757SM
-----
06/22/16 OVERDUE PAYMENT STATEMENT NOTICE SENT.
        Stmt#: 1 Total on Statement: $390.00
        Included Case ID(s) & Balance Due:
        15173757SM 390.00
        Payment of 44.00 on 07/08/16 Case: 15173757SM
        More...

F10=Print F11=PDF F12=Cancel
    
```

The COLLECT Event / Payment Inquiry screen is designed to allow the user to easily view all events in chronological order starting with Offense Date thru current date. All of the information displayed on this screen is harvested directly from the ROA, with a payment lookup between each event. The screen is color coded to relate back to its event color, with the exception of red (usually bad like a non-payment) or green (usually good like a payment).

Screen function keys are as follows:

- F10=Print This will print the contents of the screen from start to finish. The format is exactly like what is displayed on the screen.
- F11=PDF Use this key to generate a .pdf document on the IFS of the IBM Power i System. This report will look exactly like the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: **DxxxxPDF** where xxxx = your 4-character JIS court ID. The file will appear in the /Events folder.
- F12=Cancel Exits the Address History inquiry screen and returns the user to the Collections Maintenance screen.





Maintenance: 1. Collections / Payment Plan

Option E=Event / Payment Inquiry

F10=Print - Example

```
Page      1          6000 - DMC TECHNOLOGY GROUP          6/05/14   16:14:31
          COLLECT Event Listing

Case ID . . . : 14156825SD      Name . . . : AGERSTRAND/ZACHARY/TAYLOR-NELSO
                                Address. : 15004 BROOKSIDE DR
                                           SPRING LAKE      MI  49456

                                Charge . . . : OPER INTOX 2

COLLECT Event / Payment History
      No payments made 01/01/14 thru 04/24/14
-----
04/25/14 THIS CASE ADDED TO PAYMENT PLAN
      Included Case ID(s) on Payment Plan:
      14156825SD
      No payments made 04/25/14 thru 06/02/14
-----
06/03/14 OVERDUE PAYMENT STATEMENT NOTICE SENT.
      Stmt#: 1 Total on Statement: $1,375.00
      Included Case ID(s) & Balance Due:
      14156825SD      1,375.00
      No payments made 06/03/14 thru Today

                                ** End of Report **
```



Maintenance: 1. Collections / Payment Plan Option H=Pay Plan History

Pay#	Day	Date Due	Amount Due	Date Paid	Amount Paid	Balance	Status
1	Fri	4/15/16	50.00	4/15/16	50.00	500.00	RECEIVED payment
2	Fri	4/29/16	50.00	5/02/16	50.00	450.00	RECEIVED payment
3	Fri	5/13/16	50.00	5/17/16	50.00	400.00	RECEIVED payment
4	Fri	5/27/16	50.00	6/01/16	50.00	350.00	RECEIVED payment
5	Fri	6/10/16	50.00			350.00	MISSED payment
6	Fri	6/24/16	50.00	6/16/16	40.00	310.00	PARTIAL payment
7	Fri	7/08/16	50.00	7/06/16	108.00	202.00	OVER payment
8	Fri	7/22/16	50.00	7/18/16	50.00	152.00	RECEIVED payment
9	Fri	8/05/16	50.00			152.00	MISSED payment
10	Fri	8/19/16	50.00	8/15/16	52.00	100.00	OVER payment
11	Fri	9/02/16	50.00			100.00	MISSED payment
				10/25/16	40.00	60.00	PAID AFTER PLAN

F3=Exit F5=Case IDs F8=Add'l Info F10=Print F11=PDF F12=Cancel (* Date adj)

This field will indicate the Payment plan was either Manually Deleted or Satisfied.

The Payment Plan History Payment Inquiry screen has the same look and feel as the active Payment Plan Payment Inquiry screen. This history inquiry is designed to take a “snapshot” of the actual Payment Plan as it looked on the termination date.

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections Maintenance screen.
- F5=Case IDs Display a separate window to show all cases that were part of this payment plan.
- F8=Add'l Info Display a separate screen showing all parameters of the original payment plan.
- F10=Print Prints the report in the same format as the screen.
- F11=PDF Use this key to generate a .pdf document on the IFS of the IBM Power i System. This report will look exactly like the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: **DxxxxPDF** where xxxx = your 4-character JIS court ID. The file will appear in the /PayPlanHist folder.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option H=Pay Plan History F10=Print - Example

Page	1	6000 - DMC-MUSKEGON-TEST Payment Plan History Payment Report	6/08/11	14:37:37			
Name : ABARE/RACHEL/ROSE DOB: 2/21/85 Date of Agreement . . : 4/15/10 Total Pay Plan Amt: 164.80 Date of Termination . : 7/06/10 Satisfied Pay Plan Bal Due. : .00 Payment Verification. : FULL Amount MONTHLY Payment Plan							
Pay#	Day	Date	Amount	Date	Amount	Balance	Status
1	Mon	5/10/10	164.80			164.80	MISSED payment
				7/06/10	129.00	35.80	PAID AFTER PLAN
				7/06/10	35.80	.00	Paid in FULL
Case ID's on Payment Plan:					Case ID	Amt Due	Status
					09109249SM	150.00	PROB
(* Date Adjusted)					** End of Report **		





Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry Standard Mode

The grace period for the payment plan will only be displayed on this screen. It will NOT appear on the printed listing.

```

D6000DMC                Payment Plan Payment Inquiry                8/01/18  16:41:15
                                                                    Mode: Standard
View information, press Enter.  Name: ALLEN/MARSHALL/EUGENE
                               DOB: 8/12/51
Date of Agreement . . . . : 6/10/16  Grace:5                Total P-P Amt:      474.00
Payment Verification . . . : FULL Amount                    P-P Balance Due:   214.00
(*,! Date adjusted)                                           MONTHLY Payment Plan
Pay#  Day  Date      Amount  Date      Amount  Balance Status      Payment
     Due  Due       Due     Paid     Paid     Status
1  Mon  7/11/16    79.00  7/15/16+  70.00    404.00  PARTL - 16E008394A
2  Thu  8/11/16    79.00                404.00  MISSED payment
3* Fri  9/09/16    79.00  8/26/16    50.00    354.00  PARTL - 16E008394A
4  Tue 10/11/16    79.00 10/07/16   40.00    214.00  OVER - 16E008394A
5* Thu 11/10/16    79.00                214.00  MISSED payment
6* Fri 12/09/16    79.00                214.00  MISSED payment
    
```

F3=Exit F5=Case IDs F7=Current F9=All Pmts F10=Print F11=PDF F12=Cancel

The + sign indicates there were multiple payment dates detected. The latest payment date is displayed.

The case ID shown will be the first case the money was applied to for that payment.

The Payment Plan Payment Inquiry screen will enable the user to quickly see the payment history of the individual selected. This screen displays the type of payment plan the individual is on, how much was owed at the start of the plan, how much is still outstanding, and a breakdown of all payments received to date.

If your court uses the Grace Period feature, it will be possible for payment dates to be greater than the due date, if the payment falls within the grace period. Any payments received in the grace period window will be applied to the prior payment period.

There are two modes for this screen. The default mode is STANDARD, which means the information displayed on the screen uses the COLLECT methodology for applying payments to due dates. Basically, when a payment is received, COLLECT figures out which due date “bucket” it belongs to based on payment date and grace period. The other mode is CURRENT. On this screen (F7=Current) the logic for placing the payment received against the due date “buckets” uses a methodology based on if the defendant is Current or Up to Date with their payments. This logic is explained in more detail on the next page for CURRENT mode.



Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry Standard Mode

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.
F5=Case IDs	Displays the cases that are currently on the payment plan.
F7=Current	This will toggle the screen modes between Standard and Current
F9=All Payments	This function will display an inquiry screen (based on mode) of every payment received along with receipt number, cash code and the case it was applied to.
F10=Print	Prints the screen information to a report.
F11=PDF	Use this key to generate a .pdf document on the IFS of the IBM Power i System. This report will look exactly like the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /PayPlans folder.
F12=Cancel	Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry Current Mode

D6000DMC		Payment Plan Payment Inquiry			8/01/18 16:46:09		
View information, press Enter.		Name: ALLEN/MARCUS/EUGENE			Mode: Current		
		DOB: 8/12/91					
Date of Agreement :		6/10/16	Grace:5	Total P-P Amt:	474.00		
Payment Verification . . . :		FULL Amount			P-P Balance Due: 214.00		
(*,! Date adjusted)		MONTHLY Payment Plan					
Pay#	Day	Date	Amount	Amount	Balance	Overage/	Past
	Due	Due	Due	Collected		Arrearage	Due
1	Mon	7/11/16	79.00	79.00	395.00	+181.00	
2	Thu	8/11/16	79.00	79.00	316.00	+102.00	
3*	Fri	9/09/16	79.00	79.00	237.00	+23.00	
4	Tue	10/11/16	79.00	23.00	214.00	-56.00	
5*	Thu	11/10/16	79.00		214.00	-135.00	62
6*	Fri	12/09/16	79.00		214.00	-214.00	600

Amounts in **BLUE** indicate and overage, amounts in **RED** indicate the amount in arrears.

Bottom

F3=Exit F5=Case IDs F7=Standard F9=All Pmts F10=Print F11=PDF F12=Cancel

The Payment Plan Payment Inquiry screen will enable the user to quickly see the payment history of the individual selected. This screen displays the type of payment plan the individual is on, how much was owed at the start of the plan, how much is still outstanding, and a breakdown of all payments received to date.

If your court uses the Grace Period feature, it will be possible for payment dates to be greater than the due date, if the payment falls within the grace period. Any payments received in the grace period window will be applied to the prior payment period.

***** NOTE*** This is a different view to be used as a tool for the COLLECT users to evaluate how payments are being made. This DOES NOT alter the Overdue Statement generation process. Just because this screen may show an overage, the defendant will still receive an overdue notice if no payments are received when they are currently due.**

The logic is explained on the next page.



Maintenance: 1. Collections / Payment Plan

Option I=Payment Inquiry

Current Mode

This CURRENT mode logic is used to determine if the defendant is “Up to Date” with their payments. This mode takes into consideration over payments and applies the overage into the next due date “bucket”. This is how the money is applied:

- Total payments from the Date of Agreement (or Re-Amortization date) through the current date are accumulated. It does not care if they were made on time, or what amount was paid.
- Once total payments are calculated, the Amount Due is deducted and applied to the Due Date “buckets” in order, until the total amount paid is all used up. Anything paid above what was expected is shown (in blue) as an overage, and if there is no money left to apply to the “buckets” up through the current date, it is shown (in red) as arrears.
- The amount in arrears will also have the number of days past due calculated and displayed.

Screen function keys are as follows:

F3=Exit	Exits Payment Plan Payment Inquiry and returns the user to the COLLECT Main Menu.
F5=Case IDs	Displays the cases that are currently on the payment plan.
F7=Standard	This will toggle the screen modes between Standard and Current
F9=All Payments	This function will display an inquiry screen (based on mode) of every payment received along with receipt number, cash code and the case it was applied to.
F10=Print	Prints the screen information to a report.
F11=PDF	Use this key to generate a .pdf document on the IFS of the IBM Power i System. This report will look exactly like the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /PayPlans folder.
F12=Cancel	Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry F5 = Display Case IDs

```

D6000DMC                               Payment Plan P
View information, press Enter.           Name:
                                         DOB:
Date of Agreement . . . . : 6/10/16 Gr
Payment Verification . . . : FULL Amount
(*,! Date adjusted)
Pay#   Day   Date       Amount   Date
      Due   Due         Due       Paid
  1 Mon  7/11/16    79.00   7/15/16+
  2 Thu  8/11/16    79.00
  3* Fri  9/09/16    79.00   8/26/16
  4 Tue 10/11/16    79.00  10/07/16
  5* Thu 11/10/16    79.00
  6* Fri 12/09/16    79.00

                                         Pay Plan Case IDs
View information, press Enter.
Case ID      Amount Due  Stat
16E008394A   45.00   CLSD
16E008394B   169.00  DISP

                                         Bottom
F3=Exit  F12=Cancel

F3=Exit  F5=Case IDs  F7=Current  F9=A
    
```

The Pay Plan Case IDs screen displays all the cases currently on the selected payment plan.

Screen function keys are as follows:

F3=Exit Exits Pay Plan Case Id's and returns the user to the COLLECT Main Menu.

F12=Cancel Returns the user to the Payment Plan Payment Inquiry screen.



Maintenance: 1. Collections / Payment Plan Option I=Payment Inquiry F10 = Print (Report Example based on Mode)

Page	1	6000 - DMC TECH GROUP Payment Plan Payment Report - Standard Logic	4/21/17	13:30:26			
Name : ALLEN/TENASHA/MONIQUE DOB : 8/25/93 Date of Agreement . . : 1/03/14 Payment Verification. : FULL Amount							
			Total Pay Plan Amount:	245.00			
			Pay Plan Balance Due:	100.00			
			MONTHLY Payment Plan				
Pay#	Day	Date	Amount	Date	Amount	Balance	Status
	Due	Due	Due	Paid	Paid		
1	Fri	1/03/14	10.00	1/06/14	10.00	235.00	RECVD - 13D456906A
2	Mon	2/03/14	40.00	1/30/14	40.00	195.00	RECVD - 13D456906A
3	Mon	3/03/14	40.00			195.00	MISSED payment
4	Thu	4/03/14	40.00	4/07/14+	95.00	100.00	OVER - 13D456906A
5*	Fri	5/02/14	40.00			100.00	MISSED payment
6	Tue	6/03/14	40.00			100.00	MISSED payment
7	Thu	7/03/14	35.00			100.00	MISSED payment
Case ID's on Payment Plan:							
			Case ID		Amt Due		Status
				13D456906A			CLSD
				13D456906B	15.00		DISP
				13D460494A	85.00		DISP
(*,] Date Adjusted) ** End of Report **							

Standard Logic.

Page	1	6000 - DMC TECH GROUP Payment Plan Payment Report - Current on Payments Logic	4/21/17	13:28:17			
Name : ALLEN/TENASHA/MONIQUE DOB : 8/25/93 Date of Agreement . . : 1/03/14 Payment Verification. : FULL Amount							
			Total Pay Plan Amount:	245.00			
			Pay Plan Balance Due:	100.00			
			MONTHLY Payment Plan				
Pay#	Day	Date	Amount	Amount	Balance	Overage/	Past
	Due	Due	Due	Collected	Balance	Arrearage	Due
1	Fri	1/03/14	10.00	10.00	235.00	+135.00	
2	Mon	2/03/14	40.00	40.00	195.00	+95.00	
3	Mon	3/03/14	40.00	40.00	155.00	+55.00	
4	Thu	4/03/14	40.00	40.00	115.00	+15.00	
5*	Fri	5/02/14	40.00	15.00	100.00	-25.00	1,085
6	Tue	6/03/14	40.00		100.00	-65.00	1,053
7	Thu	7/03/14	35.00		100.00	-100.00	1,023
Case ID's on Payment Plan:							
			Case ID		Amt Due		Status
				13D456906A			CLSD
				13D456906B	15.00		DISP
				13D460494A	85.00		DISP
(*,] Date Adjusted) ** End of Report **							

Current Logic.





Maintenance: 1. Collections / Payment Plan Option L=Modification Log (DNT Enabled)

```

DG000DMC      Phone Number Modification Log Inquiry      8/02/18  08:34:19
View information, press Enter.
  / Defendant \
KELSEY/KIZZIE/KATOSH      DOB: 02/09/77
2909 8TH
MUSKEGON HEIGHTS, MI  49444

  / Start of Log \
07/20/18
Defendant initial enrollment in system.      14:53  DMC
Phone Number Type Method Private Form TxtAuth Stop      14:53  DMC
111-555-7138  C    T    Y    Y    N      14:53  DMC
Defendant Notification Authorization form was printed.      14:53  DMC
  / End of Log \

Bottom

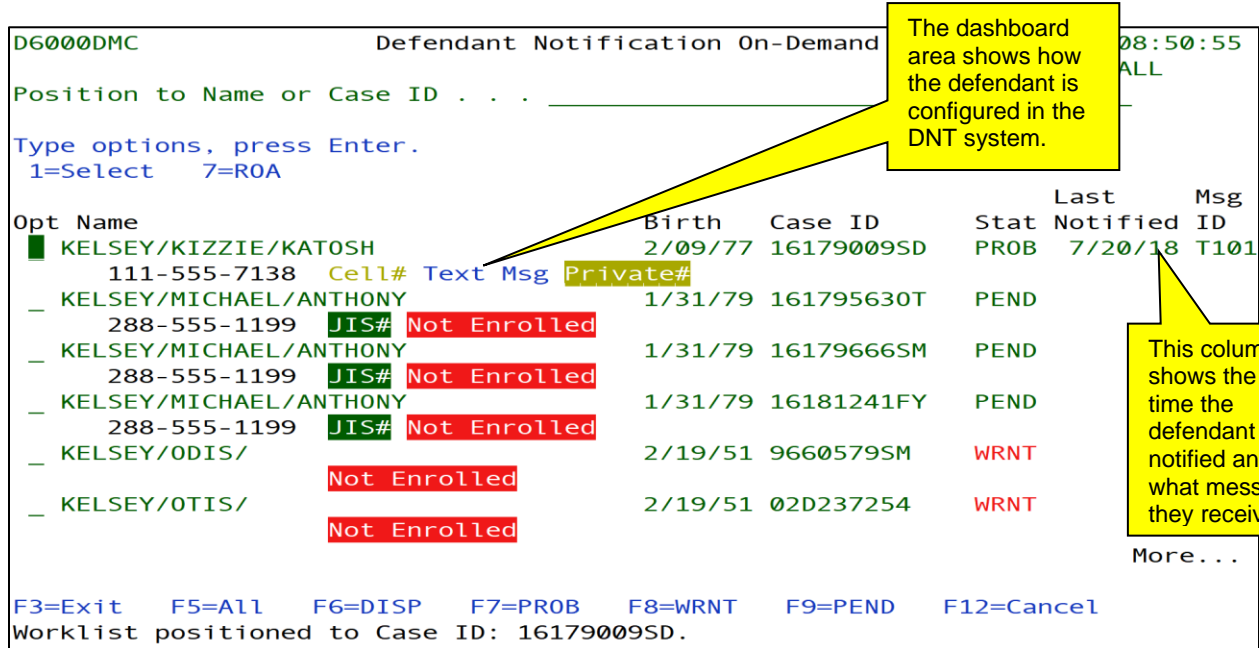
F3=Exit  F12=Cancel
    
```

The Phone Number Modification Log Inquiry screen will enable the user to quickly see the DNT history of the individual selected. This screen displays the enrollment information as well as any changes that occurred since enrollment. **This screen is only available if the Defendant Notification & Tracking (DNT) system is enabled.** This screen is also available from the Defendant Notification & Tracking COLLECT Interface menu.

Screen function keys are as follows:

- F3=Exit Exits Phone Number Modification Log Inquiry and returns the user to the COLLECT Main Menu.
- F12=Cancel Returns the user to the Collections Maintenance screen.

Maintenance: 1. Collections / Payment Plan Option M=Send Phone Message (DNT Enabled)



D6000DMC Defendant Notification On-Demand 08:50:55
ALL

Position to Name or Case ID . . .

Type options, press Enter.
1=Select 7=ROA

Opt Name	Birth	Case ID	Stat	Last Notified	Msg
█ KELSEY/KIZZIE/KATOSH 111-555-7138 Cell# Text Msg Private#	2/09/77	16179009SD	PROB	7/20/18	T101
— KELSEY/MICHAEL/ANTHONY 288-555-1199 JIS# Not Enrolled	1/31/79	161795630T	PEND		
— KELSEY/MICHAEL/ANTHONY 288-555-1199 JIS# Not Enrolled	1/31/79	16179666SM	PEND		
— KELSEY/MICHAEL/ANTHONY 288-555-1199 JIS# Not Enrolled	1/31/79	16181241FY	PEND		
— KELSEY/ODIS/ Not Enrolled	2/19/51	9660579SM	WRNT		
— KELSEY/OTIS/ Not Enrolled	2/19/51	02D237254	WRNT		

F3=Exit F5=All F6=DISP F7=PROB F8=WRNT F9=PEND F12=Cancel
Worklist positioned to Case ID: 16179009SD.

The Sent Phone Message option will display the Defendant Notification On-Demand select screen positioned directly to the selected defendant. This allow the user to see vital information about how the Defendant is enrolled before proceeding to send the message. **This screen is only available if the Defendant Notification & Tracking (DNT) system is enabled.** This screen is also available from the Defendant Notification & Tracking COLLECT Interface menu.

Screen options are as follows:

- 1=Select Proceed with sending this defendant a message, whether it be Text or Voice depending on their individual enrollment configuration. The screen on the following page will be displayed.
- 7=ROA The JIS ROA screen will be displayed for the defendant selected.

Screen function keys are as follows:

- F3=Exit Exits Defendant Notification On-Demand and returns the user to the COLLECT Main Menu.
- F5=All Display all open cases regardless of case status.
- F6=DISP Displays all open cases in DISPOSED status.
- F7=PROB Displays all open cases in PROBATION status



Maintenance: 1. Collections / Payment Plan Option M=Send Phone Message (DNT Enabled)

- | | |
|------------|---|
| F8=WRNT | Displays all open cases in WARRANT status. |
| F9=PEND | Displays all open cases in PENDING status. |
| F12=Cancel | Returns the user to the Collections Maintenance screen. |



Maintenance: 1. Collections / Payment Plan Option M=Send Phone Message (DNT Enabled) Option 1 – Notification Message Selection

```

D6000DMC                Notification Message Selection                8/02/18  09:38:48

Position To / Last Message ID selected . . . RMDR

Type options, press Enter.  Selected Case: 16179009SD
1=Select                                KELSEY/KIZZIE/KATOSH
                                        111-555-7138

Opt  Msg ID  Message Text
█    RMDR  REMINDER
      Attention «DEFFRSTNAM» «DEFLASTNAM»! This payment reminder is
      furnished to you by the «CRTNAME» District Court. Your Payment
      Plan payment of «PPAMTDUE» due on «PPDUEDT». Please make this
      payment on time to avoid further action by the court. Thank you.

_    T101  STMT #1
      Attention «DEFFRSTNAM» «DEFLASTNAM»! The Collections Department
      at the 60th District Court noticed that you missed your agreed
      upon Payment Plan Payment of «PPPASTDUE» on «PPPASTDT». The
      balance on your pay plan is «PPBALDUE». Get to the court
      immediately with your payment to avoid further action. Thank
      you.

F3=Exit  F12=Cancel                More...
Last sent message RMDR retrieved for user D6000DMC.
    
```

Once the Defendant is selected, the appropriate message must be selected. That is the purpose of this screen. This screen “remembers” the last message selected and positions the user directly to that message for easy selection. If a different message is required, simply page up or down, or use the Position To field to find the message.

Screen options are as follows:

- 1=Select Proceed with sending this defendant a message, whether it be Text or Voice depending on their individual enrollment configuration. The Resolved Message screen on the following page will be displayed for verification prior to sending the message.

Screen function keys are as follows:

- F3=Exit Exits Notification Message Selection and returns the user to the Defendant Notification Message On-Demand screen.
- F12=Cancel Exits Notification Message Selection and returns the user to the Defendant Notification Message On-Demand screen. This function is exactly like F3=Exit to inform the user the message was not sent.



**Maintenance: 1. Collections / Payment Plan
 Option M=Send Phone Message (DNT Enabled)
 Option 1 – Notification Message Selection
 Preview Results of Resolved Message**

<pre> DG000DMC Notification M Position To / Last Message ID selecte Type options, press Enter. Selected 1=Select Opt Msg ID Message Text 1 RMDR REMINDER Attention «DEFFRSTNAM» « furnished to you by the Plan payment of «PPAMTDU this payment on time to you. - T101 STMT #1 Attention «DEFFRSTNAM» « at the 60th District Cou upon Payment Plan Paymen balance on your pay plan immediately with your pa you. F3=Exit F12=Cancel Docket record NOT FOUND. Make sure message resolved correctly. F12=Cancel. </pre>	<p style="text-align: center;">Preview Results</p> <pre> Attention KIZZIE KELSEY! This payment reminder is furnished to you by the 60TH District Court. Your Payment Plan payment of \$50.00 is due on 09/03/18. Please make this payment on time to avoid further action by the court. Thank you. Reply 'OPTOUT' to Cancel this service. Message and Data rates may apply. F12=Cancel </pre>
---	--

This screen is the last step in sending an On-Demand Message. The DNT system will resolve the message and display it to the user for final verification. If the message did not resolve correctly or does not look correct in any way, press F12=Cancel to abort the process and fix the issue. If everything looks correct and the message is to be sent, simply press the Enter key.

Screen function keys are as follows:

- F12=Cancel Exits Preview Results screen and returns the user to the Notification Message Selection screen. If the user presses F12=Cancel, the message WILL NOT BE SENT.



Maintenance: 1. Collections / Payment Plan Option N=SSN Entry

```

D6000DMC                Collections Maintenance                2/05/24  15:09:57
Position to name . . . . . or case . . . . .
Type MAINTENANCE options, press Enter.
1=SCH  2=Pay Plan  3=Case Notes  4=DSP  6=Notify Letter  7=ROA  More...
C=3rd Pty Coll  D=Demographic  N=SSN  R=Reset Lvl  S=Stop/Start  X=Excuse
( X
Opt Na |----- SSN Entry -----| Bal Due Stat S
- SHEL | Type information, press Enter. | 45.00 WRNT
  99
N SHEL | Name . . . : SHELBY/SELENE/ | 160.00 WRNT
  99 | DOB . . . : 5/15/54 |
- SHEL | SSN . . . | 126.00 DISP D
  99 | F3=Exit  F12=Cancel | 400.00 PROB 3
- SHEL | | 5,709.00 DISP
  99 | SHEPARD/JONATHAN/HOWARD | 45.00 DISP
  99 | 1/18/69 918550CT |
  99 3
F3=Exit  F5=All  F6=No Pay Plan  F7=Pay Plan  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

The SSN Entry screen will enable the user to enter the Social Security Number for the person selected. There must be a Date of Birth on the case record before the system will allow entry of an SSN. SSNs will be encrypted and stored in the COLLECT system database. Due to the encryption, the users WILL NOT be able to query or browse the file to retrieve SSNs. All SSNs are stored and retrieved by Name/DOB. The system will not allow entry of an SSN if the DOB is not entered. The user should just enter the digits of the SSN without editing. The cursor will automatically jump over the “-“ positions.

SSNs will remain in the COLLECT system forever or until an authorized user selects and deletes them. So, when cases get paid off and closed, the SSN will remain in the COLLECT system just in case a future case for the same Name/DOB is entered. If that does occur, the SSN indicator on the COLLECT Maintenance dashboard will indicate SSN on file.

Screen function keys are as follows:

- F3=Exit Exits the SSN Entry screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option P=Print Remit Prisoner Funds

```

D6000DMC                      Collections Maintenance          8/02/18  10:48:00
                                Order to Remit Prisoner Funds
Po
Ty  Type information, press Enter.
  2
C   Case . . . . . : 12140861SM
   Name . . . . . : KENNEBREW/DEONTE/KAREEM
Op
-   SID . . . . . : 3708917M
   Prisoner Number . . . . . █
P   To . . . . . ?
   Institution . . . . . ?
-   Address 1 . . . . .
   Address 2 . . . . .
-   City/ST/Zip . . . . . ?
-
-   Print Address Cover Page . Y
   Print MDOC Cover Page . . Y
-
-   F3=Exit   F4=Prompt   F7=ROA   F12=Cancel
F3
F1
Worklist positioned to KENNEB.
    
```

The Print Remit Prisoner Funds screen will enable the user to enter the necessary information to appear on the remit prisoner funds form to be sent to the institution for the selected case. If any of the required information for the Remit Prisoner Funds form is missing, this screen will let the user enter what needs to be corrected before the case can be selected. The user can also select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institutions name and address showing. When all information is entered, and the user presses Enter, the prisoner number, institution name & address fields are edited for valid entries and if valid, a remit prisoner funds form is generated. An entry will also be made in the register of actions with the sent date and institution name.





Maintenance: 1. Collections / Payment Plan Option P=Remit Prisoner Funds

Screen input edits are as follows:

- SID is not a required entry but is helpful if entered in JIS.
- Prisoner Number is a required field. A blank prisoner number will generate an edit error.
- Institution Name is a required field. A blank institution name will generate an edit error.
- Either institution address 1 or address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.
- Print Address Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- Print MDOC Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Order to Remit Prisoner Funds and returns the user to the Collections Maintenance screen.
F4=Prompt	Displays a list of all the valid prisons/jails or state abbreviations from which the user can select the one they would like. It will then be placed in the State field on the print wage assignment screen. Prompt fields are identified with a “?”.
F7=ROA	Displays the JIS ROA screen for the current case.
F12=Cancel	Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan

Option P=Remit Prisoner Funds

Form Example Page 1

STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY	ORDER TO REMIT PRISONER FUNDS FOR FINES, COSTS, AND ASSESSMENTS	CASE NO. and JUDGE 12140284SM Hon: CLOSZ, HAROLD F., III			
Court address 60TH District Court, 990 TERRACE STREET, DMC TOLEDO, MI 49442		Court telephone no. (231) 724-6294			
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	v	Prisoner's name _____/TORI/JEANI <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Prisoner no. 38977239487</td> <td style="width: 20%;">SID 4476007H</td> <td style="width: 20%;">DOB _____/_____/1977</td> </tr> </table> Institution name and address THE WORDEN BELLAMY CREEK CORRECTIONAL FACILITY 1727 WEST BLUEWATER HIGHWAY IONIA, MI 48846	Prisoner no. 38977239487	SID 4476007H	DOB _____/_____/1977
Prisoner no. 38977239487	SID 4476007H	DOB _____/_____/1977			

THE COURT FINDS:

1. The prisoner owes a balance of \$ 168.80 , not including restitution, which is collected by the Department of Corrections in accordance with MCL 791.220h, for the obligation ordered in the judgment of sentence or other order dated March 26, 2013 . (A copy of the judgment of sentence or order is attached.)

IT IS ORDERED:

2. For payment toward the obligation, the Department of Corrections shall collect 50 percent of all funds received by the prisoner over \$50.00 each month.

3. If the amount withheld at any one time is \$100.00 or less, the Department of Corrections shall continue collecting funds from the prisoner's trust account until the sum of the amounts collected exceeds \$100.00, at which time the Department of Corrections shall remit that amount to this court to the above address. the following address:
60th District Court, 990 Terrace Street, Muskegon, MI 49442-3377, PH 231-724-6334

4. Withdrawal from the prisoner's trust account and remittance to this court shall continue until the obligation is paid in full. If the prisoner transfers to a facility at which a prisoner's trust account is not maintained, or if the prisoner is discharged, or dies, any withheld funds shall be remitted to this court.

 Judge signature and date 02/06/20

Approved, SCAO Form MC 288, Rev. 12/22 MCL 769.11 Page 1 of 2	Distribute form to: Court MDOC Court Order Unit Prisoner
--	---

When a specific address is entered in customization, this box will be checked. If the customization is blank or is the same as the court address, the other box will be checked.





Maintenance: 1. Collections / Payment Plan Option P=Remit Prisoner Funds Form Example Page 2

Order to Remit Prisoner Funds for Fines, Costs, and Assessments (12/22) Case No. 12140284SM
Page 2 of 2

CERTIFICATE OF MAILING

I certify that on this date I served a copy of this order on the prisoner
 at sentencing by personal service.
 at the institution/facility by first-class mail addressed to its last-known address as defined by MCR 2.107(C)(3).

I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

02/06/2023 _____
Signature
Date

Send a copy of this order by first-class mail or email to:

┌
ATTN: Court Order Unit
Michigan Department of Corrections
206 E. Michigan Ave.
PO Box 30003
Lansing, MI 48909
└

┌ MDOC-CourtOrders@michigan.gov └





Maintenance: 1. Collections / Payment Plan Option R=Reset Statement Number

```

D6000DMC                Collections Maintenance                3/04/21  09:19:45
Position to name . . . . . or case . . . . .
Type MAINTENANCE options, press Enter.
1=SCH  2=Pay Plan  3=Case Notes  4=DSP  6=Notify Letter  7=ROA  More...
C=3rd Pty Coll  D=Demographic  N=SSN  R=Reset Lvl  S=Stop/Start  X=Excuse
(  = 3rd Party Collection Agency)
Opt  Name
-- SHELBY/SELENE/
   999 AdH 2
R SHELBY/SELENE/
   999 AdH 2
-- SHELDER/JERRY/
   999 3
-- SHELTON/SHARLENA/IDR...ENAE
   227 SSN DNT AdH PPH
-- SHENEMAN/JESSICA/RAE
   364 SSN DNT AdH Nts
-- SHEPARD/JONATHAN/HOWAR...
   999 3
                2/13/73 17186744SM      5,709.00 DISP
                9 918550CT                45.00 DISP
                More...
F3=Exit  F5=All  F6=No P  F8=Prison Sats  F9=Wage Canc
F10=Address Sync  F11=PP  F20=Legend  F23=More Options
    
```

This field in Pink Highlight shows the COLLECT Progressive Statement Number.

The COLLECT System keeps track of the last statement number sent to the defendant. When a partial payment is applied to the case, the number will automatically reset back to zero. The R=Reset Statement Number will allow the user to manually reset the statement number to a lower value. This may be helpful to resend overdue notices if the defendant has any new cases that were never noticed before. The progressive statement number works with this logic:

- When running statement number 1, it will pick from the pool of defendants at level 0 (zero). Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.
- When running statement number 2, it will pick from the pool of defendants at level 1. Those defendants must pass all other COLLECT overdue notice parameters to receive an overdue notice.

And so on and so forth. Once the defendant reaches the maximum statement level that the court policy sets, they will never receive another statement unless a partial payment was received. That will reset the statement number back to zero and start the cycle all over again. Now the court has the option to manually reset the statement number and re-try the collection effort on any defendant they choose. The ROA will be updated accordingly.

Screen function keys are as follows:

- F3=Exit Exits the Reset Statement Number screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option O=Print Satisfaction of Financial Obligation

```

D6000DMC                Collections Maintenance                8/02/18  10:48:00
Po
Ty  _____ Satisfaction of Obligation _____
 2  Type information, press Enter.
C   Case . . . . . : 12140861SM
   Name . . . . . : KENNEBREW/DEONTE/KAREEM
Op
-   SID . . . . . : 3708917M
-   Prisoner Number . . . . . : 2341324234
 0  To . . . . . ? WORDEN SMITH
   Institution . . . . . ? BOYER ROAD CORRECTIONAL FACILITY
-   Address 1 . . . . . : 10274 BOYER ROAD
-   Address 2 . . . . .
-   City/ST/Zip . . . . . : CARSON CITY ? MI 48811
-
-   Print Address Cover Page . Y
-   Print MDOC Cover Page . . Y
-   F3=Exit  F4=Prompt  F7=R0A  F12=Cancel
F3
F10=Address Sync  F11=PP History  F12=Cancel  F20=Legend  F23=More Options
    
```

The Print Satisfaction of Financial Obligation screen will enable the user to print a satisfaction of financial obligation form to be sent to the appropriate institution. The screen will be filled in with the information from the remit prisoner funds being terminated. If a remit prisoner funds cannot be found for the case selected a blank screen will display. The user must then fill in the prisoner number and the institution name and address before proceeding. The user can select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institution’s name and address showing. After the information is verified and corrected, if necessary, and the user presses Enter, the Satisfaction of Financial Obligation form will be sent to the user’s spool file.

Screen input edits are as follows:

- Prisoner number is a required field. A blank prisoner number will generate an edit error.
- Institution Name is a required field. A blank institution name will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.



Maintenance: 1. Collections / Payment Plan

Option O=Print Satisfaction of Financial Obligation

- Print Address Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.
- Print MDOC Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Satisfaction of Financial Obligation and returns the user to the Collections Maintenance screen.
F4=Prompt	By placing the cursor on Institution (To) or State will allow the user to select from the appropriate list. Prompt fields are identified with a “?”.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections / Payment Plan Option O=Print Satisfaction of Financial Obligation Form Example

STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	SATISFACTION OF FINANCIAL OBLIGATION	CASE NO. and JUDGE 12140284SM <small>Hon: CLOSZ, HAROLD F., III</small>									
<small>Court address</small> 60TH District Court, 990 TERRACE STREET, DMC TOLEDO, MI 49442		<small>Court telephone no.</small> (231) 724-6294									
THE PEOPLE OF <input checked="" type="checkbox"/> The State of Michigan <input type="checkbox"/> _____	v	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3"><small>Prisoner's name</small> SEELEY/TORI/JEANNE</td> </tr> <tr> <td><small>Prisoner no.</small> 343434223325454</td> <td><small>SID</small> 4476007H</td> <td><small>DOB</small> 06/07/1977</td> </tr> <tr> <td colspan="3"><small>Institution name and address</small> THE WORDEN BELLAMY CREEK CORRECTIONAL FACILITY 1727 WEST BLUEWATER HIGHWAY IONIA, MI 48846</td> </tr> </table>	<small>Prisoner's name</small> SEELEY/TORI/JEANNE			<small>Prisoner no.</small> 343434223325454	<small>SID</small> 4476007H	<small>DOB</small> 06/07/1977	<small>Institution name and address</small> THE WORDEN BELLAMY CREEK CORRECTIONAL FACILITY 1727 WEST BLUEWATER HIGHWAY IONIA, MI 48846		
<small>Prisoner's name</small> SEELEY/TORI/JEANNE											
<small>Prisoner no.</small> 343434223325454	<small>SID</small> 4476007H	<small>DOB</small> 06/07/1977									
<small>Institution name and address</small> THE WORDEN BELLAMY CREEK CORRECTIONAL FACILITY 1727 WEST BLUEWATER HIGHWAY IONIA, MI 48846											

On November 1, 2021 this court entered an order to remit prisoner funds for payment toward
Date
 an obligation ordered in a judgment of sentence or other order.

That financial obligation has been paid in full to the court as of November 1, 2021
Date

Court clerk/Deputy court clerk signature and date

CERTIFICATE OF MAILING

I served a copy of this satisfaction of financial obligation on the prisoner at the institution/facility by first-class mail addressed to its last-known address as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

11/01/2021 _____
Date Signature

Send a copy of this form by first-class mail or e-mail to:

ATTN: Court Order Unit
 Michigan Department of Corrections
 206 E. Michigan Ave.
 PO Box 30003
 Lansing, MI 48909

MDOC-CourtOrders@michigan.gov

Approved, SCAO
 Form MC 290, Rev. 5/21
 Page 1 of 1

Distribute form to:
 Court
 MDOC Court Order Unit
 Prisoner





Maintenance: 1. Collections / Payment Plan Option S=Stop Code/Start

Screen function keys are as follows:

F12=Cancel	Exits the Stop Code Selection screen and returns the user to the Collections Maintenance screen.
------------	--



Maintenance: 1. Collections / Payment Plan Option T=Contact Info / Enroll (DNT Enabled)

```

D6000DMC      Defendant Phone Number / Enrollment Maintenance  5/22/23  15:13:22
Type information, press Enter.
Defendant Information:  KINSEY/ROBERT/WILLIAM                      DOB:  5/06/79
                       2076 N GETTY
                       MUSKEGON, MI  49445
Contact Device
| Phone Number . . . . . ? 231-555-3871
| eMail Address . . . . .
| Device Type . . . . . C (E=eMail, C=Cell, L=Land Line)
eNotification Preference . . . . . T (E=eMail, T=Text, V=Voice)
Keep Phone Number/eMail Private . . . . . Y (Y=Yes, N=No-Update All JIS Cases)
Print Authorization Form . . . . . P (Y=Yes, N=No, P=Use Pre-Printed Form)
Perform Authorization Text/Reply . . . . . N (R=Reply, I=Instant, N=No)
STOP Notification Process . . . . . _ (Y=Stop, bla...otify)

F3=Exit  F4=Prompt  F12=Cancel  F16=Delete
Contact Information retrieved from Case ID 19E204537B.
    
```

Phone Number and eMail will be retrieved from the JIS contact file upon initial enrollment.

All enrollment parameters will be defaulted from the values set in customization. Change if necessary.

The main requirement for Electronic Notification is the enrollment into the Defendant Notification & Tracking System (DNT). Enrollment is done by completing all the requirements of this screen.

Screen input edits are as follows:

- Phone Number or eMail is required. Both can be entered. The system will retrieve a phone number from the JIS Contact File. If this number is not correct or is a Land Line and the defendant wishes to receive text messages, a cell number can be entered and updated back to JIS based on the Privacy parameter.
- eMail or Phone Number is required. Both can be entered. The system will retrieve the eMail address from the JIS Contact File if it is entered. If this eMail address is not correct it can be modified here and updated back to JIS based on the Privacy parameter.
- Device Type is required. The system must know if it will be sending eMail or phone messages.
- eNotification Preference is required and will define how the defendant wished to receive their notifications. eMail can only be set to eMail. Cell phone can receive Text or Voice messages, where Land Lines can only receive Voice messages. All voice messages will use "Text to Voice" (TTV) technology.
- Keep Phone Number Private is a required entry and if selected with Y=Yes, will only store the phone number and/or eMail in the DNT database, and not update the JIS Contact File. If you want the system to update back to the JIS Contact File, set this flag to a "N".

Maintenance: 1. Collections / Payment Plan Option T=Contact Info / Enroll (DNT Enabled)

- Print Authorization Form is a required entry. The options available are as follows:
 - Y=Yes will print the approved form at the time of enrollment. The defendant will immediately receive the #AUT message to inform them of enrollment into the system.
 - N=No will not print any form and rely on the next parameter to have the user select either R=Remote or I=Instant authorization.
 - P=Use Pre-printed Form will be used if the court decides to create their own form and have then filled out while the defendant is in the courtroom. The form is then brought back to court staff for enrollment.
- Perform Authorization Text/Reply. The options available are as follows:
 - R=Remote will send an authorization text message to the Defendant. No form is required. This text message will require the defendant to reply with the unique 4-digit code in order to complete their enrollment. The Defendant must reply to the message with the exact code. When that code is received back into the system, their enrollment is authorized. This whole process works entirely in the background and the court staff will be notified via the reports that automatically generate.
 - I=Instant will function exactly like the R=Remote, but it is in the foreground working, not the background. That means your terminal will be “tied up” until the process is complete. The court user may want to use this option if the defendant is in their office, and they wish to watch them respond to the messages. Otherwise use the R=Remote feature.
 - N=No will strictly rely on the prior parameter of a form being used for authorization. Please note that if you use either the approved form or the pre-printed form, this parameter should be N=No.
- STOP Notification Process will halt all messages being sent to the defendant. This can be court user controlled with a Y=Yes option or be flagged when the DNT system receives and OPT-OUT reply from the Defendant’s phone from any message sent by the court.

NOTE: All entries and changes made on this screen are logged and can be displayed using the Phone Number Modification Log inquiry program.

Screen function keys are as follows:

F3=Exit	Exits the Defendant Phone Number / Enrollment Maintenance program and returns the user to the Collect Main Menu.
F4=Prompt	Allows the user to search any case, open or closed, by the selected Name/DOB for phone numbers carried in the JIS system.
F12=Cancel	Cancels the Defendant Phone Number / Enrollment Maintenance screen and returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option T=Contact Info / Enroll (DNT Enabled) F4=Prompt on Phone Number

```

D6000DMC      Defendant Phone Number / Enrollment Maintenance  5/22/23  15:13:22
Type information, press Enter.
Defendant Information: KINSEY/ROBERT/WILLIAM                      DOB:  5/06/79
                     2076 N GETTY
                     MUSKEGON, MI  49445
Contact Device
| Phone Number. . . . . ? 231-555-3871
| eMail Address . . . . .
| Device Type . . . . .
| eNotification Preference. . .
| Keep Phone Number/eMail Privat
| Print Authorization Form. . .
| Perform Authorization Text/Rep
STOP Notification Process . .
F3=Exit  F4=Prompt  F12=Canc
Contact Information retrieved from Case ID 19E204537B.
    
```

Phone Look Up

Type option, press Enter.

1=Select

Opt	Phone	CaseID	Stat
—	231-555-3871	202116470T	D01 PEND
—	231-555-3871	19E204537B	D01 DISP
—	231-555-3871	19204152ST	D01 DISP
—	231-555-3871	19X3513052	D01 DISP
—		19E929417B	D01 CLSD
—		19199773ST	D01 CLSD
			More...

F12=Cancel

The Phone Look Up screen will display all cases, open or closed for which the defendant has on record in the JIS system. The user can then research and select the correct phone number with option 1=Select.

Screen options are as follows:

- 1=Select Selects the phone number to be used from an existing case in the JIS system.

Screen function keys are as follows:

- F12=Cancel Exits the Phone Look Up screen and returns the user to the Defendant Phone Number / Enrollment Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option T=Contact Info / Enroll (DNT Enabled) Enrollment Authorization Form (Example)



COLLECT Defendant Electronic Notification Authorization

99th District Court
124 W. Main Street
AnyCity, MI 48999
Phone: 517-555-1234

www.AnyCityMi.gov/99-District-Court

DATE: 7/23/19

NAME: DANIEL DWAYNE SEALS
137 OAK
MUSKEGON HEIGHTS, MI 49444

DOB: 2/29/76

PHONE: 517-555-1212



Please Read and Understand the following:

Upon signing this form, the defendant is consenting to text or phone notifications on his or her court cases on file at this location. If the case is NON-PUBLIC, it is NOT ELIGIBLE for text or phone notifications.

By signing this form, I authorize the XXth District Court to notify me of upcoming events at the court. I understand, based on the option chosen below that I will receive Text or Voice Notifications to the phone number listed on this form. I also understand that the XXth District Court is not responsible for any additional fees or charges due to your phone carrier data rates.

In the event that my Cell or Land Line phone number changes, I will notify the court to update their records, and if I fail to do so will result in the termination of this service from the court.

Privacy Disclaimer: This notification program is provided as a service to give defendants important Court information in a timely manner. Your information will not be sold, distributed, or shared with any other entity. You can OPT-OUT of the system at any time. Simply reply: OPTOUT to any received message.

Please check one of the following:

- I accept and wish to receive **TEXT MESSAGES**. (Reply **OPTOUT** to text message to opt out.)
- I accept and wish to receive **VOICE MESSAGES**. (Phone the court to opt out.)
- Please **STOP** this type of COLLECT Defendant Electronic Notification until further notice.

Defendant Signature

Date

DefNtfAut (03/2019)





Maintenance: 1. Collections / Payment Plan Option T=Contact Info / Enroll (DNT Enabled) Send Authorization Text Message

This immediate Text Message Authorization is an alternative to or can be used with the printed Authorization Form. This Text Message process will be a step by step process to send the defendant a text message, and have them immediately reply to that text message, then have the DNT system recognize the reply and authorize the defendant into the system. This process guides the court user through the process.

If the user selects the "Send Authorization Text Msg" option on the Defendant Phone Number / Enrollment Maintenance screen, the following screen will appear:

```

DG000DMC                Notification Message Selection                8/02/18 13:19:59
Position To / Last Message ID selected. . . #AUT
Type options, press Enter. Selected Case: 15167077SM
1=Select                KIDD/MATTHEW/BRENT
                        419-555-4245
Opt  Msg ID  Message Text
█   #AUT  TEXT AUTH
      Please reply «AUTHCODE» to this message if you are in total
      agreement to allow the «CRTNAME» Judicial District Court to send
      text notification messages for court matters only to this phone.
      Thank you. Reply OPT-OUT to no longer receive these messages.

-   #OUT  OPT-OUT MSG
      Your OPT-OUT reply has been processed by the «CRTNAME» District
      Court. You will no longer receive notification messages about
      court related events. If you wish to re-enroll, you must
      contact the court in person or by phone at «CRTPHONE». Thank
      you.

F3=Exit  F12=Cancel                More...
Message defaulted to #AUT..
    
```

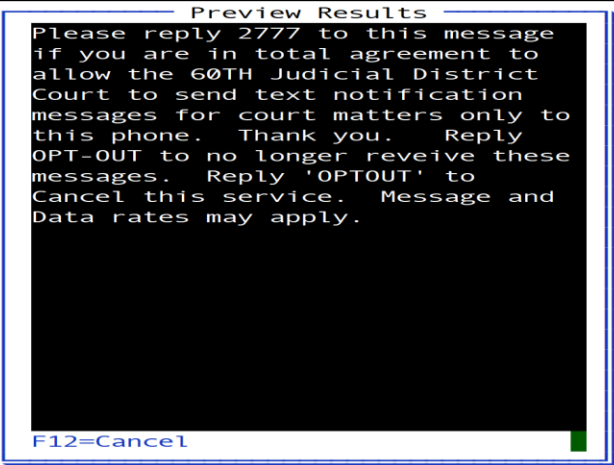
This screen function was documented in the pages prior to this one. This screen defaults to the #AUT message. Any message starting with a # is SCAO approved and cannot be modified. Simply select the desired Authorization Message to send with option 1=Select and press enter. The message verification / Preview Results screen will appear.

```

DG000DMC                Notification M                                Preview Results
Position To / Last Message ID selecte
Type options, press Enter. Selected
1=Select
Opt  Msg ID  Message Text
1   #AUT  TEXT AUTH
      Please reply «AUTHCODE»
      agreement to allow the «
      text notification messag
      Thank you. Reply OPT-0

-   #OUT  OPT-OUT MSG
      Your OPT-OUT reply has b
      Court. You will no long
      court related events. I
      contact the court in per
      you.

F3=Exit  F12=Cancel
Docket record NOT FOUND. Make sure message resolved correctly. F12=Cancel.
    
```





Maintenance: 1. Collections / Payment Plan Option T=Contact Info / Enroll (DNT Enabled) Send Authorization Text Message

The Preview Results screen will show the court user the exact message that will be sent to the selected defendant. This message contains the unique 4-digit reply code that the defendant must reply with in order to enroll in the system. Press Enter to send the message. The following screen will appear:

```

DG000DMC                               Text Authorization & Reply           8/02/18  13:31:25
View information, press Enter.
Authorization Step
Text Notification Authorization - Instant Reply
Authorization Code 2777 sent to cell number: 419-555-4245
Press ENTER several seconds after defendant replies to Authorization Text.

F3=Exit   F12=Cancel                                     More...
```

Once the Authorization Text message has been sent, the court user should see the defendant receive and reply to the text message. Wait several seconds then press Enter. A successful enrollment screen will look like this:

```

DG000DMC                               Text Authorization & Reply           8/02/18  13:31:25
View information, press Enter.
Authorization Step
Text Notification Authorization - Instant Reply
Authorization Code 2777 sent to cell number: 419-555-4245
Press ENTER several seconds after defendant replies to Authorization Text.
Attempting to Verify Defendant response in progress...
Authorization Code 2777 was successfully received - Defendant is now enrolled.
Instant Authorization is complete. Review all messages!

F3=Exit   F12=Cancel                                     More...
```

Maintenance: 1. Collections / Payment Plan Option T=Contact Info / Enroll (DNT Enabled) Send Authorization Text Message

If there are problems with any step of the process, you must start over and repeat the process. You will receive an error screen stating the problem similar to this:

```

DG000DMC                Text Authorization & Reply                8/02/18  13:44:34
View information, press Enter.

Authorization Step
Text Notification Authorization - Instant Reply
Authorization Code 3571 sent to cell number: 419-555-4245
Press ENTER several seconds after defendant replies to Authorization Text.
Attempting to Verify Defendant response in progress...
**ERROR** The reply code 3572 does not match what was sent. Try Again.
Instant Authorization DID NOT complete successfully! Review all messages!

F3=Exit  F12=Cancel

More...
```

Error messages appear in RED.

In the above example, the defendant did not respond to the Authorization Text Message correctly, therefore was not enrolled. The process must be repeated, and the system will generate a new 4-digit code.

Screen function keys are as follows:

F3=Exit Exits the Text Authorization & Reply screen and returns the user to the Collections Maintenance screen.

F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option W=Wage Asn Payment

```

D6000DMC           Wage Assignment Payment Inquiry           8/02/18  15:52:14

View information, press Enter.   Name: WILLIAMS/MARCUS/CARPAILL
Date Issued: 9/28/16           DOB: 10/10/80   Case ID: 15171776SM D01
Emp: CONTINENTAL DAIRY        Total Wage Assignment: 4,625.00
    999 W. RANDALL ST.        Current Balance Due: 4,475.00
    COOPERSVILLE, MI 49404   Issued for: $50.00 per PAYCHK

    Date      Amount      Receipt      Cash
    Paid      Paid          Balance     Number      Code
10/07/16     50.00      4,575.00   D248083    MYRS
10/18/16     50.00      4,525.00   D540526    MYRS
10/31/16     50.00      4,475.00   D540681    MYRS

Totals:      150.00   3 Payments

F3=Exit  F10=Print  F11=PDF  F12=Cancel

Bottom
    
```

The Wage Assignment Payment Inquiry will list all payments made against the case since the payment plan was initiated. This will enable the user to quickly see the payment history of the individual selected. This screen displays the Employer, how much was owed at the start of the Wage Assignment, how much is still outstanding, and a breakdown of all payments received to date with an overall total.

Screen function keys are as follows:

- F3=Exit Exits Wage Assignment Payment Inquiry and returns the user to the COLLECT Main Menu.
- F10=Print Prints the screen information to a report.
- F11=PDF Use this key to generate a .pdf document on the IFS of the IBM Power i System. This report will look exactly like the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: **DxxxxPDF** where xxxx = your 4-character JIS court ID. The file will appear in the /WageAsnPymt folder.
- F12=Cancel Returns the user to the Collections Maintenance screen.



Maintenance: 1. Collections / Payment Plan Option W=Wage Asn Payment F10=Print Report (Example)

Page	1	6000 - DMC COURT DEVELOPMNT Wage Assignment Payment Report	8/02/18	16:07:51
Name: WILLIAMS/MARCUS/CARPAILL				
DOB: 10/10/80 Case ID: 15171776SM D01				
Date Issued: 9/28/16				
Emp: CONTINENTAL DAIRY				
999 W. RANDALL ST.				
COOPERSVILLE, MI 49404				
			Total Wage Assignment:	4,625.00
			Current Balance Due:	4,475.00
			Issued for: \$50.00 per PAYCHK	
Date Paid	Amount Paid	Balance	Receipt Number	Cash Code
10/07/16	50.00	4,575.00	D248083	MYRS
10/18/16	50.00	4,525.00	D540526	MYRS
10/31/16	50.00	4,475.00	D540681	MYRS
Totals:	150.00	3 Payments		
** End of Report **				



Maintenance: 1. Collections / Payment Plan Option X=Excuse Payment

```

DG000DMC                Payment Plan Excuse Payment                8/03/18  09:06:45

Name: YANEZ-LEDESMA/J/FELIX                DOB: 5/30/69
Date of Agreement . . . : 7/05/18  Grace:5                Total P-P Amt: 390.00
Payment Verification . . : FULL Amount                P-P Balance Due: 390.00
Type options, press Enter.                MONTHLY Payment Plan
1=Excuse WITH EXTENSION  5=Excuse NO EXTENSION  9=Modify Due Date

Opt Pay#  Day  Date  Amount  Date  Amount  Balance Status
          Day  Date  Due      Paid      Paid      390.00 MISSED payment
1 Mon 7/16/18  50.00
2 Wed 8/15/18  40.00
3* Mon 9/17/18  40.00
4 Mon 10/15/18  40.00                ** EXCUSED **
5 Thu 11/15/18  40.00
6* Mon 12/17/18  40.00
7 Tue 1/15/19  40.00
8 Fri 2/15/19  40.00
9 Fri 3/15/19  40.00
10 Mon 4/15/19  40.00
11 Wed 5/15/19  20.00

Bottom
F3=Exit  F5=Case IDs  F10=Print  F11=PDF  F12=Cancel  (*,! Date adjusted)
Payment for 10/15/18 has been EXCUSED.
    
```

The Excuse Payment screen will enable the user to select a Payment date and excuse it with the option of either extending the payment plan, or not extending and adding the excused payment into the last amount due. This feature is to be used sparingly to allow defendants with a valid excuse to miss a payment. All due dates, except the first, past or future can be excused. The status field will indicate which payments have been excused as well as the dollar amount will be set to zero. The Pay Plan Payment Inquiry will also reflect the excused payment. The ROA will be updated with the excused date and whether the Pay Plan was extended or not.

To Excuse a specific payment, type a 1=Excuse WITH EXTENSION or 5=Excuse NO EXTENSION next to the payment and press enter. To undo the excused payment, simply retype the option on the excused payment and press enter. **Keep in mind that re-amortization and reprinting the Payment Schedule from within the Pay Plan Maintenance will wipe out any future Excused payments.**

Screen function keys are as follows:

- F3=Exit Exits Payment Excuse Payment screen and returns the user to the COLLECT Main Menu.
- F5=Case IDs Displays the cases that are currently on the payment plan.
- F10=Print Prompts the user to print the Payment Schedule and/or Payment Coupons, exactly like Pay Plan Entry.



Maintenance: 1. Collections / Payment Plan Option X=Excuse Payment

- | | |
|------------|---|
| F11=PDF | Use this key to generate a .pdf document on the IFS of the IBM Power i System. This will prompt the user to .pdf the Payment Schedule and/or the Payment Coupons. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /PaySched folder. |
| F12=Cancel | Returns the user to the Collections Maintenance screen. |



Maintenance: 1. Collections / Payment Plan Option X=Excuse Payment Modify/Extend Due Date

```

DG000DMC                Payment Plan Excuse Payment                8/03/18  09:06:45

Name: YANEZ-LEDESMA/J/FELIX                DOB: 5/30/69
Date of Agreement . . . : 7/05/18  Grace:5                Total P-P Amt: 390.00
Payment Verification . . : FULL Amount                P-P Balance Due: 390.00
Type options, press Enter.                MONTHLY Payment Plan
  1=Excuse WITH EXTENSION  5=Excuse NO EXTENSION  9=Modify Due Date

Opt Pay#  Day  Date  Amount  Date  Amount  Balance Status
          Due  Due   Due    Paid   Paid      390.00 MISSED payment
   1 Mon  7/16/18  50.00
   2 Wed  8/15/18  40.00
  3* Mon  9/17/18  40.00
   4 Mon 10/15/18
   5 Thu 11/15/18  40.00
  6* Mon 12/17/18  40.00
   9  7 Tue  1/15/19  40.00
   8 Fri  2/15/19  40.00
   9 Fri  3/15/19  40.00
  10 Mon  4/15/19  40.00
  11 Wed  5/15/19  20.00

** EXCUSED **

F3=Exit  F5=Case IDs  F10=Print  F11=PDF  F12=Cancel  (*,! Date adjusted)
Enter new Due Date within range.
    
```

Option 9=Modify Due Date will “open up” the due date field for modification. The intent of this option is to tweak an entry on rare occasion, not to redefine the entire payment schedule. There are restrictions to the extent of date modification. They are as follows:

1. The lower range of the date is bound by the prior payment number + the number of grace days.
2. The upper range of the date is bound by the following payment number – the number of grace days.

For example, with the scenario above, the user could enter any date from 09/06/16 thru 10/25/16. This includes weekends and holidays since more and more courts are taking payments online.

Once a due date has been modified, the payment number will be marked with an ! to indicate the date has been adjusted. If the date is entirely blanked out, it will default back to its original value. All schedule prints and coupons will reflect the modification. **Keep in mind that reamortization and reprinting the Payment Schedule from within the Pay Plan Maintenance will wipe out any future due date modifications.**



Maintenance: 1. Collections / Payment Plan Option Y=DNT History Inquiry (DNT Enabled)

```

D6000DMC      Defendant Notification History Inquiry - All      7/22/19  10:52:38

Position to Name . . . _____

Type options, press Enter.
5=View Message  7=ROA

Name      Initial Delivery
Opt  Phone Request Confirmation  DOB  Case ID  Pty Date User Time
█  ABBOT//GEORGE/HENRY      9/28/87  14158102SM  D01 T101 T  ON-D
   41--232-2245 Cell# Text Msg Private#      8/31/18  13:59:12
   Thank You. SMS was successfully sent.      D6000DMC
   8/31/18  13:59:13 Successful

-  ABBOT//GEORGE/HENRY      9/28/87  14158102SM  D01 T101 V  ON-D
   41--232-2245 Land Line Voice Msg      8/31/18  13:50:28
   Thank You. TTS was successfully sent.      D6000DMC
   8/31/18  13:50:39 Answering Machine

-  ABBOT//GEORGE/HENRY      9/28/87  14158102SM  D01 T101 V  ON-D
   41--232-4245 Land Line Voice Msg      8/31/18  13:46:19
   Thank You. TTS was successfully sent.      D6000DMC
   8/31/18  13:50:39 Answering Machine

More . . .

F12=Cancel
    
```

To make the screen easier to read, the heading color will line up with the line item color.

This screen will show all defendant notifications that went out for the process date/time selected. There is a two-step process in the electronic notification process. Step 1 is shown in yellow, while step 2 is in pink.

- Initial Request (Step 1) is the initial hand off the data to the 3rd Party via web service communication. In this step, the court’s Power i System assembles all necessary information about the defendant, puts it in the correct format and sends it over a secure internet connection to the 3rd party responsible for doing all the necessary steps to deliver the message by either text or voice. In the example above, the Initial Request response (in yellow) of “Thank You. TTS was successfully sent.” was the reply from the web service that the court successfully sent the message and the 3rd party (not the defendant) received the message.
- Delivery Confirmation to the Defendant (Step 2) is the actual delivering of the message, either by text or voice to the defendant. The 3rd party will do all the steps necessary to deliver the message and confirm that it has been delivered. So, the court user should really focus on the pink entries when inquiring about the delivery status to the defendant.

Screen input edits are as follows:

- The only valid options are 5=View Message and 7=ROA. All other entries in the Option column will generate an edit error. You may enter more than one option on the worklist. The options are described in more detail on the following pages.

Screen function keys are as follows:

- F3=Exit Return to the COLLECT System Main Menu
- F12=Cancel This key will return the user the user to the Collections Maintenance screen.





Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation

D6000DMC		Satisfaction of Obligation Process			3/22/16	14:14:31	
Type options, press Enter.		All entries are currently OPEN orders to Remit.				Mode: All	Open
1=View Remit Info	6=Print Satisfaction	7=ROA	Remit Sent				
Opt	Name (X = No Amount Due)	Birth	Case ID	Stat	Date	Remit Date	
█	LOGAN/THOMAS/CONRAD	6/07/70	050602070M	DISP	11/19/08		
-	SHINE/ROBERT/LEE	9/28/59	05066407SM	DISP	11/07/08		
-	JOHNSON/CARL/ANTONIO	8/21/78	05069058FY	DISP	11/07/08		
-	CREGG/AARON/WILLIAM	7/27/81	05071209ST	DISP	3/12/09		
-	TALLMAN/JASON/MICHAEL	5/09/77	06075428SM	DISP	11/19/08		
-	EBERT/MARK/EDWARD	5/14/72	06079671SM	WRNT	11/05/08		
-	JOHNSON/DEONDRE/KINTE	7/11/89	06079814SM	DISP	2/16/11		
-	NES/CHARLES/BRIAN JR	7/12/62	07084622SM	DISP	11/21/08		
-	YDER/LELAND/ARTEZE	9/02/82	07088270SM	DISP	11/19/08		
-	S/DAVID/JONATHAN	10/17/86	07094976SM	DISP	7/30/13		
-	EY/CARLTON/CLEVELAND	4/14/88	07095855SM	DISP	12/15/08		
-	R/LANCE/IAN-PATRICK	6/24/90	08098661SM	DISP	11/09/10		
-	N/DARNELL/	9/06/86	08100517SM	DISP	1/08/09		
-	HILLSBURG/DALE/ELWOOD	11/27/89	08100697SM	DISP	4/30/09		
-	JOHNSON/MICHAEL/JUSTIN	11/12/87	08102369SM	DISP	3/19/09		
More...							
F3=Exit		F5=Show Closed and/or Zero Balance		F10=Report		F12=Cancel	

No Amount Due on highlighted cases.

The main collection screen will not display closed cases, so when cases with an active Remit of Prisoner Funds get closed before the Satisfaction of Obligation is printed, users will find the cases to print on this screen along with all other active Remit of Prisoner Funds. Cases with a zero Amount Due will be highlighted.

To view information about the Remit, select option 1 and the Remit Prisoner Funds Information screen will be displayed.

To print individual Satisfaction of Obligation forms, type a 6=Print Satisfaction in the option column next to the desired case and press Enter. Multiple 6's entered will produce a separate form for each case selected.

To view the ROA screen, type a 7=ROA in the option column next to the desired cases and press Enter.

Screen function keys are as follows:

F3=Exit Exits Print Satisfaction of Financial Obligation Process screen and returns the user to the Collections Maintenance screen.

F5=Show Closed and/or Zero Balance – Show All toggle
This function will toggle the screen mode between all cases with an active Remit Prisoner Funds and only those that are Closed or with a zero-balance due. The F7=Print all is only available in Closed mode.



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation

F7=Print All (Closed/Zero Balance mode)

This function will print the Satisfaction of Obligation form for all cases listed. This is a quicker and easier method than placing 6's on every case listed.

F10=Report

This function will display the report selection screen. The user will enter required information to generate the report.

F12=Cancel

This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation Option 1 – View Remit Info

```

DG000DMC                Remit Prisoner Funds Information      8/03/18  09:14:20

View information, press Enter.

Case ID. . . . . : 02024431SM      Status: WRNT
Name . . . . . : DEALMONTE-LEGUIZAMO/MARCO/ANTONIO
Date of Birth. . . . . : 11/09/83

Current Balance Due. :           100.00

SID . . . . . :
Prisoner Number . . . : 23123123
To . . . . . : JOE
  Institution . . . . : ALGER MAXIMUM CORRECTIONAL FACILITY
  Address 1 . . . . . : INDUSTRIAL PARK DRIVE
  Address 2 . . . . . : PO BOX 600
  City/ST/Zip . . . . : MUNISING, MI  49862

Remit Sent Date. . . : 12/19/17

F3=Exit  F12=Cancel

```

This screen will be displayed when the user selection option 1 from the Satisfaction of Obligation Process screen. It will display all information about the Remit along with Sent Date.

Screen function keys are as follows:

- F3=Exit Exits the Remit Prisoner Funds Information screen and returns the user to the Collections Maintenance screen.
- F12=Cancel Exits the Remit Prisoner Funds Information screen and returns the user to the Satisfaction of Obligation Process screen.





Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation Option 6 – Print Satisfaction

D6000DMC	Satisfaction of Obligation Process	6/06/12	11:17:52
		Mode: All	Open

Ty	Print Satisfaction	Remit.
1	Type information, press Enter.	emit
Op	Case : 04058579SM D01	ent
_	Name : MINYARD/JASON/LEE	ate
_		27/09
_	SID : 2238118E	19/08
6	Prisoner Number : 123123	19/08
_	To ?	07/12
_	Institution ? BELLAMY CREEK CORRECTIONAL FACILITY	19/08
_	Address 1 : 1727 WEST BLUEWATER HIGHWAY	24/08
_	Address 2	07/08
_	City/ST/Zip : IONIA ? MI 48846	07/08
_		12/09
_	Print Address Cover Page . Y	06/12
_	Print MDOC Cover Page . Y	16/08
_		06/09
_	F3=Exit F4=Prompt F12=Cancel	06/09
_		09/08
_		19/08
_		re...

F3=Exit F5=Show Closed and/or Zero Balance F10=Report F12=Cancel

The Print Satisfaction of Financial Obligation screen will enable the user to print a satisfaction of financial obligation form to be sent to the appropriate institution. The screen will be filled in with the information from the remit prisoner funds being terminated. If a remit prisoner funds cannot be found for the case selected a blank screen will display. The user must then fill in the prisoner number and the institution name and address before proceeding. The user can select whether they would like an address cover page to print along with the letter. This cover page is designed to fit into a window envelope with the institution's name and address showing. After the information is verified and corrected, if necessary, and the user presses Enter, the Satisfaction of Financial Obligation form will be sent to the user's spool file.

Screen input edits are as follows:

- Prisoner number is a required field. A blank prisoner number will generate an edit error.
- Institution Name is a required field. A blank institution name will generate an edit error.
- Either employer Address 1 or Address 2 is required. A blank address 1 and address 2 field will generate an edit error.
- City/ST/Zip are required fields. A blank city, state or zip or an invalid state abbreviation will generate an edit error.



Maintenance: 1. Collections \ Payment Plan F8=Prisoner Satisfaction of Obligation

Print Address Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

- Print MDOC Cover Page is a required field and must be a “Y”es or “N”o. Any other value will generate an edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

Screen function keys are as follows:

F3=Exit	Exits Print Satisfaction of Financial Obligation and returns the user to the Collections Maintenance screen.
F4=Prompt	By placing the cursor on Institution (To) or State will allow the user to select from the appropriate list. Prompt fields are identified with a “?”.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections \ Payment Plan F9=Wage Assignment Cancellation – Closed Cases

D6000DMC		Wage Assignment Cancellation Process		3/22/16	14:17:59
Type options, press Enter.		All cases are Closed, with No Amount Due			
6=Print Order Canceling Assignment of Wages		7=ROA			
Opt	Name	Date of Birth	Case ID	Asmt Sent Date	
█	ABBEY/CRYSTAL/MARIE	9/10/82	02D252682	2/23/16	
-	DAULT/VINCENT/MICHAL	12/28/85	03047332SM	6/23/06	
-	DAULT/VINCENT/MICHAEL	12/28/85	03047721ST	6/23/06	
-	DAULT/VINCENT/MICHAEL	12/28/85	04D284710B	6/23/06	
-	DAULT/VINCENT/MICHAEL	12/28/85	04058431ST	6/23/06	
-	REEVE/LINETTE/CHRISTEEN	7/27/82	06D318989	6/21/06	
-	VANWYK/DEBORAH/KAY	4/22/50	07D342729A	7/31/07	
-	VANWYK/DEBORAH/KAY	4/22/50	07D342729B	7/23/07	
					Bottom
F3=Exit		F7=Print All		F9=Cancel All (No Print)	
				F12=Cancel	

The main collection screen will not display closed cases, so when cases with an active Wage Assignment get closed before the Order Canceling Assignment of Wages is printed, users will find the cases to print on this screen.

To print individual Order Canceling Assignment of Wages forms, type a 6=Print Order Canceling Assignment of wages in the option column next to the desired case and press Enter. Multiple 6's entered will produce a separate form for each case selected.

To view the ROA screen, type a 7=ROA in the option column next to the desired cases and press Enter.

Screen function keys are as follows:

- F3=Exit Exits the Wage Assignment Cancellation Process screen and returns the user to the Collections Maintenance screen.
- F7=Print All This function will print the Order Canceling Assignment of Wages form for all cases listed. This is a quicker and easier method than placing 6's on every case listed.
- F9=Cancel All This function will only do the update process (just like F7=Print All) without printing the form. This will require an additional F9 key to be pressed for verification.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 1. Collections \ Payment Plan F11=Payment Plan History Payment Inquiry

```

D6000DMC          Payment Plan History Payment Inquiry          6/01/09  11:53:52

Position to name . . . _____
Type options, press Enter.
1=Select

Opt Name          DOB          *--- Date of ---*          Total P-P
                    Agree          Term          Amount
█ AAMODT/PAMELA/SUE          8/24/59          3/10/08  3/13/09          152.00
- ABDULKARIM/ANWAR/ABUBAKAR          5/25/82          3/10/08  3/13/09          234.00
- ARMSTRONG/SHANTAVIA/MARIA          7/01/89          5/27/09  5/27/09          216.00
- BAATZ/GENE/EARL          1/04/69          1/05/09  3/13/09          444.00
- CAGE/ANTHONY/LEROY          7/12/60          11/07/08  3/13/09          440.73
- DABON/CHASITY/MONIQUE          2/23/81          3/11/08  3/13/09          408.00
- DANIEL/HOPE/DEMETRIUS          8/05/61          1/02/09  5/28/09          468.00
- EALY/PATRICIA/          10/28/61          1/23/09  3/13/09          480.00
- FABER/DARYN/GENE          12/30/80          11/10/08  3/13/09          100.00
- FAIR/SHACARLA/MIKEYYATT          7/27/88          1/05/09  3/13/09          240.00
- FAIRLEY/GWENDOLYN/DAPHINE          4/26/68          1/05/09  3/13/09          1,955.54
- FARMER/ALFONZO/LORENZO          5/23/75          3/18/08  3/13/09          512.00
- GABE/MAGIER/R          6/06/63          1/05/09  3/13/09          130.00
- HAAN/GAVIN/RONALD          1/16/80          3/13/09  3/13/09          744.00
                                          More . . .

F3=Exit  F12=Cancel
Worklist positioned to A.
    
```

The main collection screen will display PPH in the dashboard section to indicate the defendant was once on a payment plan. This match is performed on the exact spelling of the name and DOB. If a new case is entered with a slightly different spelling of the name, the PPH will not appear and the user can use this feature to manually look up the individual.

Starting with release 7.0, all payment plans that get terminated, either manually or due to full payment, will be logged in the Payment Plan History files. This history inquiry will provide information on past payment plan performance for the individual.

To position the worklist, simply type the name (all or partial) in the “position to” field and press Enter. The worklist will be set to the first name that matches what was typed.

To inquire on any defendant listed, type a 1=Select in the option column next to the desired name and press Enter. Multiple 1’s entered will inquire pay plan history for each name selected.

Screen function keys are as follows:

F3=Exit Exits the Payment Plan History Inquiry screen and returns the user to the Collections Maintenance screen.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



**Maintenance: 1. Collections \ Payment Plan
 F11=Payment Plan History Payment Inquiry
 Option 1 – Select for Inquiry
 F8=Add'l Info**

```

D6000DMC          Payment Plan History Payment Inquiry          6/08/09  15:06:19

View information, press Enter.

Name . . . : GABRIEL/RIGOBERTO/          Total P-P Amt:      214.00
DOB . . . : 6/08/85                      Max Duration: 2y-0m

                MONTHLY Payment Plan

Date of Agreement . . . : 1/21/09      (MM/DD/YY)
First Payment Due . . . : 2/23/09      (MM/DD/YY)
  Amount . . . . . : 5.00 ($ Expected first payment, if unique.)
Payments Due on the . . . : 31 day of the month. 31=Last day every month.
  Payment Start Date . . . : 3/31/09      (MM/DD/YY)
  Payment Amount . . . . : 30.00 ($ Expected every payment.)
Payment Verification . . . : F          (F=Full amount, P=Partial amount)
Case ROA Update . . . . : A          (A=All (Name-DOB), 0=Only selected)

Total Statements Sent. . . : 1          (Number)
Re-Amort Date . . . . . : 4/23/09      (MM/DD/YY)
Termination Date . . . . : 6/02/09      (MM/DD/YY)
  Reason . . . . . : Manual Delete

F3=Exit  F12=Cancel
    
```

The Payment Plan History Payment Inquiry Additional Information screen will display all parameters of the old payment plan. Include with the pay plan specifics, the total number of statements sent, re-amort date, termination date and reason will also be displayed.

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan History Payment Inquiry screen and returns the user to the Collections System Main Menu.
- F12=Cancel This key will return the user to the previous screen.



Maintenance: 2. Case Address Synchronization

D6000DMC Case Address Synchronization 5/27/09 15:14:11
 Mode: ALL

Position to name . . . _____

Type options, press Enter. Group:
 1=Select for Group 5=Case Inquiry 7=Display ROA

Opt	Name	Date of Birth	Case ID	Amount Due
█	GARRETT/ALVIN/LASALLE	5/19/1969	07087202ST	474.00
-	GARRETT/ANDREW/SCOTT	7/22/1983	07D342594	108.00
»	GARRETT/ANDREW/SCOTT	7/22/1983	07086164SM	.00
»	GARRETT/ANDREW/SCOTT	7/22/1983	07086197SM	.00
-	GARRETT/RACHELLE/ALLEN	9/24/1968	912511CT	15.00
-	GARRETT/WILLIE/BEN JR	9/16/1966	081013920M	132.00
-	GARRETT/WILLIE/HENRY	8/06/1951	08106857SM	.00
-	GARRIS/CARL/LEE	6/22/1947	07D339426	108.00
-	GARRIS/DARNELL/LAMAR	4/27/1989	06D323200B	192.00
-	GARRIS/ETHEL/BELL	5/07/1951	07D353945	.00
-	GARRIS/HENDERSON/	12/11/1974	94D042024	115.00
-	GARRIS/LURENZO/	12/03/1986	08D363492	122.00
-	GARRISON/CATHERINE/ANN	3/25/1956	05D292959A	180.00

More...

Exit F5=Restart F6=All F7=Differences F10=Diff Report F12=Cancel

The » symbol indicates an address difference from the first Name/DOB encountered.

The Case Address Synchronization Selection will allow the user to change the address on a select group of cases based on the selection criteria. The '»' in the column between the Opt and Name columns indicates the address for the noted individual is different from the first encounter, based on name/date of birth combination. Keep in mind that the difference can be as small as punctuations and/or abbreviations in the address. Once all addresses are identical, the '»' will not be displayed.

The cases in the worklist will display in alphabetical order by last name. To position the worklist to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The worklist will start with the next line item that starts with or matches the criteria entered. The user can page up/down from any point through the cases no matter where the worklist was positioned.

Include Civil Cases Mode:

When in this mode, both Traffic/Criminal (for all court ids) and Civil cases will be displayed. Civil cases will display in white and Traffic/Criminal cases will display in green. Additional function keys have also been added to the screen: F7=All, traffic, criminal and civil cases will display, F8=Traf/Crim, only traffic and criminal cases will display, and F9=Civil, only civil cases will display. The current screen mode will display in the upper right-hand corner of the screen. The functionality of this screen has otherwise been unaltered.



Maintenance: 2. Case Address Synchronization

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the COLLECT System Main Menu.
F5=Restart	Resets the screen to its initial state.
F6=All	Changes the “Mode” of the program to show all open cases on the screen whether or not an address difference is found. The mode is noted in the upper right corner of the screen.
F7=Differences	Changes the “Mode” of the program to show only open cases on the screen where an address difference has been detected. NOTE – when the program is set to this mode, there may be a delay in the displaying of data on the screen. This is caused by the system only looking for those cases with an address difference.
F10=Diff Report	This function will submit the Address Differences Report. This report will only list those cases where a difference is detected on multiple cases grouped by Name/DOB.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Maintenance: 2. Case Address Synchronization Option 1=Select for Group

```

D6000DMC                Case Address Synchronization                5/27/09 15:42:17
                                                                Mode: ALL

Position to name . . . _____

Type options, press Enter.      Group: GARRETT/ANDREW/SCOTT
1=Select for Group   5=Case Inquiry   7=Display ROA

Opt  Name                Date of Birth      Case ID      Amount Due
-   GARRETT/ALVIN/LASALLE  5/19/1969      07087202ST   474.00
   GARRETT/ANDREW/SCOTT  7/22/1983      07D342594    108.00
>> GARRETT/ANDREW/SCOTT  7/22/1983      07086164SM    .00
>>> GARRETT/ANDREW/SCOTT  7/22/1983      07086197SM    .00
-   GARRETT/RACHELLE/ALLEN  9/24/1968      912511CT     15.00
-   GARRETT/WILLIE/BEN JR   9/16/1966      081013920M   132.00
-   GARRETT/WILLIE/HENRY   8/06/1951      08106857SM    .00
-   GARRIS/CARL/LEE        6/22/1947      07D339426    108.00
-   GARRIS/DARNELL/LAMAR   4/27/1989      06D323200B   192.00
-   GARRIS/ETHEL/BELL      5/07/1951      07D353945    .00
-   GARRIS/HENDERSON/      12/11/1974      94D042024    115.00
-   GARRIS/LURENZO/       12/03/1986      08D363492    122.00
-   GARRISON/CATHERINE/ANN  3/25/1956      05D292959A   180.00
                                                                More . . .

F3=Exit  F5=Restart  F6=All  F7=Differences  F10=Diff Report  F12=Cancel
Selected case(s) added to group.
    
```

This screen will show the user which cases have been selected for synchronization. At this point the user can continue to add cases to the selection group or they can press Enter to proceed to synchronize the addresses for the cases selected. The user must be aware that these programs WILL NOT PROHIBIT them from selecting too many individuals. So, proceed with caution and visually verify for correct selection.

Screen input edits are as follows:

- The only valid options are 1=Select for Group, 5=Case Inquiry, and 7=Display ROA. Any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization selection and returns the user to the COLLECT System Main Menu.
F5=Restart	Will reset the screen to its initial state. Will remove all cases from the selection group and allow the user to start over with selection.
F6=All	Changes the "Mode" of the program to show all open cases on the screen whether or not an address difference is found. The mode is noted in the upper right corner of the screen.



Maintenance: 2. Case Address Synchronization Option 1=Select for Group

- | | |
|-----------------|---|
| F7=Differences | Changes the “Mode” of the program to show only open cases on the screen where an address difference has been detected. NOTE – when the program is set to this mode, there may be a delay in the displaying of data on the screen. This is caused by the system only looking for those cases with an address difference. |
| F10=Diff Report | This function will submit the Address Differences Report. This report will only list those cases where a difference is detected on multiple cases grouped by Name/DOB. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |

Once the user presses Enter after selecting 1=Select for synchronize, the screen on the next page will be displayed:



Maintenance: 2. Case Address Synchronization Option 1=Select for Group

```

D6000DMC                Case Address Synchronization                5/27/09 15:44:36

Type options, press Enter.
1=Select for Synchronize  4=Remove from Group  5=Case Inquiry
                        Date of
Opt  Name      Case      Amount Due      Birth      Address
█  GARRETT/ANDREW/SCOTT      578 WIND DRIFT LN
   07D342594      108.00      7/22/1983      SPRING LAKE, MI 49456
   Offense: 3/09/2007 DLN: G630067760577 Phone No: 0000000000
-  GARRETT/ANDREW/SCOTT      1312 COLUMBUS APT# 3
   07086164SM      .00      7/22/1983      SPRING LAKE, MI 49456
   Offense: 7/16/2006 DLN: G630067760577 Phone No: 6168466453
-  GARRETT/ANDREW/SCOTT      571 WINDRIFF APT# 3
   07086197SM      .00      7/22/1983      SPRING LAKE, MI 49456
   Offense: 3/09/2007 DLN: G630067760577 Phone No: 6167466453

F3=Exit  F12=Cancel

Bottom
    
```

The case address synchronization screen will allow the user to select the case with the most accurate address in the selection group, remove a case from the group, or display pertinent case information. In many instances, the offense date can be used to determine the most current address. If none of the addresses are current and/or correct, the user can select any entry listed and simply change all the information in the Address Info window screen. If the program detects a different driver's license number on any of the entries on the screen, it will highlight the different driver's license number in pink to indicate a possible error.

Screen input edits are as follows:

- The only valid options are 1=Select for Synchronize, 4=Remove from Group, and 5=Case Inquiry, any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Case Address Synchronization and returns the user to the COLLECT System Main Menu.
F12=Cancel	Returns the user to the Case Address Synchronization Selection screen.

Once the user presses Enter after selecting 1=Select for synchronize, the screen on the next page will be displayed:



Maintenance: 2. Case Address Synchronization

Option 1=Select for Group Option 1=Select for Synchronization

```

D6000DMC                Case Address Synchronization                5/27/09 15:44:36

Type options, press Enter.
 1=Select for Synchronize  4=Remove from Group  5=Case Inquiry
                          Date of
Opt Name Case Amount Due Birth Address
 1 GARRETT/ANDREW/SCOTT 578 WIND DRIFT LN
 07D342594
  Offense:
- GARRETT/ANDRE
 07086164SM
  Offense:
- GARRETT/ANDRE
 07086197SM
  Offense:

Type choices, press Enter.
Address. . 578 WIND DRIFT LN
Apt . . .
City . . . SPRING LAKE
State. . ? MI Zip . . 49456
Phone #. . 0000000000
Source . .

F3=Exit F4=Prompt F12=Cancel

Bottom

F3=Exit F12=Cancel
    
```

The Group Synchronize screen will allow the user to edit the address information in the window. When the user presses enter, if all edits are passed (successful), every record in the underlying worklist will have its Address/Phone Number information updated. An entry will be added to the JIS register of actions indicating the previous address/phone and the 'Source' of the update. The user will be returned to Case Synchronization Selection screen to prep for the next group of cases to be updated.

Screen input edits are as follows:

- The Address, Apt, City, and Zip fields are required. Blanks will generate an edit error.
- The State field must have a valid state abbreviation entered. Any other value will generate an edit error. The '?' indicates the F4-Prompt function is available for the State field.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits Group Synchronization and returns the user to the COLLECT System Main Menu. |
| F4=Prompt | Displays valid State abbreviations for the user to select. |
| F12=Cancel | Returns the user to the Case Address Synchronization screen. |



Maintenance: 2. Case Address Synchronization Option 5=Case Inquiry

```
D6000DMC                               Case Inquiry                               5/27/09  15:47:00

View information, press Enter.

Court/Case/Party . . . : 6000 07D342594  D01   Case Type . . . . : OI

Name . . . . . : GARRETT/ANDREW/SCOTT
Address . . . . . : 578 WIND DRIFT LN           Apt#:
City/State/Zip . . . : SPRING LAKE           MI 49456
Phone . . . . . : 0000000000

Birth Date . . . . . : 7/22/1983
Drivers License . . . : G630067760577
Race/Sex . . . . . : W / M

Offense Date/Time . . : 3/09/2007  16:50
Next Action/Date . . . : CD01   4/03/2007
Amount Due . . . . . :           108.00

Warrant . . . . . : 19
Case Status . . . . . :

F3=Exit  F12=Cancel
```

The Case Inquiry screen displays all pertinent case information to the user.

Screen function keys are as follows:

- F3=Exit Exits Case Inquiry and returns the user to the COLLECT System Main Menu.

- F12=Cancel Returns the user to the Case Address Synchronization Selection screen or the Case Address Synchronization screen.



Maintenance: 2. Case Address Synchronization F10 = Differences Report - Example

Page	1	8000 - DMC-MUSKEGON-TEST Collections - Address Differences Report	5/27/09	15:25:06		
Name	Address	Case ID	Fty	Birth	DLN / Off Dt	Amount Due
ADAMS/RAMIRO/	P O BOX 332 SHELBY, MI 49455	03D237368C	D01	07/16/1963	A350730013562 05/24/2003	162.00
	P.O. BOX 332 SHELBY, MI 49455	030399220D	D01	07/16/1963	A350730013562 05/24/2003	.00
ADAMS/ANTWAN/AMND	1240 SANFORD ST MUSKEGON, MI 49441	070884748T	D01	11/07/1972	A352067066856 06/11/1992	105.00
	1240 SANFORD ST MUSKEGON, MI 49441	070884750T	D01	11/07/1972	A352067066856 02/10/1993	125.00
	1240 SANFORD ST MUSKEGON, MI 49441	070884760T	D01	11/07/1972	A352067066856 08/26/1994	160.00
	1240 SANFORD ST MUSKEGON, MI 49441 (616)722-1227	9656508CT	D01	11/07/1972	A352067066856 05/15/1996	350.00
	1240 SANFORD ST MUSKEGON, MI 49441 (616)722-1227	9766840CM	D01	11/07/1972	02/23/1997	348.00
ADAMS/MICHAEL/DERRICK	2822 WOODCLIFFE MUSKEGON HTS, MI 49444	07D354575A	D01	01/16/1968	A352603139045 11/25/2007	228.00
	2822 WOODCLIFFE MUSKEGON HTS, MI 49444	07D354575B	D01	01/16/1968	A352603139045 11/25/2007	312.00
	2822 WOODCLIFFE MUSKEGON HTS, MI 49444	07D354575C	D01	01/16/1968	A352603139045 11/25/2007	180.00
	2822 WOODCLIFFE MUSKEGON HTS, MI 49444 (231)744-4090	070949248T	D01	01/16/1968	A352603139045 11/25/2007	45.00
ADAMS/TAMMY/M	765 DUCEY MUSKEGON, MI 49442	03D235441B	D01	12/25/1965	A352813659250 03/26/2003	216.00
	765 DUCEY MUSKEGON, MI 49442 (231)767-2963	030375680T	D01	12/25/1965	A352813659250 03/26/2003	138.00
ADKINS/AMBER/LEIGH	118 W MUSKEGON AVENUE WHITEHALL, MI 49461 (231)519-0522	081014510T	D01	03/01/1973	A328066501159 06/10/2008	50.00
	118 MUSKEGON AVENUE WHITEHALL, MI 49461 (231)893-1981	081034418M	D01	03/01/1973	A328066501159 08/21/2008	132.00



Maintenance: 3. Name Synchronization

```

_D0800DMC                Name Synchronization                4/26/07  10:46:45

To submit job to batch, press Enter.

                                There are no selection parameters associated with this
                                job. Press Enter to submit the job to batch, otherwise
                                press F3=Exit or F12=Cancel to return to the menu.

                                F3=Exit  F12=Cancel
    
```

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual’s names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names and DOB match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run. If there is a mismatch detected and it cannot be fixed by the program, it will need to be manually fixed before the Overdue Statement job will run.

Screen function keys are as follows:

- F3=Exit Exits Name Synchronization and returns the user to the COLLECT System Main Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 4. Standard Statement Print

```

D6000DMC                Statement Print Selection                8/31/10  16:11:53

Type choices, press Enter.

Statement date . . . . . : 8/31/10

Run . . . . . █          (T=Trial Report)
                        (S=Statements)

Print statements for . . . . . _          (1=Payment plan cases)
                                          (2=All other open cases)
Statement number . . . . . ____         (Number)

Maximum number to print . . . . . 200 (Number)

Print Exception Report . . . . . Y    ('Y'es, 'N'o)

Offense date range (from) . . . . . 0/00/00 (Optional - MM/DD/YY)
                        (thru) . . . . . 0/00/00

F3=Exit   F7=Override Selection Criteria   F12=Cancel
    
```

The Standard Statement Print Selection screen will allow the user to print a select group of statements or print a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen but will only affect this run. The entries will not update the defaults entered in the customization area.

Screen input edits are as follows:

'Run'

This field is required and will only accept "T" = Trial or "S" = Statements. Any other value will generate an edit error.

The "T" option will produce a trial report. This report does not update any of the JIS files or the collection files and can be run at any time. It is highly recommended to run this report prior to generating statements, especially if you are new to the collection module. The trial report will be submitted to batch and print when the entire batch has been processed. Report totals will show number of statements and total amount.

Statements: 4. Standard Statement Print

The “S” option will produce the statements. Please insure you have entered all parameters correctly because this option will update JIS and collection files. Once statements have been generated, they **MUST** be printed because the Collection Module will assume, they were all mailed. All statement runs will be logged to the register of actions, the collection’s history, and the collection’s reprint function. The selected statements will be submitted to batch and print when the entire batch has been processed. A page number will also print on each statement.

‘Print Statements for’

This field is required and will only accept 1=Payment Plan Cases or 2=All other open cases. Any other value will generate an edit error.

If you are utilizing the payment plan feature of the software, you will need to select a “1”. This will generate the selected run option (T or S) for payment plan cases only. This is required because the process will use the date and payment frequency information from the defined payment plan. Select option “2” if you are not using the payment plan feature or if you are using the payment plan feature and would also like to notify individuals that are not on a payment plan.

‘Statement number’

This field is required and will accept any whole number between, and including, 1 through 100. If the Statement text field is not displayed the statement number field will also edit to make sure that a corresponding statement text number is defined in the statement text maintenance (menu option 1 from the Collect system database menu). Any other value will generate an edit error.

‘Statement text’

This field will only display if the system is set up (in the Customization section) to allow entry. This field (if displayed) is required and will accept any whole number between, and including, 1 through 100 and that a corresponding statement text number is defined in the statement text maintenance (menu option 1 from the Collect system database menu). Any other value will generate an edit error. The user can press F4 in this field to retrieve a list of available statement texts.

‘Maximum Number to Print’

This field is required and will accept any non-zero number. Any other value will generate and edit error. If something other than the default from the customization area is desired, simply type over the default and press Field Exit.

‘Print Exception Report’

This field is required and will accept only “Y”es or “N”o. This field is defaulted from the Customization Parameters and will allow the user to easily turn the generation of the report on or off.

‘Offense Date Range’

These fields are optional, but if entered they will only accept valid dates in MM/DD/YY format (the cursor will jump over the slashes “/”) where from date is less than or equal to thru date. Any other value will generate an edit error.



Statements: 4. Standard Statement Print

Screen function keys are as follows:

F3=Exit	Exits Statement Print Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	This key will display a list of available statements (see below for further detail).
F7=Override Selection Criteria	This key will display a list of available statements (see below for further detail).
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 4. Standard Statement Print F4=Prompt

```

D0800DMC                               Statement Print Selection           4/25/07 12:37:42
                                     Statement Text Selection #
Type  Type options, press Enter.
      1=Select
Stat  Opt  ID  Statement Text (First 7 Lines)
Run   =    1
      STANDARD  OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR
Prin                FILE IS DELINQUENT. PLEASE PAY IMMEDIATELY TO
                  AVOID FURTHER COLLECTION ACTIVITY.
Stat
Stat
Maxi  _    2
      STANDARD  COURT RECORDS INDICATE THAT YOUR OUTSTANDING
Offe                BALANCE HAS NOT BEEN PAID. TO AVOID A WARRANT
                  FOR YOUR ARREST, PLEASE PAY IMMEDIATELY.
                                     Bottom
F3=Exit  F12=Cancel
F3=E
    
```

The Statement Text Selection screen will appear when the user presses F4=Prompt on the Statement Print Selection screen. This screen will display all the available standard statements currently defined on the system. The user can select the standard statement text they would like to print by entering a one in the option column and pressing Enter. The standard statement Id selected will then be returned to the Statement Print Selection screen for the user.

The standard statement ids correspond to the standard statement text templates (1 – 100) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu.

Screen input edits are as follows:

- 1=Select is the only valid option. Anything else will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Statement Text Selection and returns the user to the Statement Print Selection screen.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 4. Standard Statement Print F7=Override Selection Criteria

```

D0800DMC          COLLECT Statement Logic Tailoring          4/25/07 12:38:50
O V E R R I D E          Batch Level          O V E R R I D E
                          Person Level
Type choices, press Enter.          Case Level

Minimum Balance Due . . . . . = 1.00 (Greater than or equal)
Defendants Eliminated Cases . . . . . E (I = Include)
                                          (E = Exclude)
                                          (D = Exclude Defendant)

Exclude Blank Address . . . . . N ('Y'es, 'N'o)

O V E R R I D E          O V E R R I D E
F3=Exit  F12=Cancel
    
```

The Collect Statement Logic Tailoring screen will appear in override mode when the user presses F7=Override Selection Criteria on the Statement Print Selection screen. This will allow the user to override the statement run parameters. It will display the statement customization parameters to the user and allow them to change them for the current run. It will NOT change the customization statement parameters in the customization area.

For more information about each parameter please refer to the Customization section found at the end of this manual.

Screen input edits are as follows:


- Please refer to option 2=Standard Statement Logic Tailoring found in the Customization section of this manual.

Screen function keys are as follows:

- F3=Exit Exits Collect Statement Logic Tailoring Override screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 4. Standard Statement Print Statement Sample Form

DATE 9/15/05		 <p>KALAMAZOO COUNTY DISTRICT COURT 416 SOUTH ROSE STREET KALAMAZOO, MICHIGAN 49007 (616) 384-8020</p>	<p>YOUR PAYMENT IS OVERDUE. THE BALANCE IS: \$ 2,370.00</p> <p>MESSAGE: OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR FILE IS DELINQUENT. PLEASE PAY PROMPTLY TO AVOID FURTHER ACTION BY THE COURT. IF YOU FAIL TO RESPOND TO THIS NOTIFICATION, A WARRANT MAY BE ISSUED FOR YOUR ARREST, YOUR WAGES MAY BE GARNISHED AND/OR YOU MAY BE TURNED OVER TO A DEBT COLLECTION AGENCY.</p>
CASE NUMBER	BALANCE		
26339T	120.00	<p>PLEASE READ THE REVERSE SIDE OF THIS NOTICE FOR PAYMENT INSTRUCTIONS</p>	<p>NAME AND ADDRESS</p> <p>ROBERT RAY DAVENPORT PO BOX 2391 KALAMAZOO, MI 49003</p>
26589T	465.00		
96K83928B	95.00		
96K83928C	75.00		
9800689ACT	365.00		
9800689BCD	1,250.00	OVERDUE PAYMENT NOTICE	



Statements: 4. Standard Statement Print Notification Letter Sample Form



44th DISTRICT COURT
400 East Eleven Mile Road
Royal Oak, MI 48068
(248) 246-3600

***** OVERDUE PAYMENT NOTICE *****

4/04/06

ROBERTO RUDOLPH CALDERON
1033 BATAVIA AVE
ROYAL OAK, MI 48067

Dear ROBERTO RUDOLPH CALDERON:

Our records show that payment on your ticket or file is still delinquent. To avoid a bench warrant, please pay immediately.

You may owe additional fines and costs on other cases not listed on this statement.

Payments may be made by check, certified check, money order or credit card payable to: 44th DISTRICT COURT

Overdue case(s) and amount due is listed below.

D362434	119.00	D362611	240.00
D362611A	312.00	D362611B	240.00

YOUR TOTAL BALANCE DUE IS: \$911.00

If you are unable to pay the entire amount, a payment plan may be available. Telephone the court or report to the clerk's office for payment plan information. Office hours are 8:00 a.m. to 5:00 p.m., Monday - Friday.

Collections Department
44th District Court

OPNL (04/2005)





Statement: 4. Standard Statement Print Trial Report Example

Page: 1	0800 - KALAMAZOO Statement Trial Print	12/10/07 8:33:57																																
Selection Criteria: Run : T Trial Report Print Statements for : 1 (Payment Plan Cases) Statement Number : 1 Statement Text : 1 Statement Date : 12/10/07 From Offense Date : 000000 To Offense Date : 000000 Batch Level: Statement Form Layout : 1 (Name below msg) Maximum Number to Print : 99,999 Print Exception Report : Y Person Level: Minimum Balance Due : 1.00 Defendants Eliminated Cases : E (Exclude) Exclude Blank Address : Y																																		
Case Level: Exclude Cases Older Than : 0/00/00 Exclude Warrant Cases : Y Exclude Show Cause Cases : Y Exclude Future Sched Cases : Y Ignore JIS Action Codes : N Include Suspended License Fee : Y Include Only Case Type : Use JIS Stop Notice : N Check Disposition Date : N 0 Days After Days After Next Action Age : 8 After Court Appearance Age : 0 Non Pay Plan Lst Act Dt Age : 1 Additional Grace Period : 5 Exclude Warrant Codes : 03 11 Exclude Charge Codes :																																		
Message To Be Sent : OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR FILE IS DELINQUENT. PLEASE PAY IMMEDIATELY TO AVOID FURTHER COLLECTION ACTIVITY.																																		
<table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Amount Due</th> <th>*----- Case # & Offense -----*</th> </tr> </thead> <tbody> <tr> <td>LOELA LE-MANDA ABAUDONADO</td> <td>1234 S BURDICK ST KALAMAZOO, MI 49006</td> <td>731.00</td> <td>06Z072241B EXP/NO PLATE 06Z072241C NO PROOF INS 06031080T DWLS 06169240T DWLS</td> </tr> <tr> <td>ROBERT NOBLE ADAMS</td> <td>72690 M40 LAWTON, MI 49065</td> <td>100.00</td> <td>0612521SM RETAIL FRD 3</td> </tr> <tr> <td>BRENT LUCAS AGUILAR-MATHEWS</td> <td>1234 MERRY BROOK DR KALAMAZOO, MI 49048</td> <td>348.00</td> <td>05089960M INTERF W/PSO</td> </tr> <tr> <td>FIRAS NAJBEEB-A ALKHUNAIZI</td> <td>4409 CLAYBORNE DR Apt # 206 KALAMAZOO, MI 49009</td> <td>320.00</td> <td>06J91908B EXP/NO PLATE 06J91908C NO SEATBELT 0611436ST LEARNER PRMT</td> </tr> <tr> <td>DANIEL ANDERSON</td> <td>937 N PARK ST KALAMAZOO, MI 49007</td> <td>523.39</td> <td>05097940D IMPAIRED</td> </tr> <tr> <td>JEREMY JAVAUGHN ANDERSON</td> <td>3221 OLNEY KALAMAZOO, MI 49007</td> <td>70.00</td> <td>0617328SM RETAIL FRD 3</td> </tr> <tr> <td>JEREMY JAVUGHN ANDERSON</td> <td>3221 OLNEY</td> <td>140.00</td> <td>06126670T NO LIC POSS</td> </tr> </tbody> </table>			Name	Address	Amount Due	*----- Case # & Offense -----*	LOELA LE-MANDA ABAUDONADO	1234 S BURDICK ST KALAMAZOO, MI 49006	731.00	06Z072241B EXP/NO PLATE 06Z072241C NO PROOF INS 06031080T DWLS 06169240T DWLS	ROBERT NOBLE ADAMS	72690 M40 LAWTON, MI 49065	100.00	0612521SM RETAIL FRD 3	BRENT LUCAS AGUILAR-MATHEWS	1234 MERRY BROOK DR KALAMAZOO, MI 49048	348.00	05089960M INTERF W/PSO	FIRAS NAJBEEB-A ALKHUNAIZI	4409 CLAYBORNE DR Apt # 206 KALAMAZOO, MI 49009	320.00	06J91908B EXP/NO PLATE 06J91908C NO SEATBELT 0611436ST LEARNER PRMT	DANIEL ANDERSON	937 N PARK ST KALAMAZOO, MI 49007	523.39	05097940D IMPAIRED	JEREMY JAVAUGHN ANDERSON	3221 OLNEY KALAMAZOO, MI 49007	70.00	0617328SM RETAIL FRD 3	JEREMY JAVUGHN ANDERSON	3221 OLNEY	140.00	06126670T NO LIC POSS
Name	Address	Amount Due	*----- Case # & Offense -----*																															
LOELA LE-MANDA ABAUDONADO	1234 S BURDICK ST KALAMAZOO, MI 49006	731.00	06Z072241B EXP/NO PLATE 06Z072241C NO PROOF INS 06031080T DWLS 06169240T DWLS																															
ROBERT NOBLE ADAMS	72690 M40 LAWTON, MI 49065	100.00	0612521SM RETAIL FRD 3																															
BRENT LUCAS AGUILAR-MATHEWS	1234 MERRY BROOK DR KALAMAZOO, MI 49048	348.00	05089960M INTERF W/PSO																															
FIRAS NAJBEEB-A ALKHUNAIZI	4409 CLAYBORNE DR Apt # 206 KALAMAZOO, MI 49009	320.00	06J91908B EXP/NO PLATE 06J91908C NO SEATBELT 0611436ST LEARNER PRMT																															
DANIEL ANDERSON	937 N PARK ST KALAMAZOO, MI 49007	523.39	05097940D IMPAIRED																															
JEREMY JAVAUGHN ANDERSON	3221 OLNEY KALAMAZOO, MI 49007	70.00	0617328SM RETAIL FRD 3																															
JEREMY JAVUGHN ANDERSON	3221 OLNEY	140.00	06126670T NO LIC POSS																															

Page: 36	0800 - KALAMAZOO Statement Trial Print	12/10/07 8:33:57																				
<table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> <th>Amount Due</th> <th>*----- Case # & Offense -----*</th> </tr> </thead> <tbody> <tr> <td>CAROL LOUISE ZUNIGA</td> <td>829 MEYERS KALAMAZOO, MI 49007</td> <td>870.00</td> <td>03H20572C EXP/NO PLATE 03108830T DWLS 0405275ST DWLS 06044040T DWLS</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Amount Due:</td> <td>240,329.63</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Cases:</td> <td>924</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Statements:</td> <td>516</td> <td></td> </tr> </tbody> </table>			Name	Address	Amount Due	*----- Case # & Offense -----*	CAROL LOUISE ZUNIGA	829 MEYERS KALAMAZOO, MI 49007	870.00	03H20572C EXP/NO PLATE 03108830T DWLS 0405275ST DWLS 06044040T DWLS	Total Amount Due:		240,329.63		Total Cases:		924		Total Statements:		516	
Name	Address	Amount Due	*----- Case # & Offense -----*																			
CAROL LOUISE ZUNIGA	829 MEYERS KALAMAZOO, MI 49007	870.00	03H20572C EXP/NO PLATE 03108830T DWLS 0405275ST DWLS 06044040T DWLS																			
Total Amount Due:		240,329.63																				
Total Cases:		924																				
Total Statements:		516																				
** End Of Report **																						





Statements: 4. Standard Statement Print Exception Report Example

Page	1	0800 - Kalamazoo Collections - Statement Exception Report	3/31/06	12:13:05
Name	Birth	Case ID	Pty	Reason
ABBOTT/JILL/ ABNEY/FREDERICK/KARANJA	04/24/76	P976532 D363505B D363505B D363506 D363506	D01 D01 D01 D01	Case not on a PAY PLAN. WARRANTS exist for the case. DISPOSITION DATE not entered - case not disposed. WARRANTS exist for the case. DISPOSITION DATE not entered - case not disposed.
BA/THIERNOU/ CABRERA/JERRY/EDWARD DAMAVOLITIS/ZOIS/GEORGE	02/07/81 12/02/69 04/28/82	05-65790 D365491 D368846 D368846	D01 D01 D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION DISPOSITION DATE not entered - case not disposed.
DIAMOND/CYNTHIA/ANN	07/04/32	D366653 D366653	D01 D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
EASON/CHEKIARA/ROSE	04/04/78	R902612 R902612 R902612A R902612A	D01 D01 D01 D01	LAST ACTIVITY DATE greater than the statement date. WARRANTS exist for the case. DISPOSITION DATE not entered - case not disposed. WARRANTS exist for the case.
FAAL-JOBE/HADDY/ FAIJON/AZIZ/	10/28/83	P1556653 D365040 D365040	D01 D01 D01	DISPOSITION DATE not entered - case not disposed. Case not on a PAY PLAN. WARRANTS exist for the case.
HAKALA/RONALD/KEVIN INGALLS/SCOTT/MICHAEL JACKSON/BRITTANIE/NICOLE	11/14/57 04/18/70 11/11/84	D361498 05-66087 D365044B D365045	D01 D01 D01 D01	DISPOSITION DATE not entered - case not disposed. Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION Case not on a PAY PLAN.
KADA/SAMIR/YOUSIF	02/21/80	BD521117 BD521117 BD521117	D01 D01 D01	WARRANTS exist for the case. DISPOSITION DATE not entered - case not disposed. Case not on a PAY PLAN.
LABAJ/MARK/MICHAEL MACCHIARELLA/BENJAMIN/MICHAEL NEAL/KELVIN/MELVON	12/25/71 09/12/82 02/26/81	D362741 D360797A T857119 T857119	D01 D01 D01 D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION WARRANTS exist for the case. DISPOSITION DATE not entered - case not disposed.
OAKLEY/MICHELLE/RENE PALAJ/TONIN/ QUINN/THOMAS/CRAIG	05/28/67 09/03/60 07/11/71	D362372 D369476 D366828 D366828A D366828A D366828A	D01 D01 D01 D01 D01 D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION LAST ACTIVITY DATE greater than the statement date. LAST ACTIVITY DATE greater than the statement date. WARRANTS exist for the case. DISPOSITION DATE not entered - case not disposed. LAST ACTIVITY DATE greater than the statement date.
RALKO/SHAWN/MICHAEL SACCO/DAVID/ANTHONY	03/20/78	D368981 P1555785 P923556	D01 D01 D01	Case not on a PAY PLAN. LAST ACTIVITY DATE greater than the statement date. LAST ACTIVITY DATE greater than the statement date.
TABOR/JUSTIN/ANTHONY RENITO ULTIMATE/CONCRETE/CONSTRUCTION INC	08/31/86	05-66231 Z14433A Z14433B	D01 D01 D01	LAST ACTIVITY DATE greater than the statement date. Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION Case not on a PAY PLAN.
WADE/BRYANT/	04/19/66	BD266071A BD266071A BD266071A	D01 D01 D01	WARRANTS exist for the case. DISPOSITION DATE not entered - case not disposed. Case not on a PAY PLAN.
YASSO/MOUKHLES/	01/01/61	D365976A	D01	Stmt date not the correct NBR OF DAYS AFTER THE NEXT ACTION
** End of Report **				



Statements: 4. Standard Statement Print Job Halts Execution – Name Sync Mismatch

```

                                Display Messages
Queue . . . . . : QPADEV000B          System:  DMCCOURT
Library . . . . : QSYS                Program . . . . : *DSPMSG
Severity . . . . : 00                 Delivery . . . . : *NOTIFY

Type reply (if required), press Enter.
From . . . . . : DG000DMC           06/06/14  10:48:10
Name Synchronization found a critical mis-match with the Name/DOB on all
cases within the same Pay Plan. You must make the Name/DOB exactly the
same on all cases in JIS before running Overdue Statements again or you
will receive this same message. Check the report, make the necessary
corrections in JIS and re-run this job. Overdue Statements WILL NOT RUN
until this issue is corrected!

F3=Exit          F11=Remove a message      F12=Cancel
F13=Remove all   F16=Remove all except unanswered  F24=More keys
Bottom
    
```

As part of the effort for the COLLECT System to stay in sync with the JIS System, all spellings of the defendant’s name and date of birth must remain consistent between the two systems. On COLLECT releases prior to V14.06.xx, payment plans would become “orphaned” and cause database problems that would need to be manually corrected by DMC. The system will now alert the users of these name changes and force them to make the spelling of the Name/DOB in JIS consistent with all cases within the same Payment Plan. If a name and/or DOB is updated to something different than what it was when the Pay Plan was entered and a mismatch is found, the above screen will be displayed and the Statement Print job will halt. If a Name/DOB change is detected and is consistent with all other cases on the Payment Plan, the COLLECT System will be automatically updated, and processing will continue uninterrupted.

To correct this issue, the user must review the Name Synchronization Report that was generated from the Overdue Statement run and fix (in JIS) the spelling of the Name and DOB that is causing the mismatch. Then run the job again.



Statements: 4. Standard Statement Print Job Halts Execution – Name Sync Mismatch Report Example

Page: 1	6000 - DMC TECHNOLOGY GROUP NAME SYNCHRONIZATION REPORT	6/06/14 10:48:10
Updated Name	Updated Birth Date Case ID	Original Name Original Birth Date
* PAY PLAN NAME DIFF IN JIS-FIX NOW *	10123915SM	EDMONSON/ALAYNA/SUMARRA 11/13/81
	11135165ST	EDMONSON/ALAYNA/SUMARRA 11/13/81
	12146305ST	EDMONSON/ALAYNA/SUMARRA 11/13/81
	13148087SM	EDMONSON/ALAYNA/SUMARA 11/13/81
	13148220SM	EDMONSON/ALAYNA/SUMARRA 11/13/81
** END OF REPORT **		

This report will list all the Payment Plans with a name / DOB discrepancy. Which ever spelling is correct, the rest of the cases on the Payment Plan will need to be updated to the correct spelling.

Fix the issue in JIS and re-run the job.

The spelling of this name (in JIS) will need to be made consistent with the rest of the cases on the Payment Plan before processing will be allowed to continue.



Statements: 5. Warrant Statement Print

```

D6000DMC                Statement Print Selection                8/31/10  16:16:55
WARRANT                WARRANT
Type choices, press Enter.

Statement date . . . . . : 8/31/10

Run . . . . . █          (T=Triall Report)
                        (S=Statements)

Print statements for . . . . . _      (1=Payment plan cases)
                                      (2=All other open cases)
Statement number . . . . . ____      (Number)
Statement text . . . . . ? ____
Maximum number to print . . . . . 200 (Number)

Print Exception Report . . . . . N   ('Y'es, 'N'o)

Offense date range (from) . . . . . 0/00/00 (Optional - MM/DD/YY)
                        (thru) . . . . . 0/00/00

WARRANT                WARRANT
F3=Exit   F4=Prompt   F7=Override Selection Criteria   F12=Cancel
    
```

The Warrant Statement Print Selection screen will allow the user to print a select group of warrant cases on statements or a trial report. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 Standard Statement Print on the COLLECT System Main Menu.



Statements: 6. Collection Agency Extract

```

D6000DMC           Collection Agency Extract Selection      8/31/10  16:17:49
COLLECTION AGENCY  COLLECTION AGENCY
Type choices, press Enter.

Extract date . . . . . : 8/31/10

Run . . . . . █      (T=Trials Report)
                    (E=Extract)

Extract for . . . . . _      (1=Payment plan cases)
                    (2=All other open cases)

Statement number . . . . . ___      (Number)

Maximum number to extract . . . . . 200      (Number)

Print Exception Report . . . . . Y      ('Y'es, 'N'o)

Add or replace records . . . . . *REPLACE      (*ADD, *REPLACE)

COLLECTION AGENCY  COLLECTION AGENCY
F3=Exit  F7=Override Selection Criteria  F12=Cancel
The Extract File currently holds 0000000023 records.

```

The Collection Agency Extract selection screen will allow the user to print/extract a select group of cases on a trial report or a file to be sent to an outside collection agency. Both run options will use the parameters on the screen in conjunction with the parameters defined in the customization area. When this menu option is selected, the parameters that have been entered in the customization will be displayed as defaults. These parameters can be changed on this screen but will only affect this run. The entries will not update the defaults the user entered in the customization area.

See Option #4 Standard Statement Print on the COLLECT System Main Menu.



Statements: 7. Statement Reprint

```

D6000DMC      Collections Statement Reprint Selection      8/03/18 09:25:53

Position to Run Date . . . _____ (MM/DD/YY)

Type options, press Enter.
 5=Display   6=Reprint Statements   7=Show Detail

( [ ] = Collection Agency Extract)      *-Statement-*      *----Offense----*
Opt  Run Date  Run Time  User      For  Nbr   Date      Date Range
[ ]  4/17/18  16:30:43:01 D6000DMC  PPL   1   04/17/18
-    4/17/18  16:20:57:01 D6000DMC  PPL   1   04/17/18
-    4/17/18  16:14:59:55 D6000DMC  N/L  201   04/17/18
-    4/17/18  14:39:19:20 D6000DMC  N/L  201   04/17/18
-    3/20/18  14:11:44:01 D6000DMC  PPL   1   03/20/18
-    3/20/18  10:39:23:46 D6000DMC  N/L  201   03/20/18
-    2/05/18  17:08:38:01 D6000DMC  ALL   1   02/05/18
-    1/29/18   9:13:06:43 D6000DMC  N/L  116   01/29/18
-    1/29/18   9:08:44:01 D6000DMC  PPL   1   01/29/18
-    1/29/18   8:49:15:01 D6000DMC  PPL   1   01/29/18
-    1/26/18  13:39:29:01 D6000DMC  PPL   1   01/26/18
-    1/26/18  13:38:32:01 D6000DMC  PPL   2   01/26/18

More...

F3=Exit   F7=All Statements   F12=Cancel
    
```

This screen will be displayed to the user when menu option 7 is selected from the main menu. This option allows the user to view the history of the statement runs and individual notification letters. The information in this work-list is created every time the user generates statements from menu option '4=Standard Statement Print', '5=Warrant Statement Print' or '6=Collection Agency Extract' on the COLLECT System Main Menu and every time a user selects to print a notification letter from option '6=Notification Letter from Collections Maintenance (option '1=Collections/Payment Plan on the COLLECT System Main Menu).

The line items in the worklist will display in reverse date order (most current date first) with the ability to position to the date the statements were generated. To position the worklist to a specific line item, simply type in the date (MMDDYY) in the 'position to run date' field and press Enter. The worklist will start with the next line item that begins with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Reprint Statements and 7=Show Detail. All other entries in the Option column will generate an edit error. You may enter more than one option on the worklist. The options are described in more detail on the following pages.



Statements: 7. Statement Reprint

Screen function keys are as follows:

- | | |
|-------------------|--|
| F3=Exit | Exit the Collections Statement Reprint Selection screen and return to previous display (COLLECT System Main Menu). |
| F7=All Statements | This key will display a list of individuals that have received statements by name. If a person has received multiple statements, there will be multiple entries in the worklist with their name. The screen process for this function key will be outlined in the following pages, explaining the available options. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Statements: 7. Statement Reprint Option 5=Display

```

DG000DMC          Statement Run Information          8/03/18  09:42:18
View information, press Enter.

Run date - time - user . . . : 4/17/18  16:30:43:01  DG000DMC

Trial Report/Statements/Extract . . : S
Report Type . . . . . : 1
Statement number . . . . . : 1
Statement text . . . . . : 101
Statement date . . . . . : 04/17/18
Offense date range . . . . . :          thru
Batch:
Statement form layout . . . . . : L
Maximum number to print . . . . . : 2
Print exception report . . . . . : Y
Track returned statements . . . . . : N
Payment Plan Parameter Override . . : C
Person:
Minimum balance due . . . . . : 30.00
Defendants eliminated cases . . . . . : I
Exclude blank address . . . . . : Y

F3=Exit  F12=Cancel
To view additional run information, press Enter.
    
```

This screen will be displayed to the user when option 5 is selected for a statement run in the worklist. If option 5 is selected for an individual notification letter an error will be generated. The information displayed is a snapshot of the parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the 'Standard Statement Print' or 'Warrant Statement Print' prompt screen.

Screen function keys are as follows:

- F3=Exit Return to previous display (Statement Reprint Selection Screen).
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Statements: 7. Statement Reprint Option 5=Display

```

D6000DMC                Statement Run Information                8/03/18  09:42:39

View information, press Enter.
Run date - time - user . . . : 4/17/18 16:30:43:01 D6000DMC
Case:
  Exclude cases OLDER than . . . . . : 01/01/10
  Exclude warrant cases . . . . . : Y
  Exclude show cause cases . . . . . : N
  Exclude future sched cases . . . . . : Y
  Ignore JIS action codes . . . . . : Y
  Include suspended license fee . . . : Y
  Inlue only case type . . . . . :
  Use JIS stop notice . . . . . : N
  Check dispostion date . . . . . : Y
  Check sentence date . . . . . : Y
  Days after nxt action . . . . . : 10
  After court appearance aging . . . : 30
  Non-plan days . . . . . : 30
  Grace period . . . . . : 10
  Exclude warrant codes . . . . . : 01 02 03 03 03 03 07 08 09 10
  Exclude charge codes . . . . . : MCI 3.6:1                MCI 3.6:2
                                   MCI 3.6:4                MCI 3.6:5                MCI 3.6:6
F3=Exit  F12=Cancel
    
```

This screen will be displayed to the user when Enter is pressed on the first Statement Run Information screen. The information displayed is a continuation of the snapshot of parameters used to generate the statements for this run date. These parameters are located in the customization area and/or were entered on the ‘Standard Statement Print’ or ‘Warrant Statement Print’ prompt screen.

Screen function keys are as follows:

- F3=Exit Return to previous display (Statement Reprint Selection Screen).
- F12=Cancel Returns to the first Statement Run Information screen.



Statements: 7. Statement Reprint Option 6=Reprint Statements

When option '6=Reprint Statements' is selected for one of the line items in the worklist, all of the statements for the selected run date will be reprinted. An entry will be written to the register of actions stating a reprint of the statement was generated.

This process will use the current address in the JIS case master, not the address used when the statement was generated. This will allow for the user to change incorrect addresses and resend the statement with the corrected address. All information, other than the address, will be printed as it appeared on the original statement, including statement date.



Statements: 7. Statement Reprint Option 7=Show Detail

```

D6000DMC      Collections Statement Reprint Selection      8/03/18 09:43:33

Run date . . . . . : 7/20/18      Statement date . . . : 07/20/18
Run time . . . . . : 14:55:16:01   Statement number . . : 1
Run user . . . . . : D6000DMC

Position to name . . . _____

Type options, press Enter.
5=Display 6=Reprint Statement 9=DNT Inquiry

Opt Name ( [ ] =DNT - No Statement Mailed) Birth Date Balance Due
  [ ] HARRIS/ANTAWAN/DEWAYNE JR 5/08/85 585.00
  - HEALY/DALLAS/RICHARD 11/01/92 575.00
  - HILL/KEITH/ALLEN 10/21/80 625.00
  - HUNT/ZACHARY/LEE 5/11/89 568.00
  - JIMENEZ/MARTINA/DENISE 9/18/94 625.00
  - JOHNSON/TRACY/ANN 12/22/70 650.00
  - KELSEY/KIZZIE/KATOSH 2/09/77 625.00
  - KITCHENS/TERRIN/ELIZABETH 12/12/90 625.00
  - KOSTER/BRANDI/LEE 10/20/80 625.00

F3=Exit F12=Cancel
    
```

Option 9=DNT Inquiry will only appear if DNT is enabled.

The Name appears in blue if the defendant was notified through DNT.

This screen will be displayed to the user when option 7 is selected for one of the line items in the worklist. This option allows the user to view the individual statements or notification letter generated for the run date.

The line items in the worklist will display in alphabetical order by last name. To position the worklist to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The worklist will start with the next line item that starts with or matches the criteria entered. If Defendant Notification & Tracking (DNT) is enabled, the screen will adjust to show defendants who were notified electronically through the DNT system. The user can use options 5=Display and 9=DNT Inquiry on the blue records, but not reprint a notice.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Reprint Statements and 9=DNT Inquiry (If DNT is enabled). All other entries in the Option column will generate an edit error. You may enter more than one option on the worklist. The options are described in more detail on the following pages.



Mailers: 7. Statement Reprint Option 7=Show Detail Option 5=Display

```

D6000DMC                Statement Information                8/03/18  09:52:21

View information, press Enter.

Run date . . . . . : 7/20/18
Run time . . . . . : 14:55:16:01
Run user . . . . . : D6000DMC
Statement date . . . . : 07/20/18
Statement number . . . . : 1
Name . . . . . : HUNT/ZACHARY/LEE
Birth date . . . . . : 5/11/89
Total balance due . . . :      625.00 (As sent on statement-May not be current)
      Balance Due
Case Id      on Statement  Case Id      Balance Due  Case Id      Balance Due
16E008982           90.00
16E912715          175.00
16177529SM          360.00

F3=Exit  F12=Cancel
    
```

This screen will be displayed to the user when option 5 is selected for one of the line items in the worklist. This option allows the user to view the individual cases that appeared on the statement when it was originally generated.

```

D6000DMC                Statement Information                8/03/18  09:52:58

View information, press Enter.

Run date . . . . . : 7/20/18
Run time . . . . . : 14:55:16:01
Run user . . . . . : D6000DMC
Statement date . . . . : 07/20/18
Statement number . . . . : 1
Name . . . . . : KELSEY/KIZZIE/KATOSH
Birth date . . . . . : 2/09/77
Total balance due . . . :      650.00 (As sent on statement-May not be current)
      Balance Due
Case Id      on Statement  Case Id      Balance Due  Case Id      Balance Due
16179009SD           650.00

DNT entry, No Statement Generated.

F3=Exit  F12=Cancel
    
```

For DNT entries, the big blue banner will indicate that no statement was generated and that the defendant was notified electronically through the DNT system.



Statements: 7. Statement Reprint

Option 7=Show Detail

Option 6=Reprint Statement

When option '6=Reprint Statement' is selected for one of the line items in the worklist, the statement selected will be reprinted. An entry will be written to the register of actions stating a reprint of the statement was generated.

This process will use the current address in the JIS case master, not the address used when the statement was generated. This will allow for the user to change incorrect addresses and resend the statement with the corrected address. All information, other than the address, will be printed as it appeared on the original statement, including statement date.

This option IS NOT valid on DNT entries.



Statements: 7. Statement Reprint F7=All Mailers

```

D6000DMC      Collections Statement Reprint Selection      8/03/18  10:15:59

Position to name . . . _____

Type options, press Enter.
5=Display      6=Reprint Statement      9=DNT Inquiry
( = DNT - No Statement Mailed)
( = Collection Agency Run)
Opt Name ( = Too old for Reprint)      Birth      Balance Due      *-Statement-*
      Date      on Statement      Nbr      Date
█ POMPEY/ROBERT/EARL JR      7/24/50      45.00      1      1/04/02
- POMPEY/ROBERT/EARL JR      7/24/80      657.00      1      6/28/18
- POMPEY/ROBERT/EARL JR      7/24/80      692.00      1      10/19/16
- POMPEY/ROBERT/EARL JR      7/24/80      762.00      2      8/18/16
- POMPEY/ROBERT/EARL JR      7/24/80      797.00      1      7/12/16
- POMPEY/ROBERT/EARL JR      7/24/80      937.00      1      3/30/16
- POMPEY/ROBERT/EARL JR      7/24/80      937.00      2      1/20/16
- POMPEY/ROBERT/EARL JR      7/24/80      937.00      1      12/16/15
- POMPEY/ROBERT/EARL JR      7/24/80      937.00      102      11/23/15
- POMPEY/ROBERT/EARL JR      7/24/80      1,007.00      1      9/30/15
- POMPEY/ROBERT/EARL JR      7/24/80      1,057.00      1      8/19/15
- POMPEY/ROBERT/EARL JR      7/24/80      1,107.00      1      7/14/15
More...

F3=Exit      F12=Cancel
    
```

Option 9=DNT Inquiry will only appear if DNT is enabled.

The Name appears in blue if the defendant was notified through DNT.

This screen will be displayed to the user when 'F7=All Mailers' is selected from the main Statement Reprint screen. This option allows the user to view the statements/mailers and notification letters generated for an individual regardless of the run date. The function should be used when the user does not know the run date and/or needs to locate all mailers and notification letters sent to an individual.

The line items in the worklist will display in alphabetical order by last name. To position the worklist to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The worklist will start with the next line item that starts with or matches the criteria entered. If Defendant Notification & Tracking (DNT) is enabled, the screen will adjust to show defendants who were notified electronically through the DNT system. The user can use options 5=Display and 9=DNT Inquiry on the blue records, but not reprint a notice.

The case will not be capable of reprinting if the case appears in yellow. This is due to the fact the statement was created with an older version of COLLECT.

If the name appears in pink, that record was part of a 3rd Party Collection Agency Extract.

Screen input edits are as follows:

The only valid options are 5=Display, 6=Reprint Statements and 9=DNT Inquiry (If DNT is enabled). All other entries in the Option column will generate an edit error. You may enter more than one option on the worklist. The options function the same as when they are selected from the Statement Reprint – Option 7 screen. They are defined on the previous pages.



Menus: 8. Reporting

```

D6000DMC                COLLECT System Reporting Menu                7/22/19  12:01:10
Select one of the following:

Reports:  1. Balance Due                                16. Payment Plan Extended
           2. Show Cause Hearing
           3. Payment Plan Partial Payment
           4. Payment Plan Expiration
           5. Money Collected
           6. Money Collected by Event
           7. Statements Sent
           8. Event Sent
           9. Never Received Statement
          10. Wage Assignment
          11. Address Stop
          12. Stop Code
          13. Incomplete Address
          14. Remit Prisoner Funds
          15. Payment Plan Past Due

Type selection, press Enter.  ===>  __

F3=Exit   F6=Messages   F7=Spooled Files   F8=Submitted Jobs   F12=Cancel
    
```

This Reporting menu will be displayed to the user when menu option 8 is selected from the main menu. This option allows the user to select which report they wish to produce.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 1. Balance Due

```

D0800DMC                Balance Due Report Selection          4/25/07  13:01:07

Type choice, press Enter.

Report type . . . 1  (1 = All Cases)
                   (2 = Payment Plan Cases)
                   (3 = Non-Payment Plan Cases)

F3=Exit  F12=Cancel
    
```

The Balance Due Report Selection will allow the user to print the balance due report with totals by name/date of birth combination. Type in the 'report type' (if something other than the default value from the customization area is requested) and press Enter. The selected Balance Due report will be submitted to batch and print when the entire report has been generated.

When report type equals:

“1=All Cases” - All currently open cases, both on a payment plan and not on payment plan will be included on the report.

“2=Payment Plan Cases” - All currently open cases on a payment plan will be included on the report.

“3=Non-Payment Plan Cases” - All currently open cases NOT on a payment plan will be included on the report.

Screen input edits are as follows:

- The report type field is a required entry and will only accept a 1=All Cases, 2=Payment Plan Cases, or 3=Non-Payment Plan Cases. Anything else will generate an edit error.



Menus: 8. Reporting

Reports: 1. Balance Due

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Balance Due Report Selection and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 8. Reporting

Reports: 1. Balance Due

Report Example

Page: 1		0800 - KALAMAZOO				4/26/07 11:37:59		
All Cases		BALANCE DUE REPORT						
Name	Date of Birth	Case ID	P	Balance Due	Pay Plan	Stop Code	Last Payment Date	
ABAUDONADO/LOELA/LE-MANDA	5/26/74	0511526OT		149.00 149.00	Y		2/05/07	
ABBOTT/JEREMIE/LETRON	3/06/84	0510678ST		159.00 159.00			11/30/06	
ABBOTT/LAZELL/LAMAR	7/12/71	0507226OM		180.00 180.00				
ABBOTT/VINCE/ARMAND	10/31/66	0312438SM		273.60 273.60			6/21/05	
ABD-RAHMAN/ZURAIDAH/BINTI	4/06/68	0308285SM		.00				
ABDUL/HASHIM/	6/15/42	04CR41361B		204.00 204.00				
ABRAHAM/KATINA/	7/10/73	0108318SM		.00				
ABRAMOWITZ/SARAH/ANN	5/24/75	00G45176C		120.00 120.00				
ACOSTA/ISMAEL/	10/31/70	0507107OM		.00				
ADAMS/BURNNETTER/LYNN	7/17/81	0403808OT		252.00 252.00				
ADAMS/DANIELA/TINNASH	8/29/86	0310498SM		.00			2/23/05	
ADAMS/EDWARD/ANDREW	8/23/71	04CK43099B		56.40				
		0411810OT		288.00				
		0503789OT		204.00				
		0503953ST		498.00				
				1,046.40				
ADAMS/FRANK/WILLIAM	7/25/67	03H25592A		135.00 135.00				
ADAMS/JAMES/EDWARD	7/18/55	0505183ST		384.00 384.00				
ADAMS/JAMES/JOSEPH	8/15/82	0504950ASD		324.00 324.00			9/20/05	
ADAMS/MICHAEL/SHANDALE	12/15/79	0311533SM		329.54 329.54			4/15/04	
ADAMS/MICHAEL/TRACY	1/10/56	0311549SM		300.00 300.00				
ADAMS/SONNY/BOY	6/25/53	05CK48380B		132.00				
		0503961OT		132.00			3/10/05	
				264.00				
ADAMS/VERBERY/RENARD	9/07/59	0000350SM		.00				
ADAMSON/SERMAN/	10/03/50	0009359SM		.00				

Page: 155		0800 - KALAMAZOO				4/26/07 11:37:59		
All Cases		BALANCE DUE REPORT						
Name	Date of Birth	Case ID	P	Balance Due	Pay Plan	Stop Code	Last Payment Date	
ZUNIGA/CAROL/LOUISE	1/17/58	03H20572C		90.00			5/13/04	
		0310883OT		264.00				
		0405275ST		318.00				
		05Z06665B		222.00				
		0604404CT		198.00				
		0609632OT		.00				
				1,092.00				
ZUNIGA/RICARDO/	4/10/87	0703077OT		34.00 34.00				
ZUNIGA/RICARDO/ANGEL	4/10/87	0611185OT		150.00 150.00				
ZYLSTRA/ANDREW/SCOTT	6/11/83	0703645AOD		.00			1/26/07	
ZYSKOWSKI/ALEXANDER/TIMOTHY	2/24/88	0703645BOT		.00				
		0612700SM		.00				
				723,564.46				
		Report total:						
		Pay plan totals:		16	defendants			
				35	cases			
** END OF REPORT **								



Menus: 8. Reporting Reports: 2. Show Cause Hearing

```

D6000DMC          Show Cause Hearing Report Selection      8/03/18  11:41:08

Type choices, press Enter.

Report selection . . . . . █ (1=Payment plan cases)
                                     (2=All other open cases)

Include cases with number of statements sent . . . 2 (Greater than or equal)

Perform docket test (future scheduled cases) . . . Y (Y=Yes, N=No)

Exclude "Stop Code" cases (regular & address) . . N (Y=Yes, N=No)

Direct Scheduling with report results . . . . . Y (Y=Yes, N=No)
(May take up to several minutes to complete and screen will be locked.)

F3=Exit  F12=Cancel

```

The Show Cause Hearing Report Selection will allow the user to print the show cause hearing report based on the number of statements sent to an individual. Any individual listed on this report can be scheduled for a show cause hearing using your existing JIS software; they WILL NOT automatically be scheduled from this application. Type in the 'report selection', 'number of statements sent', 'perform docket test', and 'exclude stop code cases' (if something other than the default value from customization is requested) and press Enter. The selected Show Cause Hearing Report will be submitted to batch and print when the entire report has been generated.

When the report selection field equals:

“1=Payment Plan Cases” - Only cases on a payment plan will be included on the report.

“2=All other open cases” - All open cases not on a payment plan will be included on the report.

When the perform docket test field equals:

“Y=Yes” - Only cases that do not have a future schedule date will be included on the report.

“N=No” - All eligible cases will be included on the report.

When the exclude stop code cases field equals:

“Y=Yes” - Only cases that do not have a current COLLECT stop code (either regular or address) will be included on the report.

“N=No” - All eligible cases will be included on the report.





Menus: 8. Reporting

Reports: 2. Show Cause Hearing

When the Direct Scheduling with report results field equals:

“Y=Yes” – All of the results that are printed on the report are directed to the screen to allow for Direct Scheduling into the JIS system. A printed report is also produced. The job runs interactively and will “tie up” your session unit it is completed. See the following pages for more information on Direct Scheduling.

“N=No” – A printed report is produced, and the job is submitted to batch.

Screen input edits are as follows:

- The ‘report selection’ field will only accept a 1=Payment Plan Cases or 2=All Other Open Cases. Any other value will generate an edit error.
- The ‘include cases with number of statements sent’ will accept any non-zero number. Any other value will generate an edit error.
- The ‘perform docket test’ will only accept a Y=Yes or N=No. Any other value will generate an error.
- The ‘exclude "Stop Code" cases’ will only accept a Y=Yes or N=No. Any other value will generate an error.
- The ‘Direct Scheduling with report results’ will only accept a Y=Yes or N=No. Any other value will generate an error.

Screen function keys are as follows:

F3=Exit	Exits Show Cause Hearing Report Selection and returns the user to the COLLECT System Main Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 2. Show Cause Hearing

Direct Scheduling into the JIS system

DG000DMC		Direct Scheduling for Show Cause					8/03/18	11:56:08
		Pay Plan Cases						
Type options, press Enter.								
1=Select for SCH 7=ROA								
Opt	Name	Last Stmt	Last Payment	Days Over	Date of Birth	Case ID	Stat	Balance Due
█	ARTIBEE/JESSICA/KIM	11/09/16	9/29/16	673	6/13/84	15173187SM	PROB	185.00
-	AVALOS/JORGE/MICHAEL	7/27/16	5/20/16	805	4/08/96	13D448311B	DISP	136.00
-	AVALOS/JORGE/MICHAEL	7/27/16	5/20/16	805	4/08/96	13D448311C	DISP	204.00
-	AYALA/RAMON/	10/05/16	8/02/16	731	5/23/94	15174037ST	DISP	325.00
-	BARNES/ALISON/MARIE	11/02/16	9/29/16	673	10/04/77	16E913036B	DISP	110.00
-	BARNES/AMBER/LEA	9/28/16	8/24/16	709	9/24/88	16E008776	DISP	45.00
-	BARTEE/DARRECUS/MONTA	10/19/16	9/16/16	686	7/09/89	16177008ST	DISP	200.00
								More...
F3=Exit F7=Select All F12=Cancel								

The Direct Scheduling for Show Cause will allow the court user to quickly schedule cases for any type of hearing (not just AJ09 Show Cause Hearings). This process will build a list to process with the exact results produced by the report. The records to be schedule will be selected with the 1=Select option. That case information will be fed directly into the JIS scheduling program, therefore eliminating all of the extra keystrokes required to work from the report.

Screen input edits are as follows:

- The only valid options are 1=Select for SCH, and 7=ROA, any other entry in the Option column will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Direct Scheduling for Show Cause screen and returns the user to the COLLECT System Main Menu.
- F7=Select All Selects every available entry for processing into the JIS Scheduling program.
- F12=Cancel Returns the user to the Show Cause Selection screen.



Menus: 8. Reporting

Reports: 2. Show Cause Hearing

Direct Scheduling into the JIS system

```

D6000DMC                Direct Scheduling for Show Cause          8/03/18  11:56:08
                        Pay Plan Cases

Type options, press Enter.
1=Select for SCH   7=ROA

Opt  Name                Last      Last      Days   Date of
   Name                Stmt      Payment  Over   Birth   Case ID   Stat      Balance
   _____          _____
  1  ARTIBEE/JESSICA/KIM  11/09/16  9/29/16  673    6/13/84 15173187SM  PROB      185.00
  1  AVALOS/JORGE/MICHAEL  7/27/16          4/08/96 13D448311B  DISP      136.00
  1  AVALOS/JORGE/MICHA  7/27/16
  1  AYALA/RAMON/         10/05/16
  1  BARNES/ALISON/MARI  11/02/16
  -  BARNES/AMBER/LEA    9/28/16
  -  BARTEE/DARRECUS/MO  10/19/16
    
```

Default Scheduling Parameters

Type Default Schedule parms, press Enter.

PO Code ? █

Schedule for. . ? _

Date / Time . . . _ _ _ _ _

Next Judge. . . ? _ _ _ _

NTA _

F3=Exit F4=Prompt F12=Cancel

F3=Exit F7=Select All F12=Cancel

The Default Scheduling Parameters screen will be displayed for every logical group of selected entries from the Direct Scheduling screen. Once these defaults are entered, they will be remembered for subsequent logical groups of cases selected. These defaults will be fed into the JIS scheduling program to speed up the scheduling process and minimize keystrokes.

Screen input edits are as follows:

- PO Code (Proceeding Code) is a required entry and must be a valid code as defined in the JIS system. F4=Prompt will allow for a selection from all valid PO Codes.
- Schedule For (Hearing Code) is a required entry and must be a valid code as defined in the JIS system. F4=Prompt will allow for a selection from all valid Hearing Codes.
- Date / Time are required entry and must be a valid future date with a time between 7:00 am and 6:00 pm.
- Next Judge is a required entry and must be defined in the JIS professional file. F4=Prompt will allow for a selection from all valid Judges.
- NTA is an optional field. If entered it must be one of the following values:
 - 'A' - request postcard NTA for the attorney.
 - 'B' - request postcard NTA for both.
 - 'D' - request postcard NTA for the defendant.



Menus: 8. Reporting
Reports: 2. Show Cause Hearing
Direct Scheduling into the JIS system

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Defaults Scheduling Parameters screen and returns the user to the COLLECT System Reporting Menu. |
| F4=Prompt | Cursor sensitive prompting to display valid entries for every field denoted with a "?". |
| F12=Cancel | Returns the user to the Direct Scheduling selection screen. |



Menus: 8. Reporting

Reports: 2. Show Cause Hearing

Direct Scheduling into the JIS system

DMC TOLEDO		Traffic / Criminal Scheduling				Status DISP	
Type all required scheduling information and press ENTER. Schedule fields were defaulted, but can be changed. Press Enter to update, F24 to exit-NO update.							
Court	0	Venue	3	Case	16E913622	Pty	D01
Name MITCHELL/MONACO/JOLIET JR				Jdg/Rcrd	22812	PO Code	MS
PO Judge		Prosecutor		Attorney		Plea	
Schedule For	9	Date	21523	Time	1000 A	Next Judge	22812
Schedule For		Date		Time		Next Judge	
Bond Information: Type		Action		Amount		Forf Abs	
PT Assessment Date		Release From					
Close/reOpen/Probation		Warrant		Appeal		Arrgn/Comm	
Supplemental Actions:							
Date Generated Notices:							
DFJ Form		Abstract		FDN		NNC	
		Late Penalty		20% Late Penalty			
JDGMNT	RNRDRD	8/04/16		TOTAL FINE	135.00	AMT DUE	135.00
F1-Clear Screen	F4-Prompt	F24-Previous Menu					Help

All required defaulted fields are automatically laid on the screen to minimize data entry.

Once the Default Scheduling Parameters screen has been completed, Direct scheduling will individually feed the selected records, married with the default parameters into the JSI scheduling program. This program has only been slightly modified to accept the defaulted parameters and place them on the screen. All other functionality of the JIS scheduling screen is active. If the court user needs to modify any value on the screen they can do so. All original JIS edits must pass in order for the scheduling record to be created. The blue banner on top of the screen denotes that this is the Direct Scheduling modified version of the JIS Scheduling program.

Make any necessary entries on the screen if any, and press Enter to immediately proceed with the next Direct Scheduling Case. If for any reason you need to Exit before all Direct Scheduling records are processed, simply press F24-Previous Menu key to return.



Menus: 8. Reporting

Reports: 2. Show Cause Hearing

Direct Scheduling into the JIS system

D6000DMC Direct Scheduling for Show Cause Pay Plan Cases

Type options, press Enter.
1=Select for SCH 7=ROA

Opt	Name	Last Stmt	Last Payment	Days Over	Date of Birth	Case ID	Stat	Balance Due
-	ARTIBEE/JESSICA/KIM	11/09/16	9/29/16	673	8/13/84	15173187SM	PROB	185.00
-	AVALOS/JORGE/MICHAEL	7/27/16	5/20/16	805	4/08/96	13D448311B	DISP	136.00
-	AVALOS/JORGE/MICHAEL	7/27/16	5/20/16	805	4/08/96	13D448311C	DISP	204.00
-	AYALA/RAMON/	10/05/16	8/02/16	731	5/23/94	15174037ST	DISP	325.00
█	BARNES/ALISON/MARIE	11/02/16	9/29/16	673	10/04/77	16E913036B	DISP	110.00
-	BARNES/AMBER/LEA	9/28/16	8/24/16	709	9/24/88	16E008776	DISP	45.00
-	BARTEE/DARRECUS/MONTA	10/19/16	9/16/16	686	7/09/89	16177008ST	DISP	200.00

More...

F3=Exit F7=Select All F12=Cancel
ARTIBEE/JESSICA/KIM for caseID 15173187SM has been scheduled. +

An entry here in yellow denotes the type of hearing the Defendant was scheduled for.

Once Direct Scheduling has been processed, the selection screen will be updated to indicate which records were indeed scheduled. Once this screen is exited, the Direct Scheduling list will be rebuilt and all previously scheduled records will not appear on the list, only existing records that still need to be scheduled.



Menus: 8. Reporting

Reports: 3. Payment Plan Partial Payment

```
_D0800DMC          Pay Plan Partial Payment Rpt          4/25/07  13:03:37

To submit job to batch, press Enter.

There are no selection parameters associated with this
job. Press Enter to submit the job to batch, otherwise
press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
```

The Payment Plan Partial Payment Report lists all the individuals on a payment plan who have made partial payments. It will list the scheduled date of the payment, when the payment was made, and amount. After the user presses Enter, the Payment Plan Partial Payment Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

- F3=Exit Exits Payment Plan Partial Payment Report Submit and returns the user to the COLLECT System Reporting Menu.
- F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 3. Payment Plan Partial Payment Report Example

Page: 6	0800 - KALAMAZOO PAYMENT PLAN PARTIAL PAYMENT REPORT	6/07/07 11:28:14
Name	Date of Birth Pay# Date Due	Amount Due Date Paid Amount Paid
WILLIAMS/SHARNITA/LATEE	4/23/87 3 8/06/05 5 10/05/05	50.00 7/21/05 20.00 50.00 10/03/05 20.00
WILLIAMS/TARNELL/	3/23/75 1 2/05/06	100.00 2/06/06 20.00
WRIGHT/JACKEL/ANN	11/28/65 1 5/21/04	50.00 4/23/04 45.00
YAISRAEL/CARRIE/LEA	6/02/73 5 9/05/05 7 11/04/05	25.00 8/12/05 10.00 25.00 10/27/05 10.00
ZIMMERMAN/JOHN/PAUL	12/12/66 7 2/27/06	25.00 2/24/06 10.00
Number of defendants on a payment plan: 1,592 Number of defendants with partial payments: 130 Number of partial payment entries found: 152		
** END OF REPORT **		



Menus: 8. Reporting Reports: 4. Payment Plan Expiration

```
D6000DMC          Payment Plan Expiration Report Selection    6/02/08  08:11:52
Type choice, press Enter.
Days within expiring . . . . . 45 (Number of days)

F3=Exit  F12=Cancel
```

The Payment Plan Expiration Report lists all the individuals on a payment plan whose plan is going to end still owing money because the maximum duration entered ended the plan before it was completely paid off. After the user presses Enter, the Payment Plan Expiration Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

- The 'Days within expiring' field will only accept a whole number. Any other value will generate an edit error.

Screen function keys are as follows:

- | | |
|-------------|--|
| F3=Exit | Exits Payment Plan Expiration Report Selection and returns the user to the COLLECT System Reporting Menu. |
| F12= Cancel | This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency. |





Menus: 8. Reporting

Reports: 4. Payment Plan Expiration

Report Example

Page 1	6000 - DMC-MUSKEGON-TEST					6/03/08	8:47:17
Collections - Payment Plan Expiration Report							
Payment plans set to expire within 45 days. Report only includes Payment Plans reaching the Maximum Duration and a balance due.							
Name	DOB	Payment Frequency	Date of Agreement	Total Pay Plan Amt	Expire Date	Case ID	Remaining Amount Due
ABBATOY/FREDRICK/LEE JR	6/20/85	MONTHLY	6/04/07	280.00	6/30/08	07D351091 07090544ST	85.00 195.00
TOTAL:							280.00
Total Payment Plans set to Expire:							1
** End of Report **							



Menus: 8. Reporting Reports: 5. Money Collected

```

D6000DMC                Money Collected Report Selection          6/02/11  14:41:18

Type choices, press Enter.

Report basis . . . . . █          (1 = Payments)
                                   (2 = Statements)

Date range . . . . . 6/02/11 to 6/02/11  (MM/DD/YY)

Number of days from last stmt/payment . 90  (Number, 999 = Any Statement)

Report type . . . . . 1          (1 = Stmt/Payment Detail)
                                   (2 = Full Detail)
                                   (3 = Summary)

Include only case type(s) . . . . . ? FY GC LT OK  (JIS Case Types)
                                   SK  —  —  —  (Leave blank for all)
                                   —  —  —  —  (Use F4 to modify)
                                   —  —  —  —
                                   —  —  —  —

F3=Exit  F4=Prompt  F12=Cancel
    
```

The Case Types here are defined in Customization. They can only be modified by using the F4=Prompt key.

The Money Collected Report Selection will allow the user to print the Money Collected Report based on Payments or Statements. Type in the report basis, date range in MM/DD/YY format (if different from current date default), number of days from the last stmt/payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

When the 'report basis' field equals:

- 1=Payments - All JIS payment records between the date range selected will be included. Bond or bond forfeitures will NOT be included.
- 2=Statements - All statement/mailers mailed out during the date range selected will be included.

When the 'date range' field equals:

The date range will be used as entered for either payments or statements/mailers (as selected above). If the user only wants to see information for a specific date, enter the same date for both date parameters.





Menus: 8. Reporting

Reports: 5. Money Collected

When the 'number of days' field equals:

If using '1=Payments', the report will look back the entered number of days prior to the payment date to see if a statement mailer was generated on this case. This will allow the user to separate statement payments from non-statement payments, or to discredit the payment on a stale statement. If you use 999, it will look to the beginning of time prior to the payment and report payments if any statement was generated on this case.

If using '2=Statements', the report will look forward the entered number of days after the actual statement date to determine if payments occurred after the statement. If you use 999, it will look through the current date for any payment made since the statement date.

When the 'report type' equals:

1=Statement/Payment Detail

If the user selected '1=Payments', the report will produce detail on just the payments from statements within the number of days entered. The summary page will print at the bottom of the report.

If the user selected '2=Statements', the report will produce detail for all statements with payments within the number of days entered. The summary page will print at the bottom of the report.

2=Full Detail

If the user selected '1=Payments', the report will produce both statement and non-statement detail. The summary page will print at the bottom of the report.

If the user also selected '2=Statements', the report will produce detail for all statements generated in that time range with or without payments made. The summary page will print at the bottom of the report.

3=Summary

The summary page will be the only information printed.

When the 'Include only case type(s)' equals:

All Blanks

Every case type will be included on the report.

Any valid JIS case type (multiples accepted)

The program will only include on the report the case type(s) selected. This feature will allow the user to segregate the data for the report down to the selected case types.



Menus: 8. Reporting

Reports: 5. Money Collected

Screen input edits are as follows:

- The report basis field is required and will only accept a 1=Payments or 2=Statements. Any other value will generate an edit error.
- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.
- The number of days from last statement/payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all statements will print as long as they fall within the date range (no additional days will be added).
- The report type field is required and must contain a 1=Stmt/Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the COLLECT System Main Menu.
F4=Prompt	This key will display a window screen to allow the user to add/remove the default case types for the report. Case types cannot be modified without using the F4=Prompt key. The list of case types will always default back to what is defined in the customization section, no matter what was modified with the F4=Prompt key.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 5. Money Collected

Report Example based on Payments

Page 1		6000 - DMC-MUSKOGON-TEST						6/02/11		15:04:4	
		Collections - Money Collected Report									
Selection Parameters:		Payments From 01/01/05 To 06/02/11		Days from Last Statement: 90		Report Type: Statement Detail					
Case Type(s): FY-GC-LT-OK-SK											
Name	Case	Party	Cnt	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan		
ABBEY/DANIELLE/MARIE	05D310925	D01	1	02/09/06	12.00	12.00	02/08/06	M			
ABRAHAM/RICHARD/ALAN	06D317386	D01	1	03/20/06	45.00	45.00	03/15/06	M			
ADAMS/ANGELA/MARIE	05D299409	D01	1	08/12/05	45.00	45.00	07/13/05	M			
AHMADA/ALEX/	06D330730	D01	1	11/03/06	54.00	54.00	10/05/06	M			
ALDRED/BARBARA/ALICE	07D336429	D01	1	06/05/07	66.00	66.00	05/02/07	M			
ALEXANDER/JACOB/AARON	04D290053	D01	1	05/01/07	55.00	55.00	02/21/07	M			
ALEXANDER/JACOB/AARON	04D290053	D01	1	11/14/07	79.00	79.00	09/19/07	M			
ALEXANDER/JACOB/AARON	05D308733	D01	1	11/14/07	211.00	211.00	09/19/07	M			
ALEXANDER/LIONEL/JR	06D323240	D01	1	07/07/06	45.00	45.00	07/06/06	M			
ALEXANDER/REBECCA/CAROL	05D309455	D01	1	12/15/05	25.00	25.00	12/07/05	M			
ALI/MURAM/IBN	06076274FY	D01	3	05/04/07	50.00	50.00	05/02/07	M			
ALI/MURAM/IBN	06076274FY	D01	3	06/01/07	100.00	100.00	05/02/07	M			
ALLEN/DENISE/PATRICIA	06D336640	D01	1	05/17/07	15.00	15.00	04/18/07	M			
ALLEN/DENISE/PATRICIA	06D336640	D01	1	05/24/07	15.00	15.00	04/18/07	M			
ALLEN/DENISE/PATRICIA	06D336640	D01	1	06/01/07	15.00	15.00	04/18/07	M			
ALLEN/DENISE/PATRICIA	06D336640	D01	1	06/07/07	15.00	15.00	04/18/07	M			
ALLEN/DENISE/PATRICIA	06D336640	D01	1	06/14/07	6.00	6.00	04/18/07	M			
ALLEN/LATRICE/JENEIL	08D372361	D01	1	03/04/09	66.00	66.00	02/04/09	M			
ALSTON-PATTERSON/CHARLOTTE/REN	07D327538B	D01	1	04/01/08	36.00	36.00	03/12/08	M			
ANDERSON-WILLIAMS/HELEN/LOUISE	10D394058	D01	1	05/25/10	30.00	30.00	05/18/10	M	PP		
ANDERSON-WILLIAMS/HELEN/LOUISE	10D394058	D01	1	06/29/10	20.00	20.00	05/18/10	M	PP		
ANDERSON-WILLIAMS/HELEN/LOUISE	10D394058	D01	1	08/04/10	25.00	25.00	05/18/10	M	PP		
ANDERSON/CHARLES/	07D335973	D01	1	04/16/07	55.00	55.00	04/04/07	M			
ANDERSON/CORY/SCOTT	09110675FY	D01	5	05/04/10	10.00	5,890.90	05/04/10	M	PP		
ANDERSON/HELEN/LOUISE	05D290218	D01	1	03/16/05	35.00	35.00	03/09/05	M			
ANDERSON/PAUL/BRIAN	07535778	D01	1	11/20/07	15.00	15.00	11/14/07	M			
ANDERSON/TRACY/LYNETTE	05D317170	D01	1	03/06/06	45.00	45.00	02/22/06	M			
ANDREWS/CHRISTINA/LYNN	05D309444	D01	1	03/09/06	54.00	54.00	03/01/06	M			

Page 62		6000 - DMC-MUSKOGON-TEST						6/02/11		15:04:42	
		Collections - Money Collected Report									
Selection Parameters:		Payments From 01/01/05 To 06/02/11		Days from Last Statement: 90		Report Type: Statement Detail					
Case Type(s): FY-GC-LT-OK-SK											
Name	Case	Party	Cnt	Payment Date	Amount	Amount Due	Statement Date	M/L	Pay Plan		
04/20/10	Statement # 1				555.00		2		Cases in date range.		
04/20/10	Statement # 3				60.00		1		Cases in date range.		
04/27/10	Statement # 2				36.00		1		Cases in date range.		
05/04/10	Statement # 1				390.00		3		Cases in date range.		
05/11/10	Statement # 1				10.00		0		Cases in date range.		
05/11/10	Statement # 2				180.00		2		Cases in date range.		
05/18/10	Statement # 2				45.00		1		Cases in date range.		
05/25/10	Statement # 2				190.00		2		Cases in date range.		
05/25/10	Statement # 3				140.00		1		Cases in date range.		
06/01/10	Statement # 1				390.00		2		Cases in date range.		
06/01/10	Statement # 3				180.00		2		Cases in date range.		
06/15/10	Statement # 2				45.00		1		Cases in date range.		
06/15/10	Statement # 110				317.00		0		Cases in date range.		
06/22/10	Statement # 1				160.00		1		Cases in date range.		
06/29/10	Statement # 1				181.00		3		Cases in date range.		
07/13/10	Statement # 1				75.00		1		Cases in date range.		
07/21/10	Statement # 1				75.00		1		Cases in date range.		
07/28/10	Statement # 1				45.00		2		Cases in date range.		
08/04/10	Statement # 1				100.00		1		Cases in date range.		
Total Money Collected					115,797.30		921		Cases in date range.		
Statement Summary by Statement Number											
Statement # 1					61,987.83		505		Cases in date range.		
Statement # 2					22,064.18		164		Cases in date range.		
Statement # 3					30,415.29		247		Cases in date range.		
Statement # 104					743.00		4		Cases in date range.		
Statement # 110					317.00		0		Cases in date range.		
Statement # 800					270.00		1		Cases in date range.		
Total Money Collected					115,797.30		921		Cases in date range.		
Total Money Collected - Pay Plan No Statement Sent:					25,097.01		35		Cases in date range.		
Total Money Collected - Pay Plan Statement Sent:					7,712.79		52		Cases in date range.		
Total Money Collected - No Statements Sent:					773,156.61		3,958		Cases in date range.		
Total Money Collected - Statements Sent:					115,797.30		921		Cases in date range.		
Report Totals for Selected Date Range:					921,763.65		4,966				

** End of Report **



Menus: 8. Reporting

Reports: 5. Money Collected

Report Example based on Statements

Name	M/L	Amount Due	Case	Party	Statement Date	Nbr	Payment Date	Payment Amount	Pay Plan
BOYD/TRAVIS/EMERSON	M	336.00	08099803FY	D01	01/20/10	1	03/26/10 +	132.00	
CAREFELLE/MATTHEW/IAN	M	75.00	09D396324	D01	01/20/10	1	02/05/10	75.00	
HARTMAN/LIBBY/ANN	M	150.00	09112093FY	D01	01/06/10	1	01/19/10	150.00	
Statement Summary by Date and Statement Number									
01/06/10	Statement #	1			150.00			1	Cases in date range.
01/20/10	Statement #	1			207.00			2	Cases in date range.
	Total Money Collected:				=====			3	Cases in date range.
					357.00				
Statement Summary by Statement Number									
	Statement #	1			357.00			3	Cases in date range.
	Total Money Collected:				=====			3	Cases in date range.
					357.00				
Number of Statements mailed during period specified:						16			
Number of Statements paid (as of run date):						3			
Number of Cases on selected statements during period specified:						16			
Number of Cases paid (as of run date):						3			
Total amount owed during period specified:						10,244.33			
Total amount paid (as of run date):						357.00			
** End of Report **									



Menus: 8. Reporting Reports: 6. Money Collected by Event

```

DG000DMC      Money Collected by Event Report Selection      8/27/13  15:06:50
Type choices, press Enter.
Date range . . . . . 8/27/13 to 8/27/13 (MM/DD/YY)
Number of days from last payment . . . . 100 (Number, 999 = Any Payment)
Report type . . . . . 1 (1 = Payment Detail)
                                     (2 = Full Detail)
                                     (3 = Summary)
Event codes to be used:
Code Desc          Code Desc          Code Desc          Code Desc
Q010 STMT SENT     Q013 WARRANT LTR  Q014 PROB LTR SNT  Q015 NOTF LTR SNT
Q021 ADD PAY PLAN Q027 COL AGENCY   Q030 TXGARN FILED  Q031 REMIT PRIS
Q033 WAG ASN FIL

F3=Exit  F7=Override Event Codes  F12=Cancel
    
```

The Money Collected by Event Report Selection will allow the user to print the Money Collected by Event Report. This report is similar to the Money Collected Report based on payments, except this report allows the user to customize the event codes to try and determine exactly what triggered the payment. Type the date range in MM/DD/YY format (if different from current date default), number of days from the last payment, and select the report type and press Enter. The Money Collected Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

When the 'date range' field equals:

The date range will be used to look at payments made within the date range selected. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'number of days' field equals:

The report will look back the entered number of days prior to the payment date to see if an event was generated on this case. This will allow the user to separate event payments from non-event payments, or to discredit the payment on a stale event. If you use 999, it will look to the beginning of time prior to the payment and report payments if any event was generated on this case.





Menus: 8. Reporting

Reports: 6. Money Collected by Event

When the 'report type' equals:

1=Payment Detail

The report will produce detail on the payments from events within the number of days entered. The summary page will print at the bottom of the report.

2=Full Detail

The report will produce both event and non-event detail. The summary page will print at the bottom of the report.

3=Summary

The summary page will be the only information printed.

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. Any other value will generate an edit error.
- The number of days from last payment is required and must contain a valid number. Any other value will generate an edit error. If 999 is entered in this field all events will print as long as they fall within the date range (no additional days will be added).
- The report type field is required and must contain a 1=Payment Detail, 2=Full Detail, or 3=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Money Collected Report Selection and returns the user to the COLLECT System Main Menu.
F7=Override Event Codes	Displays the window to allow entry of additional event codes for the report to process. These codes can be any JIS action code found on the ACT screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting
Reports: 6. Money Collected by Event
F7=Override Event Code

D6000DMC Money Collected by Event Report Se

Type choices, press Enter.

Date range 4/12/16

Number of days from last payment 100 (Nu

Report type 1 (1
(2
(3

Event codes to be used:

Code	Desc	Code	Desc	Code	De
Q010	STMT SENT	Q015	NOTF LTR SNT	Q027	CO
Q031	REMIT PRIS	Q033	WAG ASN FIL	WR07	BW

Override Event Codes

Type codes, press Enter.

Code	Description
Q010	STMT SENT
Q015	NOTF LTR SNT
Q027	COL AGENCY
Q030	GARN FILED
Q031	REMIT PRIS
Q033	WAG ASN FIL
WR07	BW ATL APPR
WR08	BW EXC SN
<input checked="" type="checkbox"/> WR09	BW PROB

If these codes are unable to be removed, the customization parameter is set to **not allow** for modification. To be able to remove some codes, change the Customization parameter.

F3=Exit F12=Cancel

F3=Exit F7=Override Event Codes F12=Cancel

The Override Event Code Window will allow the user to add or remove any COLLECT or non-COLLECT event codes used by the report. **(If allowed by customization.)** Any non-COLLECT event codes that are to be permanently defaulted on the report can be added in the System Customization area. To determine available JIS codes, refer to the ACT screen "Actn" column.

Screen input edits are as follows:

- Any valid JIS action code or COLLECT "Q" code will be allowed. The system will allow for a total of 20 codes to be entered, both COLLECT and JIS combined.

Screen function keys are as follows:

- F3=Exit** Exits the Override Event Codes window and returns the user to the Money Collected by Event Report Selection.
- F12=Cancel** This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 8. Reporting Reports: 7. Statements Sent

```
D0800DMC           Statements Sent Report Selection           4/25/07 13:09:38
Type choices, press Enter.
Date range . . . . . 4/25/07 to 4/25/07 (MM/DD/YY)
Report Type . . . . . 1 (1=Detail)
                   (2=Summary)

F3=Exit  F12=Cancel
```

The Statements Sent Report Selection will allow the user to print the Statements Sent Report summary or detail. Type in the date range in MM/DD/YY format (if different from current date default), select the report type and press Enter. The Statements Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

The date range will be used to select the statements that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'report type' equals:

1=Detail

The report will list the statement date, statement number, and the number of statements sent. The summary page will print at the bottom of the report.

2=Summary

The summary page will be the only information printed.





Menus: 8. Reporting

Reports: 7. Statements Sent

Screen input edits are as follows:

- The date range fields are required and will only accept valid dates in MMDDYY format. The from date must be less than or equal to the to date. Any other value will generate an edit error.
- The report type field is required and must contain a 1=Detail or 2=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Statements Sent Report Selection and returns the user to the COLLECT System Main Menu.
12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 7. Statements Sent Report Example 1=Detail

Page 1 0800 - KALAMAZOO Collections - Statements Sent Report 5/02/07 8:45:24

Selection Parameters: Statements From 01/01/2007 To 05/02/2007 Report Type: Detail

Stmt Date	Stmt Number	Number of Stmt	Amount Due	Stmt Type
04/20/2007	1	4	904.80	PP
04/20/2007	1	25	7,166.00	NPP
		29		
04/24/2007	101	1	1,380.00	NLT
04/24/2007	102	3	1,860.00	NLT
		4		
04/27/2007	101	1	210.00	NLT
04/27/2007	102	6	1,554.00	NLT
		7		
05/01/2007	1	495	229,428.91	UKN
		495		

Page 2 0800 - KALAMAZOO Collections - Statements Sent Report 5/02/07 8:45:24

Selection Parameters: Statements From 01/01/2007 To 05/02/2007 Report Type: Detail

SUMMARY

Statement Number	Number of Runs	Number of Mailers/Letters	Amount Due
1	3	524	237,499.71
TOTAL	3	524	
101	2	2	1,590.00
102	2	9	3,414.00
TOTAL	4	11	
TOTAL	7	535	

** End of Report **

Report Example 2=Summary

Page 1 0800 - KALAMAZOO Collections - Statements Sent Report 5/02/07 9:57:19

Selection Parameters: Statements From 01/01/2007 To 05/02/2007 Report Type: Summary

SUMMARY

Statement Number	Number of Runs	Number of Mailers/Letters	Amount Due
1	3	524	237,499.71
TOTAL	3	524	
101	2	2	1,590.00
102	2	9	3,414.00
TOTAL	4	11	
TOTAL	7	535	

** End of Report **



Menus: 8. Reporting

Reports: 8. Event Sent Report

```

D6000DMC                Event Sent Report Selection                5/27/09  16:53:12

Type choices, press Enter.

Date range . . . . . 5/28/09 to 5/28/09 (MM/DD/YY)
Report Order . . . . . 2 (1=Date, 2=Event)
Report Type . . . . . 1 (1=Detail, 2=Summary)

F3=Exit  F12=Cancel

```

The Event Sent Report Selection will allow the user to print the Event Sent Report summary or detail sorted by Date or Event. Type in the date range in MM/DD/YY format (if different from current date default), select the report order, report type and press Enter. The Event Sent Report will be submitted to batch and print when the entire report has been generated.

When the 'date range' field equals:

The date range will be used to select the Events that were sent out during that time frame. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'report order' equals:

1=Date

The report will list the COLLECT events that were generated, sorted and totaled by date.

2=Event

The report will list the COLLECT events that were generated, sorted and totaled by event.





Menus: 8. Reporting

Reports: 8. Event Sent Report

When the 'report type' equals:

1=Detail

The report will list the event date, event number, and the number sent. The summary page will print at the bottom of the report.

2=Summary

The summary page will be the only information printed.



Menus: 8. Reporting Reports: 9. Never Received a Statement

```

D6000DMC      Never Received a Statement Report Selection      5/30/12  15:48:08
Type choices, press Enter.
Offense Date Range . . . . . 5/30/12 to 5/30/12 (MM/DD/YY)
Include Case Status. . . . . 2 (1 = All Statuses)
                                   (2 = Disposed)
                                   (3 = Pending)
Include Pay Plans. . . . . 3 (1 = All Cases)
                                   (2 = Payment Plan Cases)
                                   (3 = Non-Payment Plan Cases)
Include Stop Codes . . . . . 2 (1 = All Cases)
                                   (2 = Stop Code Cases)
                                   (3 = Non-Stop Code Cases)

F3=Exit  F12=Cancel
    
```

The Never Received Statement Report lists all the individuals in the case master file with an open case that have never received a statement. After the user presses Enter, the Never Received Statement Report will be submitted to batch and print when the entire report has been generated.

When the 'Offense Date Range' field equals:

The offense date range will be used to select the cases that for whatever reason have never received an overdue statement. Once the list is generated the user can investigate further into why no statements have been sent. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'Include Case Status' equals:

1=All Statuses

The JIS case status does not matter for selection. All statuses will appear on the report.

2=Disposed

Only cases with a status of DISP will be selected for the report.

3=Pending

Only cases with a status of PEND will be selected for the report.



Menus: 8. Reporting Reports: 9. Never Received a Statement

When the 'Include Pay Plans' equals:

1=All Cases

It will not matter if the case is on a Payment Plan or not. All cases will be selected.

2=Payment Plan Cases

Only cases on a current Payment Plan will be selected for the report.

3=Non-Payment Plan Cases

Only cases NOT on a current Payment Plan will be selected for the report.

When the 'Include Stop Codes' equals:

1=All Cases

It will not matter if the case has a Stop Code or not. All cases will be selected.

2=Stop Code Cases

Only cases with a current Stop Code will be selected for the report.

3=Non-Stop Code Cases

Only cases NOT with a current Stop Code will be selected for the report.

Screen function keys are as follows:

F3=Exit Exits Never Received Statement Report Submit and returns the user to the COLLECT System Reporting Menu.

F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 9. Never Received Statement Example Report

Page	1	6000 - DMC TECH GROUP Collections - Never Received Statement Report	5/30/12	16:19:14					
Date Range:	01/01/05 - 01/31/05	Status: ALL Pay Plans: ALL CASES Stop Code: ALL CASES							
Name	Birth	Case ID	Stat	Offense	Amt Due	PP	SC	Next Action	
FOX/JAMES/EDWARD	01/30/81	05059681SM	WRNT	01/07/05	146.40			09/12/05 PAYMENT DUE	
LEMNER/MARY/HELENA	08/20/59	05059562FY	WRNT	01/04/05	45.00			10/14/05 SCHEDULED FOR BENCH	
MCBRIDE/DEBRA/MARIA	11/29/58	05060006SM	WRNT	01/17/05	.00				
MOORE/JAMES/POWELL	03/10/79	06072202FY	WRNT	01/01/05	.00				
TOUNKARA/FUNDISHA/MAIRYAMU	03/28/77	05059848ST	WRNT	01/06/05	45.00			02/23/05 SCHEDULED FOR PRE-TR	
VANDERLAAN/PETER/JAY	04/13/43	09114588SM	DISP	01/01/05	.00			11/18/09 SCHEDULED FOR TRIAL	
ZIMMERMAN/KENNETH/JOHN JR	02/06/79	05061011OT	DISP	01/27/05	.00			03/24/05 PAYMENT DUE	
Total number of cases:					7	236.40			
** End of Report **									



Menus: 8. Reporting Reports: 10. Wage Assignment

```

D6000DMC           Wage Assignment Report Selection           4/09/15  14:11:50
Type choices, press Enter.
Report selection . . . . . 1      (1 = All Cases)
                                   (2 = Payment Plan Cases)
                                   (3 = Non Payment Plan Cases)
Assignment type . . . . . 1      (1 = All)
                                   (2 = Open Assignments)
                                   (3 = Terminated Assignments)
Report type . . . . . 1         (1 = Detail)
                                   (2 = Summary)
Number of Days from Last Payment . . . . . _____ (Select Number >=)
                                                         (Blank = All)

F3=Exit   F12=Cancel
    
```

The Wage Assignment Report Selection will allow the user to print the Wage Assignment Report summary or detail. Type in the report selection (if different from the current default), the assignment type (if different from the current default) and select the report type (if different from the current default) and press Enter. The Wage Assignment report will be submitted to batch and print when the entire report has been generated.

When the 'Report selection' field equals:

- 1=All Cases All cases that have an associated wage assignment will print on the report.
- 2=Payment Plan Cases Only cases on a payment plan that have an associated wage assignment will print on the report.
- 3=Non-Payment Plan Cases Only open cases NOT on a payment plan that have an associated wage assignment will print on the report.



Menus: 8. Reporting Reports: 10. Wage Assignment

When the 'assignment type' field equals:

1=All	Cases with either an open or a terminated wage assignment will print on the report.
2=Open Assignments	Only cases with an open wage assignment will print on the report.
3=Terminated Assignments	Only cases with terminated wage assignments will print on the report.

When the 'report type' equals:

1=Detail	The report will list the date assigned, date terminated, employer, amount per check, and the amount due. The summary page will print at the bottom of the report.
2=Summary	The summary page will be the only information printed.

When the Number of Days from Last Payment is entered, the report will only select record that are greater than or equal to the number of days entered. Blank entry will include all records.

Screen input edits are as follows:

- The cases to include field is required and will only accept 1=All Cases, 2=Payment Plan Cases, or 3=Non-Payment Plan Cases. Any other value will generate an edit error.
- The assignment type field is required and will only accept 1=All, 2=Open Assignments, or 3=Terminated Assignments. Any other value will generate an edit error.
- The report type field is required and will only accept 1=Detail or 2=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Wage Assignment Report Submit and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 10. Wage Assignment Report Example

Page 1	6000 - DMC TECHNOLOGY GROUP Collections - Wage Assignment Report						4/10/15	14:15:26	
Selection Parameters: Cases to Include: All Cases		Assignment Type: All		Report Type: Detail		Number of Days: 50			
Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Amount Due	Last Payment	# of Days
ANDREE/TIFFANY/MARIE	09110242FY	06/13/13	06/13/13	AUTOMATED WELDING SERVICES	50.00	WEEK	1,776.00	11/18/13	
	09110242FY	06/13/13	09/06/13	MS METAL SOLUTIONS	50.00	WEEK	1,776.00	11/18/13	
	09110242FY	10/15/12	11/16/12	PHOENIX PERSONNEL	50.00	WEEK	1,776.00	11/18/13	
DACE/MEREDITH/DANIELLE	13149364SM	10/16/14		WAL-MART	50.00	week	.00	No Pymts	176
DAULT/VINCENT/MICHAEL	03047721ST	06/23/06	10/04/07	EAGLE ALLOY	28.00		.00	07/17/06	
	04D284710B	06/23/06	03/03/11	EAGLE ALLOY	28.00		.00	01/19/06	
	04058431ST	06/23/06	03/03/11	EAGLE ALLOY	28.00		.00	01/19/06	
DAULT/VINCENT/MICHAL	03047332SM	06/23/06	10/04/07	EAGLE ALLOY	28.00		.00	07/09/07	
DAVIS/ANTOINETTE/	9323567CT	02/25/15	02/25/15	SAMS	12.00	weel	95.00	No Pymts	
DAVIS/EMANUEL/LIDDELL	09112929OT	02/25/15		121	12.00	check	136.80	03/08/10	1,859
DENT/JIVONNA/NICOLE	09114118SM	02/01/11	07/10/12	FOOTLOCKER	50.00	pay	.00	06/11/12	
FAIRLEY/BENJAMIN/TYRONE	14D467106	06/04/14	06/04/14	ABC DRUG STORE	25.00	check	125.00	No Pymts	
FALTINOWSKI/CHRISTINA/MARIE	02D221919A	06/11/14		SAM'S CLUB	30.00	check	152.00	No Pymts	303
GAGE/TAMMY/LAVON	04D293061B	02/24/15	02/24/15	RITE AID	10.00	check	105.00	No Pymts	
GARCIA/JOSHUA/MOISES	06D327013B	11/12/14		WALMART	50.00	check	144.00	No Pymts	149
GERMAN/LATASHARENE/	11129167SM	03/19/13		MAGNA DONNELLY	50.00	WEEK	3,067.00	04/30/14	345

Page 3	6000 - DMC TECHNOLOGY GROUP Collections - Wage Assignment Report						4/10/15	14:15:26	
Selection Parameters: Cases to Include: All Cases		Assignment Type: All		Report Type: Detail		Number of Days: 50			
Name	Case ID	Date Assigned	Date Term	Employer	Amount	Freq	Amount Due	Last Payment	# of Days
JACKSON/DONNELL/RASHAD	09D399291B			SPEEDWAY GAS	50.00	week	.00		
JAARDA/DIANE/MARIE	09111003OT			Z	1.00	check	.00		
GOFF/TINA/MARIE	12147057ST			WAL MART	50.00	check	.00		
FAIRIS/MATTHEW/SEAN	13155263SD			XYZ HARDWARE	10.00	check	.00		
FARMER/DERICK/BRODREAS	9657521CM			DSSASDF	23.00	week	.00		
AAMODT/PAMELA/SUE	99D160299			A	1.00	test	.00		
Total Number of Employer Only Assignment:				6					
Total Number of Open Assignments:				9					
Total Number of Terminated Assignments:				37					
** End of Report **									



Menus: 8. Reporting Reports: 11. Address Stop

```

D6000DMC                Address Stop Report Selection                6/05/14  11:40:50
Type choices, press Enter.
Report selection . . . . . 1  (1 = All Cases)
                             (2 = Payment Plan Cases)
                             (3 = Non-Payment Plan Cases)
Report type . . . . . 2  (1 = All Cases)
                             (2 = Only New Addresses)

F3=Exit  F12=Cancel
    
```

The Address Stop Report will list all cases of the individuals who are on an address stop, whether or not each case has the stop code entered. After the user presses Enter, the Address Stop Report will be submitted to batch and print when the entire report has been generated.

When the 'Report selection' field equals:

- 1=All Cases All cases that have an associated wage assignment will print on the report.
- 2=Payment Plan Cases Only cases on a payment plan that have an associated wage assignment will print on the report.
- 3=Non-Payment Plan Cases Only open cases NOT on a payment plan that have an associated wage assignment will print on the report.

When the 'Report type' equals:

- 1=All Cases The report will list all cases for an individual that have an address stop entered on at least one of their cases.
- 2=Only New Addresses The report will list only cases that are on an address stop that have a newer address change date than the date the stop code was entered.



Menus: 8. Reporting Reports: 11. Address Stop

Screen input edits are as follows:

- The 'report type' field will only accept a "1"=All Cases or "2"=Only New Addresses. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Address Stop Report Selection and returns the user to the COLLECT System Reporting Menu.
F12= Cancel	This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 11. Address Stop

Report Example – All Cases

Name	Date of Birth	Case ID	Offense Date	Address	Stop Date	*--Change--*	User
Page: 1 Report Selection: 1=All Cases Report Type: 1=All							
6000 - DMC TECHNOLOGY GROUP ADDRESS STOP REPORT							
6/06/14 11:43:56							
GARRISON/KENNETH/J	11/17/63	08D358371B	3/25/08	5925 N 1095 W	7/15/08		
	Pay Plan: N	WRNT		MIDDLEBURY		IN	46540
		08098807ST	3/25/08	5925 N 1095 W	7/15/08		
	Pay Plan: N	WRNT		MIDDLEBURY		IN	46540
JACKSON/JOSHUA/ROY	2/04/84	08D365080B	3/23/08	1820 ELWOOD	7/10/08		
	Pay Plan: N	WRNT		MUSKEGON		MI	49444
		08098767OT	3/23/08	1820 ELWOOD	7/10/08		
	Pay Plan: N	WRNT		MUSKEGON		MI	49444
YOUNG/LYNETTE/SUSAN	8/18/79	08D354948	4/29/08	2112 HENRY ST	7/16/08	7/07/08	PJM
	Pay Plan: N	WRNT		MUSKEGON		MI	49441
Number of defendants on Address Stop:						3	
Number of cases on Address Stop:						5	
** END OF REPORT **							



Menus: 8. Reporting Reports: 11. Address Stop Report Example - Only New Addresses

Page: 1
 Report Type: 2 = Only New Addresses

6000 - DMC-MUSKEGON-TEST
 ADDRESS STOP REPORT

6/03/08 8:29:29

Name	Date of Birth	Case ID	Offense Date	Address	Stop Date	**Change** Date	User
DARNELL/ARTHUR/	6/20/81	01D227551	6/17/01	376 CATHERINE MUSKEGON MI 49442	4/16/08		
		01021926ST	6/17/01	376 CATHERINE AVENUE MUSKEGON MI 49442	4/16/08		
		98D149934B	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442		2/20/02	TLB
		98D149934C	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442		2/20/02	TLB
		9887025ST	8/31/98	1351 WEST ADDISON # 4B MUSKEGON MI 49442	4/16/08	5/23/08	DMC
		9888250SM	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442	4/16/08	2/20/02	TLB
		9888270CT	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442	4/16/08	2/20/02	TLB
		9888334CT	10/05/98	376 CATHERINE AVE MUSKEGON MI 49442	4/16/08	2/20/02	TLB
		ZACK/KIMBERLY/RUTH	3/27/66	07089289SM	5/30/07	7799 FRONT STREET TEMPERANCE	5/22/08

Number of defendants on Address Stop: 2
 Number of cases on Address Stop: 9

** END OF REPORT **

These 2 cases do not have the address stop code applied, indicated by the blank stop date.

Case number 9887025ST for this individual had its address updated on 5/23/08. Since that date is newer than 4/16/08, it is included on the report with all other open cases for the individual on the system.



Menus: 8. Reporting Reports: 12. Stop Code

```

D6000DMC                               Stop Code Report Selection           6/05/14  12:01:27
Type choices, press Enter.
Report selection . . . . . 1           (1 = All Cases)
                                         (2 = Payment Plan Cases)
                                         (3 = Non-Payment Plan Cases)
Select only Stop Code . . . . . S     (blank = All Stop Codes)
                                         (Code Value)

F3=Exit  F12=Cancel

```

The Stop Code Report will list all cases of the individuals who have a current stop entered against the case. Stop codes can be user defined within the System Customization area. After the user presses Enter, the Stop Code Report will be submitted to batch and print when the entire report has been generated.

When the 'Select Only Stop Code' equals:

- blank The report will list all cases with a current stop code. The cases selected for the report will be sorted by the user defined stop codes they contain.

- Code Value The report will list only cases that have the selected Stop Code Value set for them. The two stop codes that are pre-defined in COLLECT are "A"=Address Stop and "S"= a generic COLLECT stop. Any other codes would be defined by each individual court.

Screen input edits are as follows:

- o The 'report type' field will only accept a "blank"=All Stop Codes or any other code value A-Z and 0-9. If no cases are found for a particular code value, no detail will be printed on the report. .





Menus: 8. Reporting

Reports: 12. Stop Code

Screen function keys are as follows:

- | | |
|-------------|--|
| F3=Exit | Exits Stop Code Report Selection and returns the user to the COLLECT System Reporting Menu. |
| F12= Cancel | This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 8. Reporting Reports: 12. Stop Code Report Example

Page: 3		6000 - DMC TECHNOLOGY GROUP						4/10/15 14:23:13		
Report Selection: 1=All Cases		STOP CODE REPORT								
Report Type: All Stop Codes										
Name	Date of Birth	Case ID	Stop Code	Case Status	Offense Date	Balance Due	Payment Plan	*--Last Payment--*	Stop Date	
POPLAR/ANTONIO/NATHANIAL	9/22/66	04D283253B	B	DISP	7/07/04	150.00			6/28/13	
POPLAR/ANTONIO/NATHANIEL	9/22/66	01D202232	B	DISP	4/13/01	104.00			6/28/13	
POPLAR/ANTONIO/NATHANIEL	9/22/66	01D205986B	B	DISP	6/25/01	107.00			6/28/13	
POPLAR/ANTONIO/NATHANIEL	9/22/66	01D205986C	B	DISP	6/25/01	77.00			6/28/13	
ROOMSBURG/STEVEN/LAWRENCE	4/10/62	08D331412	B	DISP	6/27/08	130.00			6/28/13	
SHINAL/MARCUS/LAMAR	12/12/77	11D425584	B	DISP	10/31/11	38.60		10.00 1/27/14	9/11/12	
SHINAL/MARCUS/LAMAR	12/12/77	11D431764	B	DISP	10/22/11	135.00		10.00 12/09/11	9/11/12	
SHINAL/MARCUS/LAMAR	12/12/77	12D438668	B	DISP	4/16/12	141.00			9/11/12	
WILLIAMS/VERNON/	12/07/67	06D321181A	B	DISP	6/12/06	102.00		90.00 9/11/08	6/28/13	
WILLIAMS/VERNON/	12/07/67	06D321181B	B	DISP	6/12/06	276.00			6/28/13	
WILLIAMS/VERNON/	12/07/67	06D321181C	B	DISP	6/12/06	300.00			6/28/13	
WILLIAMS/VERNON/	12/07/67	06D337725B	B	DISP	12/19/06	180.00			6/28/13	
WILLIAMS/VERNON/	12/07/67	06D337725C	B	DISP	12/19/06	312.00			6/28/13	
Number of defendants with Stop Code:			19	Balance Due:		5,656.60				
Number of cases with Stop Code:			33							

Page: 28		6000 - DMC TECHNOLOGY GROUP						4/10/15 14:23:13		
Report Selection: 1=All Cases		STOP CODE REPORT								
Report Type: All Stop Codes										
Name	Date of Birth	Case ID	Stop Code	Case Status	Offense Date	Balance Due	Payment Plan	*--Last Payment--*	Stop Date	
Stop Code: S - Stop Sending Overdue Statement Notices			Rmv - Start Sending Overdue Statement Notices							
DAGOSTINO-BAILEY/REBECCA/JEAN	1/25/80	14E003711A	S	DISP	3/12/14	135.00	Y			
GRISHAM/TERRANCE/DENARD	2/14/72	09117925SM	S	DISP	2/26/06	12,458.00	Y	25.00 4/22/14		
SEMELBAUER/MICHELLE/ANN	12/20/68	12145401ST	S	DISP	10/09/12	200.00		11.00 4/09/13		
WAHR/PHILLIP/PAUL	12/14/92	13154716SM	S	WRNT	10/14/13	660.00		200.00 12/16/13		
Number of defendants with Stop Code:			4	Balance Due:		13,453.00				
Number of cases with Stop Code:			4							
Total number of defendants with Stop Code:			242	Balance Due:		125,533.82				
Total number of cases with Stop Code:			525							
** END OF REPORT **										



Menus: 8. Reporting Reports: 13. Incomplete Address

```
D6000DMC                Incomplete Address Report                5/27/09 08:56:21

To submit job to batch, press Enter.

                                There are no selection parameters associated with this
                                job. Press Enter to submit the job to batch, otherwise
                                press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
```

The Incomplete Address Report lists all the individuals in the case master file with a blank Street, City, State and/or Zip Code. After the user presses Enter, the Incomplete Address Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

- F3=Exit Exits the Incomplete Address Report Submit and returns the user to the COLLECT System Reporting Menu.

- F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting Reports: 13. Incomplete Address Report Example

Page: 1		6000 - DMC-MUSKEGON-TEST INCOMPLETE ADDRESS REPORT				5/29/09	8:54:53
Name	Date of Birth	Case ID	Offense Date	Address	Stop Code	Amount Due	
BARNER/MARC/	7/21/73	9769546SM	3/28/97	MUSKEGON HEIGHTS MI 49444		50.00	
BECKEMAN/DAN/	1/12/54	02002525	9/11/02	5288 SCENIC MUSKEGON MI		75.00	
BRANSLEY/JAMES/JOHN	11/03/58	91C83514	10/04/91	1416 FULTON MUSKEGON MI		80.00	
BROWN/RUBY/MAE	11/19/56	07091301SM	8/04/07	HOMELESS		120.00	
CASTIIZO-HERNANDEZ/EMETERIO/	3/03/76	05068605SD	9/17/05	UNKNOWN		45.00	
CHERRY/GREGORY/DEVOUN	9/29/62	04056732SM	9/30/04		Y	191.61	
CLAY/ARMAND/EVETTE JR	4/25/90	08D375350	11/04/08	889 EMERSON MUSKEGON MI		55.00	
COLE/ARTHUR/STANLEY	8/03/77	08106400SM	11/01/08	36TH AVENUE RAVENNA MI		85.00	
ELIYAHU/SHKEDI/DAVID	5/15/77	06386894	6/06/06	ISRAEL		198.00	
EVANS/CAREN/ANN	11/03/68	07086938SM	3/20/07	HOMELESS		100.00	
EVILSIZER/ROBERT/EUGENE JR	4/22/69	06D318896A	4/05/06	590 CATAMBA MUSKEGON MI	A	180.00	
		06D318896B	4/05/06	590 CATAMBA MUSKEGON MI	A	300.00	

WELLS/TRACY/LATRES	9/02/72	9212703CT	6/11/92	14416 STOUT DETROIT MI		125.00
WEST SHORE SERVICES//		08X126911	12/16/08	6620 LAKE MICHIGAN DR ALLENDALE MI		675.00
WHITE/PAUL/DAVID	3/14/52	97751708M	9/30/97	NONE		50.00
WILLIAMS/BOBBY/JOE	5/08/62	9660887CT	9/12/96	ADDRESS UNKNOWN		85.00
WILLYCK/SCOTT/LEROY	9/09/79	08098722SM	3/05/08	2349 DUCEY MUSKEGON MI		660.00
WOLOWICZ/DOUGLAS/MARTIN	3/21/74	08D360613	4/24/08	HOMELESS		228.00
YUHAS/JOHN/	2/25/64	00003294SM	4/22/00	UNKNOWN		50.00
ZLOTNICKI/SARAH/KAY	11/13/87	08D379103	12/11/08	2015 MARY MUSKEGON 49444		120.00
Number of defendants with Incomplete Address:				62		
Number of cases with Incomplete Address:				74		
Total Amount Due on cases with Incomplete Address:				12,042.21		
** END OF REPORT **						



Menus: 8. Reporting Reports: 14. Remit Prisoner Funds

```

D6000DMC          Remit Prisoner Funds Report Selection    5/30/12  09:05:46
Type choices, press Enter.
Remit date range . . . . . 5/31/12 to 5/31/12 (MM/DD/YY)
-OR-
Include only zero balances . . _ (Y=Yes)
(Disregard date range)

F3=Exit  F12=Cancel

```

The Remit Prisoner Funds Report lists all the individuals who currently have been ordered to pay while incarcerated. This is the same report that can be requested from the Satisfaction of Obligation Process launched from the Collections Maintenance program. After the user presses Enter, the Remit Prisoner Funds Report will be submitted to batch and print when the entire report has been generated.

When the 'Remit Date Range' field equals:

The remit date range will be used to select the cases that appear on the report. If the user only wants to see information for a specific date, enter the same date for both date parameters.

When the 'Include Only Zero Balances' equals:

Y=Yes

The date range parameter will be ignored and only those cases with an active Remit of Prisoner Funds and a zero-balance due on the case will be included on the report.

Screen function keys are as follows:

F3=Exit Exits the Remit Prisoner Funds Selection prompt and returns the user to the COLLECT System Reporting Menu.

F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 8. Reporting

Reports: 14. Remit Prisoner Funds

Report Example

Page: 7		6000 - DMC TECH GROUP					5/31/12 9:00:29	
Date Range: 01/01/05 - 05/31/12		REMIT PRISONER FUNDS REPORT						
Name	Date of Birth	Case ID	Case Status	Remit Date	Amount Collected	Balance Due	Satisfaction Date	Institution
TAYLOR/JAMES/EDWARD	7/03/80	09117317FY	DISP	9/14/11	.00	135.00		CHARLES EGELER RECEI
TENHOPEN/BRETT/MITCHELL	10/17/81	05062532SD	WRNT	11/24/08	.00	982.80		CHIPPEWA CORRECTIONA
THOMPSON-JONES/GRACINE/	3/14/60	04057381SM	CLSD	11/07/08	647.68	.00	11/07/08	ROBERT SCOTT CORRECT
THOMPSON/DAVID/JOSEPH	7/17/76	10123555SM	DISP	5/05/11	.00	93.00		CHARLES EGELER RECEI
TURNER/BARID/DALE	12/30/81	11133443SM	DISP	2/14/12	.00	600.00		CHARLES EGELER RECEI
TWORK/ADAM/JAMES	4/10/70	10119198SM	DISP	8/19/10	.00	1,263.00		FARNALL CORRECTIONAL
WALKER/DEMARIO/ANTWAUN	7/13/85	08106471OT	WRNT	5/16/11	234.00	.00		COOPER STREET CORREC
WALKER/MALACHI/LEE	11/16/87	08102991SM	DISP	1/13/09	.00	724.10		CHARLES EGELER RECEI
WALKER/MYRON/CURTIS	2/16/89	09112286SM	WRNT	9/24/10	236.50	255.50		COOPER STREET FACILI
WALLACE/JULIUS/JAMAL	11/21/78	09116924SM	DISP	9/07/10	.00	40.00		CHARLES EGELER RECEI
WARREN/KENYATTA/EDWARD	9/25/76	04053500SM	CLSD	11/19/08	817.63	.00	11/19/08	CAMP BRANCH
WARREN/REVAL/EDWARD	2/19/85	06D323176A	CLSD	10/16/08	20.00	45.00		ST. LOUIS CORRECTION
WARREN/REVAL/EDWARD	2/19/85	06D323176B	DISP	10/16/08	90.04	120.36		ST. LOUIS CORRECTION
WILLIAMS/DAVID/FLETCHER III	10/08/88	10123575SM	DISP	11/04/11	.00	91.73		CHARLES EGELER RECEI
WILSON/THEODORE/PHILIP	8/31/71	08107067SM	CLSD	8/13/09	.00	.00	8/13/09	GUS HARRISON CORR FA
WRIGHT/MICHAEL/LAWRENCE	2/28/78	09116919SM	DISP	3/23/11	40.00	150.00		CHARLES EGELER RECEI
WYNN/KEVIN/MICHAEL	5/09/79	06073937SM	DISP	10/09/08	.00	649.12		BOYER ROAD CORRECTIO
YOUNG/ARLI/LAMILE	3/31/66	08095994FY	CLSD	8/18/09	553.56	.00	8/18/09	GUS HARRISON CORRECTI
YOUNG/ARLI/LAMILE	3/31/66	08097376FY	WRNT	8/18/09	334.38	903.26	8/18/09	GUS HARRISON CORRECTI
Total number of defendants:	120							
Total number of cases:	142				22,489.30	68,615.19		

** END OF REPORT **



Menus: 8. Reporting Reports: 15. Payment Plan Past Due

```

D6000DMC          Payment Plan Past Due Report Selection   8/27/13  15:11:06
Type choices, press Enter.
Targeted Past Due Range . . . 90 to 120      (Number of Days, 999 = Forever)

F3=Exit   F12=Cancel
    
```

The Payment Plan Past Due Report lists all the individuals who are not current with their payment plan and fall between the past due day range entered on the prompt screen. This report will calculate the past due days using the following calculation:

- CURR = Current amount that should have been paid from Date of Agreement (or Re-Amort)
- ACTUAL = Actual amount that was paid since Date of Agreement (or Re-Amort)
- ARREAR = Amount past due, where if paid the pay plan would be current
- THRU = Number of days paid thru based on pay plan parameters
- PASTDUE = Number of days from THRU to current date

$$\text{CURR} - \text{ACTUAL} = \text{ARREAR}$$

$$\text{ACTUAL} \text{ amortized over the payment schedule} = \text{THRU}$$

$$\text{Today's date} - \text{THRU} = \text{PASTDUE (number of days)}$$

After the user presses Enter, the Payment Plan Past Due Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan Past Due Report Selection prompt and returns the user to the COLLECT System Reporting Menu.
- F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 8. Reporting

Reports: 15. Payment Plan Past Due

Report Example

Page 1		6000 - DMC TECH GROUP					3/22/16	16:14:28
Targeted Range: 200 to 300 Days		Collections - Payment Plan Past Due Report						
Name	Birth	Agreement or Re-Amort	Type	Amount Per	Current Balance	Amount Collected	Arrearage	Past Due
JONES/CADESIA/LYNN 13D462128B 13X511720B 13152436ST 13153359ST	8/15/94	6/18/15	BiWEEKLY	15.00	310.00	.00	290.00	278
JONES/BRANDON/LEE 08D378718A 08D378718B 08D378718C	10/20/76	6/18/15	MONTHLY	10.00	642.00	.00	110.00	278
ELIJAH/DONTRELL/JEROME 13151295SM	11/22/93	6/12/15	WEEKLY	5.00	790.00	.00	200.00	274
SALAZAR/STEPHEN/RENE 14157799OT	5/27/84	6/18/15	MONTHLY	55.00	325.00	.00	325.00	263
RANSCHAERT/ROBERT/ANDREW 99D180871C	3/14/61	8/04/15	MONTHLY	25.00	152.00	.00	152.00	231
EASTER/MELISSA 09D388632B	8/06/15	8/06/15	MONTHLY	20.00	198.00	.00	160.00	229
RAGESDALE/JAMIE 13150776SM	8/04/15	8/04/15	MONTHLY	20.00	297.24	.00	165.00	221
RAGLIN/SHANTORRIA/ELETTA 13D454696B 131560550T	2/03/87	8/04/15	MONTHLY	10.00	580.00	.00	70.00	208
TAYLOR/KORIGENE/ELIZABETH-ANNE 14D458168	8/31/93	9/03/15	MONTHLY	20.00	175.00	.00	140.00	201
TANNER/HERSEY/LEE 9654191CT	10/14/54	9/03/15	MONTHLY	20.00	236.00	.00	100.00	201
Total Number of Targeted Payment Plans:				10	3,705.24	.00	1,712.00	

Multiple cases on the Pay Plan will appear across the report on this line.

** End of Report **



Menus: 8. Reporting

Reports: 16. Payment Plan Extended

```

D6000DMC          Payment Plan Extended Report          7/22/19  16:34:54
To submit job to batch, press Enter.

                There are no selection parameters associated with this
                job. Press Enter to submit the job to batch, otherwise
                press F3=Exit or F12=Cancel to return to the menu.

F3=Exit   F12=Cancel
    
```

The Payment Plan Extended Report lists all the individuals who’s payment plan has not been completed on time and therefore still owe money. This situation can occur with missed or payments that were shorted. There are no parameters for the report.

After the user presses Enter, the Payment Plan Extended Report will be submitted to batch and print when the entire report has been generated.

Screen function keys are as follows:

- F3=Exit Exits the Payment Plan Extended Report Selection prompt and returns the user to the COLLECT System Reporting Menu.
- F12= Cancel This key will function the same as the F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 8. Reporting

Reports: 16. Payment Plan Extended

Report Example

Page 1	6000 - DMC COURT DEVELOPMNT Collections - Payment Plan Extended Report										8/07/19	10:23:37
Report only includes Payment Plans that are still active and extended past the last payment schedule date.												
Name	DOB	Pay Frq	Date of Agreement	Total Pay Plan Amt	Last Scheduled Date	Scheduled Amount	Last Payment Date	Payment Amount	Case ID	Remaining Amount Due		
ABEL/JORDON/GRAY	7/01/97	M	10/18/17	125.00	7/01/19	5.00		.00	16E914487	170.00	Total: 170.00	
ACHTERHOFF/JACOB/BRIAN-EDWARD	8/20/99	M	10/26/16	25.00	11/23/16	25.00		.00	16D413705C	84.00	Total: 84.00	
ACKERMAN/KATHERINE/ELIZABETH	5/04/77	M	3/31/17	210.00	11/28/18	10.00	12/10/15	200.00	14159585FY	210.00	Total: 210.00	
ACRE/CHELSEA/KAYLYNN	9/28/95	M	6/13/16	195.00	10/13/16	48.00		.00	16E008619B	288.00	Total: 288.00	
ADAMS/JD/DEANGELO	6/22/92	M	11/10/15	963.00	3/03/17	63.00	2/26/16	75.00-	15E908799A	228.00	Total: 228.00	
							10/03/16	250.00	15E908799B	270.00	Total: 270.00	
							4/07/16	88.00	15I71018SM	.00	Total: .00	
									15I73507OT	.00	Total: .00	
ADAMS/PAUL/	9/28/60	M	9/26/16	390.00	12/28/16	340.00		.00	15168106SM	390.00	Total: 390.00	
ADAMS/TIMOTHY/ALLEN	4/08/86	M	5/13/16	75.00	6/13/16	75.00		.00	161770500T	144.00	Total: 144.00	
ADDICOTT/CONNOR/PATRICK	12/16/96	M	11/01/16	675.00	3/31/17	135.00		.00	16180133FY	810.00	Total: 810.00	
ADDISON/JOSHUA/JOSEPH	5/16/98	M	5/16/16	200.00	9/16/16	50.00	6/16/16	50.00	16177095SM	180.00	Total: 180.00	
ADKINS/JAMIE/RYAN	8/10/89	M	6/03/16	800.00	8/04/17	20.00	8/23/18	100.00	12144292SM	460.00	Total: 460.00	
AGNEW/LARRY/EUGENE	9/26/78	M	5/20/16	390.00	2/20/17	38.00	8/03/17	100.00	15173757SM	229.20	Total: 229.20	
AGNEW/PERCY/TERRELL	11/28/78	W	11/09/16	575.00	3/31/17	24.00	11/07/16	100.00	16178222SD	744.00	Total: 744.00	
AHLGREN/MICHAEL/J	11/22/72	M	7/13/17	126.00	11/01/17	34.00		.00	13628813	126.00	Total: 126.00	
AHO/DUANE/WILLIAM	6/06/58	M	7/13/17	234.00	7/02/18	54.00		.00	10125946ST	234.00	Total: 234.00	
AL-MANSOOR/MOHAMMAD/MANSOOR	7/25/71	M	9/14/16	719.00	2/14/17	115.00	9/30/16	144.00	15168687FY	.00	Total: .00	
							10/13/16	115.00	16176918SM	552.00	Total: 552.00	
ALBITER/JESSICA/MARIE	6/18/84	M	7/13/17	140.00	12/29/17	10.00		.00	16E300591	222.00	Total: 222.00	
ALCORN/STEVEN/ERIC-EUGENE	6/22/85	M	10/28/16	847.00	2/03/17	772.00	10/28/16	25.00	14164997SM	882.00	Total: 882.00	
ALDER/GREGORY/LEE	9/20/84	M	8/31/16	375.00	10/31/16	350.00		.00	16177562ST	504.00	Total: 504.00	

Report only includes Payment Plans that are still active and extended past the last payment schedule date.												
Name	DOB	Pay Frq	Date of Agreement	Total Pay Plan Amt	Last Scheduled Date	Scheduled Amount	Last Payment Date	Payment Amount	Case ID	Remaining Amount Due		
WRIGHT/JABRIA/NICOLE	11/14/95	M	5/13/16	330.00	11/03/16	55.00	7/01/16	55.00	16E700750A	108.00	Total: 108.00	
								.00	16177018ST	264.00	Total: 264.00	
WRIGHT/KAILA/ROSE	11/03/95	BW	6/01/16	109.00	12/02/16	1.00	10/03/16	9.00	15172877OT	150.00	Total: 150.00	
WRIGHT/MICHAEL/WILLIAM	2/01/74	M	8/29/16	222.00	2/01/17	37.00		.00	15E100853	222.00	Total: 222.00	
WRIGHT/WILLIAM/DESHAWN JR	6/03/98	M	11/09/16	140.00	3/28/17	20.00		.00	16E914422	222.00	Total: 222.00	
WYKLE/JOSHUA/CHARLES	5/01/84	M	6/08/16	228.00	12/08/16	38.00	10/13/16	38.00	16174544SM	74.00	Total: 74.00	
WYRICK/DONALD/RAY	3/04/72	M	9/21/16	300.00	2/07/17	60.00	11/03/16	60.00	16179001SM	216.00	Total: 216.00	
YANEZ-LEDESMA/J/FELIX	5/30/69	M	7/05/18	390.00	5/15/19	20.00		.00	06D313153A	159.00	Total: 159.00	
								.00	06D313153B	231.00	Total: 231.00	
YEAGER/DEWEY/FRANKLIN	5/23/50	M	7/21/16	300.00	4/12/17	28.00	9/02/16	34.00	13153386SM	319.20	Total: 319.20	
YOKABITUS/WILLIAM/JOSEPH	4/17/82	M	9/19/16	375.00	4/28/17	25.00	10/27/16	10.00	15167411SM	345.00	Total: 345.00	
YONKERS/MELISSA/MARIE	9/04/74	M	4/20/16	400.00	2/20/17	40.00	9/14/16	40.00	16D47600EB	.00	Total: .00	
							10/19/16	40.00	16176463SM	192.00	Total: 192.00	
YORK/KEENA/MARIE	2/09/87	M	7/14/16	275.00	2/15/17	35.00	9/02/16	80.00	16178531ST	288.00	Total: 288.00	
YOUNG/FLOYD/	3/09/50	M	4/26/16	275.00	3/17/17	25.00	10/18/16	25.00	16176248ST	204.00	Total: 204.00	
ZANDARSKI/MICHAEL/JAMES	4/20/72	M	9/22/16	350.00	6/21/17	38.00	10/21/16	25.00	16179376SM	390.00	Total: 390.00	
ZARAGOZA/JENNIFER/	2/17/90	M	9/16/16	575.00	12/22/16	143.00	10/20/16	160.00	16177838FY	379.20	Total: 379.20	
ZUDER/DALE/MITCHELL JR	6/24/75	M	7/14/16	271.00	2/15/17	31.00	9/26/16	40.00	15173024OT	331.20	Total: 331.20	
Total number of Payment Plans extended:				1,796								

** End of Report **





Menus: 9. Database / Miscellaneous

```

D6000DMC          COLLECT System Database/Miscellaneous Menu    7/22/19  16:07:51
Select one of the following:

Misc Maintenance:      1. Statement Mailer / Notification Letter Text
                       2. Name Synchronization
                       3. Track Returned Statements - Address Stop
                       4. Prison / Jail Code Maintenance
                       5. Employer Maintenance

Letters:               8. Pay Plan Letter Generation

Clean-up:              10. Re-organize COLLECT Database Files

Save:                  20. Backup COLLECT System to Tape

Type selection, press Enter.  ====>  __

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

This Database/Miscellaneous menu will be displayed to the user when menu option 9 is selected from the main menu. This option allows the user to maintain the system database.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency



Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement Mailer / Notification Letter Text

```

D0800DMC      Statement Mailer / Notification Letter Text      4/25/07 13:11:52
Type options, press Enter.      ( 1 - 100 Standard Statement)
2=Change      4=Delete      Text ID Range: (101 - 800 Notification Letter)
                                          (801 - 900 Warrant Letter)
                                          (901 - 999 Warrant Statement)

Opt   ID   Statement Text (First 8 Lines)
=     1
STANDARD      OUR RECORDS SHOW THAT PAYMENT ON YOUR TICKET OR
              FILE IS DELINQUENT. PLEASE PAY IMMEDIATELY TO
              AVOID FURTHER COLLECTION ACTIVITY.

-     2
STANDARD      COURT RECORDS INDICATE THAT YOUR OUTSTANDING
              BALANCE HAS NOT BEEN PAID. TO AVOID A WARRANT
              FOR YOUR ARREST, PLEASE PAY IMMEDIATELY.

                                          More...

F3=Exit      F6=Add      F12=Cancel
    
```

The Statement Mailer / Notification Letter Text Maintenance screen displays a list of currently defined statement mailers and the notification letters. The user can then select to change an existing message or add a new one.

Screen input edits are as follows:

- The option field will only accept 2=Change or 4=Delete. Any other value will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Statement Mailer / Letter Notification Text Maintenance and returns the user to the COLLECT System Main Menu. |
| F6=Add | Allows the user to enter a new message text. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 9. Database / Miscellaneous Misc Maintenance: 1. Statement Mailer / Notification Letter Text

```

D0800DMC      Statement Mailer / Notification Letter Text      4/25/07  13:12:29

Type choice, press Enter.

Text ID . . . . .  ___  (  1 - 100  Standard Statement Mailer)
                    (101 - 800  Notification Letter)
                    (801 - 900  Warrant Letter)
                    (901 - 999  Warrant Statement Mailer)

F3=Exit  F12=Cancel

```

The above screen will be displayed when the user press F6=Add on the previous screen. It will allow the user to add a new statement mailer or notification letter message. The statement text number directly relates to the current statement number printed on the statements. The statement number must be a non-zero number used to indicate which text is to be associated with the current run of statements.

Please **NOTE**, the ranges for the statement text, notification letters and warrant statement mailer have been changed.

Standard Statement text has been changed from 1 – 99, to 1 – 100.
Notification Letter has been changed from 100 – 989, to 100 – 800)
Warrant Statement Mailer has been changed from 999, to 901 – 999)
Warrant Letter has been added in the range of 801 – 900.

Screen input edits are as follows:

- o A number between 1 and 999 must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

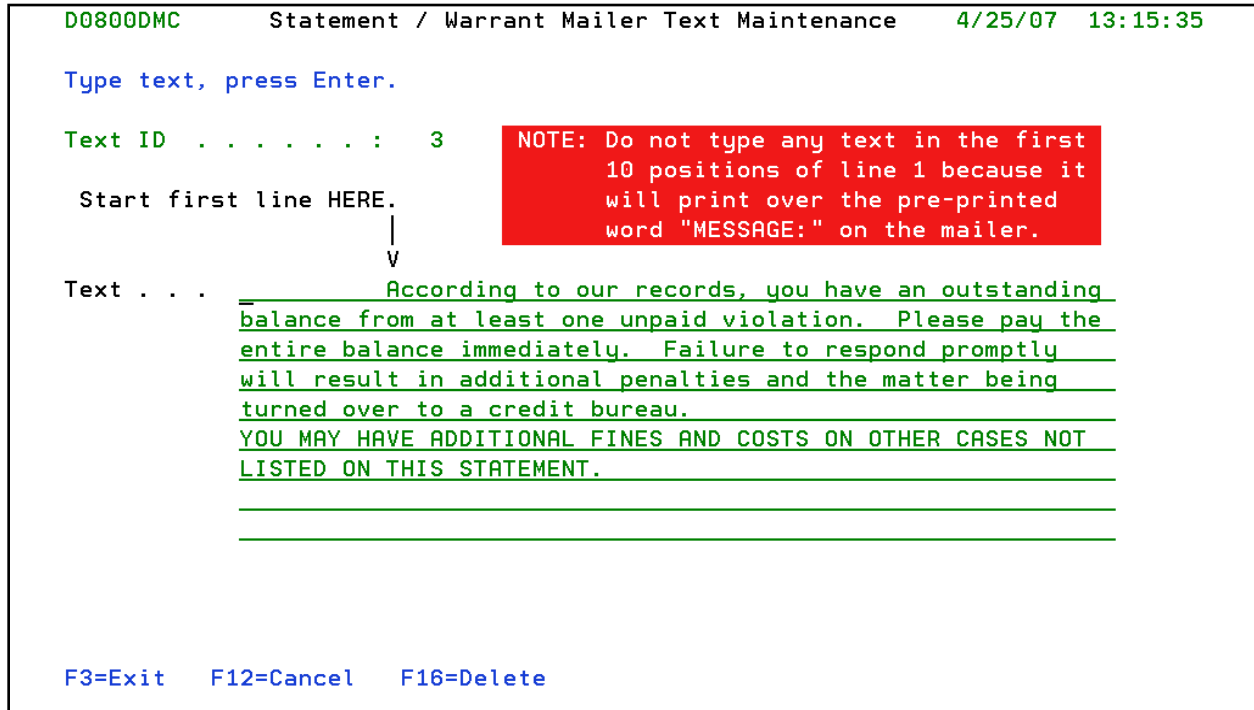
- | | |
|------------|---|
| F3=Exit | Exits Statement Mailer / Notification Letter Text Maintenance and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | Returns the user to the Statement Mailer / Notification Letter Text Maintenance screen. |





Menus: 9. Database / Miscellaneous

Misc Maintenance: 1. Statement Mailer / Notification Letter Text 1 thru 100 (Standard Statement) or 901 thru 999 (Warrant Statement)



The Statement / Warrant Mailer Text Maintenance screen will allow the user to add or change the message displayed on the statements. The statement text number directly relates to the current statement number printed on the statements. The program will bring up the current statement text for that number or bring up a blank screen to add new statement text. The user should enter the text message exactly how it is to be printed on the mailers and letters. There should be close attention paid to spelling and punctuation, because how it is entered is how it will print.

Screen input edits are as follows:

- A message to print on the statement must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits Statement / Warrant Mailer Text Maintenance and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | Returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen. |



Menus: 9. Database / Miscellaneous

**Misc Maintenance: 1. Statement Mailer / Notification Letter Text
101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)**

<p><u>Text ID</u> 101</p> <p>Letterhead:</p> <p>Date:</p> <p>Inside Address:</p> <p>Salutation:</p>	<p style="text-align: center;">99th District Court 999 xxxxxxxxxxxx AVENUE xxxxxxxxx, MI 99999-9999 (999) 999-9999</p> <p style="text-align: center;">www.YourCourtWebsite.com</p> <p style="text-align: center;">***** OVERDUE PAYMENT NOTICE *****</p> <p>4/25/07</p> <p>JOHN EDWARD DOE 123 MAIN STREET APT# 1A ANY TOWN, MI 48999</p> <p>Dear JOHN EDWARD DOE:</p>	<p>Legend</p> <p>█ = Predefined █ = JIS Data █ = Variable █ = Hardcoded</p>
---	--	--

Press ENTER to define letter body.

F3=Exit F12=Cancel

The Notification Letter layout screen shows the user the layout of the Notification Letter. The user just needs to press Enter on this screen to advance to the next screen to edit the body of the Notification Letter.

The 'Letterhead' information is retrieved from 6. Notification Letter Heading from the Customization menu. If the court wishes to print the letter on pre-printed stationery, simply blank out all information in 6. Notification Letter Heading from the Customization menu.

The 'Date' is the current system date.

The 'Inside Address' and 'Salutation' is retrieved from the JIS case master based on the selected case.

Screen function keys are as follows:

- F3=Exit Exits Notification Letter Maintenance and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen.



Menus: 9. Database / Miscellaneous

**Misc Maintenance: 1. Statement Mailer / Notification Letter Text
101 thru 800 (Notification Letter) or
801 thru 900 (Warrant Letter)**

F16=Delete	Deletes the Notification Letter and returns the user to the Statement Mailer / Notification Letter Text Maintenance Screen. There is no verification screen with the delete, so the user needs to make sure they want to delete the letter before the "F16=Delete" key is pressed.
------------	--



Menus: 9. Database / Miscellaneous Misc Maintenance: 2. Name Synchronization

```

_D0800DMC                               Name Synchronization           4/25/07  13:18:20

To submit job to batch, press Enter.

                                     There are no selection parameters associated with this
                                     job. Press Enter to submit the job to batch, otherwise
                                     press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
    
```

The Name Synchronization screen will display. The user just needs to press Enter, to submit the name synchronization.

The Collection System Database Files were designed to track an individual by NAME and DATE OF BIRTH. It is absolutely critical that an individual's names are entered identical for every case they may have issued against them. If for some reason, the names are entered differently, even though it is the same person, the Collection System will treat them as two separate individuals.

The name synchronization menu option will look at all individuals entered for payment plans and make the names match the case master file. If you ever detect a miss-spelled name, it will need to be corrected in JIS and if that individual or individuals are on a payment plan, this job will need to be run.

Screen function keys are as follows:

- F3=Exit Exits Name Synchronization and returns the user to the COLLECT System Main Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous

Misc Maintenance: 3. Track Returned Statements

```

D6000DMC                Track Returned Statements                6/05/14  13:37:29
Type choices, press Enter.
Stop Code Action. . . . . █                (A=All Cases Stopped)
                                                (M=Manually Determine)
Case Id . . . . . _____
F3=Exit   F10=Address Sync   F12=Cancel

```

The Track Returned Statements screen allows the user to enter or scan in a case id from a returned statement and put an address stop on all cases with the same name/date of birth combination.

Screen input edits are as follows:

- Stop Code Action is a required field. The user must select whether to unconditionally stop all cases (Value = "A") or to manually determine the action based on additional information presented to them on the following screen.
- Case id is a required field. A blank case id will generate an edit error.

Screen function keys are as follows:

- | | |
|------------------|--|
| F3=Exit | Exits Track Returned Statements and returns the user to the COLLECT System Main Menu. |
| F10=Address Sync | This calls into the Address Sync program to allow the user to update all selected addresses. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |





Menus: 9. Database / Miscellaneous

Misc Maintenance: 3. Track Returned Statements

Manual Action

```

D6000DMC      Track Returned Statements - Manual Action      9/22/17  09:53:29
Type options, press Enter.
 1=Select & Sync All   7=ROA   9=Stop All   A=Address History

Opt  Name/Address          Birth   Case          Address
    DAVIS/EMANUEL/LIDDELL  9/25/84  091129290T    11/09/11
    PO BOX 1252              Status:  WRNT
    GRAND RAPIDS MI  49501      Amt Due:    136.80
    Offense:  6/08/09 LIC-OPR, NOT VALID/DROVE UNLICENSED/NEVER APPLIED
    Current Stop Code:  *None

    DAVIS/EMANUEL/LIDDELL  9/25/84  091160320T    11/09/11
    PO BOX 1252              Status:  WRNT
    GRAND RAPIDS MI  49501      Amt Due:    234.00
    Offense:  9/12/09 LIC-OPR, NOT VALID/DROVE UNLICENSED/NEVER APPLIED
    Current Stop Code:  J STMT STOP; DEF IN JAIL

    DAVIS/EMANUEL/LIDDELL  9/25/84  10D402803B    11/09/11
    PO BOX 1252              Status:  WRNT
    GRAND RAPIDS MI  49501      Amt Due:    180.00
    Offense:  1/10/10 REGISTRATION, EXPIRED/NOT VALID/NONE
    Current Stop Code:  J STMT STOP; DEF IN JAIL

More...

F3=Exit   F10=Address Sync   F12=Cancel
Select option 1 or 9 to process all the cases listed on the screen.
    
```

This screen will display to the user all open cases associated with the returned mail. The intent is to manually review all addresses on file and possibly update all the cases to the newest address on file. This could eliminate the extra work of automatically stopping all cases, then look for a newer address and lifting the address stop.

Once all open cases and their addresses have been reviewed, the user can select to synchronize all cases listed with the selected cases address (1=Select & Sync All). If no addresses are current, the user can select to place an Address Stop on all cases listed (9=Stop All). To look at any address history to help make a decision, the user can use option 7=ROA or A=Address History to look at all prior address that are stored in the system.

Screen function keys are as follows:

- F3=Exit Exits Track Returned Statements and returns the user to the COLLECT System Main Menu.
- F10=Address Sync This calls into the Address Sync program to allow the user to update all selected addresses.
- F12=Cancel This key will return the user to the previous case selection screen. No updates will be performed.



Menus: 9. Database / Miscellaneous Misc Maintenance: 4. Prison / Jail Code Maintenance

```

D6000DMC                Prison/Jail Maintenance                11/17/08  11:51:16

Position to code . . . _____

Type options, press Enter.
2=Maintain Prison/Jail

Opt P/J Code          Name
--  P  ALGER MAX      ALGER MAXIMUM CORRECTIONAL FACILITY
--  P  BARAGA         BARAGA MAXIMUM CORRECTIONAL FACILITY
--  P  BELLAMY CR     BELLAMY CREEK CORRECTIONAL FACILITY
--  P  BOYER RD       BOYER ROAD CORRECTIONAL FACILITY
--  P  BRIGHTON       CAMP BRIGHTON
--  P  BROOKS         EARNEST C BROOKS CORRECTIONAL FACILIT
--  P  CARSON CTY     CARSON CITY CORRECTIONAL FACILITY
--  P  CHAS EGELR     CHARLES EGELER RECEPTION & GUIDANCE C
--  P  CHIPPEWA       CHIPPEWA CORRECTIONAL FACILITY
--  P  CMP BRANCH     CAMP BRANCH
--  P  COOPER ST      COOPER STREET CORRECTIONAL FACILITY
--  P  CUSINO         CAMP CUSINO
--  P  DEERFIELD     DEERFIELD CORRECTIONAL FACILITY

More...

F3=Exit  F6=Add  F12=Cancel
    
```

The Prison/Jail Code Maintenance screen allows the user to add and maintain a list of prisons and jails and their addresses. This list is used for printing the Prisoner Remit to Funds form.

Screen input edits are as follows:

- The option field will only accept 2=Maintain Prison/Jail. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Prison/Jail Code Maintenance and returns the user to the COLLECT System Database / Miscellaneous Menu.
F6=Add	Allows the user to add a new prison or jail to the list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous
Misc Maintenance: 4. Prison / Jail Code Maintenance
F6=Add and Option 2 = Maintain Prison/Jail

```

D6000DMC                Prison/Jail Maintenance                11/17/08  11:59:34

Type information, press Enter.

Prison or Jail . . . . =
Code . . . . . _____

To . . . . . _____
Name . . . . . _____
Address 1 . . . . . _____
Address 2 . . . . . _____
City/ST/Zip . . . . . _____

Phone Number 1 . . . . _____
Phone Number 2 . . . . _____

F3=Exit  F12=Cancel
    
```

The above screen (displayed in F6=Add mode) allows the user to add or change the mailing address and phone of a prison or jail.

Screen input edits are as follows:

- The Prison or Jail field will only P=Prison or J=Jail. Any other value will generate an edit error.
- All other fields require an entry except for the To and Address 2 fields. Any blank entry will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Prison/Jail Code Maintenance and returns the user to the COLLECT System Database / Miscellaneous Menu. |
| F12=Cancel | Exits the Add/Change screen and returns the user to the Prison/Jail Code Maintenance screen. |



Menus: 9. Database / Miscellaneous Misc Maintenance: 5. Employer Maintenance

```

D6000DMC                      Employer Maintenance                      7/22/19  11:37:02
Position to Employer Name . . . █
Type options, press Enter.
 2=Maintain Employer   5=View Wage Assignment(s)

Opt Employer Name / Address          Contact Name / Phone
  ABC                      Active:    3  Canceled:  0
  - 1 MAIN
    TOLEDO, OH  43256

  ACE DRUG                  Active:    1  Canceled:  2
  - 1 MAIN
    PAW PAW, MI  49854

  ADAC                      Active:    0  Canceled:  2
  - 2050 PORT CITY BLVD
    MUSKEGON, MI  49442

More...

F3=Exit  F6=Add  F12=Cancel
    
```

The Employer Maintenance screen allows the user to add and maintain a list of Employers and their addresses for use on Wage Assignments. This list is used for easy selection when printing the Wage Assignment form. The screen also shows how many active and canceled wage assignments this particular employer has.

Screen input edits are as follows:

- The option field will only accept 2=Maintain Employer or 5=View Wage Assignment(s). Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Employer Maintenance and returns the user to the COLLECT System Database / Miscellaneous Menu.
F6=Add	Allows the user to add a new prison or jail to the list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous
Misc Maintenance: 5. Employer Maintenance
F6=Add and Option 2 = Maintain Employer

```

DG000DMC                      Employer Maintenance                      8/03/18  15:05:56

Type information, press Enter.

Employer Name . . . . . ADAC PLASTICS INC
Address 1 . . . . . 5920 TAHOE DR SE
Address 2 . . . . . PO BOX 888375
City/ST/Zip . . . . . GRAND RAPIDS      MI  49588  8375

Contact Name . . . . . JENNY SMITH
Phone Number . . . . . 313-555-4744

F3=Exit   F12=Cancel   F16=Delete
    
```

The above screen (displayed in CHANGE mode) allows the user to add or change the Employer information used on Wage Assignments.

Screen input edits are as follows:

- All fields require an entry except for the Contact Name and Phone Number. Any blank entry will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Employer Maintenance and returns the user to the COLLECT System Database / Miscellaneous Menu.
- F12=Cancel Exits the Add/Change screen and returns the user to the Employer Maintenance selection screen.



Menus: 9. Database / Miscellaneous
Misc Maintenance: 5. Employer Maintenance
Option 5 = View Wage Assignment(s)

D6000DMC		Wage Assignment(s) for Employer		7/22/19	11:41:12
Employer: WADE/DEMARCUS/ANTWAUN				Mode: OPEN	
1 MAIN					
TOLEDO, OH 43256					
Contact:		Phone:			
View information, press Enter.		Total WgA			
Name (<input type="checkbox"/> =Canceled WgA)	Birth	Current	Sent	Cancel	
Case ID		Amt Due	Date	Date	
AGUNDO/JAMES/ROBERT	05/10/63	175.00	01/31/18		
16E009645		175.00			
WADE/DEMARCUS/ANTWAUN	11/22/83	334.23	05/01/19		
14162240SM		334.23			
WADE/DEMARCUS/ANTWAUN	11/22/83	.00	05/01/19		
151722180M		.00			
					Bottom
F3=Exit F5=Toggle Open/All F12=Cancel					

The Wage Assignment(s) for Employer screen will show all currently open wage assignments for the selected employer. The user also can display every wage assignment ever issued to this employer by pressing the F5=Toggle key.

Screen input edits are as follows:

- This screen is for inquiry only. There are no input capable fields.

Screen function keys are as follows:

- F3=Exit Exits the Wage Assignment(s) for Employer screen and returns the user to the COLLECT System Database / Miscellaneous Menu.
- F5=Toggle Open/All This will change the entries on the screen from only open Wage Assignments to both open and canceled. Press F5 again will toggle back to open only.
- F12=Cancel Exits the Add/Change screen and returns the user to the Employer Maintenance selection screen.



Menus: 9. Database / Miscellaneous Letters: 8. Pay Plan Letter Generation

```

D6000DMC                               Pay Plan Letter Generation           7/22/19  16:14:05
Type choices, press Enter.
Text ID . . . . . ? █
Letter Heading
-----
                60th DISTRICT COURT COLLECTIONS
                990 Terrace Street
                MUSKEGON, MI  49442-3377
-----
                (231) 724-6334
                www.co.muskegon.mi.us/60thdistrict
                *****
                **          REMINDER TEXT MESSAGES NOW AVAILABLE          **
                **          CONTACT THE COURT TO ENROLL!                  **
                *****
F3=Exit  F4=Prompt  F12=Cancel
Last Letterhead you used has been retrieved.
    
```

The Pay Plan Letter Generation screen is a fast way to generate a mass mailing to every defendant on a Pay Plan. A pre-defined letter must first be crafted prior to requesting letters from this process. (this is done using the Statement Mailer / Notification Letter Text program – choose text ID 101-800) This screen allows the user to select a pre-defined letter text and instantly modify the letterhead used on these letters only. This program will “remember” the last custom letterhead used and display it on the screen every time letters are requested. The very first time used, the letterhead will be defaulted from the overdue letterhead defined in the system. (that may or may not be correct, but is used as a starting point)

Once the user selected the Text ID, and verifies the letterhead is correct, a letter for every active payment plan will be generated. There is no way to subset the list. The ROA will not be updated from this process.

Screen input edits are as follows:

- The Text ID field will be edited for a valid definition in the Statement Text / Notification Letter file.
- The Letter Heading field must not be blank.

Screen function keys are as follows:

- F3=Exit Exits the Pay Plan Letter Generation and returns the user to the COLLECT System Database / Miscellaneous Menu.
- F4=Prompt Allows the user to select the Text ID from all pre-defined letter templates..





F12=Cancel

This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 9. Database / Miscellaneous

Letters: 8. Pay Plan Letter Generation

Letter Example



60th DISTRICT COURT COLLECTIONS
990 Terrace Street
MUSKEGON, MI 49442-3377

(231) 724-6334

www.co.muskegon.mi.us/60thdistrict

** REMINDER TEXT MESSAGES NOW AVAILABLE **
** CONTACT THE COURT TO ENROLL! **

7/24/19

PATRICIA ADAMS
111 BEACH ST
ANY CITY, MI 48888

Dear PATRICIA ADAMS:

ATTENTION! Never be late on a payment again because you forgot about your Payment plan at the court. Avoid all the hassels late payments bring. Contact the court to enroll today in our new TEXT MESSAGE reminder program. You will receive a short text message 5 days prior and on the due date reminding you of your obligation at the court. This program is totally voluntary is was implemented to assist you with timely payments.

Open case(s) and amount due is listed below.

16180598SM 200.00

YOUR TOTAL BALANCE DUE IS:	\$200.00
-----------------------------------	-----------------

The above balance due to the court is accurate as of the date of this letter. Your payment plan amount may or may not be due when you receive this letter.
NOTE: Credit card may be used by calling 1-888-604-7888 use Pay Location Code 7225 & provide case/tkt number OR go to www.GovPayNow.com. Payment Window hrs 8:30 to 4:30 daily. There is a payment drop box outside the Hall of Justice.

Thank you.

Chief Collections Officer

10

OPNL (04/2005)





Menus: 9. Database / Miscellaneous Clean-Up: 10. Re-Organize COLLECT Database Files

```

D0800DMC          Re-organize COLLECT Database Files      4/25/07  13:18:47
                   Users Currently Accessing the System

View information, notify users, press Enter.

The following users must signoff the system
before you will be allowed to proceed.

      User          Job
      BAUMGARJ      BAUMGARJA1
      PINDOLED      PINDOLEY1
      D0800DMC      PINDOLEY2
      PINDOLED      PINDOLEY3
      PINDOLED      QPADEV0003
      D0800DMC      QPADEV0004

Enter=Refresh/Continue  F3=Exit  F12=Cancel

Bottom
    
```

The Re-organize COLLECT Database Files Users Currently Accessing the System displays to the user who needs to get out of the collect system before the re-organization can be run. The user needs to notify the users listed to get out of Collect. Pressing Enter will refresh the screen until all locks are removed and then it will continue on with the re-organization procedure.

Screen function keys are as follows:

- F3=Exit Exits Re-organize Collection Files prompt screen and returns the user to the COLLECT System Main Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous Clean-Up: 10. Re-Organize COLLECT Database Files

```

D0800DMC          Re-organize COLLECT Database Files          6/07/07  09:56:30
View information, press Enter.

      All COLLECT System database files will be re-organized.

      Press Enter to start the database file re-organize.

F3=Exit  F12=Cancel
    
```

The Re-organize COLLECT Database Files prompt will allow the user to perform “housekeeping” on all the Collection System files. When the database files are re-organized, the disk spaced used by deleted records is reclaimed and reused, keeping the disk space usage to a minimum. The prompt screen reminds the user to make sure there are no other users currently using the COLLECT System and that all batch jobs have completed. When satisfied that these conditions are met, press Enter to start the re-organization process.

Screen function keys are as follows:

- F3=Exit Exits Re-organize Collection Files prompt screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 9. Database / Miscellaneous Save: 20. Backup COLLECT System to Tape

```
D0800DMC          Backup COLLECT System and Database Files    4/25/07  13:19:40

Type choice, verify conditions, press Enter.

Tape device . . . . . TAP01

Before you press Enter, make sure the following conditions are met:

    1. No users are working in the Collections System.
    2. All batch jobs for the Collections System have completed.
    3. The correct tape is loaded in the above device.

Press Enter to submit the database file backup to batch and begin at 4:00 a.m.

NOTE - To backup the Collections System software library, all
       non-system libraries, and/or the entire system, refer to
       your backup documentation.

F3=Exit   F12=Cancel
```

The Backup COLLECT System and Database Files screen will allow the user to backup all files to the tape device specified. The prompt screen reminds the user to make sure there are no other users currently using the COLLECT System, all batch jobs have completed, and the correct tape is loaded in the tape device selected. When satisfied that these conditions are met, press Enter to start the COLLECT System Database File Backup to tape process.

Screen input edits are as follows:

- The tape device name must exist on your system. If an invalid tape device name is entered, an edit error will be generated.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Backup COLLECT System Database Files screen and returns the user to the COLLECT System Main Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 10. Tax Garnishment Processing

```

D6000DMC          COLLECT System Tax Garnishment Processing   8/13/18  15:24:00
Select one of the following:
Test File:        TF. Create Test File (Required if submitting data file)
Net Server Menu:  NS. NETS Menu to Configure "Share" to Data File
Clean Up:         DS. Delete Spooled Files for Tax Garnishments

Forms:
1. Request and Writ for Tax Garnishment
1i. Instructions for Defendant (Include with Tax Garn)
2. Proof of Service

Create PDF:       3. Create PDF Files from Form Output (Opt 1, 2)

Inquiry - Form:   4. Tax Garnishment Filing History - Release (Cur Year)
                  5. Tax Garnishment Filing Archive - Release (Prv Years)

Yearly Reset:     6. Tax Garnishment File Reset - Archive
                  7. Tax Garnishment Regenerate from Archive
                  8. Potential Tax Garnishment Cases Report

Type selection, press Enter.  ==> █
F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted
    
```

The Garnishment Release form can be printed from either History or Archive, depending where the correct filing is listed.

This Tax Garnishment Processing menu will be displayed to the user when menu option 10 is selected from the main menu. This option allows the user to process tax garnishments.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

- F3=Exit Returns the user to the COLLECT system main menu.
- F6=Messages Display any messages sent to the current user or display station.
- F7=Spooled Files Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
- F8=Submitted Jobs Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency



Menus: 10. Tax Garnishment

Test File: TF. Create Test File (Required if submitting data file)

This menu option is required if your court plans on submitting a data file to the Michigan Department of Treasury (MDOT). This program will take the first 50 Tax Garnishment records and format the data so your court can satisfy the testing requirements defined by MDOT. You must have at least 50 cases in TaxR status to generate the test file successfully.

A report will generate for verification purposes.

There will NOT be a screen displayed when this menu option is executed. Status messages will appear at the bottom of the screen during the process. When complete, the message: **“Test File created in IFS folder: /TEST-Your Court Name”** will be displayed on the bottom of the screen. If an error occurs, it will be displayed on the bottom line of the screen instead of the completion message. If an error occurs, you should contact DMC to get the matter resolved.

Once the test file is generated, it will be up to the court to get that test file on an acceptable media (defined by MDOT). In order to view the generated test file, you must first “map a network drive” to the IFS share name TESTxxxxyy where xxxx is your JIS court ID and yy is the current year. For example, if your JIS court ID is 6000 and you generated the file in 2023, then your share name will be TEST600023.

The next step is to map a network drive to the share name. To do this, launch windows explorer on your PC, select “Tools”, then “Map Network Drive...”. Select an unused drive letter in the “Drive” box and enter the following in the “Folder” box: [\\xxx.xxx.xxx.xxx\TESTxxxxyy](#) where the [xxx.xxx.xxx.xxx](#) is the IP address of your AS/400 or iSeries and TESTxxxxyy is your court defined share name (defined above). When the drive is mapped, it will look exactly like every other drive on your PC (like the C: drive). You will find the test file named GARNISH.DAT in a folder named MM-DD-YYYY_99 where MM is current month number, DD is current day number, YYYY is current year number and 99 is a number ranging from 01 to 99 depending on how many times you generated the test file on that particular day. You will want the most current. You will then copy the Dxx_TEST.DAT file to the media you will send to MDOT for testing. (xx is your Court ID)

The current Tax Year in the data file is calculated as follows:

January 1 – July 31 → Tax Year = Current Year -1

August 1 – December 31 → Tax Year = Current Year

In the rare case that a court would file after July 31 for the current year, please call DMC to manually set the year in the file.

New with COLLECT Version 23.10 is the ability to upload your test file and Form 2142 directly to MDOT over the internet. Please refer to MDOT for the instruction booklet and for the User ID / Password to perform the upload. The Form 2142 will need to be filled out, signed, and scanned to a .pdf file to be included with your test file as a separate upload.

If you need any assistance with this process, please call DMC. Please note, there may be consulting service fees by DMC associated with this assistance.



Menus: 10. Tax Garnishment Test File: TF. Create Test File (Report)

This report will generate for the user to verify the test data sent to MDOT. All information will be correct except the status column will contain "TEST" and all SSN's will start with 111-11. The last 4 digits will correspond to the defendant's SSN.

Page:	1	6000 - DMC-MUSKEGON-TEST	Fed ID:	FED654321	6/02/11 10:48:24
Sort Order:	DEFENDANT NAME	TAX GARNISHMENT TEST FILE LIST REPORT	Agency:	99TH DISTRICT COURT	
Defendant Name	Case ID	Stat	SSN	Current Amt Due	Plaintiff
ABBEY/NATHANIEL/DAVID 1116 WEST 7TH ST COLUMBIA, TN 38401	09X171025	TEST	111-11-8794	264.00	People of the City of Muskegon c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-961-1625 AARON,DENNIS M., 2350 DAVID STOTT BLDG DETROIT, MI 48226
ALEXANDER/RANDELL/ALLEN 2541 HOYT ST MUSKEGON, MI 49444	08097413ST	TEST	111-11-0700	319.00	People of the City of Muskegon c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-961-1625 AARON,DENNIS M., 2350 DAVID STOTT BLDG DETROIT, MI 48226
ARMSTRONG/ROBERT/LEE 2233 HOWDEN MUSKEGON HEIGHTS, MI 49444	04054238OT	TEST	111-11-1907	50.00	People of the State of Michiga c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-965-8600 AACH,ARNOLD K., MICH MUTUAL INS CO DETROIT, MI 48226
BAADE/LUCAS/CARL 1300 LOGAN MUSKEGON, MI 49445	11-000034	TEST	111-11-5454	60.00	People of the City of Muskegon c/o 60th District Court 990 Terrace Street Muskegon, MI 49442-1234 Prosecutor: Phone: 313-961-1625 AARON,DENNIS M., 2350 DAVID STOTT BLDG DETROIT, MI 48226



Menus: 10. Tax Garnishment

Net Server Menu: NS. NETS Menu to Configure “Share” to Data File

This menu option is to be executed under the direction of DMC. It will be used if there are issues configuring the “share” to the test file and/or the actual production Tax Garnishment file to be sent to MDOT. It is a tool used to minimize the time spent getting your file to external media.



Menus: 10. Tax Garnishment Clean Up: DS. Delete Spooled Files for Tax Garnishments

```

D6000DMC          Delete All Tax Garnishment Spooled Files      5/23/17  16:46:45
Type choices, press Enter.
Delete all Tax Garnishment Part 1 Spooled Files . . . . . _ ('Y'es, 'N'o)
    User: D6000DMC OutQ: PRT01 Form: TaxGarn1
Delete all Tax Garnishment Part 2 Spooled Files . . . . . _ ('Y'es, 'N'o)
    User: D6000DMC OutQ: DELL3130 Form: TaxGarn2
Delete all Tax Garnishment Spooled Files used to make PDF's . . . . . _ ('Y'es, 'N'o)
    Remove all entries from OutQ: COLLECT16
Delete all Proof of Service Spooled Files . . . . . _ ('Y'es, 'N'o)
    User: D6000DMC OutQ: PRT01 Form: ProofSrv

REQUIREMENT: The user that generated the Tax Garnishments and Proofs must
               the user doing this clean up. This will insure that no spool
               files will be deleted accidentally.

*** NOTE *** Depending on your selection and number of Tax Garnishments th
               were printed, this process can take a long time to complete.

F3=Exit   F12=Cancel
    
```

This line will display exactly where the spooled files will be deleted from.

This screen will allow for the users that created the Tax Garnishments to easily delete the leftover spooled files after all the processing and printing has completed. The courts that process thousands of Tax Garnishments, it became a huge task to remove these spooled files. This process will simplify that task.

In order to not accidentally delete other users spooled files, this program will only delete the spooled file for the user that created them. It is programmed to do that and not able to be changed. **If your system is configured to generate PDF files, a WARNING screen will be displayed because the selection parameters cannot be as precise, and you may delete some non-Tax Garn spooled files.**

The user must select Yes or No for the following options:

- Tax Garnishment Part 1 (with SSN)
- Tax Garnishment Part 2 (without SSN)
- Tax Garnishment spooled files (P1, P2, and Proof) used for PDF's.
- Proof of Service

Once selected, all the Yes parameters will have the spooled files deleted. The No parameters will be ignored.

Based on how many Tax Garnishments and Proofs were generated and how many were selected to be deleted, this process can take a long time to complete.

Screen function keys are as follows:

- F3=Exit Exits the Delete all Tax Garnishment Spooled Files prompt screen and returns the user to the COLLECT Tax Garnishment Processing Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

Menus: 10. Tax Garnishment Forms: 1. Request and Writ of Tax Garnishment

D6000DMC Tax Garnishment Form Print 9/05

Position to Name . . . or Case . . .

Type options, press Enter.
 2=Change 4=Delete 5=Display 7=Display ROA

Opt Name = Missing Info Birth NP SA PSA Stat Due Last Pay Date

Opt Name	Birth	Case Id	Stat	Due	Last Pay Date
DYKSTRA/CHRISTOPHER/MICHAEL	10/11/77	14162158ST	DISP	26.00	
EAGEN/GAI/LEE	10/16/71	18196324SD	WRNT	660.00	
EASTER/ROOSEVELT/	3/26/59	05069551FY	WRNT	2,124.21	
FITZGERALD/DANIEL/ARTHUR	1/26/93	18192419ST	DISP	6,725.00	
PETERSEN/SHARON/KAY	8/10/68	03037183FY	DISP	240.00	
SEYMOUR-MISZE/DONEVYN/LEE	8/05/99	17E102582C	DISP	195.00	
SHEPPARD/NEDRA/	8/08/56	20D483683	DISP	570.00	
STANFORD/TIMMY/DION	9/09/91	17184757SM	DISP	6,704.30	
STOKES/JARROD/R	9/27/79	10124315ST	DISP	1,116.12	
STOLBERG/DONALD/WAYNE	1/15/73	16178345SM	DISP	8,827.00	
TAYLOR/MICHAEL/DUANE	11/26/73	13149051SM	DISP	6,613.43	
TODD/DARRYL/LEE	11/17/80	11136742SM	DISP		

F3=Exit F7=Print All & Create DOT Files F10=Report
 F12=Cancel F13=Remove Missing Info Records F15=Remove Low \$ Duplicates

Worklist positioned to DY.

Highlighted Case ID indicates:
 GREEN – Non-Public
 TURQUOIS – Set Aside
 YELLOW – Partial Set Aside

Names that appear in red have missing information and will not print unless corrected.

The Last Pay date will show if any payment were made since being placed in Garnishment Review status.

The above screen allows the user to print the Writ of Tax Garnishment form for an individual or for all individuals in the list. Names in yellow denote an out of state case. Cases in red are missing crucial information and will not print. Case ID in reverse image green denotes the case is Non-Public, while the turquoise color denotes the case has been “Set Aside” and yellow color denotes a “Partial Set Aside”. The user can change and/or update information that will print on the form by selecting option 2=Change. The user can view the information that will print on the form by selecting option 5=Display. They can also delete a previously selected individual by selecting option 4=Delete, if the individual was selected in error, or recently paid their fines, or for whatever other reason they should not receive a Writ of Tax Garnishment.

The work list can be positioned by name or case ID. If the case ID positioning is used, the name on the case will be used to position the work list by name. The F7=Print All & Create DOT Files will print the Tax Garnishments in alphabetical name order.

Screen input edits are as follows:

- The only valid options are 2=Change, 4=Delete, 5=Display, or 7=ROA. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit Exits Tax Garnishment Form Print and returns the user to the Tax Garnishment Menu.

Menus: 10. Tax Garnishment

Forms: 1. Request and Writ of Tax Garnishment

F7=Prt & Create DOT Files Prints a Writ of Tax Garnishment form for all the individuals in the list and creates a file that can be sent to Treasury. The user will be prompted for Date of Issue and sort order prior to printing.

The current Tax Year in the data file is calculated as follows:

January 1 – July 31 → Tax Year = Current Year -1

August 1 – December 31 → Tax Year = Current Year

In the rare case that a court would file after July 31 for the current year, please call DMC to manually set the year in the file.



IMPORTANT NOTE!!!!!!! New with COLLECT Release 23.10. Make sure you contact MDOT for your filing packet, instructions, user ID and password for file upload using FTS. The paperless MDOT requirements will now create 2 files that need to be sent to Treasury. The standard .DAT file and .PDF file of the Tax Garnishment MC52 Part 1. The naming convention has changed as well. The 2 files will be named the same except for the extension. For Example:

D60_20230901_123000.DAT

D60_20230901_123000.PDF

CourtID_DateCCYYMMDD_TimeHHMMSS.xxx

The Creation of the .PDF file may take a long time to complete (5 minutes per thousand Tax Garns on a fast system) If your system is older and/or slower, expect longer. **Do not interrupt the job.**

Both of these files need to be sent to Treasury. The .DAT file is really small and will upload very quickly. The .PDF file can be huge and may take some time to upload. Plan accordingly.

F10=Report

Prints the Tax Garnishment List Report which can be used for verification of all information.

F12=Cancel

This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

F13=Delete Missing Info Records

This function key will remove all entries in RED from the screen. These entries are missing required information needed to print a Tax Garnishment. When pressed, the user will be prompted to confirm their request and must press F13 again to perform the delete.



Menus: 10. Tax Garnishment
Forms: 1. Request and Writ of Tax Garnishment
Option 2=Change

Request for Tax Garnishment

Type information, press Enter.

<p>Plaintiff People of STATE/COUNTY c/o 60TH DISTRICT COURT 990 TERRACE STREET DMC TECHNOLOGY GROUP, MI 49442 Plaintiff's Attorney 57726 HILSON, DALE J., 990 TERRACE ST FL 5 MUSKEGON, MI 49442 (231) 724-6435</p>	<p>Case ID: 07093471SD WRNT Amount Due: 1,408.40</p> <p>Defendant BRAND/CURTIS/GRIFFIN 1757 SMITH MUSKEGON, MI 49442</p> <p>SSN: ### - ## - 0584</p>
--	---

F3=Exit F4=Prompt F5=Case Id's F12=Cancel

SSN retrieved for BRAND/CURTIS/GRIFFIN.
 All edits have passed successfully.
 Press Enter to place BRAND/CURTIS/GRIFFIN
 in the Tax Garnishment Review file.

This view shows the SSN masking turned on. It can be set to show the entire SSN with a customization setting.

The above screen displays when the user selects option 2=Change on the Tax Garnishment Form Print screen. It displays the information that will print on the Writ of Tax Garnishment form and will allow the user to change the Plaintiff's Attorney (if the system customization value is set to not default the attorney by venue) and the Social Security Number.

Screen function keys are as follows:

- | | |
|--------------|---|
| F3=Exit | Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu. |
| F4=Prompt | If this function key is available it will allow the user to select a new Plaintiff Attorney from the list defined in the JIS system. This is only available if the system customization parameter is set to not use the default by venue, otherwise it is protected from input. |
| F5=Case ID's | This function will display a window with the case ID, amount due and case status. |
| F12=Cancel | Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Form Print screen. |



Menus: 10. Tax Garnishment Forms: 1. Request and Writ of Tax Garnishment Option 5=Display

```

D6000DMC                Tax Garnishment Form Information          5/30/12  11:06:04
View information, press Enter.

Case Id . . . . . : 00002214SM                Current Amount Due:          510.00

Plaintiff:          (Src: JIS Case)            Defendant:
People of STATE/COUNTY      BOOHER/STEVEN/ALLEN
c/o 60TH DISTRICT COURT    6296 DALSON RD
990 TERRACE STREET          TWIN LAKE, MI 49457
DMC TECH GROUP, MI 49442

Plaintiff's Attny: (Src: JIS Case)            SSN . . . . . : 369-74-3821
59559
MEYERS,MELISSA LOYCE,
1 E APPLE AVE STE B
MUSKEGON, MI 49442
(231) 727-3000

F3=Exit  F12=Cancel

```

The source for the Plaintiff and Plaintiff Attorney is displayed to inform the user where the system retrieved the information. This is controlled by customization parameters.

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment

Forms: 1. Request and Writ of Tax Garnishment

F7=Print All & Create DOT Files

```

D6000DMC                               Tax Garnishment Form Print           9/09/24  10:49:58
-----
Position to Name . . . _____
Type options, press Enter.
 2=Change   4=Delete   5=Display
           = Out of State
Opt Name   = Missing Info
  ADAMS/PATRICIA/LASHAY
  ALBITER/JESSICA/MARIE
  ALBRIGHT/ROCKY/ALLEN
  ALVIAR/ANTONIO/RAYMOND
  BABCOCK/CYDNY/ANNAH
  BARNES/DONTARIO/LOUIS
  BEAL/AVIANNA/LORRAINE
  BEDFORD/CHAD/ERIC
  BEILFUSS/ROGER/CRAIG
  BELL/DABRINA/DENISE
  BOTIYENKO/STANSILAV/
  BOWNE/ALEX/DAVID
F3=Exit      F7=Print All & Cre
F12=Cancel   F13=Remove Missing

Date of Issue . . . 9/09/24  MM/DD/YY
Verify/Change Sort Order, press Enter.
Sort by                Output
C/N   Form             Copy   Queue
  N Tax Garn-Prt2-NO SSN   1 PRT01

F3=Exit      F12=Cancel
Bottom
    
```

The above screen displays when the user selects function key F7=Print All & Create Data File. This screen will allow the user to override the Date of Issue to some date other than the current date, if necessary. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. If "Tax Garn Prt1" is not listed, the printing was suppressed with ZERO copies in the customization section. This screen will stay displayed during the printing process with a progress arrow (==>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- A valid date must be entered in the Date of Issue field. There are no other restrictions so if you choose to override this date, do with caution. The default date will be the current date.
- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits the Tax Garnishment Print All & Create Data File screen and returns the user to the Tax Garnishment Menu. |
| F12=Cancel | Exits the Tax Garnishment Print All & Create Data File screen and returns the user to the Tax Garnishment Form Print screen. |



Menus: 10. Tax Garnishment

Forms: 2142 Transmittal for Magnetic Writs of Garnishment

Michigan Department of Treasury
2142 (Rev. 08-24)

Transmittal for Electronic Service of Writs of Garnishment for Income Tax Refund/Credit

Issued under authority of [MCL 600.4061](#) and [MCR 3.101\(F\)\(3\)](#).

- Garnishments for individual income tax refunds or probate intercept orders can be submitted through File Transfer Service (FTS).
- A separate transmittal must accompany each electronic file submitted.
- If the Department of Treasury is unable to read or access the electronic file, you will be contacted. This may delay processing until a corrected electronic file(s) is resubmitted, which could result in the loss of your service date position.
- For assistance, contact the Michigan Department of Treasury Third Party Withholding Unit at Treas-Collections-TPWUnit@michigan.gov.

Electronic Writs of Garnishment cannot be processed without this form.

PART 1: TRANSMITTER INFORMATION			
Name of Transmitter 60TH DISTRICT COURT			Tax Year 2024
Street Address 990 TERRACE STREET			
City, State, ZIP Code DMC TOLEDO, MI 49442			
Contact Person Name Harvey Wallbanger	Contact Email Address H.Wallbanger@dmctechgroup.com	Telephone Number 124-442-2444	
PART 2: ELECTRONIC DETAILS			
File Sequence Number 1 of 1	Number of Records Being Transmitted 51	Total Dollar Value of Writs \$ 66,679.30	Total Fee Amount Due \$ 255.00
PART 3: CERTIFICATION			
I certify each of the following requirements for the electronic file submitted to the Michigan Department of Treasury:			
<ul style="list-style-type: none"> • I have received a judgment against each principal defendant in a court of law for which a Request and Writ for Garnishment (MC 52) has been issued. • I have uploaded the required information about each MC 52 through the FTS site in accordance with the Guidelines for Electronic Service of Writs of Garnishment on the Michigan Department of Treasury website. • I have submitted a scanned version of each MC 52 in PDF format. • I certify the information in this electronic submission is correct and accurately corresponds to each MC 52 included in this transmittal. • I have kept physical copies of the signed MC 52 for each principal defendant included in this electronic filing. • I have kept a copy of this transmittal form for my records. • I have paid a fee of \$5.00 for each Writ of Garnishment submitted with this transmittal. • I understand the above requirements must be completed before the electronic submission of Writs of Garnishment can be processed. 			
Signature		Date	

Mail to:
Michigan Department of Treasury
Third Party Withholding Unit
PO Box 30785
Lansing MI 48909

OFFICE USE ONLY					
Receiving Clerk Initials	Batch Number	Date Records Uploaded	Upload Employee Initials	Adjustment Amount	Supervisor Initials



Menus: 10. Tax Garnishment

Forms: 1. Writ of Tax Garnishment – Example (Part 1)

Approved, SCAO • STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original - State Treasurer (Part 1) 1st copy - Court (Part 2) 2nd copy - Defendant (Part 2)	3rd copy - Return (proof of service) (Part 2) 4th copy - Plaintiff/Attorney (proof) (Part 2)
REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)		• CASE NO. 15-114
Court address 60TH JUDICIAL DISTRICT COURT 1111 HALL OF JUSTICE-3RD FLOOR MUSKEGON MI		• Zip Code 48555
Court telephone no. (517) 222-1234		
Plaintiff's name and address (judgment creditor) PEOPLE OF THE CITY OF MUSKEGON C/O 60TH DISTRICT COURT 990 TERRACE STREET MUSKEGON MI 49442	V	Defendant's name and address (judgment debtor) AL OCKY/ALLEN 22 N RD TW MI 49457
Plaintiff FE no./Social security no. FED654321		Social security no. 111-11-1746
Plaintiff's attorney, address SCH C P O MUSKEGON MI 49443		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
Plaintiff attorney FE no.	Plaintiff attorney telephone no. • (231) 724-6334	
REQUEST NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postfiling interest already included in the judgment.		
1. On <u>12/28/15</u> , the plaintiff received judgment against the defendant for: \$ <u>272.00</u> . 2. The total amount of judgment interest accrued to date is: \$ _____. The total amount of postjudgment costs accrued to date is: \$ _____. The total amount of postjudgment payments made and credits to date is: \$ _____. • The amount of the unsatisfied judgment now due (including interest and costs) is: \$ <u>272.00</u> . 3. Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant. 4. Plaintiff requests a writ of income tax garnishment be paid to <input type="checkbox"/> plaintiff, <input type="checkbox"/> plaintiff's attorney, <input checked="" type="checkbox"/> the court, and mailed to <input type="checkbox"/> plaintiff, <input type="checkbox"/> plaintiff's attorney, <input checked="" type="checkbox"/> the court.		
I declare under the penalties of perjury that this request has been examined by me and that its contents are true to the best of my information, knowledge, and belief. 11/01/23 Date		
WRIT OF GARNISHMENT To be completed by the court.		
TO THE PLAINTIFF: 1. The social security number field is blacked out for security reasons on all parts except the garnishee. 2. You must serve this writ on the state treasurer along with a \$6.00 fee and any discovery request for information related to this garnishment. 3. You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer. 4. You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in response to your discovery request. 5. If a state tax refund or credit is not intercepted before October 31 of the year during which this writ is processed, you will not receive a disclosure unless you file a written request with the state treasurer on or before November 1 and December 31 of the tax year following the tax year for which this writ was filed.		
TO THE DEFENDANT: See separate instructions. 1. If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you by a separate form. 2. You have 14 days after being notified of an intercept to file objections to the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the defendant's debt. 28 days after the disclosure was filed with the court.		
TO THE GARNISHEE: 1. Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment. 2. Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant. 3. Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure. 4. You are ordered to pay the amount intercepted under this writ as specified in the remittance.		
11/01/23 Date of issue	 Deputy court clerk	11
MC 52 (3/23) REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part 1) MCL 600.4061, MCL 600.4061a		

The system can be configured to print electronic signatures for the Plaintiff and Deputy Court Clerk.



Menus: 10. Tax Garnishment

Forms: 1. Writ of Tax Garnishment – Example (Part 2)

Approved, SCAO • STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	Original - State Treasurer (Part 1) 1st copy - Court (Part 2) 2nd copy - Defendant (Part 2)	3rd copy - Return (proof of service) (Part 2) 4th copy - Plaintiff/Attorney (proof) (Part 2)
REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT)		• CASE NO. 15) 314
Court address: 60TH JUDICIAL DISTRICT COURT 1111 HALL OF JUSTICE-3RD FLOOR MUSKEGON MI • Zip Code: 48555 Court telephone no. (517) 222-1234		
Plaintiff's name and address (judgment creditor) PEOPLE OF THE CITY OF MUSKEGON C/O 60TH DISTRICT COURT 990 TERRACE STREET MUSKEGON MI 49442	V	Defendant's name and address (judgment debtor) ALB.../ALLEN 223 ... TWI ... 49457
Plaintiff's attorney, address SC ... IN C P ... 36 MUSKEGON MI 49443	Garnishee Third Party Withholding Unit Department of Treasury Lansing, Michigan 48909	
Plaintiff attorney: Dan Pindoley (Dan.Pindoley@dmctechgroup.com) is signed in (517) 742-0334		
REQUEST NOTE for item 2: If a civil judgment includes judgment interest in the "total judgment" field (as in the forms in use before the 5/07 revisions), the interest amount reported in item 2 should not include any postfiling interest already included in the judgment.		
1. On <u>12/28/15</u> , the plaintiff received judgment against the defendant for: \$ <u>272.00</u> 2. The total amount of judgment interest accrued to date is: \$ _____ The total amount of postjudgment costs accrued to date is: \$ _____ The total amount of postjudgment payments made and credits to date is: \$ _____ • The amount of the unsatisfied judgment now due (including interest and costs) is: \$ <u>272.00</u> 3. Plaintiff knows or with good reason believes the garnishee is indebted to or possesses or controls property belonging to defendant. 4. Plaintiff requests a writ of income tax garnishment be paid to <input type="checkbox"/> plaintiff, <input type="checkbox"/> plaintiff's attorney, <input checked="" type="checkbox"/> the court, and mailed to <input type="checkbox"/> plaintiff, <input type="checkbox"/> plaintiff's attorney, <input checked="" type="checkbox"/> the court.		
I declare under the penalties of perjury that this request has been examined by me and that its contents are true to the best of my information, knowledge, and belief. Date: <u>11/01/23</u>		
WRIT OF GARNISHMENT To be completed by the court.		
TO THE PLAINTIFF: 1. The social security number field is blacked out for security reasons on all parts except the garnishee copy. 2. You must serve this writ on the state treasurer along with a \$6.00 fee and any discovery request for information related to this garnishment. 3. You must serve a copy of this writ on the defendant within 7 days after serving the writ on the state treasurer. 4. You are responsible for paying to the state treasurer any reasonable costs incurred by the state treasurer in providing information in response to your discovery request. 5. If a state tax refund or credit is not intercepted before October 31 of the year during which the writ of garnishment is to be processed, you will not receive a disclosure unless you file a written request with the state treasurer between November 1 and December 31 of the tax year following the tax year for which this writ was filed.		
TO THE DEFENDANT: See separate instructions. 1. If a state tax refund or credit is intercepted pursuant to this writ, the state treasurer will notify you on a disclosure form. 2. You have 14 days after being notified of an intercept to file objections the writ of garnishment with the court. If you do not object within this time, the intercepted tax refund or credit held under this writ will be applied to the judgment 28 days after the disclosure was filed with the court.		
TO THE GARNISHEE: 1. Upon intercepting a state tax refund or credit, calculate the amount available to satisfy all or part of the garnishment. 2. Within 90 days after establishing any other liability for which the state tax refund or credit may be applied under MCL 205.30a, file with the court a verified disclosure identifying the intercepted amount, less any setoff, counterclaim, or other demand of the state against the defendant. 3. Unless notified by the court that objections to the writ of garnishment have been filed, payment of the intercepted amount must be made not less than 28 days after filing the disclosure. 4. You are ordered to pay the amount intercepted under this writ as specified in the request.		
Date of issue: <u>11/01/23</u>		Deputy court clerk: _____
MC 52 (3/23) REQUEST AND WRIT FOR GARNISHMENT (INCOME TAX REFUND/CREDIT) (Part 2) MCL 600.4061, MCL 600.4061a		



Menus: 10. Tax Garnishment F10=Report - Tax Garnishment List Report Sort Prompt

```

D6000DMC                               Tax Garnishment Form Print           9/09/24  10:49:58
Position to Name . . .                   or Case . . .
Type options, press Enter.
2=Change   4=Delete   5=Display   7=Display ROA
           = Out of State
           = Missing Info
Opt Name   Birth   NP   SA   PSA   Current   Last
           Date   Case Id   Stat   Amt Due   Pay
           2/15/99 17183292SM  DISP   321.00   Date
- ADAMS/PATRICIA/LASHAY
- ALBITER/JESSICA/MARIE
- ALBRIGHT/ROCKY/ALLEN
- ALVIAR/ANTONIO/RAYMOND
- BABCOCK/CYDNY/ANNAH
- BARNES/DONTARIO/LOUIS
- BEAL/AVIANNA/LORRAINE
- BEDFORD/CHAD/ERIC
- BEILFUSS/ROGER/CRAIG
- BELL/DABRINA/DENISE
- BOTIYENKO/STANSILAV/
- BOWNE/ALEX/DAVID
           4/27/88 13148515SM  WRNT 12,274.65
More...

----- Print List -----
Type selection, press Enter.
1=Select
Sort by Name  or Case ID 
Print Detail  or Summary 
F3=Exit   F12=Cancel
    
```

The Print List window screen will enable the user to select the sort order of the Tax Garnishment List Report. This report will print the detail information of every current record in Tax Garnishment Review status. The user must type a 1=Select next to the “Name” or “Case ID” field to determine the sort order of the report. Also, they must select either the Detail or Summary report. Multiple selections or no selection will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits the Print List window screen and returns the user to the COLLECT System Tax Garnishment Processing Menu.
- F12=Cancel Returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment

F10=Report - Tax Garnishment List Report Sort Prompt

Tax Garnishment List Report - Detail

Page: 1 6000 - DMC-MUSKEGON-TEST 8/30/10 13:26:53
 Sort Order: DEFENDANT NAME TAX GARNISHMENT LIST REPORT *** CONFIDENTIAL - SHRED TO DISCARD ***

Defendant Name	Date of Birth	Case ID	Stat	Offense Date	Plaintiff
ACHTERHOFF/BRIAN/EDWARD 3485 HICKORY TWIN LAKE, MI 49457	10/04/65	08105628SM	DISP	10/09/08	People of the state of Michigan
		SSN: 301-24-7311			Prosecutor: 69894 Phone: (231) 724-6435 MCENHILL, RACHAEL RENEE, 990 TERRACE ST FL 5 MUSKEGON, MI 49442
		Current Amt Due: 110.00			
		Last Pay Date:			
		Last Pay Amt:			
ACKERSON/PAULA/RUTH 2251 BLODGETT ST MUSKEGON, MI 49441	5/11/58	08D374079	DISP	11/16/08	N. MUSKEGON
		SSN: 657-56-7567			Prosecutor: 43644 Phone: (313) 665-4089 PINCIOTTI, CYNTHIA J., 300 RENAISSANCE CENTER DETROIT, MI 48265
		Current Amt Due: 100.00			
		Last Pay Date:			
		Last Pay Amt:			
ACRE/TABETHA/MAY 2106 E CREEKWOOD DR TWIN LAKE, MI 49457	3/29/84	08D376482	DISP	8/27/08	MUSKEGON
		SSN: 556-67-7777			Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442
		Current Amt Due: 158.00			
		Last Pay Date: 8/31/10			
		Last Pay Amt: 40.00			
ARMSTRONG/ROBERT/LEE 2233 HOWDEN MUSKEGON HEIGHTS, MI 49444	10/14/59	04054238OT	WRNT	10/23/96	MUSKEGON
		SSN: 224-11-1907			Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442
		Current Amt Due: 50.00			
		Last Pay Date:			
		Last Pay Amt:			
BAATZ/GENE/EARL 1363 WALKER RD MUSKEGON, MI 49442	1/04/69	07094016SM	PROB	9/29/07	People of the state of Michigan
		SSN: 387-71-9730			Prosecutor: 45717 Phone: (231) 724-6435 BADER, JOSEPH J., 990 TERRACE ST MUSKEGON, MI 49442
		Current Amt Due: 444.00			
		Last Pay Date:			
		Last Pay Amt:			
BAATZ/GENE/EARL 1363 WALKER ROAD MUSKEGON, MI 49442	1/04/69	08D367947A	WRNT	5/01/08	MUSKEGON
		SSN: 387-71-9730			Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442
		Current Amt Due: 204.00			
		Last Pay Date:			
		Last Pay Amt:			
BAATZ/GENE/EARL 1363 WALKER ROAD MUSKEGON, MI 49442	1/04/69	08D367947B	WRNT	5/01/08	MUSKEGON
		SSN: 387-71-9730			Prosecutor: 22812 Phone: (231) 724-6305 WIERENGO, ANDREW, III 990 TERRACE ST MUSKEGON, MI 49442
		Current Amt Due: 312.00			
		Last Pay Date:			
		Last Pay Amt:			

Page: 18 6000 - DMC-MUSKEGON-TEST 8/30/10 13:26:53
 Sort Order: DEFENDANT NAME TAX GARNISHMENT LIST REPORT *** CONFIDENTIAL - SHRED TO DISCARD ***

Defendant Name	Date of Birth	Case ID	Stat	Offense Date	Plaintiff
WURTHNER/BYRON/LEE 68 RIVER ROAD NORTH MUSKEGON, MI 49445	5/17/79	070887298D	WRNT	5/27/07	People of the State of Michigan
		SSN: 404-22-8452			Prosecutor: 69894 Phone: (231) 724-6435 MCENHILL, RACHAEL RENEE, 990 TERRACE ST FL 5 MUSKEGON, MI 49442
		Current Amt Due: 1,296.00			
		Last Pay Date:			
		Last Pay Amt:			
Total cases and amount selected for Tax Garnishment:				120	161,997.91
** END OF REPORT **					



Menus: 10. Tax Garnishment

F10=Report - Tax Garnishment List Report Sort Prompt

Tax Garnishment List Report - Summary

Defendant Name	Date of Birth	Case ID	Stat	Current Amount Due	Last Pay Date
ALEXANDER/LINDA/MARIE	5/11/65	10127917SM	WRNT	517.20	
ALEXANDER/RANDELL/ALLEN	7/18/54	08D366137B	WRNT	312.00	
ALEXANDER/REGINALD/MAURICE	5/15/80	12144681ST	WRNT	444.00	
ALEXANDER/THOMAS/WILLARD	11/11/61	05065719SD	WRNT	1,095.00	
ALONSO/ESMERALDA/	9/28/88	11137241SD	WRNT	1,418.00	
ANDERSON/DOUGLAS/THOMAS	11/14/86	13D442682B	DISP	254.00	
ANDERSON/ERRA/MONAIJAH	5/20/92	11136070SM	WRNT	107.00	
ANDERSON/MARCUS/DESHAWN	8/17/72	12144231SM	DISP	275.00	
ANDERSON/ORLANDO/DESHAWN	11/28/89	10128176SM	WRNT	414.00	
ANDERSON/TAMMY/KAY	3/04/70	06077543OT	WRNT	307.60	
APPLEGATE/DAVID/WAYNE	9/09/64	01012776SM	WRNT	745.82	
ARBOGAST/TERESA/MARIE	9/23/63	05064955SD	WRNT	957.00	
ASKEW/DEVIN/LEE	1/25/86	10118892SM	WRNT	373.20	
AYERS/DUJUAN/AARON	8/18/83	10121215SM	WRNT	654.00	
BAILEY/TONY/DONIEL	7/06/62	12143493SM	DISP	63.00	
BAINES/MARKUS/A AKA SEE BELOW	5/05/77	12141721SM	WRNT	306.00	

Defendant Name	Date of Birth	Case ID	Stat	Current Amount Due	Last Pay Date
ZERLAUT/TONYA/LYNN	7/08/76	10128377SM	WRNT	354.00	
Total cases and amount selected for Tax Garnishment:				541	312,657.63
** END OF REPORT **					



Menus: 10. Tax Garnishment

Forms: 1i. Instructions for Defendant

```

D6000DMC                Instructions for Defendant                8/13/18  16:16:47

This form MUST be printed and mailed to the defendant along with their copy
of the Tax Garnishment.

Type choices, press Enter.

Printer . . . . . PRT01 (Name, blank=Default)
Copies to Print . . . . . 16 (Number)

F3=Exit  F12=Cancel
The Tax Garnishment file currently has 16 records.

```

The Copies to Print will default to the number of records currently in the Tax Garn file. This will assist with printing the correct number without guessing.

The Instruction for Defendant form is an additional form that will need to be printed and included along with the Defendant’s copy of the Tax Garn. This form is new with version 4/18 of the MC52 Request and Writ for Garnishment form.

The Instructions for Defendant screen will enable the user to select the Printer and number of Copies to Print. The Printer field will default to the same printer as the Tax Garnishments but can be changed to any valid printer on the system. The number of Copies to Print will default to the number of Tax Garnishment records currently in the file but can be changed to any number you wish to print.

Screen function keys are as follows:

- F3=Exit Exits the Instructions for Defendant screen and returns the user to the COLLECT System Tax Garnishment Processing Menu.
- F12=Cancel Returns the user to the COLLECT System Tax Garnishment Processing Menu.





Menus: 10. Tax Garnishment

Forms: 1i. Instructions for Defendant

Instructions for Defendant form - Example

INSTRUCTIONS FOR THE DEFENDANT

1. This writ has been issued because there is a judgment against you that you have not paid. In order to collect on this judgment, income owed to you may be withheld or property belonging to you may be taken from you and sold.
2. You may object to this garnishment if:
 - a. your income is exempt from garnishment by law,
 - b. you have a pending bankruptcy proceeding,
 - c. the maximum withheld exceeds the amount allowed by law,
 - d. you have paid the judgment in full,
 - e. the garnishment was not properly issued or is otherwise invalid.
3. Except for tax garnishments issued in criminal cases, you may send the plaintiff a written request to review postjudgment costs and fees listed in item 2 of the request. Within 28 days after receiving your request, the plaintiff must send an itemized list of the postjudgment costs and fees to you and the court. Within 28 days after receiving the itemized list, you may file a motion with the court to review the postjudgment costs and fees if you believe they are wrong. If the judge rules in your favor, the judge may order the motion fee to be deducted from the judgment balance.
4. For more information on garnishments and debt collection, please visit www.michiganlegalhelp.org.



Menus: 10. Tax Garnishment Forms: 2. Proof of Service

```

D6000DMC                Proof of Service Form Print                11/17/08  12:11:17

Position to Case Id . . . _____

Type options, press Enter.
5=Display  6=Print

Opt  Case Id      Name                               Birth   Printed
    Case Id      Name                               Date    Date
--  --          --          --          --          --
  -  TESTCASE2   TESTCASEII//                     11/07/78 10/29/08
  -  00D185761B  ADAMS/ROCHELLE/LATRICE           11/19/73 10/29/08
  -  00006454CT  ADAMS/ROCHELLE/LATRICE           11/19/73 10/29/08
  -  01D216514A  DEMEMBER/LORI/                   11/18/76  6/10/08
  -  02D233168   ACKERBERG/TASHA/MARIE            7/20/78 10/29/08
  -  03D259600   OAKES/ELEANOR/ANN                9/27/45 10/29/08
  -  03039124SM  TAYLOR-SMITH/JUNE/L              2/27/66 10/29/08
  -  04047987SD  ULLMER/JOE/TRAVIS                5/17/64 10/29/08
  -  04059420SM  UPDYKE/ERIC/MICHAEL              1/16/86 10/29/08
  -  04486751    RACINE/MARCELL/JEAN              11/24/61 10/29/08
  -  05D306844C  IVEY/TIFFANY/LASHAWN             4/26/87 10/29/08
  -  05068313SM  GABRION/DAVID/ALAN               11/01/55 10/29/08
  -  06D315425   QUINTON/JAMES/LYN                11/03/68 10/29/08

More...

F3=Exit  F6=Print All  F12=Cancel
    
```

The above screen allows the user to print the Proof of Service form for an individual or for all individuals in the list. The user can view the information that was printed on the Tax Garnishment form by selecting option 5= Display.

Screen input edits are as follows:

- The only valid options are 5=Display or 6=Print. Any other entry will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Proof of Service Form Print and returns the user to the Tax Garnishment Menu.
F6=Print All	Prints a Proof of Service form for all the individuals in the list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 5=Display

```
_D6000DMC          Tax Garnishment Form Information      11/17/08  12:15:57
View information, press Enter.
Case Id . . . . . : 02D242756A          Current Amount Due:      170.00
Plaintiff:                                Defendant:
MUSKEGON                                TRAMMELL/TAMARA/LATRICE
                                           2516 JARMAN
                                           MUSKEGON, MI 49444
Prosecutor:                                SSN . . . . . : 999-99-9999
 22812
WIERENGO, ANDREW, III
990 TERRACE ST
MUSKEGON, MI 49442
(231) 724-6305
F3=Exit  F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that will print on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Proof of Service Form Information and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits Proof of Service Form Information and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
Option 6=Print or F6=Print All

```

----- Proof of Service -----
Type choices, press Enter.                PROOF OF SERVICE
1=Select                                CERTIFICATE OF SERVICE/NONSERVICE
/ _ personally
X I served - _ by registered or certified mail
\ X electronically pursuant MCR 3.101(F)(3)
a copy of the requested writ for garnishment, together with $6.00 fee
and the attachments below, on: 10/06/23 (MM/DD/YY) at 13:17 (HH:MM)
                                           (24 Hour Clock)

X I served - _ personally
\ X by first-class mail
a copy of the request and writ for garnishment, together with the
attachments listed below, on: 10/06/23 (MM/DD/YY) at 13:17 (HH:MM)
                                           (24 Hour Clock)

_ I am a sheriff, deputy sheriff, bailiff, appointed court officer
or attorney for a party.

X I am a legally competent adult who is not a party or an officer of a
corporate party. I declare under the penalties of perjury that this
certificate of service has been examined by me and that its contents
are true to the best of my information, knowledge, and belief.
F3=Exit   F12=Cancel   Name: Axell Foley
    
```

The above screen displays when the user selects option 6=Print or F6=Print All on the previous screen. It allows the user to enter the information that will be printed on the Proof of Service form. The values will be defaulted from the previous print.

Screen function keys are as follows:

- F3=Exit Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Menu.

- F12=Cancel Exits Proof of Service Form Print Window and returns the user to the Tax Garnishment Form Print screen.



Menus: 10. Tax Garnishment
Forms: 2. Proof of Service
F6=Print All

```

D Proof of Service
P Type choices, press Enter.
T 1=Select
O _ OFFICER CERTIFICATE
X I served the request and
  attachments by:
  _ personal service
  Date . . . . . 8/28/13
X I served a copy of the re
  _ personal service
  Date . . . . . 8/28/13
  Name . . . . . JOHN DOE
  Title . . . . . COURT ADMINS
F3=Exit  F12=Cancel

Print All - Proof of Service
Verify Sort Order, Press Enter.
Sort by
C/N  Form      Copy  Queue
N  Proof of Service  1  D60TG2013
N  Proof of Service  2  PRT01

Bottom
F3=Exit  F12=Cancel
    
```

The above screen displays when the user selects function key F6=Print All. The printing process has been changed to print single copies, many times depending on your customization parameters. This will make the printed documents easier to process because they will not need to be separated. The user can also select the sort order of the copy stack by placing a N=Name order or C=Case order in the sort column. The output queue is determined by a customization parameter. This screen will stay displayed during the printing process with a progress arrow (===>) next to the current entry in the stack being processed.

Screen input edits are as follows:

- The sort order must be N=Name order or C=Case order. Any other entry will generate an error. The default sort order is by name.

Screen function keys are as follows:

- F3=Exit Exits the Print All Proof of Service screen and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits the Print All Proof of Service screen and returns the user to the Proof of Service Form Print screen.





Menus: 10. Tax Garnishment

Create PDF: 3. Create PDF Files from Form Output

```

D6000DMC                Create PDF Files from Form Output          8/13/18  16:39:13

This feature will create a PDF file on the iSeries IFS for all Tax
Garnishment and Proof of Service forms entries in the specified output
queue.  The PDF forms then can be accessed from a mapped drive on any PC.

This process may take a long time to complete.

Type choices, press Enter.

Output Queue . . . . . D60TG2018
Library . . . . . COLLECTF

iSeries IFS directory . . . : '/COLLECT_PDF_Forms/D6000/TaxGarns2018'
Share Name . . . . . : D6000PDF

F3=Exit  F12=Cancel
    
```

The above screen allows the user to generate PDF files on the AS/400 or iSeries IFS for archive purposes, also to reprint the Garn or the Proof if needed. In order to use this feature, it must be enabled in the System Customization area. This process will take all generated Tax Garns and Proof of Service forms from the selected output queue / library and create the PDF document in the selected iSeries IFS directory. The PDF document files can be accessed from a mapped drive on any PC.

Screen input edits are as follows:

- The output queue and library must exist on the system.
- The iSeries IFS directory will now default and cannot be changed. This is to ensure a common place of storage for better management of old .pdf forms.

Screen function keys are as follows:

F3=Exit	Exits Create PDF Files from Form Output and returns the user to the Tax Garnishment Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment Inquiry - Form: 4. Tax Garnishment Filing History - Release

D6000DMC Tax Garnishment History Inquiry - Release 2/05/24 15:44:05
Mode: ALL Cases

Position to Name . . . _____ or Case . . . _____

Type options, press Enter.
5=Display 6=Print Release 7=ROA D=Disclosure G=Reprint Tax Garn

Opt	Name on Writ (■ = Closed)	Birth Date	Case Id	Case Stat	Writ Amt	File Date
-	SHALIFOE/BENJAMIN/GERALD	3/17/65	15167263SM	WRNT	469.20	10/25/23
-	SHANNON/TIHATE/TELICIA-NICO	5/28/87	18E012566C	DISP	270.00	10/25/23
-	SHARP/LOUIS/	2/06/51	9427719CM	CLSD	75.00	10/25/23
-	WADLAND/COBEY/MICHEAL	8/07/98	19204416ST	DISP	264.00	10/25/23

F3=Exit F6=Print Report (Mode) F9=All/Closed/Zero Cases F12=Cancel

Entries in red indicate the case is now closed.

Highlighted entries indicate a difference in the Writ Amount and the Current Balance.

The above screen displays all the individuals that have received a Writ of Tax Garnishment for the current year and the user has not run the archive function. Case ID in reverse image denotes the case is Non-Public, while the turquoise color denotes the case has been "Set Aside". Once the archive function is run, the entries will show under option 5. Tax Garnishment Filing Archive - Release.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release, 7=Display ROA, D=Disclosure entry/view, and G=Reprint Tax Garn. Any other entry will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Filing History and returns the user to the Tax Garnishment Menu.
- F6=Print Report Prints a listing of all currently filed Tax Garns. The report will be based on the mode of the screen. If the screen mode is "All Cases" then the report will include all cases. If the screen mode is "Closed Cases" then the report will only include closed cases. If the screen mode is "Zero Balance Cases" then the report will only include the zero balance cases.
- F9=All/Closed/Zero Cases This function will toggle the record selection for the screen between all cases, closed cases and zero balance cases.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment

Inquiry: 4. Tax Garnishment Filing History - Release

Option 5. Display

```
D6000DMC          Tax Garnishment Form Information          6/02/11  13:28:35

View information, press Enter.

Case Id . . . . . : 07095836FY          Amount Due on Writ:          1,368.00

Date Reviewed. . . : 5/19/11
Date Filed . . . . : 6/03/11

Plaintiff:                                Defendant:
People of the City of Muskegon             BURSE/ROBERT/TIRECE
c/o 60th District Court                   2916 5TH ST
990 Terrace Street                        MUSKEGON, MI 49444
Muskegon, MI 49442-1234

Prosecutor:                                SSN . . . . . : 468-16-0251
10002
AARON, DENNIS M.,
2350 DAVID STOTT BLDG
DETROIT, MI 48226
(313) 961-1625

F3=Exit   F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Filing History screen



Menus: 10. Tax Garnishment Inquiry - Form: 4. Tax Garnishment Filing History – Release Option 6. Print Release

D6000DMC Type selections, press Enter. X=Select <input checked="" type="checkbox"/> The garnishment issued on 10/31/11 is withdrawn by the plaintiff. Authorized by: _ Plaintiff --OR-- _ Attorney _ The garnishment issued on 10/31/11 is cancelled by the court. Select or type Last Date Paid. _ The last payment date found for this case is 3/05/12 . --OR-- _ Use this Last Date Paid <u>5/31/12</u> . F3=Exit F12=Cancel	Tax Garnishment Release Form Print 5/30/12 11:25:15 Case Id : 101254850T Date Reviewed . . : 10/24/11 Date Filed : 10/31/11 Amount Due on Writ: 354.00 Defendant: KNIGHT/JENNIFER/LOUISE 396 MCLAUGHLIN MUSKEGON, MI 49442 SSN : 375-82-2175 Plaintiff: City of Muskegon Heights C/O 60TH District Court 990 Terrace Street Muskegon, MI 49442 Prosecutor: 32291 WILLIAMS, THEODORE N., JR. 120 W APPLE AVE MUSKEGON, MI 49440 (231) 727-2103
---	---

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an “X” the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or cancelled by the court. The user must also select to print either the last payment date found in the system or use the manually entered last date paid (defaults to current date but will accept any valid date).

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

- The user must select with an “X” the reason the Tax Garnishment is being withdrawn and the last payment date. The form will not print without both selections and a valid date.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu. |
| F12=Cancel | Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen. |



Menus: 10. Tax Garnishment Inquiry - Form: Garnishment Release – Example Part 1

Approved, SCAO		1st copy - Court (Part 2) 2nd copy - Defendant (Part 1) 3rd copy - Plaintiff (Part 1)
STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 15170657OT
Court address		Court telephone no.
60th Judicial District Court, 1111 HallOfJustice-3rd Floor, Muskegon, MI		48555 (517) 222-1234
Plaintiff's name and address (judgment creditor) PEOPLE OF THE CITY OF MUSKEGON C/O 60TH DISTRICT COURT 990 TERRACE STREET MUSKEGON, MI 49442	v	Defendant's name and address (judgment debtor) ALFUGAHA/JENNIFER/LYNN 1060 AURORA AVE MUSKEGON, MI 49442
Plaintiff's attorney, bar no., address, and telephone no. SCHRIER, JOHN C., 36702 P.O. BOX 786 MUSKEGON, MI 49443 (231) 724-6334		Garnishee's name and address THIRD PARTY WITHHOLDING UNIT MICHIGAN DEPARTMENT OF TREASURY PO BOX 30785 LANSING, MI 48909
Defendant's social security no. <div style="background-color: black; width: 100px; height: 15px; margin: 0 auto;"></div>		
TO THE GARNISHEE:		
<input type="checkbox"/> 1. The garnishment issued on _____ is withdrawn by the plaintiff. <small style="margin-left: 100px;">Date</small>		
The withdrawal was authorized on _____ by _____ <small style="margin-left: 100px;">Date</small> <small style="margin-left: 100px;">Plaintiff/Attorney</small> <small style="margin-left: 100px;">Bar no.</small>		
<input checked="" type="checkbox"/> 2. The garnishment issued on <u>10/16/20</u> is cancelled by the court. <small style="margin-left: 100px;">Date</small>		
3. You are released from further liability in connection with this garnishment.		
4. Any amounts withheld by the garnishee on or after <u>2/15/21</u> shall be returned to the defendant and any further withholdings shall be discontinued. <small style="margin-left: 100px;">Date</small>		
<u>2/15/21</u>		
Date	Deputy court clerk	
<div style="border: 1px solid black; display: inline-block; padding: 2px;">CERTIFICATE OF MAILING</div> Use note: does not need to be completed if the document is served through MIFILE.		
I served a copy of this release on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.		
<u>2/15/21</u>		
Date	Signature	
TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the garnishee, defendant, and plaintiff copies.		
MC 60 (10/20) GARNISHMENT RELEASE (Part 1)		MCR 3.101



Menus: 10. Tax Garnishment Inquiry - Form: Garnishment Release – Example Part 2

Approved, SCAO		1st copy - Court (Part 2) 2nd copy - Defendant (Part 1) 3rd copy - Plaintiff (Part 1)
STATE OF MICHIGAN 60TH JUDICIAL DISTRICT JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 15170657OT
Court address		Court telephone no.
60th Judicial District Court, 1111 HallOfJustice-3rd Floor, Muskegon, MI		48555 (517) 222-1234
Plaintiff's name and address (judgment creditor) PEOPLE OF THE CITY OF MUSKEGON C/O 60TH DISTRICT COURT 990 TERRACE STREET MUSKEGON, MI 49442	v	Defendant's name and address (judgment debtor) ALFUGAHA/JENNIFER/LYNN 1060 AURORA AVE MUSKEGON, MI 49442
Plaintiff's attorney, bar no., address, and telephone no. SCHRIER, JOHN C., 36702 P.O. BOX 786 MUSKEGON, MI 49443 (231) 724-6334		Garnishee's name and address THIRD PARTY WITHHOLDING UNIT MICHIGAN DEPARTMENT OF TREASURY PO BOX 30785 LANSING, MI 48909
TO THE GARNISHEE:		
<input type="checkbox"/> 1. The garnishment issued on _____ is withdrawn by the plaintiff. <div style="margin-left: 40px;">Date</div> <div style="margin-left: 100px;">The withdrawal was authorized on _____ by _____</div> <div style="margin-left: 100px;">Date Plaintiff/Attorney Bar no.</div>		
<input checked="" type="checkbox"/> 2. The garnishment issued on <u>10/16/20</u> is cancelled by the court. <div style="margin-left: 40px;">Date</div>		
3. You are released from further liability in connection with this garnishment.		
4. Any amounts withheld by the garnishee on or after <u>2/15/21</u> shall be returned to the defendant and any further withholdings shall be discontinued. <div style="margin-left: 40px;">Date</div>		
<u>2/15/21</u>	Deputy court clerk	
Date		
CERTIFICATE OF MAILING Use note: does not need to be completed if the document is served through MIFILE.		
I served a copy of this release on the parties or their attorneys by first-class mail addressed to their last-known addresses as defined by MCR 2.107(C)(3). I declare under the penalties of perjury that this certificate of mailing has been examined by me and that its contents are true to the best of my information, knowledge, and belief.		
<u>2/15/21</u>	Signature	
Date		
TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the garnishee, defendant, and plaintiff copies.		
MC 50 (10/20) GARNISHMENT RELEASE (Part 2)		MCR 3.101



Menus: 10. Tax Garnishment
Inquiry: 4. Tax Garnishment Filing History - Release
Option D. Disclosure entry/view

```

D6000DMC      Tax Garnishment History Inquiry - Release      4/15/15  10:58:54

Position to Name . . . _____ or Case . . . _____

Type options, press Enter
5=Display  6=Print Rele

Opt  Name on Writ ( ■ ) = C
  _  JACKSON/ARNOLD/JAMES
  D JOHNSON/RANDALL/ALLEN
  _  JONES/EDWARD/
      Released: 3/17/15
  _  JORDAN/GILBERT/LAMAR
  _  KEYES/DIONA/JANEEN
  _  MASON/BRYANT/

                                     Disclosure Entry
Type option or information, press Enter.
4=Delete
Opt   Date           Amount   Final   Entered By
  _   4/15/15       200.00   -       D6000DMC

                                     Bottom
F12=Cancel

F3=Exit  F6=Print Report (Mode)  F9=All/Closed Cases  F12=Cancel
    
```

The above screen will allow for entry and viewing of Disclosure information. The user can enter the Disclosure Date, Amount, and optionally whether this is the Final Disclosure (Y=Yes). If there are multiple disclosures for the case, they will be displayed in list form under the entry fields. They can also be deleted with option 4=Delete. Disclosure entry is for informational purposes only and will display on the main screen. An entry will also be written to the ROA.

Screen input edits are as follows:

- A valid date in MM/DD/YY format must be entered with a non-zero dollar amount. The Final field is optional and if entered will only accept "Y"=Yes. The only difference with a Final Disclosure is the message that is displayed on the screen and ROA.
- The only valid option is 4=Delete. Any other entry will generate an edit error.

Screen function keys are as follows:

F12=Cancel Cancel the Disclosure Entry window screen and return the user to the Tax Garnishment History Inquiry – Release screen.



Menus: 10. Tax Garnishment
Inquiry - Form: 4. Tax Garnishment Filing History – Release
Option G. Reprint Tax Garn

No screen will display when the user selects to reprint the Garnishment form. The form will print, and the record will be updated with the new print dates.

Check the Tax Garnishment print section to see image of a sample tax garnishment form.



Menus: 10. Tax Garnishment Inquiry - Form: 4. Tax Garnishment Filing History – Release F6=Print Report - Example

Page 1 ALL Cases		6000 - DMC TECHNOLOGY GROUP Collections - Tax Garnishment History Report							4/15/15	13:32:09
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Writ	Current Balance Due	File Date	Release Date	Disclosure Date	Amount	
ALEXANDER/THOMAS/WILLARD	11/11/61	05065719SD	WRNT	1,095.00	1,095.00	11/01/14	2/04/15	3/02/15	351.00	
ALONSO/ESMERALDA/	9/28/88	11137241SD	WRNT	1,418.00	1,418.00	11/01/14	3/04/15			
BRAND/CURTIS/GRIFFIN	8/06/55	07093471SD	WRNT	1,408.40	1,408.40	11/01/14				
BRAY/JOSHUA/DAVID	4/14/88	10122046SD	WRNT	1,107.20	1,107.20	11/01/14	3/17/15			
BROTON/JENNIFER/MARIE	11/24/79	11137710SD	WRNT	1,053.00	1,053.00	11/01/14				
BROWN/TYRA/TASHEE	1/13/74	9887189SM	WRNT	3,600.00	3,600.00	11/01/14				
CAGE/THEODORE/ROOSEVELT	4/02/56	06074341OD	WRNT	1,199.00	1,199.00	11/01/14				
CHAMBERS/ALVIN/LYNDELL	9/04/85	05059918SM	WRNT	2,278.56	2,278.56	11/01/14				
DAULT/VINCENT/MICHAL	12/28/85	06084244ST	WRNT	1,437.60	1,437.60	11/01/14				
DAVIS/ARTHUR/LEE-ALBERT	7/11/57	03036997OD	WRNT	2,691.00	2,691.00	11/01/14				
DAVIS/CORY/JERARD	8/09/72	06073718FY	WRNT	1,554.00	1,554.00	11/01/14				
DECKER/ROBERT/WILLIAM II	7/19/86	10123986SD	WRNT	1,206.93	1,206.93	11/01/14				
DUELL/DOUG/	9/25/75	10120994SM	WRNT	1,140.00	1,140.00	11/01/14				
DUNCAN/TERRANCE/LARON	12/21/78	04058351SM	WRNT	1,230.00	1,230.00	11/01/14				
ENGLAND/RANDOLPH/WILSON	7/13/62	9657147CD	WRNT	1,248.00	1,248.00	11/01/14				
FIDLER/ERIN/RAE	5/23/89	12144577SD	WRNT	1,392.00	1,392.00	11/01/14				
FLOREZ/ROBERTO/JUAN	11/06/68	09117080SD	WRNT	1,758.00	1,758.00	11/01/14				
GAVITT/TODD/ALLEN	3/23/75	12142617OD	WRNT	1,014.00	1,014.00	11/01/14				
GROSS/REID/THOMAS	7/24/70	03043523FY	DISP	4,214.00	4,214.00	11/01/14				

Page 3 ALL Cases		6000 - DMC TECHNOLOGY GROUP Collections - Tax Garnishment History Report							4/15/15	13:32:09
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Writ	Current Balance Due	File Date	Release Date	Disclosure Date	Amount	
TERRY/DANIEL/RAE	4/11/64	99097223CD	WRNT	1,293.00	1,293.00	11/01/14				
THOMAS/ANTHONY/DEWAYNE	8/14/77	01021685SM	WRNT	3,575.00	3,575.00	11/01/14				
VINES/VINCENT/ALEXANDER	9/14/66	02024082SM	WRNT	3,360.00	3,360.00	11/01/14				
WAGNER/WILLIAM/CHARLES	6/19/67	04055373FY	WRNT	1,674.00	1,674.00	11/01/14				
WALKER/CURTRAIL/JUSTIN	6/02/89	12143445SD	WRNT	1,464.00	1,464.00	11/01/14				
WALKER/MYRON/CURTIS	2/16/89	13150270SD	WRNT	1,674.00	1,674.00	11/01/14				
WALLACE/RONNY/EARL	3/06/68	03036620SM	WRNT	2,118.00	2,118.00	11/01/14		4/15/15	100.00	
WARD/ARCHESTER/	4/05/40	01017751SM	WRNT	4,439.00	4,439.00	11/01/14				
WELLS/NAPOLION/JR	3/27/61	07083534OD	WRNT	1,222.00	1,222.00	11/01/14				
WYRICK/DEARREA/SHALONDRE	8/27/90	11128660SD	WRNT	1,378.00	1,378.00	11/01/14				
YOUNG/PATRICK/WAYNE	6/15/60	9774584SM	WRNT	1,024.00	1,024.00	11/01/14				
				110,451.69	108,833.69				836.00	

** End of Report **





Menus: 10. Tax Garnishment Inquiry - Form: 5. Tax Garnishment Filing Archive - Release

D6000DMC Tax Garnishment Archive Inquiry - Release

Position to Name . . . or Case

Type options, press Enter.
5=Display 6=Print Release 7=Display ROA

Opt	Name on Writ	Birth Date	Case Id	Stat	Amount	File Date
	BASSO-DICK/AIMEE/NICOLE	6/23/82	183314742B	WRNT	.00	10/31/19
	BASSO-DICK/AIMEE/NICOLE	6/23/82	183314742B	WRNT	.00	10/25/23
	BASSWADEBEY/SHONAIR/BRYANNA	10/28/86	16181774SM	CLSD	0.00	10/31/18
	BATES/ASHANTAE/M	12/01/79	09115639ST	CLSD	14.00	10/28/10
	BATES/ASHANTAE/M	12/01/79	09115639ST	CLSD	414.00	10/31/11
	BATES/ASHANTAE/M	12/01/79	12143410SM	CLSD	354.00	10/31/13
	BATES/ASHANTAE/M	12/01/79	12143410SM	CLSD	354.00	10/31/14
	BATES/ASHANTAE/MONTREL-MONI	12/01/79	15172432OT	CLSD	279.00	10/31/16
	BATES/CHRISTOPHER/ALLEN	9/29/85	19206570FY	DISP	1,475.00	10/25/23
	BATES/HOLLY/MARIE	1/26/85	15168464SM	CLSD	456.00	10/31/17
	BATES/KENT/ALLEN	9/14/62	20206981FY	DISP	1,695.00	11/01/22
	BATES/KENT/ALLEN	9/14/62	20206981FY	DISP	1,695.00	10/25/23
	BATTLE/ANDREW/JAMES	1/27/57	13151471SM	CLSD	520.00	10/31/13

F3=Exit F6=Print Report F12=Cancel
Worklist positioned to BASSO.

Highlighted Case ID indicates:

GREEN – Non-Public
TURQUOIS – Set Aside
YELLOW – Partial Set Aside

The above screen displays all the individuals that have received a Writ of Tax Garnishment for the previous years. All entries on this screen are archived from previous years (or the current year if the archive function has been run). This screen functions exactly like 3. Tax Garnishment Filing History – Release.

Screen input edits are as follows:

- The only valid options are 5=Display, 6=Print Release and 7=Display ROA. Any other entry will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Filing Archive and returns the user to the Tax Garnishment Menu.
- F6=Print Report This will prompt the user for the Tax Year to report on and will generate a listing of all cases filed.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment

Inquiry: 5. Tax Garnishment Filing Archive - Release

Option 5. Display

```
D6000DMC          Tax Garnishment Form Information          6/02/11  13:35:45

View information, press Enter.

Case Id . . . . . : 04051997SM          Amount Due on Writ:          1,225.00

Date Reviewed. . . : 5/19/11
Date Filed . . . . : 6/01/11

Plaintiff:                                Defendant:
People of the City of Muskegon             BREWER/HASSEL/WILLIAM III
c/o 60th District Court                  1280 WOODCREEK
990 Terrace Street                       Apt # B
Muskegon, MI 49442-1234                  MUSKEGON, MI 49441

Prosecutor:                                SSN . . . . . : 529-14-6321
36226
TAGUE, TONY,
990 TERRACE ST
MUSKEGON, MI 49442
(231) 724-6435

F3=Exit  F12=Cancel
```

The above screen displays when the user selects option 5=Display on the previous screen. It displays the information that printed on the Writ of Tax Garnishment form.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits Tax Garnishment Form Information and returns the user to the Tax Garnishment Filing History screen



Menus: 10. Tax Garnishment Inquiry - Form: 5. Tax Garnishment Filing Archive – Release Option 6. Print Release

```

D6000DMC          Tax Garnishment Release Form Print          5/30/12  11:39:42

Type selections, press Enter.
X=Select

█ The garnishment issued on
  10/28/10 is withdrawn by
  the plaintiff.
  Authorized by:  _ Plaintiff
--OR--           _ Attorney

_ The garnishment issued on
  10/28/10 is cancelled by
  the court.

Select or type Last Date Paid.

_ The last payment date found
  for this case is  5/31/12 .
--OR--
_ Use this Last Date Paid  5/31/12 .

F3=Exit  F12=Cancel

Case Id . . . . . : 00002214SM
Date Reviewed . . . : 9/28/10
Date Filed . . . . : 10/28/10
Amount Due on Writ: 585.00
Defendant:
BOOHER/STEVEN/ALLEN
6296 DALSON RD
TWIN LAKE, MI 49457

SSN . . . . . : 369-74-3821
Plaintiff:
People of the State of Michigan

Prosecutor:
36226
TAGUE, TONY,
990 TERRACE ST
MUSKEGON, MI 49442
(231) 724-6435
    
```

The above screen will display when the user selects to print the Garnishment Release form. The left side of the screen will require a selection by the user. The user must select with an “X” the reason the Garnishment Release is being generated, either it is being withdrawn by the plaintiff or cancelled by the court. The user must also select to print either the last payment date found in the system or use the manually entered last date paid (defaults to current date but will accept any valid date.

The right side of the screen will display current information about the Tax Garnishment.

Screen input edits are as follows:

- The user must select with an “X” the reason the Tax Garnishment is being withdrawn and the last payment date. The form will not print without both selections and a valid date.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment Menu.
- F12=Cancel Exits Tax Garnishment Release Form Print and returns the user to the Tax Garnishment History Inquiry – Release screen.



Menus: 10. Tax Garnishment Inquiry - Form: Garnishment Release - Example

Approved, SCAO		Original - Court (Part 1) 1 st Copy - Garnishee (Part 2) 2 nd Copy - Defendant (Part 2) 3 rd Copy - Plaintiff (Part 2)
STATE OF MICHIGAN 60 TH JUDICIAL DISTRICT — JUDICIAL CIRCUIT	GARNISHMENT RELEASE	CASE NO. 00394342
Court address 60TH District Court, 990 TERRACE STREET, DMC-MUSKEGON-TEST, MI 49442		Court telephone no. (231) 724-6294
Plaintiff name and address (judgment creditor) People of the state of Michigan	v	Defendant name and address (judgment debtor) CALLISON/JAMESON/ROBERT 5712 HARDING AVE MUSKEGON, MI 49442
Plaintiff's attorney, bar no., address, and telephone no. ABO, CHIYU, 44694 800 FIRST NATIONAL BLDG DETROIT, MI 48226 (313) 223-3500		Garnishee Third Party Withholding Unit Michigan Department of Treasury PO Box 30785 Lansing, Michigan 48909
		Defendant's social security no. 333-33-3336

TO THE GARNISHEE:

1. The garnishment issued on 7/14/10 is withdrawn by the plaintiff.
Date

The withdraw was authorized on 7/15/10 by ABO, CHIYU, 44694.
Date Plaintiff/Attorney Bar no.

2. The garnishment issued on _____ is cancelled by the court.
Date

3. You are released from further liability in connection with this garnishment.

4. Any amounts withheld by the garnishee on or after 7/15/10 shall be returned to the defendant and
any further withholdings shall be discontinued. Date

7/15/10 _____
Date Deputy court clerk

CERTIFICATE OF MAILING

I certify that on this date this release was served on the garnishee and the parties or their attorneys by first-class mail addressed
To their last-known addresses as defined by MCR 2.107(C)(3).

7/15/10 _____
Date Signature

TO THE PLAINTIFF: The social security number field is blacked out on the court copy for security reasons, but will appear on the
Garnishee, defendant, and plaintiff copies.

MC 50 (6/09) GARNISHMENT RELEASE (Part 2) MCR 3.101





Menus: 10. Tax Garnishment

Inquiry: 5. Tax Garnishment Filing Archive - Release

F6=Print Report

```

D6000DMC      Tax Garnishment Archive Inquiry - Release      2/05/24  15:47:50
Position to Name . . . _____ or Case . . . _____
Type options, press Enter
5=Display   6=Print Rele
-----
Opt  Name on Writ      Reporting Year . . . 2024      se Amount Due   File
      (Cal Year Garn in effect)      at   on Writ     Date
-----
      BASSO-DICK/AIMEE/NICO      F3=Exit   F12=Cancel      | NT      270.00  10/31/19
      BASSO-DICK/AIMEE/NICO      | NT      270.00  10/25/23
      BASSWADEBEY/SHONAIR/B      | SD      300.00  10/31/18
      BATES/ASHANTAE/M           | SD      414.00  10/28/10
      BATES/ASHANTAE/M           |         414.00  10/31/11
      BATES/ASHANTAE/M           12/01/79  09115639ST      CLSD      354.00  10/31/13
      BATES/ASHANTAE/M           12/01/79  12143410SM      CLSD      354.00  10/31/14
      BATES/ASHANTAE/M           12/01/79  12143410SM      CLSD      279.00  10/31/16
      BATES/ASHANTAE/MONTREL-MONI 12/01/79  151724320T      CLSD      1,475.00  10/25/23
      BATES/CHRISTOPHER/ALLEN     9/29/85   19206570FY      DISP
      BATES/HOLLY/MARIE          1/26/85   15168464SM      CLSD      456.00  10/31/17
      BATES/KENT/ALLEN            9/14/62   20206981FY      DISP      1,695.00  11/01/22
      BATES/KENT/ALLEN            9/14/62   20206981FY      DISP      1,695.00  10/25/23
      BATTLE/ANDREW/JAMES        1/27/57   13151471SM      CLSD      520.00  10/31/13
-----
      More...
F3=Exit   F6=Print Report   F12=Cancel
Worklist positioned to BASSO.
    
```

The above screen allows the user to select the Reporting Year. This is the calendar year the tax garnishment is in effect. For example, the 2012 Reporting year will select tax garnishment records that were filed at the end of year 2011.

Screen function keys are as follows:

- F3=Exit Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Menu.

- F12=Cancel Exits Tax Garnishment Report prompt window and returns the user to the Tax Garnishment Archive Inquiry– Release program.





Menus: 10. Tax Garnishment

Inquiry: 5. Tax Garnishment Filing Archive - Release

F6=Print Report - Example

Page 1		6000 - DMC TECH GROUP				4/12/16		14:35:08	
Cases filed in: 2015		Collections - Tax Garnishment Archive Report for Year: 2016							
Name on Writ	Date of Birth	Case ID	Case Stat	Amount Due on Writ	Current Balance Due	File Date	Release Date		
AARON/JOHNNY/DEWAYNE	7/02/52	13153975ST	DISP	275.00	275.00	11/03/15			
ABDULKARIM/ANWAR/ABUBAKAR	5/25/82	03D266492B	WRNT	189.00	.00	9/17/15	9/17/15		
ACHERHOFF/DAWN/MARY	1/15/65	14157473ST	DISP	325.00	.00	11/02/15			
ACHERHOFF/DAWN/MARY	1/15/65	14157473ST	DISP	325.00	.00	11/03/15			
ACKERMAN/KATHERINE/ELIZABETH	5/04/77	131477800T	WRNT	474.00	474.00	11/03/15			
ACUNA/TERESA/ANNE	12/04/70	13154899ST	DISP	62.00	62.00	11/02/15			
ACUNA/TERESA/ANNE	12/04/70	14157271ST	DISP	300.00	300.00	11/02/15			
ADAME/RAMIRO/	7/16/63	03D237366C	WRNT	117.00	117.00	11/02/15			
ADAME/RAMIRO/	7/16/63	03D237366C	WRNT	117.00	117.00	11/03/15			
ADAMS/ANTWAN/AMAND	11/07/72	070884760T	WRNT	160.00	160.00	11/02/15			
ADAMS/DAVID/WILLIAM	1/24/68	131499260T	DISP	116.80	116.80	11/03/15			
ADAMS/DAVID/WILLIAM	1/24/68	141562580T	DISP	270.00	270.00	11/03/15			
ADAMS/TRICIA/JEAN	10/11/71	11137826SD	DISP	2,589.92	2,589.92	11/02/15			
ADKINS/GORDON/Z	4/11/48	13152379SD	CLSD	725.00	.00	11/01/15	3/30/16		
ADKINS/GORDON/Z	4/11/48	13152379SD	CLSD	725.00	.00	11/03/15	3/30/16		
ADKINS/JAMIE/RYAN	8/10/89	12144292SM	DISP	1,696.00	1,646.00	11/03/15			
AGERSTRAND/ZACHARY/TAYLOR-NELSON	2/24/88	14156825SD	PROB	1,375.00	1,375.00	11/01/15			
AGERSTRAND/ZACHARY/TAYLOR-NELSON	2/24/88	14156825SD	PROB	1,375.00	1,375.00	11/03/15			
AGNEW/ANNETTE/	1/06/64	121467640M	WRNT	234.00	234.00	11/03/15			
AGNEW/DONNA/SUE	6/08/58	06082308ST	WRNT	174.00	174.00	11/03/15			
AGUILERA/VICTOR/MANUEL	9/22/89	13D333072A	WRNT	216.00	216.00	11/02/15			
AHUMADA/LANA/KIM	11/27/64	14D469577	DISP	120.00	120.00	11/02/15			
ALAMIA/ISRAEL/JR	6/17/91	14D466813B	DISP	75.00	75.00	11/03/15			
ALAMIA/ISRAEL/JR	6/17/91	14D466814	DISP	75.00	75.00	11/03/15			
ALAMIA/ISRAEL/JR	6/17/91	141574800T	DISP	200.00	200.00	11/03/15			
ALDRIDGE/RODNEY/CHARLES	11/25/65	96D111845	WRNT	134.00	134.00	11/03/15			
ALDRIDGE/RODNEY/CHARLES	11/25/65	96D112119A	WRNT	122.00	122.00	11/03/15			
ALDRIDGE/RODNEY/CHARLES	11/25/65	96D115273	WRNT	128.00	128.00	11/03/15			



Menus: 10. Tax Garnishment

Yearly Reset: 6. Tax Garnishment File Reset – Archive

```

D6000DMC          Tax Garnishment File Reset - Archive      8/27/13  14:19:26

Confirm information, press Enter.

The Writ for Tax Garnishment form must be submitted yearly to the
state for processing. This process will allow the user to remove
all previously filed tax garnishment records and prepare the system
for a new batch of entries.

The Tax Garnishment file reset will perform the following:

    1. Move all currently filed Tax Garnishment records to the
       Tax Garnishment Archive file.

    2. Remove only the Archived records and leave the records in
       "REVIEW" status to be processed with the next cycle.

Press Enter to perform the Tax Garnishment File Reset, or press F12=Cancel.

F3=Exit   F12=Cancel
    
```

The above screen allows the user to easily start the tax garnishment process over for the next year. It places all tax garnishments that have already been printed into an archive file and it removes all filed tax garnishment data so that the process can be started over for a new tax year. Any newly selected cases for Tax Garnishment that have not been processed will remain in the file as part of the current year batch.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Tax Garnishment File Reset – Archive and returns the user to the Tax Garnishment Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 10. Tax Garnishment

Yearly Reset: 7. Tax Garnishment Regenerate from Archive

```

D6000DMC          Tax Garnishment Regenerate from Archive   4/12/16  14:47:48

Confirm information, type choices, press Enter.

The regeneration process will read all archive records to determine if the case
is not closed and the user defined selection criteria is met.  If selected,
a new Tax Garn record will be added to the current year file with a status of
TxR.  All data validation and printing of the forms is controlled by the court.
Selection criteria:
Offense Date Range . . . . . 11/15/15 to 11/15/15 (MM/DD/YY) - Optional
Amount Due Range . . . . . 10.00 to 9,999,999.99 ($ Range)
Case Status . . . . . 1 (1=All, 2=Warrants Only, 3=Non-Warrants)
SSN Selection . . . . . 1 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 2 (1=All, 2=Public Only, 3=Non-Public)
Address State . . . . . 2 (1=All, 2=MI Only, 3=Non-MI)
Restitution Owing . . . . . 1 (1=All, 2=Rest Only, 3=Non-Rest)
Payment Plan . . . . . 2 (1=All, 2=Pay Plan Only, 3=Non-Pay Plan)
Active Wage Assignment . . . . . 3 (1=All, 2=WgAsn Only, 3=Non-WgAsn)
Disclosure Received . . . . . 1 (1=All, 2=Discl Only, 3=No Discl)
Exclude Stop Code(s) . . . . . ? M P _ _ _ _ _ (All Blank=No Test)

Press Enter to perform the Tax Garnishment Regenerate from Archive, or
F3=Exit F4=Prompt F12=Cancel
Tax Garn Regenerate complete.  There were 33 records added.
    
```

The message line will inform the user on how many records were regenerated each time it is run.

The above screen will allow the user to narrow down the selection criteria to target specific records for the regenerate process. This job can be run multiple times if necessary. An information message will inform the user on how many records were regenerated with the selected parameters. The new records will show in the COLLECT system with a TxR status. The court will need to print, process and file all information as defined by the Michigan Department of Treasury.

Screen input edits are as follows:

- Offense Date Range is optional, but if entered must be a valid date range in MM/DD/YY format.
- Amount Due Range is required, and the first amount must be less than or equal to the second amount.
- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.
- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.
- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.
- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.
- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.





Menus: 10. Tax Garnishment

Yearly Reset: 7. Tax Garnishment Regenerate from Archive

- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.
- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.
- Disclosure Received is required 1=All, 2=Disclosure Only, or 3=No Disclosure received.
- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select previously filed Tax Garn records without the selected codes.

Screen function keys are as follows:

F3=Exit	Exits Tax Garnishment Regenerate from Archive and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment Yearly Reset: 8. Potential Tax Garnishment Cases Report

```

D6000DMC Potential Tax Garnishment Cases Report Selection 8/13/18 16:47:04

Type choices, press Enter.

Selection Criteria:
Offense Date Range . . . . . 11/11 to 11/11 (MM/DD/YY) - Optional
Amount Due Range . . . . . 50.00 to 9,999,999.99 ($ Range)
Case Status . . . . . 1 (1=All, 2=Warrants Only, 3=Non-Warrants)
SSN Selection . . . . . 2 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 2 (1=All, 2=Public Only, 3=Non-Public)
Address State . . . . . 2 (1=All, 2=MI Only, 3=Non-MI)
Restitution Owng. . . . . 2 (1=All, 2=Rest Only, 3=Non-Rest)
Payment Plan . . . . . 1 (1=All, 2=Pay Plan Only, 3=Non Pay Plan)
Active Wage Assignment . . . . 1 (1=All, 2=WgAsn Only, 3=Non-WgAsn)
Disclosure Received. . . . . 1 (1=All, 2=Discl Only, 3=No Discl)
Exclude Stop Code(s) . . . . ? J P _ _ _ _ _ (All Blank=No Test)

Report Sort Order. . . . . 1 (1=Name, 2=Case ID)

Direct Selection with results. . Y (Y=Yes, N=No)
(May take up to several minutes to complete and screen will be locked.)

F3=Exit F4=Prompt F12=Cancel
    
```

The above prompt screen will allow the user to select or override parameters for the Potential Tax Garnishment Report. This report is designed to be run after the Tax Garnishment Regenerate from Archive to provide a list of all other cases that may be considered for the current Tax Garnishment batch to process. The report can be narrowed down by the Selection Criteria on the screen. It can be sorted by Name or Case ID. All available cases that are not in Tax Garnishment review status that fit the Selection Criteria will be selected.

Direct Selection will not only generate the report but direct the report data to the screen to allow for easy selection to place records in Tax Garnishment Review (TxR) status. Direct Scheduling record selection is defined on the following pages.

Screen input edits are as follows:

- Amount Due Range is required, and the first amount must be less than or equal to the second amount.
- Case Status is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants.
- SSN Selection is required and must be 1=All, 2=SSN Only, or 3=No SSN.
- Case Privacy is required and must be 1=All, 2=Public Only, or 3=Non-Public.
- Address State is required and must be 1=All, 2=MI Only, or 3=Non-MI.



Menus: 10. Tax Garnishment

Yearly Reset: 8. Potential Tax Garnishment Cases Report

- Restitution Owing is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution.
- Payment Plan is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan.
- Active Wage Assignment is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment.
- Disclosure Received is required 1=All, 2=Disclosure Only, or 3=No Disclosure received.
- Exclude Stop Codes is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes.
- Report Sort Order is required and must be 1=Name, or 2=Case ID.
- Direct Selection with results is required and must be Y=Yes or N=No.

Screen function keys are as follows:

F3=Exit	Exits the Potential Tax Garnishment Cases Report prompt and returns the user to the Tax Garnishment Menu.
F4=Prompt	This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment

Yearly Reset: 8. Potential Tax Garnishment Cases Report

Report Example

Page 1											6000 - DMC TECH GROUP			4/12/16 14:58:06			
Report Selection: Offense Date: ALL Cases											Collections - Potential Tax Garnishment Cases Report			Status: ALL		SSN: SSN Only	
Privacy: Public Only			Address State: MI Only			Amount Due: 50.00 - 9,999,999.99			Restitution: ALL Cases			Pay Plan: PAY PLAN Cases					
Wage Asgn: WgAsn Only			Disclosure: ALL Cases			Excl Stop Codes:			Sort: by NAME								
Name	Birth	Case ID	Stat	Amt Due	Last Garn Filed	No SSN	Pay Plan	Owe Rest	Out of State	Wage Asgn	Dscl	Stp Cd	Non Pub				
DANCZ/MARK/JAMES	06/11/64	131524180D	PROB	400.00			Y			Y		Z					
EALOM/EDDIE/LEE	08/23/48	14D469976	DISP	140.00			Y			Y							
GERMAN/LATASHARENE/	01/31/74	11129167SM	DISP	3,067.00			Y	Y		Y							
GRISHAM/TERRANCE/DENARD	02/14/72	09117925SM	DISP	12,458.00			Y	Y		Y		S					
JEWETT/JERRY/ARTHUR	01/11/80	11137249SM	DISP	3,409.35			Y	Y		Y							
Total number of cases:			5	19,474.35													
** End of Report **																	



Menus: 10. Tax Garnishment Yearly Reset: 8. Potential Tax Garnishment Cases Report Direct Selection with Results

Opt Name	Date	Case Id	Stat	Current Amt Due	Last Garn Filed
ADAMS/TRICIA/JEAN	10/11/71	11137826SD	DISP	1,527.92	10/26/18
ANDREE/TIFFANY/MARIE	08/31/83	09110242FY	DISP	1,280.52	07/15/19
ASHLEY/MICKALA/ANDREA	07/13/94	15165709SM	WRNT	760.00	03/27/18
BAILEY/ECHO/NICOLE	06/07/83	15166441SM	WRNT	492.50	09/13/18
BAILEY/TONY/DONIEL	07/06/62	12143493SM	WRNT	63.00	09/13/18
BALDWIN/DOUGLAS/PAUL	04/14/88	16175482ST	WRNT	3,154.25	09/13/18
BANKS/FREDERICK/LEE	11/15/57	13155973ST	DISP	1,045.00	09/13/18
BANKS/FREDERICK/LEE	11/15/57	16174964SM	DISP	151.96	09/13/18
BATES/HOLLY/MARIE	01/26/85	15168464SM	DISP	456.00	09/13/18
BAUER/THOMAS/MICHAEL	03/20/90	15172304SM	DISP	906.45	09/13/18
BEILFUSS/ROGER/CRAIG	12/27/59	15166289SM	DISP	1,560.76	10/08/18
BELL/DABRINA/DENISE	09/13/93	15174031SM	DISP	1,234.00	10/08/18
BILLINGS/DOUGLAS/JUNIOR	07/21/87	10121948SM	WRNT	946.50	09/13/18
BISSON/CYNTHIA/MARIE	05/14/73	10127305SM	WRNT	736.00	09/13/18

More...

The Date in yellow indicates that a Disclosure was received on a prior year filing.

This screen will appear after several moments as the system process all potential data. All records that were selected for the report will appear on the screen. The results will be different based on the selection criteria. If different results are needed, simply F12=Cancel back to the Selection Screen, change the parameters and run the program again. This will be a much faster way to select potential records for Tax Garnishment Review (TxR). If a Disclosure was received from a prior year filing, the Last Garn Filed date will appear in yellow. Once a record is selected, the Request for Tax Garnishment screen will appear just as if you selected the record from the Main COLLECT Maintenance program.

Screen input edits are as follows:

- 1=Select for TxR will display the Request for Tax Garnishment Review screen, this screen is the exact screen as if entering thru COLLECT Maintenance. It will edit the information, then add the record to the Tax Garnishment Review file. The court user can select multiple records at a time of use the F7=Select All feature
- 3=Case Notes will display all case notes entered for the selected case. This will assist in case selection if notes need to be accessed prior to making the decision.
- 5=Disclosure/History will display a summary screen listing all prior year Tax Garn filings along with any disclosure money received.
- 7=Display ROA will display the JIS ROA screen for the selected record.





Menus: 10. Tax Garnishment

Yearly Reset: 8. Potential Tax Garnishment Cases Report

Direct Selection with Results

- A=Address History will display all prior addresses for the defendant on the case.
- S= Address Sync will display the COLLECT Address Sync program to allow the user to update the address on multiple cases for the defendant with a single entry point.
- Any other option will generate an error.

Screen function keys are as follows:

F3=Exit	Exits Direct Selection of Potential Tax Garns and returns the user to the Tax Garnishment Menu.
F7=Select All	This will select every record in the list and feed the information directly into the Request for Tax Garnishment screen.
F10=Fold/Drop	This will change the display mode to show which of the selection parameters has selected the record. Very similar to the columns on the report.
F11=Selection	This will display all the selection criteria used to generate the list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report
Direct Selection Option 1=Select for TxR

Request for Tax Garnishment

Type information, press Enter.

Plaintiff PEOPLE OF THE STATE OF MICHIGAN C/O 60TH DISTRICT COURT 990 TERRACE STREET MUSKEGON, MI 49442 Plaintiff's Attorney 50996 STATEN, MARJORIE A., 1 AUTO CLUB DR DEARBORN, MI 48126 (313) 336-1049	Case ID: 11137826SD DISP Amount Due: 1,527.92 Defendant ADAMS/TRICIA/JEAN 3665 N GREEN CREEK RD MUSKEGON, MI 49445 SSN: █### - ## - 5520
---	--

F3=Exit F5=Case Id's F8=Skip Case F12=Cancel
 SSN retrieved for ADAMS/TRICIA/JEAN.
 Case Venue: 01 Prosecutor Venue: 00.
 All edits have passed successfully.
 Press Enter to place ADAMS/TRICIA/JEAN
 in the Tax Garnishment Review file.

8
8
8
6
6
3
7

This is the exact program used to enter cases for Tax Garnishment Review, except the data was gathered a different way. This should make the selection of cases for Tax Garns much faster and more efficient.

The Request for Tax Garnishment screen will allow the user to view and select a case for tax garnishment. If any of the required information for the Tax Garnishment form is missing, this screen will let the user enter what needs to be corrected before the case can be selected. If all the information is available, the user can press Enter and the case will be marked for tax garnishment and added to the tax garnishment review file where it will remain until it is either printed or deleted.

This process only places the case in "Tax Garnishment Review" status. To further process the case and generate the state form, the user will go to the main COLLECT menu option 9. Tax Garnishment Processing, then select option 1. Writ of Tax Garnishment. That procedure is documented in the Tax Garnishment Processing section of the manual.



Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report
Direct Selection Option 1=Select for TxR

Screen function keys are as follows:

- | | |
|--------------|---|
| F3=Exit | Exits Request for Tax Garnishment and returns the user to the Collections Main Menu. |
| F4=Prompt | Allows the user (if available) to select the Plaintiff's Attorney from the defined list in JIS. |
| F5=Case ID's | Allows the user to see if multiple cases were selected for the same defendant, even though each case will have a separate Tax Garnishment record. |
| F8=Skip Case | When multiple cases were selected, and the user decides not to add this case to the Tax Garn Review file, this key will skip over the current record and proceed with the next. |
| F12=Cancel | Returns the user to the Collections Maintenance screen. |



Menus: 10. Tax Garnishment Yearly Reset: 8. Potential Tax Garnishment Cases Report Direct Selection Option 5=Disclosure History

```

D6000DMC          Direct Selection of Potential Tax Garns  7/22/19  13:29:43
Type options, pres
1=Select for TxR
A=Address History

Opt Name
5 ADAMS/TRICIA/JE
- ANDREE/TIFFANY/
- ASHLEY/MICKALA/
- BAILEY/ECHO/NIC
- BAILEY/TONY/DON
- BALDWIN/DOUGLAS
- BANKS/FREDERICK
- BANKS/FREDERICK
- BATES/HOLLY/MAR
- BAUER/THOMAS/MI
- BEILFUSS/ROGER/
- BELL/DABRINA/DE
- BILLINGS/DOUGLA
- BISSON/CYNTHIA/

F3=Exit  F7=Sele

          Disclosures Received
          View information, press Enter.
          Name: ADAMS/TRICIA/JEAN
          Case ID: 11137826SD

          Tax Garnishment          Disclosure
          Date          Amount          Date          Amount
08/13/16  1,527.92
08/23/17  1,527.92
09/13/18  1,527.92
          09/30/18          100.00
          10/01/18          100.00
          10/02/18          200.00
          Total:          400.00

          Bottom

F12=Cancel

          =
          Disc1
          | Last
          | Garn
          | Filed
          Current
          Amt Due
1,527.92  10/26/18
1,280.52  07/15/19
760.00    03/25/19
492.50   09/13/18
63.00    09/13/18
3,154.25 09/13/18
1,045.00 09/13/18
151.96   09/13/18
456.00   09/13/18
906.45   09/13/18
1,560.76 10/08/18
1,234.00 10/08/18
946.50   09/13/18
736.00   09/13/18
          More...

          =Cancel
    
```

This screen will display all prior year tax garnishment filings for the case selected along with any disclosure money received for those filings.

Screen input edits are as follows:

- This screen in Inquiry only and does not have any input capable fields.

Screen function keys are as follows:

F12=Cancel	Exits the Disclosures Received inquiry screen and returns the user back to the Direct Selection of Potential Tax Garns screen.
------------	--



Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report
Direct Selection with Results
F10=Fold/Drop Screen Mode

```

D6000DMC          Direct Selection of Potential Tax Garns  7/22/19  13:29:43
Type options, press Enter.
1=Select for TxR   3=Case Notes   5=Disclosure/History   7=ROA           =
A=Address History  S=Address Sync                | Last
                                      | Garn
Opt Name          Birth ( = Notes)      Current | Filed
Date Case Id      Stat  Amt Due
█ ADAMS/TRICIA/JEAN  10/11/71 11137826SD  DISP  1,527.92 10/26/18
  NoSSN: PayPlan: Y Rest: Y OutofSt: WgAsn: Discl: Stop: NonPub:
- ANDREE/TIFFANY/MARIE  08/31/83 09110242FY  DISP  1,280.52 07/15/19
  NoSSN: PayPlan: Y Rest: Y OutofSt: WgAsn: Discl: Stop: NonPub:
- ASHLEY/MICKALA/ANDREA  07/13/94 15165709SM  WRNT   760.00 03/25/19
  NoSSN: PayPlan: Rest: Y OutofSt: WgAsn: Discl: Stop: NonPub:
- BAILEY/ECHO/NICOLE  06/07/83 15166441SM  WRNT   492.50 09/13/18
  NoSSN: PayPlan: Rest: Y OutofSt: WgAsn: Discl: Stop: NonPub:
- BAILEY/TONY/DONIEL  07/06/62 12143493SM  WRNT    63.00 09/13/18
  NoSSN: PayPlan: Rest: Y OutofSt: WgAsn: Discl: Stop: NonPub:
- BALDWIN/DOUGLAS/PAUL  04/14/88 16175482ST  WRNT  3,154.25 09/13/18
  NoSSN: PayPlan: Rest: Y OutofSt: WgAsn: Discl: Stop: NonPub:
- BANKS/FREDERICK/LEE  11/15/57 13155973ST  DISP  1,045.00 09/13/18
  NoSSN: PayPlan: Rest: Y OutofSt: WgAsn: Discl: Stop: NonPub:
                                      More...

F3=Exit  F7=Select All  F10=Fold/Drop  F11=Selection  F12=Cancel
    
```

This screen will display exactly like the report which of the selection parameters were used to select the record. Simply press F10 again to return to the previous mode.

All screen options and function keys remain exactly the same as defined above.



Menus: 10. Tax Garnishment
Yearly Reset: 8. Potential Tax Garnishment Cases Report
Direct Selection with Results
F11=Selection Parameters

```

D6000DMC          Potential Tax Garn Record Selection      8/14/18  15:05:34
View information, press Enter.

Selection Criteria:
Offense Date Range . . . . . : ALL Cases
Amount Due Range . . . . . : 50.00 - 9,999,999.99
Case Status. . . . . : ALL
SSN Selection . . . . . : SSN Only
Case Privacy . . . . . : Public Only
Address State. . . . . : MI Only
Restitution Owing. . . . . : Rest Only
Payment Plan . . . . . : ALL Cases
Active Wage Assignment . . . : ALL Cases
Disclosure Received. . . . . : ALL Cases
Exclude Stop Code(s) . . . . : J P

F3=Exit  F12=Cancel

```

This screen is for inquiry only and will display to the user all of the selection criteria that was used to generate the list.

Screen function keys are as follows:

- F3=Exit Exits Potential Tax Garn Record Selection and returns the user to the Tax Garnishment Menu.
- F12=Cancel This key will return the user to the Direct Selection of Potential Tax Garns screen.





Menus: 11. Collection Agency New Case Processing

```

D6000DMC                Collection Agency Processing                9/04/24  15:43:17
Select one of the following:

Extract:                 1. New Case Extraction
Status/Print:           2. New Case
Update:                 3. Add Aged Cases to Collection Agency File

Maintenance:           7. Collection Agency Review File
                       8. Collection Agency File

File Transfer:          10. Send Review File to 3rd Party Collection Agency
                       11. Send File to 3rd Party Collection Agency

Type selection, press Enter.  ==> █
F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

This Collection Agency New Case Processing menu will be displayed to the user when menu option 11 is selected from the main menu. This option allows the user to process new cases on defendants that are already in 3rd Party Collections.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

- F3=Exit Returns the user to the COLLECT system main menu.
- F6=Messages Display any messages sent to the current user or display station.
- F7=Spooled Files Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
- F8=Submitted Jobs Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency

Menus: 11. Collection Agency New Case Processing

Extract: 1. New Case Extraction

D6000DMC Collection Agency New Case Extraction 5/29/09 10:46:55

To submit job to batch, press Enter.

New cases will not be extracted unless it is disposed and at least 60 days has elapsed since the offense date.

There are no selection parameters associated with this job. Press Enter to submit the job to batch, otherwise press F3=Exit or F12=Cancel to return to the menu.

F3=Exit F12=Cancel

This parameter is defined in the Customization Section

The Collection Agency New Case Extraction screen will display. The user just needs to press Enter, to submit the job.

Once a defendant’s case(s) have been sent to a Collection Agency, the COLLECT system will no longer send statements to that individual. This process will identify and later notify these individuals who get a new case entered on the system. The case must be disposed and at least XXX days have elapsed since the offense date. The number of days to elapse is defined in the Customization Section. Once the user submits this job, they will receive a completion message back to their workstation with the number of cases that were extracted. Based on the results, they can continue with the notification process or run this job at a later date if no new cases were found.

A report will be generated to list all new cases that were extracted.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 11. Collection Agency New Case Processing

Extract: 1. New Case Extraction Extract

Report Example

Page	1	6000 - DMC-MUSKEGON-TEST	5/29/09	11:56:37	
Collection Agency New Case Extraction Report					
Case ID	Pty Name	Address	DOB	Disp Date	Amount Due
03D255585A	D01 EGGERSON/JOHNATHAN/LAMARR	4027 CALIFORNIA ST LOUIS MO 36118	07/28/81	04/14/03	180.00
03D255585B	D01 EGGERSON/JOHNATHAN/LAMARR	4027 CALIFORNIA ST LOUIS MO 36118	07/28/81	04/14/03	234.00
Total number of cases:				2	----- 414.00
** End of Report **					



Menus: 11. Collection Agency New Case Processing Status/Print: 2. New Case

```

D6000DMC           Collection Agency New Case Maintenance   5/29/09  14:09:06
Position to Case Id . . . _____
Type options, press Enter.
4=Remove   6=Print Notice   7=ROA   H=Hold   S=Send Next Run   R=Reset Status

  Opt   Case Id      Name          Stat   Extract   Days   Last Activity   DOB          Bal Due
  █     08098556ST  ADAMS/PAUL/JR  HOLD   5/29/09    0     5/29/09 New Case      6/13/89      200.00
  -     08102353ST  ADAMS/PAUL/JR  HOLD   5/29/09    0     5/29/09 New Case      6/13/89      100.00
  -     0900000001   RAAP/NICHOLAS/JAY  AGING  5/13/09   45     5/29/09 Payment Made  2/06/82      105.00
  -     99D152655     FARMER/ALFONZO/LORENZO  5/29/09    0     5/29/09 New Case      5/23/75      116.00
  -     99D170846C    BROOKS/WILLIE/LEE  AGING  5/29/09   45     5/29/09 Statement Printed  5/12/62      152.00
  -     99D180100A    FARMER/ALFONZO/LORENZO  SEND   5/29/09    0     5/29/09 New Case      5/23/75      116.00
More . . .

F3=Exit   F7=Print All Available   F12=Cancel
Worklist positioned to 08098.
    
```

The Collection Agency New Case Maintenance screen allows the user to process cases that were extracted to this temporary holding file. The processing of these new cases is designed to follow these steps:

1. The new cases get extracted based on customization parameters
2. A statement/letter is printed to inform the defendant of their collection agency status. The ROA will be updated indicating a statement/letter was sent.
3. After the cases are printed, they age in this file and await payment. The days to age are based on a customization parameter. If a payment is detected, the aging process will start over. If the case is paid in full, it will be removed from this process.
4. Once the aging days expire, the case will be added to the Collection Agency Send File and the ROA will be updated. This will occur when the user takes menu option "3. Add Aged Cases to Collection Agency File".

Screen input edits are as follows:

- The option field will only accept 4=Remove, 6=Print Notice, 7=ROA, H=Hold, S=Send Next Run, R=Reset Status. Any other value will generate an edit error.

Screen options will perform the following tasks:

- 4=Remove – Will remove the case from the temporary holding file. If the case is not closed, it will re-appear the next time the extract is run.
- 6=Print Notice – will print either a statement or letter based on a customization parameter. The user will be prompted for what text to apply to the statement/letter.



Menus: 11. Collection Agency New Case Processing Status/Print: 2. New Case

- 7=ROA – will display the JIS ROA screen for the selected case.
- H=Hold – will place an indefinite hold on the case and not allow any further processing.
- S=Send Next Run – will force the system to bypass the regular aging process and add the case to the Collection Agency Send File the next time the “3. Add Aged Cases to Collection Agency File” menu option is run.
- R=Reset Status – will remove the Hold or Send status and resume the regular aging process once the statement/letter is printed.

Screen function keys are as follows:

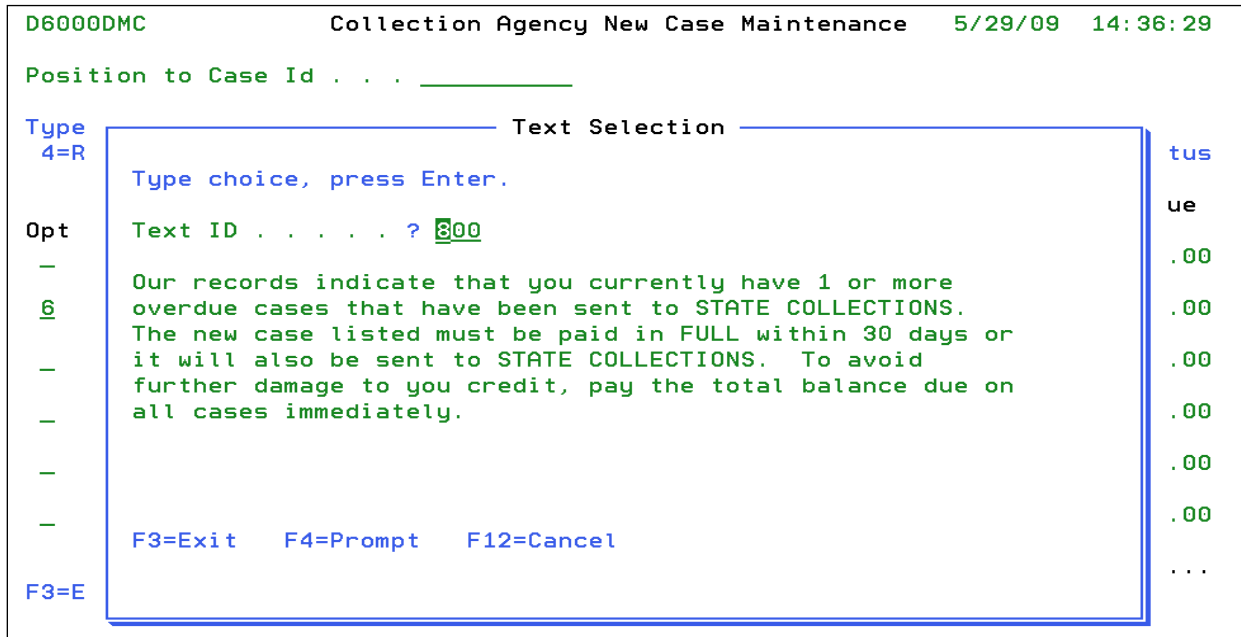
F3=Exit Exits the Collection Agency New Case Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu.

F7=Print All Available Will print all extracted cases in that have not yet been printed. The user will be prompted for the statement/letter text to use on the notices. The ROA will be updated indicating a statement/letter was sent.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 11. Collection Agency New Case Processing Status/Print: 2. New Case Status/Print: 6=Print Notice



The Text Selection screen will allow the user to select the text to print on the statement/letter. It will default to the text that was used the last time a statement/letter was printed. When the user wants a different text to print on the statement/letter, they may key in the appropriate message ID and press Enter or press F4=Prompt and they can choose from a list of available text. The screen will be refreshed with the new text. Pressing Enter again, without changing the message id, will print the statement/letter and update the register of actions.

The message IDs correspond to either the statement templates (1-100) or the notification letter templates (101 – 800) created through option 1=Statement Mailer / Notification Letter Text on the Collect System Database Menu. The determination of using a statement or letter is determined by a customization parameter.

Screen input edits are as follows:

- A valid message id must be entered. Anything else will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Text Selection and returns the user to the Collection Agency New Case Maintenance program.
F4=Prompt	Displays a window with all the available text ID's for selection.
F12=Cancel	Returns the user to the Collections Maintenance screen.

Menus: 11. Collection Agency New Case Processing Update: 3. Add Aged Cases to Collection Agency File

```

D6000DMC          Add Aged Cases to Collection Agency File    5/29/09  16:16:39

To submit job to batch, press Enter.

Aged cases at least 45 days with no activity or cases
in SEND status will be selected to be added to the
Collection Send file.

There are no selection parameters associated with this
job. Press Enter to submit the job to batch, otherwise
press F3=Exit or F12=Cancel to return to the menu.

F3=Exit  F12=Cancel
    
```

This parameter is defined in the Customization Section

The Add Aged Cases to Collection Agency file screen will display. The user just needs to press Enter, to submit the job.

This process will pull records from the temporary holding file that have been aged XXX number of days or were in the SEND status and add them to the Collection Agency Send file. This is the last step in the process to catch all new cases for defendants that have already been sent to a Collection Agency. The number of days to age is determined by a customization parameter.

A report will be generated to list all cases that are to be sent to the Collection Agency.

Screen function keys are as follows:

- F3=Exit Exits the Collection Agency New Case Extract and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 11. Collection Agency New Case Processing

Update: 3. Add Aged Cases to Collection Agency File

Report Example

Page	1	6000 - DMC-MUSKEGON-TEST	5/29/09	16:06:19		
Add New Case Aged Records to Collection Agency File						
Case ID	Pty Name	DOB	Ext Date	Last Act	Status	Amount Due
00D202852C	D01 BROOKS/WILLIE/LEE	05/12/62	05/29/09	05/29/09	FORCED SEND	152.00
00008750SI	D01 BROOKS/WILLIE/LEE	05/12/62	05/29/09	05/29/09	FORCED SEND	290.00
Total number of cases:						2 ----- 442.00
** End of Report **						



Menus: 11. Collection Agency New Case Processing Maintenance: 7. Collection Agency Review File

Opt	Case ID	Name	Birth Date	Stat	Balance Due	Review Date
█	13D459386A	KACMAR/STEPHEN/	0/00/00	DISP	216.00	9/04/24
-	18E921552B	PIPPEN/MORA/LYNN	4/17/73	DISP	46.00	9/04/24
-	18E925977	MACK/JHABREECE/DANTHONY-DONN	6/26/95	WRNT	145.00	9/04/24
-	181958420T	MACK/JHABREECE/DANTHONY-DONN	6/26/95	WRNT	375.00	9/04/24
-	181973160T	PIPPEN/MORA/LYNN	4/17/73	DISP	55.00	9/04/24
-	19D477028B	PIPKINS/CURLENE/ANTHONY	6/05/68	WRNT	45.00	9/04/24
-	19D482164	SHEPARD/LORA/	6/15/63	DISP	654.00	9/04/24
-	20D484732	ACHTERHOFF/BRIAN/DAKOTA	12/04/86	DISP	162.00	9/04/24
-	20E405581	JONES-HARRIS/JAMAREE/DEMONTR	9/12/96	DISP	222.00	9/04/24
-	20E936643	PINNEY/BRANDON/SCOTT	1/18/82	DISP	246.00	9/04/24
-	20X3771232	UDELL/KRISTINE/JEAN	9/24/93	DISP	270.00	9/04/24
-	20209128SD	SAEGESSER/JESSIKA/ANN	4/11/83	PROB	1,550.00	9/04/24
-	9540810ST	ACKLEY/WILLIAM/EVAN JR	2/09/67	WRNT	60.00	9/04/24

Bottom

F3=Exit F6=Remove Closed/Zero F10=Report F11=PDF F12=Cancel

The Collection Agency Review File Maintenance screen allows the user to have a final look at all cases in 3PR (3rd Party Review) status. This screen has its text in **YELLOW** to differentiate it from the actual 3rd Party Collections File Maintenance program because they are similar.

Screen input edits are as follows:

- The option field will only accept 4=Remove. Any other value will generate an edit error.

Screen function keys are as follows:

F3=Exit	Exits Collection Agency Review File Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
F6=Remove Closed/Zero	This function will remove all closed cases or cases still open with no balance due.
F10=Report	Prints a report of the Collection Agency Review File contents.



Menus: 11. Collection Agency New Case Processing
Maintenance: 7. Collection Agency Review File

- | | |
|------------|---|
| F11=PDF | Generates a .pdf document on the IFS of the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /CollAgency folder. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 11. Collection Agency New Case Processing Maintenance: 7. Collection Agency Review File Report Example

Page: 1	6000 - DMC TOLEDO	9/04/24 16:21:00					
Collection Agency Review Report							
Sort By: Name Date Range: 01/01/01 thru 09/04/24							
Name	Case ID	Stat	Date of Birth	Review Date	Last Payment Date	Last Payment Amount	Current Bal Due
ACHTERHOFF/BRIAN/DAKOTA	20D484732	DISP	12/04/86	9/04/24		.00	162.00
ACKLEY/WILLIAM/EVAN JR	9540810ST	WRNT	2/09/67	9/04/24		.00	60.00
JONES-HARRIS/JAMAREE/DEMONTAE	20E405581	DISP	9/12/96	9/04/24		.00	222.00
KACMAR/STEPHEN/	13D459386A	DISP	0/00/00	9/04/24		.00	216.00
MACK/JHABREECE/DANTHONY-DONNIQ	18E925977	WRNT	6/26/95	9/04/24		.00	145.00
MACK/JHABREECE/DANTHONY-DONNIQ	18195842OT	WRNT	6/26/95	9/04/24		.00	375.00
PINNEY/BRANDON/SCOTT	20E936643	DISP	1/18/82	9/04/24		.00	246.00
PIPKINS/CURLENE/ANTHONY	19D477028B	WRNT	6/05/68	9/04/24		.00	45.00
PIPPEN/MORA/LYNN	18E921552B	DISP	4/17/73	9/04/24		.00	46.00
PIPPEN/MORA/LYNN	18197316OT	DISP	4/17/73	9/04/24		.00	55.00
SABGESSER/JESSIKA/ANN	20209128SD	PROB	4/11/83	9/04/24		.00	1,550.00
SHEPARD/LORA/	19D482164	DISP	6/15/63	9/04/24		.00	654.00
UDELL/KRISTINE/JEAN	20X3771232	DISP	9/24/93	9/04/24		.00	270.00
Total cases within selected date range: 13							4,046.00
** END OF REPORT **							



Menus: 11. Collection Agency New Case Processing Maintenance: 8. Collection Agency File

```

D6000DMC      Collection Agency Extract File Maintenance   9/17/18   14:18:00

Position to Case Id . _____ or Name. _____

Type options, press Enter.
4=Remove   6=Remove w/Stop

Opt  Case ID      Name                               Birth      Balance      Sent
    Case ID      Name                               Date      Stat      Due      Date
█  131536610T    RICHARDSON/CUNNINGHAM/JR          8/23/67    WRNT      244.80    9/14/18
-   16X2584349    RABACH/ZACHARY/MICHAEL           3/28/95    DISP      85.00     1/09/18
-   16X2584349    RABACH/ZACHARY/MICHAEL           3/28/95    DISP      85.00     1/09/18
-   95386825M     ESPER/ERIC/THOMAS                 5/13/77    WRNT      63.00     9/14/18
-   9545774CT     BROWN/DEYON/ AKA TERRANCE RO     1/28/76    WRNT      252.00    9/14/18
-   96D111845     ALDRIDGE/RODNEY/CHARLES          11/25/65    WRNT      134.00    9/14/18
-   96D112119A    ALDRIDGE/RODNEY/CHARLES          11/25/65    WRNT      122.00    9/14/18
-   96D115273     ALDRIDGE/RODNEY/CHARLES          11/25/65    WRNT      128.00    9/14/18
-   9661431CM     MCNUTT/COREY/SHANE                5/07/79    WRNT      60.00     9/14/18
-   97D114781     ALDRIDGE/RODNEY/CHARLES          11/25/65    WRNT      122.00    9/14/18
-   97D117470     ALDRIDGE/RODNEY/CHARLES          11/25/65    WRNT      81.00     9/14/18
-   97D134205     ALDRIDGE/RODNEY/CHARLES          11/25/65    WRNT      122.00    9/14/18
-   9771770SM     BEARD/DELMA/FRANK JR             9/21/70    DISP      325.00    9/14/18
More...

F3=Exit   F6=Remove Closed/Zero   F10=Report   F11=PDF   F12=Cancel
    
```

The Collection Agency Extract File Maintenance screen allows the user to remove a case from the 3rd Party Collection Agency Extract and History files. The ROA will be updated with a message saying the “Case Has Been Removed from Collection Agency”.

Screen input edits are as follows:

- The option field will only accept 4=Remove, or 6=Remove with Stop Code. Any other value will generate an edit error. If option 6 is selected, the system will prompt the user for the Stop Code to be applied to the case.

Screen function keys are as follows:

F3=Exit	Exits Collection Agency Extract File Maintenance and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
F6=Remove Closed/Zero	This function will remove all closed cases or cases still open with no balance due.
F10=Report	Prints a report of the Collection Agency File contents.



Menus: 11. Collection Agency New Case Processing
Maintenance: 8. Collection Agency File

- | | |
|------------|---|
| F11=PDF | Generates a .pdf document on the IFS of the F10=Print report. To access the .pdf document a mapped drive must be configured on the user's PC. The drive must be mapped to share name: DxxxxPDF where xxxx = your 4-character JIS court ID. The file will appear in the /CollAgency folder. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 11. Collection Agency New Case Processing Maintenance: 10. Send Review File to 3rd Party Collection Agency

```

D6000DMC          3rd Party Collections File Transfer      9/04/24  16:45:41

This program will transfer the COLLECT System Collection Agency Extract file
to the Court Services Agency file server.

The current file contains 3 records.

Press F7=Transfer File to start the process, otherwise press F3=Exit or
F12=Cancel to return to the menu.

The last file transferred was: D6000_20240815_093515.TXT

-----
F3=Exit  F7=Transfer File to Court Services Agency  F12=Cancel
    
```

This program will initiate a file transfer to 3rd Party Collections Server or wherever needed to go. It will be customized to your needs.

This screen displays the current number of records in the Send file along with the last file transferred which contains a date and time stamp in the name.

The ROA and #rd Party Files have all been updated prior to this step, so it is very crucial that you complete the process with the F7=Transfer File.

Screen function keys are as follows:

- | | |
|------------------|--|
| F3=Exit | Exits 3 rd Party Collections File Transfer and returns the user to the COLLECT System Collection Agency New Case Processing Menu. |
| F7=Transfer File | This function will initiate the file transfer to the 3 rd Party Collections Server. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 11. Collection Agency New Case Processing

Maintenance: 11. Send File to 3rd Party Collection Agency

This program will initiate a file transfer to 3rd Party Collections Server or wherever needed to go. It will be customized to your needs.

This screen displays the current number of records in the Review file along with the last file transferred which contains a date and time stamp in the name.

Once the records are transferred, the ROA will be updated and the name on the main COLLECT screen will be highlighted to indicate the case is at 3rd Party Collections. The ROA will state "MANUAL SEND" to differentiate it from the batch COLLECT send to 3rd Party Collections.

Screen function keys are as follows:

F3=Exit	Exits 3 rd Party Collections Review File Transfer and returns the user to the COLLECT System Collection Agency New Case Processing Menu.
F7=Transfer File	This function will initiate the file transfer to the 3 rd Party Collections Server and update Sent file and ROA.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 12. Defendant Notification & Tracking (If Enabled)

```

D6000DMC          Defendant Notification & Tracking      7/22/19  13:55:09
                   COLLECT Interface

Select one of the following:

Maintenance:      1. Defendant Phone Number / Enrollment
Notify:           3. Defendants On-Demand
Confirm:          6. Manually Run Delivery Confirmation Process
History:          8. Notification Inquiry
Reporting:        10. Notification Sent Report
                  11. Notification Delivery Status Report
                  12. Notice Sent to Payment Date Report

Type selection, press Enter.  ==> █

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

This Defendant Notification & Tracking (DNT) menu will be displayed to the user when menu option 12 is selected from the main menu. This option will need to be enabled by DMC Technology Group in order to be displayed and for processing to run. This allows the user to run all the Defendant Notification and Tracking functions. **Due to the use of this service, there will be a small one-time setup fee and an annual subscription fee. Please contact DMC to discuss the setup and subscription fee and how to enable this feature.**

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Returns the user to the COLLECT system main menu.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency



Menus: 12. Defendant Notification & Tracking (If Enabled) Maintenance: 1. Defendant Phone Number / Enrollment

```

D6000DMC      Defendant Phone Number / Enrollment Maintenance  7/22/19  10:07:57
                                                    Mode: ALL

Position to Name . . . _____
or Phone. . . _____

Type options, press Enter.
2=Edit/Enroll  5=Modification Log

(█ =Active)
(█ =Stopped)

Opt  Name (█ =Active)          Birth      Phone      Cell/      S
      Name (█ =Stopped)       Date       Number     Land      Text      P
-    AA ABSOLUTE BAIL BONDS/GEORGE HOUGH/
-    AAA FENCE COMPANY//
-    AAABSOLUTE BAIL BONDS/GEORGE HOUGH/
-    AABERG/ADELLE/MARY          4/12/46
-    AAMODT/JAMES/PAUL          7/20/56   555-123-1254   C      V
-    AAMODT/KYLE/JOHN          3/15/80
-    AAMODT/LAURE/ANN          2/23/59
-    AAMODT/PAMELA/SUE          8/24/59   419-555-4245   C      T      Y
-    AANATYE/EYTANNA/ANN AKA SEE BELOW  1/04/54   727-555-0023
-    AARDEMA-FAIGH/KRISTIN/KAY  1/12/65
-    AARDEMA/BARBARA/JEANNE    1/28/50   755-555-2200
-    AARDEMA/BARRY/THOMAS      7/17/64
-    AARDEMA/BARRY/THOMAS      7/17/69

More...

Edit  F5=Toggle Mode  F12=Cancel
    
```

Names in white (shown black on this screen) are "Active" while names in red have been enrolled but have been "Stopped" for some reason.

The Defendant Phone Number / Enrollment Maintenance screen allows the user to enroll a defendant in the system. No notification messaging of any kind from the DNT system will occur without enrollment. This screen will display one record per defendant on the system based on Name/DOB. Defendant phone numbers will be pulled from the JIS database if entered but can be overridden in DNT. The DNT will use the phone number from this database and not the JIS case master phone number. Enrollment is done at the "person" level. DNT will keep a modification log of all additions and changes of enrollment information. The work list can be positioned by Name or Phone Number.

Screen input edits are as follows:

- 2=Edit will allow the user to add or change enrollment information
- 5=Modification Log will allow the user to view all enrollment information for the defendant

Screen function keys are as follows:

- F3=Exit Exits Defendant Phone Number / Enrollment Maintenance and returns the user to the COLLECT System Defendant Notification & Tracking Menu.
- F5=Toggle Mode This key will change the mode from "All" to "DNT" enrollees. It can take some time to fill the screen due to the processing of the records.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 12. Defendant Notification & Tracking (If Enabled) Maintenance: 1. Defendant Phone Number / Enrollment Option 2=Edit - Enrollment Information

```

D6000DMC      Defendant Phone Number / Enrollment Maintenance  5/22/23  16:04:26

Type information, press Enter.

Defendant Information: KINSEY/ROBERT/WILLIAM                      DOB:  5/06/79
                      2076 N GETTY
                      MUSKEGON, MI  49445

Contact Device
| Phone Number . . . . . ? 231-555-3871
| eMail Address . . . . .
| Device Type . . . . . C (E=eMail, C=Cell, L=Land Line)
eNotification Preference . . . . . T (E=eMail, T=Text, V=Voice)
Keep Phone Number/eMail Private . . . . . Y (Y=Yes, N=No-Update All JIS Cases)
Print Authorization Form . . . . . P (Y=Yes, N=No, P=Use Pre-Printed Form)
Perform Authorization Text/Reply . . . . . N (R=Remote, I=Instant, N=No)

STOP Notification Process . . . . . _ (Y=Stop, blank=Notify)

F3=Exit  F4=Prompt  F12=Cancel  F16=Delete
Contact Information retrieved from Case ID 19E204537B.
    
```

This screen will allow for the Enrollment of the Defendant into the DNT system. If a phone number/eMail was entered in JIS, it will default on this screen. That phone number/eMail may or may not be the correct method of contact the defendant wishes to be notified on. The completion of this screen and the printing of the Authorization form and/or the correct reply back from a text message will complete the requirements for enrollment.

Screen input edits are as follows:

- Phone Number or eMail is required. Both can be entered. The system will retrieve a phone number from the JIS Contact File. If this number is not correct or is a Land Line and the defendant wishes to receive text messages, a cell number can be entered and updated back to JIS based on the Privacy parameter.
- eMail or Phone Number is required. Both can be entered. The system will retrieve the eMail address from the JIS Contact File if it is entered. If this eMail address is not correct it can be modified here and updated back to JIS based on the Privacy parameter.
- Device Type is required. The system must know if it will be sending eMail or phone messages.
- eNotification Preference is required and will define how the defendant wished to receive their notifications. eMail can only be set to eMail. Cell phones can receive Text or Voice messages, whereas Land Lines can only receive Voice messages. All voice messages will use “Text to Voice” (TTV) technology.



Menus: 12. Defendant Notification & Tracking (If Enabled)

Maintenance: 1. Defendant Phone Number / Enrollment Option 2=Edit - Enrollment Information

- Keep Phone Number Private is a required entry and if selected with Y=Yes, will only store the phone number and/or eMail in the DNT database, and not update the JIS Contact File. If you want the system to update back to the JIS Contact File, set this flag to a "N".
- Print Authorization Form is required and must be Y=Yes, N=No, or P=User Pre-printed form. One or both forms of Authorization will be required before enrollment is complete.
 - Y=Yes will print the Notification Authorization Form and immediately send the defendant a text message to the defendant verifying their enrollment into the system.
 - N=No will not print any form and will rely on "Remote" or "Instant" authorization protocol to be used.
 - P=Use Preprinted Form will not print any form because the court is using their own version of the Enrollment Authorization Form and had the defendant sign up in the courtroom. This option will immediately send a text message to the defendant verifying their enrollment into the system.
- Send Authorization Text Message is required and must be Y=Yes, or N=No. One or both forms and Authorization will be required before enrollment is complete.
- STOP Notification Process is not required unless the court is to cease all noticing to a defendant. This flag can be manually set by a court user, or if the defendant replies "OPTOUT" to any message, it will be reflected in this field with a description of the origin of the stop code.

Screen function keys are as follows:

F3=Exit	Exits Defendant Phone Number / Enrollment Maintenance and returns the user to the COLLECT System Defendant Notification & Tracking Menu.
F4=Prompt	This key will display a small window screen to allow the user to view all cases stored on the system for the Name/DOB currently selected, no matter the case status or age of the case.
F12=Cancel	This key will return the user to the Defendant Phone Number / Enrollment Maintenance screen.
F16=Delete	This key will remove the enrollment record for the selected defendant. It will require another press of the F16=Delete key to confirm the delete request.



Menus: 12. Defendant Notification & Tracking (If Enabled) Maintenance: 1. Defendant Phone Number / Enrollment Send Authorization Text Message

This immediate Text Message Authorization is an alternative to, or can be used with the printed Authorization Form. This Text Message process will be a step by step process to send the defendant a text message, and have them immediately reply to that text message, then have the DNT system recognize the reply and authorize the defendant into the system. This process guides the court user through the process.

If the user selects the "Send Authorization Text Msg" option on the Defendant Phone Number / Enrollment Maintenance screen, the following screen will appear:

```

DG000DMC                Notification Message Selection                8/02/18 13:19:59

Position To / Last Message ID selected. . . #AUT

Type options, press Enter. Selected Case: 15167077SM
1=Select                KIDD/MATTHEW/BRENT
                        419-555-4245

Opt  Msg ID  Message Text
█   #AUT  TEXT AUTH
      Please reply «AUTHCODE» to this message if you are in total
      agreement to allow the «CRTNAME» Judicial District Court to send
      text notification messages for court matters only to this phone.
      Thank you. Reply OPT-OUT to no longer receive these messages.

-   #OUT  OPT-OUT MSG
      Your OPT-OUT reply has been processed by the «CRTNAME» District
      Court. You will no longer receive notification messages about
      court related events. If you wish to re-enroll, you must
      contact the court in person or by phone at «CRTPHONE». Thank
      you.

F3=Exit  F12=Cancel
Message defaulted to #AUT..                                         More...
```

This screen function was documented in the pages prior to this one. This screen defaults to the #AUT message. Any message starting with a # is SCAO approved and cannot be modified. Simply select the desired Authorization Message to send with option 1=Select and press enter. The message verification / Preview Results screen will appear.

```

DG000DMC                Notification M                                Preview Results
Position To / Last Message ID selecte
Type options, press Enter. Selected
1=Select

Opt  Msg ID  Message Text
1   #AUT  TEXT AUTH
      Please reply «AUTHCODE»
      agreement to allow the «
      text notification messag
      Thank you. Reply OPT-0

-   #OUT  OPT-OUT MSG
      Your OPT-OUT reply has b
      Court. You will no long
      court related events. I
      contact the court in per
      you.

F3=Exit  F12=Cancel
Docket record NOT FOUND. Make sure message resolved correctly. F12=Cancel.

Please reply 2777 to this message
if you are in total agreement to
allow the 60TH Judicial District
Court to send text notification
messages for court matters only to
this phone. Thank you. Reply
OPT-OUT to no longer receive these
messages. Reply 'OPTOUT' to
Cancel this service. Message and
Data rates may apply.

F12=Cancel
```



Menus: 12. Defendant Notification & Tracking (If Enabled) Maintenance: 1. Defendant Phone Number / Enrollment Send Authorization Text Message

The Preview Results screen will show the court user the exact message that will be sent to the selected defendant. This message contains the unique 4-digit reply code that the defendant must reply with in order to enroll in the system. Press Enter to send the message. The following screen will appear:

```

DG000DMC                               Text Authorization & Reply           8/02/18  13:31:25
View information, press Enter.
Authorization Step
Text Notification Authorization - Instant Reply
Authorization Code 2777 sent to cell number: 419-555-4245
Press ENTER several seconds after defendant replies to Authorization Text.

More...
F3=Exit  F12=Cancel
    
```

Once the Authorization Text message has been sent, the court user should see the defendant receive and reply to the text message. Wait several seconds then press Enter. A successful enrollment screen will look like this:

```

DG000DMC                               Text Authorization & Reply           8/02/18  13:31:25
View information, press Enter.
Authorization Step
Text Notification Authorization - Instant Reply
Authorization Code 2777 sent to cell number: 419-555-4245
Press ENTER several seconds after defendant replies to Authorization Text.
Attempting to Verify Defendant response in progress...
Authorization Code 2777 was successfully received - Defendant is now enrolled.
Instant Authorization is complete. Review all messages!

More...
F3=Exit  F12=Cancel
    
```



Menus: 12. Defendant Notification & Tracking (If Enabled) Maintenance: 1. Defendant Phone Number / Enrollment Send Authorization Text Message

If there are problems with any step of the process, you must start over and repeat the process. You will receive an error screen stating the problem similar to this:

```

DG000DMC                Text Authorization & Reply                8/02/18  13:44:34

View information, press Enter.

Authorization Step
Text Notification Authorization - Instant Reply
Authorization Code 3571 sent to cell number: 419-555-4245
Press ENTER several seconds after defendant replies to Authorization Text.
Attempting to Verify Defendant response in progress...
**ERROR** The reply code 3572 does not match what was sent.  Try Again.
Instant Authorization DID NOT complete successfully! Review all messages!

More...

F3=Exit  F12=Cancel
    
```

Error messages appear in RED.

In the above example, the defendant did not respond to the Authorization Text Message correctly, therefore was not enrolled. The process must be repeated, and the system will generate a new 4-digit code.

Screen function keys are as follows:

- F3=Exit
 Exits the Text Authorization & Reply screen and returns the user to the COLLECT System Defendant Notification & Tracking Menu.
- F12=Cancel
 This key will return the user to the Defendant Phone Number / Enrollment Maintenance screen.



Menus: 12. Defendant Notification & Tracking (If Enabled)
Maintenance: 1. Defendant Phone Number / Enrollment
Option 5=Modification Log

```

DG000DMC      Phone Number Modification Log Inquiry      8/02/18  08:34:19
View information, press Enter.
  / Defendant \
KELSEY/KIZZIE/KATOSH      DOB: 02/09/77
2909 8TH
MUSKEGON HEIGHTS, MI  49444

      / Start of Log \
07/20/18
Defendant initial enrollment in system.      14:53  DMC
Phone Number Type Method Private Form TxtAuth Stop      14:53  DMC
111-555-7138  C    T    Y    Y    N      14:53  DMC
Defendant Notification Authorization form was printed.      14:53  DMC

      / End of Log \

Bottom

F3=Exit  F12=Cancel
    
```

The Phone Number Modification Log Inquiry screen will enable the user to quickly see the DNT history of the individual selected. This screen displays the enrollment information as well as any changes that occurred since enrollment. This screen is also available from the main COLLECT Maintenance screen (option L).

Screen function keys are as follows:

- F3=Exit Exits Phone Number Modification Log Inquiry and returns the user to the COLLECT System Defendant Notification & Tracking Menu.
- F12=Cancel Returns the user to the Defendant Phone Number / Enrollment Maintenance screen.



Menus: 12. Defendant Notification & Tracking (If Enabled)

Notify: 3. Defendants On-Demand

- | | |
|------------|--|
| F8=WRNT | This key will change the mode to display open cases with case status of WRNT. |
| F9=PEND | This key will change the mode to display open cases with case status of PEND. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 12. Defendant Notification & Tracking (If Enabled) Notify: 3. Defendants On-Demand Option 1=Select

```

D6000DMC                Notification Message Selection                8/15/18  14:34:20
Position To / Last Message ID selected . . . RMDR
Type options, press Enter. Selected Case: 040597610T
1=Select                DACOSTA/KIMBERLY/SUE
                        689-555-0546
Opt  Msg ID  Message Text
█    RMDR  REMINDER
      Attention «DEFFRSTNAM» «DEFLASTNAM»! This payment plan was
      furnished to you by the «CRTNAME» District Court. Your
      Plan payment of «PPAMTDUE» is due on «PPDUEDT». Please
      this payment on time to avoid further action by the court
      you.

      T101  STMT #1
      Attention «DEFFRSTNAM» «DEFLASTNAM»! The Collections Department
      at the 60th District Court noticed that you missed your agreed
      upon Payment Plan Payment of «PPPASTDUE» on «PPPASTDT». The
      balance on your pay plan is «PPBALDUE». Get to the court
      immediately with your payment to avoid further action. Thank
      you.
F3=Exit  F12=Cancel
Last sent message RMDR retrieved for user D6000DMC.
    
```

Case ID, Name and phone number of selected defendant. All information associated with the case will be merged into the message.

The first step in the On-Demand Notification process is to select the appropriate message to send the defendant. This program will automatically default the court user to the last message they sent out, so when a group of defendants need the same message, less time and keystrokes are needed to accomplish the task.

Screen input edits are as follows:

- 1=Select the desired message to send.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits Notification Message Selection and returns the user to the Defendant Notification On-Demand Selection screen. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



Menus: 12. Defendant Notification & Tracking (If Enabled)
Notify: 3. Defendants On-Demand
Option 1=Select
Preview Results

<pre> D6000DMC Notification M Position To / Last Message ID selecte Type options. press Enter. Selected 1=Select Opt Msg ID Message Text 1 RMDR REMINDER Attention «DEFFRSTNAM» « furnished to you by the Plan payment of «PPAMTDU this payment on time to you. - T101 STMT #1 Attention «DEFFRSTNAM» « at the 60th District Cou upon Payment Plan Paymen balance on your pay plan immediately with your pa you. F3=Exit F12=Cancel Docket record NOT FOUND. Make sure message resolved correctly. F12=Cancel. </pre>	<p style="text-align: center;">Preview Results</p> <pre> Attention KIMBERLY DACOSTA! This payment reminder is furnished to you by the 60TH District Court. Your Payment Plan payment of \$10.00 is due on 08/27/18. Please make this payment on time to avoid further action by the court. Thank you. Reply 'OPTOUT' to Cancel this service. Message and Data rates may apply. F12=Cancel </pre>
--	--

The last step in the On-Demand Notification process is to verify that the Resolved Message is exactly what is intended to be sent to the defendant. DNT will gather all necessary information from the JIS and COLLECT systems and merge that information into the selected message, then display it to the user. When the Enter key is pressed on this screen, the message will be sent. If for some reason the message is incorrect, F12=Cancel will exit this process and NOT send the message.

Screen function keys are as follows:

- | | |
|------------|--|
| Enter | Sends the message to the defendant. |
| F12=Cancel | This key will stop the On-Demand messaging process and NOT send the message. The user will be returned to the Notification Message Selection screen. |



Menus: 12. Defendant Notification & Tracking (If Enabled) Confirm: 6. Manually Run Delivery Confirmation Process

```
D6000DMC          Manually Run Confirmation Process      8/15/18  15:29:47
Verify information, press Enter.
Court Location ID . . . . . : 6000          (JIS Court ID)
User Initials . . . . . : DMC             (for ROA Update)

F3=Exit   F12=Cancel
```

The message confirmation process is configured in the system to run from the Power i job scheduler. If for some reason, the user would like to confirm message delivery at any time during the day, they can run this job. This screen will display the court ID and User Initials that will run with this job. The ROA will be updated with the user initials for all confirmed records.

Screen function keys are as follows:

- F3=Exit Exits Manually Run Confirmation Process and returns the user to the COLLECT System Defendant Notification & Tracking Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 12. Defendant Notification & Tracking (If Enabled) History: 8. Notification Inquiry

```

D6000DMC          Defendant Notification History Inquiry   8/15/18  15:48:30
Position to Notification Date . . . _____ (MM/DD/YY)
Type options, press Enter.
  1=Select

Opt   Date       Time       User          Process
█    8/15/18    14:34:15  D6000DMC     On-Demand Message Notification
-    8/15/18    11:20:36  D6000DMC     On-Demand Message Notification
-    8/15/18    11:07:29  D6000DMC     On-Demand Message Notification
-    8/13/18     9:02:14  D6000DMC     On-Demand Message Notification
-    8/06/18    12:57:50  D6000DMC     On-Demand Message Notification
-    8/02/18    15:21:13  D6000DMC     On-Demand Message Notification
-    8/02/18    13:44:38  D6000DMC     On-Demand Message Notification
-    8/02/18    13:32:20  D6000DMC     On-Demand Message Notification
-    8/02/18    10:13:47  D6000DMC     On-Demand Message Notification
-    7/20/18    15:09:18  D6000DMC     On-Demand Message Notification
-    7/20/18    14:55:16  D6000DMC     COLLECT Overdue Statement Run
-    6/28/18    15:43:22  D6000DMC     COLLECT Overdue Statement Run
-    6/28/18    12:00:06  D6000DMC     On-Demand Message Notification
More . . .

F3=Exit   F7=All Notifications   F12=Cancel
    
```

This screen allows the user to view the history of the DNT system. The information in this worklist is created every time the user generates electronic notifications thru Overdue Statements, Reminders, and/or On-Demand Message Notifications.

The line items in the worklist will display in reverse date order (most current date first) with the ability to position to the date the statements were generated. To position the worklist to a specific line item, simply type in the date (MMDDYY) in the 'position to run date' field and press Enter. The worklist will start with the next line item that begins with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 1=Select. All other entries in the Option column will generate an edit error. You may enter more than one option on the worklist. The options are described in more detail on the following pages.

Screen function keys are as follows:

- F3=Exit Return to previous display (Defendant Notification & Tracking Menu).
- F7=All Notifications This key will display a list of individuals that have received electronic notifications by name. If a person has received multiple notifications, there will be multiple entries in the worklist with their name. The screen process for this function key will be outlined in the following pages, explaining the available options.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Menus: 12. Defendant Notification & Tracking (If Enabled) History: 8. Notification Inquiry Option 1=Select

```

D6000DMC      Defendant Notification History Inquiry      8/15/18  16:23:20

Position to Name . . . _____ Run Date: 7/20/18
                                           Run Time: 15:09:18
                                           Run User: D6000DMC
Type options, press Enter.
5=View Message 7=ROA On-Demand Message Notification

Opt Name/Phone Initial Delivery
Request Confirmation DOB Case ID Pty Msg ID
■ ABBGY/BRNDYN/RUSSELL 5 5/09/91 10120423SM D01 RMDR V
419-20-0028 Lap Line Voice Msg
Thank You. TTS was successfully sent.
7/20/18 15:09:53 Answering Machine

Bottom

F3=Exit F12=Cancel
    
```

To make the screen easier to read, the heading color will line up with the line item color.

This screen will show all defendant notifications that went out for the process date/time selected. There is a two-step process in the electronic notification process. Step 1 is shown in yellow, while step 2 is in pink.

- Initial Request (Step 1) is the initial hand off the data to the 3rd Party via web service communication. In this step, the court’s Power i System assembles all necessary information about the defendant, puts it in the correct format and sends it over a secure internet connection to the 3rd party responsible for doing all the necessary steps to deliver the message by either text or voice. In the example above, the Initial Request response (in yellow) of “Thank You. TTS was successfully sent.” was the reply from the web service that the court successfully sent the message and the 3rd party (not the defendant) received the message.
- Delivery Confirmation to the Defendant (Step 2) is the actual delivering of the message, either by text or voice to the defendant. The 3rd party will do all the steps necessary to deliver the message and confirm that it has been delivered. So, the court user should really focus on the pink entries when inquiring about the delivery status to the defendant.

Screen input edits are as follows:

- The only valid options are 5=View Message and 7=ROA. All other entries in the Option column will generate an edit error. You may enter more than one option on the worklist. The options are described in more detail on the following pages.



Menus: 12. Defendant Notification & Tracking (If Enabled)
History: 8. Notification Inquiry
Option 1=Select

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Return to previous display (Defendant Notification & Tracking Menu). |
| F12=Cancel | This key will return the user the user to the Notification Date Selection screen. |



Menus: 12. Defendant Notification & Tracking (If Enabled)
History: 8. Notification Inquiry
Option 1=Select
Option 5=View Message

```
D6000DMC      Defendant Notification History Inquiry      8/16/18  10:32:02
Position to Name . . . _____
Type options, press Enter.
5=View Message  7=ROA
Opt Name/Phone  Initial      Delivery
Request        Confirmat
5 ABBGY/BRANDYN/RUSSELL
    419-410-0028  Land Line Voice M
                    Thank You. TTS was su
                        7/20/18 1
F3=Exit  F12=Cancel
```

```
Resolved Message Inquiry
Attention BRANDYN ABBGY! This
payment reminder is furnished to
you by the 60TH District Court.
Your Payment Plan payment of
$50.00 is due on 07/22/18.
Please make this payment on time
to avoid further action by the
court. Thank you.
F12=Cancel
```

This screen will allow the court user to view the actual message delivered to the defendant.

Screen function keys are as follows:

F12=Cancel Returns to the Defendant Notification History screen.



Menus: 12. Defendant Notification & Tracking (If Enabled) History: 8. Notification Inquiry F7=All Notifications

```

D6000DMC      Defendant Notification History Inquiry - All      8/16/18  11:02:20
Position to Name . . . _____
Type options, press Enter.
5=View Message  7=ROA
Name           Initial Delivery           MsgID Process
Opt  Phone/Request Confirmation  DOB    Case ID  Pty Date User Time
█  ABBGY/BANDYN/RUSSELL          5/09/91 10120423SM  D01 RMDR V  ON-D
419-40-0028 Land Line Voice Msg          7/20/18 15:09:10
Thank You. TTS was successfully sent.          D6000DMC
7/20/18 15:09:53 Answering Machine
-  CULP/DARIO/LEVELL             12/30/81 13D459916  D01 #AUT T  ON-D
419-1-4245 Cell# Text Msg Private#          6/28/18 12:00:00
Thank You. SMS was successfully sent.          D6000DMC
-  DACO/KIMBERLY/SUE             2/05/70 040597610T  D01 RMDR V  ON-D
68-5-0546 Land Line Voice Msg          8/15/18 14:34:10
Thank You. TTS was successfully sent.          D6000DMC
More...
F3=Exit
    
```

This screen uses the same Heading color / line item color for ease of viewing.

This screen will be displayed to the user when the user presses F7=All Notifications from the Notification Inquiry screen. This view allows the user to look at all notifications a defendant received regardless of what batch generated the notice

The line items in the worklist will display in alphabetical order by last name. To position the worklist to a specific line item, simply type in a name or partial name in the 'position to name' field and press Enter. The worklist will start with the next line item that starts with or matches the criteria entered.

Screen input edits are as follows:

- The only valid options are 5=View Message and 7=ROA. All other entries in the Option column will generate an edit error. These are the exact same option as the standard view.

Screen function keys are as follows:

- F3=Exit Return to previous display (Defendant Notification & Tracking Menu).
- F12=Cancel This key will return the user the user to the Notification Date Selection screen.



Menus: 12. Defendant Notification & Tracking (If Enabled) Reporting: 10. Notification Sent Report

```

D6000DMC      Defendant Notification Sent Report Selection   8/16/18  13:36:06
Type choices, press Enter.
Date range . . . . . 8/16/18 to 8/16/18 (MM/DD/YY)
Report Order . . . . . 1 (1=Date, 2=MsgID)
Report Type . . . . . 1 (1=Detail, 2=Summary)

F3=Exit  F12=Cancel

```

The Defendant Notification Sent Report Selection will allow the user to print the Notification Sent Report summary or detail sorted by Date or Message ID. Type in the date range in MM/DD/YY format (if different from current date default), select the report order, report type and press Enter. The Notification Sent Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

- Date Range is required when and restricted to valid dates in MM/DD/YY format. The report can be selected for as wide or narrow scope as needed.
- Report Order is required and must be a 1=Date or 2=Message ID. Any other value will generate an edit error.
- Report Type is required and must be a 1=Detail or 2=Summary. Any other value will generate an edit error.

Screen function keys are as follows:

- F3=Exit Return to the Defendant Notification & Tracking Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 12. Defendant Notification & Tracking (If Enabled) Reporting: 10. Notification Sent Report Sample Report

Page	1	6000 - DMC COURT DEVELOPMNT Defendant Notification Sent Report	8/16/18	14:01:43
Notifications From 01/01/18 To 08/16/18 Report Type: Detail				
Sent Date	Notification	Number Sent		
06/26/18	RMDR REMINDER	1		

		1		
06/28/18	#AUT TEXT AUTH	2		
06/28/18	T101 STMT #1	1		

		3		
07/20/18	RMDR REMINDER	1		
07/20/18	T101 STMT #1	2		

		3		
08/02/18	#AUT TEXT AUTH	3		
08/02/18	RMDR REMINDER	1		

		4		
08/06/18	DMCT DMC TEST COL	1		

		1		
08/13/18	#AUT TEXT AUTH	1		

		1		
08/15/18	#AUT TEXT AUTH	2		
08/15/18	RMDR REMINDER	1		

		3		
 SUMMARY				
Notification		Number Sent		
RMDR REMINDER		4		
#AUT TEXT AUTH		8		
T101 STMT #1		3		
DMCT DMC TEST COL		1		
TOTAL		16		
** End of Report **				



Menus: 12. Defendant Notification & Tracking (If Enabled) Reporting: 11. Notification Delivery Status Report

```
D6000DMC      Defendant Notification Delivery Status Report  8/16/18  14:05:01
Type choices, press Enter.
Sent Date Range. . . . . 8/16/18 to 8/16/18  (MM/DD/YY)

F3=Exit  F12=Cancel
```

The Defendant Notification Sent Report Selection will allow the user to print the Notification Sent Report. Type in the date range in MM/DD/YY format (if different from current date default), and press Enter. The Notification Delivery Status Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

- o Date Range is required when and restricted to valid dates in MM/DD/YY format. The report can be selected for as wide or narrow scope as needed.

Screen function keys are as follows:

- F3=Exit Return to the Defendant Notification & Tracking Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





Menus: 12. Defendant Notification & Tracking (If Enabled) Reporting: 11. Notification Delivery Status Report Sample Report

Page: 1	6000 - DMC COURT DEVELOPMNT Defendant Notification Delivery Status Report	8/16/18 14:27:13							
Notification Sent Date Range: 01/01/18 - 08/16/18									
Name	Status	DOB	Phone	C V L T Case ID	Msg ID	Notification Date	Sent Time	Confirmed Date	Delivery Time
KIDD/MATTHEW/BRENT		3/14/85	419- 555 -4245	C T 16176618ST	D01 RMDR	06/26/18	12:01:59		
RYAN/WILLIAM/DOUGLAS		1/04/63	419- 555 -4245	C T 16178564SD	D01 #AUT	06/28/18	9:38:45		
CULP/DEMARIO/LEVELL		12/30/81	419- 555 -4245	C T 13D459916	D01 #AUT	06/28/18	12:00:06		
POMPEY/ROBERT/EARL JR		7/24/80	419- 555 -4245	C T 11135161SD	D01 T101	06/28/18	15:43:22		
KELSEY/KIZZIE/KATOSH		2/09/77	111-555-7138	C T 16179009SD	D01 T101	07/20/18	14:55:16		
WOODRUFF/LUCAN/JAY		9/01/79	444-555-7445	C T 16178170ST	D01 T101	07/20/18	14:55:16		
ABBGY/BRANDYN/RUSSELL Answering Machine	5	5/09/91	419- 555 -0028	L V 10120423SM	D01 RMDR	07/20/18	15:09:18	07/20/18	15:09:53
KELSEY/KIZZIE/KATOSH	2	2/09/77	111-555-7138	L V 16179009SD	D01 RMDR	08/02/18	10:13:47		
KIDD/MATTHEW/BRENT		3/14/85	419- 555 -4245	C T 15167077SM	D01 #AUT	08/02/18	13:32:20		
KIDD/MATTHEW/BRENT		3/14/85	419- 555 -4245	C T 15167077SM	D01 #AUT	08/02/18	13:44:38		
KIDD/MATTHEW/BRENT		3/14/85	419-555-2245	C T 15167077SM	D01 #AUT	08/02/18	15:21:13		
SCHIPPERS/SETH/RYAN	10	10/10/75	419- 555 -3051	L V 15170334FY	D01 DMCT	08/06/18	12:57:50		
SCHIPPERS/SETH/RYAN		10/10/75	419- 555 -3051	C T 15170334FY	D01 #AUT	08/13/18	9:02:14		
NORTON/AMY/ELIZABETH		9/12/78	773- 555 -4596	C T 98B098387	D01 #AUT	08/15/18	11:07:29		
NORTON/AMY/ELIZABETH		9/12/78	773- 555 -4596	C T 98B098387	D01 #AUT	08/15/18	11:20:36		
DACOSTA/KIMBERLY/SUE	2	2/05/70	689-555-0546	L V 04059761OT	D01 RMDR	08/15/18	14:34:15		
Total Cases Confirmed Delivery:						1			
Total Cases NOT Confirmed:						15			
--- End of Report ---									



Menus: 12. Defendant Notification & Tracking (If Enabled) Reporting: 12. Notice Sent to Payment Date Report

```

D6000DMC                Notice Sent to Payment Date                7/22/19  14:18:06
Type choices, press Enter.
Text Sent Date Range . . . . . 01/01/19 to 7/25/19 (MM/DD/YY)
Message ID . . . . . ? RMDR REMINDER (ID)
Days to Look After Due Date. . . . . 5 (Number)
Report Sort Order. . . . . 2 (1=Date, 2=Name)

F3=Exit  F4=Prompt  F12=Cancel
    
```

The Notice Sent to Payment Date Report Selection will allow the user to print the Notice Sent to Payment Date Report. This report will list all defendants who received a Text or Voice notification within the selected date range and number of days it took to pay. It will also list the amount paid and if the payment was received after the due date.

Type in the date range in MM/DD/YY format (if different from current date default), Message ID, Days to Look After Due Date and the Report Sort Order, then press Enter. The Notice Sent to Payment Date Report will be submitted to batch and print when the entire report has been generated.

Screen input edits are as follows:

- o Date Range is required when and restricted to valid dates in MM/DD/YY format. The report can be selected for as wide or narrow scope as needed.

Screen function keys are as follows:

- F3=Exit Return to the Defendant Notification & Tracking Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization

```

D6000DMC                COLLECT System Main Menu                8/16/18  09:39:01
Select one of the following:

Maintenance:            1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

Statements:             4. Standard Statement Print
                        5. Warrant Statement Print

Menus:
                        Password . . . . . ~~~~
                        F3=Exit  F8=Change  F12=Cancel

                        12. Defendant Notification & Tracking Processing

System:                 80. Customization
Quit:                  90. Signoff
Type selection, press Enter. ==> 80

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs

```

To enter the Customization menu, the user must know the password. Only supervisors and selected COLLECT users should know the password.

The above screen will display when 80. Customization is selected on the COLLECT System Main Menu. This prompt has been added for additional security surrounding the system customization parameters. The user is prompted for a four-character password. The password is preset by DMC and is embedded in the software. If you need to change the password, you must follow the instructions listed below. If you do not know your password, contact DMC Technology Group at 419-535-2900.

Changing the System Customization Password.

Any user, who knows the password, will be able to enter the system customization section, but only authorized users will be able to change the actual password value. Documented below are the requirements needed to change the password, as well as step-by-step instructions to complete the task.

Authorizing a user (or yourself) to change the password.

Usually, only one person, like the court administrator, has the ability to change the system password. The password should only be given to those responsible for maintaining the system customization values.

*****NOTE*** Use caution when maintaining user profiles. Do not change any values other than outlined here!**



System: 80. Customization

1. To authorize a user to change the COLLECT System Customization password, you must sign on the AS/400 or iSeries as QSECOFR (or have QSECOFR rights) to change user profiles.
2. Enter the following command: **CHGUSRPRF *username*** and press F4. (Replace *username* with the user profile name of the person to authorize. Like D9990DAN in this example.) The following screen will appear.

To authorize users, type an asterisk in the first position of the text description parameter.

```

Change User Profile (CHGUSRPRF)

Type choices, press Enter.

User profile . . . . . > D0800DMC      Name
User password . . . . . *SAME         Character value, *SAME, *NONE
Set password to expired . . . . . *NO          *SAME, *NO, *YES
Status . . . . . *ENABLED       *SAME, *ENABLED, *DISABLED
User class . . . . . *USER         *SAME, *USER, *SYSOPR...
Assistance level . . . . . *SYSVAL   *SAME, *SYSVAL, *BASIC...
Current library . . . . . *CRTDFT    Name, *SAME, *CRTDFT
Initial program to call . . . . . ENVMNUC   Name, *SAME, *NONE
  Library . . . . . ENV           Name, *LIBL, *CURLIB
Initial menu . . . . . MAIN        Name, *SAME, *SIGNOFF
  Library . . . . . *LIBL         Name, *LIBL, *CURLIB
Limit capabilities . . . . . *NO       *SAME, *NO, *PARTIAL, *YES
Text 'description' . . . . . '* 8th District Test User sign-on'

-----

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F10=Additional parameters  F12=Cancel
F13=How to use this display  F24=More keys
    
```

3. To authorize users, type and asterisk (*) in the first position of the text description parameter, and press Enter. If there is other information in this field, it can be shifted to the right, but the asterisk must be in position 1. You can now sign off and sign back on with your normal District Court user profile.
4. Get into the COLLECT system and enter 80 from the main menu and press Enter. The following screen will appear:

System: 80. Customization

```
D6000DMC                COLLECT System Main Menu                8/16/18  09:39:01
Select one of the following:

Maintenance:            1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

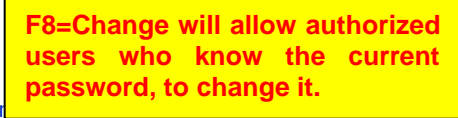
Statements:             4. Standard Statement Print
                        5. Warrant Statement Print

Menus:
    Password . . . . . ~~~~
    F3=Exit  F8=Change  F12=Cancel

                        12. Defendant Notification Tracking
                        processing

System:                 80. Customization
Quit:                   90. Signoff
Type selection, press Enter. ==> 80

F3=Exit  F6=Messages  F7=Spooled Files  F8=Sub
```



5. Press F8=Change to initiate a password change. The following pop-up window will appear:

System: 80. Customization

```
D6000DMC                COLLECT System Main Menu                8/16/18  09:39:01
Select one of the following:

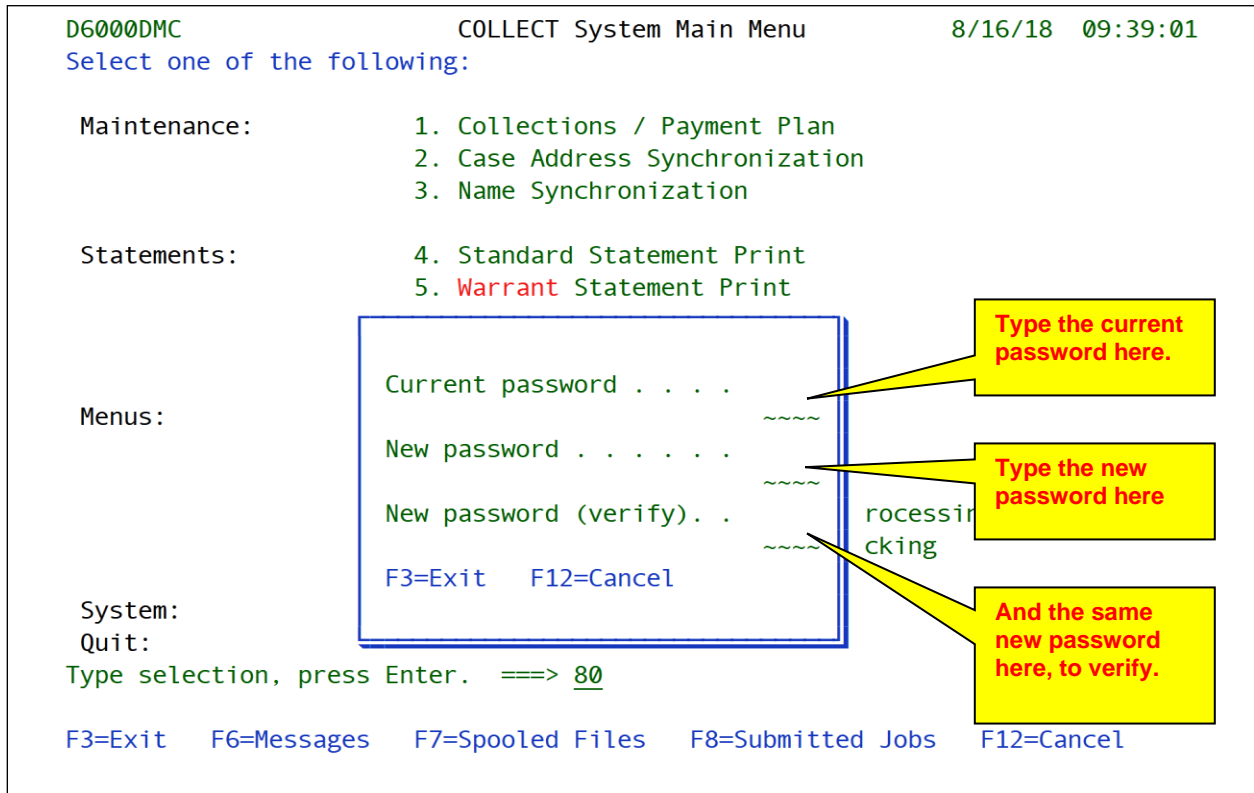
Maintenance:             1. Collections / Payment Plan
                        2. Case Address Synchronization
                        3. Name Synchronization

Statements:              4. Standard Statement Print
                        5. Warrant Statement Print

Menus:
  Current password . . . . ~~~~
  New password . . . . . ~~~~
  New password (verify). . ~~~~
  F3=Exit  F12=Cancel

System:
Quit:
Type selection, press Enter.  ==> 80

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
```



The screenshot shows a terminal window with a menu. A blue box highlights the password change options. Three yellow callout boxes provide instructions: 'Type the current password here.' points to the 'Current password' line; 'Type the new password here' points to the 'New password' line; and 'And the same new password here, to verify.' points to the 'New password (verify)' line. The text 'rocessing' and 'cking' is partially visible on the right side of the terminal.

6. You will need to type the current password, and the new password twice to successfully change the password. If you do not know the current password, you will not be able to change the password. If you do not type the same new password twice, you will not be able to change the password.

When you have successfully changed the password, the system will resume the 80. Customization request and display the COLLECT System Customization Menu. If you do not meet all criteria involved with changing the password, error messages will be displayed on the bottom line of the pop-up window.



System: 80. Customization

```

D6000DMC          COLLECT System Customization Menu          4/09/20  11:32:45
Select one of the following:

Customization:      1. System Tailoring
                   2. Standard Statement Logic Tailoring
                   3. Warrant Statement Logic Tailoring
                   4. Collection Agency Extract Logic Tailoring
                   5. Collection Agency New Case Processing
                   6. Tax Garnishment
                   7. Defendant Notification & Tracking

System:            10. Initial Setup Menu

Maintenance:      20. SSN
                  21. Stop Code
                  22. Payment Plan Excuse Due Dates - Mas

Type selection, press Enter.  ====>  __

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

This option will only appear if DNT is enabled.

When the user, with proper authority, enters “80. Customization” and presses Enter from the main menu, the above screen will be displayed. The COLLECT System Customization screen allows the user to customize the COLLECT system to their court’s needs.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit the COLLECT System Customization Menu and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization Customization: 1. System Tailoring Customization Maintenance Customization

D6000DMC	COLLECT System Tailoring	8/16/18 14:45:35 Maintenance Customization
Type choices, press Enter.		
Collection Maint	- Hide Zero Balances . . . <u>N</u> Hide ROA "Hop" Line . . . <u>N</u> NSF Codes def in JIS . ? <u>BC01</u>	('Y'es, 'N'o) ('Y'es, 'N'o) (Code(s), F4=Prompt)
Wage Assignment	- Case ROA Update <u>A</u> Print Address Page <u>N</u> Number of Copies <u>1</u> Specific Printer <u>HP2100</u>	('A'll, 'O'nly, 'S'e'l) ('Y'es, 'N'o) (Number) (Name, blank=Default)
Wage Assign Cancel	- Case ROA Update <u>A</u> Print Address Page <u>N</u> Print Form <u>Y</u> Number of Copies <u>1</u> Specific Printer _____	('A'll, 'O'nly, 'S'e'l) ('Y'es, 'N'o) ('Y'es, 'N'o) (Number) (Name, blank=Default)
		More...
F3=Exit F12=Cancel		

When the user, with proper authority, enters 1. System Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT System Tailoring screens allow the user to customize all prompt screen defaults, except those used in the statement runs, therefore decreasing the time and thought process to use the system. Type in the defaults in each of the categories that will fit your needs most of the time. Every time the user requests a report or form, the defaults will be displayed on the selection screen.

Screen field definitions and edits are as follows:

'Hide Zero Balances' - Collection Maint

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field governs whether cases with zero balances will show on the Collect Maintenance screen. A 'Y' will eliminate cases with zero balances. A 'N' will include cases with zero balances.

'Hide ROA "Hop" Line' - Collection Maint

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field governs whether the Hop Line displays at the bottom of the ROA inquiry screen. The Hop Line will only work when the case id is changed.



System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

'NSF Codes Def in JIS' – Collection Maint

To enter codes in this field, place the cursor on the field and press F4-Prompt. On the window screen is where all codes need to be entered that were defined as NSF in JIS. Enter all codes associated with NSF checks. The codes entered must be valid codes defined in JIS.

Print Address Page' – Wage Assignment

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Wage Assignment

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Wage Assignment form to be generated.

'Specific Printer' – Wage Assignment

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Wage Assignment form will be printed.

'Print Address Page' – Wage Assignment Cancellation

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the wage assignment cancellation. If an "N" is entered, the application will not generate the address page.

'Print Form' – Wage Assignment Cancellation

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will print the Order Canceling Assignment of Wages and update all database files. If an "N" is entered, the application will perform all database updates but not print the form.



System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

'Number of Copies' – Wage Assignment Cancellation

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Wage Assignment Termination form to be generated.

'Specific Printer' – Wage Assignment Cancellation

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Wage Assignment Termination will be printed.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

Screen 2

D6000DMC	COLLECT System Tailoring	4/15/15 16:42:37
Type choices, press Enter.		Maintenance Customization Screen 2
Notification Letter-	Print State Seal <u>Y</u>	('Y'es, 'N'o)
	Number of Copies <u>1</u>	(Number)
	Specific Printer <u>DELL3130</u>	(Name, blank=Default)
	Add ROA Notes <u>Y</u>	('Y'es, 'N'o)
	QR Code File Name. . . . <u>D6000QRG</u>	(blank=None)
Case Address Sync	- Include Civil Cases. . . <u>N</u>	('Y'es, 'N'o)
Stop Code	- Add COLLECT/ROA Notes. . <u>Y</u>	('Y'es, 'N'o)
All Viewable SSN's	- Mask SSN Protection. . . <u>Y</u>	('Y'es, 'N'o)
		More...
F3=Exit F12=Cancel		
Previous screen values have been updated.		

This is the second set of Collect Prompt Defaults.

'Print State Seal' – Notification Letter

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate the notification letter with a state seal in the upper left-hand corner. If an "N" is entered, the application will not generate the notification letter with a state seal.

'Number of Copies' – Notification Letter

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Notification Letter to be generated.

'Specific Printer' – Notification Letter

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Notification Letter will be printed.





System: 80. Customization

Customization: 1. System Tailoring

Maintenance Customization

Screen 2

'Add ROA Notes' – Notification Letter

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will display the Add ROA Notes screen after the text for the notification letter is selected. If an "N" is entered, the application will not display the Add ROA Notes screen and no additional ROA notes will allowed to be entered.

'QR Code File Name' – Notification Letter

This field is optional and if entered will print the QR (Quick Reference) code in the upper right corner of the Notification Letter. This code can be scanned by smart phones to automatically direct the person to a web site which allows for payment.

This QR Code file image and file name will be supplied by DMC Technology Group.

'Include Civil Cases' – Case Address Synch

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, Civil cases will appear along with Traffic/Criminal cases in the Case Address Synchronization. If an "N" is entered, only Traffic/Criminal cases will appear in the Case Address Synchronization.

'Add COLLECT/ROA Notes' – Stop Code

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the COLLECT "Notes" screen will appear every time a Stop Code is applied or removed. This will allow for easier entry for the reason for the Stop Code. If an "N" is entered, the Stop Code will be applied and removed without prompting for notes.

'Mask SSN Protection' – All Viewable SSN's

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, any place the SSN is viewed in the COLLECT system will be masked with ###-##-1234 and only the last 4 digits will be displayed. Only the required printouts will contain the unmasked SSN.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Prompt Defaults and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

```

D6000DMC                COLLECT System Tailoring                8/30/13 13:24:56
                                                                Payment Plan Customization
Type choices, press Enter.

Payment Plan Maint - Payment Verification . . . F      ('F'ull $, 'P'artial $)
                   Grace Period . . . . . 3      (Number of days)
                   Case ROA Update . . . . . 0      ('A'll, 'O'nly)
                   Text ROA Update . . . . . B      ('B'asic, 'D'etailed)
                   Maximum Duration . . . . . 1 0    (1-10 Years, 0-11 Months)
                   Last Payment Message . . . W      ('B'ottom Line, 'W'indow)

Payment Schedule - Print Payment Schedule . Y      ('Y'es, 'N'o)
                  Number of Copies . . . . . 2      (Number)
                  Specific Printer . . . . . PRT01    (Name, blank=Default)
                  QR Code File Name. . . . . D9999QR  (blank=None)

Payment Coupons - Print Payment Coupons. . N      ('Y'es, 'N'o)
                  Specific Printer . . . . . PRT01    (Name, blank=Default)

                                                                More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
    
```

This is the third set of Collect Prompt Defaults.

'Payment Verification' – Payment Plan Maintenance

This field is required and will only accept an “F”=Full Amount or “P”=Partial Amount. Full Amount verification will only allow payments equal to or greater than the agreed amount to not be considered late. Partial Amount verification will allow any payment, regardless of amount to not be considered late.

This default value will appear when entering a payment plan.

'Grace Period' – Payment Plan Maintenance

This field is required and will only accept a value between 0 and 5. The grace period will extend the due date by the number of days entered. Payment made within the grace period will be applied to the previous payment number period. The grace period will have no effect on the generation of the overdue statements, only where the payment gets applied. If your court does not want to use the grace period feature, enter a value of zero.

This default value will be applied to all payment plans entered.

'Case ROA Update' – Payment Plan Maintenance

This field is required and will only accept an “A”=All (all of the defendants’ cases will be updated) or “O”=Only (only the cases being placed on the payment plan will be updated).

This default value will appear when entering a payment plan.



System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

'Text ROA Update' – Payment Plan Maintenance

This field is required and will only accept a "B"=Basic (Basic information about the Pay Plan is written to the ROA) or "D"=Detail (All Pay Plan information is written in multiple lines of the ROA.).

'Maximum Duration' – Payment Plan Maintenance

This field is required and will only accept a whole number from 1 to 10. Any other value will generate an edit error.

This default value will appear when entering a payment plan.

'Last Payment Message' – Payment Plan Maintenance

This field is required and will only accept an "B"=Bottom Line (An information message will be displayed on the bottom line of the screen to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger.) or "W"=Window (This is the more obvious information message because it will appear across the center of the screen in its own window to inform the user that the Payment Plan has reached the maximum duration as defined by the parameters and the last payment is larger. The user must press enter to continue to clear the message window from the main screen.)

'Print Payment Schedule' – Payment Schedule

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when entering a payment plan.

'Number of Copies' – Payment Schedule

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Payment Schedule to be generated.

'Specific Printer' – Payment Schedule

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Schedule will be printed.

'QR Code File Name' – Payment Schedule

This field is optional and if entered will print the QR (Quick Reference) code in the upper right corner of the Notification Letter. This code can be scanned by smart phones to automatically direct the person to a web site which allows for payment.



This QR Code file image and file name will be supplied by DMC Technology Group.

System: 80. Customization
Customization: 1. System Tailoring
Payment Plan Customization

'Print Payment Coupons' – Payment Coupons

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when entering a payment plan.

'Specific Printer' – Payment Coupons

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Coupons will be printed.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

Payment Plan Customization

Screen 2

```
D6000DMC                COLLECT System Tailoring                6/01/09 13:51:00
                                                                    Payment Plan Customization
Type choices, press Enter.                Screen 2

Payment Plan Inqry - Specific Printer . . . . PRT01 (Name, blank=Default)
_____

More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
```

'Specific Printer' – Payment Plan Inquiry

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Payment Plan Inquiry Information will be printed.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



Payment Plan Customization System: 80. Customization Customization: 1. System Tailoring Reporting Customization

D6000DMC	COLLECT System Tailoring	8/16/18 15:04:15	Reporting Customization
Type choices, press Enter.			
Balance Due Report -	Report Selection	<u>2</u>	(1=All, 2=Pay, 3=Non Pay)
Show Cause Report -	Number of Statements	<u>2</u>	(Greater than or equal)
	Perform Docket Test.	<u>Y</u>	('Y'es, 'N'o)
	Exclude Stop Code Cases.	<u>N</u>	('Y'es, 'N'o)
	Direct Scheduling.	<u>Y</u>	('Y'es, 'N'o)
Payment Plan Exp -	Days Within Expiring	<u>45</u>	(Number of Days)
Money Collected Rpt-	Number of Days Last Stm.	<u>60</u>	(Number, 999=Any Stm)
	Report Type.	<u>3</u>	(1=Stm, 2=Full, 3=Sum)
	Include Only Case Type ?	<u>FY+</u>	(JIS Case Type, F4=Prompt)
Money Coll by Event-	Number of Days Last Stm.	<u>100</u>	(Number, 999=Any Stm)
	Report Type	<u>1</u>	(1=Stm, 2=Full, 3=Sum)
	Use All Event Codes. . . ?	<u>Y</u>	('Y'es, 'N'o, F4=Prompt)
	Allow Override Event Cd.	<u>Y</u>	('Y'es, 'N'o)
F3=Exit F4=Prompt F12=Cancel			More...
Previous screen values have been updated.			

This is the fifth set of Collect Prompt Defaults.

'Report type' – Balance Due

This field is required and will only accept a "1"=All, "2"=Payment Plan, "3"=Non-Payment Plan.

This default value will appear when selecting the Balance Due Report.

'Number of Statements' – Show Cause

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Show Cause Report.

'Perform Docket Test' – Show Cause

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when selecting the Show Cause Report.

'Exclude Stop Code Cases' – Show Cause

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when selecting the Show Cause Report.





Payment Plan Customization System: 80. Customization Customization: 1. System Tailoring Reporting Customization

'Direct Scheduling' – Show Cause

This field is required and will only accept a "Y"=Yes or "N"=No.

This default value will appear when selecting the Show Cause Report.

'Days Within Expiring' – Pay Plan Expiration

This field is required. It will accept any non-zero number; any other value will generate an edit error.

This default value will appear when selecting the Pay Plan Expiration Report.

'Number of Days Last Stm' – Money Collected

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Report Type' – Money Collected

This field is optional. If entered, it will accept "1"=Stmnt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Include Only Case Type' – Money Collected

This field is optional. If left blank, the report will include all case types. Any case types entered (with the F4=Prompt) will be the only case types selected on the report. Only valid JIS case types can be entered.

'Number of Days Last Stm' – Money Collected by Event

This field is optional. If entered, it will accept any non-zero number, any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report by Event Report.

'Report Type' – Money Collected by Event

This field is optional. If entered, it will accept "1"=Stmnt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

'Use All Event Codes' – Money Collected by Event

This field is required and will only accept a "Y"=Yes or "N"=No.

This parameter will determine if all Event Codes configured here will be used in the report selection. If No is specified, only the system defined COLLECT codes will be used.

This field is required and will only accept a "Y"=Yes or "N"=No.



Payment Plan Customization System: 80. Customization Customization: 1. System Tailoring Reporting Customization

'Allow Override of Event Codes' – Money Collected by Event

This parameter will determine if all Event Codes configured here will be used in the report selection. If No is specified, only the system defined COLLECT codes will be used.

'Report Type' – Money Collected by Event

This field is optional. If entered, it will accept "1"=Stmt/Payment Detail, "2"=Full Detail, "3"=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Money Collected Report.

Screen function keys are as follows:

F3=Exit	Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu.
F4=Prompt	Will display the Event Code Maintenance window.
F12=Cancel	Will return the user to the previous COLLECT System Prompt Default screen.



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 2

D6000DMC	COLLECT System Tailoring	4/12/16 16:38:12
Type choices, press Enter.		Reporting Customization Screen 2
Statements Sent	- Report Type <u>1</u>	(1=Detail, 2=Summary)
Event Sent Report	- Report Order <u>2</u>	(1=Date, 2=Event)
	Report Type. <u>1</u>	(1=Detail, 2=Summary)
Wage Assignment Rpt-	Report Selection <u>1</u>	(1=All, 2=Pay, 3=Non Pay)
	Assignment Type. <u>1</u>	(1=All, 2=No Term, 3=Term)
	Report Type. <u>1</u>	(1=Detail, 2=Summary)
	Number of Days _____	(Number, Blank=All)
Address Stop Rpt	- Report Selection <u>1</u>	(1=All, 2=Pay, 3=Non Pay)
	Report Type <u>2</u>	(1=All, 2=Only New)
Stop Code Report	- Report Selection <u>1</u>	(1=All, 2=Pay, 3=Non Pay)
	Select only Stop Code. . . <u>S</u>	(blank, Code Value)
Address Diff Report-	Include Phone# Test. . . <u>N</u>	('Y'es, 'N'o)
F3=Exit F12=Cancel		More...
Previous screen values have been updated.		

'Report Type' – Statements Sent

This field is required and will only accept a 1=Detail or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Statement Sent Report.

'Report Order' – Event Sent Report

This field is required and will only accept a 1=Date, or 2=Event. Any other value will generate an edit error.

This default value will appear when selecting the Event Sent Report.

'Report Type' – Event Sent Report

This field is required and will only accept a 1=Detail, or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Event Sent Report.

'Report Selection' – Wage Assignment

This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non-Pay Plan. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Assignment Type' – Wage Assignment

This field is required and will only accept a 1=All, 2=Not Terminated, or 3=Terminated. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.





Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 2

'Report Type' – Wage Assignment

This field is required and will only accept a 1=Detail or 2=Summary. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Report Selection' – Address Stop Report

This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non-Pay Plan. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Report Type' – Address Stop Report

This field is required and will only accept a 1=All or 2=Only New. Any other value will generate an edit error.

This default value will appear when selecting the Address Stop Report.

'Report Selection' – Stop Code Report

This field is required and will only accept a 1=All, 2=Pay Plan, or 3=Non-Pay Plan. Any other value will generate an edit error.

This default value will appear when selecting the Wage Assignment Report.

'Select Only Stop Code' – Stop Code Report

This field is required and will only accept a Blank=All or the actual Code Value to select only that code. Any other value will not generate any records on the report.

This default value will appear when selecting the Address Stop Report.

'Include Phone# Test' – Address Differences Report

This field is required and will only accept a Y=Yes or N=No. Any other value will generate an edit error.

This default value will be used when running the Address Differences Report.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 3

```

D6000DMC                COLLECT System Tailoring                8/16/18 15:16:20
                                                                    Reporting Customization
Type choices, press Enter.                                                                    Screen 3

Never Rec'd Stmt  - Include Case Status. . . . 2 (1=All, 2=Disp, 3=Pend)
                   Include Pay Plans. . . . . 3 (1=All, 2=PP, 3=NPP)
                   Include Stop Codes . . . . 2 (1=All, 2=Stop Cd, 3=NSC)

-----
Potential Tax Garns- Amount Due Range . . . . 50.00 - 9,999,999.99 ($)
                   Case Status. . . . . 1 (1=All, 2=WRNT, 3=Non-WRNT)
                   SSN Selection. . . . . 2 (1=All, 2=SSN Only, 3=No SSN)
                   Case Privacy . . . . . 2 (1=All, 2=Pub, 3=Non-Pub)
                   Address State. . . . . 2 (1=All, 2=MI, 3=Non-MI)
                   Restitution Owing. . . . 2 (1=All, 2=Rest, 3=Non-Rest)
                   Payment Plan . . . . . 1 (1=All, 2=Pay, 3=Non-Pay)
                   Active Wage Assignment . 1 (1=All, 2=WgAsn, 3=Non-WgAsn)
                   Disclosure Received. . . 1 (1=All, 2=Discl, 3=No Discl)
                   Exclude Stop Codes . . . ? J P
                                           (All Blank=No Test)
                   Sort Order . . . . . 1 (1=Name, 2=Case ID)
                   Direct Selection . . . . Y (Y=Yes, N=No)

-----
F3=Exit  F4=Prompt  F12=Cancel                More...
Previous screen values have been updated.
    
```

- 'Include Case Status' – Never Received a Statement Report
This field is required and will only accept a 1=All, 2=Disposed or 3=Pending. Any other value will generate an edit error.
- 'Include Pay Plans' – Never Received a Statement Report
This field is required and will only accept a 1=All, 2=Payment Plans or 3=Non-Payment Plans. Any other value will generate an edit error.
- 'Include Stop Codes' – Never Received a Statement Report
This field is required and will only accept a 1=All, 2=Stop Codes or 3=Non-Stop Codes. Any other value will generate an edit error.



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 3

'Amount Due Range' – Potential Tax Garns Report

This field is required, and the first amount must be less than or equal to the second amount.

'Case Status' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

'SSN Selection' – Potential Tax Garns Report

This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

'Case Privacy' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

'Address State' – Potential Tax Garns Report

This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

'Restitution Owing' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.

'Payment Plan' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Disclosure Received' – Potential Tax Garns Report

This field is required and must be 1=All, 2=Disclosure Only, or 3=No Disclosure. Any other value will generate an edit error.

'Exclude Stop Codes' – Potential Tax Garns Report

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

'Report Sort Order' – Potential Tax Garns Report

This field is required and must be 1=Name, or 2=Case ID. Any other value will generate an edit error.



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 3

'Direct Scheduling' – Potential Tax Garns Report

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F4=Prompt | This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



Payment Plan Customization System: 80. Customization

Customization: 1. System Tailoring

Reporting Customization

Screen 4

D6000DMC	COLLECT System Tailoring	4/15/15 10:53:19
		Reporting Customization
		Screen 4
Type choices, press Enter.		
Pay Plan Past Due	- Targeted Past Due Range. <u>120</u> to <u>120</u> (Number of Days)	
Reporting	- All COLLECT Reports to be Placed on HOLD . . . <u>Y</u> ('Y'es, 'N'o)	
		More...
F3=Exit F12=Cancel		
Previous screen values have been updated.		

'Targeted Past Due Range' – Pay Plan Past Due

The Day Range must be from 1 thru 999 where the “from” range is less than or equal to the “To” range. Anything else will generate an edit error.

'All COLLECT Reports to be Placed on HOLD' – Reporting

This field is required and will only accept a Y=Yes or N=No. Any other value will generate an edit error.

If a “Y” is entered, all spooled file reports will be placed on hold. If an “N” is entered, all spooled file reports will print upon completion of the print job. It is strongly recommended to set this parameter to “Y”.

Screen function keys are as follows:

- F3=Exit Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu.
- F12=Cancel Will return the user to the previous COLLECT System Prompt Default screen.



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

```

D6000DMC                COLLECT System Tailoring                6/01/09 15:59:01
                                                                State Form Customization
Type choices, press Enter.

Remit Prison Funds - Number of Copies . . . . 2                (Number)
                   Print Address Page . . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Print MDOC Addr Page . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Specific Printer . . . . _____ (Name, blank=Default)

Satisfaction Oblig - Number of Copies . . . . 2                (Number)
                   Print Address Page . . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Print MDOC Addr Page . . Y                ('Y'es, 'N'o)
                   Number of Copies . . . 1                (Number)
                   Specific Printer . . . . _____ (Name, blank=Default)

                                                                More...

F3=Exit  F12=Cancel
Previous screen values have been updated.
    
```

'Number of Copies' – Remit Prison Funds

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.

'Print Address Page' – Remit Prison Funds

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Remit Prison Funds Address Page

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

'Print MDOC Address Page' – Remit Prison Funds

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.

'Number of Copies' – Remit Prison Funds MDOC Address Page

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.

'Specific Printer' – Remit Prison Funds

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the remit prisoner funds form will be printed.

'Number of Copies' – Satisfaction Oblig

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the satisfaction of obligation form to be generated.

'Print Address Page' – Satisfaction Oblig

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the satisfaction of obligation. If an "N" is entered, the application will not generate the address page.

'Print MDOC Address Page' – Satisfaction Oblig

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate an address page, designed to fold for a window envelope, for the remit prisoner funds. If an "N" is entered, the application will not generate the address page.



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

'Number of Copies' – Satisfaction Oblig MDOC Address Page

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the remit prisoner funds form to be generated.

'Specific Printer' – Satisfaction Oblig

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the satisfaction of obligation form will be printed.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

Misc Parameters Screen 2

```

D6000DMC                COLLECT System Tailoring                4/24/17 10:32:15
                                                                    State Form Customization
                                                                    Misc Parameters Screen 2
Type choices, press Enter.

Tax Garnishment    - Specific Printer (P1). . . PRT01          (Name, blank=Default)
                   Number of Copies (P1). . . 1              (Number) (SSN)
                   Specific Printer (P2). . . PRT01          (Name, blank=Default)
                   Number of Copies (P2). . . 1              (Number) (No SSN)
                   Federal ID Number . . . FED654321
                   Agency Name . . . . . 60TH DISTRICT COURT
                   Court Type & Number. . . D 60          (See DOT Inst-Form 2142)
                   Dft Ptiff Atty by Venue. Y              ('Y'es, 'N'o)
If Yes, Copy1 sent=> Use PDF Output Naming. . N COLLECT16   ('Y'es, 'N'o, OUTQ)

Proof of Service   - Specific Printer . . . . . PRT01          (Name, blank=Default)
                   Number of Copies . . . . . 1              (Number)

Tax Garn Release   - Specific Printer . . . . .                (Name, blank=Default)
                   Number of Copies (P1). . . 1              (Number) (No SSN)
                   Number of Copies (P2). . . 1              (Number) (SSN)

                                                                    More...

F3=Exit   F12=Cancel
    
```

'Specific Printer (P1)' – Tax Garnishment (Part 1)

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (With SSN will be printed) to be generated.

'Number of Copies (P1)' – Tax Garnishment (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

'Specific Printer (P2)' – Tax Garnishment (Part 2)

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (No SSN will be printed) to be generated.

'Number of Copies (P2)' – Tax Garnishment (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

Misc Parameters Screen 2

'Federal ID Number' – Tax Garnishment

This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.

'Agency Name' – Tax Garnishment

This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment

This field is used to stamp the electronic file with the MDOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the MDOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at MDOT.

'Default Plaintiff Attorney by Venue' – Tax Garnishment

This field is used to override the Plaintiff Attorney (prosecutor) on the case with the prosecutor entered on the customization screen specific to venue. These are defined in the customization section under menu option "6. Initial Setup Menu", then menu option "10. Tax Garnishment Default Plaintiff and Attorney".

'Use PDF Output Naming' – Tax Garnishment

This field is used to turn on the feature that enables the menu option to generate PDF files from the Tax Garns and Proof of Service forms. The spooled output file naming changes to include the case ID in the User Data, which is used in the naming of the PDF file on the IFS.

'Specific Printer' – Proof of service

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Proof of Service will be printed.

'Number of Copies' – Proof of Service

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Proof of Service to be generated.



System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 2

'Specific Printer' – Tax Garn Release

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Garnishment Release will be printed.

'Number of Copies' – Tax Garn Release (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garn Release (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 2 form (SSN will be printed) to be generated.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

State Form Customization

Misc Parameters Screen 3

```

D6000DMC                COLLECT System Tailoring                4/12/16 09:47:08
                                State Form Customization
                                Misc Parameters Screen 3
Type choices, press Enter.

Tax Garn Regenerate- Amount Due Range . . . . . 10.00 - 9,999,999.99 ($)
Case Status. . . . . 1 (1=All, 2=WRNT, 3=Non-WRNT)
SSN Selection. . . . . 1 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 2 (1=All, 2=Pub, 3=Non-Pub)
Address State. . . . . 2 (1=All, 2=MI, 3=Non-MI)
Restitution Owing. . . . . 1 (1=All, 2=Rest, 3=Non-Rest)
Payment Plan . . . . . 2 (1=All, 2=Pay, 3=Non-Pay)
Active Wage Assignment . 3 (1=All, 2=WgAsn, 3=Non-WgAsn)
Disclosure Received. . . 1 (1=All, 2=Discl, 3=No Discl)
Exclude Stop Codes . . ? M P _ _ _ _ _ _ _ _ _ _
                                (All Blank=No Test)

Bottom

F3=Exit  F4=Prompt  F12=Cancel
Previous screen values have been updated.
    
```

‘Amount Due Range’ – Tax Garn Regenerate

This field is required, and the first amount must be less than or equal to the second amount.

‘Case Status’ – Tax Garn Regenerate

This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

‘SSN Selection’ – Tax Garn Regenerate

This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

‘Case Privacy’ – Tax Garn Regenerate

This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

‘Address State’ – Tax Garn Regenerate

This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

‘Restitution Owing’ – Tax Garn Regenerate

This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.



System: 80. Customization
Customization: 1. System Tailoring
State Form Customization
Misc Parameters Screen 3

'Payment Plan' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Disclosure Received' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Disclosures Only, or 3=No Disclosures. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F4=Prompt | This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization

Customization: 1. System Tailoring

Miscellaneous Customization

```
D6000DMC                COLLECT System Tailoring                5/30/12 15:43:49
                                                                Miscellaneous Customization
Type choices, press Enter.
Database Backup   - Tape Device . . . . . IAP01 (Name)
-----
                                                                Bottom

F3=Exit   F12=Cancel
Previous screen values have been updated.
```

'Tape Device' – Database Backup

This field is required and will only accept a valid tape device name on the iSeries.

This parameter is only important if the user uses the 'Backup to Tape' option on the collection main menu.

Screen function keys are as follows:

- | | |
|------------|---|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |





System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

D6000DMC	COLLECT Statement Logic Tailoring	8/16/18 15:30:25
	Batch Level	
Type choices, press Enter.	Person Level	(1=Mailer-Name below msg)
	Case Level	(2=Mailer-Name above msg)
Statement Form Layout / DNT Active	<u>L</u> <u>Y</u>	(L=Notification Letter)
Maximum Number of Statements to Print.	<u>50</u>	(P=Postcard)
Print Exception Report	<u>Y</u>	(T=TriFold - Custom Overlay)
Allow Selection of Statement Text.	<u>N</u>	(Number)
Statement/Trial Report Print Order	<u>A</u>	('Y'es, 'N'o)
Payment Plan Parameter Override.	<u>C</u>	('Y'es, 'N'o)
Track Returned Statements.	<u>N</u>	('A'mount, 'N'ame, 'Z'ip Cd)
		('C'ollect Sched, 'S'td Parms)
		('B'arcode, 'C'ase, 'N'o)
F3=Exit F12=Cancel		

BATCH level parameters:

When the user, with proper authority, enters 2. Standard Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the standard statement run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the statement print on the batch level.

Screen field definitions and edits are as follows:

'Statement Form Layout'

This field is required and will only accept a "1"= Mailer-Name below msg text, "2"= Mailer-Name above msg, "L"=Notification Letters, "P"=Postcards, or T=TriFold. (TriFold requires a custom overlay provided by DMC to work correctly.) Any other value will generate an edit error.

This field identifies the type of form to use when printing the statements.

If DNT is enabled, the DNT Active parameter will allow electronic overdue notifications to be sent to defendants if they are enrolled in the DNT system. If this parameter is set to "N"o, all statements will be printed no matter if the defendant is enrolled in the DNT system. This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

'Max Number of Statements to Print'

This field is required and will accept any non-zero number. Any other value will generate an edit error.

This field is used to control the total number of statements to print for any given run. Enter 99999 to print all the statements that match the parameters.





System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Print Exception Report'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will generate a report listing any individual that is not selected to receive a mailer and the reason. If an "N" is entered, the application will not generate the report. It is recommended to select a "Y" for this parameter.

'Allow Selection of Statement Text'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the user will be able to select the statement text, at statement generation time, to appear regardless of the statement number being printed. If an "N" is entered, the user will not be able to select which text will appear on the statement, the statement number being run will be used instead.

**** NOTE ** Please be careful when selecting a "Y" for this parameter.**

'Trial Report Print Order'

This field is required and will only accept a "N"=Name or "Z"=Zip. Any other value will generate an edit error.

If an "N" is entered, the application will generate the trial report in name order. If a "Z" is entered, the application will generate the trial report in zip code order.

'Payment Plan Parameter Override'

This field is required and will only accept "C"=COLLECT Schedule only or "S"=Standard JIS parameters combined with the COLLECT Schedule. If you are satisfied with the way overdue notices were generated for Payment Plans, then this field should be set to "S". (The overdue notice selection logic for Payment Plans will remain exactly the same as it has been.) If your court decides to IGNORE all JIS dates and JIS system activities for COLLECT Payment Plan cases, then set this value to "C". All Payment Plan cases will be checked solely against the Payment Schedule to determine if they are overdue. The only checks beside the Payment Schedule will be for Stop Cycle, correct Last Activity Date, correct Statement Number, and the correct Statement Type.

****NOTE** If you decide to run the system in "C" mode. Please verify all results with "Trial Reports" prior to running live.**

'Track Returned Statements'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If an "N" is entered, the application will generate the statements without a barcode and case id on the outside envelope. If a "Y" is entered, the application will generate the statements with a barcode and case id on the outside envelope.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency. |



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

```

D0800DMC          COLLECT Statement Logic Tailoring      4/25/07 08:01:52
                    Batch Level
                    Person Level
                    Case Level
Type choices, press Enter.
Minimum Balance Due . . . . . 1.00 (Greater than or equal)
Defendants Eliminated Cases . . . . . E (I = Include)
                                           (E = Exclude)
                                           (D = Exclude Defendant)
Exclude Blank Address . . . . . N ('Y'es, 'N'o)

F3=Exit  F12=Cancel
Previous screen values have been updated.
    
```

PERSON / INDIVIDUAL level parameters:

This is the second set of COLLECT Statement Logic Tailoring. The following parameters affect the defendant as a whole.

'Minimum Bal Due'

This field is required and will accept any non-zero dollar amount. Any other value will generate an edit error.

This field is used to determine when to include a person. The application will determine the total amount for the name/date of birth combination and if this amount is greater than the amount entered in this field, it will generate a statement/mailer.

'Defendants Eliminated Cases'

This field is required and will only accept an "I"=Include, "E"=Exclude, or "D"=Exclude Defendant. Any other value will generate an edit error.

If an "I" is entered, the application will include all the defendant's cases as long as money is due. If an "E" is entered, the application will only print those cases that meet the selection criteria. If a "D" is entered, the application will exclude the defendant if any of their cases have been excluded.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Exclude Blank Addresses'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will only include cases with information in all the JIS address fields. If an "N" is entered, the application will include cases with or without information in all the JIS address fields.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Returns the user to the first Standard Statement Logic Tailoring screen (batch parameters). |



System: 80. Customization Customization: 2. Standard Statement Logic Tailoring

```

D6000DMC                COLLECT Statement Logic Tailoring      4/11/08  14:41:31
                        Batch Level
                        Person Level
Type choices, press Enter.  Case Level

Exclude Cases Older Than . . . . . 1/01/1990 (Offense Date-MM/DD/YYYY)
Exclude Warrant Cases . . . . . N ('Y'es, 'N'o)
Exclude Show Cause Cases . . . . . N ('Y'es, 'N'o)
Exclude Future Scheduled Cases . . . . . N ('Y'es, 'N'o)
Ignore Selected JIS Action Codes . . ? N ('Y'es, 'N'o, F4=Display)
Include Suspended License Fee . . . . . Y ('Y'es, 'N'o)
Include Only JIS Case Type . . . . . (Blank=All)
Utilize JIS Stop Notice . . . . . N ('Y'es, 'N'o)
Check for any Disposition Date . . . . . Y (Y'es, 'N'o, Days After)
Days to Age After Next Action . . . . . 30 (Number of days)
After Court Appearance Aging Interval. . 30 (Number of days)
Non Pay Plan Last Activity Date Aging . 30 (Number of days)
Additional Grace Period . . . . . 5 (Number of days)

F3=Exit  F4=Display  F12=Cancel
Previous screen values have been updated.
    
```

CASE level parameters:

This is the third set of COLLECT Statement Logic Tailoring. The following parameters affect each individual case.

'Exclude Cases Older Than'

This field is optional. If entered, it must be a valid date and less than today's date.

If a date is entered, only those name/date of birth combinations with an offense date greater than the date will be included in the selection process. If the date is blank, all name/date of birth combinations will be included in the selection process.

**** NOTE ** Please be careful if you choose to leave this parameter blank or enter an old date.**

'Exclude Warrant Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how warrant cases are handled. If a "Y" is selected, the application will not include a case if it is in warrant status. If an "N" is selected, the application will not check to see if the case is in warrant status.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Exclude Show Cause Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how Show Cause cases are handled. If a "Y" is selected, the application will look for show cause cases (next action code of 'AJ09') for a name/date of birth combination and exclude them from the selection process if the date scheduled is greater than the statement date. They will not print on the statement. If an "N" is selected, the application will include all show cause cases for a name/date of birth combination and include them in the selection process. They will print on the statement.

'Exclude Future Scheduled Cases'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how future scheduled cases are handled. If a "Y" is selected, the application will check the next action date and if it has a date in the future the case will be eliminated. They will not print on the statement. If an "N" is selected, the application will include the case regardless if the next action date indicates a future schedule date. They will print on the statement.

'Ignore Selected JIS Action Codes'

This field is optional. If entered it will only accept valid JIS Action Codes. Any other value will generate an edit error.

This field works hand in hand with the Exclude Future Scheduled Cases field. If there are any JIS Action Codes entered it will cause the system to ignore their associated date when determining if the case has been scheduled for a future date. These action codes are entered thru 10. Next Action Codes to Ignore on the COLLECT Customization menu.

'Include Suspended License Fee'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines how suspended license fees are handled. If a "Y" is selected, the application will include the suspended license fees (DLRJ & DLRH) for a name/date of birth combination in the total that is compared to the entered 'minimum balance due'. If the name/date of birth combination generates a statement, the suspended license fees will be included on the statement. If an "N" is selected, the application will exclude the suspended license fees (DLRJ & DLRH) for a name/date of birth combination in the total that is compared to the entered 'minimum balance due'. If the name/date of birth combination generates a statement, the suspended license fees will still be included on the statement.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'Include Case Type'

This field is optional. If entered, it must be a valid JIS case type.

If the case type is entered, only those case types will be included in the selection process. If the case type is blank, all case types will be included in the selection process.

**** NOTE ** Please be careful if you select a case type. All other case types will be ignored by the selection process.**

'Utilize JIS Stop Notice'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will exclude cases with a JIS stop code. If any of the JIS date generated notices are flagged to be stopped, the case will be excluded. If an "N" is entered, the application will include cases with or without a JIS stop code.

List of JIS Stop Notice Flags:

- Abstract
- FAC
- Late Penalty
- Defer Judgment
- TDN
- AlcNot
- 20% Late Penalty

'Check for any Disposition Date'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

If a "Y" is entered, the application will only include cases with a disposition date. If an "N" is entered, the application will include cases with or without a disposition date.

Number of Days After, the second part of check disposition date, is not required but if entered requires a whole number. Any other value will generate an edit error.

When a number of days is entered, the application will add the number of days to the JIS disposition date and compare it with the statement date to determine if the case is eligible for selection.

'Days to Age After Next Action'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

When a number of days is entered, the application will only include cases with a next action date older than the current date plus the number of days entered.



System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

'After Court Appearance Aging Interval'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used to determine when to include any case with a next action date of AJ14. The application will add the number of days to the JIS appearance date and compare it with the statement date to determine if the case is eligible for selection.

'Non-Pay Plan Last Activity Date Aging'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used to determine when to include a non-payment plan case. The application will add the number of days to the most recent date of the following fields; JIS offense date or JIS last payment date or the COLLECT last statement date and compare it with the statement date to determine if the case is eligible for selection.

'Additional Grace Period'

This field is optional. If entered, it will accept any non-zero number. Any other value will generate an edit error.

This field is used in conjunction with the 'payment frequency' for payment plan cases and the 'non-plan days' for non-pay plan cases. The number entered in this field will be added to the number in the fields previously listed to determine if a case is eligible for selection.

'Ignore Selected JIS Case Codes'

This field is required and will only accept a "Y"=Yes or "N"=No. Any other value will generate an edit error.

This field determines if certain case codes are ignored when figuring out how much is due when performing a Collection Agency Extract. This parameter is only displayed when customizing a Collection Agency Extract run.

Screen function keys are as follows:

F3=Exit	Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu.
F4=Display	Displays a list of all the entered JIS Action Codes to be ignored when determining a future schedule date.
F12=Cancel	Returns the user to the second Standard Statement Logic Tailoring screen (person parameters).



System: 80. Customization Customization: 2. Standard Statement Logic Tailoring

```

D0800DMC          COLLECT Statement Logic Tailoring          4/25/07 08:03:23
                    Batch Level
                    Person Level
                    Case Level
Type choices, press Enter.
Exclude JIS Warrant Codes . . . . . 03 11 _ _ _ _      Blank Entries
                                                                Include All
Exclude JIS Charge Codes . . . . . _ _ _ _ _          Blank Entries
                                                                Include All
                                                                _ _ _ _ _
                                                                _ _ _ _ _
                                                                _ _ _ _ _
                                                                _ _ _ _ _

F3=Exit  F12=Cancel
Previous screen values have been updated.

```

This is the fourth set of COLLECT Statement Logic Tailoring. The following parameters affect each individual case.

'Exclude Warrant Codes'

This field is optional. If entered, it must be a valid JIS warrant code.

If a warrant code is entered, the case will be excluded from the selection process. The standard warrant codes excluded are listed below:

- 03 = City Atty Misdem. Auth. Complaint & Warrant Filed
- 16 = Warrant Returned
- 17 = Set Aside Capias / Bench Warrant
- 22 = Bench Warrant Returned
- 23 = Warrant Recall Filed

'Exclude Charge Codes'

This field is optional. This field is not edited for valid entries.

If the entered charge code(s) are found on a case, the case will not be included in the selection process.





System: 80. Customization

Customization: 2. Standard Statement Logic Tailoring

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT Statement Logic Tailoring and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Returns the user to the third Standard Statement Logic Tailoring screen (case parameters). |



System: 80. Customization

Customization: 3. Warrant Statement Logic Tailoring

```

D6000DMC          COLLECT Statement Logic Tailoring          8/16/18  15:50:36
WARRANT          Batch Level          WARRANT
                  Person Level
Type choices, press Enter.          Case Level
Statement Form Layout. . . . . L
Maximum Number of Statements to Print. . 200
Print Exception Report . . . . . N
Allow Selection of Statement Text. . . . Y
Statement/Trial Report Print Order . . . N
Payment Plan Parameter Override. . . . . S
Track Returned Statements. . . . . N
Print Amount Due or Charge Desc. . . . . C
WARRANT          WARRANT
F3=Exit  F12=Cancel
    
```

When the user, with proper authority, enters 3. Warrant Statement Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Statement Logic Tailoring screens allow the user to customize the warrant statement run to their own needs, therefore decreasing the time and thought process to use the system. The warrant run requires that at least one case in warrant status is found for the individual otherwise the individual will be eliminated from this run. This first screen displays the defaults that will affect the statement print on the batch level.

See Option #2 Standard Statement Logic Tailoring from the COLLECT System Customization Menu.



System: 80. Customization

Customization: 4. Collection Agency Extract Logic Tailoring

```

D6000DMC      Collection Agency Extract Logic Tailoring  8/16/18  15:51:13
COLLECTION AGENCY      Batch Level      COLLECTION AGENCY
                        Person Level
Type choices, press Enter.      Case Level
Statement Form Layout. . . . . L
Maximum Number to Extract . . . . . 200
Print Exception Report . . . . . Y
Allow Selection of Statement Text. . . . N
Statement/Trial Report Print Order . . . N
Payment Plan Parameter Override. . . . . S
                        ('1=Mailer-Name below msg)
                        ('2=Mailer-Name above msg)
                        ('L=Notification Letter)
                        ('P=Postcard)
                        ('T=TriFold - Custom Overlay)
                        (Number)
                        ('Y'es, 'N'o)
                        ('Y'es, 'N'o)
                        ('A'mount, 'N'ame, 'Z'ip Cd)
                        ('C'ollect Sched,'S'td ParmS)

COLLECTION AGENCY      COLLECTION AGENCY
F3=Exit  F12=Cancel
    
```

When the user, with proper authority, enters 4. Collection Agency Extract Logic Tailoring and presses Enter from the Customization menu, the above screen will be displayed. The COLLECT Collection Agency Extract Logic Tailoring screens allow the user to customize the collection agency extract run to their own needs, therefore decreasing the time and thought process to use the system. This first screen displays the defaults that will affect the collection agency extract on the batch level.

See Option #2 Standard Statement Logic Tailoring from the COLLECT System Customization Menu.



System: 80. Customization Customization: 5. Collection Agency New Case Processing

```

D6000DMC           Collection Agency New Case Processing   6/01/09  16:39:24

Type choices, press Enter.

New Case Extraction Process:
  Days to Age After Offense Date . . . . 60      (Number of Days)

Statement Printing Process:
  Statement Form Layout. . . . . L      (1=Mailer-Name below msg)
                                          (2=Mailer-Name above msg)
                                          (L=Notification Letter)

Aging Process:
  Days to Age After Notice . . . . . 45      (Number of Days)

** NOTE ** If Statement Form Layout is set to L=Notification Letter, the
parameters for State Seal, Number of Copies, and Specific
Printer will be retrieved from the Notification Letter
customization section in System Tailoring.

F3=Exit  F12=Cancel

```

New Case Extraction Process:

'Days to Age After Offense Date'

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will age new disposed cases for the number of days entered from the offense date. The defendant (matched by Name and DOB) must currently have other cases sent to a Collection Agency to qualify for this process.

Statement Printing Process:

'Statement Form Layout'

This field is required and will only accept one of the values listed to the right of the parameter. Any other value will generate an edit error.

Aging Process:

'Days to Age After Notice'

This field is required and will only accept a non-zero number. A value of zero will generate an edit error.

This field will allow the user to set the aging interval from the date printed to the date where the case is added to the Collection Agency send file. If the system sees a partial payment, it will reset the counter. If it sees a full payment, the case will be removed from this process.





System: 80. Customization Customization: 6. Tax Garnishment

```

D6000DMC          Tax Garnishment Customization Menu      9/04/24  16:50:28
Select one of the following:

Customization:      1. Tax Garn, Proof, Release, and Regenerate
Maintenance:       2. Default Plaintiff and Attorney
                   3. Court Address
                   4. Signature and Placement
                   5. Garnishee Address
                   6. Form 2142 Contact Information

Type selection, press Enter.  ===> █

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

When the user enters “6. Tax Garnishment Customization Menu” and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit Tax Garnishment Customization Menu return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

If the number of copies is ZERO, the form will not print.

```

D6000DMC                COLLECT System Tailoring                9/0
Type choices, press Enter.                State Form
Misc Parameters                Screen 2

Tax Garnishment  - Specific Printer (P1). . . PRT01                (Name, blank=Default)
                  Number of Copies (P1). . . 0                    (Number, 0=No) (SSN)
                  Specific Printer (P2). . . PRT01                (Name, blank=Default)
                  Number of Copies (P2). . . 1                    (Number) (No SSN)
                  Federal ID Number . . . FED654321
                  Agency Name . . . . . 60TH DISTRICT COURT
                  Court Type & Number. . . D 60                (See DOT Inst-Form 2142)
                  Dft Ptiff Atty by Venue. Y                    ('Y'es, 'N'o)
If Yes, Copy1 sent=> Use PDF Output Naming. . N DMCTG2023 ('Y'es, 'N'o, OUTQ)

Proof of Service  - Specific Printer . . . . . PRT01                (Name, blank=Default)
                  Number of Copies . . . . . 1                    (Number)

Tax Garn Release  - Specific Printer . . . . .                    (Name, blank=Default)
                  Number of Copies (P1). . . 1                    (Number) (SSN)
                  Number of Copies (P2). . . 1                    (Number) (No SSN)

F3=Exit   F12=Cancel                More...
    
```

NOTE This is the exact same menu that is accessed from the System Tailoring Customization Menu. It was placed here to consolidate Tax Garn Customization into one area.

'Specific Printer (P1)' – Tax Garnishment (Part 1)

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Part 1 (with SSN) will be printed.

'Number of Copies (P1)' – Tax Garnishment (Part 1)

This field is required and will only accept a whole number or zero. If zero is entered, the system **will not** print the Tax Garnishment P1 form. This is an option for Electronic Filing and the form is not needed to physically print. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 1 form (SSN will be printed) to be generated.

'Specific Printer (P2)' – Tax Garnishment (Part 2)

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Part 2 (with SSN) will be printed.



System: 80. Customization

Customization: 6. Tax Garnishment

1. Tax Garn, Proof, Release, and Regenerate

'Number of Copies' – Tax Garnishment (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment part 2 form (SSN will be printed) to be generated.

'Federal ID Number' – Tax Garnishment

This field is used to stamp the electronic file with the court's federal ID number. This field is not visible on any form that is generated.

'Agency Name' – Tax Garnishment

This field is used to stamp the electronic file with the court's name. This field is not visible on any form that is generated.

'Court Type & Number' – Tax Garnishment

This field is used to stamp the electronic file with the MDOT's code value for your specific court. This field is not visible on any form that is generated. **It must contain the correct value for your specific court based on the table in the MDOT form 2142 if you plan on electronic filing.** It is used to process your court's data file correctly at MDOT.

'Default Plaintiff Attorney by Venue' – Tax Garnishment

This field is used to override the Plaintiff Attorney (prosecutor) on the case with the prosecutor entered on the customization screen specific to venue. These are defined in the customization section under menu option "6. Initial Setup Menu", then menu option "10. Tax Garnishment Default Plaintiff and Attorney".

'Use PDF Output Naming' – Tax Garnishment

This field is used to turn on the feature that enables the menu option to generate PDF files from the Tax Garns and Proof of Service forms. The spooled output file naming changes to include the case ID in the User Data, which is used in the naming of the PDF file on the IFS.

'Specific Printer' – Proof of service

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Writ of Garnishment Proof of Service will be printed.

'Number of Copies' – Proof of Service

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Writ of Tax Garnishment Proof of Service to be generated.



System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate

'Specific Printer' – Tax Garn Release

This field is optional. If entered, it will only accept a valid printer name as defined on the system. Any other value will generate an edit error. If blank, the default JIS printer will be used.

This field identifies the printer on which the Garnishment Release will be printed.

'Number of Copies' – Tax Garn Release (Part 1)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 1 form (No SSN will be printed) to be generated.

'Number of Copies' – Tax Garn Release (Part 2)

This field is required and will only accept a whole number. Any other value will generate an edit error.

This field identifies the number of copies of the Tax Garnishment Release part 2 form (SSN will be printed) to be generated.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the Tax Garnishment Customization Menu. |
| F12=Cancel | Will return the user to the previous COLLECT System Prompt Default screen. |



System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate
Screen 2 (from this menu, Screen 3 from Main Menu)

```

D6000DMC                COLLECT System Tailoring                4/15/15 16:38:30
                                                                State Form Customization
Type choices, press Enter.                                     Misc Parameters Screen 3

Tax Garn Regenerate- Amount Due Range . . . . . █ 10.00 - 9,999,999.99 ($)
Case Status. . . . . 1 (1=All, 2=WRNT, 3=Non-WRNT)
SSN Selection. . . . . 1 (1=All, 2=SSN Only, 3=No SSN)
Case Privacy . . . . . 1 (1=All, 2=Pub, 3=Non-Pub)
Address State. . . . . 1 (1=All, 2=MI, 3=Non-MI)
Restitution Owing. . . . . 1 (1=All, 2=Rest, 3=Non-Rest)
Payment Plan . . . . . 1 (1=All, 2=Pay, 3=Non-Pay)
Active Wage Assignment . 1 (1=All, 2=WgAsn, 3=Non-WgAsn)
Exclude Stop Codes . . ? M P _ _ _ _ _ _ _ _ _ _
                                                                (All Blank=No Test)
Sort Order . . . . . 1 (1=Name, 2=Case ID)

                                                                Bottom

F3=Exit  F4=Prompt  F12=Cancel
Previous screen values have been updated.
    
```

‘Amount Due Range’ – Tax Garn Regenerate
 This field is required, and the first amount must be less than or equal to the second amount.

‘Case Status’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Warrants Only, or 3=Non-Warrants. Any other value will generate an edit error.

‘SSN Selection’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=SSN Only, or 3=No SSN. Any other value will generate an edit error

‘Case Privacy’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Public Only, or 3=Non-Public. Any other value will generate an edit error.

‘Address State’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=MI Only, or 3=Non-MI. Any other value will generate an edit error.

‘Restitution Owing’ – Tax Garn Regenerate
 This field is required and must be 1=All, 2=Restitution Only, or 3=Non-Restitution. Any other value will generate an edit error.



System: 80. Customization
Customization: 6. Tax Garnishment
1. Tax Garn, Proof, Release, and Regenerate
Screen 2 (from this menu, Screen 3 from Main Menu)

'Payment Plan' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Pay Plan Only, or 3=Non-Pay Plan. Any other value will generate an edit error.

'Active Wage Assignment' – Tax Garn Regenerate

This field is required and must be 1=All, 2=Wage Assignment Only, or 3=Non-Wage Assignment. Any other value will generate an edit error.

'Exclude Stop Codes' – Tax Garn Regenerate

This field is optional and if entered must be a valid Stop Code defined within COLLECT. If entered, the regenerate process will only select case records without the selected codes. Any Stop Code not defined in COLLECT will generate an edit error.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits COLLECT System Tailoring and returns the user to the Tax Garnishment Customization Menu. |
| F4=Prompt | This will display a list of Stop Codes and their definitions defined in COLLECT for retrieval onto the screen. |
| F12=Cancel | Will return the user to the previous Tax Garnishment Customization screen. |



System: 80. Customization

Customization: 6. Tax Garnishment

2. Default Plaintiff and Attorney

```

D6000DMC Tax Garnishment Default Plaintiff and Attorney 4/17/15 15:06:56
SAMPLE plaintiff information . . . People of the State of Michigan
Address 1 . . . c/o XX District Court
Address 2 . . . 123 Your Court Address
City/ST/Zip . . . Your City MI 48XXXXXXX
Please conform to the above sample with YOUR COURT INFORMATION to avoid any
issues with your submission to the Department of Treasury.
Type codes, press Enter. (Venue 00 is the undefined default.)
Venue Plaintiff Information Attorney ID/Name/Info on Tax Garn
00 People of the State of Michigan 57726 HILSON,DALE J.,
C/O 60TH District Court ? 990 Terrace Street
990 Terrace Street Muskegon MI 49442
Muskegon MI 49442 PH: 351 222 1234 FE:
01 People of the State of Michigan 57726 HILSON,DALE J.,
C/O 60TH District Court ? 990 Terrace Street
990 Terrace Street Muskegon MI 49442
Muskegon MI 49442 PH: 351 222 1234 FE:
02 People of the City of Montague 36702 SCHRIER,JOHN C.,
C/O 60TH District Court ? 990 Terrace Street
990 Terrace Street Muskegon MI 49442
Muskegon MI 49442 PH: 231 222 1234 FE:
More...
F3=Exit F4=Prompt F12=Cancel
    
```

This screen will be display when the user selects option 2. Default Plaintiff and Attorney on the Tax Garnishment Customization Menu. This screen allows the user to enter the information to be printed on the tax garnishment form. If the case does not have a prosecutor assigned, the Default Attorney will be used. If your court has a different prosecutor assigned by venue, enter each of the different JIS venue codes along with the prosecutor assigned. You can override the JIS address and phone from this screen by entering that information in the space provided under the attorney name. (This is what will be used to print on the Tax Garn form.) Venue 00 is the undefined venue default. You must enter information for venue 00, which will be used if any specific venue number is not entered.

Important!

You must adhere to the sample outlined on the top of the screen if you do not want any issues with your Tax Garnishment filings from the Michigan Department of Treasury. This plaintiff information not only prints on the form, but it also is placed in the data file that can be submitted with your filing.

Screen function keys are as follows:

- F3=Exit Returns the user to the Tax Garnishment Customization Menu.
- F4=Prompt Allows the user to prompt for a valid attorney.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization

Customization: 6. Tax Garnishment

3. Court Address

```
D6000DMC      Tax Garnishment Court Address Maintenance      4/17/15  15:35:01
Type information, press Enter.
Tax Garnishment Court Name . . . . . 60th Judicial District Court
Address . . . . . 1111 HallOfJustice-SuperRoom
City/State. . . . . Muskegon MI
Zip . . . . . 48555 - 1234
Phone . . . . . ( 517 ) 222 - 1234
F3=Exit  F12=Cancel
```

This screen will be display when the user selects option 3. Court Address from the Tax Garnishment Customization Menu. This screen allows the user to enter the court address and phone number to be printed on the top of the Tax Garnishment form. Prior to version 14.xx.xx, the system would use the address and phone pulled from the JIS system. Now the user has the option to customize the address and phone to be more specific to the clerks dealing with Tax Garnishments.

Screen function keys are as follows:

- F3=Exit Returns the user to the Tax Garnishment Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 6. Tax Garnishment

4. Signature and Placement

D6000DMC		Signature Customization and Placement			4/15/15	15:43:04
Type choices, press Enter.						
	Overlay	*---Offset---		Test	/Approximate\ /--Starting---	
Tax Garnishments (MC52)	Name ?	Down	Across	Print	Down	Across
Part 1.	(Pltf) <u>D6000TD</u>	<u>5.800</u>	<u>4.000</u>	F5	5.800	4.000
	(DCC) <u>D6000TD</u>	<u>10.000</u>	<u>4.000</u>		10.000	4.000
	(Pltf) <u>D6000TD</u>	<u>5.800</u>	<u>4.000</u>	F6	5.800	4.000
	(DCC) <u>D6000TD</u>	<u>10.000</u>	<u>4.000</u>		10.000	4.000
Proof of Service (PROOF)						
Proof	(Sig) <u>D6000TD</u>	<u>6.900</u>	<u>4.000</u>	F7	6.900	4.000
Tax Garnishment Releases (MC50)						
Part 1.	(DCC) <u>D6000TD</u>	<u>7.100</u>	<u>4.500</u>	F8	7.100	4.500
	(Mail Cert) <u>D6000TD</u>	<u>8.800</u>	<u>4.500</u>		8.800	4.500
Part 2.	(DCC) <u>D6000TD</u>	<u>7.100</u>	<u>4.500</u>	F9	7.100	4.500
	(Mail Cert) <u>D6000TD</u>	<u>8.800</u>	<u>4.500</u>		8.800	4.500
F3=Exit F4=Prompt F5,F6,F7,F8,F9=Test Print F12=Cancel						

DCC is an abbreviation for Deputy Court Clerk signature line on the forms

This screen will be display when the user selects option 4. Signature Customization and Placement from the Tax Garnishment Customization Menu. This screen allows the user to place their individual signature file on to the Tax Garnishment, Proof and Release forms. Your signature file name(s) will be visible with the F4=Prompt key. If you do not see your signature files there, you must contact DMC Technology Group and have them created.

The Offset Down and Offset Across columns are a measurement in inches (up to a thousandth of an inch) to place your individual signature perfectly on the form. The Approximate Starting Down and Across columns will get the signature close but will require fine tuning to get the placement exactly on the form because everyone's signature is unique.

To fine tune the signature placement, F5, F6, F7, F8, F9=Test Print will print the appropriate blank form with the signature to allow for placement verification. Keep making adjustments and test printing until you are satisfied with all the forms. The Test Print will send the form to the printer defined in Customization for the actual printing of the Tax Garns. It would be best to test on the actual printer being used to print the actual forms to avoid any margin and/or font differences.

If your court does not have signatures automatically printed on the Tax Garnishment forms, you can leave this screen totally blank.





System: 80. Customization
Customization: 6. Tax Garnishment
4. Signature and Placement

Screen function keys are as follows:

F3=Exit	Returns the user to the Tax Garnishment Customization Menu.
F4=Prompt	Allows the user to prompt for valid signature files. If you do not see the signature file you are looking for in the list, you will need to contact DMC to have that created.
F5=Test Print	Allows the user to Test Print the Tax Garnishment Part 1 form.
F6=Test Print	Allows the user to Test Print the Tax Garnishment Part 2 form.
F7=Test Print	Allows the user to Test Print the Proof of Service form.
F8=Test Print	Allows the user to Test Print the Release Part 1 form.
F9=Test Print	Allows the user to Test Print the Release Part 2 form.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
Customization: 6. Tax Garnishment
4. Signature and Placement
F4=Prompt for Signature File

```

D6000DMC                Signature Customization and Placement    4/15/15  15:43:04
Type choices, press Enter.
Over
Tax Garnishments (MC52)  Nam
  Part 1. . . . . (Pltf) D6000
                        (DCC) D6000
  Part 2. . . . . (Pltf) D6000
                        (DCC) D6000
Proof of Service (PROOF)
  Proof . . . . . (Sig) D6000
Tax Garnishment Releases (MC5
  Part 1. . . . . (DCC) D6000
                        (Mail Cert) D6000
  Part 2. . . . . (DCC) D6000
                        (Mail Cert) D6000

```

Signature Overlay Select

Type 1=Select, press Enter.

Opt	Signature	Description
<input checked="" type="checkbox"/>	D6000KH	Katie Howard
<input type="checkbox"/>	D6000TD	Theresa Dean

Bottom

F3=Exit F12=Cancel

```

F3=Exit    F4=Prompt    F5,F6,F7,F8,F9=Test Print    F12=Cancel

```

The Signature Overlay Select screen will allow the user to place the appropriate signature on the form signature line. These signature files are pre-loaded on your system. If you do not see what you are looking for, you will need to contact DMC Technology Group for assistance.

Screen input edits are as follows:

- Option "1" will select the signature file. Any other non-blank entry will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits the Signature Overlay Select screen and returns the user to the COLLECT System Main Menu.
- F12=Cancel Returns the user to the Signature Customization and Placement screen.



System: 80. Customization

Customization: 6. Tax Garnishment

Plaintiff Signature by Venue

In most circumstances, the initials on the overlay name will match the Attorney Name listed under the Venue

```

D6000DMC Tax Garnishment Plaintiff Signature by Venue
NOTE: Venues pulled from Default Plaintiff and Attorney file.
Type options, press Enter.
1=Copy 2=Paste 6=Test Print 7=Set Approx
Opt Venue Attorney Form Name Down Across
00 STATE OF MICHIGAN Part 1 ? D6000MS 6.000 4.000
   STATEN,MARJORIE A., 2 D6000MS 6.000 4.000
01 STATE/COUNTY Part 1 ? D6000AA 5.800 4.000
   AACH,ARNOLD K., 2 D6000AA 5.800 4.000
02 MONTAGUE Part 1 ? D6000JS 5.800 4.000
   SCHRIER,JOHN C., 2 D6000JS 5.800 4.000
03 WEGON Part 1 ? D6000JS 5.800 4.000
   ER,JOHN C., 2 D6000JS 5.800 4.000
04 N HGTS Part 1 ? D6000DH 5.800 4.000
   S,DOUGLAS M., 2 D6000DH 5.800 4.000
More...
F3=Exit F4=Prompt F7=Clear Options F12=Cancel
The file has been updated successfully.
    
```

The Venues are pulled from the Default Plaintiff and Attorney File

For those courts who's customization parameter is set to default their Plaintiff Attorney by Venue, this screen will appear after the Signature Customization and Placement screen has updated. Entries made on this screen will override the Plaintiff signature defined on the previous screen. This screen allows for a different Plaintiff/Prosecutor/Attorney signature for each venue defined in the COLLECT "Default Plaintiff and Attorney" program. If you cannot find the venue you are looking for here, you will need to first define it in the COLLECT "Default Plaintiff and Attorney" program. You must complete entry for each and every venue before this file is updated.

The Offset Down and Offset Across columns are a measurement in inches (up to a thousandth of an inch) to place your individual signature perfectly on the form. The Approximate Starting Down and Across columns will get the signature close but will require fine tuning to get the placement exactly on the form because everyone's signature is unique.

To fine tune the signature placement, option 6=Test Print will print the appropriate blank form with the signature to allow for placement verification. Keep making adjustments and test printing until you are satisfied with all of the forms. The Test Print will send the form to the printer defined in Customization for the actual printing of the Tax Garns. It would be best to test on the actual printer being used to print the actual forms to avoid any margin and/or font differences.





System: 80. Customization

Customization: 6. Tax Garnishment

Plaintiff Signature by Venue

If your court does not have signatures automatically printed on the Tax Garnishment forms, you can leave this screen totally blank. Just press F3=Exit to leave the screen. If your court works fine with the one signature plaintiff, do not add anything on this screen and just press F3=Exit.

Screen input edits are as follows:

- Option "1=Copy" will select the entries and allow the user to "paste" them on another venue with the 2=Paste option.
- Option "2=Paste" will paste the entry selected from "1=Copy". This feature can be used to duplicate the signature overlay and offsets on to other venues without manually retyping them in.
- Option "6=Test Print" will print a blank tax garnishment form with the signature using the offset positions. Keep adjusting and printing to get the signature placement exactly how you would like it to appear on the form.
- Option "7=Set Approx" will place the default offset values of 5.800 inches down from the top of page and 4.000 inches over from the left margin.

Screen function keys are as follows:

F3=Exit	Exits the Plaintiff Signature by Venue screen and returns the user to the COLLECT System Main Menu.
F4=Prompt	Allows the user to prompt for valid signature files. If you do not see the signature file you are looking for in the list, you will need to contact DMC to have that created.
F7=Clear Options	When using the options "1=Copy" and "2=Paste", the program will not remove them after processing to allow the user to keep repeating the copy function to as many venues as needed. Once the copy is performed on all desired venues, this function key will clear the options from the list.
F12=Cancel	Returns the user to the Signature Customization and Placement screen.



System: 80. Customization Customization: 6. Tax Garnishment 5. Garnishee Address

```

D6000DMC                Garnishee Address Maintenance                2/15/21  09:09:27

This information will print on the Tax Garnishment Release form.

Type information, press Enter.

Garnishee Name . . . . . THIRD PARTY WITHHOLDING UNIT
Address . . . . . MICHIGAN DEPARTMENT OF TREASURY
Address 2 . . . . . PO BOX 30785
City / State / Zip. . . LANSING MI 48909

F3=Exit  F12=Cancel

```

This screen will be display when the user selects option 5. Garnishee Address from the Tax Garnishment Customization Menu. This screen allows the user to enter the Garnishee address to be printed on the the Tax Garnishment Release form. Prior to version 21.xx, the form had the address as part of the form. Now the user has the option to customize the address if it would ever need to be changed. The system will default the values if the screen is cleared.

Screen function keys are as follows:

- F3=Exit Returns the user to the Tax Garnishment Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization Customization: 6. Tax Garnishment 6. Form 2142 Contact Information

```

D6000DMC                Form 2142 Contact Information                9/04/24  16:52:54

This information will print on the form: 2142 Transmittal for Electronic
Service of Writs of Garnishment
for Income Tax Refund/Credit

Type information, press Enter.

Contact Person Name. . . . . Harvey Wallbanger
eMail Address. . . . . H.Wallbanger@dmctechgroup.com
Telephone Number . . . . 124-442-2444

F3=Exit  F12=Cancel

```

This screen will be displayed when the user selects option 6. Form 2142 Contact Information from the Tax Garnishment Customization Menu. This screen allows the user to enter the Contact Information to be printed on MDOT form 2142. These fields are new for the 2024 Tax Garnishment Filing season. These fields are un-edited and optional. If you do not enter them here you will have to either type or write them on the form after it is printed.

Screen function keys are as follows:

- F3=Exit Returns the user to the Tax Garnishment Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

```

D6000DMC                Defendant Notification & Tracking      5/22/23  16:28:56
                        Customization Menu
Select one of the following:

Maintenance:            1. Notification Message
                        2. Pay Plan Notification Reminder Batch Process
                        3. Notification Authorization Form

Notification:          6. Manually Run Pay Plan Reminder Batch Process

Customization:         20. System Features
                        21. System Values
                        22. System Default Parameters

Type selection, press Enter.  ==> __

F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
Last selection was: "22. System Default Parameters".
    
```

When the user enters “7. Defendant Notification & Tracking Menu” and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

- F3=Exit Exit the Defendant Notification & Tracking Menu and return to the previous screen.
- F6=Messages Display any messages sent to the current user or display station.
- F7=Spooled Files Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
- F8=Submitted Jobs Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 1. Notification Message

```

D6000DMC                Notification Message Maintenance                8/16/18  16:12:19

Type options, press Enter.
 2=Change  3=Copy  4=Delete

NOTE: MsgID "Txxx" must match up with
Statement Message ID "xxx" when
sending overdue notices.

Opt  Msg ID  Message Text
█   T101 STMT #1
    Attention «DEFFRSTNAM» «DEFLASTNAM»! The Collections Department
    at the 60th District Court noticed that you missed your agreed
    upon Payment Plan Payment of «PPPASTDUE» on «PPPASTDT». The
    balance on your pay plan is «PPBALDUE». Get to the court
    immediately with your payment to avoid further action. Thank
    you.
-   T102 STMT #2
    FINAL WARNING for «DEFFRSTNAM» «DEFLASTNAM»! The Collections
    Department at the 60th District Court noticed that you missed
    your agreed upon Payment Plan Payment of «PPPASTDUE» on
    «PPPASTDT». The balance on your pay plan is «PPBALDUE». Get to
    the court immediately with your payment to avoid A BENCH WARRANT
    FOR YOUR ARREST.

More...

F3=Exit  F6=Add Message  F12=Cancel
    
```

This screen will allow the user to maintain all Electronic Messages used within the DNT system. The messages defined here will contain SCAO approved messages (prefix with #), reminder messages, on-demand messages, and overdue notice messages (prefix with T). All SCAO approved messages are not able to be changed or deleted, only copied. All other messages can be fully maintained by the user.

Please notice the big red box on the top of the screen. If your court plans to notify defendants on overdue payments, YOU MUST CREATE a Message ID prefixed with the letter “T” to correspond to the printed notices. For example, if your court is sending out the pre-printed mailers for statement 001 & 002, The corresponding Text/Voice messages will need to be created here as message T001 & T002. If you are using letter format 101 and 102, you will need to create Text/Voice messages T101 & T102.

The DNT system will come with SCAO approved messages. These messages can be used as is or copied and modified to new Message IDs. The SCAO approved messages will begin with a “#”. These messages cannot be modified or deleted.



System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Maintenance: 1. Notification Message

Screen input edits are as follows:

- The only valid options are 2=Change, 3=Copy and 4=Delete. All other entries in the Option column will generate an edit error.

Screen function keys are as follows:

F3=Exit	Return to previous display (Defendant Notification & Tracking Customization Menu).
F6=Add Message	Places the program in Add mode to allow for the entry of a new message.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Maintenance: 1. Notification Message
Add Message

```

D6000DMC                Notification Message Maintenance                8/16/18  16:33:57
Type information, press Enter.
Message ID . . . █ _____
Message
_____
_____
_____
_____
_____
SCAO Approved Message Trailer to be appended to every message.
Reply 'OPTOUT' to Cancel this service.  Message and Data rates
may apply.

F3=Exit  F8=Insert Merge Field  F10=Preview Results  F12=Cancel
    
```

When creating a new message, a unique Message ID must be entered. Usually these IDs are abbreviations of what the message will be used for. The field to the right of Message ID is used for a short description of the Message ID. Step-by-step instructions for adding/changing a message is outlined on the following pages.

The actual Text / Voice Message uses pre-defined merge fields which when resolved, will allow the user to create fully customized messages to the defendants with their actual Case and COLLECT data. This process will be described on the following pages. There is also a SCAO approved message trailer (shown on the screen) that will be appended to every Electronic Message sent from the DNT system.

Screen input edits are as follows:

- The Message ID, Message Description, and Message Text are all required. Message ID must be a unique code within your system. The Message Text DOES NOT edit for spelling or grammar errors. Please make sure everything is correct before sending the message to the defendant.



System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Maintenance: 1. Notification Message
Add Message

Screen function keys are as follows:

F3=Exit	Return to Defendant Notification & Tracking Customization Menu.
F8=Insert Merge Field	This function will insert a pre-defined variable field at the cursor location. When the message is resolved, this field will contain actual JIS / COLLECT information pertaining to the defendant.
F10=Preview Results	This function will resolve the message with random case / COLLECT information from your system and display it to the user. This is used to make sure the message reads correctly and portrays the notification correctly.
F12=Cancel	This key will return to the Notification Message Maintenance selection screen.



System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 1. Notification Message

Add Message Step-by-Step

The following is a list of all available message merge fields.

«AMTDUE»	Current Amt Due (JIS case)
«AUTHCODE»	4 Digit Authorization Code
«BALDUE»	Current Bal Due-All open Cases
«CASEID»	Case ID
«CHGDESCLG»	Charge Description (Long)
«CHGDESCSH»	Charge Description (Short)
«CRTADDR»	Court Address
«CRTCITY»	Court Address City
«CRTNAME»	Court Name
«CRTPHONE»	Court Phone Number
«CRTSTATE»	Court Address State
«CRTZIP»	Court Address Zip
«DEFAPT#»	Defendant Address Apartment
«DEFCITY»	Defendant Address City
«DEFIRSTNAM»	Defendant Name (First)
«DEFLASTNAM»	Defendant Name (Last)
«DEFMIDNAM»	Defendant Name (Middle)
«DEFNAME»	Defendant Name (L/F/M)
«DEFSTATE»	Defendant Address State
«DEFSTREET»	Defendant Address Street
«DEFZIP»	Defendant Address Zip Code
«DKTDATE»	Docket Date to Appear
«DKTTIME»	Docket Time to Appear
«HRGTYPELG»	Hearing Type (long desc)
«HRGTYPESH»	Hearing Type (short desc)
«JUDGE»	Judge of Record
«OFFDATE»	Offense Date
«PPAMTDUE»	Pay Plan Next Amount Due
«PPBALDUE»	Pay Plan Balance Due
«PPDUEDT»	Pay Plan Next Due Date
«PPPASTDT»	Pay Plan Past Due Date
«PPPASTDUE»	Pay Plan Past Amount Due

The user can use as many of these merge fields as needed to create a fully customized message to the defendant. This process is outlined on the following pages.


System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 1. Notification Message

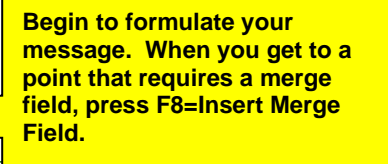
Add Message Step-by-Step

```
D6000DMC          Notification Message Maintenance          8/17/18  09:55:21
Type information, press Enter.
Message ID . . . PYRM  PYMT REMINDR
Message
█
_____
_____
_____
_____
SCAO Approved Message Trailer to be appended to every message.
Reply 'OPTOUT' to Cancel this service.  Message and Data rates
may apply.
F3=Exit  F8=Insert Merge Field  F10=Preview Results  F12=Cancel
```



Type in your unique Message ID and Description.

```
D6000DMC          Notification Message Maintenance          8/17/18  09:55:21
Type information, press Enter.
Message ID . . . PYRM  PYMT REMINDR
Message
Attention █
_____
_____
_____
_____
SCAO Approved Message Trailer to be appended to every message.
Reply 'OPTOUT' to Cancel this service.  Message and Data rates
may apply.
F3=Exit  F8=Insert Merge Field  F10=Preview Results  F12=Cancel
```



Begin to formulate your message. When you get to a point that requires a merge field, press F8=Insert Merge Field.

System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 1. Notification Message

Add Message Step-by-Step

D6000DMC Notification Message Maintenance 8/17/18 09:55:21

Type information, press E

Message ID . . . PYRM PY

Message
Attention

Merge Field Selection

Position cursor, press Enter.

Merge Field Description	Field
Defendant Address Apartment	«DEFAPT#»
Defendant Address City	«DEFCITY»
Defendant Name (First)	«DEFFRSTNAM»
Defendant Name (Last)	«DEFLASTNAM»
Defendant Name (Middle)	«DEFMIDNAM»
Defendant Name (L/F/M)	«DEFNAME»
Defendant Address State	«DEFSTATE»
Defendant Address Street	«DEFSTREET»
Defendant Address Zip Code	«DEFZIP»
Docket Date to Appear	«DKTDATE»
Docket Time to Appear	«DKTTIME»
Hearing Type (long desc)	«HRGTYPELNG»
	More...

F12=Cancel

F3=Exit F8=Insert Merge

Use the PageUp/PageDown keys until your desired field is on the screen, then use the arrow up and down keys to highlight the desired field. Press enter to select and insert the field.

D6000DMC Notification Message Maintenance 8/17/18 09:55:21

Type information, press Enter.

Message ID . . . PYRM PYMT REMINDR

Message
Attention «DEFFRSTNAM» «DEFLASTNAM»! This is a reminder of your
upcoming Payment Plan payment of «PPAMTDUE» which is due on
«PPDUEDT». Please make this agreed upon payment on time to
avoid further action by the court. If you cannot make this
payment, contact the «CRTNAME» District Court at «CRTPHONE».
Thank you.

SCAO Approved Message Trailer to be appended to every message.

Reply 'OPTOUT' to Cancel this service. Message may apply.

F3=Exit F8=Insert Merge Field F10=Preview Results

Continue typing the message and inserting merge fields until your message is complete. Make certain all spelling, grammar, and punctuation is correct.



System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 1. Notification Message

Add Message Step-by-Step

D6000DMC Notification Message Maintenance 8/17/18 09:55:21

Type information, press Enter.

Message ID . . . PYRM PYMT REMINDR

Message
Attention «DEFFRSTNAM» «DEFLASTNAM»! This is a reminder of your
upcoming Payment Plan payment of «PPAMTDUE» which is due on
«PPDUEDT». Please make this agreed upon payment on time to
avoid further action by the court. If you cannot make this
payment, contact the «CRTNAME» District Court at «CRTPHONE».
 Thank you.

SCAO Approved Message Trailer to be appended to

Reply 'OPTOUT' to Cancel this service. Message may apply.

F3=Exit F8=Insert Merge Field F10=Preview Results F12=Cancel

To view your message as the defendant would see it, press F10=Preview Results to resolve the message and display it. The system will retrieve any random case on your system to use as merge data.

D6000DMC Notification Message Maintenance 8/17/18 09:55:21

Type information, press Enter.

Message ID . . . PYRM PYMT REMINDR

Message
Attention «DEFFRSTNAM» «DEFLASTNAM»! This is a reminder of your
upcoming Payment Plan payment of «PPAMTDUE» which is due on
«PPDUEDT». Please make this agreed upon payment on time to
avoid further action by the court. If you cannot make this
payment, contact the «CRTNAME» District Court at «CRTPHONE».
 Thank you.

SCAO Approved Message Trailer to be appended to

Reply 'OPTOUT' to Cancel this service. Message and Data rates may apply.

F3=Exit F8=Insert Merge Field F10=Preview Results F12=Cancel

All merge fields are resolved to create a fully custom message to the defendant.

Preview Results

Attention TY KELLEY! This is a reminder of your upcoming Payment Plan payment of \$20.00 which is due on 09/05/18. Please make this agreed upon payment on time to avoid further action by the court. If you cannot make this payment, contact the 60TH District Court at 231-724-6294. Thank you. Reply 'OPTOUT' to Cancel this service. Message and Data rates may apply.



System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 1. Notification Message

Add Message Step-by-Step

```
D6000DMC                Notification Message Maintenance                8/17/18  11:35:41

Type options, press Enter.
  2=Change  3=Copy  4=Delete

NOTE: MsgID "Txxx" must match up with
Statement Message ID "xxx" when
sending overdue notices.

Opt  Msg ID  Message Text
█    PYRM  PYMT  REMINDR
      Attention «DEFFRSTNAM» «DEFLASTNAM»! This is a reminder of your
      upcoming Payment Plan payment of «PPAMTDUE» which is due on
      «PPDUEDT». Please make this agreed upon payment on time to
      avoid further action by the court. If you cannot make this
      payment, contact the «CRTNAME» District Court at «CRTPHONE».
      Thank you.
-    RMDR  REMINDER
      Attention «DEFFRSTNAM» «DEFLASTNAM»! This payment reminder is
      furnished to you by the «CRTNAME» District Court. Your Payment
      Plan payment of «PPAMTDUE» is due on «PPDUEDT». Please make
      this payment on time to avoid further action by the court. Thank
      you.

More...

F3=Exit  F6=Add Message  F12=Cancel
Message ID PYRM has been ADDED.
```

Press enter to Add/Update the Notification Message. You will be returned to the selection screen and the worklist positioned to the new message just added.



System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 2. Pay Plan Notification Nightly Batch Process

Screen function keys are as follows:

- F3=Exit Return to Defendant Notification & Tracking Customization Menu.
- F4=Prompt This function will display a selection window to easily select the pre-defined Message ID. This function is cursor sensitive and will return the selected Message ID to the line the cursor was on when prompting.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Maintenance: 3. Notification Authorization Form

```
D6000DMC      Notification Authorization Form Maintenance      8/20/18  09:02:46

Type information, press Enter.

Letterhead
_____
          99th District Court
_____
          124 W. Main Street
_____
          AnyCity, MI 48999
_____
          Phone: 517-555-1234
_____
_____
          www.AnyCityMi.gov/99-District-Court
_____

F3=Exit  F12=Cancel
```

The Notification Authorization Form Maintenance will allow the court to define the form that the defendant will sign to authorize electronic notification from the court. This is the first of the form definition to allow for entry of the letterhead that is printed on the form. This is free-format, and the court can define the letterhead however they see fit. Please be aware that this is not a word processor. Be certain of spelling, punctuation, and grammar.

Screen input edits are as follows:

- The Letterhead field cannot be blank. Press Enter will advance to allow the definition of the main form.

Screen function keys are as follows:

- F3=Exit Return to Defendant Notification & Tracking Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Maintenance: 3. Notification Authorization Form

```

D6000DMC      Notification Authorization Form Maintenance      8/20/18  10:22:07

Type information, press Enter.

Form Message
By signing this form, I authorize the XXth District Court to notify me of
upcoming events at the court. I understand, based on the option chosen
below that I will receive Text or Voice Notifications to the phone chosen
listed on this form. I also understand that the XXth District Court is not
responsible for any additional fees or charges due to your phone carrier
data rates.

In the event that my Cell or Land Line phone number changes, I will notify
the court to update their records, and if I fail to do so will result in
the termination of this service from the court.

Privacy Disclaimer: This notification program is provided as a service to
give defendants important Court information in a timely manner.
Your information will not be sold, distributed, or shared with any other
entity. You can OPT-OUT of the system at any time. Simply reply: OPTOUT
to any received message.

F3=Exit  F12=Cancel
LETTERHEAD file has been updated.
    
```

The Notification Authorization Form Maintenance will allow the court to define the form that the defendant will sign to authorize electronic notification from the court. This is the main screen for the form message. This is free-format, and the court can define the form message however they see fit. Please be aware that this is not a word processor. Be certain of spelling, punctuation, and grammar.

Screen input edits are as follows:

- The Form Message field cannot be blank.

Screen function keys are as follows:

F3=Exit Return to Defendant Notification & Tracking Customization Menu.

F12=Cancel Return to the Letterhead definition screen.

System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Maintenance: 3. Notification Authorization Form
Form Example

COLLECT Defendant Electronic Notification Authorization
99th District Court
124 W. Main Street
AnyCity, MI 48999
Phone: 517-555-1234
www.AnyCityMi.gov/99-District-Court
DATE: 7/23/19
NAME: DANIEL DWAYNE SEALS
DOB: 2/29/76
PHONE: 419-555-4245
Please Read and Understand the following:
Upon signing this form, the defendant is consenting to text or phone notifications on his or her court cases on file at this location. If the case is NON-PUBLIC, it is NOT ELIGIBLE for text or phone notifications.
By signing this form, I authorize the XXth District Court to notify me of upcoming events at the court. I understand, based on the option chosen below that I will receive Text or Voice Notifications to the phone number listed on this form. I also understand that the XXth District Court is not responsible for any additional fees or charges due to your phone carrier data rates.
In the event that my Cell or Land Line phone number changes, I will notify the court to update their records, and if I fail to do so will result in the termination of this service from the court.
Privacy Disclaimer: This notification program is provided as a service to give defendants important Court information in a timely manner. Your information will not be sold, distributed, or shared with any other entity. You can OPT-OUT of the system at any time. Simply reply: OPTOUT to any received message.
Please check [X] one of the following:
[] I accept and wish to receive TEXT MESSAGES. (Reply OPTOUT to text message to opt out.)
[] I accept and wish to receive VOICE MESSAGES. (Phone the court to opt out.)
[] Please STOP this type of COLLECT Defendant Electronic Notification until further notice.
Defendant Signature
Date
DefNtfAut (03/2015)



System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Notification: 6. Manually Run Pay Plan Nightly Batch Process

```
D6000DMC      Manually Run Pay Plan Nightly Batch Process      8/20/18  11:03:38
View information, press Enter.
Court Location ID . . . . . : 6000      (JIS Court ID)
User Initials . . . . . : DMC      (for ROA Update)

F3=Exit  F12=Cancel
```

The Manually Run Pay Plan Nightly Batch Process will allow the court to run the Nightly reminder job in the event it failed to run the previous night (like system was down for some reason). Normally this job will automatically run on a nightly basis and the court need not be concerned about running this job. This verification screen will display to the user the Court ID and User Initials that will be used for this job.

Screen input edits are as follows:

- o No parameters can be changed, press Enter to immediately submit the job to batch.

Screen function keys are as follows:

F3=Exit Return to Defendant Notification & Tracking Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Customization: 20. System Features

```

D6000DMC      Defendant Notification Feature Customization      8/20/18  11:08:38

Type choices, press Enter.

Update ROA . . . . . B      ('N'otification)
                                ('C'onfirmation)
                                ('B'oth)
                                ('X' Do Not Update ROA)

Place all Reports on "Hold". . . . . Y      ('Y'es, 'N'o)

Confirmation 1 Text Message. . . . . 517-555-4245 (Cell Number, Zeros)

Confirmation 2 Text Message. . . . . _____ (Cell Number, Zeros)

F3=Exit      F12=Cancel
    
```

The Defendant Notification Feature Customization will allow the court to customize some of the features of the DNT system. The system allows for the updating of the ROA, placing all reports on “hold” and up to 2 phone numbers to receive the confirmation text status message to indicate the Nightly reminder process has completed.

Screen input edits are as follows:

- Update ROA is required and must contain one of the following:
 - N=Notification – The ROA will only be updated upon the sending of the electronic notification
 - C=Confirmation – The ROA will only be updated upon successful confirmation of a delivered electronic notification.
 - B=Both – The ROA will reflect the electronic notification was sent, and when successful deliver has occurred.
 - X=Do not Update the ROA.
- Place all Reports on Hold is required and must contain Y=Yes or N=No. When all reports are on hold, they must be manually released on order to print.
- Confirmation (1 & 2) Test Message is not required. If court staff would like to receive a nightly status test message that the job has run and how many defendants were notified, they can enter their own personal cell number (up to 2) in the space provided.



System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Customization: 20. System Features

Screen function keys are as follows:

F3=Exit Return to Defendant Notification & Tracking Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
Customization: 7. Defendant Notification & Tracking Menu (If Enabled)
Customization: 21. System Values

```
D6000DMC                System Values Maintenance                8/20/18  11:55:01
Type choices, press Enter.
Caller ID . . . . . 517-551-1111      (Required phone number for
                                         voice messages)

F3=Exit  F12=Cancel
```

The System Values Maintenance will allow the court to enter one of the Court’s phone numbers which will be used for the Caller ID value. The Caller ID is only exposed on Voice Messages and not on text messages.

Screen input edits are as follows:

- Caller ID phone number is a required entry

Screen function keys are as follows:

- F3=Exit Return to Defendant Notification & Tracking Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Customization: 22. System Default Parameters

```

D6000DMC                System Default Parameters                5/22/23  16:31:41

Type choices, press Enter.

Enrollment Defaults
Device Type. . . . . C (E=eMail, C=Cell, L=Land Line)
eNotification Preference . . . . . T (E=eMail, T=Text, V=Voice)
Keep Phone Number/eMail Private. . . . . Y (Y=Yes, N=No-Update All JIS Cases)
Print Authorization Form . . . . . P (Y=Yes, N=No, P=Use Pre-Printed Form)
Send Authorization Text Msg. . . . . N (R=Remote, I=Instant, N=No)

eMail Reply Defaults
Sender . . . . . DoNotReply_60thDistrictCourt @Regroup.com
Reply To . . . . . Reply@ReGroup.com
Sent From. . . . . 60th District Court Collection (Court Name)

**NOTE** To disable all eMail replies, the defaults should be set to:
          Sender: DoNotReply @ReGroup.com
          Reply To: Reply@ReGroup.com
          If the recipient does reply, they will get an automated reply
          stating: "Delivery has Failed."

F3=Exit  F12=Cancel
    
```

The System Default Parameters screen will allow the court to enter enrollment and eMail default values.

- Enrollment Defaults – Enter these defaults based on how you want the majority of the defendants entered into the system. This will save keystrokes and time to allow for more accurate entry. These values can be overridden at enrollment time.

One way – Push only email notifications. (Probably used by most courts)

- eMail Reply Defaults – Most courts DO NOT want to have a 2 way email conversations with the defendants. They want this system to just “push” out email notifications and be done with it. If that is your court’s preference fill out the screen similar to the example above but substitute your information where needed.
 - Sender – Since this system will utilize the ReGroup eMail server to push out the email, the domain will always be “@ReGroupo.com”, you cannot modify that. Make sure you state “DoNotReply_XXthDistrictCourt so when the recipient sees that they will not even attempt to reply.
 - Reply To – “Reply@ReGroup.com will initiate an immediate delivery file back to the defendant to let them know of a delivery failure.
 - Sent From – This parameter further describes where the email is coming from for clarity purposes and shows up on the email header.





System: 80. Customization

Customization: 7. Defendant Notification & Tracking Menu (If Enabled)

Customization: 22. System Default Parameters

Two-way – Push and receive email notifications.

- eMail Reply Defaults – Two-way email can be achieved using the courts generic email address as the “reply to”. The COLLECT system will initiate the email notification and if replies occur, they would be directed to the court’s generic email address that would be monitored by court staff. Any further emails on that thread would take place using the court’s email system. To use this method, set the parameters as follows:
 - Sender – Since this system will utilize the ReGroup eMail server to push out the email, the domain will always be “@ReGroupo.com”, you cannot modify that. Remove the “DoNotReply_” and just put “XXthDistrictCourt” so when the recipient sees that they will know the genesis of the email.
 - Reply To – Here is where you would enter the court’s generic email address in its entirety. If the defendant receives the email and clicks the reply button, this email address will be inserted, and the reply would go back to the court’s email server. Two-way email would then continue outside of the COLLECT system.
 - Sent From – This parameter further describes where the email is coming from for clarity purposes and shows up on the email header.

Screen input edits are as follows:

- All parameters are required with valid values, otherwise an edit error will occur.

Screen function keys are as follows:

F3=Exit Return to Defendant Notification & Tracking Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization System: 10. Initial Setup Menu

```

D6000DMC                COLLECT System Initial SetUp Menu        4/20/15  11:31:58
Select one of the following:

Maintenance:             1. Software Security Id
                          2. Postcard Court Address
                          3. Notification Letter Heading
                          4. Wage Assignment Court Heading
                          5. Payment Coupon "Make Payments To"
                          6. Multiple Court Processing
                          7. Multiple Court Prefix Entry
                          8. Next Action Codes to Ignore
                          9. Payment Schedule Customization
                          10. Cash Codes to Ignore
                          11. Prisoner Funds Remit To Address
                          12. Prisoner Funds MDOC Address

                          30. All of the Above

Type selection, press Enter.  ==> █
F3=Exit  F6=Messages  F7=Spooled Files  F8=Submitted Jobs  F12=Cancel
    
```

When the user enters “10. Initial Setup Menu” and presses Enter from the Customization menu, the above screen will be displayed.

Screen input edits are as follows:

- The only valid options are those displayed on the menu. The options are described in more detail on the following pages.

Screen function keys are as follows:

F3=Exit	Exit the COLLECT System Initial Setup Menu and return to the previous screen.
F6=Messages	Display any messages sent to the current user or display station.
F7=Spooled Files	Display all spooled files for the current user that are waiting to print. When a generated spooled file report has printed, it will be removed by the system from the spooled files listing.
F8=Submitted Jobs	Display all jobs submitted to batch for the current user. When the generated spooled output has been printed, the system will remove it from the submitted job list.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 1. Software Security Id

```
D6000DMC                Software Security Id Maintenance                5/23/23  09:25:48
Type choice, press Enter.
Software Security Id . . . . P43R04I6NFE4L25457 (Code Supplied by DMC)
Defendant Notification & Tracking
Key 1 (9999L) . . . . . P43E06R0NFA3Y75H36 (Code Supplied by DMC)
Key 2 (N) . . . . . Q51G0AI65A6AQ76U82 (Code Supplied by DMC)

F3=Exit   F12=Cancel
```

The above screen will display when the user selects option 1. Software Security Id on the Initial Setup menu. It allows the user to enter the COLLECT System Software Security Id. This Id is supplied by DMC and it should not be changed without first consulting DMC.

Defendant Notification & Tracking (DNT) requires 2 visible keys and one hidden key in order to be enabled. These keys are provided by DMC and should not be added or changed without first consulting DMC.

Screen function keys are as follows:

- F3=Exit Exits Software Security Id Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 2. Postcard Court Address

```
D0800DMC          Postcard Court Address Maintenance      4/26/07  08:05:12

Type choice, press Enter.

Postcard Court Address . . . 99th DISTRICT COURT
                               999 W. ELM STREET
                               YOUR CITY, MI 99999

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 2. Postcard Court Address on the Initial Setup menu. It allows the user to enter the court address that will print on the postcard. This is used if the court is using the postcard format.

Screen function keys are as follows:

- F3=Exit Exits Postcard Court Address Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 3. Notification Letter Heading

```
D0800DMC          Notification Letter Heading Maintenance      4/26/07  08:06:47

Type choice, press Enter.

Notification Letter Heading . . .
-----
                        99th District Court
                        999 xxxxxxxxxxxxxx AVENUE
                        xxxxxxxxxxx, MI 99999-9999
                        (999) 999-9999
-----
                        www.YourCourtWebsite.com
-----
***** OVERDUE PAYMENT NOTICE *****

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 3. Notification Letter Heading on the Initial Setup menu. It allows the user to define the header or top portion of the notification letter. If using paper with a pre-printed header blank out any information on the above screen.

Screen function keys are as follows:

- F3=Exit Exits Notification Letter Heading Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 4. Wage Assignment Court Heading

```
D0800DMC      Wage Assignment Court Headings Maintenance      4/26/07  08:07:21

Type choice, press Enter.

Wage Assignment Court Headings . . . 99th District Court
                                       999 Elm Street
                                       Your City, MI 99999-9999
                                       999-999-9999

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 4. Wage Assignment Court Heading on the Initial Setup menu. It allows the user to define the header or top portion of the wage assignment and wage termination forms.

Screen function keys are as follows:

- F3=Exit Exits Wage Assignment Court Headings Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 5. Coupon Book “Make Payments To”

```
D0800DMC      Coupon Book "Make Payments To" Maintenance      4/26/07  08:12:51

Type choice, press Enter.

Make Payments To . . . . . 99th District Court
                             999 Elm Street
                             Your City, MI 99999-9999
                             Coupon Payment
                             999-999-9999

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 5. Payment Coupon “Make Payments To” on the Initial Setup menu. It allows the user to define the return address to print on each coupon of the Coupon Book for Payment Plans.

Screen function keys are as follows:

- F3=Exit Exits Coupon Book “Make Payment To” Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 6. Multiple Court Processing

```

D0800DMC          Multiple Court Processing Maintenance      4/26/07  08:08:54
Type information, press Enter.
Combine Multiple Courts into one Process . . . N      ('Y'es, 'N'o)
Default Court Id . . . . . 9999      (JIS Court Id)

F3=Exit  F12=Cancel

```

The above screen will display when the user selects option 6. Multiple Court Processing on the Initial Setup menu. It allows courts that have multiple court ids running on their system to combine the information by name/date of birth for the purpose of Collections.

**** Contact DMC before changing from one mode to another. ****

Screen field definitions and edits are as follows:

- A “Y”es or a “N”o are the only valid entries for Combine Multiple Courts into one Process. Any other entry will generate an error

A “Y” will combine all the court ids running on the system into one court for COLLECT. An “N” will leave each court running on the system as separate entities for COLLECT
- The default Court Id will only accept the court id that is currently running on the system. This Id is used for the storage of all customization parameters.

Screen function keys are as follows:

- F3=Exit Exits Multiple Court Processing Maintenance and returns the user to the COLLECT System Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 7. Multiple Court Prefix Entry

```

D0800DMC                Multiple Court Prefix Maintenance      4/25/07  08:09:27

Type prefixes, press Enter.

Court Id & Location      Prefix
0800 KALAMAZOO          N-
0910 Kalamazoo          C-
0920 PORTAGE            S-

F3=Exit  F12=Cancel

Bottom
    
```

This screen will be display when the user selects option 7. Multiple Court Prefix Entry on the Initial Setup menu. This screen allows the user to define a prefix for the case id when running in multiple court mode. These prefixes only display on the screen when the user has set the multiple court processing flag (9. Multiple Court Processing from the Customization menu) to a “Y”. All the court ids found on the system will be displayed.

Screen function keys are as follows:

- F3=Exit Exits Multiple Court Prefix Maintenance and returns the user to the COLLECT Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.





System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 8. Next Action Codes to Ignore

```

D0800DMC                Next Action Codes to be Ignored                4/26/07  08:09:57

Type codes, press Enter.

Code  Description
AJ09  SCHEDULED FOR SHOWCAUSE HEARING
AJ10  SCHEDULED TO PAY
AJ11  ADJOURNED; MATTER UNDER ADVISEMENT
AJ12  SCHEDULED FOR DEFERRED SENTENCING
AJ13  SCHEDULED FOR PRE-SENTENCE INTERVIEW
AJ14  COURT DATE
AJ15  DUE DATE
AJ16  PARTIAL PAYMENT DUE
AJ21  MATTER UNDER ADVISEMENT/SCHEDULED FOR PRE-SENTENCE INTERVIEW
AJ22  TIME EXTENDED TO PAY

_____
_____
_____
_____
_____
_____

More...

F3=Exit  F12=Cancel
    
```

This screen will be display when the user selects option 8. Next Action Codes to Ignore on the Initial Setup menu. This screen allows the user to enter the JIS Next Action Codes to be ignored when looking to see if the case has a future schedule date.

Screen field definitions and edits are as follows:

- Only valid JIS Next Action Codes (AJ codes) will be accepted. Any other entry will generate an error

Screen function keys are as follows:

- F3=Exit Exits Next Action Codes to be Ignored Maintenance and returns the user to the COLLECT Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 9. Payment Schedule Customization

```

D0800DMC      Payment Schedule Customization Maintenance      4/25/07  08:15:25

Type information, press Enter.

Heading  Payments should be made to: 99th District Court
Text. . . Send payments to: 99th District Court
           999 xxxxxxxxxxxxxx AVENUE
           xxxxxxxxxx, MI 99999-9999
           Inquiries: (313) 555-1212
           www.YourCourtWebsite.com

Attention
Text. . . In the event that you fail to make the payments as agreed upon, a
           statutory late fee of 20% will be added to the remaining balance.
           The court will not collect the 20% late fee if all payments are made.

Allow payments to be due on weekends/holidays . . . N ('Y'es, 'N'o)
If 'N'o, schedule payment before or after. . . . A ('B'efore, 'A'fter)
Print signature lines on bottom of form . . . . . Y ('Y'es, 'N'o)

F3=Exit   F12=Cancel
    
```

Holiday dates are determined by entries in the JIS Holiday File.

This screen will be display when the user selects option 9. Payment Schedule Customization on the Initial Setup menu. This screen allows the user to enter the information used to generate and print the payment schedule.

Screen field definitions and edits are as follows:

- Heading Text must be entered.
- Attention Text must be entered.
- A “Y”es or an “N”o are the only valid entries for Allow Payments to be Due on Weekends/Holidays. Any other entry will generate an error

A “Y” will allow scheduled payments to fall on weekends and holidays. An “N” will prevent scheduled payments from falling on weekends or holidays (as defined in JIS).

NOTE: Holiday dates are determined by entries the JIS Holiday file. You may want to enter all common holidays several years into the future so the scheduling process for Payment Plans is aware of the upcoming holiday dates.

- A “B”efore or an “A”fter are the only valid entries for If ‘N’o, Schedule Payment Before or After. Any other entry will generate an error.

A “B” will move the scheduled payment to a valid business day before the day being adjusted. An “A” will move the scheduled payment to a valid business day after the day being adjusted.



System: 80. Customization

System: 10. Initial Setup Menu

Maintenance: 9. Payment Schedule Customization

- A “Y”es or an “N”o are the only valid entries for Print Signature Lines on Bottom of Form. Any other entry will generate an error.

A “Y” will print the signature lines on the bottom of the Payment Schedule. A “N” will prevent the signature lines from printing on the bottom of the Payment Schedule.

Screen function keys are as follows:

F3=Exit Exits Payment Schedule Customization Maintenance and returns the user to the COLLECT Customization Menu.

F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 11. Prisoner Funds Remit to Address

```
D6000DMC          Prisoner Funds Remit To Maintenance      4/11/08  14:23:06

Type choice, press Enter.

Remit To Address . . . . . 99th Distict Court
                             99 S. Main St.
                             P.O. Box 999
                             City, State Zip

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 12. Prisoner Funds Remit to Address on the Initial Setup menu. It allows the user to enter the court address that will print on the prisoner funds remit to form. If this is left blank the form will default to the address at the top of the form. This address is only if the remitted funds should be sent to a different address then the court address.

Screen function keys are as follows:

- F3=Exit Exits Prisoner Funds Remit to Address Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 12. Prisoner Funds MDOC Address

```
D6000DMC          Prisoner Funds MDOC Addr Maintenance    6/03/11  14:32:26

Type choice, press Enter.

MDOC Address . . . . . MDOC Regional Business Office
                       Court Order Processing
                       4000 Cooper Street
                       Jackson, MI 49201

F3=Exit  F12=Cancel
```

The above screen will display when the user selects option 13. Prisoner Funds MDOC Address on the Initial Setup menu. It allows the user to enter the MDOC address that will print when the MDOC cover page is selected.

Screen function keys are as follows:

- F3=Exit Exits Prisoner Funds Remit to Address Maintenance and returns the user to the COLLECT System Customization Menu.

- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization
System: 10. Initial Setup Menu
Maintenance: 30. All of the Above

Selecting this option will display all the options, in sequence, on the COLLECT System Customization Menu. The result is the same as if you were to select each menu option individually.



System: 80. Customization Maintenance: 20. SSN

```

D6000DMC                SSN Maintenance                7/22/19  10:21:25

Position to Name . . . _____

Type options, press Enter.
  2=Change  4=Delete

*---- Entry ----*
Opt Name                DOB                SSN                Date                User
█ BAATZ/DANIEL/RICHARD  2/02/71  368-81-8175  2/22/11  D6000TED
- BAATZ/ERIN/LYN       9/24/88  373-88-3386  9/27/10  D6000DLS
- BAATZ/GENE/EARL      1/04/69  376-78-3488  8/29/13  D6000EWO
- BAATZ/MICHAEL/GENE   11/28/92  378-11-7084  7/24/15  D6000VKR
- BAATZ/MICHAEL/GENE - Expired  11/28/92  378-11-7089  7/20/12  D6000EWO
- BAATZ/ROBIN/SUE      7/01/74  362-78-6074  4/05/13  D6000EWO
- BABA/SARJON/M        5/03/82  362-81-2757  9/27/10  D6000DLS
- BABBIDGE/GALEN/CARR  4/26/71  388-14-6908  6/04/14  D6000TED
- BABCOCK/BENJAMIN/DAVIS  7/17/86  368-11-5891  7/17/13  D6000EWO
- BABCOCK/CYDNY/ANNAH  7/13/93  368-11-5891  11/04/14  D6000EWO
- BABCOCK/PAUL/CHRISTOPHER  6/25/58  368-11-5891
- BABCOCK/TINA/LYNN    7/22/62  368-11-5891
- BABER/DEAN/ALAN      7/27/54  368-11-5891

F3=Exit  F6=Add  F12=Cancel
    
```

Multiple entries with the same Name/DOB indicate the SSN file had another record added. Only the most current SSN will be used. Outdated records noted with "Expired". It will be a court decision whether or not to delete the expired records.

This screen will allow the user to maintain the SSN file. All SSNs are encrypted in the database and this program is the only way to Change or Delete entries once they are entered here, by the COLLECT maintenance program or the Payment Plan program. If there are multiple records for the same Name/DOB combination, this indicates that a user updated the SSN. The collect system will not delete the old records for history purposes. If the user wishes to clean up old SSN records, they can be deleted with the option 4=Delete. To assist in finding the correct record, the user can position the work list by name.

Screen input edits are as follows:

- The option field will only accept 2=Change or 4=Delete. Any other value will generate an edit error.

Screen function keys are as follows:

- F3=Exit Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu.
- F6=Add This key will display a blank screen for manual entry. The name and DOB must match a case master record in the JIS system. The DOB must be a valid date, not blank or zeros.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization Maintenance: 20. SSN Option 2=Change

```
D6000DMC                SSN Maintenance                8/02/10  15:17:13

Type information, press Enter.

Name . . .  BRACKETT/ROBERT/SCOTT                Enter Name & DOB
DOB . . .   9/30/84                                exactly as it
SSN . . .   992-87-0065                       appears in JIS.

F3=Exit  F12=Cancel
```

This screen will allow the user to change the information stored in the SSN file. Changes can be made to the spelling of the Name/DOB, but it must match a record in the JIS case master file. If not, the record will not be updated. The SSN can also be updated from this screen.

Screen input edits are as follows:

- The Name/DOB combination must exist in the JIS Case Master File.
- The birth date must be a valid date, not blank or zeros.

Screen function keys are as follows:

- | | |
|------------|--|
| F3=Exit | Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu. |
| F12=Cancel | Exits SSN Maintenance and returns the user to the SSN name selection list. |



**System: 80. Customization
Maintenance: 20. SSN
Option 4=Delete**

```

D6000DMC                SSN Maintenance                8/02/10  15:37:07

Position to Name . . . _____

Type options, press Enter.
 2=Change  4=Delete

                                *---- Entry ----*
Opt Name                        DOB          SSN          Date      User
- BELL/MARY/IDA                 12/22/71  [REDACTED]-0986  8/02/10  D6000DMC
- BENARD/CAROLYN/LYNN          10/22/67  [REDACTED]-2328  8/02/10  D6000DMC
- BOTELLO/JOSIE/FRANCIS        12/01/85  [REDACTED]-0932  8/02/10  D6000DMC
- BOWLING/PHILLIP/HOWARD        12/21/65  [REDACTED]-7588  8/02/10  D6000DMC
- BRACEY/DESTINY/MARIE          11/27/86  [REDACTED]-4422  7/14/10  D6000DMC
- BRACKETT/ROBERT/SCOTT         9/30/84   [REDACTED]-1131  7/14/10  D6000DMC
4 BRACKETT/ROBERT/SCOTT         9/30/84   [REDACTED]-0065  4/05/10  D6000DMC
█ BRADFORD/DONATUS/DEAN         1/13/76   [REDACTED]-2197  7/14/10  D6000DMC
- BRADFORD/ERICA/LYNNE         5/08/71   [REDACTED]-3830  7/14/10  D6000DMC
- BRADFORD/SHIRMEKA/REEANN      5/10/85   [REDACTED]-6309  7/14/10  D6000DMC
- BRAND/CURTIS/GRIFFIN          8/06/55   [REDACTED]-9053  10/24/08  D6000TED
- BREWER/HASSEL/WILLIAM III     7/31/76   [REDACTED]-6321  10/27/08  D6000TED
- BROWN/TONY/DANIEL             5/22/81   [REDACTED]-1600  10/28/08  D6000TED
                                                                More...

F3=Exit  F6=Add  F12=Cancel
Record has been deleted - BRACKETT/ROBERT/SCOTT.
    
```

Use caution when using this option, there will not be any verification screen displayed, the record will just get deleted. An information message will be displayed on the bottom of the screen confirming the delete.

Screen function keys are as follows:

- F3=Exit Exits SSN Maintenance and returns the user to the COLLECT System Customization Menu.
- F12=Cancel This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.

System: 80. Customization Maintenance: 21. Stop Code

D6000DMC Stop Code Maintenance 6/01/12 16:26:32

Type codes, press Enter.

Stop Code	Description/ROA Text	
A	Address Stop - Mail returned - bad address	<-Added-
	Address Stop Removed	<-Removed-
C	Show Cause Issued - Stop all COLLECT notice	<-Added-
	Restart COLLECT overdue notices	<-Removed-
J	Stop Notices - judges relation	<-Added-
	Restart Notice - judge disowned	<-Removed-
P	Case on PROBATION - Stop All COLLECT notice	<-Added-
	Case off Probation - Resume COLLECT notices	<-Removed-
S	Reserved for COLLECT Stop Notice	<-Added-
	Start Notice Q004 & Q005	<-Removed-
W	Warrant Issued - Stop all COLLECT notices	<-Added-
	Warrant Recalled - Restart COLLECT notices	<-Removed-
-		<-Added-
		<-Removed-
-		<-Added-
		<-Removed-

F3=Exit F12=Cancel

More...

Stop Codes A & S are reserved for the COLLECT system and cannot be modified.

The Code Description also doubles as the ROA entry when adding and removing Stop Codes.

This screen will allow the user to maintain the Stop Code Description file. Your court will have the ability to define your own Stop Codes. Codes A-Z and 0-9 are available for definition except for codes A and S. These codes are reserved for stop functions within the COLLECT system and will be protected from user modification. The Stop Code Description also doubles as the ROA text whenever a Stop Code is added or removed. The customized Stop Codes can be reported on by launching the Stop Code Report. (Reporting Menu option 12)

To add new codes, simply type the code and both descriptions and press enter. To remove or delete codes, simply blank out all three fields and press enter. To modify the code descriptions, just type over the existing description. (Changing the code description will not change Stop Code ROA text for those entries already enter or removed, only new entries from that point forward.)

Screen input edits are as follows:

- The Stop Code must be unique and have an "Added" and "Removed" description for the ROA entry. Any portion left blank, or duplicate codes will an edit error.

Screen function keys are as follows:

- F3=Exit** Exits Stop Code Maintenance and returns the user to the COLLECT System Customization Menu.
- F12=Cancel** This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



System: 80. Customization Maintenance: 22. Payment Plan Excuse Due Dates – Mass Update

```

D6000DMC      Payment Plan Excuse Due Dates - Mass Update      4/09/20  11:41:14
Type choices, press Enter.
Date Range. . . . . 4/09/20 thru 4/09/20      (MM/DD/YY) Max = 1 Month
Excuse Type . . . . . _      ('E'xtend PP, 'N'o Extension)

*** IMPORTANT *** This program will excuse all Payment Plan due dates
within the date range selected.  If extended due dates fall within the
date range selected, they will keep getting excused and extended until
they generate outside the date range.

F3=Exit  F12=Cancel

```

This screen should only be used when extraordinary circumstances require the excusing of all payment plan due dates within a specific date range. This process is patterned after the excusing of individual payment plan due dates with the X=Excuse option but using mass update logic instead of individual payment plan due dates.

YOU MUST BE CERTAIN OF YOUR SELECTION PARAMETERS BECAUSE THERE IS NO EASY WAY TO UNDOE WHAT THIS PROGRAM DOES.

All required payment due dates will be excused without exception for the date range selected. (The date range has a maximum 1-month span.) Based on the Excuse Type, the payment plan will either be extended by the number of payments being excused for the date range, or if “No” extension is selected, the excused payments will be accumulated into the last due date/amount for the payment plan.

***** IMPORTANT *** This program will excuse all Payment Plan due dates within the date range selected. If extended due dates fall within the date range selected, they will keep getting excused and extended until they generate outside the date range.**

To elaborate further on the above important statement, let us assume this scenario:
Date Range: 05/01/20 thru 05/31/20
Excuse Type: E=Extend

(scenario continued on the next page)





System: 80. Customization

Maintenance: 22. Payment Plan Excuse Due Dates–Mass Update

The last payment of the WEEKLY payment plan was on 05/04/20 which falls in between the selected date range. When the program encounters this record, it will excuse the 05/04/20 due date and extend the weekly payment plan to 05/11/20. When the program encounters the 05/11/20 record, because it is still within the selected date range, it will be excused and a 05/18/20 due date will be extended. When the program encounters the 05/18/20 record because it is still within the selected date range, it will be excused and a 05/25/20 due date will be extended. When the program encounters the 05/25/20 record because it is still within the selected date range, it will be excused and a 06/01/20 due date will be extended. This due date will then stand because it is outside the selected date range.

Screen input edits are as follows:

- The Date Range must both contain valid dates in MM/DD/YY format with a span of no greater than 1 month. Anything else will cause an edit error.
- The Excuse Type must be either be a "E"=Extend or N=No Extension. All other values will cause an edit error.

Screen function keys are as follows:

F3=Exit	Exits the Payment Plan Excuse Due Dates – Mass Update and returns the user to the COLLECT System Customization Menu.
F12=Cancel	This key will function the same as F3=Exit from this screen and has been placed there for standards and consistency.



Appendix “Q” Codes Generated by COLLECT - JIS Register of Action

The following table is a list of all the “Q” codes generated by the COLLECT system that are used to create ROA entries back to the JIS system. These “Q” codes can be used as events when designing JIS reports using the Report Generator.

Q001	T	ADD PAY PLAN	***THIS CASE ADDED TO PMT PLAN. (START DATE / PRIORITY / PAYMENT AMT)
Q002	T	CHG PP START	CHANGED PAYMENT PLAN START DATE TO...
Q003	T	CHG PP FREQ	CHANGED PAYMENT PLAN FREQUENCE TO...
Q004	T	STOP PP STMT	STOP SENDING OVERDUE PAYMENT STATEMENT NOTICES.
Q005	T	START PP STM	START SENDING OVERDUE PAYMENT STATEMENT NOTICES.
Q006	T	CHG PP AMT	PAYMENT AMOUNT CHANGED FOR CASE... (CASE ID / AMOUNT)
Q007	T	CHG PP PRTY	PAYMENT PLAN PRIORITY CHANGED TO... (CASE ID / PRIORITY)
Q008	T	REMOVED PP	THE LISTED CASE WAS CLOSED & REMOVED FROM PAYMENT PLAN. (CASE ID)
Q009	T	ADD PP OTHER	OTHER CASE(S) ADDED TO PAYMENT PLAN AGREEMENT. (CASE ID / AMOUNT)
Q010	T	STMT SENT	OVERDUE PAYMENT STATEMENT NOTICE SENT. (STMT DATE/NBR-TOTAL & AMT)
Q011	T	REMOVED PP	THE LISTED CASE WAS MANUALLY REMOVED FROM PAYMENT PLAN. (CASE ID)
Q015	T	NOTF LTR SNT	OVERDUE PAYMENT NOTIFY LETTER SENT (LETTER DATE/TEXT NBR/TOTAL DUE)
Q016	T	PP FREQ DAYS	PAYMENT PLAN FREQUENCY DAYS SET TO:
Q017	T	STMT OTHER	OVERDUE PAYMENT STATEMENT SENT (Not for this case)
Q018	T	LETTER OTHER	OVERDUE PAYMENT NOTIFY LETTER SENT (Not for this case)
Q019	T	STMT REPRINT	OVERDUE PAYMENT STATEMENT REPRINTED
Q020	T	STMT REPR EX	OVERDUE PAYMENT STATEMENT REPRINTED (Not for this case)
Q021	T	ADD PAY PLAN	THIS CASE ADDED TO PAYMENT PLAN (Date of Agreement)
Q022	T	ADD PP OTHER	PAYMENT PLAN CREATED - Date of Agreement (NOT FOR THIS CASE)
Q023	T	CHG PAY PLAN	PAYMENT PLAN PARAMETERS WERE CHANGED
Q024	T	DEL PAY PLAN	**** PAYMENT PLAN HAS BEEN DELETED ****
Q025	T	PAY PLAN SAT	** PAYMENT PLAN HAS BEEN SATISFIED AND TERMINATED **
Q027	T	COL AGENCY	CASE SENT TO 3RD PARTY COLLECTION AGENCY
Q028	T	PP TRM OTHER	** PAYMENT PLAN SATISFIED AND TERMINATED ** (NOT FOR THIS CASE)
Q030	T	TXGARN FILED	WRIT FOR TAX GARNISHMENT FILED
Q031	T	REMIT PRIS	ORDER TO REMIT PRISONER FUNDS PRINTED AND FILED
Q032	T	SATIS OF OBL	SATISFACTION OF OBLIGATION FOR REMIT PRISONER FUNDS PRINTED AND FILED
Q033	T	WAG ASN FIL	WAGE ASSIGNMENT HAS BEEN FILED BY THE COURT
Q034	T	WAG CNL FIL	WAGE ASSIGNMENT HAS BEEN CANCELLED BY THE COURT
Q035	T	COLL RESET	COLLECT STATEMENT RESET (FROM - TO)
Q036	T	WAGASN OTHER	WAGE ASSIGNMENT ISSUED ON OTHER CASE
Q037	T	WGAS CNL OTH	WAGE ASSIGNMENT ON OTHER CASE HAS BEEN CANCELLED BY THE COURT
Q038	T	DISCL RECVD	DISCLOSURE RECEIVED FROM TREASURY ON TAX GARNISHMENT
Q039	T	F DISCL RCVD	FINAL DISCLOSURE RECEIVED FROM TREASURY ON TAX GARNISHMENT
Q060	T	AMNESTY LTR	AMNESTY LETTER SENT (REDUCED BALANCE DUE)
Q061	T	AMNESTY OTHR	AMNESTY LETTER SENT (NOT FOR THIS CASE)
Q400	T	DFNT NTFY TX	DEFENDANT NOTIFIED OF UPCOMING ACTION - TEXT MESSAGE (DNT)
Q401	T	DFNT NTFY VM	DEFENDANT NOTIFIED OF UPCOMING ACTION - VOICE MESSAGE (DNT)
Q402	T	NTFY TX VFY	DEFENDANT NOTIFICATION - TEXT MESSAGE - CONFIRMED DELIVERY (DNT)
Q403	T	NTFY VM VFY	DEFENDANT NOTIFICATION - VOICE MESSAGE - CONFIRMED DELIVERY (DNT)
Q404	T	NTFY DLV ERR	DEFENDANT NOTIFICATION - MESSAGE DELIVERY ERROR (DNT)
Q405	T	DEPD ENR DNT	DEFENDANT ENROLLED IN ELECTRONIC NOTIFICATION (DNT)
Q406	T	DEF STOP DNT	DEFENDANT STOPPED ELECTRONIC NOTIFICATION (DNT)
Q407	T	DEF RMVD DNT	DEFENDANT REMOVED FROM ELECTRONIC NOTIFICATION (DNT)
Q408	T	DFNT NTFY EM	DEFENDANT NOTIFIED OF UPCOMING ACTION - EMAIL MESSAGE
Q409	T	NTFY EM VFY	DEFENDANT NOTIFICATION - EMAIL MESSAGE - CONFIRMED DELIVERY
Q410	T	DEPD ENR PRI	DEFENDANT ENROLLED IN ELECTRONIC NOTIFICATION FROM PRIOR CASE
Q411	T	DFNT NTFY EM	DEFENDANT NOTIFIED OF UPCOMING ACTION - EMAIL MESSAGE (DNT)